

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
(NP = New position, * = New Employee)

Skyline College

Kimberly Davalos Acting Director of Promise Scholars Program Counseling

Reassigned from Counselor (Faculty Salary Schedule 80) into this acting academic supervisory (exempt) assignment (Grade 192E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$122,688 - \$155,388), effective March 24, 2022, replacing Ellen Murray who is on a leave of absence.

B. PUBLIC EMPLOYMENT

College of San Mateo

Christy Wu* Admissions and Records Assistant III Enrollment Services

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective March 24, 2022. This position was previously Board approved on December 15, 2021.

District Office

Kimberly Aviles* Buyer General Services

New full-time, 12-month classified employment (Grade 30 of the Classified Salary Schedule 60; Salary Range: \$73,968 - \$94,392), effective March 24, 2022, replacing Analisa Pineda who was reassigned.

David Johnson* Maintenance Engineer Facilities

New full-time, 12-month classified employment (Grade FF of the Buildings and Grounds Salary Schedule 70; Salary Range: \$73,380 - \$90,096), effective March 24, 2022, replacing Hayward Ofa who was reassigned.

Sean Pounder* Membership Sales Specialist (NP) Community Fitness

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248), effective March 24, 2022. This position was previously Board approved on December 15, 2021.

Pui Wa (Alison) Wan* Senior Programmer I ITS

New full-time, 12-month classified employment (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800), effective March 24, 2022, replacing Aung Linn who was reassigned.

Skyline College

Nicole Banks* Retention Specialist Science, Technology,
HSI/STEM Grant Engineering & Math

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective April 4, 2022, replacing Amber Gougis who was reassigned.

Tricia Mae Cabrera* Financial Aid Assistant Enrollment Services

New full-time, 12-month classified employment (Grade 22A of the Classified Salary Schedule 60; Salary Range: \$61,152 - \$78,468), effective March 24, 2022, replacing Elisabeth Osai who was reassigned.

Rachel Hipps* Admissions and Records Assistant III (NP) Enrollment Services

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective March 24, 2022. This position was previously Board approved on December 15, 2021.

1. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Jonita (Jay) Kumari Admissions and Records Assistant III Enrollment Services

Reassigned from a full-time, 12-month Bookstore Operations Assistant (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$60,552 - \$77,688) into this full-time 12-month classified position (Grade 24 of the same salary schedule; Salary Range: \$63,840 - \$81,636), effective March 24, 2022, replacing Erica Griego who was reassigned.

Skyline College**Sha’Kuana Ona**Program Services Coordinator (NP)
(Promise Scholars Program)

Counseling

Reassigned from a full-time, 12-month Retention Specialist (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) into this full-time 12-month classified position (Grade 27 of the same salary schedule; Salary Range: \$68,580 - \$87,504), effective March 24, 2022. This position was previously Board approved on December 15, 2021.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**Cañada College****Samantha Vargas**Program Services Coordinator
Dual EnrollmentVice President of
Student Services

Transferred from a Program Services Coordinator (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) at College of San Mateo into this full-time 12-month position at Cañada College at the same grade level of the same salary schedule, effective April 4, 2022. This position was previously Board approved on December 15, 2021.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT**Cañada College****Damany Fisher**

Director of Special Projects

Business, Design and Workforce

Per Administrative Procedure 5.01.1, a non-represented employee assigned additional duties that are impacting several areas in the college and/or the District Office shall receive an additional responsibilities pay equal to 10% of the employee’s base salary. Recommend the approval of additional responsibilities pay in the amount of \$1,074.90 per month, effective October 1, 2021 through March 30, 2022.

Nicole Kelly

Director of Global Trade

Business, Design and Workforce

Per Administrative Procedure 5.01.1, a non-represented employee assigned additional duties that are impacting collegewide or Districtwide responsibilities shall receive an additional responsibilities pay equal to 15% of the employee’s base salary. Recommend the approval of additional responsibilities pay in the amount of \$1,565.25 per month, effective October 1, 2021 through March 30, 2022.

District Office**Peter Fitzsimmons**

District Budget Officer

Business Services

Per Administrative Procedure 5.01.1, a non-represented employee assigned additional duties that are impacting several areas in the college and/or the District Office shall receive an additional responsibilities pay equal to 10% of

the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$1,652.60 per month, effective January 1, 2021 through September 30, 2021.

Nicole Wang

Controller

Business Services

Per Administrative Procedure 5.01.1, a non-represented employee assigned additional duties that are impacting several areas in the college and/or the District Office shall receive an additional responsibilities pay equal to 10% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$1,557.90 per month, effective January 1, 2021 through September 30, 2021.

Nettie Wong

Payroll Manager/ Compliance Officer

Business Services

Per Administrative Procedure 5.01.1, a non-represented employee assigned additional duties that are impacting several areas in the college and/or the District Office shall receive an additional responsibilities pay equal to 10% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$1,294.90 per month, effective September 30, 2021 through December 31, 2021.

Jessica Esclamado

Human Resources Representative

Human Resources

Per Administrative Procedure 5.01.1, a non-represented employee assigned additional duties that are limited/project based shall receive an additional responsibilities pay equal to 5% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$398.40 per month, effective October 1, 2021 through December 31, 2021.

F. CHANGES IN STAFF ALLOCATION

College of San Mateo

1. Recommend a change in staff allocation to add one Chemistry Instructor position (Faculty Salary Schedule 80) in the Math/Science Division, effective March 24, 2022. (*Justification attachment #01*)
2. Recommend a change in staff allocation to add one Psychology Instructor position (Faculty Salary Schedule 80) in the Creative Arts/Social Science Division, effective March 24, 2022. (*Justification attachment #02*)
3. Recommend a change in staff allocation to add one full-time, 12-month Retention Specialist position (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) in the Counseling Division, effective March 24, 2022. (*Justification attachment #03*)

Skyline College

4. Recommend a change in staff allocation to add one part-time (48%), 10-month Cosmetology Aide position (Grade 26 of the Classified Salary Schedule 60; Salary Range: \$26,764.80 - \$34,204.80) in the Business, Education and Professional Programs Division, effective March 24, 2022. (*Justification attachment #04*)

G. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

Skyline College

Sarina O’Gilvie

Office Assistant II

Business, Education
& Professional Programs

Recommend approval of a medical leave of absence without pay with benefits, effective April 1, 2022 through September 30, 2022.

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

College of San Mateo

Laura Demsetz

Professor

Math & Science

Retiring as Professor Emerita effective June 30, 2022, with 23 years of District service. Eligible for District retiree benefits.

Melvin Hom

Professor

Math & Science

Retiring as Professor Emeritus effective June 30, 2022, with 31 years of District service. Eligible for District retiree benefits.

District Office

Jing Luan

Provost for International Education

Chancellor’s Office

Retiring as Provost for International Education Emeritus effective April 19, 2022, with 16 years of District service. Not eligible for District retiree benefits.

Skyline College

Linda Whitten

Professor

Business, Education and
Professional Programs

Retiring as Professor Emerita effective May 31, 2022, with 25.5 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

District Office

Tibor Andrejka Utility Engineer Facilities

Resignation effective May 10, 2022, with 10 years of District service.

Jonathan Bissell Executive Director of Community Continuing and Corporate Education Auxiliary Services

Resignation effective March 25, 2022, with 7 years of District service.

Steven Yee Systems Administrator ITS

Resignation effective March 8, 2022, with 2.5 years of District service.

Skyline College

Jenny Le Counselor – STEM Counseling

Resignation effective February 28, 2022, with 2.5 years of District service.

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	Student Services / SparkPoint	1	04/01/2022	06/30/2022	Office Assistant II: The Office Assistant will support the SparkPoint Coordinator with CalFresh enrollments for the Cañada College community, the Cañada College Food Pantry, and Cañada College Food Distribution. This position would also inquire-about enrollments, provide general information, and refer students to SparkPoint Coordinators for the new Fresh Success program efforts on campus that are

					designed to connect CalFresh students to education and training opportunities. (CalFresh, known as the Supplemental Nutrition Assistance Program (SNAP), provides monthly food benefits to individuals and families with low-income and provides economic benefits to communities.) Requesting Manager: Wissem Bennani
District Office	Human Resources	1	03/24/2022	06/30/2022	Human Resources Representative: This position will support the Human Resources Office with the following projects; non-bargaining unit generic job description cleanup; update adjunct pool postings; finalize adjunct instructional faculty placements and notifications. Requesting Manager: David Feune