

**BOARD REPORT NO. 21-2-1A**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: Cheng Yu Hou, 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)

**District Office**

**Richard Rojo** Interim Director of Public Affairs Office of the Chancellor

Reassigned from Director of Community Relations and Marketing (Grade 194E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$142,008 – 179,868) into this interim classified supervisory assignment (Grade 195E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$149,112 - \$188,856), effective February 25, 2021. This will be a temporary position through June 30, 2022. The position was previously Board approved on January 27, 2021.

**B. PUBLIC EMPLOYMENT**

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

**District Office**

**Hussien Khalil\*** Senior Accounting Technician Administrative Services

New full-time, 12-month classified employment (Grade 28A of the Classified Salary Schedule 60; Salary Range: \$71,004 - \$90,696), effective March 1, 2021, replacing Nelly Manuel who was reassigned.

**James Ferrell\*** Senior Buyer General Services

New full-time, 12-month classified employment (Grade 34 of the Classified Salary Schedule 60; Salary Range: \$81,420 - \$104,124), effective March 8, 2021, replacing Samuel Haun who is retiring.

**Kannan Ramasamy\***

Facilities Systems Manager

Facilities

New full-time, 12-month classified employment (Grade 210S of the Classified Professional-Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800), effective April 1, 2021, replacing Roberto Gutierrez who was reassigned.

**Skyline College****Renee Liang\***

Program Services Coordinator  
(Job Placement Program: Arts, Language,  
& Communication Emphasis) (Funded By Strong Workforce Program)

Strategic Partnership  
& Workforce Development

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective February 25, 2021, replacing Steven Lopez Vasquez who resigned.

**2. Re-Employment**

None

**C. REASSIGNMENT THROUGH THE HIRING PROCESS****Skyline College****Martina Center**

Director of Middle College

Language Arts

Reassigned from a full-time Retention Specialist (Middle College) (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 – 81,636) into this full-time academic exempt supervisory assignment at Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,240 - \$171,324, effective February 25, 2021, replacing Raymond Jones who retired.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**

None

**E. CHANGES IN STAFF ALLOCATION****Cañada College**

1. Recommend a change in staff allocation to add one full-time, Ethnic Studies Instructor position (Faculty Salary Schedule 80) in the Humanities Division, effective February 25, 2021.

**F. PHASE-IN RETIREMENT****College of San Mateo****Bruce Maule**

Professor, Business/Technology/Accounting

Business and Technology

Recommend approval of participating in the Phase-In Retirement Program, effective Fall 2021. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

**G. LEAVE OF ABSENCE**

None

**H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**

**1. Retirement**

**Cañada College**

**Martha Chavez** Instructional Aide II Business, Design & Workforce

Retirement effective February 16, 2021 with 20 years of District service. Eligible for District retiree benefits.

**College of San Mateo**

**Ann Theodos** Division Assistant Academic Support and Learning Technologies

Retirement effective March 31, 2021, with 15.5 years of District service. Not eligible for District retiree benefits.

**District Office**

**Samuel Haun** Senior Buyer General Services

Retirement effective May 31, 2021, with 20 years of District service. Eligible for District retiree benefits.

**2. Post-Retirement**

None

**3. Resignation**

None

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

None

**J. PROFESSIONAL EXPERT/CONTRACT POSITIONS**

Cañada College	Science & Technology / STEM	1	03/01/2021	04/30/2021	<b>Professional Expert:</b> <b>Consultant/Non-Instructional:</b> Content creation for 2 days of workshops including development of presentations, workbooks, and assessments. All materials will be designed within the organizations (San Mateo Community College) brand standards including colors,
----------------	-----------------------------	---	------------	------------	---

					logos, fonts, and any other requirements. Fee includes meeting with program team and key stakeholders for information gathering, a review of deliverables and objectives, program research and background, and review of materials prior to presentation. Present the 2- day workshop to NSF Trabajo job shadowing participants.
Cañada College	Business, Design, and Workforce/EHD (ECE)	1	02/28/2021	06/30/2021	<b>Professional Expert: ECE Practicum Mentor:</b> This position 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.
Skyline college	Counseling/ Health & Wellness Services	1	02/25/2021	06/30/2021	<b>Professional Expert: College Physician:</b> Provide a flexible combination of medical leadership and clinical guidance. In conjunction with the Director of Health & Wellness Services, the College Physician shares responsibility for the clinical integrity of Health services.

**K. SHORT-TERM, NON-CONTINUING POSITIONS**

District Office	Bookstore/Auxiliary Services (Cañada location – 2; CSM location – 2; Skyline location - 2)	6	03/01/2021	05/31/2021	<b>Cashier/Clerk:</b> <i>Previously Requested Position</i> These positions will assist Bookstore staff with inventory preparation.
-----------------	--	---	------------	------------	--