

BOARD REPORT NO. 21-10-01A

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. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT

College of San Mateo

Ji Yuon Chung Acting College Business Officer Administrative Services

Reassigned from Business Operations Analyst (Grade 195S of the Classified Professional-Supervisory Salary Schedule 40; Salary Range: \$93,588 - \$119,520) into this acting classified exempt supervisory role (Grade 192E of Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$122,688 - \$155,388), effective October 14, 2021, replacing Ludmila Prisecar who is reassigned.

District Office

Ana Pulido* Interim Director of Public Affairs Chancellor's Office

New interim classified supervisory (exempt) employment (Grade 195E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$149,112- \$188,856), effective November 1, 2021, replacing Richard Rojo.

B. PUBLIC EMPLOYMENT

District Office

Aira Hipolito* Program Services Coordinator – Degree Audit Educational Services and Planning

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective October 25, 2021, replacing Deborah Laulusa who was reassigned.

Skyline College**Kaung Naing***Office Assistant II
(Assessment/Counseling)

Counseling

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248), effective October 14, 2021, replacing Ursula Racca who resigned.

Tammy Wong*

Program Services Coordinator – STEM

Science/Math/Technology

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective October 14, 2021, replacing Alyssa Wong-Conway who resigned.

1. Re-Employment**C. REASSIGNMENT THROUGH THE HIRING PROCESS**

None

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**College of San Mateo****Jose Cartagena**

Office Assistant II

Counseling

Transferred from a part-time (48%) Office Assistant II (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248) at Skyline College into this full-time 12-month position at College of San Mateo at the same grade of the same salary schedule, effective October 18, 2021, replacing Maira Delgado Laurens who resigned.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT**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 October 1, 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 impacting several areas in the college and/or the District Office 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 full-time, 12-month Staff Assistant position (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$59,112 - \$75,552) in the Community Relations & Marketing/President's Office, effective October 14, 2021.

Skyline College

2. Recommend creation of a new classification titled, "Zero Textbook Cost Coordinator" at Grade 27 of the Classified Salary Schedule 60 (salary range: \$68,580 - \$87,504), effective October 14, 2021. In addition, recommend a change in staff allocation to add one full-time, 12-month Zero Textbook Cost Coordinator position in Academic Support and Learning Technologies, effective October 14, 2021.

G. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement**

None

2. Post-Retirement

None

3. Resignation

College of San Mateo

Jessica Damian Program Services Coordinator (HSI STEM) Math and Science

Resignation effective September 30, 2021, with 3 years of District service.

Mary Vogt Administrative Assistant Planning, Research, Innovation and Effectiveness

Resignation effective October 8, 2021, with 6 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	Financial Aid	1	10/14/2021	03/31/2022	Consultant (Non-Instructional): Duties include: 1) Creating a comprehensive Financial Aid online manual for all the processes that are done in Banner, review technical processes for Inefficiencies and work with staff and Director to streamline processes. 2) Banner/Financial Aid expert will review our current processes and look for ways to automate and move the FA processes online. This will provide the FA staff with online access to training manuals and support them during offsite work. Requesting Manager: Wissem Bennani

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>
District Office	Chancellor’s Office	3	10/14/2021	04/30/2022	Program Specialist: Three positions are needed (one stationed at each campus) to conduct and support the student vaccination attestation and onsite

					<p>unvaccinated COVID-19 testing procedures and protocols. Individuals will hold knowledge and applicable skills in the medical field to demonstrate comfort and proficiency with technology application platforms. Duties will include navigation, review and follow up of submitted student attestation information; communication with students and college personnel regarding various vaccination attestation elements. Requesting Manager: Ray Hernandez</p>
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