

August 19, 2021

22-012

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Mark Mitsui, President

STRATEGIC THEMES: This report fits within all themes of the Strategic Plan:

- Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student
- Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem
- Workforce: Respond to community and workforce needs by developing a culture of agility
- Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: Approval of Personnel Actions

RECOMMENDATION: That the Board of Directors approve the following actions:

A. Approval of new hires, new positions and change of position

1. Academic Professional Appointment (Temporary)– Justin Rigamonti
Program Coordinator – Carolyn Moore Writing Residency Program (0.5 FTE)
Academic Affairs

Annual Salary: \$55,875 @ .5FTE Grade: 4 Step: 3
Effective: July 1, 2021 to June 30, 2022
Applicant Flow: Article 3.64 Recruitment

2. Academic Professional Appointment (NonGeneral Fund)– Tuonglinh Sabo
Yes to College Success Coach (Student Resource Specialist)
Student Affairs

Annual Salary: \$52,465 Grade: 3 Step: 3
Effective: July 21, 2021
Applicant Flow:

Gender		Ethnicity	
66	Female	2	American Indian or Alaska Native
36	Male	3	Asian
8	Not Disclosed	7	Black or African American
		13	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		16	Not Disclosed
		12	Two or More Selections
		57	White
		110	Total

3. Academic Professional Appointment– Martha Walters

Clery Act Compliance Specialist
Finance and Administration

Annual Salary: \$59,504
Effective: August 9, 2021

Grade: 5

Step: 3

Applicant Flow:

Gender		Ethnicity	
15	Female	0	American Indian or Alaska Native
7	Male	0	Asian
4	Not Disclosed	2	Black or African American
		3	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		4	Not Disclosed
		3	Two or More Selections
		14	White
		<hr/>	
		26	Total

4. Administrative Appointment (Temporary)– Naomi Butler

Facilities Support Services Manager

Finance and Administration

Annual Salary: \$97,400
Effective: July 26, 2021 to June 30, 2022

Grade: L

Applicant Flow:

Gender		Ethnicity	
4	Female	0	American Indian or Alaska Native
7	Male	1	Asian
1	Not Disclosed	1	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		1	Two or More Selections
		7	White
		<hr/>	
		12	Total

5. Administrative Appointment (Temporary)– Joanna Frazier

Financial Services Manager I

Finance and Administration

Annual Salary: \$81,500
Effective: June 11, 2021 to March 31, 2022

Grade: J

Applicant Flow: Direct Appointment

6. Administrative Appointment– Sunnie Ochoa

Financial Services Manager II

Finance and Administration

Annual Salary: \$72,137
Effective: July 29, 2021

Grade: K

Applicant Flow:

Gender		Ethnicity	
1	Female	0	American Indian or Alaska Native

Applicant Flow:		Ethnicity	
Gender			
23	Female	0	American Indian or Alaska Native
6	Male	2	Asian
2	Not Disclosed	5	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		2	Not Disclosed
		1	Two or More Selections
		20	White
		31	Total

10 Faculty Appointment– Catherine Schweitzer

Instructor, Dental Hygiene

Academic Affairs

Annual Salary: \$61,137

Step: 3

Effective: August 21, 2021

Applicant Flow:

Gender		Ethnicity	
10	Female	0	American Indian or Alaska Native
0	Male	0	Asian
0	Not Disclosed	0	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		0	Two or More Selections
		9	White
		10	Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN THE AUGUST 19, 2021 PERSONNEL REPORT**

Female	8	American Indian/Alaskan Native	0
Male	2	Asian	3
Not Disclosed	0	Black or African American	1
	10	Hispanic/Latino	0
		Native Hawaiian/Pacific Islander	0
		Not Disclosed	1
		Two or More Selections	1
		White	4
			10