

July 18, 2002

03-001

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 Appointment – James Bowles

Trainer/Education Specialist, Skill Center, Cascade Campus  
Annual Salary Rate: \$36,403 Step: 4 Level: 2  
Effective: June 24, 2002

Education: Western Oregon State University BS 1981  
Social Science

Most Recent Experience: Portland Community College  
Casual Employee

Applicant Flow: Direct Appointment

2. Academic Professional (Non-General Fund) Appointment – Patrick Buffham

Computer Technology Career Trainer, Workforce Development, Corrections,  
Cascade Open Campus  
Annual Salary Rate: \$35,148 Step: 3 Level: 2  
Effective: July 1, 2002

Education: Embry Riddle Aeronautical University MBA 1998  
Business Administration

Embry Riddle Aeronautical University BS ?  
Professional Aeronautics

Most Recent Experience: Chemeketa Community College  
Instructional Assistant

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	1 Male	1 Unspecified
	<u>1 Total</u>	<u>1 Total</u>

3. Academic Professional (Non-General Fund) Appointment – Deborah Harshberger

Education Coordinator, Workforce Development, Corrections, Cascade Open Campus  
 Annual Salary Rate: \$43,464 Step: 6 Level: 3  
 Effective: July 8, 2002

Education: Pennsylvania State University BS 1990  
 Rehabilitation Education

Most Recent Experience: Portland Community College  
 Career Specialist

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	23 Female 18 Male	32 White 1 African American 5 Hispanic 2 Asian or Pacific Islander 1 American Indian/Alaska Native 2 Unspecified
	<u>43 Total</u>	<u>43 Total</u>

4. Academic Professional Appointment – Katy Ho

Academic Advising Specialist, Advising/Admissions, Student Support Services, Sylvania Campus  
 Annual Salary Rate: \$31,174 Step: 1 Level: 2  
 Effective: June 24, 2002

Education: University of Oregon BS 2000  
 Public Relations

Most Recent Experience: University of Portland  
 Assistant Director and Multicultural Affairs Coordinator

Applicant Flow:

Gender

59 Female  
38 Male  
6 Unspecified

Ethnicity

76 White  
6 African American  
6 Hispanic  
4 Asian or Pacific Islander  
1 American Indian/Alaska Native  
10 Unspecified

103 Total

103 Total

5. Academic Professional (Non-General Fund) Appointment – Tammy Kennedy

Occupational Cluster Trainer – Barber/Hair Design, Workforce Development,  
Corrections, Cascade Open Campus  
Annual Salary Rate: \$48,007 Step: 13 Level: 2  
Effective: July 1, 2002

Education:

Academy of Hair Design  
Cosmetology

LIC 1991

Most Recent Experience: Chemeketa Community College  
Instructor, Hair Design

Applicant Flow:

Gender

2 Female

Ethnicity

2 Caucasian

2 Total

2 Total

6. Academic Professional (Non-General Fund) Appointment – Melissa Saucedo

Academic Advisor, Student Development, Student Services, Rock Creek  
Campus  
Annual Salary Rate: \$30,021 Step: 2 Level: 2  
Effective: June 21, 2002

Education:

University of Oregon  
Family and Human Services

BA 2001

Most Recent Experience: Portland Community College  
Academic Advisor, Temporary

Applicant Flow:

Gender  
52 Female  
19 Male  
3 Unspecified

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

74 Total

74 Total

7. Academic Professional Appointment – Mara Silvera

International Student Advisor, International Education Program, Sylvania Campus

Annual Salary Rate: \$35,148 Step: 6 Level: 1  
Effective: July 8, 2002

Education: George Fox University BA 1997  
Management

Most Recent Experience: Portland Community College  
Academic Advisor

Applicant Flow:

Gender  
60 Female  
25 Male  
7 Unspecified

Ethnicity  
60 White  
4 African American  
4 Hispanic  
12 Asian or Pacific Islander  
12 Unspecified

92 Total

92 Total

8. Academic Professional (Non-General Fund) Appointment – Sharon Simovic

Education Coordinator, Workforce Development, Corrections, Cascade Open Campus

Annual Salary Rate: \$36,403 Step: 1 Level: 3  
Effective: July 1, 2002

Education: Portland Community College AA 1990  
General Studies

Most Recent Experience: Portland Community College  
Education Office Manager/OSS 2

Applicant Flow:

Gender  
23 Female  
18 Male

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

43 Total

43 Total

9. Academic Professional Appointment – Mary A. Smith

Trainer/Education Specialist, Skill Center, Cascade Campus  
Annual Salary Rate: \$36,403 Step: 4 Level: 2  
Effective: June 24, 2002

Education: Suffolk University MPA 1976  
Public Administration  
Anna Maria College for Women BA 1970  
English

Most Recent Experience: Portland Community College  
Part-time Instructor, GED

Applicant Flow: Direct Appointment

10. Academic Professional (Non-General Fund) Appointment – Jenny Weggeland

Education Coordinator, Workforce Development, Corrections, Cascade Open  
Campus  
Annual Salary Rate: \$40,171 Step: 4 Level: 3  
Effective: July 1, 2002

Education: Marylhurst University BA 1995  
Communications

Most Recent Experience: Portland Community College  
Career Specialist



Applicant Flow:

Gender

1 Female  
17 Male  
1 Unspecified

19 Total

Ethnicity

15 White  
1 African American  
1 Hispanic  
1 Asian or Pacific Islander  
1 Unspecified

19 Total

**13. Administrative Appointment – Jan Smith**

Interim Contracts and Grants Accounting Supervisor, Financial Services Operations  
Annual Salary Rate: \$45,357 Level: 24  
Effective: June 21, 2002 through June 20, 2003

Education: no degrees

Most Recent Experience: Portland Community College  
Contracts Accounting Leader

Applicant Flow: Direct Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN JULY 18, 2002 PERSONNEL REPORT**

Female	9
Male	<u>4</u>
	13
Caucasian	7
African American	1
Hispanic	2
Asian or Pacific Islander	2
Unspecified	1
	<u>13</u>