

### Approval queue for TEA positions in NeoEd

| Central Services | Approval Group               | Requisition Approvers                                 |
|------------------|------------------------------|-------------------------------------------------------|
| 1                | Human Resource Technician    | Thuy Quach                                            |
| 2                | Hiring Manager               | Hiring Manager                                        |
| 3                | Budget Controller            | Budgeter of area/department                           |
| 4                | Vice Chancellors             | VC of Area                                            |
| 5                | Budget Controller            | Kathy Nguyen (only for Foundation funded assignments) |
| 6                | Position Control             | Ashley Egbert (only if T2 or T4)                      |
| 7                | Human Resource Administrator | Dianna Rose                                           |
| 8                | Human Resource Technician    | Thuy Quach                                            |

| Foothill College | Approval Group               | Requisition Approvers                                 |
|------------------|------------------------------|-------------------------------------------------------|
| 1                | Human Resource Technician    | Thuy Quach                                            |
| 2                | Campus Budget Controller     | Raine Phan, Budget Analyst                            |
| 3                | Budget Controller            | Kathy Nguyen (only for Foundation funded assignments) |
| 4                | Position Control             | Ashley Egbert (only if T2 or T4)                      |
| 5                | Hiring Manager               | Dean/ Supervisor/ VP                                  |
| 6                | AVP/VP Of Area               | AVP or VP of Area (if opened by Dean or Supervisor)   |
| 7                | Campus Budget Controller     | Bradley Olin, VP Finance & Admin Services             |
| 8                | Human Resource Administrator | Dianna Rose                                           |
| 9                | Human Resource Technician    | Thuy Quach                                            |

| De Anza College | Approval Group               | Requisition Approvers                                 |
|-----------------|------------------------------|-------------------------------------------------------|
| 1               | Human Resource Technician    | Thuy Quach                                            |
| 2               | Hiring Manager               | Hiring Manager/Supervisor                             |
| 3               | Budget Controller            | Budgeter of area/department                           |
| 4               | Position Control             | Ashley Egbert ( only if T2 or T4)                     |
| 5               | AVP/VP Of Area               | AVP or VP                                             |
| 6               | Budget Controller            | Kathy Nguyen (only for Foundation funded assignments) |
| 7               | Campus Budget Controller     | Alisa Omeragic, Director of Budget & Personnel        |
| 8               | Human Resource Administrator | Dianna Rose                                           |
| 9               | Human Resource Technician    | Thuy Quach                                            |

Revised: 9/1/26