BOARD REPORT NO. 21-09-01A

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. <u>ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT</u>

District Office

Chancellor's Office

New temporary full-time, 12-month classified supervisory employment (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,240 - \$171,324), effective September 10, 2021 through June 30, 2022. This position was previously Board approved on July 28, 2021.

Skyline College

Joseph Morello Jr. Vice President of Administrative Services Administrative Services

Reassigned from Dean of Kinesiology/Dance/Athletics (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580) into this administrative assignment (Grade AB of the same Salary Schedule; Salary Range: \$180,804 - \$232,260), effective October 1, 2021, replacing Eloisa Briones who will be retiring.

B. <u>PUBLIC EMPLOYMENT</u>

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

College of San Mateo

Mondana Bathai

Staff Assistant

Student Life/SparkPoint/Promise

New full-time, 12-month classified employment (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$59,112 - \$75,552), effective September 13, 2021. This position was previously Board approved on March 25, 2020.

Jessica Tohmc

Instructor, Nursing

Math and Science

Correction: At its meeting on August 25, 2021, the Board approved Jessica Tohme's new Contract II status academic employment, effective August 16, 2021. A correction is being made to this item. Jessica Tohme's academic employment should reflect Contract I status. Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

Kurt Scholler*

Director of Community Fitness

2. Re-Employment

C. <u>REASSIGNMENT THROUGH THE HIRING PROCESS</u>

None

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. <u>NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT</u>

None

F. <u>CHANGES IN STAFF ALLOCATION</u>

None

G. <u>PHASE-IN RETIREMENT</u>

None

G. <u>LEAVE OF ABSENCE</u>

None

H. <u>PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION</u>

1. Retirement

District Office

Luis HernandezMaintenance EngineerFacilities

Retirement effective August 31, 2021, with 32.5 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

Cañada College

Graciano Mendoza Vice President of Administrative Services Administrative Services

Correction: At its meeting on August 25, 2021, the Board approved Graciano Mendoza's resignation effective September 12, 2021, with 1.5 years of District service. A correction is being made to this item. Graciano Mendoza's years of District service is 2.5 years. Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

College of San Mateo

Julian Billot	Athletic Equipment Manager	Kinesiology/Athletics/Dance					
Resignation effective August 31, 2021, with 2 years of District service.							
<u>Skyline College</u>							
Kristina Brower	Program Services Coordinator	Business, Education and Professional Programs					
Resignation effective August 27, 2021, with 22.5 years of District service.							
Patricia Mendoza	Financial Aid Technician	Enrollment Services					
Resignation effective September 3, 2021, with 13 years of District service.							

I. <u>ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS</u>

J. <u>PROFESSIONAL EXPERT/CONTRACT POSITIONS</u>

Location	Division / Department	No. of Pos.	Start and End Date		Services to be performed
Cañada College	Business, Design and Workforce	1	09/10/2021	12/31/2021	Professional Expert: Consultant (Non-Instructional) This position's scope of work will encompass speaking to small businesses for a speaker series and leading the design for new curriculum. Requesting Manager/Administrator: Tammy Robinson
College of San Mateo	Kinesiology /Athletics / Dance	1	09/23/2021	06/01/2022	Professional Expert: Academic Coach – Math in the End Zone is a new Learning Community dedicated to football playing student athletes. The goal is to emulate the success of Writing in the End Zone. The Academic Coach will instill specific coaching methodologies into the math class with the goal that students will be more engaged in math. The coaching methodologies include strategies such as developing friendly competition in the classroom, goal setting, teamwork, case loading, commitment to completing, dedication, accountability, perseverance, resiliency to overcome setbacks, etc. Requesting Manager/Administrator: Andreas Wolf

K. <u>SHORT-TERM, NON-CONTINUING POSITIONS</u>

Location	Division / Department	No. of	Start and End Date		Services to be performed
		Pos.			
Cañada College	Humanities / Drama and Civic Center – General Administration	6	09/10/2021	12/31/2021	Theatre Production Technicians: <i>Previously Requested Position</i> This position is to assist with construction and implementing theatrical sets, lighting, sound, and other operational aspects of theatre events and rentals held by non- Cañada clients (outside usage). This request will also cover the Humanities and Social Sciences division. This will also cover any Theatre technician work on outside events/rentals. Requesting Manager/Administrator: James Carranza
District Office	International Education	1	09/10/2021	12/31/2021	Staff Assistant: This position will assist in processing GOL cohort and SVIEP applications, manual data entry of student data in both Salesforce and Banner; assist in compiling the information used for marketing flyers, course information packets, and answer student inquiries; issue and send admission documents to admitted students; and assist in the completion of forms and performs office duties for the GOL cohort program and SVIEP. Requesting Administrator/Manager: Jing Luan