

BOARD REPORT NO. 20-8-1A

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)

College of San Mateo

Kim Lopez	Interim President	President's Office
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Reassigned from Vice President of Student Services (Grade AB of the Management Salary Schedule 20; Salary Range: \$172,752 - \$221,916) into this interim administrative assignment at Grade EC of the Executive Salary Schedule 10; Salary Range: \$238,788 - \$297,240, effective August 20, 2020, replacing Michael Claire who was reassigned. Ms. Lopez was previously appointed Acting President on August 12, 2019.

B. PUBLIC EMPLOYMENT

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

Cañada College

Fisher Damany*	Director of Regional Special Projects - NP (Funded by Deputy Sector Navigator Grant)	Business/Workforce Division
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New full-time, 12-month classified supervisory exempt employment (Grade 190E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$111,264 - \$140,928), effective August 20, 2020. The position was previously Board approved on March 11, 2020.

College of San Mateo

Chris Kjorness*	Instructor, Instructional Designer	Academic Support & Learning Technologies
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New temporary full-time academic employment, effective for the 2020-2021 academic year.

Tabia Lee* Instructor, Instructional Designer Academic Support & Learning Technologies

New temporary full-time academic employment, effective for the 2020-2021 academic year.

Adria Otte* Instructor, Music Creative Arts/Social Science

New temporary full-time academic employment, effective for the 2020-2021 academic year.

Skyline College

Andrea Fuentes* Instructor, Instructional Designer Academic Support & Learning Technologies

New Contract I status academic employment, effective August 17, 2020. This position was previously vacant.

Jesselle Hoque* Program Services Coordinator Social Science/Creative Arts

New part-time (48%) classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$30,176.64 - \$38,505.60), effective August 24, 2020, replacing Rachel Deliz who resigned.

Mandy Lucas Counselor, Promise Scholars Program Counseling

New Contract I status academic employment, effective August 17, 2020. The position was previously Board approved on March 11, 2020.

2. Re-Employment

Cañada College

Janette Linares Counselor - Promise Counseling

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month), effective fall semester 2020. The position was originally approved on November 20, 2019.

Richard Saroyan Counselor – International Students Counseling

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month), effective fall semester 2020 through spring semester 2021. The position was originally approved on August 22, 2018.

C. REASSIGNMENT THROUGH THE HIRING PROCESS

None

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. CHANGES IN STAFF ALLOCATION**Cañada College**

1. Recommend a change in staff allocation to add one temporary full-time, 12-month Dean of Kinesiology, Athletics, and Dance position at Grade AD (salary range: \$162,108 - \$205,980) of the Management Salary Schedule (20) in the Kinesiology, Athletics, and Dance Division, effective August 20, 2019. This is a temporary position to address Building 1 and the KAD division needs as the College moves towards the opening of the new Building 1.

District Office

1. Recommend creation of a new classification titled, "Public Safety Systems Manager" at Grade 200S (salary range: \$98,004 - \$125,064) of the Classified Professional/Supervisory Salary Schedule (40), effective August 20, 2020. In addition, recommend a change in staff allocation to add one full-time, 12-month Public Safety Systems Manager position in Public Safety, effective August 20, 2020.

F. PHASE-IN RETIREMENT**College of San Mateo****Amy Sobel**

Professor, Language Arts

Language Arts

Recommend approval of participating in the Phase-In Retirement Program, effective August 17, 2020. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****District Office****Rebecca Chan**

Senior Accounting Coordinator

Administrative Services

Retirement effective September 4, 2020 with 20 years of District service. Eligible for District retiree benefits.

Skyline College**Maria Teresita Del Castillo-Brown**

Instructional Aide II

Business, Education, and
Professional Programs

Retirement effective August 3, 2020 with 20 years of District service. Eligible for District retiree benefits.

Rosemary Bell Professor Social Science/Creative Arts

At its meeting on June 10, 2020, the Board approved Ms. Bell's retirement as Professor Emerita, effective December 19, 2020 with 21.5 years of District service. Ms. Bell has requested to rescind her retirement.

Raymond Hernandez Dean of Science/Math/Technology Science/Math/Technology

At its meeting on December 9, 2019, the Board approved Mr. Hernandez's retirement effective June 30, 2020, with 22 years of District service. Mr. Hernandez and the District have agreed to postpone his retirement until December 30, 2020, to assist the College with the transition to a new dean and to assist the District with COVID-19 pandemic planning and response.

2. Post-Retirement

None

3. Resignation

College of San Mateo

Katherine Ramirez Bookstore Operations Assistant Auxiliary services

Resignation effective July 31, 2020 with 3.25 years of District Service.

District Office

Cirilo Espinoza Executive Assistant to the Board of Trustees Office of the Chancellor

Resignation effective July 31, 2020 with 7 months of District Service.

Skyline College

Lynsey Hemstreet Cosmetology Aide Business, Education, and Professional Programs

Resignation effective July 30, 2020 with 6.75 years of District service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

Cañada College

Ramakrishnan (Ramki) Kalyanaraman Physics Science and Technology

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualification to teach in the Physics discipline.

College of San Mateo

Tabia Lee

Instructional Design/Technology

Academic Support
& Learning Technologies

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualification to teach in the Instructional Design/Technology discipline.

J. PROFESSIONAL EXPERT/CONTRACT 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	Business, Design and Workforce	6	08/20/2020	06/30/2021	Professional Expert: Consultant (Non-Instructional): Facilitate Workshop for Foster parents.
Cañada College	Student Services	1	08/20/2020	06/30/2021	Professional Expert: College Physician This position plans, implements and leads professional College health care services in conjunction with public health nursing staff; provides medical advice and treatment in the College Health Center; writes prescriptions as needed; confers with medical plan providers and emergency medical personnel regarding follow-up care; sets up and maintains confidential documentation of treatment and services provided; completes required medical provider and emergency forms; makes presentations to students, organization and other groups as assigned.
College of San Mateo	Creative Arts / Social Science	80	08/20/2020	05/31/2021	Professional Expert: Art Models Professional Modeling for Art Studio classes at College of San Mateo for fiscal year, 2020-2021 (fall 2020 and spring 2021 semesters). Classes that require art models: ART 208, 209, 215, 216, 206, 230, 207 and 213. A maximum of 40 models for each semester for a total of 80 models for

					both fall 2020 and spring 2021 semesters.
College of San Mateo	Creative Arts / Social Science	8	08/20/2020	05/31/2021	Professional Expert: Accompanist This position is for various music classes including: Music 501, 502, 503, and 504

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	BDW/Medical Assisting	1	08/20/2020	12/31/2020	Instructional Aide II: <i>Previously Requested Position</i> This position will assist the Professor teaching clinical classes - watching and showing students the correct and safe methods when conducting invasive medical procedures, contact externship members in order to place students, will assist setting up the medical simulation lab, and clerical duties to keep the medical assisting program organized and efficient.
Cañada College	VPSS / TRIO Upward Bound	1	09/01/2020	12/18/2020	Instructional Aide II: <i>Previously Requested Position</i> This position will provide mentoring and instructional support services, including tutoring, to the TRIO Upward Bound program participants (low-income, first-generation, and at-risk high school students). Duties include facilitation workshops, record keeping, and reporting. Many of the students are new to online learning and need additional and intrusive support in order to be successful in online educational courses. IAII's work closely with program staff to meet academic goals.
District Office	Chancellor's Office	1	07/01/2020	12/31/2020	Interim Vice President – Special Projects: <i>Previously Requested Position</i> Scope of work: To lead, coordinate or assist with (1) long-range operational and financial planning; (2) special programs and projects; (3) analyzing federal and state laws,

					rules and regulations and providing recommendations; (4) developing reports and presentations, and (5) performing other duties as assigned
District Office	Auxiliary Services / Bookstore	1	08/20/2020	10/31/2020	Cashier/Clerk: <i>Previously Requested Position</i> This position will assist Bookstore Operations Assistant with projects at SkyGAP.
Skyline College	BEPP / Cosmetology	1	08/20/2020	12/18/2020	Cosmetology Aide: This position will provide support in the classroom and lab for a new Esthetician cohort that is part of a two-semester program. Will provide additional guidance to ensure safe practice during live and model practical.
Skyline College	Equity Institute	1	08/20/2020	12/30/2020	Staff Assistant: This position will assist with Equity Institute day to day duties, data entry, composes and prepares correspondence, report narratives, forms, publicity materials from original ideas or with general instruction, agendas and meeting notes, and spreadsheets. This is a short-term position to help with the transition while we hire a new Executive Director.