Sonoma County Junior College District
Personnel Agenda for August 2002

Management

Employment

1. St. Clair, Susan: Executive Assistant, confidential/Business Services, 1.0 FTE, 12 months/year, replacement/R. Kyle, effective 7-30-02.

Transfer/Promotion

1. Arendt, Sherrie: Transfer/promotion and status change from Classified to Management, from: School Relations Specialist/Counseling & Guidance Services, 1.0 FTE, 12 months/year, to: Manager, Scholarship Programs/Student Financial Services, 1.0 FTE, 12 months/year, replacement/K.Shear, effective 7-16-02.

Faculty

Employment

1. Anderman, Mark: Instructor/Music/Theory, 1.0 FTE, replacement/S. Nance, effective 8-14-02.
2. Rosen, Scott: Instructor/Computer & Information Sciences/Petaluma campus, 1.0 FTE, replacement/M. Schuler, effective 8-14-02.
3. Webber, Carrie: Instructor/Women's Softball Coach/Physical Education, Dance & Athletics, 1.0 FTE, replacement/T. Mitchell, effective 8-14-02.

Permanent Pre-Retirement Load Reduction

1. Benedict, Amelia: Instructor/Health Sciences, from 1.0 FTE, to: .7750 FTE (.80 FTE fall semester, .75 FTE spring semester), effective 8-14-02 to end of spring semester 2004.
2. Brown Gary: Instructor/Computer & Information Sciences, from 1.0 FTE, to: .75 FTE (.75 FTE fall semester, .75 FTE spring semester), effective 8-14-02 to end of spring semester 2008.

Classified

Employment

1. Allen, Jennifer: Temporary increase in hours, Childcare Assistant/Child Development, 199 days/year, from .625 FTE, to: 675 FTE, reason/to cover classroom, effective 8-12-02 to 5-29-03.
2. Barnes, Deborah: Continuation of temporary working out of class, Bookstore Specialist/Bookstore, 1.0 FTE, 12 months/year, reason/additional duties in absence of manager, effective 7-1-02 to 7-31-02.
3. Blue, James: Media Producton Technician/Media Services, 1.0 FTE, 12 months/year, replacement/L. Bennett, effective 6-9-02.
4. Byrn, Frances: Continuation of temporary increase in hours and days, Administrative Assistant I/Child Development, from: .6963 FTE, 227 days/year, to: .875 FTE, 238 days/year, reason/need for increased clerical support, effective 7-1-02 to 6-30-03.
5. Coke, Christine: Temporary reduction in hours, Childcare Teacher/Child Development, 199 days/year, from .7188 FTE, to: 6313 FTE, reason/child rearing leave, effective 7-1-02 to 6-30-03.
6. Eaton, Toni: Temporary increase in hours, Administrative Assistant II/College Skills, 12 months/year, from: .50 FTE, to: 1.0 FTE, reason/increase in administrative support due to increase in non-credit students, effective 7-1-02 to 6-30-03.
7. Ellis, Judy: Continuation of temporary working out of class, Bookstore Specialist/Bookstore, 1.0 FTE, 12 months/year, reason/additional duties in absence of manager, effective 7-1-02 to 7-31-02.
8. Graham, Edward: Continuation of temporary working out of class, Administrative Assistant I/CalWORKS Program, 1.0 FTE, 12 months/year, reason/increase in responsibilities, effective 7-1-02 to 6-30-03.
9. Hayes, Debra: Administrative Assistant II/Redwood Empire SBDC, 1.0 FTE, 12 months/year, replacement/A. Bush, effective 7-1-02.
10. Heisler, Melanie: Continuation of temporary working out of class, Bookstore Specialist/Bookstore, 1.0 FTE, 12 months/year, reason/additional duties in absence of manager, effective 7-1-02 to 7-31-02.
11. Hill, Rebecca: Web Support Specialist/Student Services/Matriculation & Computing Services, .50 FTE, 12 months/year, new position, effective 7-11-02.
12. Krupnick, Wendy: Temporary increase in hours, Horticulture Technician I/Agriculture/Natural Resources/Shone Farm, 12 months/year, from .50 FTE, to: .75 FTE, effective 3-4-02 to 6-30-03.
13. Lake, Lorene: Continuation of temporary working out of class, Bookstore Specialist/Bookstore, 1.0 FTE, 12 months/year, reason/additional duties in absence of manager, effective 7-1-02 to 7-31-02.
14. Marcelli, Patricia: Continuation of temporary working out of class, Administrative Assistant I/Health Sciences, 1.0 FTE, 12 months/year, coverage/Administrative Assistant III vacancy, effective 7-1-02 to 7-31-02.
15. Motherwell, Thomas: Contnuation of temporary working out of class, Bookstore Clerk II/Bookstore, 1.0 FTE, 12 months/year, reason/additional duties in absence of mananger, effective 7-1-02 to 7-31-02.
16. Papa, Suzanne: Temporary increase in months, Career Developer/Student Employment, 1.0 FTE, from 217 days/year, to: 238 days/year, effective 7-1-02 to 6-30-03.
17. Peterson, Robert: Continuation of temporary working out of class, Bookstore Assistant/Bookstore, 1.0 FTE, 12 months/year, reason/additional duties in absence of manager, effective 7-1-01 to 7-31-02.
18. Siewerd, Shirley: Clerical Assistant I/Student Affairs, 1.0 FTE, 12 months/year, new position, effective 7-11-02.
19. Wilmarth, Laura: Continuation of temporary working out of class, Administrative Assistant II/Computing Services, 1.0 FTE, 12 months/year, coverage/assuming duties of buyer, effective 7-1-02 to 9-30-02.

Promotions/Transfers

1. Donica, Danielle: Promotion/reclassification, from: Human Resources Technician/Human Resources, .50 FTE, 12 months/year, to: Human Resources Technician II/Human Resources, .50 FTE, 12 months/year, reason/reorganization of department, effective 7-1-02.
2. Gregori, Anthony: Promotion from: Community Services Officer/District Police, 1.0 FTE, 12 months/year, to: Police Officer/District Police, 1.0 FTE, 12 months/year, replacement/R. Garcia, effective 7-15-02.
3. Hill, Wendy: Promotion/Reclassification, from: Administrative Assistant I/Human Resources, 1.0 FTE, 12 months/year, to: Human Resources Technician I/Human Resources, 1.0 FTE, 12 months/year, reason/reorganization of department, effective 7-1-02.
4. Johnstone, Elizabeth: Promotion/Increase in Hours, from: Science Lab Instructional Assistant/Life Sciences, .50 FTE, 161/171 days/year, to: Coordinator/Science Labs/Life Sciences, 1.0 FTE, 238 days/year, replacement/M. Tripp, effective 7-15-02.
5. Muskar, Susan: Promotion/Reclassification, from: Human Resources Technician I/Human Resources, 1.0 FTE, 12 months/year, to: Human Resources Technician II/Human Resources, 1.0 FTE, 12 months/year, reason/reorganization of department, effective 7-1-02.
6. Nasseem, Parveen: Temporary promotion, from: Administrative Assistant II/Matriculation, 1.0 FTE, 12 months/year, to: Assessment Coordinator/Assessment Services, 1.0 FTE, 12 months/year, reason/A. Chaney's absence, effective 7-15-02 to 11-30-02.
7. Ringle, Rosalyn: Promotion, from: Payroll Technician/Payroll, 1.0 FTE, 12 months/year, to: Payroll Specialist, Senior/Payroll, 1.0 FTE, 12 months/year, new position, effective 7-1-02.

August Personnel Agenda to be continued in next issue of the Insider.

insider

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SANTA ROSA JUNIOR COLLEGE

insider

Staff News for Santa Rosa Junior College, August 23, 2002

SRJC Fact Book 2002 Available Online

The 2002 Sonoma County Junior College District *Fact Book 2002* is now available on the SRJC Web site in pdf format at the URL http://www.santarosa.edu/research/fact2002/factbook.pdf

There will soon be a link to the URL posted on the "Institutional Documents" page that can be accessed from the SRJC home page. Numerous navigational tools in the pdf document makes browsing much easier than last year. The piece is also formatted to be printed easily.

The *Fact Book* offers pertinent information about SRJC that impacts overall planning, including facts about SRJC's community, students, and employees. The resource volume offers statistical information on the demographics of the SRJC service region and student population, enrollment, trends, financial and capital outlay, and measures of institutional effectiveness.

Printed copies of the *Fact Book* are being distributed to component administrators, trustees, deans, president, directors, managers, supervisors, and department chairs. Copies may also be checked out at the Plover and Mahoney libraries.

Direct any questions or feedback to KC Boatsman at 521-7940.

Fall Student Employee Training Sessions Dates Set

Training sessions are scheduled on the Santa Rosa campus for Petaluma and Santa Rosa student employees. Training is recommended for all student employees and is required for those employed in Student Services. The workshops will focus on the development of good work habits, communicating with supervisors and coworkers, customer service to a diverse campus, and professionalism.

Each session offers two parts on two consecutive Fridays, and student employees must attend both days to complete the full training program. Supervisors of student employees may choose one of the following sessions for each student:

Training Session I

Friday, September 6 (9:00 a.m. to noon)
&
Friday, September 13 (9:30 a.m. to 2:15 p.m.)

Training Session II

Friday, September 27 (9 a.m. to noon)
&
Friday, October 4 (9:30 a.m. to 2:15 p.m.)

Students enrolled in Work Experience will receive seminar hour credit for attending the training. For student employees interested in participation, contact Susanne Papa in Work Experience in advance at ext 4690. You may also reserve a spot for your students via email at spap@santarosa.edu or fax 524-1712. Once registered, students will receive a letter of confirmation. Students will be provided lunch on the second day of each session.

CalPERS Offers Retirement Planning Workshop October 7-11

The California Public Employee's Retirement System is registering members for an October 7-11 Retirement Planning Workshop. The two-hour workshop is free, offering members an excellent opportunity to understand their CalPERS benefits. Members' spouses or partners are welcome to attend.

Reservation request forms are available from Louise Burke in the SRJC Human Resources Office, at 527-4304. The reservation forms must be received at CalPERS by September 9!

You may mail, fax (415) 369-8501, or phone (877) 720-7377 the CalPERS San Francisco Regional Office to make reservations. You will receive a letter of confirmation two weeks before the workshop giving specific date, time, and location.

Guard Your Parking Permits

Several reports of staff parking permits being stolen from their vehicles were reported to District Police during the first week of the fall semester. The District Police remind the campus to lock vehicles at all times and to keep valuables out of sight. When leaving and entering your vehicle, be sure your parking permit is safe and appropriately displayed.