

January 15, 2004

04-082

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) Appointment- Charles Clay  
Employment Specialist, Workforce Development, Extended Learning Campus  
Annual Salary Rate: \$34,196 Level: 3 Step: 1  
Effective: December 18, 2003

Education: University of East Anglia BA 1993  
Social Studies

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

Applicant Flow:

<u>Gender</u>	<u>Ethnicity</u>
5 Male	14 Caucasian
13 Female	1 Asian/Pacific Islander
	3 Unspecified
<hr/> 18 Total	<hr/> 18 Total

2. Academic Professional (Non-General Fund) Appointment- Sarah Dykes

Employment Specialist, Steps to Success/North, Adult and Continuing Education,  
Extended Learning Campus  
Annual Salary Rate: \$35,393 Level: 3 Step: 2  
Effective: December 17, 2003

Education: University of Oregon BA 1993  
Human Services

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

Applicant Flow:

Gender  
12 Male  
24 Female

Ethnicity  
22 Caucasian  
7 African American  
1 American Indian/Alaska Native  
6 Unspecified

36 Total

36 Total

3. Academic Professional Appointment- Jean Hillebrand

Student Employment Specialist, Career Services, Student Services, Cascade Campus  
Annual Salary Rate: \$36,631@ .75 FTE Level: 3 Step: 3  
Effective: January 5, 2004

Education: Oregon State University MED 1993  
Adult Education  
University of Oregon BS 1981  
Community Service/Public Administration

Most Recent Experience: Mt Hood Community College  
Career Specialist

Applicant Flow:

Gender  
11 Male  
36 Female

Ethnicity  
30 Caucasian  
6 African American  
1 Hispanic  
4 Asian or Pacific Islander  
6 Unspecified

47 Total

47 Total

4. Academic Professional (Non-General Fund) Appointment- Meryl Lipman

Employment Specialist, Steps to Success/North, Adult and Continuing Education,  
Extended Learning Campus  
Annual Salary Rate: \$35,393 Level: 3 Step: 2  
Effective: December 12, 2003

Education: American University BA 1991  
International Studies/Russian Language

Most Recent Experience: Residence Inn  
Sales Manager

Applicant Flow:

Gender  
5 Male  
11 Female

Ethnicity  
9 Caucasian  
3 Hispanic  
1 Asian or Pacific Islander  
3 Unspecified

16 Total

16 Total

5. Academic Professional (Non-General Fund) Appointment- Patricia McCoy

Learning Skills Specialist, Student Services, Cascade Campus  
Annual Salary Rate: \$34,196 Level: 3 Step: 1  
Effective: January 5, 2004

Education: Portland State University BS 1999  
Political Science

Most Recent Experience: Portland Community College  
Student Success Coordinator

Applicant Flow:

Gender  
22 Male  
30 Female

Ethnicity  
37 Caucasian  
4 African American  
1 Hispanic  
4 Asian/Pacific Islander  
1 American Indian/Alaska Native  
5 Unspecified

52 Total

52 Total

6. Academic Professional (Non-General Fund) Appointment- Andrew Spence

Employment Specialist, Steps to Success/North, Adult and Continuing Education,  
Extended Learning Campus  
Annual Salary Rate: \$34,196 Level: 3 Step: 1  
Effective: December 30, 2003

Education:

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

Applicant Flow:

Gender  
12 Male  
24 Female

Ethnicity  
22 Caucasian  
7 African American  
1 American Indian/Alaska Native  
6 Unspecified

36 Total

36 Total

7. Administrative (Non-General Fund) Appointment- Laurel Dukehart

Replication Project Manager, Alternative Programs, Extended Learning Campus  
Annual Salary Rate: \$51,317 Level: 25  
Effective: December 16, 2003

Education: University of Puget Sound BA 1981  
English

Most Recent Experience: Portland Community College  
Replication Project Manager (Temporary)

Applicant Flow:

Gender  
12 Male  
14 Female

Ethnicity  
18 Caucasian  
3 African American  
1 Hispanic  
2 Asian/Pacific Islander  
1 American Indian/Alaska Native  
1 Unspecified

26 Total

26 Total

8. Administrative Appointment- S. Steven Foster

Compensation and Benefits Manager, Human Resources Department, Administrative Services, Cascade Campus  
Annual Salary Rate: \$67,500 Level: 29  
Effective: December 1, 2003

Education: University of Colorado BA 1966  
Economics

Most Recent Experience: City of Los Altos  
Human Resources Manager

Applicant Flow:

Gender

4 Male  
6 Female  
1 Unspecified

Ethnicity

9 Caucasian  
1 African American  
1 Unspecified

11 Total

11 Total

9. Administrative (Non-General Fund) Appointment- Jennifer Newby

Program Manager, Adult Basic Skills, Southeast Center

Annual Salary Rate: \$45,085 Level: 24

Effective: December 15, 2003

Education:

Washington State University MS 1995

Foreign Language - Literature

Whitman University BS 1992

Foreign Language - Spanish

Most Recent Experience:

Portland Community College

Program Manager, Adult Basic Skills (Temporary)

Applicant Flow:

Gender

16 Male  
16 Female

Ethnicity

20 Caucasian  
4 African American  
2 Hispanic  
1 Asian/Pacific Islander  
5 Unspecified

32 Total

32 Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN JANUARY 15, 2004 PERSONNEL REPORT**

Female	6
Male	3
	<hr/>
	9
Caucasian	9
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