

November 20, 2003

04-057

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Gerard "Jerry" Berger, Interim 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 Temporary) Appointment- Rebecca Duarte

Employment Specialist, Workforce Programs, Extended Learning Division, Washington County Workforce Training Center

Annual Salary Rate: \$34,196 Level: 3 Step: 1

Effective: November 3, 2003 through May 19, 2004

Education: Pennsylvania State University BA 1994
Spanish

Most Recent Experience: Timber Press
Administrative Assistant

Applicant Flow:

Gender

18 Male
47 Female

Ethnicity

53 Caucasian
5 African American
2 Hispanic
1 Asian or Pacific Islander
1 American Indian/Alaska Native
3 Unspecified

65 Total

65 Total

2. Academic Professional Appointment- Holly Harper

Accountant 2, Contract and Grant Accounting, Financial Services, Washington County Workforce Training Center

Annual Salary Rate: \$34,196 Level: 3 Step: 1

Effective: October 24, 2003

Education: Portland State University BA 1999
 Accounting
 University of Maryland, Germany AA 1994
 General Education

Most Recent Experience: Portland Community College
 Senior Accounting Clerk

Applicant Flow:

<u>Gender</u>	<u>Ethnicity</u>
3 Male	7 Caucasian
6 Female	1 Hispanic
1 Unspecified	2 Unspecified
<hr/> 10 Total	<hr/> 10 Total

3. Academic Professional (Non-General Fund) Appointment- Damon Hickok

Student Resource Specialist, Upward Bound Program, Student Support Services, Sylvania Campus
 Annual Salary Rate: \$35,393@. 90FTE Level: 3 Step: 2
 Effective: October 20, 2003

Education: 134
 Portland State University BS 1997
 Social Sciences

Most Recent Experience: Youth Opportunity Network
 Youth Development Activities Coordinator

Applicant Flow:

<u>Gender</u>	<u>Ethnicity</u>
15 Male	49 Caucasian
54 Female	3 African American
	4 Hispanic
	6 Asian or Pacific Islander
	7 Unspecified
<hr/> 69 Total	<hr/> 69 Total

4. Academic Professional (Non-General Fund) Appointment- Sarah Kate Kinder

Employment Specialist, Workforce Programs, Extended Learning Division, Washington
 County Workforce Training Center
 Annual Salary Rate: \$34,196 Level: 3 Step: 1
 Effective: November 17, 2003

Education: University of Oregon BA 2000
 International Studies
 Most Recent Experience: Tualatin Valley Centers
 Family Support Worker

Applicant Flow:

<u>Gender</u>	<u>Ethnicity</u>
18 Male	53 Caucasian
47 Female	5 African American
	2 Hispanic
	1 Asian or Pacific Islander
	1 American Indian/Alaska Native
	3 Unspecified
65 Total	65 Total

5. Academic Professional (Non-General Fund) Appointment- Wendy Pangburn

Employment Specialist, Workforce Programs, Extended Learning Division, Washington
 County Workforce Training Center
 Annual Salary Rate: \$34,196 Level: 3 Step: 1
 Effective: October 31, 2003

Education: No Degrees
 Most Recent Experience: Portland Community College
 Employment Specialist (Casual Temporary)

Applicant Flow:

<u>Gender</u>	<u>Ethnicity</u>
18 Male	53 Caucasian
47 Female	5 African American
	2 Hispanic
	1 Asian or Pacific Islander
	1 American Indian/Alaska Native
	3 Unspecified
65 Total	65 Total

6. Academic Professional (Non-General Fund) Appointment- Velvet Russ

Employment Specialist, Workforce Programs, Extended Learning Division, Washington County Workforce Training Center

Annual Salary Rate: \$34,196 Level: 3 Step: 1

Effective: October 29, 2003

Education: Ppi Health Careers School AS 1998
Medical Assisting

Most Recent Experience: Portland Community College
Employment Specialist (Casual Temporary)

Applicant Flow:

<u>Gender</u>		<u>Ethnicity</u>	
18	Male	53	Caucasian
47	Female	5	African American
		2	Hispanic
		1	Asian or Pacific Islander
		1	American Indian/Alaska Native
		3	Unspecified
<hr/> 65 Total		<hr/> 65 Total	

7. Academic Professional (Non-General Fund) Appointment- Heather Smith

Employment Specialist, Workforce Programs, Extended Learning Division, Washington County Workforce Training Center

Annual Salary Rate: \$34,196 Level: 3 Step: 1

Effective: October 30, 2003

Education: Portland State University BS 2000
Women's Studies

Most Recent Experience: Portland Community College
Employment Specialist (Casual Temporary)

Applicant Flow:

<u>Gender</u>		<u>Ethnicity</u>	
18	Male	53	Caucasian
47	Female	5	African American
		2	Hispanic
		1	Asian or Pacific Islander
		1	American Indian/Alaska Native
		3	Unspecified
<hr/> 65 Total		<hr/> 65 Total	

8. Academic Professional (Non-General Fund) Appointment- Courtney Snitker

Mental Health Service Coordinator, Extended Learning Division, Washington County
Workforce Training Center

Annual Salary Rate: \$41,548@. 75FTE Level: 5 Step: 3

Effective: November 3, 2003

Education: Purdue University MS 1996
Counseling

Purdue University BA 1993
Psychology

Most Recent Experience: Polk County Mental Health Department
Child Urgent Crisis Worker

Applicant Flow:

Gender

1 Male
9 Female
2 Unspecified

Ethnicity

9 Caucasian
1 Asian or Pacific Islander
7 Unspecified

12 Total

12 Total

9. Academic Professional Appointment- Kay Talbot

Senior Volunteer Literacy Tutor Program Coordinator, Extended Learning Programs,
Sylvania Campus

Annual Salary Rate: \$38,786 @ .92 FTE Level: 5 Step: 1

Effective: November 3, 2003

Education: George Fox University BA 1994
Management of Human Resources

Most Recent Experience: Portland Community College
Coordinator, Volunteer Literacy Tutor Program and
ABE Administrative Support

Applicant Flow:

Gender

3 Male
10 Female
1 Unspecified

Ethnicity

8 Caucasian
1 African American
3 Hispanic
1 American Indian/Alaska Native
1 Unspecified

14 Total

14 Total

10. Academic Professional (Non-General Fund) Appointment- Elizabeth Worley

Service Learning Partnership Coordinator, Senior Citizen Program, Learn and Serve
 Community Relations, Academic and Student Services Division, Cascade Campus
 Annual Salary Rate: \$33,232 Level: 2 Step: 2
 Effective: October 10, 2003

Education:	Portland State University	MS	2003
	Teaching Science		
	Ohio State University	BS	1998
	Natural Resources		

Most Recent Experience: Portland Community College
 Learn and Service Project Assistant

Applicant Flow: Direct Appointment

11. Faculty (Job-Share) Appointment- Sonya Bedient

Counselor, Student Development, Rock Creek Campus
 Annual Salary Rate: \$51,420@. 50 FTE Step: 8
 Effective: August 21, 2003

Education:	Lewis & Clark College	MA	1998
	Counseling Psychology		
	Western Washington University	BA	1994
	Psychology		

Most Recent Experience: Portland Community College
 Counselor (Temporary Job Share Partner)

Applicant Flow:

<u>Gender</u>	<u>Ethnicity</u>
13 Male	61 Caucasian
77 Female	3 African American
	3 Hispanic
	6 Asian or Pacific Islander
	17 Unspecified
<hr/> 90 Total	<hr/> 90 Total

12. Faculty (Job-Share) Appointment- Joan Rabottini

Counselor, Student Development, Cascade Campus
 Annual Salary Rate: \$51,420@. 50 FTE Step: 8
 Effective: August 21, 2003

Education:	Portland State University Counselor Education	MS	1996
	Marylhurst University Human Studies	BA	1993

Most Recent Experience: Portland Community College
 Counselor (Temporary Job Share Partner)

Applicant Flow:	<u>Gender</u>	<u>Ethnicity</u>
	13 Male	61 Caucasian
	77 Female	3 African American
		3 Hispanic
		6 Asian or Pacific Islander
		17 Unspecified
	<hr/> 90 Total	<hr/> 90 Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
 PROPOSED TO BE HIRED IN NOVEMBER 20, 2003 PERSONNEL REPORT**

Female	11
Male	1
	<hr/> 12
Caucasian	9
African American	2
Asian/Pacific Islander	1
	<hr/> 12