

APPROVED BY BOARD OF TRUSTEES

San Mateo County Community College District

October 14, 2020

BOARD REPORT NO. 20-10-1A

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 Employee)

District Office

Daman Grewal* Chief Technology Officer (NP) ITS

New administrative assignment (Grade AA of the Management Salary Schedule 20; Salary Range: \$208,212 - \$258,720), effective November 1, 2020. This position was previously Board approved on March 11, 2020.

B. PUBLIC EMPLOYMENT

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

College of San Mateo

Catherine Braddon-Harkin* Instructor, Nursing Math/Science Division

Correction: At its meeting on September 9, 2020, the Board approved Ms. Braddon-Harkin's new temporary full-time academic employment, effective for the 2020-2021 academic year. A correction is being made to this item. The Office of Human Resources was informed that Ms. Braddon-Harkin declined the temporary, full-time academic employment offer. Therefore, with the adoption of this report, the Board rescinds its approval previously granted for this item.

District Office

Naomi Ichikawa* Senior Accounting Technician Facilities

New full-time, 12-month classified employment (Grade 28A of the Classified Salary Schedule 60; Salary Range: \$65,100 - \$83,148), effective October 19, 2020. This position was previously Board approved on May 14, 2020.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Irma Vasquez Staff Assistant Enrollment Services

Reassigned from part-time (48%) Staff Assistant (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$54,192 - \$69,264) into this full-time classified assignment of the same grade and the same salary schedule, effective October 19, 2020. This position was Board approved on February 26, 2020.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

Cañada College

Sharon Quach Program Services Coordinator Science and Technology
(Funded by the NSF Trabajo Grant)

Transferred from a full-time, 12-month Program Services Coordinator (EOPS/CARE, CalWORKs, and Guardian Scholars Program) (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$62,868 - \$80,220) into this full-time, 12-month position at the same grade and salary schedule, effective October 15, 2020.

E. CHANGES IN STAFF ALLOCATION

District Office

1. Recommend a change in staff allocation to add one full-time, 12-month Program Supervisor for Transcript Evaluation Services (TES) at Grade 180S of the Classified Professional-Supervisory Salary Schedule 40; salary range: \$78,936 - \$100,860, in Educational Services and Planning, effective October 15, 2020.

Skyline College

2. Recommend a change in salary range for the Executive Director of the Equity Institute position from Grade 200E of the Academic-Classified Exempt Supervisory Salary Schedule (35) (Salary Range: \$177,984 - \$225,492) to Grade 197E of the same salary schedule (Salary Range: \$164,376 - \$208,236) in the Equity Institute Division, effective October 15, 2020.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

District Office

Charles Lamere

IT Support Technician II

ITS

Retirement effective December 30, 2020 with 38 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

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	Business, Design and Workforce	1	10/15/2020	06/30/2021	Accounting Analyst – Grant Reporting: This position performs professional accounting work involved in the analysis, maintenance, reporting and auditing of specially-funded accounts, grants and projects. Under direction and supervision, the employee assists senior staff in analyzing and preparing financial statements, reports and records of revenues and expenditures for state and federal grants; assists senior staff in providing accounting advice and direction to specially funded senior account technicians and support staff.
Cañada College	Student Services / Enrollment Services	1	10/15/2020	12/31/2020	Admissions and Records Assistant II: This position assists with answering phone calls, emails,

					planning/indexing and various data input projects.
District Office	ITS	1	10/15/2020	12/31/2020	<p>Staff Assistant: <i>Previously Requested Position</i> This position will assist with additional ITS duties due to the COVID-19 pandemic. Duties include; assist with student technology loan requests; assist the help center, particularly now that the department is assisting our faculty and staff working remotely; and perform other duties as needed.</p>