

Board of Trustees Agenda Item

Board Meeting Date: January 7, 2013

Title of Item: Human Resources Report

Background and Analysis:

Human Resources Report

The Human Resources Report is presented for Board approval or ratification of personnel action items in the following categories:

Acting Assignment	Professional Growth Award
Administrative Achievement Award	Promotion
Administrative Leave	Reassignment
Interim Assignment	Reclassification
Layoff	39 Month Re-employment
Leave of Absence	Resignation
Longevity Award	Retirement
New Appointment	Separation
New Assignment	Service Recognition Award
New Hire	Staff Development Leave
New Position	Temporary Contract Change
Permanent Contract Change	Training/Retraining Stipend
Professional Achievement Award	Transfer
Professional Development Leave	

The report includes all action items for Administrators, Faculty, Classified and Temporary and Short-Term employees.

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

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Human Resources Report - Employment and Personnel Actions

Employee Name or Position #/Months/FTE	Position	Department / Division	Location	Action Requested	Effective Date	Fund	Fund Description	Salary, Years of Service or Award Years/Number
ADMINISTRATORS								
Bailey, Gina	Interim Director	Purchasing Services	Central Services	Correction to salary placement	September 6, 2012 through March 31, 2013	114000	General Purpose	Range H, Step 2 @ \$8,120.01/month
Freeman, Liane	Director	Marketing and Strategy (Krause Center)	Foothill College	New Hire	December 28, 2012 through June 30, 2013	114000	General Purpose	Range G, Step 3 @ \$7,802.91/month
Hueg, Kurt	Interim Division Dean	Business & Social Sciences	Foothill College	Interim assignment	January 1, 2013 through June 30, 2013	114000	General Purpose	Range K, Step 8 @ \$12,524.59/month
Solvason, Nanette	Division Dean	Biological & Health Sciences	Foothill College	New Hire	December 28, 2012 through June 30, 2013	114000	General Purpose	Range J, Step 1 @ \$9,361.89/month
FACULTY								
Lamit, Gary	Instructor	Business & Computer Information Systems	De Anza College	Resignation for the purpose of retirement under Article 19	June 28, 2013	n/a	n/a	n/a
Fischer, Kei	ICCE Community Organizer	ICCE	De Anza College	Extension of grant funded position accordance with Education Code 87470	January 1, 2013 through June 30, 2013	114080	Auxiliary Fund	n/a
Oburn, Ron	Instructor	Kinesiology & Athletics	Foothill College	Resignation for the purpose of retirement under Article 19	June 28, 2013	n/a	n/a	n/a
Patton, Marilyn	Instructor	Language Arts	De Anza College	Resignation for the purpose of retirement under Article 19	December 31, 2012	n/a	n/a	n/a
CLASSIFIED								
130680	Administrative Assistant II	Adaptive Learning & Disability	Foothill College	New Position	January 1, 2013	122010	Categorical	46
Amit, Aster	Admissions & Records Supervisor	Student Support Programs & Services	Foothill College	Longevity Award	February 1, 2013	114000	General Purpose	8 years
Ang Nieto, Alma	Admissions & Records Assistant	Student Support Programs & Services	Foothill College	Resignation	November 14, 2012	114000	General Purpose	3.5 years
Bartch, John	Comp Systems Integration Spec	ETS	Central Services	Promotion	January 2, 2013	114000 / 464330	General Purpose / Capital Projects	60
Casey, Maria	Special Assistant To President	President's Office	Foothill College	Longevity Award	January 1, 2013	114000	General Purpose	8 years
Cashman, Debbie	Instructional Associate	Creative Arts	De Anza College	Retirement	December 28, 2012	114000	General Purpose	28 years
Contento, Jack	Construction Laborer II	Operations	Central Services	Resignation	December 28, 2012	114000	General Purpose	15.25 years
Corpuz, Annette	Division Administrative Assistant	Learning Resources	De Anza College	25% Partial Leave of Absence	January 1, 2013 through March 30, 2013	114000	General Purpose	n/a

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Doan, Michelle	Laboratory Technician	PSME	De Anza College	Longevity Award	February 1, 2013	114000	General Purpose	13 years
Dowling, Patrick	Secretary	Learning Resources	De Anza College	Longevity Award	January 1, 2013	114000	General Purpose	8 years
Frankeberger, William	Executive Assistant	Student Affairs & Activities	Foothill College	Longevity Award	February 1, 2013	114000	General Purpose	23 years
Godinez, Christy	Financial Aid Assistant	Student Support Programs & Services	Foothill College	Retirement	December 28, 2012	114000	General Purpose	26.5 years
Greco, Frank	Buyer, Senior	Business Services	Central Services	Resignation	December 12, 2012	114000 / 465510	General Purpose / Capital Projects	4.5 years
Hasan, Mahmood	System & Network Programmer II	ETS	Central Services	Longevity Award	January 1, 2013	114000 / 464360	General Purpose / Capital Projects	8 years
Hegglund, Michael	Comm Education Programs, Lead	Community Education	De Anza College	Longevity Award	January 1, 2013	115218	Self-Sustaining	8 years
Johnson, Christine	Financial Aid Assistant	Student Support Programs & Services	Foothill College	Longevity Award	January 1, 2013	114000 / 120070	General Purpose / Categorical	8 years
Kuo, Yuan	Instr Support Tech, Discipline	Learning Resources	De Anza College	Longevity Award	January 1, 2013	114000	General Purpose	8 years
Lewis, Norman Drake	Web/Client Server Appl Admin	ETS	Central Services	Retirement	December 28, 2012	114000 / 464360	General Purpose / Capital Projects	19 years
Mangiameli, Christine	Division Administrative Assistant	Biological & Health Sciences	Foothill College	Longevity Award	February 1, 2013	114000	General Purpose	13 years
Matsumoto, William	Instr Tech Solutions Syst Engr	ETS	Central Services	Longevity Award	January 1, 2013	114000 / 457723 / 447626 / 447624 / 457726	General Purpose / Capital Projects	8 years
McCann, Anthony	Laboratory Technician	Creative Arts	De Anza College	Resignation	January 31, 2013	114000	General Purpose	7.25 years
Shields, Tita	Administrative Assistant I	Counseling & Student Services	Foothill College	Retirement	December 28, 2012	120021	Categorical	24 years
Smith, Karen	Library Technician, Senior	Language Arts	Foothill College	Longevity Award	January 1, 2013	114000	General Purpose	8 years
NEW PART-TIME FACULTY								
Benavides, Marta	Instructor	Language Arts	De Anza College	New Hire	September 24, 2012	114000	General Purpose	C03S01*
Feld, Julia	Instructor	Creative Arts	De Anza College	New Hire	July 1, 2012	114000	General Purpose	C02S01*

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Francisco, Diane	Instructor	Special Education	De Anza College	New Hire	July 1, 2012	122020	Special Education	C02S03*
Hayes, Jessica	Instructor	Fine Arts & Communica	Foothill College	New Hire	September 24, 2012	114000	General Purpose	C04S03*
Hernandez, Anna Maria	Instructor	Creative Arts	De Anza College	New Hire	September 24, 2012	114000	General Purpose	C03S01*
Liao, Yao-Tang	Instructor	PSME	De Anza College	New Hire	July 1, 2012	114000	General Purpose	C05S09*
Renbarger, Thomas	Instructor	PSME	Foothill College	New Hire	July 2, 2012	114000	General Purpose	C05S01*
Stranahan, Sharon	Instructor	Language Arts	De Anza College	New Hire	July 1, 2012	114000	General Purpose	C03S01*
Employee Name	Position	Department / Division	Location	Begin Date	End Date	Fund	E-Class	
TEMPORARY/SHORT-TERM EMPLOYEES								
Aceves, Carlos	Theatre Professional	Fine Arts	Foothill College	December 11, 2012	March 30, 2013	135008		Short-term
Anderson, Janet	Administrative Support III	Bookstore	De Anza College	December 17, 2012	January 18, 2013	114080		Seasonal
Carobus, Patricia	Reader	Language Arts	De Anza College	January 30, 2013	June 30, 2013	114040		Seasonal
Cefalu, John	Assistant Coach	Physical Education	De Anza College	January 8, 2013	February 28, 2013	114000		Short-term
Coleman, Kenny B	Assistant Coach	Kinesiology & Athletics	Foothill College	August 15, 2012	November 20, 2012	114000		Short-term
Cornell, Ray	Assistant Coach	Physical Education	De Anza College	February 1, 2013	April 30, 2013	114000		Short-term
Crossfield, Megan	Administrative Support IV	Middlefield	Foothill College	December 15, 2012	June 30, 2013	121108		Short-term
Gasser, Irma	Assistant V	Business/Computer Systems	De Anza College	December 1, 2012	March 31, 2013	135008		Seasonal
Gorshenin, Sergey	Assistant Coach	Physical Education	De Anza College	February 1, 2013	April 30, 2013	114000		Short-term
Grant, Lynn	Theatre Professional	Fine Arts	Foothill College	December 15, 2012	December 31, 2012	115114		Short-term
Hornig, Andrew	Coordinator II	Foundation	Central Services	December 5, 2012	March 31, 2013	114080		Short-term
Jahn, Elizabeth	Clerk III	Bookstore	De Anza College	December 17, 2012	January 18, 2013	114080		Seasonal
Koch, Jerry	Assistant Coach	Physical Education	De Anza College	February 1, 2013	April 30, 2013	114000		Short-term
Krawetz, Jonathan	Assistant Coach	Physical Education	De Anza College	February 1, 2013	April 30, 2013	114000		Short-term
Ly, Henry	Educational Services Provider	ETS	Central Services	January 1, 2013	June 30, 2013	114000		Short-term
Madej, Kyle	Assistant Coach	Physical Education	De Anza College	February 1, 2013	April 30, 2013	114000		Short-term

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Maldonado, Rafael	Assistant Coach	Physical Education	De Anza College	February 1, 2013	April 30, 2013	114000	Short-term
Martino, Kelley	Assistant Coach	Kinesiology & Athletics	Foothill College	January 7, 2013	May 31, 2013	114000	Short-term
McGregor, Steve	Clerk III	Bookstore	De Anza College	December 17, 2012	January 18, 2013	114080	Seasonal
McKee, Pamela	Short Course Instructor	Community Education	De Anza College	January 7, 2013	June 30, 2013	115218	Educational Agreement
Milveschi, Radu	Assistant Coach	Physical Education	De Anza College	February 1, 2013	April 30, 2013	114000	Short-term
Panthulu, Sujana	Technical Support IV	Human Resources	Central Services	January 1, 2013	March 31, 2013	114000	Short-term
Sandoval, Angie	Assistant Coach	Physical Education	De Anza College	February 1, 2013	April 30, 2013	114000	Short-term
Schwandt, Douglas	Assistant Coach	Physical Education	De Anza College	February 1, 2013	April 30, 2013	114000	Short-term
Turumella, Usha	Assistant V	Business/Computer Systems	De Anza College	December 1, 2012	March 31, 2013	135008	Seasonal
Wargon, Lucy	Clerk III	Bookstore	De Anza College	December 17, 2012	January 18, 2013	114080	Seasonal
Wells, Rachel	Assistant Coach	Physical Education	De Anza College	February 1, 2013	April 30, 2013	114000	Short-term
Zhang, Kathleen	Assistant V	CDC	De Anza College	November 26, 2012	June 30, 2013	331001	Seasonal

Administrators

Administrative Achievement Awards		
AAA #1	\$3000/year	After 4 years and 1 year Top Step
AAA #2	\$3000/year	After 4 years @ AAA #1
AAA #3	\$3000/year	After 4 years @ AAA #2
AAA #4	\$3500/year	After 4 years @ AAA #3
Maximum	\$12,500/year	

ACE, OE3, Teamsters and Confidentials

Longevity Awards			
ACE, OE3, Teamsters and Confidentials		Classified Hourly Only	
8 Years	\$130 per month	15 years	\$130 per month
13 Years	\$140 per month	20 years	\$140 per month
18 Years	\$150 per month	25 years	\$150 per month
23 Years	\$170 per month	30 years	\$170 per month
Maximum	\$7,080/year	Maximum	\$7,080/year
Professional Growth Award			
Each 200 Hours		\$840 per year	
Maximum		\$8400 per year	

Fund #:	Description of Fund:
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

*Column and Step

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CSEA

Service Recognition Awards		
SRA #1	\$70/month	After 3 years on the 7th step of salary schedule
SRA #2	\$70/month	After 3 years @ SRA #1
SRA #3	\$70/month	After 3 years @ SRA #2
SRA #4	\$70/month	After 3 years @ SRA #3
No Maximum		
Professional Growth Award		
Each 200 Hours		\$500 per year
No Maximum		

Faculty Association

Professional Achievement Awards		
PAA #1	\$2,000	After 1 year Top Step + PGA units
PAA #2	\$3,000	After 4 years @ PAA #1 + PGA units
PAA #3	\$3,750	After 4 years @ PAA #2 + PGA units
PAA #4	\$3,750	After 4 years @ PAA #3 + PGA units
Maximum	\$12,500/year	