

## **Board of Trustees Agenda Item**

**Board Meeting Date:** September 10, 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:**

Dorene Novotny, Vice Chancellor of Human Resources and Equal Opportunity 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

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Human Resources Report - Employment and Personnel Actions

ADMINISTRATORS								
RATIFICATION								
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Fund Description	Salary (Level / Step)
Violett, Glenn	Interim Dean	Business and Social Sciences	Foothill College	Correction to salary placement from Range K to J	July 1, 2012 through December 31, 2012	114000	General Purpose Fund	Range J, Step 2 @ \$9,830.28 / month
APPROVAL								
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Fund Description	Salary (Level / Step)
None								
FULL-TIME FACULTY								
RATIFICATION								
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Fund Description	Salary (Level / Step)
Denver, Cathy	Counselor	Counseling	Foothill College	Partial unpaid leave of absence of 40%	July 1, 2012 through June 30, 2013	n/a	n/a	n/a
APPROVAL								
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Fund Description	Salary (Level / Step)
Torres, Laurel	Counselor	Counseling	De Anza College	Resignation for the purpose of retirement per Article 20	June 29, 2013	n/a	n/a	n/a
CLASSIFIED								
RATIFICATION								
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Fund Description	Salary (Level / Step)
Duong, Gioi	Custodian II	College Services	De Anza College	Promotional Reclassification - Custodian I to Custodian II	August 1, 2012	128020	Campus Center Fees	37 (4)
Li, Beijing	Benefits System Analyst, Lead	Human Resources & Equal Opportunity	Central Services	Promotion	August 8, 2012	611000	Internal Services	13 (3)
McCarthy, Maureen	Division Administrative Assistant	PSME	De Anza College	Employment	August 15, 2012	114000	General Purpose	44 (1)
Casey, Maria	Special Assistant to the President	President's Office	Foothill College	Professional Growth Award	September 1, 2012	114000	General Purpose	4
Licon, Rachelle	Payroll Technician II	Business Services	Central Services	Professional Growth Award	September 1, 2012	114000 / 120001	General Purpose / Categorical	1
Navarro, Elvia	Accounting Technician, Senior	Business Services	Central Services	Professional Growth Award	September 1, 2012	114000 / 120001	General Purpose / Categorical	5
Pace, Berta	Division Administrative Assistant	Business/Computer Systems	De Anza College	Professional Growth Award	September 1, 2012	114000	General Purpose	3

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Van, Nina	Financial Aid Outreach Coordinator	VP Student Services	De Anza College	Professional Growth Award	September 1, 2012	120071	Categorical	4
Huynh, Hieu	Financial Aid Assistant	VP Student Services	De Anza College	Resignation	August 31, 2012	120071	Categorical	1.75

## APPROVALS

Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Fund Description	Salary (Level / Step)
Norsell, Paula	Assistant to the Chancellor	Chancellor's Office	Central Services	Employment	October 16, 2012	114000	General Purpose	12 (4)

## NEW PART-TIME FACULTY

Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Salary Grade	Salary Step
None							

## SHORT TERM EMPLOYEES

### RATIFICATION OF SHORT TERM EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	Fund Description
Benton, Laura	Assistant Coach	Kinesiology & Athletics	Foothill College	August 15, 2012	November 17, 2012	115117	n/a
Coffman, David	Technical Support III	Fine Arts	Foothill College	August 21, 2012	June 30, 2013	115115	n/a
Cowden, Jack	Assistant Coach - Volleyball	Kinesiology & Athletics	Foothill College	August 15, 2012	December 15, 2012	115117	n/a
Duper, Carson	Technical Support III	Fine Arts	Foothill College	August 21, 2012	June 30, 2013	115115	n/a
Fass, Adrienne Marie	Assistant Coach - Soccer	Kinesiology & Athletics	Foothill College	August 15, 2012	December 15, 2012	115117	n/a
Ferlauto, David	Technical Support III	Fine Arts	Foothill College	August 21, 2012	June 30, 2013	115115	n/a
Gilbert, Edward	Technical Support III	Fine Arts	Foothill College	August 21, 2012	June 30, 2013	115115	n/a
Hall, Megan	Technical Support III	Fine Arts	Foothill College	August 21, 2012	June 30, 2013	115115	n/a
Graham, Christopher	Technical Support III	Fine Arts	Foothill College	August 21, 2012	June 30, 2013	115115	n/a
Raivio, Matthew	Assistant Coach - Football	Kinesiology & Athletics	Foothill College	August 13, 2012	September 22, 2012	114000	n/a
Rasnick, Ricky James	Assistant Coach - Football	Kinesiology & Athletics	Foothill College	August 13, 2012	September 22, 2012	114000	n/a
Schmidt, Andrea	Technical Support II	Fine Arts	Foothill College	August 21, 2012	June 30, 2013	115115	n/a
Schwartz, Andrea	Technical Support III	Fine Arts	Foothill College	August 21, 2012	June 30, 2013	115115	n/a
Weaver, Thomas	Technical Support II	Fine Arts	Foothill College	September 1, 2012	June 30, 2013	115115	n/a
Yeh, Hsiangchin Ariel	Technical Support IV	PSME	Foothill College	July 1, 2012	December 31, 2012	114000	n/a

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## RATIFICATION OF SEASONAL EMPLOYEES

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

## RATIFICATION OF INTERMITTENT EMPLOYEES

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

## RATIFICATION OF ALLIED HEALTH PROFESSIONALS

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	Fund Description
Hale, Allison	RN Program Support	Student Services	De Anza College	July 1, 2012	June 30, 2013	121021	n/a

## RATIFICATION OF EDUCATIONAL AGREEMENTS (INSTRUCTION)

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

## APPROVAL OF SHORT TERM EMPLOYEES

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

## APPROVAL OF SEASONAL EMPLOYEES

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

## APPROVAL OF INTERMITTENT EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	Fund Description
Brooks, Sarah Mae	Assistant III	Community Education	De Anza College	September 29, 2012	March 30, 2013	115216	n/a
Tong, Nicholas	Assistant III	Community Education	De Anza College	September 29, 2012	March 30, 2013	115216	n/a

## APPROVAL OF ALLIED HEALTH PROFESSIONALS

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	Fund Description
Bean, Mike	Paramedic Laboratory Support	Bio Health/Middlefield	Foothill College	September 11, 2012	June 30, 2013	114000	
Buchanan, Erin	Paramedic Laboratory Support	Bio Health/Middlefield	Foothill College	September 11, 2012	June 30, 2013	114000	n/a
Cone, Robert	Paramedic Laboratory Support	Bio Health/Middlefield	Foothill College	September 11, 2012	June 30, 2013	114000	n/a
Day, Michael	Paramedic Laboratory Support	Bio Health/Middlefield	Foothill College	September 11, 2012	June 30, 2013	114000	n/a
Divecchio, Nicolette	Paramedic Laboratory Support	Bio Health/Middlefield	Foothill College	September 11, 2012	June 30, 2013	114000	n/a

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Flanagan, Graham	Paramedic Laboratory Support	Bio Health/Middlefield	Foothill College	September 11, 2012	June 30, 2013	114000	n/a
Ho, Thanh	Paramedic Laboratory Support	Bio Health/Middlefield	Foothill College	September 11, 2012	June 30, 2013	114000	n/a
Kerbyson, Michael	Paramedic Laboratory Support	Bio Health/Middlefield	Foothill College	September 11, 2012	June 30, 2013	114000	n/a
Nevitt, Lisa	Paramedic Laboratory Support	Bio Health/Middlefield	Foothill College	September 11, 2012	June 30, 2013	114000	n/a
Ragsac, Robert	Paramedic Laboratory Support	Bio Health/Middlefield	Foothill College	September 11, 2012	June 30, 2013	114000	n/a
Rangel, Anthony	Paramedic Laboratory Support	Bio Health/Middlefield	Foothill College	September 11, 2012	June 30, 2013	114000	n/a
Stanovcak, Steve	Paramedic Laboratory Support	Bio Health/Middlefield	Foothill College	September 11, 2012	June 30, 2013	114000	n/a

## 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>	<i>Fund Description</i>
None							

<i>Fund #:</i>	<i>Description of Fund:</i>
114...	General Purpose
114080	Auxiliary Fund
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