

Board of Trustees Agenda Item

Board Meeting Date: March 5, 2012

TITLE OF ITEM: Human Resources Report

BACKGROUND AND ANALYSIS:

The Human Resources report is presented for Board approval. The report reflects the personnel actions in the following categories: new hires, new positions, promotions, reassignments, reclassifications, separations, 39 month re-employment, permanent contract changes, professional growth awards, service recognition awards and longevity awards.

RECOMMENDATION: Vice Chancellor of Human Resources and Equal Opportunity Dorene Novotny recommends approval

Submitted by:	Dorene Novotny, Vice Chancellor of Human Resources & Equal Opportunity x6211
Additional contact names:	Suzanne Pfeiffer, Director of Human Resources x6109
Is backup provided?	Yes

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Board of Trustees Agenda Items

Board Meeting Date: March 5, 2012

Human Resources Report - Employment and Personnel Actions

ADMINISTRATORS							
RATIFICATION							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
APPROVAL							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Baker, Judy	Dean	Foothill Global Access	Foothill College	Return to Level from current Level J from reclassification	July 1, 2012	n/a	n/a
Schroeder, Rich	Dean	Physical Education / Athletics	De Anza College	Resignation for the purpose of retirement per Chapter 16	June 30, 2012	n/a	n/a
FULL-TIME FACULTY							
RATIFICATION							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
APPROVAL							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Berry, John	Instructor	CTIS	Foothill College	Resignation for the purpose of retirement	June 29, 2012	n/a	n/a
Farber, John	Instructor	CTIS	Foothill College	Resignation for the purpose of retirement	June 29, 2012	n/a	n/a
Goesling, Wendell	Instructor	Social Science & Humanities	De Anza College	Resignation for the purpose of retirement per Article 19	June 29, 2012	n/a	n/a
Kheijjou, Ali	Instructor	Language Arts	Foothill College	Resignation for the purpose of retirement per Article 19	June 29, 2012	n/a	n/a
Stasio, Donna	Instructor	Language Arts	De Anza College	Request for Article 18 - Reduced Workload Program	Fall 2012 - 2013 (for 10 years)	n/a	n/a
Wolterbeek, Kim	Instructor	Language Arts	Foothill College	Request for Article 18 - Reduced Workload Program	Fall 2012 - 2013 (for 10 years)	n/a	n/a
CLASSIFIED							
RATIFICATION OF APPROVALS FOR NEW HIRES - CLASSIFIED EMPLOYEES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Bahadur, Kerry	Financial Aid Outreach Assistant	Student Support Programs & Services	Foothill College	Ratification	February 15, 2012	120070	41 (1)
Lipsig, Joseph	Computer Laboratory Instructional Coordinator	Bio/Health & Env Sciences	De Anza College	Ratification	February 21, 2012	133040	52 (1)
Valencia, Miguel	Construction & Maintenance Worker I	Operations	Central Services	Ratification	March 4, 2012	114000	44 (1)

APPROVALS NEW HIRES - CLASSIFIED EMPLOYEES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
RATIFICATION OF APPROVALS FOR NEW HIRES - CLASSIFIED HOURLY EMPLOYEES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
APPROVALS NEW HIRES - CLASSIFIED HOURLY EMPLOYEES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
NEW POSITIONS							
Position #	Position	Department / Division	Location	Action Requested	Months / FTE	Fund	Salary (Level)
430695	Accountant, Senior	Business Services	Central Services	Ratification	12	114080	63
130655	Academic Services Technician	Instruction & Institutional Research	Foothill College	Approval	12	114000	46
PROMOTIONS							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Capristo, Miguel	Construction & Maintenance Worker I	Operations	Central Services	Ratification	February 13, 2012	114000	44 (5)
Dunlap, Matelund	Pool Maintenance Worker	Operations	Central Services	Ratification	February 3, 2012	114000	48 (5)
Lucas, Redentor	Budget Analyst	Educational Resources & Instruction	Foothill College	Ratification	February 6, 2012	114000	56 (1)
DEMOTIONS							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
REASSIGNMENTS							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
TRANSFER							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
RECLASSIFICATIONS							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
ACCEPT SEPARATIONS OF THE FOLLOWING EMPLOYEES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Years of Service
Burley, Christopher	Technology Training Specialist	Foothill Global Access	Foothill College	Approval	February 29, 2012	114080 / 114000	0.90

Leever, Ann	Instructional Associate	Learning Resources	De Anza College	Approval	April 30, 2012	114000	12.50
Tuazon, Renato	Instr Support Tech, Discipline	Learning Resources	De Anza College	Approval	May 31, 2012	114000	12.25
39 MONTH RE-EMPLOYMENT							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
PERMANENT CONTRACT INCREASES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
PERMANENT CONTRACT DECREASES							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							
PROFESSIONAL GROWTH AWARDS (\$42.00 PER MONTH)							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	# of Awards
None							
PROFESSIONAL GROWTH AWARDS (\$70.00 PER MONTH)							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	# of Awards
Evert, Olga	Executive Assistant	Academic Services	De Anza College	Ratification	February 1, 2012	114000	2
Luu, Lily	Eops Specialist	Student Support Programs & Services	Foothill College	Ratification	February 1, 2012	120040 / 120030	2
Mangiameli, Christine	Division Administrative Assistant	Biological & Health Sciences	Foothill College	Ratification	February 1, 2012	114000	6
Allshouse, Dawn	Buyer, Senior	Operations	Central Services	Ratification	March 1, 2012	465501 / 465510 / 114000	3
Booye, Marilyn	Program Coordinator, Senior	Special Education	De Anza College	Ratification	March 1, 2012	122020	6
Hunter, Karen	Financial Aid Assistant	VP Student Services	De Anza College	Ratification	March 1, 2012	120071	3
Mahi, Linda	Executive Assistant	Operations	Central Services	Ratification	March 1, 2012	465501 / 465510 / 114000 / 434501	2
Nguyen, Katherina	Accountant	Chancellor's Office	Central Services	Ratification	March 1, 2012	114080	3
Riggins, Julie	Instructional Associate	Language Arts	Foothill College	Ratification	March 1, 2012	114000	11
Sainten, Margaret	Lab Tech, Physical Therapy	Bio/Health & Env Sciences	De Anza College	Ratification	March 1, 2012	114000	2
SERVICE RECOGNITION AWARDS (\$70.00 PER MONTH)							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	# of Awards
None							

LONGEVITY AWARDS							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Years of Service</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
None							