

October 17, 2002

03-025

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- Kelley Gordon

LEP (Limited English Proficient) Job Developer, Dislocated Workers Program,
Cascade Open Campus

Annual Salary Rate: \$33,200 Level: 3 Step: 1

Effective: September 16, 2002

Education: Portland State University BA 1999
Russian Language

Most Recent Experience: Immigrant and Refugee Community Organization
Job Coach

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	10 Male	11 Caucasian
	11 Female	1 African American
		3 Hispanic
		2 Asian/Pacific Islander
		4 Not Specified
	<hr/> 21 Total	<hr/> 21 Total

2. Academic Professional (Non-General Fund) Appointment- Michelle Holland

Career Specialist, Capital Career Center, Cascade Open Campus

Annual Salary Rate: \$33,200 Level: 3 Step: 1

Effective: September 16, 2002

Most Recent Experience: Oregon Employment Department
Employment Specialist

Applicant Flow:

Gender

10 Male
32 Female
2 Unknown

Ethnicity

30 Caucasian
4 African American
2 Hispanic
5 Asian/Pacific Islander
3 Not Specified

44 Total

44 Total

3. Academic Professional (Non-General Fund, Temporary) Appointment- Jessica Larson

Academic Advisor, Student Development, Student Services Division, Rock Creek Campus

Annual Salary Rate: \$31,174 Level: 2 Step: 1

Effective: September 9, 2002 through June 30, 2003

Education:

Oregon State University	BS	1994
Psychology		
Portland State University	MS	2000
Educational Policy, Foundations, and Admin.		

Most Recent Experience: Clackamas Community College
Education Cohort Advisor

Applicant Flow:

Gender

19 Male
52 Female
3 Unknown

Ethnicity

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

75 Total

75 Total

4. Academic Professional (Non-General Fund) Appointment- Dawn Montefusco

Student Resource Specialist, Alternative Programs, Cascade Open Campus

Annual Salary Rate: \$34,362 Level: 3 Step: 2

Effective: October 1, 2002

Education:

Eastern Washington University	MFA	1996
Creative Writing		
New York University	BA	1992
Liberal Arts		

Most Recent Experience: Portland Community College
Student Resource Specialist (Temporary)

Applicant Flow:

<u>Gender</u>		<u>Ethnicity</u>	
24	Male	62	Caucasian
61	Female	3	African American
4	Unknown	8	Hispanic
		5	Asian/Pacific Islander
		1	American Indian/Alaska Native
		10	Unspecified
<hr/> 89 Total		<hr/> 89 Total	

5. Academic Professional (Non-General Fund) Appointment- Amy Pontius

Career Specialist, Capital Career Center, Rock Creek Open Campus
Annual Salary Rate: \$33,200 Level: 3 Step: 1
Effective: September 11, 2002

Education: Southern Oregon University BS 1984
Communications

Most Recent Experience: Adecco
Administrative Assistant - Temporary

Applicant Flow:

<u>Gender</u>		<u>Ethnicity</u>	
10	Male	30	Caucasian
32	Female	4	African American
2	Unknown	2	Hispanic
		5	Asian/Pacific Islander
		3	Not Specified
<hr/> 44 Total		<hr/> 44 Total	

6. Academic Professional (Non-General Fund) Appointment- Kali Scolnick

Student Success Facilitator, NSF CASE (Creating Avenues, Support and Equity)
Project, Computer Technology and Real Estate Division, Sylvania Campus
Annual Salary Rate: \$34,362 @ .80 FTE Level: 3 Step: 2
Effective: September 9, 2002

Education: Portland State University BA 1998
International Studies
Portland State University MA 2002
Communication Studies

Most Recent Experience: Portland State University
Graduate Research Assistant

Applicant Flow:

Gender

6 Male
46 Female

Ethnicity

36 Caucasian
2 African American
5 Hispanic
1 Asian/Pacific Islander
1 American Indian/Alaska Native
6 Not Specified

52 Total

52 Total

7. Academic Professional Appointment- John Whitford

Academic Advisor, Counseling and Advising Department, Division of Student Services, Cascade Campus

Annual Salary Rate: \$31,174 Level: 2 Step: 1

Effective: September 12, 2002

Education:

George Fox University BS 2002
Business Information Systems

Most Recent Experience: Portland Community College
Assessment Coordinator

Applicant Flow:

Gender

22 Male
61 Female
3 Not Specified

Ethnicity

59 Caucasian
4 African American
6 Hispanic
6 Asian/Pacific Islander
3 American Indian/Alaska Native
8 Not Specified

86 Total

86 Total

8. Administrative (Non-General Fund) Appointment - Donna Gulani

Manager, Workforce Development Administration, Workforce Development and Dislocated Worker Program, Cascade Open Campus

Annual Salary Rate: \$43,149 Level: 24

Effective: September 1, 2002

Education:

Concordia University BS 2000
Business Management

Most Recent Experience: Portland Community College
Contracts and Operations Coordinator, Dislocated
Worker Program

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	2 Female	10 White
	8 Male	1 Not Specified
	1 Unknown	
	<hr/> 11 Total	<hr/> 11 Total

9. Administrative (Non-General Fund) Appointment – Mimi Maduro

Director, Workforce Development Programs, Workforce Development and
Dislocated Worker Program, Cascade Open Campus
Annual Salary Rate: \$63,736 Level: 30
Effective: September 21, 2002

Education:	Marylhurst College	MS	1992
	Management		
	Pennsylvania State University	BA	1976
	English		

Most Recent Experience: Portland Community College
Director, Workforce Development Programs
(Temporary)

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>	
	21 Female	36 White	
	10 Male	1 Asian/Pacific Islander	
	3 Unknown	1 American Indian/Alaska Native	
		6 Unspecified	
	<hr/> 44 Total	<hr/> 44 Total	

10. Administrative (Job Share) Appointment – Gary Palmer

Manager, Community Education, Washington County Workforce Training
Center, Rock Creek Open Campus
Annual Salary Rate: \$44,248 @ .50 FTE Level: 26
Effective: September 3, 2002

Education:	University of Michigan	MA	1977
	Dance/Education		
	SUNY Buffalo	BA	1973
	English		

Most Recent Experience: Literacy Council of Jackson County
Administrative Director

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	8 Male	22 Caucasian
	20 Female	3 Hispanic
	4 Unknown	2 Asian/Pacific Islander
		5 Not Specified
	<hr/> 32 Total	<hr/> 32 Total

11. Administrative Appointment – Karen Sanders

Manager, Program Administration, Adult Basic Skills, Cascade Open Campus
Annual Salary Rate: \$46,350 Level: 24
Effective: October 7, 2002

Education:	Alaska Pacific University	MAT	1995
	Adult Education		
	Concordia College	BA	1988
	Political Science		

Most Recent Experience: Portland Community College
Senior Coordinator, Volunteer Literacy Tutor Program

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	4 Male	10 Caucasian
	7 Female	1 Not Specified
	<hr/> 11 Total	<hr/> 11 Total

12. Faculty (Temporary) Appointment – Caralee Angell Babbitt

Instructor, German, English and Modern Languages Division, Sylvania Campus
Annual Salary Rate: \$39,049 Step: 1
Effective: September 1, 2002 through June 20, 2003

Education:	Portland State University	MA	1997
	German		
	University of Missouri	BA	1995
	English/German		

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

Applicant Flow: Direct Appointment
065

13. Faculty (Temporary) Appointment – Bharadgaj Hegde

Instructor, Developmental Education, Mathematics, Student Support Services,
Sylvania Campus

Annual Salary Rate: \$39,049 Step: 1

Effective: September 1, 2002 through June 20, 2003

Education:	Temple University	MED	2000
	Mathematics		
	Knox College	BA	1994
	Mathematics		

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

Applicant Flow: Direct Appointment

14. Faculty (Temporary) Appointment – Laurel Hendricks

Instructor, Developmental Education, English Skills, Student Support Services,
Sylvania Campus

Annual Salary Rate: \$39,049 Step: 1

Effective: September 1, 2002 through June 20, 2003

Education:	Oregon State University	MED	1996
	College Student Services Administration		
	Western Oregon State College	BS	1993
	Elementary Education		

Most Recent Experience: Portland Community College
Financial Aid Technician II

Applicant Flow: Direct Appointment

15. Faculty (Temporary Job Share) Appointment – Andrea Hills

Instructor, Composition and Literature, Lower Division Transfer, Cascade Campus

Annual Salary Rate: \$41,830 @ .50 FTE Step: 3

Effective: September 1, 2002 through June 20, 2003

Education:	Washington State University	MA	1993
	American Studies		
	James Madison University	BA	1989
	English		

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

Applicant Flow: Direct Appointment

16. Faculty (Temporary) Appointment – Rebecca Mickel

Instructor, Nursing, Nursing Program, Health and Family Studies Division, Sylvania Campus

Annual Salary Rate: \$40,416 Step: 2

Effective: September 1, 2002 through June 20, 2003

Education:	Oregon Health Sciences University	BSN	2001
	Nursing		
	Linn Benton Community College	AN	1988
	Nursing		

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

Applicant Flow: Direct Appointment

17. Faculty (Non-General Fund) Appointment – Ellen Nunez

Instructor, Adult Basic Education and General Education, Corrections Education, Coffee Creek Correctional Facility

Annual Salary Rate: \$39,049 Step: 1

Effective: September 1, 2002

Education:	Oregon State University	MED	2001
	Adult Education		
	Oregon State University	BS	1990
	Liberal Arts		

Most Recent Experience: Chemeketa Community College
Instructor, Corrections

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	16 Male	19 Caucasian
	10 Female	1 African American
	5 Unknown	2 Hispanic
		3 Asian/Pacific Islander
		6 Not Specified
	<hr/> 31 Total	<hr/> 31 Total

18. Faculty (Temporary) Appointment – Marcie Pratt

Instructor, Spanish, English and Modern Languages Division, Sylvania Campus

Annual Salary Rate: \$41,830 Step: 3

Effective: September 1, 2002 through June 20, 2003

Education:	Portland State University	MA	1997
	Spanish		
	College of St. Benedict	BA	1994
	Spanish		

Most Recent Experience: Portland Community College
Temporary Full-time Instructor, Spanish

Applicant Flow: Direct Appointment

19. Faculty (Temporary) Appointment – Melody Wilson

Instructor, English, Lower Division Transfer, Cascade Campus

Annual Salary Rate: \$41,830 Step: 3

Effective: September 1, 2002 through June 20, 2003

Education:	Portland State University	MA	1997
	English Literature		
	Portland State University	BA	1993
	English Literature		

Most Recent Experience: Portland Community College
Temporary Full-time Instructor, English

Applicant Flow: Direct Appointment

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

Female	16
Male	<u>3</u>
	19
Caucasian	18
Asian/Pacific Islander	<u>1</u>
	19

Resolutions 03-025 through 03-029 were moved for approval by Director Germond and it passed unanimously.