

## Monterey Peninsula Community College District

# Governing Board Agenda

October 28, 2015

Consent Agenda Item No. D

Human Resources  
College Area

**Proposal:**

To approve the Classified personnel actions listed in the table below.

**Background:**

Item	Action	Details	Fiscal Implication
a)	Establish New Position and Approve Job Description (attached)	Establish new classification and approve attached job description, Categorical Services Coordinator II, Student Services, effective July 1, 2015.	Included Categorically funded
b)	Reclassify Existing Position	Reclassify Categorical Services Coordinator position assigned to the Veterans' Center, Range 17, 40 hours per week, 12 months per year to Categorical Services Coordinator II, Range 22, 40 hours per week, 12 months per year effective July 1, 2015.	Included Categorically funded
c)	Freeze Position	Freeze Assessment Specialist, Range 14, 40 hours a week, 12 months per year.	NA
d)	Establish New Position	Establish new position of Categorical Services Coordinator, Range 17, 40 hours per week, 12 months per year to replace Assessment Specialist.	Included Categorically funded
e)	Resignation	Resignation of Michael Coyne, Unit Office Manager, Admission & Records, 40 hours per week, 12 months per year, effective at the end of the day, October 30, 2015.	N/A
f)	Employment	Employment of William Guevarra, Custodian, Facilities, 40 hours per week, 12 months per year, effective October 29, 2015.	Included
g)	Employment	Employment of Ferdinand Ramirez, Lead Custodian, Facilities, 40 hours per week, 12 months per year, effective October 29, 2015.	Included

**Budgetary Implications:**

See table.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board approve the following item(s):

- a) Establish new position, and approve attached job description, Categorical Services Coordinator II, Student Services, 40 hours per week, 12 months per year, effective July 1, 2015.
- b) Reclassify Categorical Services Coordinator position assigned to the Veteran's Center, Range 17, 40 hours per week, 12 months per year to Categorical Services Coordinator II, Range 22, 40 hours per week, 12 months per year effective July 1, 2015.
- c) Freeze Assessment Specialist, Range 14, 40 hours a week, 12 months per year.
- d) Establish new position of Categorical Services Coordinator, Range 17, 40 hours per week, 12 months per year replace Assessment Specialist.
- e) Resignation of Michael Coyne, Unit Office Manager, Admission & Records, 40 hours per week, 12 months per year, effective at the end of the day, October 30, 2015.
- f) Employment of William Guevarra, Custodian, Facilities, 40 hours per week, 12 months per year, effective October 30, 2015.
- g) Employment of Ferdinand Ramirez, Lead Custodian, Facilities, 40 hours per week, 12 months per year, effective October 29, 2015.

**Recommended By:**

  
Susan Kitagawa, Associate Dean of Human Resources

**Prepared By:**

  
Susan Kitagawa, Associate Dean of Human Resources

**Agenda Approval:**

  
Dr. Walter Tribley, Superintendent/President