

AUDIT PLAN 2012-2013



September 18, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: AUDIT PLAN 2012-2013

RECOMMENDED ACTIONS:

The President recommends that the Board of Trustees of Valencia College approve the Audit Plan for 2012-2013 as presented.

A handwritten signature in black ink that reads "Sanford C. Shugart". The signature is written in a cursive, flowing style.

President

**Valencia College
Compliance and Auditing Department
Audit Plan 2012-2013**

Audits	Scope	Budgeted Hours	Status
Lab Fees	Review processes used to determine the composition of such fees and compliance with applicable policy and laws.	210	
Student Activity	Review processes in place to administer and disburse student activity funds.	165	
International Student Processes	Review various processes and compliance requirements related to international students.	230	
Competitive Solicitation Processes	Review adequacy of internal controls within established policies and procedures and determine college adherence to such policies and procedures in addition to any applicable federal and/or state laws and rules.	240	
Advisory Services	Scope	Budgeted Hours	Status
Emergency Preparedness – Risk Coverage	Determine the adequacy of insurance coverage for potential adverse events.	180	
Follow Up Reviews	Scope	Budgeted Hours	Status
Work Order Process Audit (Collegewide Maintenance)	Review corrective measures of prior audit issues related to college maintenance.	80	
Other Projects	Scope	Budgeted Hours	Status
Quality Assurance & Improvement Program	Internal self-assessment of the internal audit function.	130	
Year-end Bookstore Inventory – FY12	Validation of bookstore inventory for financial statement purposes.	32	

Note: Audit plan is subject to change due to unforeseen high risk projects, whistleblower issues or special administrative projects that require internal audit resources.

**COMPLIANCE AND AUDITING
CHARTER**



September 18, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: COMPLIANCE AND AUDITING CHARTER

RECOMMENDED ACTIONS:

The President recommends that the Board of Trustees of Valencia College approve the Compliance and Auditing Charter as presented.

A handwritten signature in black ink that reads "Sanford C. Shugart". The signature is written in a cursive style.

President

**Valencia College
Compliance and Auditing Department**

Charter

Introduction

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The Compliance and Auditing Department serves as the College's internal auditing function.

Mission

The mission of the department is to promote economical and efficient use of resources; to ensure compliance with institutional policies and procedures, as well as, federal and state laws and regulations; to protect institutional assets; to deter and detect fraud, theft, and abuse; and to promote accountability and integrity throughout the institution.

Organizational Structure and Independence

The Internal Auditor is hired by and reports directly to the Valencia College District Board of Trustees. The Internal Auditor shall have unrestricted access to the District Board of Trustees. All internal audit activities shall remain free of undue influence by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of an independent and objective mental attitude necessary in carrying out internal auditing responsibilities.

The department shall have no direct operational responsibility or authority over any activities reviewed. Accordingly, the department shall not develop nor install systems or procedures, prepare records, or engage in any other activity which would normally be reviewed by the department.

Authority

The department is granted access to all institutional systems, functions, operations, records, data, property, and personnel relevant to performing audits, reviews, investigations, and consulting services. Information provided to the department will be handled with prudence and confidentiality.

Audit Scope

The scope of Compliance and Auditing encompasses the examination and evaluation of the adequacy and effectiveness of the organization's governance, risk management process, and system of internal control structure. It includes:

- Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.
- Reviewing and assessing the adequacy and effectiveness of the system of internal controls.
- Reviewing automated and manual systems established to ensure compliance with policies, procedures, statutory requirements and regulations which could have a significant impact on operations.
- Reviewing the means of safeguarding assets and, as appropriate, verifying the existence of such assets.
- Evaluating the economy, efficiency and effectiveness with which resources are employed, including reviews of business practices.
- Conducting special assignments and investigations at the request of the District Board of Trustees, the President, management, or as required by institutional policy.

Professional Standards

Internal auditing staff shall govern themselves by adherence to The Institute of Internal Auditors' *Code of Ethics* and the Institute's *International Standards for the Professional Practice of Internal Auditing*. Internal auditing staff shall also work under the guidance of College policy and procedure.

**CONTINUING EDUCATION
COURSES AND FEES**



September 18, 2012

TO: DISTRICT BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: CONTINUING EDUCATION COURSES AND FEES

The President recommends that the Board of Trustees approve the following list of Continuing Education courses and fees for September 2012:

Center for Financial Services and Accounting

Course Area	Course Number	Course Title	Fee
CNP	7882	QuickBooks 2012 for Contractors - ONLINE	\$60

Center for Global Languages

Course Area	Course Number	Course Title	Fee
CNE	9151	Intensive English Program Placement Test - Version A	\$0
CNE	9152	Intensive English Program Placement Test - Version B	\$0
CNE	9153	Intensive English Program Placement Test - Version C	\$0
CNE	9154	Intensive English Program Placement Test - Version D	\$0

Center for Technology and Certification

Course Area	Course Number	Course Title	Fee
CNP	7889	Microsoft Certified IT Professional (MCITP) Database Developer-ONLINE	\$2,295

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees of Valencia College approve the Continuing Education courses and fees as presented.


Sanford C. Shugart
President

HUMAN RESOURCES AGENDA



September 18, 2012

TO: BOARD OF TRUSTEES
of Valencia College

FROM: SANFORD C. SHUGART
President

RE: HUMAN RESOURCES AGENDA

RECOMMENDED ACTIONS:

The President recommends that the Board of Trustees of Valencia College approve the Human Resources Agenda as presented.

A handwritten signature in black ink, reading "Sanford C. Shugart". The signature is written in a cursive style with a large, sweeping initial 'S'.

President

Agenda for Human Resources



Valencia College

District Board of Trustees

September 18, 2012

Valencia College

Agenda for Human Resources

Executive/Administrative Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Bass, Leonard C.	Campus Dean, Learning Supp EAC	07/02/12		
Heredia, Chiliano N.	Dir, Network & Infrastructure	05/29/12		
Johnson, Stacey R.	Campus President-East Campus	07/27/12		
Kleeman, Amy E.	Asst VP, College Transition	08/06/12		
Ledlow, Susan E.	VP Academic Affairs & Planning	08/20/12		
Reilly, Karen L.	Campus Dean, Learning Supp WEC	07/02/12		
Rost, Jamie D.	Dir, Campus Technology Svcs	06/04/12		
<i>Internal Changes</i>				
Bekas, Nicholas J.	Campus Dean, Academic Aff WEC	07/01/12		2.
Battista, Joseph N.	Chief Operating Officer	07/01/12		
Dew, Wendi M.	Dir, Faculty & Inst Dev	07/09/12		
Matis, Michelle D.	Foundation VP & COO	07/01/12		
<i>Separations</i>				
Villanueva, Myrna E.	Special Assistant to the President	06/29/12		

Executive/Administrative Personnel - Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Danser, Jeff	Dir, Web and Portal Services	07/01/12	10/31/12	
Tiller, Barbara J.	VP Academic Affairs & Planning	08/01/12	09/30/12	

Instructional Personnel – Tenure Earning/Tenured

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Blizzard, Sarah L.	Professor, Nursing	08/21/12		
Chester, Karene J.	Librarian	08/13/12		
Coleman, Elizabeth A.	Professor, Nursing	08/21/12		
Freeman, David W.	Professor, English	08/21/12		
Hammack, Alison A.	Professor, Mathematics	08/21/12		
Hyde, Zachary T.	Professor, English	08/21/12		
Nguyen, George T.	Professor, Mathematics	08/21/12		
Sage, Brian T.	Professor, Biology	08/21/12		

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Settles, Jenna N.	Librarian	07/23/12		
Shiple, Jamie B.	Professor, Economics	08/21/12		
Stanek, Wanda F.	Professor, Nursing	08/21/12		
Tsegaye, Samuel H.	Professor, Mathematics	08/21/12		
Internal Changes				
Franceschi, Mildred S.	Professor, Office Syst Techn	08/21/12		
Leave of Absence				
Boustique, Hatim	Professor, Mathematics	08/21/12	08/01/13	
Keller, Paulette A.	Professor, Cardio Technology	05/21/12	08/02/12	
Separations				
Johnsen, Teresa A.	Professor, Biology	08/17/12		4.
Jones, David W.	Professor, Physical Education	08/31/12		4.
Park, Elizabeth T.	Professor, Mathematics	08/02/12		
Peverini, Christine M.	Professor, Nursing	08/02/12		

Instructional Personnel – Non-tenure Earning

Employee Name	Position Title	Effective Date	End Date	Notes
Appointments				
Erbe, Edward R.	Instructor, Economics	08/21/12	04/29/13	
Fowler, Karen L.	Instructor, French	08/21/12	04/29/13	
Reed, Diane	Instructor, Health Sciences	08/21/12	08/01/13	
Rumsey, John W.	Instructor, Biology	08/21/12	04/29/13	
Separations				
Gaughan, Catherine	Instructor, French	08/02/12		

Instructional Personnel – Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
Appointments				
Agoun, Abdelkader	Instructor, Mathematics	08/21/12	12/17/12	
Arturet, Nilda A.	Instructor, EAP	08/21/12	12/17/12	
Baez, Jose R.	Instructor, Mathematics	08/21/12	12/17/12	
Bahadi, Taoufik	Instructor, Mathematics	08/21/12	12/17/12	
Barnett, Victoria L.	Instructor, Mathematics	08/21/12	12/17/12	
Bivins, Peggy G.	Instructor, English	08/21/12	12/17/12	

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Bose, Andrea L.	Instructor, Paralegal Studies	08/21/12	12/17/12	
Boyle, Patricia M.	Instructor, Humanities	08/21/12	12/17/12	
Branz, Tyler A.	Instructor, Political Science	08/21/12	12/17/12	
Brasseux Rodgers, Leslie	Instructor, Dance	08/21/12	12/17/12	
Brunick, David A.	Instructor, Comp Prgrm/Analy	08/21/12	12/17/12	
Charron, Dorothy E.	Instructor, English	08/21/12	12/17/12	
Chubb, Judith A.	Instructor, Mathematics	08/21/12	12/17/12	
Coleman, Le Roy D.	Instructor, Biology	08/21/12	12/17/12	
Colwell, Kevin R.	Instructor, EAP	08/21/12	12/17/12	
Crumpler, Eric T.	Instructor, Chemistry	08/21/12	12/17/12	
Cully, Caroline L.	Instructor, Humanities	08/21/12	12/17/12	
Dalle Molle, Gina M.	Instructor, ESL	08/21/12	12/17/12	
Darden, Rudolph L.	Instructor, English	08/21/12	12/17/12	
Dasser, Abdellatif	Instructor, Mathematics	08/21/12	12/17/12	
Dieckmann, Colleen	Instructor, English	08/21/12	12/17/12	
Ellison, Jason K.	Instructor, Graphics Techn	08/21/12	12/17/12	
Ford, Joy H.	Instructor, English	08/21/12	12/17/12	
Francis, Steven S.	Instructor, Mathematics	08/21/12	12/17/12	
Gitto, Tammy C.	Instructor, Humanities	08/21/12	12/17/12	
Gossai, Mahendra V.	Instructor, Comp Prgrm/Analy	08/21/12	12/17/12	
Gregorio, Jose J.	Instructor, Mathematics	08/21/12	12/17/12	
Guillemette, Joshua M.	Instructor, Mathematics	08/21/12	12/17/12	
Gutierrez, Barbara C.	Instructor, Biology	08/21/12	12/17/12	
Harne, Heidi H.	Instructor, Biology	08/21/12	12/17/12	
Hawkinson, Wendy J.	Instructor, Music & Sound Tech	08/21/12	12/17/12	
Helligso, Jesse A.	Instructor, Political Science	08/21/12	12/17/12	
Hickman, Thomas J.	Instructor, EMS	08/21/12	12/17/12	
Hristova, Nely K.	Instructor, Mathematics	08/21/12	12/17/12	
Hunchuck, Dennis	Instructor, Comp Prgrm/Analy	08/21/12	12/17/12	
Jackson, Nichole L.	Instructor, Humanities	08/21/12	12/17/12	
Jerousek, Richard G.	Instructor, Physics	08/22/12	12/17/12	
Kaesberg, Jeffery A.	Instructor, Biology	08/21/12	12/17/12	
Karraker, Carolyn C.	Instructor, Reading	08/21/12	12/17/12	
Laurent, Eunice	Instructor, Biology	08/21/12	12/17/12	
Lenhof, Sonya R.	Instructor, Mathematics	08/21/12	12/17/12	
Lewis, Kimberly A.	Instructor, Biology	08/21/12	12/17/12	
LoCascio, Marc	Instructor, Biology	08/21/12	12/17/12	
Loftus, Gregory M.	Instructor, Theater Technology	08/21/12	12/17/12	
Mahaffey, Mandy L.	Instructor, English	08/21/12	12/17/12	
Mansfield, Kenneth L.	Instructor, Humanities	08/21/12	12/17/12	
McNutt, John P.	Instructor, Physics	08/21/12	12/17/12	
McOwen, Kathleen S.	Instructor, EAP	08/21/12	12/17/12	
Melzer, Stephanie A.	Instructor, Mathematics	08/21/12	12/17/12	

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Messenger, Matthew S.	Instructor, Digital Media	08/21/12	12/17/12	
Miller, Ashley P.	Instructor, English	08/21/12	12/17/12	
Miller, Lilly S.	Instructor, Sign Language	08/21/12	12/17/12	
Moore, Kelly M.	Instructor, Biology	08/21/12	12/17/12	
Moring, Julianna E.	Instructor, Humanities	08/21/12	12/17/12	
O'Little, Cassandra O.	Instructor, History	08/21/12	12/17/12	
Oses, Katherine M.	Instructor, Psychology	08/21/12	12/17/12	
Palou De Jesus, Gabriela	Instructor, Nutrition	08/21/12	12/17/12	
Pierre, Mia A.	Instruct, Student Life Skills	08/21/12	12/17/12	
Purtee, Steven A.	Instructor, Mathematics	08/21/12	12/17/12	
Rafter-Carles, Terry L.	Instruct, Student Life Skills	08/21/12	12/17/12	
Rampersaud, Subhas C.	Instructor, Political Science	08/21/12	12/17/12	
Rizzo, Nancy E.	Instructor, Psychology	08/21/12	12/17/12	
Rumbley, Karen H.	Instructor, Humanities	08/21/12	12/17/12	
Sartor, Bobbie W.	Instructor, EMS	08/21/12	12/17/12	
Savage, Michael	Instructor, History	08/21/12	12/17/12	
Sharma, Vasudha	Instructor, Chemistry	08/21/12	12/17/12	
Shevlin, Rebecca J.	Instructor, English	08/21/12	12/17/12	
Shideler, Robert S.	Instructor, Cardio Technology	08/21/12	12/17/12	
Siler, Keri S.	Instructor, Mathematics	08/21/12	12/17/12	
Smith, Todd B.	Instructor, Mathematics	08/21/12	12/17/12	
Snyder, Michael J.	Instructor, Economics	08/21/12	12/17/12	
Sookhai Mahadeo, Sharon	Instructor, Biology	08/21/12	12/17/12	
Taylor, Michael P.	Instructor, Biology	08/21/12	12/17/12	
Taylor, Michelle R.	Instructor, Mathematics	08/21/12	12/17/12	
Terry Dunson, Felecia N.	Instructor, Psychology	08/21/12	12/17/12	
Thompson, Christina L.	Instructor, Mathematics	08/21/12	12/17/12	
Tice, Andrea C.	Instructor, Chemistry	08/21/12	12/17/12	
Trone, Marie	Instructor, Biology	08/21/12	12/17/12	
Turner, Daniel W.	Instruct, Student Life Skills	08/21/12	12/17/12	
Urbanski, Terry L.	Instructor, Reading	08/21/12	12/17/12	
Violette, Courtney S.	Instruc, Computer Eng Techn	08/21/12	12/17/12	
Warren, Bobby G.	Instructor, Humanities	08/21/12	12/17/12	
Whittlesey, David G.	Instructor, Mathematics	08/21/12	12/17/12	
Woldman, Valerie L.	Instructor, English	08/21/12	12/17/12	

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Professional Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Henderson, Lashon A.	Mgr, Grant Admin & Development	07/16/12		
Keeton, Lisa Y.	Coord, Math Department	08/13/12		
Kratzer, Robin S.	Mgr, Academic Success Ctr	07/16/12		
Remy, Tamaira M.	Coord, Compensation	07/02/12		
Ridore, Ruth	Coord, Credentialing/Policy	08/20/12		
Sever, Michelle T.	Dir, Employee Relations	08/13/12		
Talbot, Adam J.	Mgr, Lake Nona Campus	07/30/12		
Youngquist Marquez, Leslie A.	Instructional Designer	07/30/12		
<i>Internal Changes</i>				
Alfaro, Jr., Wilbur D.	Technical Support Specialist	08/13/12		
Andrews, Beverlee J.	Mgr, Grants Dev & Special Proj	07/01/12		
Barcalow, Gordon E.	Admin Mgr, Client Service Cntr	07/01/12		
Bowers, Elena F.	Admin Mgr, Performance Consult	07/01/12		
Castor, Tanisha K.	Coord, Career Prgm Advis, O	08/13/12		
Chimera, Catherine R.	Coord, College Transition	05/29/12		
Cordero Miles, Alexandra	Admin Mgr, Int'l Program	07/01/12		
Dela Paz-Ramos, Vanessa	Coord, Foundation Accounts	07/01/12		
Eli, Lisa G.	Mgng Dir, CE International	07/01/12		
Hernandez, Jonathan H.	Mgr, Student Services, LN	08/13/12		
Hickman, Robert L.	Ops Mgr, Energy Efficiency	08/03/12		
Jones, LeSena L.	Mgr, Career & Workforce Educ	07/01/12		
Kincaid, Aimee P.	Admin Mgr, Professional Prog	07/01/12		
LeMonnier, Karen S.	Asst Dir, CE Professional	07/01/12		
Lergier Hernandez, Michael	Ops Mgr, Facilities	07/01/12		
McMorran, Carolyn R.	Mgng Dir, CE Professional	07/01/12		
Oguntola, Andy T.	Asst Dir, Admissions/Records	07/02/12		
Olin, Susan M.	Admin Mgr, International Prog	07/01/12		
Paige, Elaina J.	Asst Dir, Operations	07/01/12		
Parrish, Connie F.	Mgr, Student Services, O	07/01/12		
Ribley, Julia H.	Coord, Career Prgm Advis, HS	07/01/12		
Sarrubbo, Joseph M.	Mgr, Student Services, W	07/01/12		
Smoot, Dwayne	Systems Support Specialist	07/01/12		
Verrett, Pya Y.	Asst Dir, Admissions/Records	07/23/12		
Vilela, Claudia F.	Admin Mgr, International Prog	07/01/12		
Yadav, Alexandra S.	Mgr, Grants Dev & Special Proj	07/01/12		

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Separations</i>				
Andry, Reginald M.	Technical Support Specialist	06/29/12		
Ferrari, James	IT Mgr, Data Warehouse Svcs	07/25/12		
Heesch, Klaus T.H.	Creative Director	07/25/12		
Jones, Gerald S.	Coord, Student Develop, E	07/12/12		
McKinney, Carolyn J.	Programmer/Analyst	06/28/13		4.
Morales, Jessica I.	Director, Transition Services	06/30/12		
Thiesse, Steven A.	Admin Mgr, Student Services, E	08/02/12		
Torres, Chanda M.	Dir, Student Development	08/31/12		

Professional Personnel – Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Joseph, Kenyatta K.	Coord, Career Prgm Advis, AH	07/01/12	06/30/13	1.
Larson, Lisa R.	Coord, Career Prgm Advis, E	08/13/12	06/30/13	1.
Rawls, Kerry-Ann Y.	Coord, Career Prgm Advis, W	07/09/12	06/30/13	1.

Career Service Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Alicea, Melissa J.	Financial Aid Specialist	08/13/12		
Aslam, Aysha	Instructional Assistant, Sr	07/09/12		
Berger, Kenneth R.	Security Officer	08/06/12		
Bergeron, Ida M.	Staff Assistant II	07/23/12		
Berrios-Henriquez, Lisandra	Staff Assistant II	08/06/12		
Brinson, Sedrick M.	Financial Aid Specialist	08/20/12		
Brissett, Krishendaye R.	Administrative Assistant	08/20/12		
Clara, Dayris	Custodian	07/02/12		
Compte, Roman D.	Administrative Assistant	06/18/12		
Concaugh, Barbara J.	Delivery Courier	07/30/12		
Cordova Rivera, Julix M.	Staff Assistant II	07/02/12		
Cruz, Jasmin	Administrative Assistant	06/25/12		
Cuevas, Christopher J.	Assistive Tech Specialist	07/16/12		
Fillalan, Jocelyn I.	Staff Assistant II	07/09/12		
Garcia, Peter R.	Security Officer	08/20/12		
Guerra, Milagros L.	Custodian	05/29/12		
Kimmeth, Donna L.	Staff Assistant II	07/23/12		

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Lamberg, Frieda	Lab Manager	08/06/12		
Lawrence, David H.	Custodian	05/29/12		
Lopez, Benjamin J.	Student Services Advisor	08/06/12		
Mudge, Lorraine A.	Accounting Clerk Senior	07/30/12		
Natavio, Emelio S.	Custodian	07/02/12		
Negron, Monica	Enrollment Services Advisor	08/06/12		
O'Rork, Jane W.	CE Program Support Spec I	07/23/12		
Peredo, Emilio A.	Custodian	07/16/12		
Ramos, Stacy M.	Administrative Assistant	08/06/12		
Reindahl, Cissy K.	Administrative Assistant	06/04/12		
Rittenberry, Joshua J.	Groundskeeper	07/23/12		
Rivera, Niurka Y.	Academic Advisor	06/18/12		
Rodriguez, Jose A.	Groundskeeper	07/09/12		
Ruiz, Jacqueline	Staff Assistant I	07/02/12		
San Diego, Nicholas C.	Custodian	07/02/12		
Solarte, Ciro E.	Maintenance Technician	07/02/12		
Sonderman, William E.	Instructional Support Spec	08/06/12		
Tomarazzo, Joseph D.	Technical Specialist	07/30/12		
Tomlinson, Jennifer T.	Academic Advisor	08/06/12		
Tyler, Tatiana	International Student Advisor	08/20/12		
Vazquez-Colon, Aracelis	Int'l Program Support Spec	07/23/12		
Verdejo, Annette M.	Staff Assistant II	07/09/12		
Williams, Kailyn K.	Staff Assistant III	08/20/12		
<i>Internal Changes</i>				
Al Assar, Fairoz M.	Student Services Advisor	07/01/12		
Allah, Bornunderstanding	Student Services Advisor	07/01/12		
Apanah, Laura	Student Services Advisor	07/01/12		
Ards, Anthony	Financial Aid Clerk	06/18/12		
Ball, Gwendolyn L.	CE Program Support Spec II	07/01/12		
Barreto, Annabel	Student Services Advisor	07/01/12		
Bess, Katrina M.	Financial Aid Specialist	08/06/12		
Bhagirath, Jennifer S.	Scholarship Coordinator	08/06/12		
Bird, Winsome A.	Student Services Advisor	07/01/12		
Bracey, Louise A.	CE Client Service Consultant	07/01/12		
Bueno Duran, Rosanet D.	CE Client Service Consultant	07/01/12		
Campbell, Catherine M.	Career & Workforce Educ Spec	07/01/12		
Cespedes, Johanna	Student Services Advisor	07/01/12		
Cordero Guzman, Luis	Student Services Advisor	07/01/12		
Dionisi, Dafne	Business Office Manager	07/01/12		
Donohue, Deborah A.	Student Services Advisor	07/01/12		
Ewing, Michal O.	Student Services Advisor	07/01/12		

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

Valencia College

Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Flores, Jeanette	International Program Coord	07/01/12		
Gonzalez De Jesus, Grace Y.	Administrative Assistant	06/04/12		
Goodman, Maritza B.	Executive Assistant	07/16/12		
Guider, Sonja	Student Services Advisor	07/01/12		
Heller, Hank	Student Services Advisor	07/01/12		
Horton, Jason A.	Student Services Advisor	07/01/12		
Lee, Patricia A.	Administrative Assistant	08/13/12		
Lowe, Eileen E.	Administrative Assistant	07/02/12		
Madison, Anjela	Career & Workforce Educ Spec	07/01/12		
Maldonado, Rosalba	International Program Coord	07/01/12		
Marsh, William W.	Trades/Maint Asst Supervisor	08/06/12		
Martin, Kate E.	Student Services Advisor	07/01/12		
Maurice, Marie Y.	Student Services Advisor	07/01/12		
Mejia, Estrellita	Business Office Specialist	07/23/12		
Munoz, Bellmarie I.	Student Services Advisor	07/01/12		
Ortiz, Jennifer A.	Implementation Coordinator	07/01/12		
Otero Soto, Gerardo	Student Services Advisor	07/01/12		
Richardson, Mario T.	Student Services Advisor	07/01/12		
Santini, Cristina E.	CE Client Service Consultant	07/01/12		
Silva, Gustavo	Student Services Advisor	07/01/12		
Sowell, Jon M.	Student Services Advisor	07/01/12		
Trapp, Letitia N.	Student Services Advisor	07/01/12		
Williams, Felicia A.	Student Services Advisor	07/01/12		
Leave of Absence				
Cofield, Celica	Scholarship Coordinator	03/18/12	08/13/12	
Separations				
Bajramoski, Kemail	Maintenance Technician	09/28/12		4.
Brown, Jo Ann	Payroll Specialist	07/23/12		
Delaney, Debra	Student Services Specialist	07/31/12		4.
Donohue, Deborah A.	Student Services Advisor	10/31/12		4.
Dunlap, Laura M.	Administrative Assistant	08/03/12		
Flores, Mercedes J.	Custodian	09/27/12		
Haskins, Sr., David P.	Instructional Assistant, Sr.	10/31/12		4.
Haskins, Donna M.	Office Systems Manager	10/31/12		4.
Herman, Tiffany D.	Enrollment Services Advisor	06/22/12		
Isidor, Elnita R.	Custodian	05/22/12		
Jansen, Anthony R.	Business Office Specialist	05/31/12		
Kaufman, Sara M.	Financial Aid Specialist	06/22/12		
Kenney, Sharisse N.	Student Services Advisor	07/06/12		

Notes:

1. Grant Funded; 2. Internal Administrative Leave From Tenured Position; 3. Eligible and Recommended For Tenure; 4. Retirement

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Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Lutz, Scott A.	Instructional Support Spec	06/01/12		
Marsh, William W.	Trades/Maint Asst Supervisor	07/31/13		4.
Nieves, Jr., Carlos M.	Custodian	06/15/12		
Passela, Vivian	Administrative Assistant	06/29/12		4.
Reynolds, Deborah H.	Technical Document Spec, Sr	08/31/12		4.
Shores, Karen C.	Administrative Assistant	08/03/12		
Suárez, Dania M.	Exec Asst, Policy/Gen Counsel	08/15/12		
Tyler, Tatiana	International Student Advisor	07/18/12		
Wallace, Carl	Shipping/Receiving Clerk	12/31/12		4.

Career Service Personnel – Temporary

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Internal Changes</i>				
Wesley, Pierline	Security Clerk	08/20/12	09/11/12	
<i>Separations</i>				
Diaz, Emilita A.	Perkins Tech Specialist	06/30/12		

Part-time Hourly Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Abreu, Natalie	Human Resources Assistant			
Agosto, Dior A.	Security Officer			
Alberts, Philip H.	Curriculum Assistant			
Anderson, Thomas C.	Security Officer			
Bernard, Tawanda G.	Curriculum Assistant			
Bowser, Phillip	Enrollment Services Advisor			
Britt, Judith C.	Interpreter			
Cala, Marie	Staff Assistant II			
Carrero Rodriguez, Luis E.	Enrollment Service Advisor			
Curry, Caitlin K.	Curriculum Assistant			
Dang, Liem T.	Learning Assistant I			
Datta-Gupta, Nirmalendu	Learning Assistant I			
Deleon, Nicholas G.	Curriculum Assistant			
DiBiase, Jonathan P.	Security Officer			
Domanico, Joycelynn B.	Security Officer			
Easey, Zachary A.	Learning Assistant II			
Feliciano Roman, Stephanie M.	Lab Assistant I			

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Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Garcia, Peter R.	Security Officer			
Griffin, Jillian	Learning Assistant			
Han, Karen L.	Staff Assistant III			
Harrison, Trey A.	Financial Aid Specialist			
Hodges, Catherine A.	Accounting Clerk Senior			
Hristov, Ivan D.	Curriculum Assistant, Sr			
Hurt, Laura L.	Support Specialist I			
Hyland, Amanda A.	Support Specialist			
Jenkins-Medina, Nicholas T.	Laboratory Aid II			
Jiron, Martha A.	Cashier			
Johnson, Ricky L.	Security Officer			
Kriebel, Leah M.	Librarian			
Lacy, Heath J.	Film Production Driver			
Lopez Calderon, Kevin O.	Assessment Specialist			
Matthews, Patricia B.	Librarian			
Millette, Kimberly P.	Staff Assistant I			
Mittag, Benjamin J.	Librarian			
Moukrim, Abdeslam	Laboratory Aide I			
Murphy, Connor M.	Curriculum Assistant			
Nelms, Kate	Film Production Driver			
Opalchenski, Denis A.	Laboratory Aid II			
Patel, Bhoomi P.	Curriculum Assistant			
Pinta, Noreen	Assessment Specialist			
Rivera, Michelle A.	Curriculum Assistant			
Ramos, Leslie R.	Assessment Specialist			
Rendle, Lynn E.	Staff Assistant III			
Rettig, Caitlin N.	Support Specialist			
Rivera Cordova, Yivana	Assessment Specialist			
Rosario, Lillian	Staff Assistant II			
Santino, Natalie P.	Curriculum Assistant			
Sims, Rachel K.	Financial Aid Specialist			
Smith, Heather M.	Curriculum Assistant, Sr			
Stevens, Mary	Staff Assistant II			
Stilke, Jr., Richard F.	Assessment Specialist			
Teumer, Phyllis A.	Assessment Specialist			
Torres, Anthony	Security Officer			
Troitino, Jorge L.	Curriculum Assistant			
Vargas, Emmanuel	Laboratory Aide I			
Wolfe, Andrew D.	Recreational Monitor			
Wood Llenza, Lincoln T.	Laboratory Aide II			
Yello, Joel M.	Curriculum Assistant, Sr			
York, Leah C.	Staff Assistant II			

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Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Zampella, Jacob A.	Career Advisor			

Part-time Instructional Personnel

Employee Name	Position Title	Effective Date	End Date	Notes
<i>Appointments</i>				
Abapo, Lorivie	Humanities			
Acken, Beth	Business			
Adler, Nancy	Humanities			
Aenlle, Jose	Music			
Ahmed, Mahreen	Biological Science			
Alvarado, Stephenie	Biology			
Amstadt, Billie	English			
Anderson, Nicholas	CIE Intensive English			
Andrade, Carolina	Chemistry			
Angelis, Natalie	Math			
Armstrong, Marilyn	Student Life Skills			
Ballone, Toni	Student Life Skills			
Barra, Deborah	CJI			
Battle, Josan	Physical Education			
Baxley, Dana	Math			
Baxter, Mathew	Math			
Beam, Patricia	Culinary Arts			
Beard, Anthony	CJI			
Behan, Kevin	CJI			
Bens, Kendall	Theater Tech			
Benson, Megan	History			
Berggren, Michelle	Office Systems Tech			
Bird, Jennifer	Physical Education			
Brooks, Jeanne	Biology			
Brunk, Jennifer	English			
Burkhart, Tandace	Biology			
Butler, Marsha	Student Life Skills			
Castellon, Traci	Biology			
Coates, Ryan	Speech			
Conyers, Randell	Criminal Justice Tech			
Cooper, Jr., William	Sign Language			
Crane, Charles	Business			
Daly Jr., John	Criminal Justice Tech			
DeBorde, David	Film Production Tech			
Donaldson, Christine	Speech			

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Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Dowding, Janet	Biology			
Dudding, Christine	English			
Dunn, David	CE Business Open Enrollment			
Duvall, Jennifer	Reading			
Eaddy, Lashonda	Speech			
Erickson, Amie	CE Business Open Enrollment			
Ermel, Lauren	English			
Fennmore, Gabriel	Humanities			
Ferreira, Jeanne	Humanities			
Gao, Jie	Math			
Gay, Trinita	Reading			
Gebremikael, Fesseha	Economics			
Giguere, Robert	Digital Media			
Giordano, Kevin	English			
Goddard, Linda	English			
Grandoit, Janathan	Speech			
Gravenmier, Darlene	College Reading Prep			
Green, Diana	Nursing			
Gutierrez, Yuriela	Math			
Hagan, Tilsik	Humanities			
Harris, Alison	English			
Hayes, Jr., Paul	Speech			
Hearns, Jessica	Math			
Heesch, Lisa	English			
Herschelman, Yameli	Engineering			
Holden, Heather	Computer Program			
Hosman, David	Student Life Skills			
Hunnicut, Laura	Biology			
Hwang, Ming-Yi	Physics			
Jacobs, Angela	English			
Johnson, Craig	Education			
Jones, Jr., Phillip	Chemistry			
Jovanovic, Dorde	Humanities			
Kapoor, Nidhi	Biological Science			
Katalenic, Jeremy	Music			
Khabiri, Farrokh	Math			
Kinsella, Patrick	Math			
Knowles, Coury	Education			
Krantz, Bryan	CJI			
Kuiper, Stephen	Business			
La Joie, Melanie A.	College Reading Prep			
Lake, Lisa R.	English			
Lancaster, Brian R.	CJI			

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Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Langford, Corina A.	Office Systems Tech			
Lawrence, Eileen A.	College Reading Prep			
LeBlanc, Robert P.	Legal Assisting			
Lewis, Rollins E.	English			
Loch, Jennifer M.	Biological Science			
Lofti, Jennifer M.	English			
Longest, David K.	English			
Lugo-Schelmety, Doris	Reading			
Magress, Laura M.	Psychology			
Mailhot, Michelle M.	Music			
Marrero, Jr., Teodoro	Legal Assisting			
Matheson, Carla C.	College Reading Prep			
Maxwell, Deborah B.	Chemistry			
McCloe, Christy M.	Reading			
McQueen, Jennie R.	Biology			
Mebane, Shayna E.	College Reading Prep			
Melendez Hernandez, Vilma J.	Foreign Languages			
Mitchell, Brian T.	Digital Media			
Mitchell, Daniel T.	Hospitality & Tourism			
Moises, Dulce	Business			
Montione, Julie E.	Humanities			
Morgan, Michelle A.	English			
Mortimer, Charlotte E.	Math			
Nateghi, Shana E.	Math			
Nations, David A.	Math			
Nicoloff, Michael J.	Math			
Niederhauser, Joseph M.	Biological Science			
Novenario, Kevin T.	English			
Nunez, Amanda I.	Math			
Odom, Jennifer F.	Biological Science			
Okumus, Bendegul	Hospitality & Tourism			
Olmstead, Shawn L.	Sign Language			
Parra, Juan E.	Foreign Languages			
Patel, Shilpa S.	Music Tech			
Phillip, Luz D.	Engineering			
Pratt, Kenrick A.	Biological Science			
Purser, Sarah E.	Music			
Ratliff, Meredith E.	Math			
Rilea, Ryan C.	Political Science			
Rivera-Villafane, Jelitza E.	English			
Rivers, Dwain L.	CJI			
Rogers, David L.	Digital Media			

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Agenda for Human Resources

Employee Name	Position Title	Effective Date	End Date	Notes
Ross, Jesse J.	English			
Saxon, Eric R.	English			
Sewnath, Gajadhar	Electronics Engineering			
Snider, Michelle C.	English			
Snyder, Jay B.	English			
Souther, Vanessa D.	English			
Spittler, Marc M.	History			
Stack, Allison N.	English			
Staves, Derek R.	Student Life Skills			
Stout, Kimra I.	English			
Strickler, Joanne L.	Math			
Tachon, Teresa A.	Math			
Talbot, Adam J.	Accounting			
Termine, Prudence M.	English			
Territo, Jonathan M.	Music			
Thomas, Stephen J.	Criminal Justice Tech			
Trolinder, Sean T.	Speech			
Van Heusen, Robert B.	CJI			
Velez, Carlos A.	Music			
Vera Moronta, Oscar	Engineering			
Walden, Evelyn	Student Life Skills			
Walters, Veronique F.	Humanities			
Washington, Travis L.	Earth Science			
West, Marissa S.	College Reading Prep			
Wheeler, Brian L.	CJI			
Wilson, Sinya R.	English			
Wingender, Kimberly N.	College Wellness			
Word, Shannon F.	Office Systems Tech			
Yamout, Ghida B.	English			
Yearwood, Eric D.	Digital Media			
Yeitz, Brian	Sociology			
Young, Madelyn J.	Student Life Skills			
Young, Martha A.	Biological Sciences			
Yuhasz, David E.	Math			

Notes:

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