

January 17, 2002

02-056

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Jesus "Jess" Carreon, President

RECOMMENDATION: That the Board of Directors approve the following actions:

A. Approval of new hires, new positions and change of position

1. Academic Professional (Non-General Fund) Appointment – Jeri Lynn Butcher

Employment Specialist, Steps to Success Programs, Cascade/Open Campus
Annual Salary Rate: \$32,536 Step: 1 Level: 2
Effective: November 30, 2001 through September 30, 2002

Education: no degrees

Most Recent Experience: Portland Community College
Employment Specialist (Part-time Non-Bargaining Unit)

Applicant Flow: Direct Appointment

2. Academic Professional Appointment – Yi-Chun Chang

Accountant III, General Accounting Department, Financial Services, Washington
County Workforce Training Center
Annual Salary Rate: \$36,403 Step: 1 Level: 3
Effective: December 10, 2001

Education: Syracuse University MS 1998
Finance
Chinese Culture University BS 1995
Management Information System

Most Recent Experience: Taisec Securities
Assistant Project Manager

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	3 Female	2 White
	4 Male	1 African American
	1 Unspecified	4 Asian or Pacific Islander
		1 Unspecified
	<u>8 Total</u>	<u>8 Total</u>

3. Academic Professional Appointment – Steven Chapman

Career Specialist, Steps to Success Programs, Cascade/Open Campus
 Annual Salary Rate: \$33,791 Step: 2 Level: 2
 Effective: November 9, 2001

Education: Beloit College BA 1988
 Spanish and French

Most Recent Experience: Berlitz Language Center
 Language Instructor

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	27 Female	26 White
	11 Male	4 African American
		5 Hispanic
		2 Asian or Pacific Islander
	1 American Indian/Alaska Native	
	<u>38 Total</u>	<u>38 Total</u>

4. Academic Professional (Non-General Fund) Appointment – Elana Isaacs

Career Placement Specialist, Steps to Success Programs – Teen Branch,
 Cascade/Open Campus
 Annual Salary Rate: \$33,791 Step: 2 Level: 2
 Effective: December 6, 2001

Education: Oberlin College BA 1991
 Women's Studies

Most Recent Experience: Jump-In: Interactive Theater for Dynamic Learning
 Founder/Consultant

Applicant Flow:

<u>Gender</u>	
29	Female
9	Male
1	Unspecified

<u>Ethnicity</u>	
27	White
3	African American
1	Hispanic
3	Asian or Pacific Islander
1	American Indian/Alaska Native
4	Unspecified

39 Total

39 Total

5. Academic Professional (Non-General Fund) Appointment – Brian McNicholas

Career Placement Specialist, Steps to Success Programs – Food Stamp
Employment and Training (FSET), Cascade/Open Campus
Annual Salary Rate: \$32,536 Step: 1 Level: 2
Effective: December 3, 2001

Education: University of Montana BA 1973
Sociology

Most Recent Experience: Mt. Hood Community College
Workforce Development Specialist (FSET)

Applicant Flow:

<u>Gender</u>	
20	Female
11	Male

<u>Ethnicity</u>	
22	White
2	Hispanic
5	Asian or Pacific Islander
1	American Indian/Alaska Native
1	Unspecified

31 Total

31 Total

6. Academic Professional (Non-General Fund) Appointment – Julio Valera

Career Specialist, Employment and Training Programs, Cascade/Open Campus
Annual Salary Rate: \$32,536 @ .50 FTE Step: 1 Level: 2
Effective: November 29, 2001

Most Recent Experience: Oregon Council for Hispanic Advancement
Workforce Supervisor

Applicant Flow:

Gender
27 Female
11 Male

Ethnicity
26 White
4 African American
5 Hispanic
2 Asian or Pacific Islander
1 American Indian/Alaska Native

38 Total

38 Total

7. Academic Professional Appointment – Tamara Williams

Employment Specialist, Cooperative Education – Student Services, Rock Creek Campus

Annual Salary Rate: \$32,536 Step: 1 Level: 2

Effective: January 7, 2002

Education: Portland State University MS 2001
Education for Public Administration and Management
University of Utah BS 1990
Psychology

Most Recent Experience: Springdale Job Corps Center
Counselor

Applicant Flow:

Gender
11 Female
3 Male
1 Unspecified

Ethnicity
12 White
3 Unspecified

15 Total

15 Total

8. Academic Professional Appointment – Susan Wilson

Coordinator, Academic Advising, Student Services, Cascade Campus

Annual Salary Rate: \$44,241 Step: 10 Level: 2

Effective: November 28, 2001

Education: Portland State University BA 1992
Business Administration

Most Recent Experience: Portland Community College
Academic Advisor

Most Recent Experience: University of Portland
Instruction Coordinator/Reference Librarian

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	22 Female	28 White
	8 Male	1 Asian or Pacific Islander
	3 Unspecified	3 Unspecified
	<u>33 Total</u>	<u>33 Total</u>

11. Administrative Appointment – Darrel Kraxberger

Managing Architect, Maintenance of Plant, Physical Plant Department, Sylvania Campus

Annual Salary Rate: \$74,985 Level: 29

Effective: July 1, 2001 through June 20, 2006

Education: University of Oregon BA 1965
Architecture

Most Recent Experience: Portland Community College
Maintenance and Grounds Manager

Applicant Flow: Direct Appointment

12. Administrative Appointment – John Persen

Manager, MWESB (Minority, Woman-Owned and Emerging Small Business) Bond Procurement Program, Procurement and Risk Services, Financial Services, Washington County Workforce Training Center

Annual Salary Rate: \$50,000 Level: 25

Effective: December 12, 2001

Education: Warner Pacific BS 1994
Business Administration

Most Recent Experience: City of Portland Purchases/CDD
Contract Compliance Specialist

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	2 Female	7 White
	7 Male	1 African American
		1 Asian or Pacific Islander
	<u>9 Total</u>	<u>9 Total</u>

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN JANUARY 17, 2002 PERSONNEL REPORT**

Female	6
Male	6
	<hr/>
	12
White	9
Hispanic	1
Asian or Pacific Islander	1
Unspecified	1
	<hr/>
	12

Director Anderson moved for approval of Resolutions 02-056 through 02-059 and Resolutions 02-061 through 065; it passed unanimously.