

BOARD REPORT NO. 20-11-1A

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: David Feune, Director, Human Resources, (650) 358-6775

APPROVAL OF PERSONNEL ITEMS

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

**A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT
(NP = New position, * = New Employee)**

Cañada College

Margie Carrington	Interim Director of Financial Aid	Enrollment Services
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New interim administrative employment (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35), effective December 7, 2020. Incumbent, Ariackna Soler, is transferring to Skyline College and this interim assignment is to provide coverage for the Financial Aid services area while the college engages in the process of hiring a permanent Director of Financial Aid. Employee will be compensated on an hourly basis (hourly rate range: \$62.92 - \$79.69) and is subject to the CalPERS postretirement limit (currently 960 hours per fiscal year). Not eligible for District active employee benefits.

B. PUBLIC EMPLOYMENT

1. New Hires (NP = New Position, * = New Employee)

Cañada College

Kenna Klass*	Retention Specialist (STEM – Grant Funded)	Science and Technology
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New part-time (50%), 10-month classified employment (Grade 24 of the Classified Salary Schedule 60, Salary Range: \$24,390 - \$31,185), effective November 30, 2020, replacing Sally Heath who resigned.

College of San Mateo

Javier Silva	Instructor, Biology	Math/Science Division
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New Contract I status academic employment, effective January 14, 2021. This position was previously vacant.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS**District Office****Nelly Manuel**

Senior Accounting Coordinator

Administrative Services

Reassigned from a full-time Senior Accounting Technician (Grade 28A of the Classified Salary Schedule 60; Salary Range: \$65,100 - \$83,148) into this full-time classified assignment at Grade 31A of the same Salary Schedule; Salary Range: \$70,044 - \$89,496, effective December 1, 2020, replacing Rita Gulli who retired.

Skyline College**Herlene Grace Beltran**

Instructor, Business

Business, Education
& Professional Programs

Reassigned from a full-time Program Services Coordinator (Grant Funded) (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$62,868 - \$80,220) into a new Contract I status academic employment (Regular Faculty Schedule 80), effective January 14, 2021, replacing Guillermo Ortiz who retired.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**Skyline College****Ariackna Soler**

Director of Financial Aid Services

Enrollment Services

Transferred from a full-time, 12-month Director of Financial Aid Services (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388) at Cañada College into this full-time, 12-month position at the same grade and salary schedule, effective December 7, 2020, replacing Regina Morrison who will be retiring.

E. CHANGES IN STAFF ALLOCATION

None

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Cañada College

Ruth Miller Registrar Enrollment Services

Retirement effective December 30, 2020 with 45 years of District service. Eligible for District retiree benefits.

District Office

Katie Beverly Buyer General Services

Retirement effective October 9, 2020 with 22 years of District service. Eligible for District retiree benefits.

Skyline College

Regina Morrison Director of Financial Aid Services Enrollment Services

Retirement effective December 3, 2020 with 23.50 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

District Office

Thomas Cabrera Groundskeeper Facilities

Resignation effective November 20, 2020 with 2.5 years of District service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

K. SHORT-TERM, NON-CONTINUING POSITIONS

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Academic Support & Learning Technologies/ The Learning Center	4	01/04/2021	06/30/2021	Instructional Aide II: <i>Previously Requested Position</i> This position will support students enrolled in college level math and English, with particular focus on

					<p>accelerated course curriculum that is part of AB 705 implementation. Under supervision, this position will provide one-to-one and small group tutoring; assist program/lab coordinators in the development and application of supplemental subject area instruction; assist students in the use of instructional materials, e.g., computers, media; assist in the presentation of workshops and study groups, and related needs.</p>
<p>Skyline College</p>	<p>Student Equity & Support Programs/ EOPS</p>	<p>1</p>	<p>01/01/2021</p>	<p>06/30/2021</p>	<p>Instructional Aide II: <i>Previously Requested Position</i> This position will be tutoring Math, Business, Accounting and Science, up to 20 hours per week for EOPS students.</p>