Title: Approve and/or Ratify Personnel Actions

Number: D.16

Area: Human Resources & Equal Employment Opportunity

Status: Consent Action

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.)
3. extension (3 months) of a contract for a grant funded administrator.

Ratification of:
1. resignation of a Local 39 employee
2. resignation of an Academic Management employee
3. full time, tenure track Faculty hire
4. CSEA employee hires
5. Part-Time Faculty hires for Summer Session 2007
6. Part-Time Faculty hires for Fall Semester 2007
7. Substitutes hires for CSEA employees
8. Professional Expert hires
9. Student Worker hires
10. 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
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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:
   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
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
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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.
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

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.


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
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.