

## **Board of Trustees Agenda Item**

**Board Meeting Date:** December 10, 2012

**Title of Item:** Human Resources Report

### **Background and Analysis:**

#### Human Resources Report

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)
Hayes Lamprey, Joni	Acting Director	Budget Operations	Central Services	New Appointment	November 1, 2012 through June 30, 2013	114000	General Purpose	Range I, Step 1 @ \$8,498.15 / month
Vacant	Dean	Foothill-De Anza Education Center	Foothill College	Reclassification	November 1, 2012	114000	General Purpose	Level J
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)
None								
APPROVAL								
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Fund Description	Salary (Level / Step)
Schmidt, Ernest	Counselor	Counseling	Foothill College	Partial unpaid leave of absence of 50%	February 1, 2013 through June 28, 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)
Cratty, Christina	International Students Program Supervisor	International & Distance Learning	Foothill College	Reclassification	August 27, 2012	114000	General Purpose	61 (5)
Nguyen, To Hong	Payroll Technician, Senior	Business Services	Central Services	Promotion	November 1, 2012	114000 / 120001	General Purpose / Categorical	51 (6)
Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Fund Description	# of Awards
Lee, Janice	Accounts Payable Assistant	Business Services	Central Services	Professional Growth Award	December 1, 2012	114000 / 120001	General Purpose / Categorical	3
Lyon, Ellen	Accounts Payable Supervisor	Business Services	Central Services	Professional Growth Award	December 1, 2012	114000 / 465510 / 465501 / 120001	General Purpose / Capital Projects / Categorical	12
Villalba, Karen	Assistant Director, Child Development	Child Development Center	De Anza College	Professional Growth Award	December 1, 2012	331001 / 331002 / 331003	Child Development	1

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Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Fund Description	Years of Service
Battaini, Steven	Lead-Locksmith/Wldr/Meta I Fab	Operations	Central Services	Retirement	November 26, 2012	114000	General Purpose	35.5
Estrada, Luis	Maintenance Worker	College Services	De Anza College	Resignation	November 15, 2012	114000	General Purpose	1.75
Migliaccio, Andrea	Admissions & Records Assistant	VP Student Services	De Anza College	Resignation	November 23, 2012	114000	General Purpose	4
Pham, Stephanie	Program Coordinator I	Bio/Health & Environmental Sciences	De Anza College	Longevity Award (correction of years of service)	November 1, 2012	133040	Categorical	23
Position # / Months / FTE	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Fund Description	Salary (Level)
130675 / 11 months / 1.0	Laboratory Technician	PSME	Foothill College	New Position	October 19, 2012	114000	General Purpose	45
430700 / 12 months / 1.0	Police Records Specialist	District Safety & Security	Central Services	New Position	October 30, 2012	114000 / 125020	General Purpose / Parking	41

## APPROVALS

Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Fund Description	Years of Service
Henderson McLeod, Joyce	Testing Proctor	Adaptive Learning & Disability	Foothill College	Longevity Award	January 1, 2013	122010	Special Education	18

Employee Name	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Fund Description	# of Awards
Estrada, Alfredo	Custodian II	College Services	De Anza College	Service Recognition Award	January 1, 2013	114000	General Purpose	2
Lesslie, Gordon	Air, Heat/Vent, Pool Supvr	Operations	Central Services	Service Recognition Award	January 1, 2013	465501 / 114000	Capital Projects / General Purpose	11
Navarro C, Alberto	Grounds Gardener III	Operations	Central Services	Service Recognition Award	January 1, 2013	114000	General Purpose	4

## RATIFICATION OF SHORT TERM EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	Fund Description
Brown, Danielle	Assistant V	Kinesiology & Athletics	Foothill College	October 8, 2012	March 31, 2013	115180	n/a
Cheng, Laura Yong	Administrative Support III	Adaptive Learning & Disability	Foothill College	October 22, 2012	March 31, 2013	122010	n/a
Clever, Carol	Theatre Professional	Fine Arts	Foothill College	October 1, 2012	November 18, 2012	135008	n/a
Dibner, Hannah R	Assistant II	Business & Social Sciences	Foothill College	November 1, 2012	March 31, 2013	115051	n/a
Elliott, Kari	Technical Support IV	ETS	Central Services	November 1, 2012	January 31, 2013	114000	n/a
Goularte, Ronald A	Specialist II	Student Affairs & Activities	Foothill College	October 16, 2012	June 30, 2013	114080	n/a
Jaramillo, Colin	Assistant I	Business & Social Sciences	Foothill College	November 1, 2012	March 1, 2013	115051	n/a

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Kennedy, Colin	Technical Support IV	Ed Resources & College Ops	De Anza College	November 5, 2012	March 31, 2013	115208	n/a
Long, James Nicholas	Theatre Technician	Fine Arts	Foothill College	November 1, 2012	June 30, 2013	115115	n/a
Mansouri, Karim	Coordinator I	Business & Social Sciences	Foothill College	December 3, 2013	March 31, 2013	114080	n/a
Osher, Eugene	Game Operations Staff	Kinesiology & Athletics	Foothill College	November 1, 2012	November 30, 2012	114000	n/a
Reardon, James	Game Operations Staff	Kinesiology & Athletics	Foothill College	November 1, 2012	November 30, 2012	114000	n/a
Vandercook, Matthew	Technical Support II	Fine Arts	Foothill College	December 1, 2012	June 30, 2013	115115	n/a
Vidunas, Laura S	Administrative Support II	Career/Workforce & Technology	Foothill College	November 2, 2012	March 31, 2013	134024	n/a

## RATIFICATION OF SEASONAL EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	Fund Description
Banerjee, Chandrima	Assistant II	CDC	De Anza College	October 5, 2012	June 30, 2013	331001	n/a
Batingana, Geraldine Gana	Assistant I	CDC	De Anza College	October 25, 2012	June 30, 2013	331001	n/a
Kadas, Vanda	Assistant II	CDC	De Anza College	October 30, 2012	June 30, 2013	331001	n/a

## RATIFICATION OF ALLIED HEALTH PROFESSIONALS

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	Fund Description
Jeckell, Robert R	RN Program Support	BHES	De Anza College	November 7, 2012	November 15, 2012	135008	n/a

## RATIFICATION OF EDUCATIONAL AGREEMENTS (INSTRUCTION)

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	Fund Description
Adney, Curtis Myrick	Short Course Instructor	Community Education	De Anza College	October 27, 2012	June 30, 2013	115218	n/a

## APPROVAL OF SHORT TERM EMPLOYEES

Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	Fund Description
Bhide, Marcia	Specialist II	Biological & Health Sciences	Foothill College	December 4, 2012	February 1, 2013	114000	n/a
Charnoski, Nancy J	Coordinator I	Student Services	De Anza College	January 1, 2013	March 31, 2013	114000	n/a

## 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
None							

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APPROVAL OF ALLIED HEALTH PROFESSIONALS							
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	Fund Description
Benavides, Arthur	Specialist I	Bio-Health/Middlefield	Foothill College	December 4, 2012	June 30, 2013	114000	n/a
Ho, Duc	Specialist I	Bio-Health/Middlefield	Foothill College	December 4, 2012	June 30, 2013	114000	n/a
Stiehr, Michael	Specialist I	Bio-Health/Middlefield	Foothill College	December 4, 2012	June 30, 2013	114000	n/a
APPROVAL OF EDUCATIONAL AGREEMENTS (INSTRUCTION)							
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	Fund Description
Breckenridge, John	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Burgett, Gordon	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Burton, Danni	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Cohen, Bob	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Green, Maury	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Hawthorne, Rich	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Kapowich, Pat	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Kellams, Carolyn	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Kelly, Dorcas	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Moncini, Paola	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Moran, Elaine	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Orton, Carol	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Prince, Norman	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Ross, Yvonne	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Spiers, John	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
Wiltens, Jim	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	n/a
<b>Fund #:</b>	<b>Description of Fund:</b>						

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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