



**Human Resources Development
and Personnel Services**

TO: DMC Members

FROM: Al Alt
Director of Personnel Services and Human Resources Development

DATE: January 15, 2008

SUBJECT: Personnel Requests

Below is a 2008 timeline for submitting Personnel requests (to Claudette Michel) for placement on District Board Agendas. Your attention to these dates will ensure all requests are received and handled in a timely manner for the best interest of the employees of Yuba Community College District.

Recruitment Process Complete—Name to Confirm Due in HR	Board Agenda Items HR to Kathy Cortner	2008 Board Meetings
	January 11	January 23
January 22	January 25	February 6
March 4	March 7	March 19
March 24	April 4	April 16
April 28	May 2	May 14
May 23	May 29	June 11
June 26	July 2	July 16
July 21	July 24	August 6
August 25	August 29	September 10
September 29	October 3	October 15
November 3	November 7	November 19
November 21	November 26	December 10