

BOARD REPORT NO. 10.1

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

None

B. PUBLIC EMPLOYMENT

College of San Mateo

Diego Baldonado*	Theatre Events Manager	Administrative Services
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New full-time, 12-month classified employment (Grade 34 of the Classified Salary Schedule 60; Salary Range: \$81,420 - \$104,124), effective March 21, 2022, replacing Helen Souranoff who retired.

Lizette Fontana*	Storekeeper	Business & Technology
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New full-time, 12-month classified employment (Grade 19 of the Classified Salary Schedule 60; Salary Range: \$56,412 - \$72,000), effective February 24, 2022, replacing Oksana Brinson who was reassigned.

Helen Hweg*	Visual Communications Coordinator	Community Relations And Marketing
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New full-time, 12-month classified employment (Grade 30 of the Classified Salary Schedule 60; Salary Range: \$73,968 - \$94,392), effective February 25, 2022. This position was previously vacant.

Skyline College

Mario Acuna Melendez*	Office Assistant II Passport Acceptance	Global Learning Programs and Services
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New part-time (48%), 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$26,449.92 - \$33,719.04), effective February 24, 2022, replacing Muang Pharn who was previously Board approved but unable to accept the position.

Re-Employment**District Office****Ana Pulido**

Interim Director of Public Affairs

Chancellor's Office

At its meeting on January 27, 2021, the Board approved the temporary position "Director of Public Affairs" at Grade 195E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (salary range: \$149,122 - \$188,586), through June 30, 2022. Staff is requesting to extend this position through June 30, 2023 and extend Ms. Pulido's interim assignment.

C. REASSIGNMENT THROUGH THE HIRING PROCESS

None

D. TRANSEER/ADMINISTRATIVE REASSIGNMENT**Skyline College****Elizabeth Tablan**

Program Services Coordinator

Strategic Partnerships and
Workforce Development

Transferred from a Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) for the Center for Career and Workforce Programs at Skyline College into this full-time, 12-month position for Dual Enrollment at Skyline College at the same grade level of the same salary schedule, effective February 24, 2022. This position was previously Board approved on December 15, 2021.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

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

1. Recommend a change in staff allocation to add one Instructional Designer position (Faculty Salary Schedule 80) in the Academic Support and Learning Technologies Division, effective July 1, 2022. (*Justification Attachment #01*)
2. Recommend a change in staff allocation to add one Dean of Kinesiology, Athletics and Dance position (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580) in the Kinesiology, Athletics and Dance Division, effective February 24, 2022. (*Justification Attachment #02*)

3. Recommend a change in staff allocation to add one Dean of Enrollment Services and Support Programs position (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580) in the Enrollment Services and Support Programs Division, effective February 24, 2022. *(Justification Attachment #03)*
4. Recommend a change in staff allocation to add one full-time, 12-month Retention Specialist position (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) in the Humanities and Social Science Division, effective February 24, 2022. *(Justification Attachment #04)*

College of San Mateo

5. Recommend a change in staff allocation to add one full-time, 12-month Senior Planning and Research Analyst position (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$104,832-\$133,800) in the Planning, Research and Institutional Effectiveness Department, effective February 24, 2022. *(Justification Attachment #05)*
6. Recommend a change in staff allocation to add one Counselor position (Faculty Salary Schedule 80) for the Learning Communities in the Counseling Division, effective February 24, 2022. *(Justification Attachment #06)*
7. Recommend a change in staff allocation to add one Counselor position (Faculty Salary Schedule 80) for the Disability Resource Center in the Counseling Division, effective February 24, 2022. *(Justification Attachment #07)*

Skyline College

8. 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 Basic Needs in the Counseling Division, effective February 24, 2022. *(Justification Attachment #08)*
9. Recommend a change in staff allocation to add two Counselor positions (Faculty Salary Schedule 80) for the Promise Scholars Program in the Counseling Division, effective February 24, 2022. *(Justification Attachment #09)*
10. Recommend a change in staff allocation to add one Counselor position (Faculty Salary Schedule 80) for Veterans in the Counseling Division effective February 24, 2022. *(Justification Attachment #10)*
11. Recommend a change in staff allocation to add one Surgical Technology Instructor position (Faculty Salary Schedule 80) in the Science, Technology, Engineering and Math Division, effective February 24, 2022. *(Justification Attachment #11)*
12. Recommend a change in staff allocation to add two Ethnic Studies Instructor positions (Faculty Salary Schedule 80) in the Social Science and Creative Arts Division, effective February 24, 2022. *(Justification Attachment #12)*
13. Recommend approval of a temporary increase in staff allocation for one 10-month position in the Kinesiology, Athletics and Dance Division, effective May 2, 2022 through June 10, 2022. The increase in allocation will support athletes returning to campus for assessment and training.

Allocation

Athletic Trainer

Incumbent

Kayla Crittendon

of Days

30 days

G. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Cañada College

Faye Soler Financial Aid Technician Enrollment Services

Retired effective January 30, 2022, with 44.5 years of District service. Eligible for District retiree benefits.

District Office

Jose Nunez Vice Chancellor of Facilities and Operations Facilities

Retiring as Vice Chancellor Emeritus effective February 28, 2022, with 21.5 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

Cañada College

Marcela Grant Assistant Project Director Science and Technology

Resignation effective February 7, 2022, with 7 years of District service.

College of San Mateo

Jeremiah Sims Director of Equity President's Office

Resignation effective February 28, 2022, with 5.5 years of District service.

Shelvina Singh Office Assistant II Office of Vice President of Student Services

Resignation effective February 4, 2022, with 2 years of District service.

District Office

Felicia Ward Donor Relations Manager Foundation

Resignation effective February 11, 2022, with 2.5 years of District service.

Skyline College

Jenny Yang

Financial Aid Technician

Enrollment Services

Resignation effective February 11, 2022, with 9.5 years of District service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

Skyline College

Henri Morris

Cosmetology

Business Education and
Professional Programs

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 Cosmetology 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 & Workforce	1	03/01/2022	06/30/2022	<p>Professional Expert: Consultant: Will research new program trends that will elevate the workforce needs retraining/upskilling during the current economic crisis and in compliance with BACCC standards and regional workforce guidelines. Work closely with content developers, media developers, third-party vendors, student assistants and provide support to the Dean of Business, Design, & Workforce. Cultivate and expand community relationships/partnerships. Requesting Manager: Hyla Lacefield</p>

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	Business, Design & Workforce (Guided Pathways)	1	03/01/2022	06/30/2022	Program Services Coordinator: This position involves the planning and implementation of career explorations programs and supports. Under the direction of the Dean of Business, Design & Workforce and Director of Student Support, coordinates, and implements services, such as student recruitment, orientation, job skills preparation and internship placement, special events, tours, individual and specialized programs and other support current and potential program participants. The primary responsibility will be to develop relationships with industry partners that result in opportunities for class visits to worksites, job shadowing with professionals and internships in a variety of career fields. Requesting Manager: Hyla Lacefield
College of San Mateo	Math and Science – Nursing	1	02/24/2022	06/30/2022	Laboratory Technician: This is a technical position involving organization, coordination and maintaining supplies, equipment and instructional support services for the Nursing Skills Lab. Extensive interactions with faculty, students, and other college personnel to provide safety and procedural information concerning laboratory operations. The position is being requested while the Lab Coordinator classification is being reviewed by the District and CSEA. Requesting Manager: Charlene Frontiera
Skyline College	Enrollment Services / Financial Aid	1	02/24/2022	06/30/2022	Financial Aid Technician: Position is being requested to assist with the processing of HERRF funds to students. Requesting Manager: William Minnich