

January 16, 2003

03-046

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 - Jill Corona

Career Specialist, Workforce Development Programs, Cascade Open Campus  
Annual Salary Rate: \$33,200 Level: 3 Step: 1  
Effective: January 2, 2003

Education:	Auburn University	MA	2000
	Communication		
	Columbus State University	BA	1997
	Communication		

Most Recent Experience: House Dressing  
Sales Associate

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	8 Male	22 Caucasian
	20 Female	3 African American
	4 Not Specified	1 American Indian/Alaska Native
		6 Not Specified
	<hr/> 32 Total	<hr/> 32 Total

2. Academic Professional (Non-General Fund) Appointment - Elissa Fishman

Career Specialist, Workforce Development Programs, Cascade Open Campus  
Annual Salary Rate: \$33,200 Level: 3 Step: 1  
Effective: December 13, 2002

Education: Santa Clara University MA 1995  
 Counseling  
 Temple University BA 1977  
 Psychology

Most Recent Experience: Right Management  
 Career Consultant

Applicant Flow: Gender Ethnicity

13 Male	43 Caucasian
49 Female	4 African American
	3 Hispanic
	3 Asian or Pacific Islander
	9 Not Specified
<hr/> 62 Total	<hr/> 62 Total

3. Academic Professional (Non-General Fund) Appointment - Ernesta Ingeleviciute

Career Placement Specialist, Workforce Development Programs,  
 Cascade Open Campus  
 Annual Salary Rate: \$33,200 Level: 3 Step: 1  
 Effective: December 16, 2002

Education: Vilnius University, Lithuania MA 1997  
 Organizational Psychology  
 Vilnius University, Lithuania BA 1995  
 Psychology

Most Recent Experience: Refugee and Immigrant Community Organization  
 Assessment Specialist

Applicant Flow: Gender Ethnicity

9 Male	14 Caucasian
17 Female	1 African American
	2 Hispanic
	7 Asian or Pacific Islander
	2 Not Specified
<hr/> 26 Total	<hr/> 26 Total

4. Academic Professional (Non-General Fund) Appointment - Carolina Jimenez-Blanco

Student Resource Specialist, English as a Second Language Department, Adult Basic Skills Division, Cascade Open Campus  
 Annual Salary Rate: \$33,200 Level: 3 Step: 1  
 Effective: December 16, 2002

Education: Simon Rodriguez University, Venezuela BA 1996  
 Human Resources Administration

Most Recent Experience: Portland Community College  
 Administrative Assistant (OSS 3)

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	10 Male	29 Caucasian
	31 Female	3 African American
	1 Not Specified	3 Hispanic
		2 Asian or Pacific Islander
		5 Not Specified
	<hr/> 42 Total	<hr/> 42 Total

5. Academic Professional (Non-General Fund) Appointment - Anne Mileham

Career Placement Specialist, Workforce Development Programs, Cascade Open Campus  
 Annual Salary Rate: \$35,565 @ .50 FTE Level: 3 Step: 3  
 Effective: December 27, 2002

Education: Portland State University MS 2002  
 Education  
 Mansfield University BA 1976  
 Psychology

Most Recent Experience: Portland Community College  
 Casual Career Specialist

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	6 Male	21 Caucasian
	22 Female	2 African American
		1 Asian or Pacific Islander
		4 Not Specified
	<hr/> 28 Total	<hr/> 28 Total

6. Academic Professional (Non-General Fund) Appointment - Kate Milenkovic

Career Specialist, Workforce Development Programs, Cascade Open Campus  
Annual Salary Rate: \$35,565 Level: 3 Step: 3  
Effective: January 7, 2003

Education:	Oxford University	MA	1990
	Politics and Economics		
	Universite de Strausbourg	DP	1987
	French Language Studies		

Most Recent Experience: Portland Community College  
Career Development Specialist

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	13 Male	43 Caucasian
	49 Female	4 African American
		3 Hispanic
		3 Asian or Pacific Islander
		9 Not Specified
	<hr/> 62 Total	<hr/> 62 Total

7. Academic Professional (Non-General Fund) Appointment - Anne Quirk

Career Specialist, Workforce Development Programs, Cascade Open Campus  
Annual Salary Rate: \$33,200 Level: 3 Step: 1  
Effective: December 20, 2002

Education:	University of Oregon	BS	1973
	Physical Education		

Most Recent Experience: Portland Community College  
Casual Career Specialist

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	13 Male	43 Caucasian
	49 Female	4 African American
		3 Hispanic
		3 Asian or Pacific Islander
		9 Not Specified
	<hr/> 62 Total	<hr/> 62 Total

8. Academic Professional Appointment - Lynne Toh

International Student Advisor, International Education Department, Rock Creek Campus

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

Effective: December 30, 2002

Education: San Francisco Art Institute BFA 1998  
Painting

Most Recent Experience: Portland Community College  
Academic Advisor

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	61 Female	54 White
	23 Male	2 African American
	12 Unspecified	5 Hispanic
		18 Asian or Pacific Islander
		17 Unspecified
	<hr/> 96 Total	<hr/> 96 Total

9. Administrative (Non-General Fund) Appointment - Eduardo Martinez-Zapata

Director, Educational Talent Search Program, Student Development, Rock Creek Campus

Annual Salary Rate: \$47,000 Level: 26

Effective: December 30, 2002

Education: Oregon State University BS 1993  
Business Administration

Most Recent Experience: Oregon Health Career Center  
Senior Program Coordinator

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	17 Male	16 Caucasian
	12 Female	9 Hispanic
		4 Unspecified
	<hr/> 29 Total	<hr/> 29 Total

10. Administrative (Temporary) Appointment - Jennifer Newby

Adult Basic Skills Program Manager, Adult Basic Skills Division, Cascade Open Campus

Annual Salary Rate: \$40,556 @ .75 FTE Level: 24

Effective: November 22, 2002 through September 30, 2003

Education:	Washington State University	MA	1995
	Spanish		
	Whitman College	BA	1992
	Spanish		

Most Recent Experience: Portland Community College  
Assessment Specialist – OSS 2

Applicant Flow: Direct Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN JANUARY 16, 2003 PERSONNEL REPORT**

Female	9
Male	1
	<hr/>
	10
Caucasian	7
Hispanic	2
Asian or Pacific Islander	1
	<hr/>
	10

Director Anderson moved to approve Resolutions 03-046 through 03-052 and Resolution 03-055 by consent and it passed unanimously.