

**REQUESTS TO FILL (IN PROCESS)
FOR MARCH 1, 2016**

Pending Re-opening of position			Recruitment on hold; RTF will be returned to hiring manager							HR has been waiting to discuss recruitment with hiring manager					
Department/Division Manager	Division	Position Title	Position #	Classification	FTE	Vacancy Reason	Recruiter	Date PC approved	Date assigned	Posting date	Closing date	Interview dates	Expected Board	Recent Status	Recent Activity Comments
Technical Services/ Bill Eastham	Administrative Services	AV Systems Coordinator	CA9609	262-Classified	1.00	New Position								2/26/16	New Job Description pending CSEA approval
Purchasing/ Teresa Patterson	Administrative Services	Buyer	CA9400	262-Classified	1.00	New Position	Maria	1/12/16	1/15/16	2/16/16	3/7/16	4/6/16	5/11/16	2/26/16	On Target to meet established Timeline
Information Technology/ Ron Bean	Administrative Services	Computer Facilities Assistant	CA9403	262-Classified	0.475	New Position	Maria	12/15/15	12/17/15	2/4/16	2/26/16	3/21/16	4/13/16	2/26/16	On Target to meet established timeline.
Information Technology/ Ron Bean	Administrative Services	Computer Facilities Assistant	CA9538	262-Classified	0.475	Resignation Jason Strong	Zaira	2/2/16	2/9/16	2/10/16 (VLTP)	2/22/16 (VLTP)		4/13/16	2/26/16	VLT in process
Technical Services/ Bill Eastham	Administrative Services	Coordinator, Audio Visual Systems	CA9609	262-Classified	1.00	New Position		2/9/16						2/26/16	New Job Description pending CSEA approval
Custodial Services/ Ken McAlpin	Administrative Services	Custodian (vacancy 1 of 2)	CB9888	651-Classified	1.00	New Position	Maria Melissa	2/9/16	2/25/16					2/26/16	
Custodial Services/ Ken McAlpin	Administrative Services	Custodian (vacancy 2 of 2)	CB9889	651-Classified	1.00	New Position	Maria Melissa	2/9/16	2/25/16					2/26/16	
Custodial Services/ Ken McAlpin	Administrative Services	Custodian Pool	Sub Pool	651-Classified		Substitute Pool position	Maria			12/4/15	1/4/16	1/22/16	2/17/16	2/26/16	On Target to meet established Timeline. Next Follow Up 3/4/16
Fiscal Services/ Shelly Zahrt-Egbert	Administrative Services	Fiscal Technician II (Previously Account Clerk III)	CA9401	262-Classified	1.00	New Position	Maria	1/12/16	1/15/16				4/13/16	2/26/16	Hiring Mgr. Contacted. Timeline being established. Next Follow Up 2/29/2016 Manager reviewing Fiscal Technician II JD
Information Technology/ Dale Vickers	Administrative Services	Help Desk Support Technician (vacancy 1 of 2)	CA9852	262-Classified	1.00	Promotion Evelyn Ojeda 10/21/15	Nancy	11/3/15	11/4/15	12/15/15	1/15/16	2/9/16 & 2/10/16	3/9/16	2/26/16	New Hire Recommendation: Leonard Cardona
Information Technology/ Dale Vickers	Administrative Services	Help Desk Support Technician (vacancy 2 of 2)	CA9724	262-Classified	1.00	Promotion Wilton Tan	Nancy	11/10/15	11/19/15	12/15/15	1/15/16	2/9/16 & 2/10/16	3/9/16	2/26/16	New Hire Recommendation: Marina Alkasas
Information Technology/ Dale Vickers	Administrative Services	Information Technology Support Technician	CA9411	262-Classified	1.00	New Position	Maria (1/20/16) Nancy	9/22/15	9/25/15	2/10/16	3/3/16	3/23/16	4/13/16	2/26/16	On Target to meet established Timeline
Custodial Services/ Ken McAlpin	Administrative Services	Interim Lead Custodian	CBT996	651-Classified	1.00	Interim Assign Lorenzo Meza	Maria	12/8/15	12/17/15	1/26/16	2/16/16	3/14/16	4/13/16	2/26/16	On Target to meet established timeline
Facilities, Planning & Management/ Gary Nellsen	Administrative Services	Manager, Construction Projects (vacancy 2 of 2)	MC9956	Management	1.00	Resignation Olesugan Phillips	Erika	6/23/15	(1) 6/29/15 (2) 7/30/15	11/20/15	1/4/16	2/4/16	3/9/16	2/26/16	New Hire Recommendation: Fernan Sciocon
Technical Services/ Bill Eastham	Administrative Services	Manager, Technical Services Engineering	MC9942	Management	1.00	New Position	Leticia	1/12/16	2/18/16				7/1/16	2/26/16	Follow up with hiring manager 3/2/16
Public Safety/ Dave Wilson	Administrative Services	Parking Officer	CA9530	262-Classified	0.475	Promotion Olga Castillo 2/18/16	Zaira	1/19/16	1/25/16	1/25/16	2/3/16	2/11/16	3/9/16	2/26/16	New Hire Recommendation: Christopher Haukom
Public Safety/ Dave Wilson	Administrative Services	Sergeant, Police/Public Safety (vacancy 1 of 2)	MC9944	Management	1.00	New Position	Leticia	11/24/15	2/18/16				7/1/16	2/26/16	Follow up with hiring manager 3/2/16
Public Safety/ Dave Wilson	Administrative Services	Sergeant, Police/Public Safety (vacancy 2 of 2)	Pending Fiscal	Management	1.00	New Position	Leticia	1/12/16	2/18/16				7/1/16	2/26/16	Follow up with hiring manager 3/2/16

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Pending Re-opening of position			Recruitment on hold; RTF will be returned to hiring manager							HR has been waiting to discuss recruitment with hiring manager					
Department/Division Manager	Division	Position Title	Position #	Classification	FTE	Vacancy Reason	Recruiter	Date PC approved	Date assigned	Posting date	Closing date	Interview dates	Expected Board	Recent Status	Recent Activity Comments
Facilities Planning & Management/ Bill Asher	Administrative Services	Special Project Manager, Scheduled Maintenance	MT9996	Management	1.00	New Position	Erika	11/13/15	12/2/15	2/11/16	3/11/16	4/21/16	5/11/16	2/26/16	Timeline established
Facilities Planning & Management/ Bill Asher	Administrative Services	Special Project Manager-Preventative Maintenance	MT9997	Management	1.00	Special Project Mgr AP7135	Erika	7/21/15	(1) 8/18/15 (2) 2/25/16				6/22/16	2/26/16	(1) Unsuccessful Recruitment (2) Job description being revised by hiring manager
Facilities Planning & Management/ Becky Mitchell	Administrative Services	Temp Project Manager-Project Accounting	MT9996	Management	1.00	New Position	Nancy (10/30/15) Erika	10/20/15	12/17/15	1/5/16	2/16/16		5/11/16	2/26/16	On Target to meet established Timeline; Extended recruitment for larger pool
Human Resources/ James Czaja	Human Resources	Administrative Specialist IV	CA9887	262-Classified	1.00	New Position	Zaira (12/17/15) Maria	10/14/14	(1) 10/14/15 (2) 12/17/15	1/21/16	2/11/16	3/18/16	4/13/16	2/26/16	(1) Unsuccessful Recruitment. (2) Unsuccessful Recruitment (3) On target to meet established timeline
Human Resources/ James Czaja	Human Resources	Director, EEO Programs	MC9959	Management	1.00	Resignation Lorraine Jones		2/23/16						2/26/16	In queue to be assigned
Human Resources/ Cynthia Hoover	Human Resources	Human Resources Specialist (vacancy 1 of 2)	CO9980	Confidential	1.00	New Position	Zaira	12/15/15	2/18/16	2/24/16	3/16/16		5/11/16	2/26/16	On Target to meet established Timeline
Human Resources/ Cynthia Hoover	Human Resources	Human Resources Specialist (vacancy 2 of 2)	CO9981	Confidential	1.00	Promotion Zaira Jimenez	Zaira	12/15/15	2/18/16	2/24/16	3/16/16		5/11/16	2/26/16	On Target to meet established Timeline
Continuing Education/ Madelyn Arballo	Instruction	Account Clerk II	CA9933	262-Classified	1.00	Retirement Linda Rodriguez	Lisa	2/2/16	2/10/16	2/19/16 (VLTP)	2/29/16 (VLTP)			2/26/16	VLT in process
Grants/ Adrienne Price	Instruction	Administrative Specialist I	CA9391	262-Classified	0.25	New Position		2/23/16						2/26/16	In queue to be assigned
Natural Sciences/ Matt Judd	Instruction	Administrative Specialist II	CA9882	262-Classified	1.00	Promotion Christina Estrada	Maria	1/19/16	1/26/16	2/23/16 (VLTP)	3/2/16 (VLTP)		5/11/16	2/26/16	VLT in process
Continuing Education/ Tami Pearson	Instruction	Administrative Specialist III	CA9416	262-Classified	1.00	New Position	Lisa	2/2/16	2/10/16	2/18/16 (VLTP)	2/26/16 (VLTP)			2/26/16	VLT in process
Continuing Education/ Mary Lange	Instruction	Administrative Specialist III	CA9417	262-Classified	1.00	New Position	Maria	1/12/16	1/15/16	2/17/16	3/8/16	4/14/16	5/11/16	2/26/16	On Target to meet established Timeline
Library & Learning Resources/ Meghan Chen	Instruction	Administrative Specialist III	CA9689	262-Classified	1.00	New Position		2/23/16						2/26/16	In queue to be assigned
Natural Sciences/ Matt Judd	Instruction	Administrative Specialist IV	CA9970	262-Classified	1.00	Promotion Christina Estrada	Maria	1/19/16	1/26/16	2/25/16	3/16/16		5/11/16	2/26/16	On Target to meet established Timeline
Arts/Sue Long	Instruction	Administrative Specialist III	CA9930	262-Classified	1.00	Retirement Jean DeVito	Leticia	11/13/15	12/2/15	1/11/16	2/1/16	3/8/16	4/13/16	2/26/16	On Target to meet established Timeline
Library & Learning Resources/Meghan Chen	Instruction	Associate Dean, Library & Learning Resources	MA9954	Management	1.00	New Position	Leticia	12/8/15	12/16/15	1/8/16	2/9/16	4/6/16	6/22/16	2/26/16	On Target to meet established Timeline
Career & Transfer Services/ Mauro Pena	Instruction	Coordinator, Career Services Projects	Pending Fiscal	262-Classified	1.00	New Position		2/23/16						2/26/16	In queue to be assigned
Grants/ Adrienne Price	Instruction	Coordinator, Grants	Pending Fiscal	262-Classified	1.00	New Position		1/19/16						2/26/16	New Job Description pending March Board approval
Technology & Health/ Jemma Blake Judd	Instruction	Coordinator, Health Careers Resource Center	Pending Fiscal	262-Classified	1.00	Resignation Kathy Killiany		2/2/16						2/26/16	New Job Description pending CSEA approval
ESL/Liza Becker	Instruction	Director of English Language Learners	Pending Fiscal	Management	1.00	Reclass Liza Becker 6/23/15	Leticia	12/15/15	1/8/16	2/11/16	3/11/16	4/26/16	6/22/16	2/26/16	On Target to meet established Timeline
Continuing Education/ Madelyn Arballo	Instruction	Director, Adult Education	MA9955	Management	1.00	Reclass Madelyn Arballo 6/23/15	Leticia	12/8/15	1/8/16	1/27/16	2/24/16	3/31/16	5/11/16	2/26/16	On Target to meet established Timeline
Business Division/ Jennifer Galbraith	Instruction	Laboratory Technician - Child Development Observation*	Pending Fiscal	262-Classified	0.475	New Position	Erika	10/13/15	10/16/15				4/13/16	2/26/16	Job Description being revised by hiring manager. Follow Up 2/29/16
Commerical & Entertainment Arts/ Sue Long	Instruction	Laboratory Technician - Digital Arts (vacancy 1 of 3)	CA9407	262-Classified	0.475	New Position	Erika	1/19/16	2/17/16					2/26/16	Committee Formation sheet emailed on 2/26/16

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Commerical & Entertainment Arts/ Sue Long	Instruction	Laboratory Technician - Digital Arts (vacancy 2 of 3)	CA9398	262-Classified	0.475	New Position	Erika	2/9/16	2/17/16					2/26/16	Committee Formation sheet emailed on 2/26/16
Commerical & Entertainment Arts/ Sue Long	Instruction	Laboratory Technician - Digital Arts (vacancy 3 of 3)	CA9399	262-Classified	0.475	New Position	Erika	2/9/16	2/17/16					2/26/16	Committee Formation sheet emailed on 2/26/16
Natural Sciences/ Matt Judd	Instruction	Laboratory Technician, Chemistry	CA9520	262-Classified	0.475	Resignation Candyce Ramirez 6/17/05	Maria	1/19/16	1/26/16	2/29/16	3/18/16		5/11/16	2/26/16	On Target to meet established Timeline
Arts Division/ Sue Long	Instruction	Laboratory Technician, Fine Arts	CA9704	262-Classified	1.00	Resignation Donna Robinson		2/23/16						2/26/16	In queue to be assigned
Library & Learning Resources/Meghan Chen	Instruction	Library Technician	CA9623	262-Classified	0.475	Retirement David Butler 6/13/15	Maria	1/19/16	1/26/16	2/23/16 (VLTP)	3/2/16 (VLTP)		5/11/16	2/26/16	VLT in process
ESL/Liza Becker	Instruction	Project/Program Specialist	CA9392	262-Classified	0.475	New Position	Maria Melissa	2/2/16	2/25/16					2/26/16	
The Writing Center/ David Charbonneau	Instruction	Tutorial Services Specialist	CA9414	262-Classified	1.00	New	Erika	8/14/15	(1) 8/27/15 (2) 11/20/15	12/11/15	1/13/16	2/10/16 and 2/11/16	3/9/16	2/26/16	New Hire Recommendation: Patricia do Carmo
Student Services/ Audrey Yamagata-Noji	Student Services	Administrative Specialist IV	CA9395	262-Classified	1.00	New Position	Maria Melissa	2/16/16	2/25/16					2/26/16	
Financial Aid/ Chau Dao	Student Services	Administrative Specialist I (vacancy 1 of 3)	CA9498	262-Classified	1.00	Promotion Sandy Miranda	Nancy	9/8/15	9/14/15	1/29/16	2/26/16	4/12/16	5/11/16	2/26/16	On Target to meet established Timeline
Financial Aid/ Chau Dao	Student Services	Administrative Specialist I (vacancy 2 of 3)	CA9497	262-Classified	1.00	Promotion Lakshmi Rai 6/18/15	Nancy	8/14/15	9/14/15	1/29/16	2/26/16	4/12/16	5/11/16	2/26/16	On Target to meet established Timeline
Financial Aid/ Chau Dao	Student Services	Administrative Specialist I (vacancy 3 of 3)	CA9682	262-Classified	1.00	Promotion Christine Santiago	Nancy	12/8/15	12/9/15	1/29/16	2/26/16	4/12/16	5/11/16	2/26/16	On Target to meet established Timeline
Admissions & Records/ George Bradshaw	Student Services	Admissions and Records Specialist I	CA9506	262-Classified	1.00	Promoted Jenny Hua 9/19/15	Nancy	10/13/15	10/16/15	2/17/16	3/8/16	4/4/16	5/11/16	2/26/16	Tentative Timeline and Committee Formation sheet emailed to HM
Disabled Student Programs & Services/ Grace Hanson	Student Services	Alternate Media Specialist	CA9648	262-Classified	1.00	Promotion Brian Heflin 9/9/15	Nancy	9/8/15	14/15(2) 11/21	2/3/16	2/22/16	3/15/16	4/13/16	2/26/16	On Target to meet established Timeline; Extended recruitment for larger pool; ad in DICE.
Financial Aid/ Chau Dao	Student Services	Assistant Director, Financial Aid	MC9999	Management	1.00	Resignation Manuel Cerda 11/13/15	Nancy	11/3/15	11/4/15	11/25/15	1/15/16	2/16/16	4/13/16	2/26/16	Final interviews held; pending outcome
Student Health Services/ Marti Whitford	Student Services	Assistant Director, Student Health Services	Pending Fiscal	Management	1.00	New Position	Leticia	1/5/16	2/18/16				July	2/26/16	Follow up with hiring manager 3/2/16
Student Services/ Audrey Yamagata-Noji	Student Services	Associate Dean, Student Success and Equity	MA9956	Management	1.00	New Position	Erika	9/22/15	9/25/15	12/1/15	1/15/16	2/26/16	4/13/16	2/26/16	On Target to meet established Timeline
Financial Aid/ Chau Dao	Student Services	Business Analyst	CA9405	262-Classified	1.00	New Position	Leticia	10/20/15	12/4/15	1/14/16	2/4/16	3/16/16	4/13/16	2/26/16	On Target to meet established Timeline
Trio Program/ Zolita Fisher	Student Services	Coordinator, Project Program	CA9490	262-Classified	1.00	Resignation Christopher Sweeten	Maria	1/5/16	1/11/16	2/26/16	3/17/16	4/13/16	5/11/16	2/26/16	On Target to meet established Timeline
Aspire Program/ Francisco Dorame	Student Services	Educational Advisor	CA9397	262-Classified	1.00	New Position		2/9/16						2/26/16	New Job Description pending March Board approval
Financial Aid/ Chau Dao	Student Services	Educational Advisor	Pending Fiscal	262-Classified	1.00	New Position		2/23/16						2/26/16	New Job Description pending March Board approval
High School Outreach/ Francisco Dorame	Student Services	Student Services Outreach Specialist (vacancy 1 of 2)	CA9393	262-Classified	1.00	New Position	Maria Melissa	2/2/16	2/25/16					2/26/16	
High School Outreach/ Francisco Dorame	Student Services	Student Services Outreach Specialist (vacancy 2 of 2)	CA9394	262-Classified	1.00	New Position	Maria Melissa	2/2/16	2/25/16					2/26/16	
Financial Aid/ Chau Dao	Student Services	Student Services Program Specialist	CA9410	262-Classified	1.00	New Position	Erika	9/29/15	9/30/15	1/28/16	2/19/16	3/18/16	4/13/16	2/26/16	On Target to meet established Timeline
Bridge/ Francisco Dorame	Student Services	Student Services Program Specialist II	CA9396	262-Classified	1.00	New Position	Maria Melissa	2/9/16	2/25/16					2/26/16	
Career & Transfer Services/ Mauro Pena	Student Services	Transfer Specialist	Pending Fiscal	262-Classified	1.00	New Position		2/23/16						2/26/16	In queue to be assigned

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Full Time Faculty Recruitments															
Business/Jennifer Galbraith	Instruction	Professor of Accounting	FA9559	Faculty	1.00	New Position	Erika	11/17/15	1/5/16	1/15/16	2/16/16	4/25/16 and 4/26/16	6/22/16	2/26/16	Timeline established
Adult Basic Education/Madelyn Arballo	Instruction	Professor of Adult Basic Education	FA9530	Faculty	1.00	New Position	Erika	12/15/15		1/27/16	2/29/16	5/9/16 and 5/10/16	6/22/16	2/26/16	Timeline established
Humanities/American Sign Language	Instruction	Professor of American Sign Language	FA9542	Faculty	1.00	New Position	Nancy	12/1/15	1/25/16	1/28/16	3/4/16	4/21/16	6/22/16	2/26/16	Tentative Timeline to be established
Natural Sciences/Matt Judd	Instruction	Professor of Anthropology - Cultural Anthropology	FA9553	Faculty	1.00	New Position	Nancy	11/17/15	1/13/16	1/22/16	3/11/16	5/2/16	6/22/16	2/26/16	Tentative Timeline to be established
Natural Sciences/Matt Judd	Instruction	Professor of Biological Sciences Non-Majors	FA9552	Faculty	1.00	New Position	Nancy	11/17/15	1/20/16	1/22/16	2/26/16	5/9/16	6/22/16	2/26/16	Tentative Timeline to be established
Natural Sciences/Matt Judd	Instruction	Professor of Chemistry	FA9556	Faculty	1.00	Replaces Karelyn Hoover	Nancy	11/17/15	1/20/16	1/22/16	2/26/16	5/4/16	6/22/16	2/26/16	Tentative Timeline to be established
Business/Jennifer Galbraith	Instruction	Professor of Child Development	FA9725	Faculty	1.00	Replaces Karen Curran	Erika	11/17/15	1/5/16	1/12/16	2/11/16	4/5/16 and 4/6/15	5/11/16	2/26/16	Timeline established
Humanities/Jim Jenkins	Instruction	Professor of Communication (Non-Forensics)	FA9534	Faculty	1.00	New Position	Nancy	12/1/15	1/11/16	1/12/16	2/29/16	4/26-4/27/16	6/22/16	2/26/16	Tentative Timeline to be established
Continuing Education/Liza Becker	Instruction	Professor of Counseling - Adult Basic Education (vacancy 1 of 2)	FA9537	Faculty	1.00	New Position	Erika	12/1/15		1/27/16	2/29/16	5/3/16 and 5/4/16	6/22/16	2/26/16	Timeline established
Continuing Education/Liza Becker	Instruction	Professor of Counseling - Adult Basic Education (vacancy 2 of 2)	FA9538	Faculty	1.00	New Position	Erika	12/1/15	1/25/16	1/27/16	2/29/16	5/3/16 and 5/4/16	6/22/16	2/26/16	Timeline established
Continuing Education/Liza Becker	Instruction	Professor of Counseling - ESL (vacancy 1 of 2)	FA9539	Faculty	1.00	New Position	Erika	12/1/15	1/25/16	1/27/16	2/29/16	4/18/16 and 4/19/16	6/22/16	2/26/16	Timeline established
Continuing Education/Liza Becker	Instruction	Professor of Counseling - ESL (vacancy 2 of 2)	FA9540	Faculty	1.00	New Position	Erika	12/1/15	1/25/16	1/27/16	2/29/16	4/18/16 and 4/19/16	6/22/16	2/26/16	Timeline established
Continuing Education/Madelyn Arballo	Instruction	Professor of Counseling - Short-Term Vocational (vacancy 1 of 2)	FA9535	Faculty	1.00	New Position	Erika	12/1/15		1/27/16	2/29/16		6/22/16	2/26/16	Timeline established
Continuing Education/Madelyn Arballo	Instruction	Professor of Counseling - Short-Term Vocational (vacancy 2 of 2)	FA9536	Faculty	1.00	New Position	Erika	12/1/15		1/27/16	2/29/16		6/22/16	2/26/16	Timeline established
Kinesiology/Joe Jennum	Instruction	Professor of Dance	FA9533	Faculty	1.00	New Position	Nancy	12/1/15	12/18/15	12/22/15	3/11/16	5/6/16	6/22/16	2/26/16	Tentative Timeline to be established
Technology & Health/Jemma Blake Judd	Instruction	Professor of Emergency Medical Services	FA9546	Faculty	1.00	Replaces Scott Jaeggi	Nancy	12/1/15	2/25/16	2/1/16	4/27/16			2/26/16	Committee Formation pending
Humanities/Jim Jenkins	Instruction	Professor of English (vacancy 1 of 2)	FA9543	Faculty	1.00	Replaces Cynthia Prochaska	Nancy	12/1/15	12/18/15	1/4/16	2/26/16	4/4/16 or 4/11/16	5/11/16	2/26/16	On Target to meet established Timeline

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Humanities/ Jim Jenkins	Instruction	Professor of English (vacancy 2 of 2)	FA9532	Faculty	1.00	Replaces Robin Tripp	Nancy	12/1/15	12/18/15	1/4/16	2/26/16	4/4/16 or 4/11/16	5/11/16	2/26/16	On Target to meet established Timeline
Natural Sciences/ Matt Judd	Instruction	Professor of Health - Biology	FA9551	Faculty	1.00	Replaces Lynda Hoggan	Nancy	11/17/15	1/19/16	1/22/16	3/11/16	5/16/16	6/22/16	2/26/16	On Target to meet established Timeline
Humanities/ Jim Jenkins	Instruction	Professor of History	FA9545	Faculty	1.00	Replaces Damany Fisher	Nancy	12/1/15	1/13/16	1/15/16	2/18/16	4/25/16	6/22/16	2/26/16	On Target to meet established Timeline
Natural Sciences/ Matt Judd	Instruction	Professor of Horticulture	FA9633	Faculty	1.00	Replaces Tom Visosky	Nancy	11/17/15	1/13/16	1/22/16	3/11/16	5/11/16	6/22/16	2/26/16	On Target to meet established Timeline
Kinesiology/ Joe Jennum	Instruction	Professor of Kinesiology & Baseball Head Coach	FA9549	Faculty	1.00	New Position	Nancy	11/17/15	12/18/15	12/22/15	3/11/16	4/21/16	6/22/16	2/26/16	On Target to meet established Timeline
Kinesiology/ Joe Jennum	Instruction	Professor of Kinesiology & Volleyball Head Coach	FA9555	Faculty	1.00	Replaces Ursula Little	Nancy	11/17/15	12/18/15	12/22/15	2/19/16	4/14/16	6/22/16	2/26/16	On Target to meet established Timeline
Kinesiology/ Joe Jennum	Instruction	Professor of Kinesiology & Wrestling Head Coach	FA9558	Faculty	1.00	Replaces Larry Watanabe	Nancy	11/17/15	12/18/15	12/22/15	2/19/16	4/13/16	6/22/16	2/26/16	On Target to meet established Timeline
Library & Learning Resources/Meghan Chen	Instruction	Professor of Librarian - Student Equity & Outreach	FA9541	Faculty	1.00	New Position	Erika	12/1/15	1/13/16	1/20/16	2/23/16	4/11/16 and 4/12/16	6/22/16	2/26/16	Timeline established
Technology & Health/ Jemma Blake Judd	Instruction	Professor of Manufacturing	FA9547	Faculty	1.00	New Position	Nancy	12/1/15		1/28/16	3/4/16	5/2/16	6/22/16	2/26/16	Tentative Timeline and Committee Formation to be established
Natural Sciences/ Matt Judd	Instruction	Professor of Mathematics (vacancy 1 of 2)	FA9557	Faculty	1.00	New Position	Nancy	11/17/15	1/7/16	1/8/16	2/16/16	3/29 - 3/30/16	6/22/16	2/26/16	On Target to meet established Timeline
Natural Sciences/ Matt Judd	Instruction	Professor of Mathematics (vacancy 2 of 2)	FA9554	Faculty	1.00	Replaces Jennifer Galbraith	Nancy	11/17/15	1/7/16	1/8/16	2/16/16	3/29 - 3/30/16	6/22/16	2/26/16	On Target to meet established Timeline
Arts/Sue Long	Instruction	Professor of Music (vacancy 1 of 2)	FA9544	Faculty	1.00	Replaces Stephen Wilkerson	Erika	12/1/15	1/5/16	1/8/16	2/19/16	4/7/16 and 4/8/16	5/11/16	2/26/16	Timeline established
Arts/Sue Long	Instruction	Professor of Music (vacancy 2 of 2)	FA9531	Faculty	1.00	Replaces Jason Chevalier	Erika	12/1/15	1/5/16	1/8/16	2/19/16	4/7/16 and 4/8/16	5/11/16	2/26/16	Timeline established
Business/ Jennifer Galbraith	Instruction	Professor of Nutrition	FA9550	Faculty	1.00	New Position	Erika	11/17/15	1/5/16	1/15/16	2/26/16	5/11/16 and 5/12/16	6/22/16	2/26/16	Timeline established
Humanities/ Jim Jenkins	Instruction	Professor of Political Science	FA9546	Faculty	1.00	Replaces Jerry Allen	Nancy	12/1/15	12/18/15	12/22/16	2/16/16	3/29/16 & 3/30/16	5/11/16	2/26/16	On Target to meet established Timeline
Business/ Jennifer Galbraith	Instruction	Professor of Restaurant Management	FA9994	Faculty	1.00	Replaces Fawaz Al-Malood	Erika	11/17/15	1/6/16	1/15/16	3/2/16	4/29/16 and 5/2/16	6/22/16	2/26/16	Timeline established
Arts/Mark Lowentroun	Instruction	Professor of Theater	FA9548	Faculty	1.00	Replaces Ralph Eastman	Erika	11/17/15	1/5/16	1/15/16	2/17/16		5/11/16	2/26/16	Tentative Timeline and Committee Formation sheet emailed to HM. Follow up 2/23/16
Counseling/ Tom Mauch	Student Services	Professor of Counseling - DREAM	FA9529	Faculty	1.00	New Position		12/15/15						2/26/16	Pending voluntary transfer process
Disabled Student Programs & Services/ Grace Hanson	Student Services	Professor of Counseling - DSPS	FA9525	Faculty	1.00	New Position		2/2/16						2/26/16	Job posting template and Committee Membership emailed to HM; Follow up: 2/26/16
Counseling/ Tom Mauch	Student Services	Professor of Counseling - General (vacancy 1 of 2)	FA9528	Faculty	1.00	New Position	Zaira	12/15/15					3/9/16	2/26/16	New Hire Recommendation: Daisy Basurto
Counseling/ Tom Mauch	Student Services	Professor of Counseling - General (vacancy 2 of 2)	FA9527	Faculty	1.00	New Position	Zaira	12/15/15					3/9/16	2/26/16	New Hire Recommendation: Bernadette Flamenno
Counseling/ Tom Mauch	Student Services	Professor of Counseling - General	FA9569	Faculty	1.00	New Position	Zaira	12/16/14	(1) 3/13/15 (2) 8/17/15	10/6/15	11/6/15	1/21/16 & 1/27/16	3/9/16	2/26/16	New Hire Recommendation: Sara Mestas

REQUESTS TO FILL (IN PROCESS)
FOR MARCH 1, 2016

Pending Re-opening of position			Recruitment on hold; RTF will be returned to hiring manager							HR has been waiting to discuss recruitment with hiring manager					
Department/Division Manager	Division	Position Title	Position #	Classification	FTE	Vacancy Reason	Recruiter	Date PC approved	Date assigned	Posting date	Closing date	Interview dates	Expected Board	Recent Status	Recent Activity Comments
ADJUNCT RECRUITMENTS															
Natural Sciences Division		Adjunct Pool for Anatomy & Physiology		Adjunct Pool			Katy			6/25/15	Open until filled				On Target to meet established Timeline
History and Art History/ Humanities		Adjunct Pool for Art History		Adjunct Pool			Katy		7/9/15 ZJ 6/9/15 NG	6/18/15	8/21/15				On Target to meet established Timeline
Natural Sciences Division/ Matt Judd		Adjunct Pool for Biology		Adjunct Pool			Katy			7/1/15	Open until filled				Hired: Ryan Babiar, Wentwork Kennedy, Ayesha Sirajudar
Business Law/ Martin Ramey		Adjunct Pool for Business Law		Adjunct Pool			Katy			12/15/15	1/15/16				On Target to meet established Timeline
Natural Sciences/ Jenny Leung & Jody Williams Tyler		Adjunct Pool for Chemistry		Adjunct Pool			Katy								On Target to meet established Timeline
Computer Info Systems/ Barry Andrews		Adjunct Pool for Computer info Systems -Programming		Adjunct Pool			Katy			11/17/15	6/30/16				
Counseling/ Lina Soto		Adjunct Pool For Counseling		Adjunct Pool			Katy			10/19/15	10/30/15				On Target to meet established Timeline
Earth Science & Astronomy/ Julie Bray-Ali		Adjunct Pool for Earth Science (Astronomy)		Adjunct Pool			Katy		7/9/15 ZJ 5/15/15 NG	7/16/17	6/30/16				On Target to meet established Timeline
Natural Sciences/ Julie Bray-Ali		Adjunct Pool for Earth Science (Geology/Oceanography)		Adjunct Pool			Katy		7/9/15 ZJ 5/15/15 NG	6/9/15	6/30/16				On Target to meet established Timeline
Physics & Engineering, Natural Sciences		Adjunct Pool for Engineering		Adjunct Pool			Katy			12/19/15	Open until filled				On Target to meet established Timeline
Humanities Division		Adjunct Pool for English		Adjunct Pool			Katy		7/1/15						Hired: Paul Cheng and Bahareh Alaei
Foreign Languages/ Solene Halabi		Adjunct Pool for Foreign Languages (Chinese)		Adjunct Pool			Katy			12/1/15	1/8/16				
Humanities Division		Adjunct Pool for Foreign Languages (French)		Adjunct Pool			Katy		8/1/15	8/3/15	11/13/15				On Target to meet established Timeline
Foreign Languages/ Solene Halabi		Adjunct Pool for Foreign Languages (Italian)		Adjunct Pool			Katy			6/8/15	6/30/16				On Target to meet established Timeline
Foreign Languages/ Solene Halabi		Adjunct Pool for Foreign Languages (Japanese)		Adjunct Pool			Katy			5/1/15	12/1/15				Hired: Mika Sawada
Humanities/ Elizabeth Lobb		Adjunct Pool for Geography		Adjunct Pool			Katy		7/9/15 ZJ 6/9/15 NG	7/16/15	6/30/16				On Target to meet established Timeline
Humanities/ Kathleen Cannon		Adjunct Pool for History		Adjunct Pool			Katy		7/9/15 ZJ 6/9/15 NG						On Target to meet established Timeline
Manufacturing Tech/ Steve James		Adjunct Pool for Manufacturing Technology		Adjunct Pool			Katy			11/15/15	6/30/16				
Natural Sciences/ Art Nitta		Adjunct Pool for Mathematics		Adjunct Pool			Katy			10/13/15	6/30/16				
Adult Basic Education/ Marilyn McNall		Adjunct Pool for NonCredit IHSS		Adjunct Pool			Katy		7/9/15		Open until filled				Hired: Jennifer Holman
Writing Center/ David Charbonneau		Adjunct Pool for NonCredit Instructor, Continuing Ed		Adjunct Pool			Katy		6/16/15						On Target to meet established Timeline
Older Adults/ Mary Lange		Adjunct Pool for Non-Credit Professor of Adults with Disabilities		Adjunct Pool			Katy		1/15/16	1/25/16	Open until filled				On Target to meet established Timeline
Technology & Health/ Jemma Blake Judd		Adjunct Pool for NonCredit Technical Education Resource Center		Adjunct Pool			Katy		8/1/15	8/14/15	8/24/15				On Target to meet established Timeline
Nutritional Science/ Carol Impara		Adjunct Pool for Nutritional Science/Food Services		Adjunct Pool			Katy			11/17/15	1/31/16				
Paralegal Studies/ Martin Ramey		Adjunct Pool for Paralegal Studies		Adjunct Pool			Katy			12/15/15	1/15/16				

REQUESTS TO FILL (IN PROCESS)
FOR MARCH 1, 2016

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Department/Division Manager	Division	Position Title	Position #	Classification	FTE	Vacancy Reason	Recruiter	Date PC approved	Date assigned	Posting date	Closing date	Interview dates	Expected Board	Recent Status	Recent Activity Comments
Physics & Engineering, Natural Sciences Div		Adjunct Pool for Physics		Adjunct Pool			Katy			3/6/15	6/30/15				On Target to meet established Timeline
Humanities Division		Adjunct Pool for Political Science		Adjunct Pool			Katy		9/21/15		Open until filled				On Target to meet established Timeline
ESL Margaret Teske		Adjunct Pool for Professor of English as a Second Language (Non-Credit)		Adjunct Pool			Katy		1/26/16	1/28/16	6/30/16				On Target to meet established Timeline
Arts/Dan Smith		Adjunct Pool for Television		Adjunct Pool			Katy			5/22/15	6/30/15				Hired: Steven Gerbson
Business Division		Adjunct Pool for Accounting		Adjunct Pool			Katy		7/9/15 ZJ 5/15/15 NG						On Target to meet established Timeline
Psychology/Charis Louie		Adjunct Pool for Psychology		Adjunct Pool			Katy		4/3/15	5/19/15	6/30/15				On Target to meet established Timeline
Natural Sciences/Karelyn Hoover		Administrative Specialist I Substitute		Short Term			Zaira			2/2/16					On Target to meet established Timeline
Adult Basic Education/Madelyn Arballo		Project Administrator		Short Term			Katy			12/2/15	Open until filled				On Target to meet established Timeline
Adult Basic Education/Omideh Miri		Study Skills Assistant II		Short Term			Katy			12/17/15	Open until filled				On Target to meet established Timeline
Writing Center/David Charbonneau		Tutorial Specialist IV		Short Term			Zaira			2/3/16					On Target to meet established Timeline