

BOARD REPORT NO. 20-9-2A

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: David Feune, Director, Human Resources, (650) 358-6775

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)**

College of San Mateo

Alma Lizette Bricker	Acting Vice President of Student Services	Office of the Vice President of Student Services
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Appointed Acting Vice President of Student Services, effective August 20, 2020.

Tabitha Conaway	Acting Dean of Enrollment Services and Support Programs	Enrollment Services
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Appointed Acting Dean of Enrollment Services and Support programs, effective August 20, 2020.

B. PUBLIC EMPLOYMENT

1. New Hires (NP = New Position, * = New Employee)

College of San Mateo

Evelyn Bench*	Office Assistant II	Enrollment Services
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New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$50,520 - \$64,404), effective October 1, 2020, replacing Max Ullrich who was reassigned.

Catherine Braddon-Harkin*	Instructor, Nursing	Math/Science Division
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New temporary full-time academic employment, effective for the 2020-2021 academic year.

Steven Liao*

Financial Aid Assistant

Enrollment Services

New full-time, 12-month classified employment (Grade 22A of the Classified Salary Schedule 60; Salary Range: \$56,064 - \$71,928), effective September 10, 2020, replacing Diane Fernandez who was reassigned.

2. Re-Employment

College of San Mateo

Lia Thomas

Digital Services & Instruction Librarian

Academic Support
& Learning Technologies

Recommend approval of an extension for a temporary academic position (10-month), effective Fall semester 2020 through Spring semester 2021. The position was originally approved on January 8, 2020.

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Deborah Laulusa

Executive Assistant

Office of the Vice President
of Student Services

Reassigned from Program Services Coordinator, Degree Audit (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$62,868 - \$80,220) into this classified assignment (Grade 201C of the Confidential Salary Schedule 50; Salary Range: \$78,936 - \$100,860), effective September 10, 2020, replacing Juan Dennis Tordesillas who was reassigned.

Manuel Delgado Soler

Counselor

Counseling

Reassigned from Financial Aid Technician (Grade 26A of the Classified Salary Schedule 60; Salary Range: \$61,968 - \$79,188) into this temporary full-time academic employment, effective September 1, 2020 through Spring 2021.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. CHANGES IN STAFF ALLOCATION

None

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

College of San Mateo

David Danielson Professor Social Science/Creative Arts

Retired as Professor Emeritus, effective May 22, 2020 with 30 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

Cañada College

Melissa Alforja TRIO SSS Counselor/Coordinator Student Services

Resignation effective August 28, 2020 with 7 years of District Service.

College of San Mateo

Rupinder Kaur Instructor, Nursing Math/Science Division

Resignation effective July 20, 2020 with 4 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 – Education & Human Development	2	09/24/2020	12/19/2020	Professional Expert: Practicum Mentor – Early Childhood Education (ECE): Facilitate a Community of Practice (CoP) each week. Practicum Mentors 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.

College of San Mateo	Kinesiology / Athletics / Dance	1	09/14/2020	06/01/2021	<p>Professional Expert: Academic Coach: Math in the End Zone is a new Learning Community dedicated to football playing student athletes. The Academic Coach will instill specific coaching methodologies into a class with the goal that students will be more engaged. The coaching methodologies include strategies such as developing friendly competition in the classroom, goal setting, teamwork, case loading, commitment to completing, dedication, accountability, perseverance, and resiliency to overcome setbacks.</p>
Skyline College	BEPP / ECE	2	09/24/2020	12/18/2020	<p>Professional Expert: Practicum Mentor - Early Childhood Education (ECE): Facilitate a Community of Practice (CoP) each week. Practicum Mentors 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.</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	DRC / Alternate Media Office	1	09/14/2020	12/31/2020	<p>Office Assistant II: This position will support the Alt Media staff by performing the following duties; assist with project schedules and workflows; assist with daily inquiries from students and instructors; assist with maintaining office supplies and inventory records of Alt Media equipment that is loaned out to students</p>
Skyline College	Kinesiology, Athletics, Dance	24	09/10/2020	06/30/2021	<p>Assistant Coach: <i>Previously Requested Position</i> These positions are needed to provide the support necessary to head coach for all Skyline College</p>

					athletic programs. Duties include but are not limited to; assist with game-day preparation and follow-up, plan / supervise instruction / student-athletes, drive vans, resolve student-athlete issues, aid in the recruitment, retention and matriculation process, facilitate fundraising efforts, program promotion, and community outreach, compile and submit statistics, scout opponents and film games/practices. This request is meant to supersede the board approved request (Board Report 20-6-1A; June 10, 2020) in light of the Coronavirus Pandemic and impact on the CCCAA competitive schedule.
Skyline College	Student Equity & Support Programs/ EOPS	1	08/20/2020	12/31/2020	Instructional Aide II: <i>Previously Requested Position</i> This position will be tutoring Math, Business, Accounting and Science, up to 20 hours per week for EOPS students.