

November 21, 2002

03-031

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- Gary Coleman

Career Placement Specialist – Trainer, Workforce Development Programs,
Cascade Open Campus

Annual Salary Rate: \$46,832 Level: 3 Step: 11

Effective: October 14, 2002

Education: California State University, Sacramento BA 1974
Social Welfare

Most Recent Experience: Portland Community College
Employment Specialist

Applicant Flow:	Gender	Ethnicity
	6 Male	26 Caucasian
	31 Female	3 African American
		3 Hispanic
		1 Asian/Pacific Islander
		4 Not Specified
	<u>37</u> Total	<u>37</u> Total

2. Academic Professional (Temporary) Appointment- Dennese Kelsay

Emergency Medical Services Program Specialist, Emergency Medical Services
Department, Cascade Open Campus

Annual Salary Rate: \$42,240 Level: 3 Step: 8

Effective: October 1, 2002 through October 1, 2003

Education: South Plains College AS 1973
 Howard College CERT 1989
 Emergency Medical Technology

Most Recent Experience: Portland Community College
 EMS Program Specialist – Casual Employee

Applicant Flow: Direct Appointment

3. Academic Professional Appointment- Rachel McMillen

Resource Center Coordinator, Counseling Department, Student Development
 Division, Sylvania Campus
 Annual Salary Rate: \$35,358 Level: 4 Step: 1
 Effective: October ?, 2002.

Education: California State University, Northridge MS 2002
 Career Counseling
 University of California, Santa Barbara BA 1992
 English

Most Recent Experience: University of California, Santa Barbara
 Career Resources Coordinator

Applicant Flow:

<u>Gender</u>	<u>Ethnicity</u>
8 Male	42 Caucasian
44 Female	1 African American
	2 Hispanic
	1 Asian/Pacific Islander
	6 Not Specified
<hr/> 52 Total	<hr/> 52 Total

4. Faculty (Temporary) Appointment – Paula Wilson

Instructor, Paramedic, Emergency Medical Technology, Emergency Medical
 Services Department, Cascade Open Campus
 Annual Salary Rate: \$48,732 Step: 8
 Effective: September 1, 2002 through June 20, 2003

Education: Marylhurst University BA 2002
 Interdisciplinary Studies
 Oregon Health Sciences University CERT 1998
 EMS – Paramedic

Most Recent Experience: Therapy Products Inc.
Account Executive

Applicant Flow: Direct Appointment

5. Administrative Appointment – Teri Hunt

Payroll Manager, Financial Services, Administrative Services, Washington County
Workforce Training Center

Annual Salary Rate: \$52,125 Level: 25

Effective: September 21, 2002

Education: no degrees

Most Recent Experience: Portland Community College
Interim Payroll Manager

Applicant Flow: Direct Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN NOVEMBER 21, 2002 PERSONNEL REPORT**

Female	4
Male	1
	<hr/>
	5
Caucasian	5
	<hr/>
	5

Director Anderson made a motion to approve resolutions 03-031, 03-032, and 03-034 and it passed unanimously.