

**Yuba Community College District  
Memorandum**

**TO:** Instructional and Student Services Deans/Directors:  
Rolfe Appel, Marisela Arce, Rod Beilby, Toni Christopherson, Ed Davis,  
Kevin Dobbs, David Farrell, Martha Mills, Jan Ponticelli

**FROM:** Kay Adkins, President  
Helen Nickolson, Academic Senate President  
Larry Michel, Curriculum Committee Co-Chair  
Leslie Williams, Chair, Faculty Staffing Committee

**DATE:** September 25, 2009

**SUBJECT:** Request for Full-time Academic Employee Positions for 2010-2011

The College needs to begin the process to select the faculty positions to be hired for the 2010-2011 academic year. Please begin meeting with your faculty to review and confirm staffing needs for both replacement and new positions. Needed positions should be put forth regardless of funding source. The "Process and Timeline" are attached. A full packet must be submitted for any position to be considered by the FSC.

Since it is unlikely that all automatic replacement positions will be refilled, the Faculty Staffing Committee will be looking at the vacated positions from last year, including those designated as automatic refills; retirements for the current year; and any new positions deemed critical to a program. Attached is a list of 2009 and 2010 positions that are or will be unfilled as of the end of the spring 2010 semester.

The positions will be submitted unranked, by a Yuba College division or by the Clear Lake Campus, with ten (10) copies of each position request (form attached) and all support documentation attached, to the President's Office for distribution to the Faculty Staffing Committee, by 4 P.M. on October 9, 2009. Attached documentation should include a copy of the part of the most recent program review or annual update that identifies and provides justification for the particular position that is needed. If the need for the position surfaced after the completion of the review, please indicate this and attach appropriate documentation to support the request. Please contact Dr. Trutna's office if you need assistance with providing program review documentation. The Educational Master Plan Needs analysis also may be used to support the justification for a position request, particularly for non-teaching areas that have not as yet been included in the program review cycle.

Cc: Nicki Harrington  
Beatriz Espinoza  
Al Alt  
Kevin Trutna  
College Council Chairs  
Clear Lake Site Council Chairs

## **Faculty Positions/Retirees – 2009-2010**

### **Retired/Vacated in Spring 2009**

Biology (Denise Poteat)

Coordinator-Academic Skills Center; Tutoring; Education; Speech (James Prager)

Counselor (Celeste Sager)

Drafting (Rich Correa)

Library (Dave Freiler)

Manufacturing Technology (Bruce Kirk)

Nursing (Joni Williams)

Nutrition (Kay Sims)

Philosophy (Robert Abele)

### **Retirements Spring 2010**

Biology (Leslie Williams)

English (Neelam Canto-Lugo)

English (Sally Harvey)

ESL (Robert Wachman)

Mass Communications (Steve Cato)

Music (Alan Miller)

Reading (Gretchen Cupp)

Theatre Arts (David Wheeler)