

BOARD REPORT NO. 21-04-01A

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Cheng Yu Hou, 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
(NP = New position, * = New Employee)

Cañada College

Griselda Paredes Acting Student Life and Leadership Manager Counseling

Reassigned from Retention Specialist (Funded by Basic Skills and ACCEL) (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) into this acting classified supervisory assignment (Grade 180E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$105,696 - \$133,884), effective April 15, 2021, replacing Michiko Maggi Kealoha who is on a leave of absence.

Chantal Sosa Acting College Business Officer Administrative Services

Reassigned from Business Operations Analyst (Grade 195S of the Classified Professional-Supervisory Salary Schedule 40; Salary Range: \$91,212 - \$116,436) into this acting classified supervisory assignment (Grade 192E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$122,688 - \$155,388), effective April 15, 2021, replacing Mary Chries Concha Thia who is on a leave of absence.

College of San Mateo

David McLain Acting Director of Community Relations and Marketing President's Office

Reassigned from Communications Manager (Grade 192S of the Classified Professional-Supervisory Salary Schedule 40; Salary Range: \$91,212 - \$116,436) into this acting classified supervisory assignment (Grade 194E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$142,008 - \$179,868), effective April 15, 2021, replacing Richard Rojo who was temporarily reassigned.

District Office

Lauren Ford Director of Strategic Initiatives and Planning Educational Services & Planning

Reassigned from Project Director (Promise Scholars Program) (Grade 175S of the Classified Professional-Supervisory Salary Schedule 40; Salary Range: \$73,272 - \$93,600) into this academic supervisory assignment (Grade 193E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$135,240 - \$171,324), effective April 15, 2021, replacing Delisle Warden who resigned.

B. PUBLIC EMPLOYMENT**1. New Hires (NP = New Position, * = New Employee)****Cañada College**

Claudia Alvarado* Career Resource/Counseling Aide Counseling

New full-time, 12-month classified employment (Grade 19 of the Classified Salary Schedule 60; Salary Range: \$56,412 - \$72,000), effective April 19, 2021. This position was previously vacant.

Nallely Gonzalez* Office Assistant II Counseling
(Funded by Student Equity)

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248), effective April 19, 2021, replacing Loretta Rascon who retired.

College of San Mateo

Gilbert Perez Personal Counselor Enrollment Services

Correction: At its meeting on March 24, 2021, the Board approved of Mr. Perez's new Contract I status academic employment, effective August 16, 2021. This position was previously vacant. A correction is being made to this item. Staff is requesting the Board approve a Contract II status academic employment for Mr. Perez.

District Office

Robert Daleiden* IT Support Technician II ITS

Correction: At its meeting on March 24, 2021, the Board approved of Mr. Daleiden's new full-time, 12-month classified employment (Grade 31A of the Classified Salary Schedule 60; Salary Range: \$76,404 - \$97,620), effective March 29, 2021, replacing Richard Tidd who retired. A correction is being made to this item. The Office of Human Resources was informed that Mr. Daleiden's date of employment is effective April 12, 2021. Therefore, with the adoption of this report, the Board approves the new date of employment.

Kannan Ramasamy* Facilities Systems Manager Facilities

Correction: At its meeting on February 24, 2021, the Board approved of Mr. Ramasamy's new full-time, 12-month classified employment (Grade 210S of the Classified Professional-Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800), effective April 1, 2021, replacing Roberto Gutierrez who was reassigned. A correction is being made to this item. The Office of Human Resources was informed that Mr. Ramasamy's date of employment is effective May 1, 2021. Therefore, with the adoption of this report, the Board approved the new date of employment.

Arian Robare*

Public Safety Officer

Public Safety

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 62; Salary Range: \$73,164 - \$93,336), effective April 15, 2021, replacing James McCoy who retired.

Skyline College**Qimmah Tamu***

Laboratory Coordinator

Sciences/Math/Technology

New full-time, 12-month classified employment (Grade 30 of the Classified Salary Schedule 60; Salary Range: \$73,968 - \$94,392), effective June 14, 2021, replacing Kylin Johnson who was reassigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

None

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**College of San Mateo****Laura Demsetz**

Professor, Engineering

Mathematics and Science

Reassigned from the position of Dean of Creative Arts and Social Science (Grade AD of the Management Salary Schedule 20) into this full-time tenured faculty position (Faculty Salary Schedule 80) pursuant to Education Code section 87454 (Retreat Rights), effective Fall 2021 semester.

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

1. Recommend a change in staff allocation to add one International Counselor position (Faculty Salary Schedule 80) in the Counseling Division, effective April 15, 2021.

College of San Mateo

1. Recommend creation of a new classification titled, "Director of Pathways and Promise" at Grade 193E (salary range: \$135,240 - \$171,324) of the Academic-Classified Exempt Supervisory Schedule (35), effective April 15, 2021. In addition, recommend a change in staff allocation to add one full-time, 12-month Director of Pathways and Promise position in Student Services, effective April 15, 2021.

Skyline College

1. Recommend approval of a temporary increase in staff allocation for one 10-month position in the Kinesiology, Athletics and Dance division, effective May 13, 2021 through June 22, 2021. The increase in allocation will support athletes returning to campus for assessment and training.

Allocation

Athletic Trainer

Incumbent

Kayla Crittendon

of Days

28 days

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

None

2. Post-Retirement

None

3. Resignation

None

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>
District Office	Payroll	1	04/15/2021	06/30/2021	Accounting Technician: This position will assist the Payroll department with the upcoming Cost of Living Adjustment (COLA) retro process. Duties include retro retirement reporting, redistribution and general accounting work.