To: Board of Trustees  
From: Superintendent/President  
Subject: Classified Personnel Recommendations  
Reason for Board Consideration:  
CONSENT APPROVAL  

BACKGROUND:

The following actions are included in the Classified Personnel Recommendations:

1. Appointment of Classified Personnel
2. Temporary Reassignment of Classified Personnel

BUDGET IMPLICATIONS: All recommendations are within budgeted FTE and are on the non-instructional side of the 50% law.

M. Molloy D. Thayer and S. Tachihara are on the non instructional side of the 50% law.

RECOMMENDATION:

The Superintendent/President recommends that the Board of Trustees approve the Classified Personnel Recommendations.

Administrator Initiating Item: Linda Beam, Executive Dean of Human Relations & Labor Relations
A. APPOINTMENT OF CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name</th>
<th>Division/Department</th>
<th>FTE</th>
<th>MPY</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Thayer, Debra</td>
<td>Administrative System Analyst</td>
<td>1.0</td>
<td>12</td>
<td>04/16/2012</td>
</tr>
</tbody>
</table>

BACKGROUND INFORMATION:

1. Ms. Thayer has accepted the position of Administrative System Analyst effective April 16, 2012.
### B. TEMPORARY REASSIGNMENT OF CLASSIFIED PERSONNEL

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>MPY</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Molloy, Melinda</td>
<td>From: Confidential Admin. Asst. To: Confidential Admin. Asst. to Vice President</td>
<td>1.0</td>
<td>12</td>
<td>03/01/2012-until permanent position is filled.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.0 (Temp)</td>
<td>1.0</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Tachihara, Sandra</td>
<td>Admissions and Records Specialist</td>
<td>1.0</td>
<td>12</td>
<td>08/01/2011-06/30/2012</td>
</tr>
</tbody>
</table>

### BACKGROUND INFORMATION:

1. Ms. Molloy will temporarily assume the duties of the Confidential Administrative Assistant to the Vice President effective March 1, 2012, until the permanent recruitment process is completed.

2. Pursuant to an MOU signed on March 16, 2012, between the District and CSEA regarding a temporary out of class assignment for Sandra Tachihara. The district will pay these out of class duties at Range 18 on the CSEA Salary Schedule effective August 1, 2011 through June 30, 2012.