

**BOARD REPORT NO. 21-10-03A**

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**

**College of San Mateo**

**Manasi Devdhar-Mane** Acting College International Vice President of Student Services  
Student Program Manager

Reassigned from Program Service Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) into this acting classified exempt supervisory role (Grade 189E of Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$105,696 - \$133,884), effective October 28, 2021, replacing Aubrey Roderick who was reassigned.

**B. PUBLIC EMPLOYMENT**

**College of San Mateo**

**Khushboo Shah\*** Financial Aid Technician Enrollment Services

New full-time, 12-month classified employment (Grade 26A of the Classified Salary Schedule 60; Salary Range: \$67,596.00 - \$86,376.00), effective November 1, 2021, replacing Olivia Cortez-Figueroa who was reassigned.

**Keith Hines\*** Staff Announcer/Producer (NP) KCSM

New part-time (40%), 12-month classified employment (Grade 25 of the Classified Salary Schedule 60; Salary Range: \$26,078.40 - \$33,393.60), effective November 1, 2021. This position was previously Board approved on June 9, 2021.

**Jayn Pettingill\*** Staff Announcer/Producer (NP) KCSM

New part-time (40%), 12-month classified employment (Grade 25 of the Classified Salary Schedule 60; Salary Range: \$26,078.40 - \$33,393.60), effective November 1, 2021. This position was previously Board approved on June 9, 2021.

**District Office**

**Luis Ambojia\*** Maintenance Engineer Facilities

New full-time, 12-month classified employment (Grade FF of the Buildings and Grounds Salary Schedule 70; Salary Range: \$73,380 - \$90,096), effective November 1, 2021, replacing Jeffery Szklanecki who resigned.

**Skyline College**

**Muang Pharn\*** Office Assistant II (Passport Acceptance Facility) Global Learning Programs and Services

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 November 1, 2021, replacing Kimiko Petsche who resigned.

**Guadalupe Vozar\*** Office Assistant II (Passport Acceptance Facility) Global Learning Programs and Services

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 November 1, 2021, replacing Joseph Jaballa who was reassigned.

**1. Re-Employment**

**C. REASSIGNMENT THROUGH THE HIRING PROCESS**

**District Office**

**Francisco Magaña** Lead Custodian Facilities

Reassigned from a full-time Custodian (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736) into this full-time 12-month position (Grade CC of the same salary schedule; Salary Range: \$56,412 – \$70,128), effective October 28, 2021, replacing Eduardo Gonzalez who was reassigned.

**Hayward Ofa** Senior Maintenance Engineer Facilities

Reassigned from a full-time Maintenance Engineer (Grade FF of the Buildings and Grounds Salary Schedule 70; Salary Range: \$73,380 - \$90,096) into this full-time 12-month position (Grade HH of the same salary schedule; Salary Range: \$77,160 – \$98,532), effective October 28, 2021. This position was previously vacant.

**Hugo Zarco Vargas** Maintenance Engineer Facilities

Reassigned from a full-time Utility Engineer (Grade DD of the Buildings and Grounds Salary Schedule 70; Salary Range: \$61,908 - \$76,944) into this full-time 12-month position (Grade FF of the same salary schedule; Salary Range: \$73,380 – \$90,096), effective October 28, 2021, replacing Luis Hernandez who retired.

**Skyline College****Linda Truong**

Project Director (NP)

Strategic Partnerships &  
Workforce Development

Reassigned from full-time Program Services Coordinator (Funded by: Strong Workforce Program, Carl Perkins, and Career Technical Education Grants) (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) into this full-time 12-month position (Grade 175S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$73,272 – 93,600), effective October 28, 2021. This position was previously Board approved on May 12, 2021.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**

None

**E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT**

None

**F. CHANGES IN STAFF ALLOCATION****District Office**

1. Recommend a change in staff allocation to add two full-time, 12-month Program Services Coordinator positions (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in the areas of Aquatics and Front Desk for Community Fitness, effective October 28, 2021.
2. Recommend a change in staff allocation to add one full-time, 12-month Membership Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in Community Fitness, effective October 28, 2021.
3. Recommend creation of a new classification titled, “Community Fitness Operations Manager” at Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (salary range: \$87,300 - \$110,580), effective October 28, 2021. In addition, recommend a change in staff allocation to add one full-time, 12-month Community Fitness Operations Manager position in Community Fitness, effective October 28, 2021.
4. Recommend creation of a new classification titled, “Aquatics Operations Manager” at Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (salary range: \$87,300 - \$110,580), effective October 28, 2021. In addition, recommend a change in staff allocation to add one full-time, 12-month Aquatics Operations Manager position in Community Fitness, effective October 28, 2021.
5. Recommend creation of a new classification titled, “Aquatics Program Manager/ Coach” at newly created Grade 175E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (salary range: \$70,008 - \$88,680), effective October 28, 2021. In addition, recommend a change in staff allocation to add two full-time, 12-month Aquatics Program Manager/Coach positions in Community Fitness, effective October 28, 2021.

**G. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE**

None

**H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**

**1. Retirement**

**College of San Mateo**

**Susan Roseberry** Instructional Aide II Counseling

Retirement effective December 30, 2021, with 20.5 years of District service. Eligible for district retiree benefits.

**2. Post-Retirement**

None

**3. Resignation**

**Cañada College**

**Jannet Rios Leon** Program Services Coordinator Enrollment Services

Resignation effective October 30, 2021, with 4 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>
Cañada College	Workforce Development	8	01/01/2022	06/30/2022	<b>Consultant (Non-Instructional):</b> Will conduct research on 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 and provide support to the Director of Workforce Development. Cultivate and expand community relationships/partnership to develop and build advisory boards for the college and its faculty. Requesting Manager: Tammy Robinson

Cañada College	Workforce Development	7	01/01/2022	06/30/2022	<p><b>Instructors (not-for-credit):</b>  These are short-term classes that have also been approved by BACCC for regional development and community engagement. The courses are designed to provide entry-level workforce development support in order for completers to enter the workforce with upgraded skills sets. These short term community-based courses will be offsite.  Requesting Manager: Tammy Robinson</p>
District Office	Community Fitness	32	11/01/2021	06/30/2022	<p><b>Community Fitness Instructor:</b>  This position will serve in the following primary role of not-for-credit group and/or private instruction in the areas of Pilates, Group Exercise/Dance, and Swim; provide in pre-determined locations or virtually; will have a specific certification and/or have met the pre-determined certificate requirement of the specific instructional format; teach through one-on-one or group demonstration and guidance in technique, critique, development, and direction while assuring safety and preparation for potential emergencies in all areas; work in coordinated efforts (specific to communication and scheduling) with colleagues and front desk associates to assure adherence to scheduling. Requesting Manager: Kurt Scholler</p>
District Office	Community Fitness	8	11/01/2021	06/30/2022	<p><b>Community Fitness Personal Trainer:</b>  This position will serve in the following primary roles: one-on-one personal training and semi-private group fitness training; perform only during pre-scheduled, pre-paid Personal Training Sessions; provide in pre-determined designated fitness workout areas, outdoors, on the pool deck, in classrooms or virtually; have a specific fitness exercise certification and/or the pre-determined certificate requirement of the specific exercise format requirements; teach and instruct participants through one-on-one</p>

					demonstration and guidance in technique, critique, development, direction and supportive teaching, while assuring safety and preparation for potential emergencies in all areas including the pool; demonstrate and communicate proven effective safety measures to all participants and offer modification options in execution; work in coordinated efforts (specific to communication and scheduling) with colleagues, front desk associates to assure prescheduled appointments for private fitness instruction (personal training and semi-private training), are completed. Requesting Manager: Kurt Scholler
District Office	Community Fitness	4	11/01/2021	06/30/2022	<b>Community Fitness Trainer:</b> This position will serve in the following roles: fitness floor supervision and general fitness instruction; perform in pre-determined designated fitness workout areas, outdoors, on the pool deck, in classrooms or virtually; will have a general or specific fitness exercise certification and/or the pre-determined certificate requirement of the specific exercise format requirements; deliver planning and instruction typically in pre-designated facility settings, teach and instruct participants through demonstration and guidance in technique, critique, development, direction and supportive teaching, while assuring safety and preparation for emergencies in all areas including the pool; demonstrate and communicate proven effective safety measures to all participants and offer modification options in execution of classes. Requesting Manager: Kurt Scholler
District Office	Community Fitness	4	11/01/2021	06/30/2022	<b>Community Fitness Assistant Coach:</b> This position will provide overall assistant leadership and coordination of the Masters Swim and Youth Swim Team at the College of San Mateo aquatic facility; direct programs and execute

					<p>duties consistent with District and College mission statements and values; work with the Aquatics Program Manager/Coach to schedule the use of the aquatic facility in such a way as to preserve the primacy of the academic program and other college users and faculty, while accommodating the needs of the community during the unassigned time periods; responsible for implementing safety protocols as required by statute and District regulations and supervising, scheduling and daily service delivery of safety assurances including review of the lifeguard's schedules during team practice and swim practices and events with assurance of others assigned safety functions in conjunction with coaching duties; practice cohesive team management strategy, with interdepartmental relationship development, daily focused coordinating and managing efforts and pool operations.</p>
District Office	Community Fitness	8	11/01/2021	06/30/2022	<p><b>Lifeguard I:</b>                  This position will monitor all pools for the Community Fitness Center the swimmers participating in academics, team practices, team sports, water exercise classes, group and private lessons; is responsible for overseeing the safety of all swimmers, executing coordinated efforts with fellow lifeguards on deck in assistance of aquatics programming; practice cohesive, cooperative strategies, with responsible implementation of safety protocols as required by statute and District regulations and may be asked to participate in the training and daily practice of lifeguards and others assigned safety functions; monitor maintenance, safety kits and assurances of lifesaving equipment, including AED's at the beginning of each shift supportive of the Lifeguard II, co-workers, team in ease and cooperation of procedures for staff; monitor and report to the</p>

					Lifeguard II any observed safety or facility compliance concerns with awareness of State and County standards. Requesting Manager: Kurt Scholler
District Office	Community Fitness	3	11/01/2021	06/30/2022	<b>Lifeguard II:</b> This position will serve in the role as shift lead for all Lifeguards on duty; responsible for overseeing the safety of all swimmers, with direct coordination and supervision of lifeguards on deck in assistance of aquatics programming; execute duties consistent with District and College mission statements and values and practices cohesive, cooperative strategies, with responsible implementation of safety protocols as required by statute and District regulations and may be asked to participate in the training and daily practice of lifeguards and others assigned safety functions; monitor maintenance, safety kits and assurances of lifesaving equipment, including AED's at the beginning of each shift supportive of the Program Manager-Aquatics, Aquatics team co-workers and with assurance of team ease and cooperation of procedures for staff. Requesting Manager: Kurt Scholler

**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 and Learning Technology	4	01/01/2022	06/30/2022	<b>Instructional Aide II:</b> <i>Previously Requested Position</i> This position will support students enrolled in college level math and English, with particular focus on 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. Requesting Manager: David Reed
District Office	Community Fitness	2	11/01/2021	06/30/2022	<b>Office Assistant II:</b> This position will exchange member account information; screen calls, visitors and electronic inquiries to provide response based on confidential financial policy and procedural information training and directives and/or to take messages and make appropriate referrals; Set up and update member accounts to include new electronic billing information, address changes, membership freeze and /or similar data entry changes specific to training; uses a database and a variety of computer software to set up, track and maintain a wide variety of data and electronic and manual files and to perform data entry and retrieval; prepare member account correspondence, reports and forms to assure clear communication. Requesting Manager: Kurt Scholler
Skyline College	Kinesiology / Athletics / Dance	1	01/01/2022	06/30/2022	<b>Athletic Trainer:</b> <i>Previously Requested Position</i> Trainer responsibilities will include but not be limited to assessing injuries, event coverage, communicating with coaches, completing and filing paperwork, cleaning, and sterilizing/maintaining equipment. Position is requested just in case COVID 19 Return to Play protocols require additional athletic training support on an intermittent basis. We would not be able to increase hours or provide overtime in these situations for our current district athletic trainers as they would be handling their own campus responsibilities and events. Requesting Manager: Joseph Morello
Skyline College	Strategic Partnerships and Workforce	2	11/01/2021	06/30/2022	<b>Shuttle Drivers:</b> To support student centered programming transportation for off-campus events such as the

					Women's Mentoring and Leadership Academy, Adult School Transition Programming and Career Readiness and Job Placement as part of the Strategic Partnerships and Workforce Development Division. Requesting Manager: Andrea Vizenor
--	--	--	--	--	---