

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Douglas Treadway

DATE: May 25, 2005

SUBJECT: Approval of Promotion of Public Information Officer to Director of College Relations

The President/Superintendent recommends, as part of the Board-approved 2005/2006 District Reorganization Plan, that the following employee promotion and classification be implemented:

Ms. Patrice Birkedahl, Public Information Officer, full-time Classified Manager, Salary Range B10, Step 5 to Director, College Relations, full-time Classified Manager, Salary Range B8, Step 5, \$84,829 annual salary, from which selected mandatory benefit costs are deducted, and effective retroactive to February 10, 2005.

RECOMMENDATION:

The President/Superintendent recommends the approval of promotion and classification for Ms. Patrice Birkedahl, Public Information Officer, full-time Classified Manager to Director, College Relations, full-time Classified Manager, Salary Range B8, Step 5, \$84,829 annual salary, effective February 10, 2005.

DT:LE:sq