

## **Board of Trustees Agenda Item**

**Board Meeting Date:** April 2, 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 of the Human Resources Report

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: April 2, 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)
Balducci, Laureen	Dean	Counseling and Matriculation	Foothill College	Reclassify Position to Higher Level to reflect increased responsibilities	May 1, 2012	114000	Grade K, Step 3 @ \$10,808.14 / month
n/a	Director, Business and Education Partnerships	Workforce Development and Institutional Advancement	Foothill College	New Classification	April 3, 2012	114000	Level I
n/a	Director, Disabled Student Services and Veteran's Programs	Student Services	Foothill College	New Classification	April 3, 2012	114000	Level I
Spragge, Phyllis	Dean	Biology and Health Sciences	Foothill College	Return to Faculty Position	July 1, 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)
Cembellin, Zach	Instructor	PSME	Foothill College	Employment	September 20, 2012	114000	Column II, Step 4 @ \$6,391.18 / month
Dunn, Ronald	Instructor	Creative Arts	De Anza College	Request for Article 18 - Reduced Workload Program	2012 - 2013 (for 10 years)	n/a	n/a
Kuehnl, Eric	Instructor	Fine Arts and Communications	Foothill College	Employment	September 20, 2012	114000	Column II, Step 5 @ \$6,672.96 / month
Milonas, Faith	Counselor	Counseling and Matriculation	De Anza College	Request for Article 18 - Reduced Workload Program	2012 - 2013 (for 10 years)	n/a	n/a
Onugha, Erica	Instructor	Language Arts	Foothill College	Partial Unpaid Leave of Absence	Spring 2012	n/a	n/a
Pearce, Kimberly	Instructor	Language Arts	De Anza College	Unpaid leave of absence	2012 - 2013	n/a	n/a
Stevenson, Janis	Instructor	Fine Arts and Communications	Foothill College	Request for Article 18 - Reduced Workload Program .5045 FTE	2012-2013	n/a	n/a
Swensson, John	Instructor	Language Arts	De Anza College	Resignation for the Purpose of Retirement per Article 19	June 29, 2012	n/a	n/a

Watkins, Sandra	Instructor	Business and CIS	De Anza College	Request to change Article 18 to .50 FTE	2012-2013	n/a	n/a
Wong, Stephanie	Instructor	Business and Social Sciences	Foothill College	Employment	September 20, 2012	114000	Column V, Step 2 @ \$6,672.96 / month
Zavodonick, Deborah	Instructor	CDC	De Anza College	Contract change to 1.0 FTE for 12 months	2012-2013	n/a	n/a
<b>CLASSIFIED</b>							
<b>RATIFICATION OF APPROVALS FOR NEW HIRES - CLASSIFIED EMPLOYEES</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
Smith, Kimani	Grounds Gardener III	College Services	De Anza College	Ratification	March 27, 2012	114000	42 (1)
<b>APPROVALS NEW HIRES - CLASSIFIED EMPLOYEES</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
None							
<b>RATIFICATION OF APPROVALS FOR NEW HIRES - CLASSIFIED HOURLY EMPLOYEES</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
None							
<b>APPROVALS NEW HIRES - CLASSIFIED HOURLY EMPLOYEES</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
None							
<b>NEW POSITIONS</b>							
<i>Position #</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Months / FTE</i>	<i>Fund</i>	<i>Salary (Level)</i>
None							
<b>PROMOTIONS</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
None							
<b>DEMOTIONS</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
None							
<b>REASSIGNMENTS</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
None							
<b>TRANSFER</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
None							
<b>RECLASSIFICATIONS</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
Jobs, Patricia	Campus Payroll Assistant	Budget & Personnel	De Anza College	Ratification	August 11, 2011	114000	44 (7)
<b>ACCEPT SEPARATIONS OF THE FOLLOWING EMPLOYEES</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Years of Service</i>

Gilmore, Justin	Financial Aid Outreach Assistant	VP Student Services	De Anza College	Ratification	March 23, 2012	120071	1.50
Skelton, Audrey	Pool Maintenance Worker	Operations	Central Services	Ratification	March 15, 2012	114000	17.00
Tang, Guoxin	Custodian II	College Services	De Anza College	Ratification	February 29, 2012	114000	5.50
Washington, Mary	Division Administrative Assistant	PSME	De Anza College	Ratification	March 5, 2012	114000	10.25
<b>39 MONTH RE-EMPLOYMENT</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
None							
<b>PERMANENT CONTRACT INCREASES</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
None							
<b>PERMANENT CONTRACT DECREASES</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i>Salary (Level / Step)</i>
None							
<b>PROFESSIONAL GROWTH AWARDS (\$42.00 PER MONTH)</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i># of Awards</i>
None							
<b>PROFESSIONAL GROWTH AWARDS (\$70.00 PER MONTH)</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i># of Awards</i>
None							
<b>SERVICE RECOGNITION AWARDS (\$70.00 PER MONTH)</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Fund</i>	<i># of Awards</i>
Contreras, Leonel	Journey - HVAC	Operations	De Anza College	Ratification	April 1, 2012	114000	10
Salazares, Maria	Custodian III	College Services	De Anza College	Ratification	April 1, 2012	114000	3
<b>LONGEVITY AWARDS</b>							
<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>
Ellis, David	Program Coordinator, Sr	Economic Development	Foothill College	8	April 1, 2012	115000	56 (7)
Pham, Hao	Admissions & Records Coordinator	Middlefield Campus	Foothill College	18	April 1, 2012	114000	46 (7)
<b>NEW PART-TIME FACULTY</b>							
<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Action Requested</i>	<i>Effective Date</i>	<i>Salary (Level)</i>	<i>Salary (Step)</i>
Bailey, William D.	Instructor	Economic Development	Foothill College	New Hire	Winter 2012	10	5
Cook, Leonard R.	Instructor	Business/Computer Systems	De Anza College	New Hire	Winter 2012	10	1
Hiatt, Cyrus N.	Instructor	Bio/Health & Env Sciences	De Anza College	New Hire	Winter 2012	10	0

McCsusker, Michael V	Instructor	PSME	Foothill College	New Hire	Spring 2012	40	0
Peretti, Bryan A.	Instructor	Social Sciences	De Anza College	New Hire	Winter 2012	10	0
Shan, Wenlei	Instructor	Business/Computer Systems	De Anza College	New Hire	Winter 2012	10	0
Sitkewich, Waldemar J.	Instructor	PSME	De Anza College	New Hire	Winter 2012	10	0
Thompson, Alvin L.	Instructor	Business/Computer Systems	De Anza College	New Hire	Winter 2012	20	5
Whitney-White, Paige	Instructor	Creative Arts	De Anza College	New Hire	Winter 2012	10	3

### SHORT TERM EMPLOYEES

#### RATIFICATION OF SHORT TERM EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Aldin, Muhtada	Student Intern	Physical Science, Math and Engineering	Foothill College	January 2, 2012	June 29, 2012	115174
DuBridge, Caleb	Professional Services Provider	Finance and Educational Resources	De Anza College	March 10, 2012	June 30, 2012	115268
Herrera, James	Men's Basketball Coach	Kinesiology and Physical Education	Foothill College	October 15, 2011	March 15, 2012	114000
Vandercook, Matthew	Professional Services Provider	Finance and Educational Resources	De Anza College	April 1, 2012	June 30, 2012	115268

#### RATIFICATION OF SEASONAL EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
None						

#### RATIFICATION OF INTERMITTENT EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
None						

#### RATIFICATION OF EDUCATIONAL AGREEMENTS (INSTRUCTION)

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
None						

#### APPROVAL OF SEASONAL EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
None						

#### APPROVAL OF SHORT TERM EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Prescott, Teresa	Assistant III	Creative Arts	De Anza College	April 9, 2012	June 14, 2012	114080
Taina, Roberta	Assistant II	Child Development Center	De Anza College	April 3, 2012	June 30, 2012	331001
Tidmarsh, Timothy	Specialist I	Biological & Health Sciences	Foothill College	April 3, 2012	June 30, 2012	114000

#### APPROVAL OF INTERMITTENT EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
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None						
<b>APPROVAL OF ALLIED HEALTH PROFESSIONALS</b>						
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Fund</b>
Ongsansoy, Charisse	Allied Health Specialist	Biological & Health Sciences	Foothill College	April 3, 2012	June 30, 2012	135006
<b>APPROVAL OF EDUCATIONAL AGREEMENTS (INSTRUCTION)</b>						
<b>Employee Name</b>	<b>Position</b>	<b>Department / Division</b>	<b>Location</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Fund</b>
Baumert, Oksana	Short Course Instructor	Creative Arts	De Anza College	April 9, 2012	June 4, 2012	114080
Karimi, Pantea	Short Course Instructor	Creative Arts	De Anza College	April 9, 2012	June 4, 2012	114080
Kurtyka, John	Short Course Instructor	Creative Arts	De Anza College	April 9, 2012	June 4, 2012	114080
Larson Locore, Marlene	Short Course Instructor	Creative Arts	De Anza College	April 9, 2012	June 4, 2012	114080
Malan, Janet	Short Course Instructor	Creative Arts	De Anza College	April 9, 2012	June 4, 2012	114080
Regua, Ernest	Short Course Instructor	Creative Arts	De Anza College	April 9, 2012	June 4, 2012	114080
Sanchez, Lydia	Short Course Instructor	Creative Arts	De Anza College	April 9, 2012	June 4, 2012	114080
Velasquez, Cristina	Short Course Instructor	Creative Arts	De Anza College	April 9, 2012	June 4, 2012	114080
<b>Fund #:</b>	<b>Description of Fund:</b>					
114...	General Purpose					
115...	Self-Sustaining					
120...	Categorical					
121/131...	Categorical					
122...	Special Education					
123...	Work Study					
125...	Parking					
128...	Campus Center Fees					
200...	Debt Service					
300...	Child Development					
400...	Capital Projects					
500...	Enterprise					
600...	Internal Services					
700...	Financial Aid					