

BOARD REPORT NO. 20-9-3A

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)

Cañada College

Wissem Bennani	Interim Dean of Enrollment Services & Support Programs	Enrollment Services
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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 interim administrator assignment (Grade AD of the Management Salary Schedule 20; Salary Range: \$162,108 - \$205,980), effective October 5, 2020.

B. PUBLIC EMPLOYMENT

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

College of San Mateo

Warren Shelby*	Retention Specialist (Promise Scholars Program)	Enrollment Services
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New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$58,536 - \$74,844), effective September 24, 2020, replacing Priscilla Menjivar who was reassigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

District Office

Scott Mansfield

Senior Accounting Coordinator

Administrative Services

Reassigned from Accounting Technician (Grade 24A of the Classified Salary Schedule 60; Salary Range: \$59,124 - \$75,600) into this classified assignment at Grade 31A of the same salary schedule; Salary Range: \$70,044 - \$89,496, effective October 5, 2020, replacing Rebecca Chan who retired.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. CHANGES IN STAFF ALLOCATION

College of San Mateo

1. Recommend a change in staff allocation to add one temporary full-time, 12-month Instructional Technologist at Grade 190S of the Classified Professional-Supervisory Salary Schedule 40; salary range: \$84,840 - \$108,648, in Academic Support and Learning Technologies, effective September 24, 2020 through June 30, 2021.

District Office

2. Recommend creation of a new classification titled, "Director of Basic Needs" at Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (salary range; \$122,688 - \$155,388), effective September 24, 2020. In addition, recommend a change in staff allocation to add one full-time, 12-month Director of Basic Needs position in Auxiliary Services, effective September 24, 2020.

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

Cañada College

Matais Pouncil

Interim Dean of Enrollment Services
& Support Program

Enrollment Services

Resignation effective October 4, 2020.

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>
Cañada College	Business Division/ Fashion Design	2	08/19/2020	06/30/2021	<p>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, perform clerical duties, include email to students, creation of documents, and marketing materials. Greet new and continuing clients, assist in classroom, repair of 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.</p>