

BOARD REPORT NO. 20-1-5A

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: David Feune, Director, Human Resources, 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

Ariackna Soler Director of Financial Aid Services Financial Aid Services

New classified supervisory (exempt) employment effective February 18, 2020, replacing Margie Carrington who will be retiring.

Skyline College

Elayne Rodriguez* Director of Respiratory Care Science/Math/Technology
& Allied Health

New academic supervisory employment effective January 23, 2020, replacing Gretchen Keys who resigned.

B. PUBLIC EMPLOYMENT

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

Skyline College

Jazzi Milton* Office Assistant II Language Arts

New full-time, 12-month classified employment, effective January 23, 2020, replacing Sindy Soto who resigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

None

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**Skyline College****Chris Woo**

Program Services Coordinator (NP)

Social Sciences &
Creative Arts

Transferred from a full-time, 12-month Program Services Coordinator at College of San Mateo into this full-time, 12-month position, effective January 27, 2020. This position was previously Board approved on December 09, 2019.

Mayra Lopez-Thibodeaux

Instructional Aide II – STEM

Science/ Math/ Technology

Transferred from a part-time (48%), 12-month Instructional Aide II (Grade 22 of Classified Salary Schedule 60) into this full-time, 12-month position at the same grade and salary schedule, effective February 3, 2020, replacing Bryan Swartout who reassigned.

E. CHANGES IN STAFF ALLOCATION**District Office**

1. Recommend creation of a new classification titled, “Emergency Management Coordinator” at Grade 30A of the Classified Salary Schedule (60), effective January 23, 2020. In addition, recommend a change in staff allocation to add one full-time, 12-month Emergency Management Coordinator position in Public Safety, effective January 23, 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****Erika Bojnowski**

Instructional Aide II

Academic Support &
Learning Technologies

Resignation effective January 6, 2020 with 0.5 years of District Service.

District Office**Niyazi Konya**

Senior Maintenance Engineer

Facilities

Resignation effective January 17, 2020 with 3.3 years of District Service.

Laura Ciravolo

Project Manager II (Measure H)

Facilities

Resignation effective January 31, 2020 with 2.1 years of District Service.

Whitney Yee

Public Safety Officer

Public Safety

Resignation effective January 14, 2020 with 0.3 years of District Service.

Skyline College**Rachel Hipps**

Staff Assistant

Student Equity &
Support Programs

Resignation effective January 10, 2020 with 1.6 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	Humanities/Social Science	20	01/23/2020	05/31/2020	Professional Expert: Art Model - Professional Modeling for Art Studio classes at Cañada College for spring 2020 semester. Classes that require models: ART 204, 207 and 213. A maximum of 20 models will be used in Spring 2020.

College of San Mateo	Creative Arts/Social Science	44	01/23/2020	05/31/2020	Professional Expert: Art Model - Professional Modeling for Art Studio classes at College of San Mateo for spring 2020 semester. Classes that require models: ART 208, 209, 215, 216, 206, 230, 207 and 213. A maximum of 44 models will be used in Spring 2020.
District Office	Community, Continuing & Corporate Education	20	01/23/2020	06/30/2020	Professional Expert: Contract Education Instructor (not-for-credit) – Instructor/trainer for not-for-for credit programs that are offered to public or private organizations to promote education/training and economic development for the business community.
Skyline College	Equity Institute	1	02/01/2020	06/30/2020	Professional Expert: Consultant (Non-Instructional) – Develop Academy Guidebook(s) and Academy Activities for the STEM and SS Equity Academics.

K. SHORT-TERM, NON-CONTINUING POSITIONS

The following is a list of requested classified short-term, non-continuing services that require Board approval prior to the employment of temporary individuals to perform these services, pursuant to Assembly Bill 500 and its revisions to Education Code 88003:

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Skyline College	Academic Support & Learning Technologies/ The Learning Center	2	01/23/2020	06/30/2020	Instructional Aide II: Position needed for student support, particularly in course related to AB705 and/or areas of significant need where further knowledge and skills within a subject are necessary to ensuring student success.