

BOARD REPORT NO. 21-09-02A

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: 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

Cañada College

Ludmila Prisecar Interim Vice President of Administrative Services Administrative Services

Reassigned from College Business Officer (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388) into this interim administrative assignment (Grade AB of the Management Salary Schedule 20; Salary Range: \$180,804 - \$232,260), effective September 27, 2021, replacing Graciano Mendoza who resigned.

College of San Mateo

David McLain Director of Community Relations & 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 administrative assignment (Grade 194E of the same Salary Schedule; Salary Range: \$142,008 - \$179,868), effective September 23, 2021, replacing Richard Rojo.

Aubrey Roderick Acting Dean of Language Arts Language Arts

Reassigned from College International Student Program Manager (Grade 189E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$105,696 - \$133,884) into this acting administrative assignment (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580), effective October 1, 2021, replacing Kristiane Ridgway who was reassigned.

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

Luz Roman-Amaro* Executive Assistant Administrative Services

New full-time, 12-month classified employment (Grade 201C of the Confidential Salary Schedule 50; Salary Range: \$78,936 - \$100,860), effective October 4, 2021, replacing Jane Wong who retired.

Skyline College

Sirreck Brown-Smith* Staff Assistant (NP) Equity Institute

New full-time, 12-month classified employment (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$59,112 - \$75,552), effective September 23, 2021. This position was previously Board approved on June 23, 2021.

Lauren Wagner* Admissions & Records Assistant III Enrollment Services

Correction: At its meeting on August 25, 2021, the Board approved Lauren Wagner's new full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective September 9, 2021, replacing Bianca Pineda who resigned. A correction is being made to this item. The Office of Human Resources was informed that Lauren Wagner's start date was September 10, 2021. Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

2. Re-Employment**C. REASSIGNMENT THROUGH THE HIRING PROCESS****College of San Mateo**

Oksana Brinson Cosmetology Aide Business/Technology

Reassigned from Storekeeper (Grade 19 of the Classified Salary Schedule 60; Salary Range: \$56,412 - \$72,000) into this full-time, 12-month position at Grade 26 of the same salary schedule; Salary Range: \$66,912 - \$85,512, effective September 23, 2021, replacing Samantha Martinez who resigned.

District Office

Alexis Arreola AV Systems Engineer (NP) ITS

Reassigned from IT Support Technician II (Grade 31A of the Classified Salary Schedule 60; Salary Range: \$75,636 - \$96,648) into this full-time, 12-month position at Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800, effective September 23, 2021. This position was previously Board approved on February 26, 2020.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

F. CHANGES IN STAFF ALLOCATION

Skyline College

1. Recommend creation of a new classified supervisory exempt classification titled, “Assistant Registrar” at Grade 180E (Salary Range: \$87,300 - \$110,580) of the Academic-Classified Exempt Supervisory Salary Schedule (35), effective September 23, 2021. In addition, recommend a change in staff allocation to add one full-time, 12-month Assistant Registrar position, effective September 23, 2021.

G. PHASE-IN RETIREMENT

College of San Mateo

Kathleen Diamond

Professor, Biology

Mathematics and Science

Recommend approval of participating in the Phase-In Retirement Program, effective fall 2021. 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

Skyline College

Barbara Lamson

Financial Analyst

Administrative Services

Retirement effective December 30, 2021, with 22 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

Cañada College

Rosa Moncada Program Services Coordinator (VROC) Enrollment Services
 Resignation effective August 30, 2021, with 7 months of District service.

Skyline College

Pcyeta Stroud Director of the Bay Area Entrepreneur Center Business, Education and Professional Programs
 Resignation effective November 19, 2021, with 10 years 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	Science & Technology / STEM	1	10/01/2021	11/30/2021	Professional Expert: Consultant (Non-Instructional) Content creation for 2 days of workshops including the development of presentations, workbooks, and assessments. All materials will be designed within the organization's (San Mateo County Community College District) brand standards including colors, logos, fonts, and any other requirements. This position includes meeting with the program team and key stakeholders for information gathering, a review of deliverables and objectives, program research and background, and a review of materials prior to presentation. Present the 2-day workshop to NSF Trabajo job shadowing participants. Requesting Manager: Ameer Thompson

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	Student Services	1	09/23/2021	12/31/2021	Retention Specialist (Guided Pathways): This retention specialist's duties will align with the other three dedicated Guided Pathways Retention Specialists at the college. Some examples of the types of work include case management of Interest Area student supports from the point of application to enrollment and registration in courses, sorting through student data files to identify appropriate support systems for students based on need (e.g., tutoring, peer mentoring, Financial Aid support referrals, SparkPoint referrals), maintain regular communication with Interest Area students individually and in small groups to connect new, returning, and continuing students, and build a sense of community through the Guided Pathways Success Team framework. Requesting Manager: Manuel Perez
District Office	Human Resources	1	09/23/2021	12/31/2021	Human Resources Representative: This position will assist with reviewing transcript submissions by instructional adjunct faculty for placement on a new salary schedule. Requesting Manager: David Feune
District Office	Chancellor's Office	1	07/01/2021	12/31/2021	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. Requesting Manager: Mitchell Bailey
District Office	Auxiliary Services/ Bookstore Skyline – 2 positions Cañada – 2 positions College of San Mateo – 2 positions	6	10/01/2021	02/28/2022	Cashier/Clerk: <i>Previously Requested Position</i> In the absence of student employees, the Bookstores are requesting short term staff to help the classified and management staff with duties in the bookstore including cashiering, shipping and receiving and working in the market. Requesting Manager: Tom Bauer