

# Pasadena City College

# HR Times@PCC Newsletter

News and Updates for Summer 2016

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## HR News Delivered

HR Times @PCC continues to keep the campus informed of news and current events related to Human Resources. Enclosed is information about new employees joining the PCC family, colleagues who are taking the next step into retirement, new HR legislation and updates to existing legislation, when available.

Remember, we are your employment resource! If you have any questions relating to HR policy, employee health and welfare benefits, PERS and STRS, leave policies, staffing in your area or other HR-related matters, please feel free to contact us.

Have an idea for a future HR Newsletter topic? Contact Graciela Caringella at ext. 7677.

## Have a question?

The Office of Human Resources is located in C204. You may reach us at (626) 585-7388.  
Visit us online at [www.pasadena.edu/hr](http://www.pasadena.edu/hr)



## Meet our new Vice President of Human Resources

Join us in welcoming Dr. Lisa Norman to our campus!

Dr. Norman joins Pasadena City College on July 1, 2016. She comes from San Bernardino Community College where she served as the Vice Chancellor of Human Resources. Previously Dr. Norman served in the San Bernardino School District as the Assistant Superintendent of Human Resources and Director of Certificated Personnel. While at Beaumont Unified School District, she served as the Assistant Superintendent of Personnel Services.

In addition to her experience in Human Resources, Dr. Norman has

served as a Principal of Special Education and a teacher in the Inland Empire and for Los Angeles Unified School District. Dr. Norman was also a police cadet with the Santa Monica Police Department.

Dr. Norman earned her doctorate in Educational Leadership from the University of Phoenix; and her master's degree, credentials in Educational Administration, and bachelor's degree in Child Development from California State University, Los Angeles. Dr.

Norman also attended West Point United States Military Academy for two years.

Currently Dr. Norman is pursuing her Juris Doctor with an emphasis in Education Law at Taft Law School.

We look forward to Dr. Norman's contributions at Pasadena City College and hope you will join us in welcoming her to the PCC family.



# Congratulations to our retirees!

**Ashkenasy, Diana**  
ITV Operations Coordinator  
Library  
27 years of service

**Cave, Tracy**  
Lead Interpreter  
Disabled Students Programs &  
Services  
22.5 years of service

**Earnest, Greta**  
Financial Aid Intake Specialist  
Financial Aid  
5 years of service

**Mayo, Linda**  
Administrative Assistant II  
Mathematics  
24 years of service

**McGill, Lawrence**  
Instructor  
Performing & Communication Arts  
24 years of service

**Ohye, Judy**  
Librarian  
Library  
16 years of service

**Potter, Dorothy**  
Librarian  
Library  
19 years of service

**Richards, Bianca**  
Counselor  
Disabled Students Programs &  
Services  
26 years of service

## PCC's Retiree Association:

Keep in touch with your fellow retired colleagues through the PCC Retiree Association's newsletters and special events. Contact former PCC instructor, Mikki Bolliger at [dgbolliger@earthlink.net](mailto:dgbolliger@earthlink.net). You may visit their website at: [www.pasadena.edu/retirees/](http://www.pasadena.edu/retirees/).

## CLASSIFIED DAY HIGHLIGHTS

This year, Classified Senate hosted a Professional Development Day for Classified Staff. The event took place on Wednesday, June 8, 2016 and was held at the Altadena Country Club. The event theme was "Planning Your Future" which included various workshops.

Key note speaker Brad Pollak presented on "The Importance of Your Story: In Work and Life." He engaged the 136 in attendance and had them briefly share their story and where they are in achieving these personal and professional goals.

Among the other workshops were "Planning Your Retirement" presented by PERS and "Social Security Information" presented by the Pasadena Social Security office.

Our very own faculty, Dr. Julie Kiotas, presented a powerful workshop on "Interview with Confidence." The Keynote speaker Brad Pollock also presented a workshop entitled "Writing an Effective Resume and Cover Letter."



According to Judy Benson, Academic Senate Administrative Assistant "The workshops were very much needed and informative." Parliamentarian MeiLing Chang indicated the day "provided an opportunity to promote camaraderie and collegiality among classified staff." The event was supported and funded by the Professional Development Committee. Through their help, Classified Senate is hoping to continue to provide this yearly event.

## SPOTLIGHT ON NEW EMPLOYEES & PROMOTIONS

### New Employees

**Alvarado, Thea**  
Sociology Instructor, Social Sciences

**Basteris, Mayra**  
Job Developer, Noncredit Division

**Bermudez, Frank**  
Mathematics Instructor,  
Mathematics & Computer Science

**Carreon, Juan**  
Counselor, Financial Aid,  
Counseling

**Carmody, Brian**  
Music – Jazz Instructor,  
Performing Arts

**Castanon, Jose**  
Mathematics Instructor,  
Mathematics & Computer Science

**Castro, Israel**  
Mathematics Instructor,  
Mathematics & Computer Science

**Cascione, Domenico\***  
Restorative Dental  
Technology Instructor,  
Health Sciences

**Cifone, Rocco**  
Dean, Business

**De La Rosa, Cindy**  
Buyer/Senior Cashier,  
Bookstore

**De Leon, Cesar**  
Gardener, Facilities Services

**Dean, Maria**  
Music-Voice Instructor,  
Performing Arts

**Dieguez, Kiriaki**  
Registered Nursing  
Instructor, School of Health  
Sciences

**Dunbar, Beverly**  
Speech Language Pathology  
Assistant Instructor,  
Performing Arts

**Duval, Jacqueline**  
Biology Instructor, Natural  
Sciences

**Egbunike, Innocent\***  
Kinesiology Education/Head  
Men & Women's Cross  
Country and Track & Field  
Coach Instructor,  
Kinesiology, Health &  
Athletics

**George, Leigh-Michil**  
English Instructor, English

**Giugni, Terrence**  
Assistant  
Superintendent/Vice  
President, Instructor,  
Instruction

**Gonzalez, Marina**  
Counselor, General  
Counseling

**Guerrero, Rodger\***  
Music – Choral Instructor,  
Performing Arts

**Hanley, John**  
Chemistry Instructor, Natural  
Sciences

**Hickman, William**  
Theater Arts Instructor,  
Performing Arts

**Hicks, Lena**  
Librarian, Library

**Hupp, Jeff**  
Counselor, General  
Counseling

**Hwang, Joseph**  
Philosophy Instructor,  
Social Sciences

**Kamandy, Masood**  
Digital Media – Interactive  
Design Instructor, Visual Art  
& Media Studies

**Katrjyan, Mariam**  
Accounting Instructor,  
Business

**Kau-pepple, Jennifer**  
Anatomy & Physiology  
Instructor, Natural Sciences

**Kouanchao, Ketmani**  
Associate Dean, Special  
Services

**Kryczka, Anna**  
Humanities Instructor, Social  
Sciences

**Leon, Juan**  
Computer Science Instructor,  
Mathematics & Computer  
Science

**Lowrie, Edward\***  
Television & Radio  
Operations Instructor,  
Performing Arts

**Maher, Thomas**  
Kinesiology Education  
Instructor, Head Football  
Coach

**McGuire, Karen**  
Library, Librarian

**Miller, Dyan**  
Dean, Kinesiology, Health &  
Athletics

**Mitchell, Ronald**  
Administration of Justice  
Instructor, Engineering &  
Technology

**Muno, Sarah**  
Anthropology Instructor,  
Social Sciences

**Ngo, Benson**  
Chemistry Instructor,  
Natural Sciences

\*pending board approval

**Nazarian, Rita**  
Instructor, Dental Hygiene,  
Health Sciences

**Norman, Lisa**  
Vice President, Human  
Resources, Human  
Resources

**Prado, Rosa**  
Counselor,  
EOP&S/CAFYES, EOP&S

**Qureshi, Zia**  
Supervisor, Banking &  
Collection Services, Student  
Business Services

**Russell, Nathalie**  
Dean, Languages & English  
as a Second Language,  
Languages

**Sanchez, Deanna**  
Registered Nursing  
Instructor, Health Sciences

**Seropian, Taleen**  
Counselor, General  
Counseling

**Serrano, Fernando**  
LAC Assistant II, Learning  
Assistance Center

**Shediak, Kimberly**  
Business Instructor, School  
of Business, Engineering &  
Technology

**Sinclair, Mahara**  
Studio Arts Life Drawing  
Instructor, School of Visual,  
Media & Performing Arts

**Stephens, Carmen**  
Counselor Specialist,  
Disabled Students Programs  
& Services

**Storti, Richard**  
Assistant Superintendent /  
Vice President, Business &  
Administrative Services

**Supekar, Simona**  
English Instructor, English

**Talamantes, Jaime**  
Custodian, Facilities Services

**Terrill, Michael\***  
Kinesiology Education  
Instructor, Head Women's  
Volleyball Coach

**Thompson, Denise**  
Business Instructor, Business

**Tran, Jennifer Lily**  
Counselor, General  
Counseling

**Valdes, Yuliana**  
English Instructor, English

**Vasquez, Sandra**  
Mathematics Instructor,  
Mathematics & Computer  
Science

**Vendrasco, Michael**  
Geology Instructor, Natural  
Sciences

**Williams, Keith**  
English Instructor, English

**Williams, Rhonda**  
Instructor, Adult Basic  
Education/GED, Noncredit

**Yamaguchi, Daisuke**  
Product/Industrial Design,  
Visual Arts & Media Studies

**Yousefian, Avo Masihi**  
Accounting Instructor,  
Business

## Promotions

**Alexander, Tameka**  
Director, Outreach &  
Transfer, Transfer Center

**Brickert, Peggy**  
Business Analyst Specialist,  
Foundation

**Dixon, Niki**  
EOP&S/CARE & Foster  
Youth Programs, EOP&S

**Olivo, Cynthia**  
Vice President, Student  
Services, Student Services

**Starbird, Carrie**  
Dean, Mathematics &  
Computer Science, School of  
Science & Mathematics

**Steiman, David**  
Supervisor, Creative Services,  
Public Relations

\*pending board approval

# Welcome to the PCC family!



## DEDICATION AT PCC

### Amy Ulmer



“Prior to coming to PCC, I was an associate editor at a local newspaper in Hancock Park and an adjunct instructor at LA Harbor College. I began at PCC as an adjunct for a year and a half, then became a one-semester full time instructor, and then a full-time English instructor for six years before I became the Dean of English, ESL, and Foreign Languages and wrote a faculty newsletter for two years. At the time I had two young daughters who are now adults. I taught composition and literature and in the Humanities Block Program for English 1B. From the get-go I was involved in developing multicultural curriculum for English 1A through a major NEH grant. That led to work on diversity and submitting the graduation diversity requirement to the College.

I am currently the longest-serving academic dean and have been at PCC for 27 years. I’ve been on almost every committee possible including Planning and Priorities, Accreditation, Enrollment Management, Student Friendly Task Force, Basic Skills Task Force, College Diversity Initiative, etc. I taught in the Writing Center every year since its inception (under my lead) until this past year. I have also served on the Study Abroad committee and co-led the Oxford program years ago. My greatest joy in the job comes from working with faculty to develop their teaching and leadership potential and helping students in any way I can.”

“I was the ESL department at South Pasadena High School from 1986-92. In fact, I was the first full-time high school ESL teacher in South Pasadena. They had previously conducted all the high school and middle school ESL classes at the middle school.

I started teaching ESL full time at PCC in 1992. My favorite thing about teaching ESL was taking groups of ESL students on field trips. I led several trips to the Central Valley to visit and study Manzanar, the site of a Japanese-American internment camp. We read “Farewell to Manzanar” and one semester we received a grant to bring the author, Jeanie Wakatsuki Houston, to speak on campus. One semester I taught an ESL 33B course that examined California agriculture—we read “Epitaph for a Peach” by Mas Masamoto and on our field trip, we visited his farm. I taught ESL until 2006 when I switched to English Department and became the Writing Center Coordinator.

In 1996 I joined the forerunner of the Social Activities group that has snowballed into the current raucous PCC event at the Rose Parade. I also helped introduce closed caption decoders for use in English classes and received a grant with Dr. Russ Frank to bring the first SMART Boards to the school in the 1990’s and teach faculty how to use them. Dr. Frank and I also had a PFE grant to introduce [Turnitin.com](http://Turnitin.com) at PCC.

My mother and most of her siblings attended PCC and was a member of the honor society. I earned my BA in English from UCLA (1981). I taught English in China in 1982-83, and earned my MA in Applied Linguistics from USC in 1986 and have worked at PCC for 24 years.”

### Rob Lee



## Glenna Watterson



“I began at PCC 42 years ago as a Secretary for Physical Sciences. I have served as the Classified Senate President, Union President and on Student Services committees for about 30 years. In addition I initiated the Recycling program on campus 30 years ago. I have maintaining the Cactus Garden for over 25 years, won the Risser award, the Unsung hero Award, the CFT - Living Legacy Award and the Staff Development “Star of the Month”

I joined students in numerous field trips and have been “team mom.” I’ve sat on endless hiring committees. It’s weird to see those retiring who I had served on their hiring committee. Of course there’s probably a million other little things I’ve contributed to, but I guess the thing I’m most proud of is how much I love this campus, the faculty and students I serve, and am usually able to keep a smile on my face in spite of everything.

I think most people would consider me to be honest if not blunt. I’m not afraid of making sure people know where I stand, and when there’s an injustice, I work to set it right.”

Thank you to Amy, Rob and Glenna for your years of service! We would like to recognize one faculty, classified and manager each newsletter. If you have someone you would like us to spotlight, please contact Graciela Caringella at ext. 7677

## Benefits Corner Updates

The 2016-2017 Employee Benefits Open Enrollment is just quickly approaching!

If you would like to make changes to your plan for the upcoming benefits year, be sure to review the summary of the benefit plans that are available to you. The current “2016 Employee Benefits Guide” is available on our website at <http://www.pasadena.edu/hr/documents/PasadenaCityCollege2015-2016BenefitsEnrollmentGuide.pdf>

You will have an opportunity to make changes to your plans during the month of September.

### SAVE THE DATE:

Our Annual Employee Health Fair is scheduled for September 8, 2016, in the Creveling Lounge from 9:00 a.m. to 2:00 p.m.

Representatives from all of our insurance carriers will be in attendance, as well as representatives from STRS, PERS and the Social Security Administration. Employees can complete various health screenings at the event. The vendors will bring exciting prizes. Those in attendance will be entered into the drawing. Come join the fun!



Were you aware that PCC offers flexible spending accounts? Call us today and we’ll provide more information.

Contact Conna Bain at (626) 585-7719 or via email at [clbain@pasadena.edu](mailto:clbain@pasadena.edu).

## Getting to know our HR Staff:



### Lori Cortez

Lori Cortez has worked for Pasadena City College for 39 years. She was first hired as a student worker in Human Resources where she worked after school for 1.5 hours. Shortly after graduating High School she was hired as a permanent employee.

She is currently responsible for administering all adjunct faculty employment related functions including facilitating full-cycle recruitments for faculty. Lori is also an adjunct noncredit ESL Instructor having taught for the past 20 years. Lori spends whatever free time she has in her garden.

### Yuri Perez

Yuri Perez-Frias has been with Pasadena City College for 19 years. She was first hired as a part-time employee at the Community Skills Center. She was then hired as a permanent employee to work in the Life Sciences Division and briefly in Languages before she was hired as a Human Resources Technician II / Confidential.

In August 2013 Yuri was promoted as our new Human Resources Information Systems Coordinator. She is responsible for all data management and has taken the lead on implementing Banner and our much needed online applicant tracking system.

Yuri is a soccer mom and our Girl Scout cookie supplier. She loves Hawaii and has a deep appreciation of the sea and marine life.





## THANK YOU HR STAFF!



We wish to extend a special thank you to the Human Resources staff for their dedication to the College.

This spring, all members of the HR staff worked as a team to facilitate recruitments for 50 new full-time faculty, 5 Instructional Deans, 4 Vice Presidents, in addition to more than 21 other classified and management positions. Those staff members that were not facilitating the actual recruitments assisted their colleagues with screening applications, serving as the EEO representatives in interviews, closing and scanning recruitment files, calling candidates and scheduling interviews, responding to applicant questions, processing verifications of employment, facilitating candidate testing and question review, and keeping recruiters up-to-date on last minutes changes to interview schedules.

To put this into perspective, for just the 50 faculty positions, the College received 3,011 applications. At an average of 5 minutes to review each application for completeness and minimum

qualifications, that is nearly 251 hours reviewing full-time faculty applications. The staff then facilitated 652 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> level full-time faculty interviews. At approximately 20 minutes to schedule each of the interviews and send email confirmations/parking permits, and 1 hour serving as the EEO representative in all 1<sup>st</sup> and 2<sup>nd</sup> level full-time faculty interviews, that is approximately another 227 hours. Knowing we average about 100 applications per recruitment, just imagine the number of hours needed to facilitate the 80+ recruitments this spring.

The HR staff worked long hours - early mornings, late nights, weekends - to make this all happen. And, they did this with no complaints and while still providing the utmost of customer service to our applicants, our hiring committees and all our employees. This is in addition to their regular job duties, which includes processing changes of assignments, shift changes/differentials, sabbatical leaves, facilitating leaves of absences and reasonable accommodations, processing

benefits paperwork and changes, administering the provisions in the collective bargaining agreements, tracking all employee evaluations, maintaining multiple HRIS systems and HR data, processing employment backgrounds, investigating unlawful harassment and discrimination complaints, and so much more.

We feel so very fortunate to work every day with these wonderful group of professionals.

Thank you Amy, Annie, Cristina, Lola, Lori, Yasmin, Grace, Danny, Iris, Stephanie, Charlotte, Boyd, Conna and Leanne for all that you do! You are a huge part of what makes Pasadena City College great!

Juli & Yuri

## Human Resources Mission



It is the mission of the Office of Human Resources to serve as a strategic partner alongside the Pasadena Area Community College District's administration and Board of Trustees in meeting the vision, mission and goals of the college. Human Resources is committed to taking a leadership role in providing services that support the College by promoting the concept that our employees are the single-most valuable resource within the organization.

Thus, it is our mission to provide an optimal work environment for high productivity, continuous improvement and superior customer service. This is accomplished by providing a full range of centralized, comprehensive human resource management services for employees of the college. And in so doing, the Office of Human Resources works to ensure compliance with all Federal, state, and local laws pertaining to personnel matters, including equal employment opportunity.

Pasadena City College

The Office of Human Resources  
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