

**REQUESTS TO FILL (IN PROCESS)
FOR DECEMBER 13, 2016**

Pending Re-opening of position			Recruitment on hold; RTF returned to hiring manager					HR has been waiting to discuss recruitment with hiring manager				
Department/Division Manager	Division	Position Title	Classification	FTE	Column1	Recruiter	Date PC approved	Posting date	Closing date	Interview dates	Expected Board Approval	Recent Activity Comments
Administrative Services/ Mike Gregoryk	Administrative Services	Administrative Specialist III (VP Priority List)	262-Classified	1.00	Jill Miller (Retirement)	Cristal	5/31/16	9/23/16	10/13/16	11/14/16	12/14/16	New Hire Recommendation: Yadira Santiago
Facilities Planning & Mgmt/ Gary Nellesen	Administrative Services	Administrative Specialist III (VP Priority List)	262-Classified	1.00	New Position	Erika	3/8/16	9/22/16	10/12/16	11/17/16	12/14/16	New Hire Recommendation: Andrea Rodriguez
Fiscal Services / Mike Gregorik	Administrative Services	Associate Vice President, Fiscal Services	Management	1.00		Erika	11/15/16	11/17/16	12/16/16		3/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Information Technology/ Bob Hughes	Administrative Services	Business Analyst (VP Priority List)	262-Classified	1.00	New Position	Erika	3/1/16	10/6/16	10/28/16	11/29/16	1/11/17	New Hire Recommendation: Pattie Duffy
Information Technology/ Ron Bean	Administrative Services	Computer Facilities Assistant	262-Classified	0.48	Mason Core (VLT)	Maria	11/22/16	11/28/16 (VLTP)	12/6/16 (VLTP)			VLT process complete: Move on to reg. recruitment process
Custodial Services/ Ken McAlpin	Administrative Services	Custodian	651-Classified	1.00	Steven Becerra (Retirement)	Zaira	11/22/16	11/15/16	12/8/16	1/11/17	2/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Custodial Services/ Ken McAlpin	Administrative Services	Custodian (vacancy 1 of 2)	651-Classified	1.00	Ronald McGreggor	Zaira	10/25/16	11/15/16	12/8/16	1/11/17	2/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Administrative Services/ Mike Gregoryk	Administrative Services	Director, Safety and Risk Management (VP Priority List)	Management	1.00	Karen Saldana (Retirement)	Cristal	5/31/16	9/27/16	10/24/16	11/18/16	12/14/16	New Hire Recommendation: Duetta Allart-Langevin
Fiscal Services/ Rosa Royce	Administrative Services	Fiscal Specialist (1 of 3) (VP Priority List)	262-Classified	1.00	Kathy Olivares	Maria	6/15/16	9/7/16	9/27/16	11/1/16	12/14/16	New Hire Recommendation: Julie Ann Moreno
Fiscal Services/ Rosa Royce	Administrative Services	Fiscal Specialist (2 of 3) (VP Priority List)	262-Classified	1.00	Katie Ly (Resignation)	Maria	6/15/16	9/7/16	9/27/16	11/1/16	12/14/16	New Hire Recommendation: Catherine Nguyen
Fiscal Services/ Rosa Royce	Administrative Services	Fiscal Specialist (3 of 3) (VP Priority List)	262-Classified	1.00	New Position	Maria	11/1/16	9/7/16	9/27/16	11/1/16	12/14/16	New Hire Recommendation: Claude Gonzales
Fiscal Services/ Rosa Royce	Administrative Services	Fiscal Technician II	262-Classified	1.00	Julie Ann Moreno	Maria	11/29/16	12/1/16 (VLTP)	12/15/16 (VLTP)			VLTP in process
Facilities Planning & Management/ Gary Nellesen	Administrative Services	Manager, Construction Project	Management	1.00	Caryn Cowin (Resignation)	Leticia	9/20/16	12/9/16	1/17/17		4/12/17	Job to be posted pending HM approval; HM requested preferred qualifications. Next follow up: 12/5/16
Public Safety/ Dave Wilson	Administrative Services	Public Safety Officer	262-Classified	1.00	Joseph Carl (Retirement)	Cristal	10/25/16	11/02/16 (VLTP)	11/10/16 (VLTP)	11/21/16	12/14/16	New Hire Recommendation: Randall Yang
Public Safety/ Dave Wilson	Administrative Services	Public Safety Officer	262-Classified	1.00	Randall Yang	Maria	12/6/16	12/09/16 (VLTP)	12/19/16 (VLTP)			VLTP in process
Fiscal Services/ Teresa Patterson	Administrative Services	Senior Buyer	262-Classified	1.00	Rondell Schroeder	Erika	10/25/16	11/9/16	12/2/16	1/18/17	2/8/17	On Target to meet established Timeline
Technical Services/ Bill Eastham	Administrative Services	Theatrical Audio Engineer	262-Classified	1.00	Alvaro Rodriguez (Promotion)	Cristal	6/28/16				3/8/17	Job Description pending CSEA approval
Human Resources	Human Resources	Administrative Specialist II	262-Classified	1.00	New Position	Zaira	12/15/15	12/13/16 11/29/16 (VLTP)	1/11/17 12/8/16 (VLTP)			Tentative Timeline and Committee Formation sheet emailed to HM

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Human Resources	Human Resources	Director, EEO Programs (VP Priority List)	Management	1.00	Lorraine Jones (Resignation)	Zaira		9/26/16	10/26/16	11/15 & 11/17/16	12/14/16	New Hire Recommendation: Sokha Song
Human Resources / Cynthia Hoover	Human Resources	Human Resources Technician	262-Classified	1.00	Eugenia Scott (Resignation)	Zaira	11/15/16	11/17/16	12/9/16			
Education for Older Adults/ Mary Lange	Instruction	Administrative Specialist I	262-Classified	0.475	Kimberly Keene	JenMay	6/28/16	10/28/16	11/21/16	1/12/17	2/8/17	On Target to meet established Timeline
Humanities & Social Sciences/ Jim Jenkins	Instruction	Administrative Specialist I (Study Abroad)	262-Classified	0.475	New Position	Erika	10/18/16	11/15/16 (VLTP)	11/23/16 (VLTP)		3/8/17	VLT process complete: Move on to reg. recruitment process
Adult Basic Education/ Lesley Johnson	Instruction	Administrative Specialist I (VP Priority List)	262-Classified	0.475	Julia Villalobos (Resignation)	JenMay	5/31/16	10/25/16	11/16/16	1/9/17	2/8/17	On Target to meet established Timeline
Technology & Health/ Sarah Plesetz	Instruction	Administrative Specialist II	262-Classified	0.80	Teresita Hood (Retirement)	Erika	10/18/16	12/5/16 11/14/16 (VLTP)	1/3/17 11/22/16 (VLTP)		3/8/17	Tentative Timeline established; pending Committee Formation
Short Term Vocational/ Tami Pearson	Instruction	Administrative Specialist II	262-Classified	0.475	New Position	JenMay	8/24/16	10/26/16	11/17/16	1/12/17	2/8/17	On Target to meet established Timeline
Learning Assistance Center/ Romelia Salinas	Instruction	Administrative Specialist II (VP Priority List)	262-Classified	1.00	Tiefa Fisher Gabriana (Resignation)	JenMay	4/12/16	9/30/16	10/20/16	11/17/16	12/14/16	New Hire Recommendation: Naomi Lopez
Continuing Education/ Madelyn Arballo	Instruction	Administrative Specialist II (VP Priority List)	262-Classified	1.00	Linda Rodriguez (Retirement)	Lisa	5/17/16	11/2/16	11/23/16	1/16/17	2/8/17	Tentative Timeline established; pending Committee Formation
Research & Institutional Effectiveness/ Barbara McNeice Stallard	Instruction	Administrative Specialist III (VP Priority List)	262-Classified	1.00	New Position	Leticia	5/17/16	9/30/16	10/21/16	12/8/16	12/14/16	On Target to meet established Timeline
Instruction/ Lianne Greenlee	Instruction	Administrative Specialist III (Teaching & Learning Center) (VP Priority List)	262-Classified	0.475	New Position	Leticia	6/15/16	12/7/16	1/6/17		3/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Business Division/ Jennifer Galbraith	Instruction	Administrative Specialist IV (VP Priority List)	262-Classified	1.00	Karen Newsome (Transfer)	Erika	10/18/16	11/28/16 11/3/16 (VLTP)	01/6/17 11/14/16 (VLTP)		3/8/17	Tentative Timeline established; pending Committee Formation
ESL/Jody Fernando	Instruction	Admissions and Registration Clerk	262-Classified	0.475	New Position	Cristal	6/7/16	11/16/16	1/4/17	2/1/17	3/8/17	Tentative Timeline established; pending CSEA representative
Business Division/ Jennifer Galbraith	Instruction	Career Services Specialist	262-Classified	1.00	New Position	Maria	9/20/16	11/18/16 (VLTP)	12/1/16 (VLTP)		2/8/16	VLTP in process
Grants/ Adrienne Price	Instruction	Coordinator, Grants (VP Priority List)	262-Classified	1.00	New Position	Cristal	1/19/16	9/13/16	10/17/16	11/16/16	12/14/16	New Hire Recommendation: Nicole Caldwell

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Technology & Health/ Sarah Plesetz	Instruction	Coordinator, Health Programs (VP Priority List)	262-Classified	1.00	Kathy Killiany (Resignation)	Erika	2/2/16				3/8/17	Job Description being revised
ESL/Jody Fernando	Instruction	Coordinator, Noncredit Student Success and Support Program (SSSP)	262-Classified	1.00	Deejay Santiago		12/6/16	12/13/16	1/12/16			
ESL/Liza Becker	Instruction	Coordinator, Project Program (ESL)	262-Classified	0.475	Caridad Oppenstein	Cristal	5/17/16	11/21/16	12/14/16	1/20/17	2/8/17	On Target to meet established Timeline
Instruction/ Lianne Greenlee	Instruction	Coordinator, Project/Program (Teaching & Learning Center) (VP Priority List)	262-Classified	1.00	New Position	Leticia	6/15/16	11/15/16	12/7/16		2/8/17	Tentative Timeline established
School of Continuing Ed/ Madelyn Arballo	Instruction	Coordinator, School of Continuing Education (Vacancy 1 of 2)	262-Classified	1.00	New Position	Maria	6/15/16	11/10/16	12/6/16	1/30/17	3/8/17	Tentative Timeline established; pending Committee Formation
School of Continuing Ed/ Madelyn Arballo	Instruction	Coordinator, School of Continuing Education (Vacancy 2 of 2)	262-Classified	1.00	New Position	Maria	9/27/16	11/10/16	12/6/16	1/30/17	3/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
ESL/Jody Fernando	Instruction	Coordinator, Vocational ESL	262-Classified	1.00	New Position	Cristal	6/15/16	11/7/16	11/30/16	1/9/17	2/8/17	On Target to meet established Timeline
Learning Assistance Center/ Meghan Chen	Instruction	Director, Learning Assistance Center	Management	1.00	Bailey Smith (Resignation)	Leticia	8/24/16	11/15/16	12/14/16	2/1/17	3/8/17	On Target to meet established Timeline
Instruction/ Irene Malmgren	Instruction	Director, Strong Workforce Initiatives	Management	1.00	New Position	Cristal	11/15/16	11/18/16	12/19/16	1/27/17	3/8/17	Tentative Timeline established; pending Committee Formation
Research & Institutional Effectiveness/ Barbara McNeice Stallard	Instruction	Educational Research Assessment Analyst	262-Classified	0.475	New Position	Leticia	9/13/16	11/14/16	12/7/16	1/27/17	2/8/17	On Target to meet established Timeline
Instruction/ Irene Malmgren	Instruction	Executive Assistant I	Confidential	1.00	New Position	Joanne / Nerissa	6/28/16	10/7/16	10/27/16	11/21/16	12/14/16	New Hire Recommendation: Marlyn Lanuza
Commerical & Entertainment Arts/ Sue Long	Instruction	Lab Tech - Photography	262-Classified	0.475	Chris Benoe (VLT)	Maria	8/9/16	11/4/16	1/6/17		1/11/17	Tentative Timeline established; pending Committee Formation; HM extended first consideration date
Business Division/ Jennifer Galbraith	Instruction	Laboratory Assistant - Child Development Observation	262-Classified	0.475	New Position	Erika	10/13/15*	9/19/16	10/17/16	11/10/16	12/14/16	New Hire Recommendation: Tabitha Groves
Biological Sciences/ Matt Judd	Instruction	Laboratory Technician II - Biological Sciences (VP Priority List)	262-Classified	1.00	Jeremy Marion	Maria	8/9/16	11/3/16	11/30/16	1/10/17	2/8/17	On Target to meet established Timeline
Fine Arts/ Sue Long	Instruction	Laboratory Technician, Fine Art	262-Classified	0.475	Christina McCurdy	Leticia	11/1/16	12/7/16	1/6/17		3/8/17	On Target to meet established Timeline
Library/ Romelia Salinas	Instruction	Lead Library Technician	262-Classified	1.00	Linda Small (Retirement)	Maria	8/30/16	11/22/16 11/3/16 (VLTP)	12/15/16 11/15/16 (VLTP)	2/6/17	3/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Continuing Education/ Liza Becker	Instruction	Learning Lab Assistant	262-Classified	0.475	New Position	Cristal	6/7/16	11/30/16	12/20/16	1/27/17	3/8/17	Tentative Timeline established; pending CSEA representative

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Learning Assistance Center/ Romelia Salinas	Instruction	Learning Lab Assistant (VP Priority List)	262-Classified	0.475	Katelyn Abadie (Resignation)	Maria	4/12/16	9/30/16	10/21/16	11/14/16	12/14/16	New Hire Recommendation: Joan Chang
President's Office/ Dr. William Scroggins	President's Office	Executive Assistant I	Confidential	1.00	Carol Nelson (Promotion)	JenMay	11/22/16	11/29/16 (VLTP)	12/8/16 (VLTP)			VLTP in process
President's Office/ Dr. William Scroggins	President's Office	Executive Assistant to the President and Board of Trustees	Confidential	1.00	Denise Lindholm (Retirement)	Joanne / Nerissa	7/19/16	9/9/16	9/30/16	11/7/16	12/14/16	New Hire Recommendation: Carol Nelson
Bridge Program/ Francisco Dorame	Student Services	Administrative Specialist I (VP Priority List)	262-Classified	1.00	Sophia Salazar (VLT)	JenMay	7/19/16	11/9/16	12/2/16	1/24/17	3/8/16	Tentative Timeline established; pending Committee Formation
EOPS/ Irene Herrera	Student Services	Administrative Specialist II	262-Classified	1.00	New Position	JenMay	9/13/16	11/3/16	11/28/16	1/17/17	2/8/17	On Target to meet established Timeline
Student Services/ Audrey Yamagata-Noji	Student Services	Administrative Specialist III (VP Priority List)	262-Classified	1.00	Irma Tepepa (VLT)	Leticia	5/10/16	10/28/16	11/21/16		2/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Student Services/ Audrey Yamagata-Noji	Student Services	Coordinator, Project Program (Inreach & Retention) (VP Priority List)	262-Classified	1.00	New Position	Erika	5/10/16	9/26/16	10/14/16	11/16/16	12/14/16	New Hire Recommendation: Amrik Johal
Student Services/ Audrey Yamagata-Noji	Student Services	Dean, Student Services	Management	1.00	Carolyn Keys (Retirement)	Leticia	9/27/16				3/8/17	Job to be posted pending HM approval. Next follow up: 12/12/16
CalWORKs/ Grace Hanson	Student Services	Director, CalWORKs (VP Priority List)	Management	1.00	Stephen Brown (Resignation)	Leticia	9/13/16	11/15/16	12/15/16		3/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Student Services/ Audrey Yamagata-Noji	Student Services	Director, International Students (VP Priority List)	Management	1.00	Tiffany Sergio (Resignation)	Erika	5/10/16	7/14/16	8/25/16	10/21/16	1/11/17	Pending New Hire Recommendation
Financial Aid/ Chau Dao	Student Services	Student Services Program Specialist II (VP Priority List)	262-Classified	1.00	New Position	Maria	6/15/16	11/18/16	12/12/16	1/23/17	3/8/17	Timeline established and Committee Formation sheet emailed to HM
High School Outreach/ Tannia Robles	Student Services	Student Services Program Specialist II (VP Priority List)	262-Classified	1.00	New Position	Maria	8/9/16	11/16/16	12/8/16	2/3/17	3/8/17	Tentative Timeline and Committee Formation sheet emailed to HM
Student Services/ Francisco Dorame	Student Services	Upward Bound Academic Specialist (VP Priority List)	262-Classified	1.00	Elisa Hoyos Vences	Lisa	5/3/16	9/16/16	10/7/16	11/3/16	12/14/16	New Hire Recommendation: Janeth Ruvalcaba
Full Time Faculty Recruitments												
Humanities & Social Science / Jim Jenkins	Instruction	Professor of American Language	Faculty	1.00	Glenda Bro	JenMay	11/22/16	12/2/16	2/6/17			
Humanities & Social Sciences/ Jim Jenkins	Instruction	Professor of Communication	Faculty	1.00	New Position	JenMay	11/22/16	12/6/16	2/3/17			
Business Division/ Jennifer Galbraith	Instruction	Professor of Computer Information Systems	Faculty	1.00	Shui-Lien Huang	Cristal	11/22/16	12/6/16	2/6/17	3/3/17 & 3/6/17	4/12/17	Tentative Timeline Established.

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Business Division/ Jennifer Galbraith	Instruction	Professor of Computer Information Systems	Faculty	1.00	William Roche (Deceased)	Erika	9/27/16	10/5/16	11/1/16	12/6/16	1/11/17	On Target to meet established Timeline
School of Continuing Education/ Tami Pearson	Instruction	Professor of Counseling - Short Term Vocational	Faculty	1.00	New Position	JenMay	9/13/16	9/26/16	10/26/16	11/30/16	1/11/16	New Hire Recommendation: Lorena Velazquez
Technology & Health/ Sarah Plesetz	Instruction	Professor of Manufacturing Technology	Faculty	1.00	New Position	Cristal	11/22/16	12/6/16	1/12/17			Tentative Timeline Established.
Arts Division/Sue Long	Instruction	Professor of Photography	Faculty	1.00	Jesse Mezquita	Cristal	11/29/16	12/6/16	2/6/17			Hiring Mgr contacted. Next follow-up scheduled: 12/13/16
Technology & Health/ Sarah Plesetz	Instruction	Professsor of Architecture	Faculty	1.00	New Position	Cristal	11/22/16	12/6/16	1/12/17			Tentative Timeline Established.
ADJUNCT RECRUITMENTS												
Natural Sciences	Instruction	Adjunct Pool for Anatomy & Physiology	Adjunct Pool			Lisa/Zaira		6/25/15	6/30/17			
Natural Sciences	Instruction	Adjunct Pool for Biology	Adjunct Pool			Lisa/Zaira		7/12/16	6/30/17			
Natural Sciences	Instruction	Adjunct Pool for Chemistry	Adjunct Pool			Lisa/Zaira		7/12/16	6/30/17			
Business	Instruction	Adjunct Pool for Computer Information Systems	Adjunct Pool			Lisa/Zaira		11/17/15	11/30/16			
DSPS / Tim Engle	Student Services	Adjunct Pool for Counseling, DSPS	Adjunct Pool			Lisa/Zaira		8/11/16	6/30/17			
Natural Sciences	Instruction	Adjunct Pool for Earth Sciences (Astronomy)	Adjunct Pool			Lisa/Zaira		7/15/16	6/30/17			
Natural Sciences	Instruction	Adjunct Pool for Earth Sciences (Geology/Oceanography)	Adjunct Pool			Lisa/Zaira		6/9/16	6/30/17			
Technology & Health	Instruction	Adjunct Pool for Engineering	Adjunct Pool			Lisa/Zaira		6/3/16	6/30/17			
School of Continuing Ed	Instruction	Adjunct Pool for ESL (Non-Credit)	Adjunct Pool			Lisa/Zaira		1/28/16	6/30/17			
Business Division/ Jennifer Galbraith	Instruction	Adjunct Pool for Fashion and Related Technologies	Adjunct Pool			Lisa/Zaira		10/12/16	6/30/17			New Hire Recommendation: Kenneth Chang
Humanities & Social Sciences	Instruction	Adjunct Pool for Foreign Lanugages (Italian)	Adjunct Pool			Lisa/Zaira		6/8/16	6/30/17			
Technology & Health	Instruction	Adjunct Pool for Manufacturing Technology	Adjunct Pool			Lisa/Zaira		11/5/15	6/30/17			
Natural Sciences	Instruction	Adjunct Pool for Mathematics	Adjunct Pool			Lisa/Zaira		7/11/16	6/30/17			
Natural Sciences	Instruction	Adjunct Pool for Physics	Adjunct Pool			Lisa/Zaira		7/16/16	6/30/17			
DSPS / Grace Hanson	Student Services	Adjunct Pool for Professor of DSPS	Adjunct Pool			Lisa/Zaira		8/11/16	6/30/17			
Natural Sciences	Instruction	Adjunct Pool for Psychology	Adjunct Pool			Lisa/Zaira		8/16/16	6/30/17			
Humanities & Social Sciences	Instruction	Adjunct Pool for Sociology	Adjunct Pool			Lisa/Zaira		7/13/16	6/30/17			
Business Division/ Jennifer Galbraith	Instruction	Adunct Pool for Family & Consumer Sciences/ Life Management	Adjunct Pool			Lisa/Zaira		9/1/16	6/30/17			
Steve Burgoon/Arts	Instruction	Adjunct Pool for Graphic Design	Adjunct Pool			Lisa/Zaira		11/29/16				
Dan Smith/Arts	Instruction	Adjunct Pool for Media Proguotion/Broadcasting	Adjunct Pool			Lisa/Zaira		11/29/16				