

# FACULTY/ADMINISTRATIVE PERSONNEL FORM

**Standards:** Document 2, Sections II-D, VI-B

**Rationale:** Institutions document that they employ administrative and instructional staff who possess the appropriate educational background and/or experience to fulfill the duties of their assigned positions. An institution may document the training and experience of its faculty and staff by either: (1) completing this form in its entirety, or (2) completing Section I of this form and attaching it to a resume.

## SECTION I (Required for all employees)

Organization \_\_\_\_\_ Demo Main Campus \_\_\_\_\_  
Name of Employee \_\_\_\_\_ Rupert Bodine \_\_\_\_\_  
Title/Position \_\_\_\_\_ Adjunct Instructor \_\_\_\_\_  
Date Employed \_\_\_\_\_ January 20, 2010 \_\_\_\_\_  
Specific Location of Work Assignment \_\_\_\_\_ Fresno, CA \_\_\_\_\_

Check the Appropriate Boxes:

Full-Time       Part-Time  
 Hourly       Salaried       Other  
(Contractor, Consultant, etc.)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION II** (Complete if no resume is attached to Section I)

<b>EDUCATIONAL BACKGROUND</b>			
Name of School	Dates Attended	Major Area of Study	Degree/Certificate/Diploma
1. Alfred's University	08/09-05/11	Clinical Psychology	MS
2. State University	08/08-01/09	Counseling Psychology	Diploma
3. Kelly's School of Management Online	2002-2003	Business Accounting	Completion
4. UC Riverside	09/97-06/01	Sociology with Law	BA

List all work experience that qualifies you for the position you currently hold. Include job titles and dates:

Name of Employer	Position Held	Dates of Employment
Self Employed - Fresno, CA	Quickbooks Consultant	06/07-Present
Older Law Center - Riverside, CA	Bookkeeper	03/03-Present
Outside Empire Law Corp - Riverside, CA	Assistant Office Manager	05/99-03/03

List any continuing education/training in your field that you have undertaken in the **past three years**.

**CONTINUING EDUCATION**

In service training, courses, workshops, conferences, etc.

Date	Venue	City/State
01/14-01/14	In-service - Best Practices in Student Retention	Fresno, CA
08/13-08/13	In-service - Dealing with Difficult Behaviors	Fresno, CA
07/13-07/13	In-service - Sexual Harrassment	Fresno, CA
06/13-06/13	In-service - Adult Centered Learning	Fresno, CA
04/12-04/12	In-service - Effective Teaching Styles	Fresno, CA

List all occupational licenses, certifications, and registrations which you currently hold.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum.

List special recognitions or awards.

Curabitur tortor. Pellentesque nibh. Aenean quam. In scelerisque sem at dolor. Maecenas mattis. Sed convallis tristique sem. Proin ut ligula vel nunc egestas porttitor.

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## SECTION I (Required for all employees)

Organization \_\_\_\_\_ Demo Main Campus \_\_\_\_\_  
Name of Employee \_\_\_\_\_ Francis Deberg y \_\_\_\_\_  
Title/Position \_\_\_\_\_ Instructor \_\_\_\_\_  
Date Employed \_\_\_\_\_ June 9, 2008 \_\_\_\_\_  
Specific Location of Work Assignment \_\_\_\_\_ Fresno, CA \_\_\_\_\_

Check the Appropriate Boxes:

Full-Time       Part-Time  
 Hourly       Salaried       Other  
(Contractor, Consultant, etc.)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION II** (Complete if no resume is attached to Section I)

<b>EDUCATIONAL BACKGROUND</b>			
Name of School	Dates Attended	Major Area of Study	Degree/Certificate/Diploma
1. Stanford University	2006-2007	Advanced Butterfly Maintenance	AAS

List all work experience that qualifies you for the position you currently hold. Include job titles and dates:

Name of Employer	Position Held	Dates of Employment
Butterfly and Centipede Repair - Clovis, CA	Manager/Repair Man	1997-2008
The Broken Butterfly - Clovis, CA	Small Butterfly Repair Man	1990-1997

List any continuing education/training in your field that you have undertaken in the **past three years**.

**CONTINUING EDUCATION**

In service training, courses, workshops, conferences, etc.

Date	Venue	City/State
01/14-01/14	In-service - Best Practices in Student Retention	Fresno, CA
08/13-08/13	In-service - Dealing with Difficult Behaviors	Fresno, CA
07/13-07/13	In-service - Sexual Harrassment	Fresno, CA
06/13-06/13	In-service - Adult Centered Learning	Fresno, CA
04/12-04/12	In-service - Effective Teaching Styles	Fresno, CA

List all occupational licenses, certifications, and registrations which you currently hold.

Proin quam. Etiam ultrices. Suspendisse in justo eu magna luctus suscipit. Sed lectus. Integer euismod lacus luctus magna.

List special recognitions or awards.

Ut ultrices ultrices enim. Curabitur sit amet mauris. Morbi in dui quis est pulvinar ullamcorper. Nulla facilisi. Integer lacinia sollicitudin massa. Cras metus.

# FACULTY/ADMINISTRATIVE PERSONNEL FORM

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**SECTION I (Required for all employees)**

Organization \_\_\_\_\_ Demo Main Campus \_\_\_\_\_  
Name of Employee \_\_\_\_\_ Derek Smalls \_\_\_\_\_  
Title/Position \_\_\_\_\_ Instructor \_\_\_\_\_  
Date Employed \_\_\_\_\_ December 28, 2004 \_\_\_\_\_  
Specific Location of Work Assignment \_\_\_\_\_ Fresno, CA \_\_\_\_\_

Check the Appropriate Boxes:

Full-Time       Part-Time  
 Hourly       Salaried       Other  
(Contractor, Consultant, etc.)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION II** (Complete if no resume is attached to Section I)

<b>EDUCATIONAL BACKGROUND</b>			
Name of School	Dates Attended	Major Area of Study	Degree/Certificate/Diploma
1. College of Woods	06/83-12/83	General Education	Completion

List all work experience that qualifies you for the position you currently hold. Include job titles and dates:

Name of Employer	Position Held	Dates of Employment
Baskets, Baskets, Baskets - Fresno, CA	Crew Chief/Supervisor	11/02-12/04
Corner Waterproof Baskets - Fresno, CA	Basket Technician/Service Technician	07/02-10/02
Simple Basket Limited - Fresno, CA	Basket Technician	07/01-07/02
Valley Baskets - Fresno, CA	Basket Technician	08/99-07/01
King's Basket - Hanford, CA	Manager / Basket Technician	02/97-08/99
Mason Basket Company - Fresno, CA	Basket Technician	05/96-01/97
Northern Baskets - Fresno, CA	Basket Technician	06/94-04/96

List any continuing education/training in your field that you have undertaken in the **past three years**.

**CONTINUING EDUCATION**

In service training, courses, workshops, conferences, etc.

Date	Venue	City/State
01/14-01/14	In-service - Best Practices in Student Retention	Fresno, CA
08/13-08/13	In-service - Dealing with Difficult Behaviors	Fresno, CA
07/13-07/13	In-service - Sexual Harrassment	Fresno, CA
06/13-06/13	In-service - Adult Centered Learning	Fresno, CA
04/12-04/12	In-service - Effective Teaching Styles	Fresno, CA

List all occupational licenses, certifications, and registrations which you currently hold.

Sed pretium blandit orci. Ut eu diam at pede suscipit sodales. Aenean lectus elit, fermentum non, convallis id, sagittis at, neque.

Morbi in dui quis est pulvinar ullamcorper. Nulla facilisi. Integer lacinia sollicitudin massa. Cras metus.

List special recognitions or awards.

Vestibulum sapien. Proin quam. Etiam ultrices. Suspendisse in justo eu magna luctus suscipit. Sed lectus.

Integer euismod lacus luctus magna.

# FACULTY/ADMINISTRATIVE PERSONNEL FORM

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**SECTION I (Required for all employees)**

Organization \_\_\_\_\_ Demo Main Campus \_\_\_\_\_  
Name of Employee \_\_\_\_\_ Michael St. Hubbins \_\_\_\_\_  
Title/Position \_\_\_\_\_ Campus Director \_\_\_\_\_  
Date Employed \_\_\_\_\_ May 15, 2003 \_\_\_\_\_  
Specific Location of Work Assignment \_\_\_\_\_ Fresno, CA \_\_\_\_\_

Check the Appropriate Boxes:

Full-Time       Part-Time  
 Hourly       Salaried       Other  
(Contractor, Consultant, etc.)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**SECTION II** (Complete if no resume is attached to Section I)

<b>EDUCATIONAL BACKGROUND</b>			
Name of School	Dates Attended	Major Area of Study	Degree/Certificate/Diploma
1. Bob's University	08/84-05/98	Busniess Administration	MA
2. San Diego Community College	09/79-05/86	English	BA

List all work experience that qualifies you for the position you currently hold. Include job titles and dates:

Name of Employer	Position Held	Dates of Employment
Demo Main Campus - Fresno, CA	Campus Director	12/07-Present
Demo Main Campus - Fresno, CA	Director of Education	12/05-12/07
Demo Main Campus - Fresno, CA	Director of Admissions	05/03-03/05
University of Toledo - Portland, OR	Adjunct Instructor	01/02-05/03
Marina Education Services - Portland, OR	Director	01/90-05/03

List any continuing education/training in your field that you have undertaken in the **past three years**.

**CONTINUING EDUCATION**

In service training, courses, workshops, conferences, etc.

Date	Venue	City/State
01/14-01/14	In-service - Best Practices in Student Retention	Fresno, CA
07/13-07/13	In-service - Sexual Harrassment	Fresno, CA

List all occupational licenses, certifications, and registrations which you currently hold.

Nulla metus metus, ullamcorper vel, tincidunt sed, euismod in, nibh. Quisque volutpat condimentum velit. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

List special recognitions or awards.

Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Curabitur sodales ligula in libero. Sed dignissim lacinia nunc.

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**SECTION I (Required for all employees)**

Organization \_\_\_\_\_ Demo Main Campus \_\_\_\_\_  
Name of Employee \_\_\_\_\_ Nigel Tufnel \_\_\_\_\_  
Title/Position \_\_\_\_\_ Director of Education \_\_\_\_\_  
Date Employed \_\_\_\_\_ April 21, 1997 \_\_\_\_\_  
Specific Location of Work Assignment \_\_\_\_\_ Fresno, CA \_\_\_\_\_

Check the Appropriate Boxes:

Full-Time       Part-Time  
 Hourly       Salaried       Other  
(Contractor, Consultant, etc.)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION II** (Complete if no resume is attached to Section I)

<b>EDUCATIONAL BACKGROUND</b>			
Name of School	Dates Attended	Major Area of Study	Degree/Certificate/Diploma
1. Wottsamatta University	1993-1998	English-Fiction	MA
2. Wottsamatta University	1985-10/86	Speech/English Postsecondary Teaching Credential	Certification
3. Wottsamatta University	1980-1984	Business Communication	BA

List all work experience that qualifies you for the position you currently hold. Include job titles and dates:

Name of Employer	Position Held	Dates of Employment
Demo Main Campus - Fresno, CA	Director of Education	2009-Present
Demo Main Campus - Fresno, CA	Director of Training and Compliance	1997-2009
Central Valley College - Fresno, CA	Dean of Faculty	1995-1997
Wilson Junior College - Fresno, CA	Academic Dean	1991-1995
Wilson Junior College - Fresno, CA	Program Director	1990-1991
State College - Confusion, CA	Instructor	1987-10/91

List any continuing education/training in your field that you have undertaken in the **past three years**.

**CONTINUING EDUCATION**

In service training, courses, workshops, conferences, etc.

Date	Venue	City/State
01/14-01/14	In-service - Best Practices in Student Retention	Fresno, CA
07/13-07/13	In-service - Sexual Harrassment	Fresno, CA

List all occupational licenses, certifications, and registrations which you currently hold.  
 Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum.

List special recognitions or awards.  
 Nam nec ante. Sed lacinia, urna non tincidunt mattis, tortor neque adipiscing diam, a cursus ipsum ante quis turpis. Nulla facilisi. Ut fringilla. Suspendisse potenti.

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Organization \_\_\_\_\_ Demo Main Campus \_\_\_\_\_  
Name of Employee \_\_\_\_\_ Demo User \_\_\_\_\_  
Title/Position \_\_\_\_\_ Executive Assistant \_\_\_\_\_  
Date Employed \_\_\_\_\_ October 27, 2006 \_\_\_\_\_  
Specific Location of Work Assignment \_\_\_\_\_ Fresno, CA \_\_\_\_\_

Check the Appropriate Boxes:

Full-Time       Part-Time  
 Hourly       Salaried       Other  
(Contractor, Consultant, etc.)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION II** (Complete if no resume is attached to Section I)

<b>EDUCATIONAL BACKGROUND</b>			
Name of School	Dates Attended	Major Area of Study	Degree/Certificate/Diploma
1. Garden College	09/78-04/79	Graphics Design	Diploma
2. Fresno City College	08/74-04/75	Secretarial Major	AS

List all work experience that qualifies you for the position you currently hold. Include job titles and dates:

Name of Employer	Position Held	Dates of Employment
Demo Main Campus - Fresno, CA	Executive Assistant	10/07-Present
Marketing Depot - Fresno, CA	Business Manager	03/94-10/07
Garfield College - Modesto, CA	Medical Secretary Instructor	1988-10/92
A+ Medical Services - Modesto, CA	Medical Secretary	01/82-1988
Denny's Restaurant - Modesto, CA	Waitress	10/80-1982

List any continuing education/training in your field that you have undertaken in the **past three years**.

**CONTINUING EDUCATION**

In service training, courses, workshops, conferences, etc.

Date	Venue	City/State
01/14-01/14	In-service - Best Practices in Student Retention	Fresno, CA
07/13-07/13	In-service - Sexual Harrassment	Fresno, CA

List all occupational licenses, certifications, and registrations which you currently hold.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet.

List special recognitions or awards.

Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla.