

## **Board of Trustees Agenda Item**

**Board Meeting Date:** April 2, 2012

**Title of Item:** ACE Staff Development Leave

### **Background and Analysis:**

Board approval is requested for one (1) Classified Staff Development Leave for the 2012-13 academic year.

**Recommendation:** Director, Human Resources Suzanne Pfeiffer and the Staff Development Leave Committee recommend approval for the Staff Development Leave

|                           |   |
|---------------------------|---|
| Submitted by:             | Suzanne Pfeiffer, Director, Human Resources, ext. 6109                            |
| Additional contact names: | Dorene Novotny, Vice Chancellor, Human Resources and Equal Opportunity, ext. 6211 |
| Is backup provided?       | Yes   |

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT**

**ACE CLASSIFIED STAFF DEVELOPMENT LEAVE APPLICATIONS for 2012-2013**

**Presented to the Board**

**April 2, 2012**

| <b>NAME</b>       | <b>DIVISION/DEPARTMENT</b> | <b>COLLEGE</b>         |
|-------------------|----------------------------|------------------------|
| <b>So Te, Kim</b> | <b>Academic Services</b>   | <b>De Anza College</b> |

To enroll in database and computer classes to improve her database, report writing, and system administration skills. Also to enroll in writing and public speaking classes to improve her system training and user manual writing skills.