

BOARD REPORT NO. 22-01-02A

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Marie Billie, Interim Chief Human Resources Officer
David Feune, Director, Human Resources

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

District Office

Anjali Saxena* Payroll Manager Administrative Services

New classified supervisory (exempt) employment (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388), effective January 31, 2022, replacing Nettie Wong who was reassigned.

B. PUBLIC EMPLOYMENT

College of San Mateo

Kimberly Lantz* Staff Assistant (NP) Community Relations and Marketing

New full-time, 12-month classified employment (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$59,112 - \$75,552), effective January 27, 2022. This position was previously Board approved on October 13, 2021.

Brittany Rubio* Administrative Assistant Planning, Research, Innovation
And Effectiveness

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective January 31, 2022, replacing Mary Vogt who resigned.

Tasia Scott Instructor, Cosmetology Business /Technology

New temporary academic employment, effective January 27, 2022 through Spring 2022 semester, replacing Andria Nalls who retired.

District Office

Rebeca Cardenas* Custodian (NP) Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736), effective January 27, 2022. This position was previously Board approved on December 15, 2021.

Xiaozhu Chen* Custodian (NP) Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736), effective January 31, 2022. This position was previously Board approved on December 15, 2021.

Khanh Duong* Custodian (NP) Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736), effective February 1, 2022. This position was previously Board approved on December 15, 2021.

1. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS**Cañada College**

Ronald Andrade Director of Student Support Academic Support and Learning Technologies

Reassigned from a full-time Learning Center Manager (Grade 189E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$105,696 - \$133,884) into this full-time 12-month academic exempt supervisory position (Grade 192E of the same Salary Schedule; Salary Range: \$122,688 - \$155,388), effective February 14, 2022. Position was previously unused and vacant.

Skyline College

Michelle Amaral Program Services Coordinator Business, Education and Professional Programs

Reassigned from a full-time, 10-month Child Development Center Aide III (Master Teacher) (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$60,552 - \$77,688) into this full-time 12-month classified position (Grade 27 of the same salary schedule; Salary Range: \$68,580 - \$87,504), effective February 1, 2022, replacing Kristina Brower who resigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**Cañada College**

Klaressa Ortiz

Program Services Coordinator – Degree Audit

Enrollment Services

Reassigned through the managed hiring process from a SparkPoint Coordinator (Funded by the ESO Grant) (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) at Cañada College into this full-time, 12-month position at the same grade of the same salary schedule, effective January 27, 2022, replacing Maria Lara who was reassigned.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

F. CHANGES IN STAFF ALLOCATION

Cañada College

1. Recommend a change in staff allocation to add two Promise Counselor positions (Faculty Salary Schedule 80) in the Student Services, effective January 27, 2022.
2. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in Financial Aid, effective January 27, 2022.
3. Recommend a change in staff allocation to add one temporary full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in the Kinesiology, Athletics and Dance Division, effective January 27, 2022 through June 30, 2022.
4. Recommend a change in staff allocation to add one full-time, 12-month SparkPoint Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in the Enrollment Services and Support Programs Division, effective January 27, 2022.

College of San Mateo

5. Recommend a change in staff allocation to add one full-time, 12-month Instructional Aide II position (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$60,552 - \$77,688) in the Kinesiology, Athletics, and Dance Division, effective January 27, 2022.
6. Recommend a change in staff allocation to add one full-time, 12-month Director of Sparkpoint position (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388) in the Enrollment Services and Support Programs Division, effective January 27, 2022.
7. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator (funded by DHSI Title V Grant) position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in the Math/Science Division, effective January 27, 2022 through September 30, 2026.
8. Recommend creation of a new classification titled, “Promise Scholars Program Manager” (Grade 189E of the Academic-Classified Exempt Salary Schedule 35; Salary Range: \$105,696- \$133,884), effective January 27, 2022. In addition, recommend a change in staff allocation to add one full-time, 12-month Promise Scholars Program Manager position in Student Services, effective January 27, 2022.

- 9. Recommend a change in staff allocation to add one part-time (48%), 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$32,918.40 - \$42,001.92) in Financial Aid, effective January 27, 2022.

District Office

- 10. Recommend creation of a new classification titled, “Chief Facilities and Operations Officer” (Grade AA of the Management Salary Schedule 20; Salary Range: \$217,920 - \$270,780), effective March 1, 2022. In addition, recommend a change in staff allocation to add one full-time, 12-month Chief Facilities and Operations Officer position in the Chancellor’s Office, effective March 1, 2022. This new classification will replace the Vice Chancellor of Facilities position, 1A0019, (Grade EC of the Executive Salary Schedule 10; Salary Range: \$249,912 - \$311,088).
- 11. Recommend reactivation of the Director of Auxiliary Services position, 1A0028, (Grade AE of the Management Salary Schedule 20; salary range: \$161,328 - \$205,824), effective January 27, 2022. The Vice Chancellor of Auxiliary Services and Enterprise Operations position, 1A0031, (Grade EC of the Executive Salary Schedule 10; salary range: \$249,912 - \$311,088) will not be replaced.
- 12. Recommend a change in staff allocation to add one full-time, 12-month Foundation Development Manager position (Grade 189E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$105,696 - \$133,884) in Foundation, effective January 27, 2022.

Skyline College

- 13. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) for Dual Enrollment in the Strategic Partnerships and Workforce Development Division, effective January 27, 2022.

G. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Skyline College

Imelda Hermosillo	Counselor	Counseling
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At its meeting on August 25, 2021, the Board approved Imelda Hermosillo’s retirement effective December 17, 2021, with 20.5 years of District service. Ms. Hermosillo and the District have agreed to postpone her retirement until May 27, 2022.

Soodabeh Zamani	Professor	Science/Math/Technology
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Retired as Professor Emerita effective December 17, 2021, with 24.5 years of District service. Eligible for District retiree benefits.

College of San Mateo

Cheryl Navarrete Accounting Technician Administrative Services

Retirement effective April 30, 2022, with 39 years of District service. Eligible for District retiree benefits.

Kay Hunter Accounting Technician Administrative Services

Retirement effective February 28, 2022, with 21 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

College of San Mateo

Steven Kong Athletic Trainer Kinesiology/Athletics

Resignation effective December 31, 2021, with 9 months of District service.

Magda Mercado Division Assistant Academic Support and Learning Technologies

Resignation effective December 31, 2021, with 5 months of District service.

Kimberly Saccio Assistive Computer Technology Specialist Student Equity/Counseling

Resignation effective December 17, 2021, with 6 years of District service.

District Office

Eleftherios Karkazis Public Safety Officer Public Safety

Resignation effective January 2, 2022, with 24 years of District service.

Skyline College

Mayra Lopez-Thibodeaux Instructional Aide II Science/Math/Technology

Resignation effective January 24, 2022, with 2.5 years of District service.

Renee Liang Program Services Coordinator Strategic Partnership & Workforce Development
(Job Placement Program: Arts, Language, & Communication Emphasis) (Funded By Strong Workforce Program)

Resignation effective January 7, 2022, with 11 months of District service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

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>
District Office	Auxiliary and Community Services	50	03/01/2022	08/15/2022	Professional Expert: Community Services Instructor: Bay Area Pathways Academy (BAPA) for kids' summer program. The requested start date is March 1 for the preparation of the classes and training. Requesting Manager: Jonathan Bissell
Skyline College	Social Science / Creative Arts	1	04/18/2022	04/23/2022	Professional Expert: Consultant – Spring Music (Non-Instructional): Assists director and supervises script during production. Controls lighting, sound, and set cues during spring musical production. Coordinates with Theater Events Manager about front-of-house responsibilities, including handling emergency situations for performers and the audience. Requesting Manager: Nicole Porter
Skyline College	Social Science / Creative Arts	1	05/02/2022	05/27/2022	Professional Expert: Videographer: Audio-video engineer to record and film performing ensembles for use as the final performance of the course as required by the COR. The expert will be able to record, edit, mix, and master audio files. The film, edit, and render video files. Provide all equipment and software necessary to complete the project. A total of 50 hours. Requesting Manager: Nicole Porter

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	Enrollment Services/ SparkPoint	1	01/27/2022	06/30/2022	SparkPoint Coordinator: The CCCCCO mandated AB 132 to meet college students' basic needs. AB 132 requires each community college campus to hire a basic needs coordinator by July 1, 2022. This position will link students to on- and off-campus housing, food, mental health, and other basic needs services and resources. This position will also support the weekly Drive-Thru Food distribution, the on-site Food Pantry, the Food Grant Program, the Rapid Response Hotel Stay Program and will connect students to County CORE Agencies for additional support. This position is needed while the process to hire for the permanent position takes place. Requesting Manager: Wissem Bennani
Cañada College	Humanities & Social Sciences / Drama and Civic Center	6	02/01/2022	06/30/2022	Theater Production Technician: <i>Previously Requested Position</i> To assist with construction and implementation of theatrical sets, lighting, sound, and other operational aspects of the Theatre Arts Department, internal college usage of, and usage by public clients. This request covers two different programs, Drama and Civic Center. It is plausible that we could be using 5 techs on the same day working two different events and using two different account numbers. Requesting Manager: James Carranza
Skyline College	Social Science / Creative Arts	1	01/27/2022	06/30/2022	Instructional Aide II: Prepare and maintain music lab classrooms for rehearsals, including ensemble set-up, organization and distribution of sheet music, coordination of rehearsal schedule, and recommend equipment maintenance as needed; Scheduling and tracking of music labs, practice rooms, performance spaces, studio lessons, and musical instruments; coordinate instrument and sheet music check-out for

					students and faculty remote-teaching kit (mics/green-screens/cameras) checkouts and tracking; Schedule and coordinate student access to music practice rooms during COVID Requesting Manager: Nicole Porter
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