

<p>Title: Approve and/or Ratify Personnel Actions</p>	<p>Number: D.16</p>
<p>Area: Human Resources &amp; Equal Employment Opportunity</p>	<p>Status: Consent Action</p>

Recommended Action:

Approve and/or ratify personnel actions as listed below.

Summary:

Personnel actions in this item include:

Approval of:

- 1 change of position allocation from one CSEA classification to a higher classification. The increase expense will be absorbed within the current Tentative Budget.
- 2 requests for Short-Term employment (presented for approval in compliance with Education Code §88003.)
- 1 extension (3 months) of a contract for a grant funded administrator.

Ratification of:

- 1 resignation of a Local 39 employee
- 1 resignation of an Academic Management employee
- 1 full time, tenure track Faculty hire
- 3 CSEA employee hires
- 9 Part-Time Faculty hires for Summer Session 2007
- 54 Part-Time Faculty hires for Fall Semester 2007
- 3 Substitutes hires for CSEA employees
- 22 Professional Expert hires
- 24 Student Worker hires
- 3 payments to Faculty for completed Special Projects

Detail:

I. Request for new position/change to existing position

- 1. Approve change to existing position:
  - a. Delete vacant Admissions and Records Technician position (#CC-69) (part-time, 30 hours per week, 11 months per year) in Admissions and Records and reallocate to Student Services Technician position (#CC-158) (part-time, 30 hours per week, 11 months per year) in EOP&S. The difference in salary represents an annual increase of approximately \$1,558 in salary and benefits

## AGENDA ITEM FOR BOARD MEETING OF: September 13, 2007

which will be absorbed by the departmental budget.

### II. Request to hire Short-Term employees

1. Approve Short-term Staffing Requests:
  - a. Correction to item presented at August 7, 2007 Board Meeting: ~~Data Entry Accounting Assistant~~, for approximately 40 hours, Business Services, to provide data entry services to establish grant information database, ~~August 8–31, 2007~~ August 27 – September 30, 2007. This or similar services will not be extended or needed on a continuing basis.
  - b. Clerical Assistant, \$13.00/hr, 4 hours/day, 5 days/week, Physical Education, to review all forms completed by 1000+ fitness center students for completeness and return those that are incomplete; verify that students are enrolled; add/drop students into timekeeper program, September 14 – October 10, 2007 and January 25 – March 10, 2008. This is a temporary short-term assignment that is only needed the first few weeks of the semester.

### III. Retirements, Resignations, Releases and Leave Requests

1. Ratify resignations of regular personnel:
  - a. Gerald Gerow, Custodian (#CL-22), Maintenance and Operations, effective July 25, 2007.
  - b. Susan McQuiston, Medical Laboratory Technician Program Director (#A-14), Math and Science, effective October 2, 2007.

### IV. Appointments

1. Ratify appointment of regular classified personnel:
  - a. Maria de Leon, full-time, 40 hours per week, 12 months per year, Administrative Assistant (#CC-48), Academic Learning Center, Step A, effective August 13, 2007. This action refills an existing vacant position.
  - b. Patsy Lozano, part-time, 30 hours per week, 12 months per year, Counseling Data Technician (#CC-81), Counseling Department, Step A, effective August 17, 2007. This action refills an existing vacant position.
  - c. Nicolas Nestor , part-time, 30 hours per week, 12 months per year, Counseling Data Technician (#CC-82), Counseling Department, Step B, effective August 21, 2007. This action refills an existing vacant position.
2. Ratify appointment of regular academic personnel:
  - a. Dr. Steven Triano, full-time, tenure-track, Agriculture Instructor (#F-102), Occupational Education, Column E, Step 2, effective August 23, 2007.
3. Ratify appointment of part-time instructors for Summer Session 2007:
  - a. Paul Carrillo, Construction Technology, Occupational Education
  - b. Denise Castro, Physical Education
  - c. Michelle Galindo, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
  - d. Richard Gray, Administration of Justice, Occupational Education

AGENDA ITEM FOR BOARD MEETING OF: September 13, 2007

- e. Victor Morales, Auto Collision, Occupational Education
  - f. Salvador Munoz, Construction Technology, Occupational Education
  - g. Daniel Ortega, Physical Education
  - h. David Parker, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
  - i. Kathy Yamamoto, Real Estate, Occupational Education
4. Ratify appointment of part-time instructors for Fall Semester 2007:
- a. Wendy Angel, Art, Fine Arts/Language Arts/Social Sciences
  - b. Lorenzo Aragon, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
  - c. Alex Arce, Photography, King City Education Center/Fine Arts/Language Arts/Social Sciences
  - d. Daniel Beavers, Mathematics, Math & Science
  - e. Laura Berger, Librarian, Educational Technologies and Library Services
  - f. Olga Blomgren, English, Fine Arts/Language Arts/Social Sciences
  - g. Matthew Bokemeier, Geography, Fine Arts/Language Arts/Social Sciences
  - h. Brian Brady, ESL, Fine Arts/Language Arts/Social Sciences
  - i. Marilyn Brenner, English, Fine Arts/Language Arts/Social Sciences
  - j. Susanne Burns, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
  - k. Susan Cable, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
  - l. Juan Campos, Computer Sciences & Info Systems, Academic Learning Center
  - m. Phillip Collins, Music, Fine Arts/Language Arts/Social Sciences
  - n. Stephen Crowell, Philosophy, Fine Arts/Language Arts/Social Sciences
  - o. Jesus Cuevas, Physical Education, King City Education Center
  - p. Gloria Curtis, Librarian, Educational Technologies and Library Services
  - q. Catherine DaCosta, Mathematics, Math and Science
  - r. Guido De la Vega, Spanish, Fine Arts/Language Arts/Social Sciences
  - s. Fred Deeben, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
  - t. Ted Dolas, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
  - u. Paul Doughty, ESL, Fine Arts/Language Arts/Social Sciences
  - v. John Dowling, Mathematics, Math & Science
  - w. Derek Duarte, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
  - x. Thu Duong, Librarian, Educational Technologies and Library Services
  - y. Christopher Dyer, Mathematics, Math & Science
  - z. Julia Edgcomb, Psychology, King City Education Center/Fine Arts/Language Arts/Social Sciences
  - aa. Christina Esparza, Economics, Fine Arts/Language Arts/Social Sciences

AGENDA ITEM FOR BOARD MEETING OF: September 13, 2007

- bb. Sewan Fan, Physics, Math & Science
  - cc. William Faulkner, Music, Fine Arts/Language Arts/Social Sciences
  - dd. Donna Federico, Western Stage/Fine Arts/Language Arts/Social Sciences
  - ee. Keri Fitch, Western Stage/Fine Arts/Language Arts/Social Sciences
  - ff. Dawn Flood, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
  - gg. Kathryn Franzell, English, Academic Learning Center
  - hh. Charles Frederick, Anthropology, Fine Arts/Language Arts/Social Sciences
  - ii. Patricia Gadban, Sociology, Fine Arts/Language Arts/Social Sciences
  - jj. Renee Gaskill, English and ESL, Academic Learning Center and Fine Arts/Language Arts/Social Sciences
  - kk. Gary Gerbrandt, English, King City Education Center/Fine Arts/Language Arts/Social Sciences
  - ll. Richard Givens, Physical Education and Counseling
  - mm. Angela Gleason, Art, Fine Arts/Language Arts/Social Sciences
  - nn. Marvin Goldstein, Physical Education
  - oo. Jose Gonzalez, English, Academic Learning Center
  - pp. Bruce Graham, Music, King City Education Center/Fine Arts/Language Arts/Social Sciences
  - qq. Chris Graham, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
  - rr. Richard Green, Photography, Fine Arts/Language Arts/Social Sciences
  - ss. Richard Griffith, Physics, Math and Science
  - tt. Marv Grim, Physical Education
  - uu. Andrew Gruttadauro, Economics, Fine Arts/Language Arts/Social Sciences
  - vv. Jeff Heyer, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
  - ww. Michael Hooper, English, Fine Arts/Language Arts/Social Sciences
  - xx. Chris Houston, English, Fine Arts/Language Arts/Social Sciences
  - yy. Alexander Kalinin, Math and Physics, Math and Science
  - zz. Gina Michaels, Anthropology, Fine Arts/Language Arts/Social Sciences
  - aaa. Melissa Parker, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
  - bbb. William Wolak, Theater Arts, Western Stage/Fine Arts/Language Arts/Social Sciences
5. Ratify appointment of substitute classified employees:
- a. Carlos Garnica , Clerical Assistant, \$13.00/hr, Student Services, intermittently between July 20 – December 21, 2007.
  - b. Christine Huerta, Secretary, \$13.66/hr, Foster & Kinship Care Education, July 1 – September 28, 2007.
  - c. Tracey Haneta, Clerical Assistant, \$13.00/hr, Physical Education, intermittently between August 20, 2007 – June 30, 2008.

AGENDA ITEM FOR BOARD MEETING OF: September 13, 2007

6. Ratify appointment of Professional Experts:
  - a. Christine Bonilla, to provide childcare and activities, along with related paperwork and training coordination if required, that are age appropriate for potential and existing resource families, \$13.00-16.00/hr, Workforce & Community Development, July 1, 2007 – June 10, 2009.
  - b. Paulina Clemente, to provide childcare and activities, along with related paperwork and training coordination if required, that are age appropriate for potential and existing resource families, \$13.00-16.00/hr, Workforce & Community Development, July 1, 2007 – June 10, 2009.
  - c. Melanie Green, to provide childcare and activities, along with related paperwork and training coordination if required, that are age appropriate for potential and existing resource families, \$13.00-16.00/hr, Workforce & Community Development, July 1, 2007 – June 10, 2009.
  - d. Christine Huerta, to provide childcare and activities, along with related paperwork and training coordination if required, that are age appropriate for potential and existing resource families, \$13.00-16.00/hr, Workforce & Community Development, July 1, 2007 – June 10, 2009.
  - e. Daniella Laureles, to provide childcare and activities, along with related paperwork and training coordination if required, that are age appropriate for potential and existing resource families, \$13.00-16.00/hr, Workforce & Community Development, July 1, 2007 – June 10, 2009.
  - f. Crystal Magdaleno, to provide childcare and activities, along with related paperwork and training coordination if required, that are age appropriate for potential and existing resource families, \$13.00-16.00/hr, Workforce & Community Development, July 1, 2007 – June 10, 2009.
  - g. Salvador Moreno, to provide childcare and activities, along with related paperwork and training coordination if required, that are age appropriate for potential and existing resource families, \$13.00-16.00/hr, Workforce & Community Development, July 1, 2007 – June 10, 2009.
  - h. Patricia Vallejo, to provide childcare and activities, along with related paperwork and training coordination if required, that are age appropriate for potential and existing resource families, \$13.00-16.00/hr, Workforce & Community Development, July 1, 2007 – June 10, 2009.
  - i. Katherine Branch, to assist with Distance Phlebotomy course for MLT Program at Diablo Valley College, \$35.00/hr, Health Sciences/MLT, June 12 – August 10, 2007.
  - j. Debra Bayard, to teach pilot coding/billing program, \$50.00/hr, Regional Health Occupational Resource Center, February 20, 2007 – August 31, 2008.
  - k. Juana Cano, to provide specially trained resource in recruitment activities throughout the county, \$22.00/hr, Workforce & Community Development, July 1, 2007 – June 10, 2009.
  - l. Juana Cano, to provide caregiver training for Foster Parent Training program, \$22.00/hr, Foster & Kinship Care Education, July 1, 2007 – June 10, 2009.
  - m. Anne Deffley, to teach/substitute for Hartnell English Institute, Workforce

AGENDA ITEM FOR BOARD MEETING OF: September 13, 2007

- and Community Development, June 18, 2007 – August 15, 2009.
- n. Jim Dominguez, to provide specially trained resource in recruitment activities throughout the county, \$22.00/hr, Workforce & Community Development, July 1, 2007 – June 10, 2009.
  - o. Jim Dominguez, to provide caregiver training for Foster Parent Training program, \$22.00/hr, Foster & Kinship Care Education, July 1, 2007 – June 10, 2009.
  - p. Penelope Welsh, to provide specialized Care trainings that address the special needs of medically fragile infants, \$100.00/hr, Workforce and Community Development, July 1, 2007 – June 10, 2009.
  - q. Stephen Perryman, to provide relief supervision as needed for Campus Safety Program, \$35.00/hr, Administrative Services/Campus Security, July 1, 2007 – June 30, 2008.
  - r. Jose V. Rodriguez, to teach Automotive Technology, \$50.00/hr, Workforce and Community Development, July 10, 2007 – August 15, 2008.
  - s. Charles Trementozzi, to provide caregiver training for Foster Parent Training program, \$22.00/hr, Foster & Kinship Care Education, July 1, 2007 – June 10, 2009.
  - t. Michael Wheeler, to aide in the Autocad Instructional Lab, \$8.10/hr, Occupational Education, July 1, 2007 – June 30, 2008.
  - u. Christy Rosenquist, to teach Distance Phlebotomy course for MLT Program at Diablo Valley College, \$45.00/hr, Health Sciences/MLT, June 12 – August 10, 2007.
  - v. James Helm, to provide Lifeguard services for Hartnell College swim classes, \$15.00/hr, Physical Education, July 1, 2007 – June 30, 2008.
7. Ratify appointment of student workers for Summer Session 2007:
- a. Maria Andrade, EOPS, Student Worker II
  - b. Beatriz Argueta, High School Equivalency Program, Student Worker IV
  - c. Erika Argueta, High School Equivalency Program, Student Worker IV
  - d. Lindsay Arrington, Information Systems, Student Worker III
  - e. Brittany Batalla, Library, Student Worker I
  - f. Jessica Casarez, Reprographics, Student Worker I
  - g. Angela Diaz, Campus Safety, Student Worker II
  - h. Patricia Gonzalez, Campus Safety, Student Worker II
  - i. Marcy Guzman, Occupational Education, Student Worker I
  - j. Krystal Hudson, Occupational Education, Student Worker I
  - k. Eduardo Magana, Campus Safety, Student Worker II
  - l. Crystal Magdaleno, Campus Safety, Student Worker II
  - m. Lisa Mansfield, Counseling, Student Worker I
  - n. Leonel Medrano Zavala, MESA, Student Worker III
  - o. Grecia Quintero, DSP&S, Student Worker III
  - p. Genaro Sanchez, MESA, Student Worker III

AGENDA ITEM FOR BOARD MEETING OF: September 13, 2007

- q. Rodrigo Sanchez, MESA, Student Worker III
  - r. Yvette Sanchez, Library, Student Worker I
  - s. Kristine Savala, Academic Learning Center, Student Worker I
  - t. Jessica Searson, High School Equivalency Program, Student Worker IV
  - u. Jessica Searson, Academic Learning Center, Student Worker IV
  - v. Rosa Servin, Academic Learning Center, Student Worker II
  - w. Sherri Simmons, DSP&S, Student Worker III
  - x. Alice Sturla, Academic Learning Center, Student Worker III
8. Extend contract of grant funded Administrator
- a. Extend contract of Denise Cook, Project Director, TRDP/FTTP from October 1, 2007 through December 31, 2007, due to additional grants funds available for use.

V. Special Projects and Stipends

1. Ratify Special Project Agreement Payments:
- a. Carol King, \$1250.00, for providing ESL workshop materials and procedures from March 8 – June 1, 2007.
  - b. Juan Campos, \$1838.40, for providing computer lab curriculum development from June 1 – June 30, 2007.
  - c. James Riley, \$2825.50, for documenting math lab processes and procedures, updating resources and instructional materials and identifying alternatives to electronic resources from June 1 – July 15, 2007.

Budget Implications:

Funds for the above personnel actions are included in the 2007/08 Tentative Budget.