

BOARD REPORT NO. 21-11-01A

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

Cañada College

David Vera* Director of Financial Aid Enrollment Services

New classified supervisory (exempt) employment (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388), effective November 29, 2021, replacing Andrea Garcia-Rittgers.

District Office

Wan Han Cheung* Accountant Administrative Services

New classified supervisory (exempt) employment (Grade 190E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$111,264 - \$140,928), effective November 29, 2021, replacing Larisa Howes who will be resigning.

Skyline College

Dino Nomicos Interim Dean of Kinesiology, Athletics, Dance Kinesiology, Athletics, Dance

Reassigned from Faculty (Faculty Salary Schedule 80) into this interim administrative role (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580), effective November 11, 2021, replacing Joseph Morello who was reassigned.

B. PUBLIC EMPLOYMENT**Cañada College****Kristi Longoria***Program Services Coordinator
(Veterans Resource and Opportunity Center)

Enrollment Services

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective November 11, 2021, replacing Rosa Moncada who resigned.

1. Re-Employment**C. REASSIGNMENT THROUGH THE HIRING PROCESS****District Office****Cristian Heredia**

Utility Engineer

Facilities

Reassigned from a full-time Groundskeeper (Grade BA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$53,820 - \$66,972) into this full-time 12-month position (Grade DD of the same salary schedule; Salary Range: \$61,908 - \$76,944), effective November 11, 2021, replacing Hugo Zarco Vargas who was reassigned.

Skyline College**Nancy Argarin**

Financial Analyst

Administrative Services

Reassigned from a full-time Senior Accounting Coordinator (Grade 31A of the Classified Salary Schedule 60; Salary Range: \$76,404 - \$97,620) into this full-time 12-month position (Grade 195S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$93,588 - \$119,520), effective November 15, 2021, replacing Barbara Lamson who will be retiring.

Elisabeth Osai

Financial Aid Technician

Enrollment Services

Reassigned from a full-time Financial Aid Assistant (Grade 22A of the Classified Salary Schedule 60; Salary Range: \$61,152 - \$78,468) into this full-time 12-month position (Grade 26A of the same salary schedule; Salary Range: \$67,596 - \$86,376), effective November 11, 2021, replacing Patricia Mendoza who resigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**Skyline College****Amber Gougis**

Retention Specialist (Middle College)

Strategic Partnership
& Workforce Development

Transferred from a Retention Specialist – HSI Grant (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) at Skyline College into this full-time 12-month position at Skyline College at the same grade of the same salary schedule, effective November 15, 2021, replacing Carmen Towler who resigned.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT**None**

F. CHANGES IN STAFF ALLOCATION

None

G. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement**

None

2. Post-Retirement

None

3. Resignation**College of San Mateo****Tabitha Conaway**

Instructional Aide II

Academic Support and
Learning Technologies

Resignation effective November 11, 2021, with 6 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	Business, Design, and Workforce (ECE)	5	01/03/2022	06/30/2022	ECE Practicum Mentor: <i>Previously Requested Position</i> These positions will facilitate a Community of Practice (CoP) each week while they are in the class. They will meet with their CoP at a time that they and their assigned students agree upon. During the CoP meetings, the practicum mentors and the students will

					review assignments that may be written, self-videos, or other activities that will be pre-organized by the primary course instructor. Requesting Manager: Hyla Lacefield.
Skyline College	Strategic Partnerships & Workforce Development	4	01/03/2022	06/30/2022	Consultant (Non-Instructional): Program Development Project: To support our ability to be responsive and inclusive of industry input in new program development in key Workforce Areas. These positions will support projects related to the specific meta-majors: Arts, Language & Communication, Business Entrepreneurship & Management, Society & Education, and Science Technology & Health. Requesting Manager: Andrea Vizenor
Skyline College	Strategic Partnerships & Workforce Development	1	11/11/2021	06/30/2022	Consultant (Non-Instructional): Perform the review, analysis, and consultation for specific events/ and/or projects requiring specialized knowledge or expertise. To include a Success Summit and other similar events. Work is completed with a high degree of discretion and independent judgment. Requesting Manager: Andrea Vizenor
Skyline College	BEPP / ECE	5	01/01/2022	05/31/2022	ECE Practicum Mentor: <i>Previously Requested Position</i> Practicum Mentors will facilitate a Community of Practice (CoP) each week with student teachers. They will meet with their CoP at a time that they and their assigned students agree upon, and conduct team meetings during the Practicum Seminar pre-organized by the primary course instructor. During the CoP meetings, the practicum mentors and the students will review assignments such as weekly discussion posts, self-videos of curriculum planning & teaching applications, and other activities that will be pre-organized by the primary course instructor. Requesting Manager: Michael Kane

K. SHORT-TERM, NON-CONTINUING POSITIONS

Location	Division / Department	No. of Pos.	Start and End Date		Services to be performed
Cañada College	Financial Aid / Student Services	1	01/01/2022	06/30/2022	Program Services Coordinator: This position will assist in the coordination and delivery of student grant aid under Federal HEERF regulations, and provide high touch, personalized contacts with target populations. The purpose of this position will be to engage former Cañada College students that may have withdrawn from college due to the impacts of COVID-19, as well as with current Cañada College students that may be hesitant to remain in college and prospective students that may be hesitant to enroll in Cañada College due to COVID-19. Requesting Manager: Wissem Bennani
Cañada College	Business, Design, and Workforce – Fashion Design	2	01/18/2022	06/30/2022	Fashion Design Program Assistant: <i>Previously Requested Position</i> Job duties consist of recruitment in Fashion Design and Merchandising Department at the high schools in San Mateo County, performing clerical duties, including email to students, creation of documents, and marketing materials. Greet new and continuing clients, assist in the classroom, repair sewing machines, etc. This grant does not allow the department to supplant a permanent part-time nor full-time employee of the District. These positions require highly technical skills and training in all aspects of fashion design and merchandising. Requesting Manager: Hyla Lacefield.
Cañada College	VPSS / TRiO Student Support Services	1	11/15/2021	06/30/2022	Retention Specialist: This position is to support the low-income, first-generation, and at-risk students as they transition from virtual campus to in-person courses and services. TRiO students are struggling with online life and need additional follow-through in the transition to in-person work. This position will work closely with faculty, program staff, and

					additional support programs to help retain TRiO students during uncertain and challenging times. Requesting Manager: Manuel Perez / Maria Huning
Cañada College	VPSS / Trio Upward Bound	1	01/13/2022	06/30/2022	Retention Specialist: <i>Previously Requested Position</i> This position is to support low-income, first-generation, and at-risk high school students as they transition into concurrently enrolled classes virtually. TRiO UB students are struggling in concurrent enrollment coursed online and need additional follow-through as their home high schools transition back to in-person work while Cañada courses remain virtual. This position will work closely with faculty, program staff, and additional support programs to help retain TRiO UB students. Requesting Manager: Manuel Perez / Maria Huning
College of San Mateo	Kinesiology / Athletics / Dance	1	01/18/2022	05/27/2022	Instructional Aide II: Under the close direction and supervision of CSM yoga instructors, demonstrates subject-matter skills, directs students in yoga practices, and confers with students on problem areas of the subject matter. Assists faculty with students regarding test results, completion of assigned work, curriculum, and manual and modules of the yoga certification training. Requesting Manager: Andreas Wolf
Skyline College	Enrollment Services - Veterans	1	11/11/2021	06/30/2022	Office Assistant II: To assist the Program Services Coordinator of the Veteran Resource Center with day-to-day operations; including checking-in of visitors, collecting paperwork, leading student employees, assisting Veteran students as needed. Responds to problems/complaints as directed. Requesting Manager: William Minnich