

**BOARD REPORT NO. 20-12-1A**

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 Employeee)**

**Cañada College**

**Nicole Kelly\*** Director of Global Trade Business/Workforce Division  
(Funded by Deputy Sector Navigator Grant)

New full-time, 12-month classified supervisory (exempt) employment (Grade 190E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$111,264 - \$140,928), effective December 15, 2020. The position was previously Board approved on March 25, 2020.

**College of San Mateo**

**Francisco Gamez\*** Dean of Business and Technology Business/Technology

New full-time, 12-month administrative employment (Grade AD of the Management Salary Schedule 20; Salary Range: \$162,108 - \$205,980), effective January 1, 2021, replacing Heidi Diamond who will be retiring.

**District Office**

**Cheng Yu Hou\*** Chief Human Resources Officer Human Resources

New full-time, 12-month administrative employment (Grade AA of the Management Salary Schedule 20; Salary Range: \$208,212 - \$258,720), effective January 1, 2021. This is a vacant position.

**Kathleen Harris\*** Foundation Development Director Foundation

New full-time, classified supervisory (exempt) employment (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,240 - \$171,324), effective January 1, 2021, replacing Reginald Duhe who resigned.

**Ray Hernandez** Interim Director of Operations Educational Services & Planning

At its meeting on August 19, 2020, the Board approved postponing Mr. Hernandez's retirement to December 31, 2020 to assist Skyline College with the transition to a new dean and to assist the District with the COVID-19 pandemic. As the District continues to operate in a remote work environment and in distance modality, there is a continued need for Mr. Hernandez's expertise in planning and coordination efforts. Therefore, Mr. Hernandez and the District have agreed to postpone his retirement until June 30, 2021 and assign him, on an interim basis, as the Director of Operations (Grade AE of the Management Salary Schedule 20; Salary Range \$154,140 - \$196,656) to assist the District during the current COVID-19 pandemic.

**B. PUBLIC EMPLOYMENT**

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

**College of San Mateo**

**Hellen Pacheco\*** Computer Information Science Instructor (NP) Business & Technology

New Contract I status academic employment, effective January 14, 2021. This position was previously Board approved on January 8, 2020.

**District Office**

**Salpy Yousef\*** IT Support Technician II ITS

New full-time, 12-month classified employment (Grade 31A of the Classified Salary Schedule 60; Salary Range: \$70,044 - \$89,496), effective January 2, 2021, replacing Charles LaMere who will be retiring.

**Skyline College**

**Raxell Villagracia\*** Automotive Technician Business, Education and Professional Programs

New full-time, 12-month classified employment (Grade 26 of the Classified Salary Schedule 60; Salary Range: \$61,344 - \$78,396), effective January 14, 2021, replacing Donald Ross who resigned.

**2. Re-Employment**

**Cañada College**

**Janette Linares** Counselor - Promise Counseling

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month) for the spring semester 2021. The position was originally approved on November 20, 2019.

**C. REASSIGNMENT THROUGH THE HIRING PROCESS****District Office**

**Yanely Pulido** Director of General Services General Services

Reassigned from a full-time Construction, Procurement, Risk and Contract Manager (Grade 191E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$116,808 - \$147,984) into this full-time administrative assignment at Grade AE of the Management Salary Schedule 20; Salary Range: \$154,140 - \$196,656, effective December 15, 2020, replacing Sue Harrison who retired.

**Jason Wendt** Public Safety Systems Manager Public Safety

Reassigned from a full-time Public Safety Officer (Grade 27 of the Classified Salary Schedule 62; Salary Range: \$67,068 - \$85,560) into this full-time classified supervisory assignment at Grade 200S of the Classified Professional - Supervisory Salary Schedule 40; Salary Range: \$98,004 - \$125,064, effective December 15, 2020. The position was previously Board approved on August 19, 2020.

**Nettie Wong** Compliance Officer Administrative Services

Reassigned from a full-time Payroll Manager (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388) into this full-time classified exempt supervisory assignment at the same salary and the salary schedule, effective February 1, 2021, replacing Stephen Pang who will be retiring.

**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****Cañada College**

**Loretta Rascon** Office Assistant II Counseling

Retirement effective December 30, 2020 with 13 years of District service. Not eligible for District retiree benefits.

**College of San Mateo**

**Tania Beliz** Professor Math & Science

Retiring as Professor Emerita effective December 18, 2020 with 30 years of District service. Eligible for District retiree benefits.

**Melissa Green** Professor Business Technology

Retiring as Professor Emerita effective January 18, 2021 with 20 years of District service. Eligible for District retiree benefits.

**Jane Wong** Executive Assistant Administrative Services

Retirement effective March 12, 2021 with 32.50 years of District service. Eligible for District retiree benefits.

**District Office**

**Khanh Lam** Custodian Facilities

Retirement effective October 8, 2020 with 13.50 years of District service. Not eligible for District retiree benefits.

**Stephen Pang** Compliance Officer Administrative Services

Retirement effective March 31, 2021 with 23 years of District service. Eligible for District retiree benefits.

**Richard Tidd** IT Support Technician II /  
IT Tech Construction Project Specialist ITS

Retirement effective December 30, 2020 with 42 years of District service. Eligible for District retiree benefits.

**2. Post-Retirement**

None

**3. Resignation**

None

**I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS****Cañada College**

**Kiran Malavade** English Humanities

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualification to teach in the English discipline.

**J. PROFESSIONAL EXPERT/CONTRACT POSITIONS**

Cañada College	Workforce Development	8	01/01/2021	06/30/2021	<p><b>Professional Expert: Consultation (Non-Instructional)</b> As a result of COVID-19, consultants will conduct research on new program trends that will elevate the workforce needs retraining/upskilling during the current economic crisis and in compliance with BACCC standards and regional workforce guidelines. Work closely with content developers, media developers, third-party vendors and provide support to the Director of Workforce Development. Cultivate and expand community relationships/partnership to develop and build advisory boards for the college and its faculty.</p>
Cañada College	Workforce Development	1	01/04/2021	06/30/2021	<p><b>Professional Expert: Consultant</b> This position will continue to support the coordination of a brand new program designed to serve formerly incarcerated students at Cañada College. Duties include building relationships with external and internal partners, assisting qualified students through the matriculation process and registering with the program, researching best practices for programs and recommending to administration next steps for long term program viability.</p>
Cañada College	Workforce Development	9	01/01/2021	06/30/2021	<p><b>Professional Expert: Contract Education Instructor (not for credit)</b> Teach Board of Trustees approved not-for-credit courses. The short-term classes have also been approved by BACCC for regional development and community engagement. The courses are designed to provide entry-level workforce development support in order for completers to enter the workforce with upgraded skills sets. These short-term community-based courses will be offered in collaboration with Community, Continuing and Corporate Education and will be offsite or online with COVID-19 still affecting our community.</p>

Skyline College	BEPP/ECE	2	01/14/2021	05/29/2021	<p><b>Professional Expert: Practicum Mentor – Early Childhood Education (ECE):</b> Practicum Mentors 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.</p>
Skyline College	STEM / EMC	10	01/01/2021	06/30/2021	<p><b>Professional Expert: EMT Skills Proctor</b> The Emergency Medical Technician (EMT) course requires the training and testing of manipulative skills for successful completion. The Emergency Medical Care department will need professional experts to come in periodically to assist with this hands-on training and testing. Because these people are active public safety personnel and not always available to participate on scheduled skills days, we would like to build a pool of 10 individuals. In general, there would only be 1 - 3 professional experts scheduled to assist during a skills day, however the skills final requires up to 10 people to proctor the various stations.</p>
Skyline College	Strategic Partnerships & Workforce Development	4	01/01/2021	06/30/2021	<p><b>Professional Expert: Consultant</b> These positions will support the innovative Workforce Development and Job Placement panels, program development, and student engagement activities.</p>
Skyline College	BAEC / BEPP	4	01/01/2021	06/30/2021	<p><b>Professional Expert: Consultant – BAEC (Non-Instructional)</b> These positions will support the BAEC Director. These consultants will assist with programs, workshops, and implement programs and resources for clients at the BAEC and as part of the Small Business Recovery &amp; Assistance Program. Consultants will perform review,</p>

					analysis, and consultation for specific events, projects, and programs requiring specialized knowledge and expertise, including outreach, written and verbal communication and data collection and analysis. This work is to be completed with a high degree of discretion and independent judgement.
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**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 / Enrollment Services	1	01/01/2021 05/01/2021	01/31/2021 05/31/2021	<b>Admissions and Records II:</b> <i>Previously Requested Position</i> Position will provide A & R support in the following areas: - Exchange information with current and prospective students, faculty, staff, other educational institutions, governmental agencies, and the general public regarding student enrollment policies and procedures, confidential and other records, and services, programs and activities - Access and maintain the electronic and online application problem queue - Process grades, positive attendance, and census information - Assists students in the accurate completion of forms and required information
Cañada College	Student Services / TRIO Upward Bound	2	01/11/2021	05/31/2021	<b>Instructional Aide II:</b> <i>Previously Requested Position</i> These positions will provide academic writing, math, and science tutoring to TRIO Upward Bound high school students (low-income, first-generation, and at-risk youth). Instructional Aide II duties include - assisting program staff in the delivery of services and student success workshops, monitoring grades, student supervision, support in applying to scholarships, and record keeping. Work is performed virtually via Sequoia High School and at Cañada College, which includes weekend and evening hours.
Cañada College	VPSS / Alternate Media Office	1	01/04/2021	05/31/2021	<b>Office Assistant II:</b> <i>Previously Requested Position</i>

					<p>This position will support the Alternate Media staff by performing the following duties:</p> <ul style="list-style-type: none"> <li>-Assist with project schedules and workflows</li> <li>-Assist with daily inquiries from students and instructors</li> <li>-Assist with maintaining office supplies and inventory records of Alternate Media equipment that is loaned out to students</li> </ul>
Cañada College	Student Services / Dream Center	1	01/04/2021	06/30/2021	<p><b>Program Services Coordinator:</b> <i>Previously Requested Position</i></p> <p>This position will work to increase support for undocumented, AB540 and DREAMers at Cañada College. This will be accomplished by:</p> <ol style="list-style-type: none"> <li>1.) growing outreach at High Schools and Adult schools,</li> <li>2.) developing timely and relevant trainings and workshops</li> <li>3.) building community by providing a safe space for students to achieve their personal, professional and academic goals and 4.) during COVID19 by connecting students to campus and community resources. <p>This position also coordinates the weekly Free Legal Clinic which helps students navigate thru the current uncertain political climate and also meets the CCCCCO mandate to have a Dream Center Liaison.</p> </li></ol>
College of San Mateo	KCSM / FM	3	01/01/2021	06/30/2021	<p><b>FM Announcers:</b> <i>Previously Requested Position</i></p> <p>These positions will select music, create lists of music scheduled for play; hosts radio programs, produces promotional announcements; operates specialized station equipment.</p>
District Office	General Services	1	01/01/2021	06/30/2021	<p><b>Staff Assistant:</b> <i>Previously Requested Position</i></p> <p>The employee is responsible for reconciling and uploading procurement card documents; assist Supervisor researching surplus value and posting to auction site and monitor results; assist mail clerk in his absence sorting and posting District Office mail; Assist Executive Assistant to Vice Chancellor sorting mail, preparing FedEx/UPS documentation and filing; Organizing</p>

					and filing receipt and surplus of District owned vehicles; Assist Contract Specialist with uploading Certificate of Insurance documents; Scan backup to all purchase orders to WebXtender; Scan all Independent Contractor documentation to WebXtender
Skyline College	BEPP / ECE	2	01/11/2021	05/21/2021	<b>Cosmetology Aide:</b> <i>Previously Requested Position</i> Request for 2 Short-term Temporary Cosmetology Aide positions to provide additional support in classroom and laboratory floor for the hands-on practical operation necessary for students to meet Board of Barbering and Cosmetology practical minimum requirements; providing additional guidance to ensure safe practice during live and model practical
Skyline College	Academic Support & Learning Technologies/ The Learning Center	6	01/01/2021	06/30/2021	<b>Instructional Aide II:</b> <i>Previously Requested Position</i> This request is for six short-term, temporary Instructional Aide II positions. Students are in greater need of tutoring services during the COVID-19 pandemic and these tutors will address this need. Tutors serve as expert tutors in their designated areas, often tutoring higher-level courses. They cover hours throughout the day to ensure that The Learning Center has full tutoring staff for student support. Tutors also assist with day-to-day oversight of the four tutoring labs, including training and upkeep of lab space.
Skyline College	STEM	3	01/01/2021	06/30/2021	<b>Instructional Aide II:</b> <i>Previously Requested Position</i> This request is for three short term, temporary Instructional Aide II positions, who hold this position while finishing their Bachelor's Degrees. From the beginning of STEM Center tutoring services, our Graduate Peer Instructional Leaders provide integral support to our students, and leadership to our Student Assistants. They oversee the different areas of the STEM Center (which include the Fabrication Lab, MESA Center, Discord Server as

					Moderators). They provide mentorship and guidance to Student Assistants looking to grow in their positions. They also provide critical academic support for students taking higher-level STEM courses students typically take in their last semester before transfer.
Skyline College	TRiO Program / SESP	3	01/01/2021	06/30/2021	<b>Instructional Aide II:</b> <i>Previously Requested Position</i> These positions will provide individualized and small group tutorial services to students in specific areas: Math, English, ESOL, Chemistry, Biology, Accounting and Social Science. Request will not exceed 3 IA's.
Skyline College	STEM	1	01/01/2021	06/30/2021	<b>Laboratory Technician:</b> <i>Previously Requested Position</i> This position will provide start up technical support for all simulation operations, including but not limited to integrating, maintaining, and operating the simulation lab equipment. Due to the Covid19 Pandemic, the students' clinical rotations have been cancelled or modified, so, the Simulation Lab have been used to meet the accrediting bodies requirements for clinical hours. The healthcare providers are essential workers, so now more than ever the Simulation Lab Technician is needed to support all the Allied Health Programs.
Skyline College	Equity Institute	1	01/01/2021	04/30/2021	<b>Staff Assistant:</b> <i>Previously Requested Position</i> This position will assist with Equity Institute day to day duties, data entry, composes and prepares correspondence, report narratives, forms, publicity materials from original ideas or with general instruction, agendas and meeting notes, and spreadsheets. This will help with transition while hiring the new Executive Director.

**BOARD REPORT NO. 20-12-2A**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff – 574-6510  
David Feune, Director of Human Resources – 358-6775

**RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN  
THE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)  
AND ITS CHAPTER 33**

Negotiations on a renewed collective bargaining agreement were recently concluded with CSEA, and a Tentative Agreement, effective July 1, 2019 through June 30, 2022, is set to be ratified by the CSEA membership on December 14, 2020. The Tentative Agreement is now submitted to the Board of Trustees for approval.

For the Board's reference, the current agreement (for 2016-2019) is attached and red-lined edits for the new agreement are included after each article/section where there was a change in language.

This new agreement also includes the allocation of total compensation for FY2019-2020 and FY2020-2021 and updates Salary Schedules 60 and 62 for the previously referenced fiscal years. For FY 2019-2020 the salary increase will be 3.43% and for FY 2020-2021 the salary increase will be 5.46%.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept and approve the Tentative Agreement between the District and the California School Employees Association, Chapter 33 and allocate total compensation for FY 2019-2020 and FY 2020-2021 and adopt updated Salary Schedules 60 and 62 accordingly.