

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Douglas Treadway
DATE: January 9, 2008
SUBJECT: Approval of New CSEA Job Description

- Consent Agenda item

Leta Stagnaro, Associate Vice President, Newark Center, requests that the Board approve a new CSEA job description, Executive Assistant to the Associate Vice President, to better address the needs of the District.

RECOMMENDATION

The President/Superintendent recommends the approval of the CSEA job description, Executive Assistant to the Associate Vice President.