

Board of Trustees Agenda Item

Board Meeting Date: June 4, 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

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Human Resources Report - Employment and Personnel Actions

ADMINISTRATORS							
RATIFICATION							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Mieso, Rob	Director, Office of Outreach and Relations with Schools	Student Services	De Anza College	Temporary assignment of additional duties in accordance with Chapter 3 of the AMA Handbook	May 1, 2012 through June 30, 2013	114000	10% increase for additional duties
Nikolchev, Betsy	Executive Director	Family Engagement Institute	Foothill College	Employment in accordance with Education Code 87470	May 1, 2012 through March 31, 2013	114080	Range I / Step 5 @ \$10,131.50/month
Ponce, Carmen	Director, Stretch to Kindergarten and Early Learning Programs	Family Engagement Institute	Foothill College	Employment in accordance with Education Code 87470	May 1, 2012 through March 31, 2013	114080	Range F / Step 4 @ \$7,526.94/month
APPROVAL							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Spragge, Phyllis	Dean	Biology and Health Sciences	Foothill College	Resigning to return to faculty position	August 31, 2012	n/a	n/a
Swett, Denise	Vice President	Student Services	Foothill College	Promotion	June 5, 2012 through June 30, 2013	114000	Range M / Step 7 @ \$13,369.50/month
Position		Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Clinic Director, Health Services		Student Development and EOPS	De Anza College	New Classification and Position	June 5, 2012 12 months	114000	Range I
FULL-TIME FACULTY							
RATIFICATION							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Arenas, Jose	Instructor	Fine Arts and Communications	Foothill College	Correction to resignation date	June 30, 2010	n/a	n/a
Lee-Yen, Ann	Instructor	Child Development Center	De Anza College	Resignation for the purpose of retirement	April 12, 2012	n/a	n/a
APPROVAL							
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
Abrika, Ruben	Instructor	International / Intercultural Studies	De Anza College	Employment	September 20, 2012 10 months	114000	Column II / Step I (9) @ \$7,800.06/month
Fischer, Kay	Community Organizer	Academic Services	De Anza College	Employment in accordance with Education Code 87470	September 20, 2012 through December 14, 2012	114080	Column III / Step D (4) @ \$6,672.96/month
Huseman, David	Instructor	Biology and Health Sciences - EMT Paramedic Program	Foothill College	Temporary Employment in Accordance with Education Code Section 87481	July 1, 2012 through August 31, 2012	114000	Column I / Step J (10) @ \$7,800.06/month

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Mack, Roger	Instructor	Social Science / Humanities	De Anza College	Resignation for the purpose of retirement per Article 19	June 29, 2012	n/a	n/a
Miller, Florance	Counselor	Disability Resources	Foothill College	Employment	August 22, 2012 11 months	114000	Column V / Step E (5) @ \$7,518.29/month
Spragge, Phyllis	Instructor	Biology and Health Sciences	Foothill College	Return to faculty position	September 20, 2012	114000	Column III / Step M (13) @ \$9208.95/month
Watkins, Sandi	Instructor	Language Arts	Foothill College	Resignation for the purpose of retirement	June 29, 2012	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)
Zapfen, Alex	Apprentice I-Heat, Vent, A/C	Operations	Central Services	Ratification	May 15, 2012	114000	46 (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)
230820	Job Developer	OTI	De Anza College	Approval	12 / 1.0	135703	46

PROMOTIONS

Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Salary (Level / Step)
None							

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)
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Human Resources Report - Employment and Personnel Actions

None							
TRANSFER							
<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							
RECLASSIFICATIONS							
<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>
Marquez, Virginia	EOPS/CARE Acctg Technician	VP Student Services	De Anza College	Ratification	May 4, 2012	120031 / 114000	46 (7)
Perez, Denise	Academic Scheduling Coordinator	Ed Resources & Instruction	Foothill College	Ratification	July 1, 2011	114000	56 (7)
Rodriguez, Jorge	EOPS/CARE Acctg Technician	Student Support Programs & Services	Foothill College	Ratification	May 4, 2012	120031	46 (7)
Swanson, Jane	Academic Scheduling Coordinator	Academic Services	De Anza College	Ratification	July 1, 2011	114000	56 (7)
ACCEPT SEPARATIONS OF THE FOLLOWING EMPLOYEES							
<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>
Lin, Hsiao	Journey - Heat, Vent, Air Cond	Operations	Central Services	Ratification	May 16, 2012	114000	11.25
39 MONTH RE-EMPLOYMENT							
<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							
PERMANENT CONTRACT INCREASES							
<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							
PERMANENT CONTRACT DECREASES							
<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							
PROFESSIONAL GROWTH AWARDS (\$42.00 PER MONTH)							
<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							
PROFESSIONAL GROWTH AWARDS (\$70.00 PER MONTH)							
<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>
Chang, Mi	Academic Services Technician	Academic Services	De Anza College	Ratification	June 1, 2012	114000	5
Cheney, Melodie	Admissions & Records Assistant	VP Student Services	De Anza College	Ratification	June 1, 2012	114000	1
Duong, Tung	Financial Aid Assistant	Student Support Programs & Services	Foothill College	Ratification	June 1, 2012	114000	4

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Gallagher, Georgiana	Human Resources Technician II	Ed Resources & Instruction	Foothill College	Ratification	June 1, 2012	114000	9
Haynes, Deborah	Administrative Assistant II	Ed Resources & Instruction	Foothill College	Ratification	June 1, 2012	114000	6
Hinds, Susanne	Library Technician, Senior	Language Arts	Foothill College	Ratification	June 1, 2012	114000	3
Kha, Bachmai	Instructional Associate	Learning Resources	De Anza College	Ratification	June 1, 2012	114000	8
Oeh, Karen	Program Coordinator I	Learning Resources	De Anza College	Ratification	June 1, 2012	114000	6
Te, So Kim	Academic Services Technician, Senior	Academic Services	De Anza College	Ratification	June 1, 2012	114000	2
Vijeh, Terri	Accounts Payable Assistant	Business Services	Central Services	Ratification	June 1, 2012	120001 / 114000	2
Woo, Christine	Executive Assistant - President's Office	President's Office	De Anza College	Ratification	June 1, 2012	114000	5
Zink, Paul	Network Engineer	ETS	Central Services	Ratification	June 1, 2012	464340 / 114000	11

SERVICE RECOGNITION AWARDS (\$70.00 PER MONTH)

<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>
Avila-Cortes, Rene	Grounds Gardener II	College Services	De Anza College	Ratification	June 1, 2012	114000	3
Cabuag, Demetrio	Custodian III	College Services	De Anza College	Ratification	June 1, 2012	114000	3
Gates, Denis	Custodian III	College Services	De Anza College	Ratification	June 1, 2012	128020	4
Kong, Yukbing	Custodian II	College Services	De Anza College	Ratification	June 1, 2012	128020 / 114000	3
Leal, Maria	Custodian II	College Services	De Anza College	Ratification	June 1, 2012	114000	3
Mc Leod, Norman	Custodian II	Operations	Central Services	Ratification	June 1, 2012	128000	3
Partida, Jesus	Custodian II	College Services	De Anza College	Ratification	June 1, 2012	114000	3
Reed, Dennis	Custodian II	College Services	De Anza College	Ratification	June 1, 2012	114000	3

LONGEVITY AWARDS

<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>
Kirk, Lisa	Accountant	Ed Resources & College Operations	De Anza College	Ratification	June 1, 2012	114000	18

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Human Resources Report - Employment and Personnel Actions

Nelson, Leif	Police Officer	District Safety & Security	Central Services	Ratification	June 1, 2012	125000 / 114000	18
Oeh, Karen	Program Coordinator I	Learning Resources	De Anza College	Ratification	June 1, 2012	114000	13
Smith, Cynthia	Human Resources Technician II	Ed Resources & College Operations	De Anza College	Ratification	June 1, 2012	114000	23

NEW PART-TIME FACULTY

Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Salary Grade	Salary Step
King, Christopher C.	Instructor	Biological & Health Sciences	Foothill College	New Hire	Spring 2012	00010	1
Knoblauch, Karen N.	Instructor	Bio/Health & Env Sciences	De Anza College	New Hire	Spring 2012	00050	3
Lew, Laurence C.	Instructor	Business & Social Sciences	Foothill College	New Hire	Spring 2012	00050	1
Lundgren, Deborah S.	Instructor	Child Development	De Anza College	New Hire	Winter 2012	00030	5
Merriman, Kristen R.	Instructor	Biological & Health Sciences	Foothill College	New Hire	Spring 2012	00030	5
Miller, Florence A.	Instructor	Adaptive Learning & Disability	Foothill College	New Hire	Spring 2012	00050	5
Nachnani, Maryla T.	Instructor	Child Development	De Anza College	New Hire	Spring 2012	00050	1
Rasnick, Ricky J.	Instructor	Kinesiology and Athletics	Foothill College	New Hire	Spring 2012	00020	5
Sanchez, Louis E.	Instructor	Business/Computer Systems	De Anza College	New Hire	Spring 2012	00010	13
Srivastav, Kavita	Instructor	Child Development	De Anza College	New Hire	Winter 2012	00030	2
Van Der Poel, Misako	Instructor	PSME	De Anza College	New Hire	Spring 2012	00020	4
Wee Tom, Bradford F.	Instructor	Biological & Health Sciences	Foothill College	New Hire	Winter 2012	00010	5

SHORT TERM EMPLOYEES

RATIFICATION OF SHORT TERM EMPLOYEES						
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund
Buzzell, Troy	Specialist I	Biological & Health Sciences	Foothill College	June 1, 2012	June 30, 2012	121106
Chen, Evan	Specialist I	Biological & Health Sciences	Foothill College	June 1, 2012	June 30, 2012	121106
Diaz, Manuel	Assistant IV	Middlefield Campus Programs	Foothill College	May 29, 2012	June 30, 2012	121106

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Fernandez, Adam	Specialist I	Biological & Health Sciences	Foothill College	June 1, 2012	June 30, 2012	121106
Hale, Allison	RN Program Support	Student Services and Development	De Anza College	May 1, 2012	June 30, 2012	121021
Hall, Megan	Technical Support II	Fine Arts	Foothill College	May 1, 2012	June 30, 2012	115115
Irwin, Dennis	Specialist I	Creative Arts	De Anza College	May 10, 2012	May 25, 2012	114000
Lassiter, Derek	Testing Proctor	Testing Services	Foothill College	May 9, 2012	June 30, 2012	114000
Lively, Sally Cruz	Technical Specialist IV	District Safety and Security	Central Services	May 15, 2012	June 30, 2012	114000
Lolomanaia, Apollo	Assistant V	Adaptive Learning	Foothill College	May 7, 2012	June 30, 2012	122010
Lei, Man	Assistant III	Child Development Center	De Anza College	May 8, 2012	June 30, 2012	331001
Nava, Juan	Administrative Support III	Bookstore	De Anza College	June 1, 2012	June 30, 2012	114080
Oropeza, Ashley	Administrative Support IV	Business and Social Sciences	Foothill College	May 25, 2012	June 30, 2012	114000
Rangel, Anthony	Specialist I	Biological & Health Sciences	Foothill College	June 1, 2012	June 30, 2012	121106
Rout, Alisse	Assistant III	Middlefield Campus Programs	Foothill College	May 29, 2012	June 30, 2012	121106
Stranahan, Sharon	Assistant V	Learning Resources	Foothill College	June 1, 2012	June 30, 2012	114000
Truong, Khang	Student Intern	Physical Sciences, Math and Engineering	Foothill College	January 1, 2012	June 30, 2012	115174
Weaver, Thomas	Theatre Tech	Fine Arts	Foothill College	May 1, 2012	June 30, 2012	115115

RATIFICATION OF SEASONAL EMPLOYEES

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

RATIFICATION OF INTERMITTENT EMPLOYEES

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

RATIFICATION OF EDUCATIONAL AGREEMENTS (INSTRUCTION)

<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
Delvey, Josephine	Short Course Instructor	Community Education	De Anza College	May 23, 2012	June 27, 2012	115218

APPROVAL OF SHORT TERM EMPLOYEES

<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
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Alexander, Mark	Assistant Coach	Physical Education	De Anza College	August 12, 2012	November 30, 2012	115233
Bland, Samuel	Assistant III	Child Development Center	De Anza College	July 2, 2012	June 30, 2013	331001
Cefalu, John	Assistant Coach	Physical Education	De Anza College	August 12, 2012	November 30, 2012	115233
Cordero, Bert	Assistant Coach	Physical Education	De Anza College	August 12, 2012	November 30, 2012	115233
Cornell, Ray	Assistant Coach	Physical Education	De Anza College	August 12, 2012	November 30, 2012	115233
Miller, Ellen	Professional Expert	Workforce Development	Foothill College	July 3, 2012	September 28, 2012	134018
Lei, Man	Assistant III	Child Development Center	De Anza College	May 8, 2012	June 30, 2012	331001
Squires, Kyle	Assistant Coach	Physical Education	De Anza College	August 12, 2012	November 30, 2012	115233
Steward, Fred	Assistant Coach	Physical Education	De Anza College	August 12, 2012	November 30, 2012	115233
Swall, Scott	Assistant Coach	Physical Education	De Anza College	August 12, 2012	November 30, 2012	115233

APPROVAL OF SEASONAL EMPLOYEES

<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
Anderson, Janet	Administrative Support III	Bookstore	De Anza College	July 1, 2012	July 20, 2012	114080
Bland, Samuel	Assistant III	Child Development Center	De Anza College	June 5, 2012	June 30, 2012	331001
Browning, Austin	Clerk IV	Community and Continuing Education	De Anza College	July 1, 2012	July 13, 2012	115218
Jahn, Elizabeth	Clerk III	Bookstore	De Anza College	July 1, 2012	July 20, 2012	114080
McGregor, Steven	Clerk III	Bookstore	De Anza College	July 1, 2012	July 20, 2012	114080
Stagnaro, Kyle	Clerk IV	Community and Continuing Education	De Anza College	July 1, 2012	July 13, 2012	115218
Tong, Nicholas	Clerk IV	Community and Continuing Education	De Anza College	July 1, 2012	July 13, 2012	115218
Tran, Erica	Clerk IV	Community and Continuing Education	De Anza College	July 1, 2012	July 13, 2012	115218
Wargon, Lucy	Clerk III	Bookstore	De Anza College	July 1, 2012	July 20, 2012	114080

APPROVAL OF INTERMITTENT EMPLOYEES

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

APPROVAL OF ALLIED HEALTH PROFESSIONALS

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

APPROVAL OF EDUCATIONAL AGREEMENTS (INSTRUCTION)

<i>Employee Name</i>	<i>Position</i>	<i>Department / Division</i>	<i>Location</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Fund</i>
Chapman-Locke, Pam	Short Course Instructor	Community and Continuing Education	De Anza College	June 15, 2012	July 13, 2012	115218
Morgan, Todd	Short Course Instructor	Community and Continuing Education	De Anza College	June 15, 2012	July 13, 2012	115218
Ryan, Michele	Short Course Instructor	Community and Continuing Education	De Anza College	June 15, 2012	July 13, 2012	115218
Seguin, Anna	Short Course Instructor	Community and Continuing Education	De Anza College	June 15, 2012	July 13, 2012	115218

<i>Fund #:</i>	<i>Description of Fund:</i>
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