

PERALTA COMMUNITY COLLEGE DISTRICT
Office of Human Resources & Employee Relations

Memorandum

Date: February 7, 2013

To: Chancellor José M. Ortiz
Board of Trustees

From: Trudy Largent *TL*
Vice Chancellor, Human Resources & Employee Relations

Subject: **Recommendation for Board Approval of an Exception to Salary Step Placement for Faculty .**

The Office of Human Resources and Employee Relations provides the following background information and supporting documentation for the Board's consideration of the District's request for a salary placement exception for Sheila Lau, Articulation Counselor, College of Alameda:

Background

Ms. Lau, a former tenure track faculty member with the District, resigned her position as Counselor, Articulation Officer, in September 2011 after two years of service, to accept a position with San Mateo Community College District. Due to the fact that Ms. Lau had not attained tenure prior to her separation from the District, for the purpose of initial salary placement, Ms. Lau is considered to be a new hire.

Pursuant to the collective bargaining agreement, the maximum initial salary placement for new faculty is at Step 10 (\$62,533 annually) of the Faculty Salary Schedule. The collective bargaining agreement provides for a process in which the College can request an exception to the maximum salary placement beyond Step 10. The process includes approval by the Chancellor, but pursuant to the collective bargaining agreement, final authority rests with the Board.

Verification by the Office of Human Resources Regarding Column C Placement

Determination of column placement on the full-time Faculty Salary Schedule evaluated in accordance with Appendix A7 of the PFT contract, provides the "possession of a Master's degree from an approved college or university with 60 units completed after the Bachelor's degree." In evaluating Ms. Lau's college transcripts, it was verified that she earned a Master's degree in Counseling Psychology from the University of San

Francisco, and has completed more than 60 units after her Bachelor's degree. The Master's degree and college units support column placement at Step C.

Verification of Placement at Step 13, which is above the Maximum Salary

Ms. Lau's faculty assignment at College of Alameda is in the Counseling discipline with a focus on Articulation. The PFT contract allows for "credit for full-time, non-teaching experience" when "it has been recognized as related to the teaching assignment." Ms. Lau's most recent experience has been at San Mateo Community College District (SMCCD) as Director of Articulation and Orientation. SMCCD provided verification of 1.5 years of experience. Ms. Lau also has two years of experience with our District, where she was employed at College of Alameda as the full-time Articulation Officer.

In addition, the University of California Office of the President (UCOP) provided verification that Ms. Lau has 16 years of service with the California Community Colleges through the annual articulation process, from January 1993 through July 2009.

Based on the following records (enclosed for your review), the Office of Human Resources has verified that Ms. Lau's related work experience supports placement at Column C, Step 13 (\$69,147 annually):

- Memorandum for Record from David Betts, Director of Human Resources, dated February 5, 2013, regarding Sheila Lau
- Email from Dr. Michael Orkin, Interim Vice Chancellor for Educational Services, dated February 1, 2013, regarding support for placement of Ms. Sheila Lau at COA
- Signed statement from Bob Grill, Senate President dated February 1, 2013
- Bob Grill's email to President Jackson dated January 31, 2013 regarding placement of Sheila Lau
- President Jackson's memo to Chancellor Ortiz dated January 30, 2013, regarding salary placement for Sheila Lau, Articulation Officer
- Alexis Montevirgen's memo to Pres. Jackson dated January 28, 2013, regarding recommendation of initial salary placement for Sheila Lau at Step 13, Column C
- Faculty Salary Schedule, Step Placement Procedure
- Verification of employment dated January 17, 2013, for Sheila Lau from David Feune, San Mateo County Community College District
- Verification of employment dated July 7, 2009, for Sheila Lau from Dawn Sheibani, University of California
- Verification of employment dated August 24, 2007, for Sheila Lau from Dawn Sheibani, University of California
- Sheila D. Lau's resume

I would be pleased to respond to any questions you may have.

Enclosures



Peralta Community College District
Office of Human Resources

MEMORANDUM FOR RECORD

Date: February 5, 2013

From: David A. Betts, Director of Human Resources *DB*

Subject: Sheila Lau (Empl ID: 10009178)

Ms. Sheila Lau has been hired as a tenure track counselor at College of Alameda. The college endorsed her request for placement at Step 13 on the salary schedule for regular faculty, which is an exception. Pursuant to the District's Memorandum of Understanding with Peralta Federation of Teachers regarding placement on the faculty salary schedule, the Office of Human Resources has reviewed and verified that Ms. Lau's college credit and years of work experience support placement at Column C, Step 13.

Verification of column placement was done in accordance with Appendix A7 of the PFT contract. After examining transcripts, the Office of Human Resources confirmed that Ms. Lau earned a Master's degree in Counseling Psychology from the University of San Francisco, and has completed more than 60 units after her Bachelor's degree. These conditions support column placement at Step C.

Verification of step placement was done in accordance with Appendix A8 of the PFT contract. Ms. Lau's assignment at College of Alameda places her in the Counseling discipline with a focus on Articulation. The PFT contract allows for "credit for full-time non-teaching experience" when "it has been recognized as related to the teaching assignment." Her most recent experience has been at San Mateo Community College District (SMCCD) as Director of Articulation and Orientation. SMCCD provided verification of 1.5 years of experience (attached). Prior to that, I can verify that Ms. Lau had 2 years of experience working in the Peralta Community College District at College of Alameda as the full-time Articulation Officer. The University of California Office of the President (UCOP) supplied verification (attached) that Ms. Lau provided 16 years of service to the California Community Colleges through the annual articulation process from January 1993 through July 2009. There is one other verification of employment from UCOP (attached) that places her initial employment in that organization in 1990. Unfortunately, there is no verification that she worked in articulation prior to 1993, so we are not able to count those additional three years. Based on the information provided, the Office of Human Resources has verified that the documented related work experience would not only support placement at the Step 13, but would also support placement at Step 19, if so requested.

David Betts

From: Michael Orkin
Sent: Friday, February 01, 2013 9:16 AM
To: David Betts
Cc: Jannett Jackson
Subject: support for placement of Ms Sheila Lau at COA

Hello David,

I support the placement of COA's recent hire of Ms Sheila Lau to the Articulation Office at Column C, step 13, as requested by COA President Jackson.

Mike

Michael Orkin, Ph.D.
Interim Vice Chancellor of Educational Services
Peralta Community College District
333 East 8th St.
Oakland, CA 94606
(510) 466-7308
morkin@peralta.edu

As Academic Senate President at College of Alameda, I have no objections and support the placement and step of: Column C, step 13 for faculty member Sheila D. Lau effective January 16th, 2013.



Bob Grill
Senate President

2/1/13

Jannett Jackson

From: Bob Grill
Sent: Thursday, January 31, 2013 1:04 PM
To: Jannett Jackson
Cc: Bob Grill
Subject: placement of Sheils Lau

As Academic Senate President at College of Alameda, I have no objections and support the placement and step of: Column C, step 13 for faculty member Sheila D. Lau effective January 16th, 2013.

Bob Grill
Senate President



College of
Alameda

Memorandum

Office of the President

TO: Chancellor José Ortiz

DATE: Jan 30, 2013

FROM: Dr. Jannett N. Jackson, President

SUBJECT: Salary Placement for Sheila Lau, Articulation Officer

Attached is the documentation that supports the placement of COA's recent hire to the position of Articulation Office, Ms Sheila Lau. As indicated in the attachments, Ms Lau's placement is supported by the Academic Senate President, her immediate supervisor-Dr Alexis Montevirgen, and is further supported by her over 20 years of performing this job at another community college and at the CSU System Office of the President.

When compared to other Counselors at the College, Sheila has experience comparable, and in some cases exceeds, that of her colleagues who perform less technical job duties. It is truly exceptional to have someone of her experience and demonstrated effectiveness at both the two- and four- year level who can assist our students and help to develop faculty-driven curriculum changes that support student success.

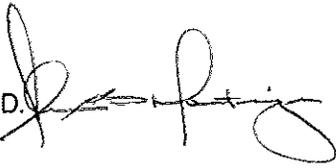
I wholeheartedly endorse her placement at Column C, step 13; and recommend that this be forwarded for approval at the next Board of Trustees Meeting, February 12, 2013.

cc: Dr Mike Orkin, Interim Vice Chancellor, Ed Services



**Office of the
Dean of Enrollment Services**

Memo

To: Jannett Jackson, Ph.D.
From: Alexis S. Montevirgen, Ed.D. 
Date: January 28, 2013
Re: Recommendation of Initial Salary Placement for Sheila Lau at Step 13, Column C

This memo is to recommend that Sheila Lau, rehired as Counselor (Articulation) for the College of Alameda effective Wednesday, January 16, 2013, be placed at the initial salary placement of Step 13, Column C of the PFT salary schedule.

Ms. Lau was previously employed as the Transfer/Articulation counselor at College of Alameda from August 2009 to August 2011.

Immediately prior to Ms. Lau's return to College of Alameda, she had been employed as a permanent, full-time Director of Articulation and Orientation with the San Mateo County Community College District from September 6, 2011 to January 15, 2013 (see attached SMCCCD verification of employment letter).

Ms. Lau also has extensive experience directly related to the responsibilities of her current assignment while working with the University of California Office of the President for over twenty years (see attached resume/vita).

Currently, there are only two senior members of the general counseling faculty at College of Alameda. Ms. Trulie Thompson, who is currently at Step 18 and Ms. Maha Elaidy who is currently at Step 19. The other new hire in the general counseling faculty area is Ms. Vivian Virkkila, who will be filling the Counselor (Transfer) position at an initial placement of Step 7.

Given Ms. Lau's extensive experience in articulation, I fully support her initial salary placement at Step 13, Column C of the PFT salary schedule.

attachments: - SMCCCD verification of employment letter
- S.Lau resume/vita

FACULTY SALARY SCHEDULE
STEP PLACEMENT PROCEDURE

Step placement shall be as follows:*

Step 1 – No experience	Step 14 – 13 years experience
Step 2 – 1 year experience	Step 15 – 14 years experience
Step 3 – 2 years experience	Step 16 – 15 years experience
Step 4 – 3 years experience	Step 17 – 16 years experience
Step 5 – 4 years experience	Step 18 – 17 years experience
Step 6 – 5 years experience	Step 19 – 18 years experience
Step 7 – 6 years experience	Step 20 – 19 years experience
Step 8 – 7 years experience	Step 21 – 20 years experience
Step 9 – 8 years experience	Step 22 – 21 years experience
Step 10 – 9 years experience	Step 23 – 22 years experience
Step 11 – 10 years experience	Step 24 – 23 years experience
Step 12 – 11 years experience	Step 25 – 24 years experience
Step 13 – 12 years experience	

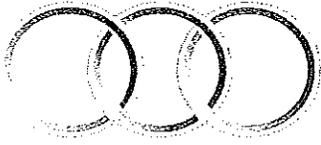
*Effective January 1, 2007, all new full-time, tenure track faculty shall be hired at Step 7 at a minimum. Effective Fall 2007, all faculty who move to Step 8 will be moved an additional step to Step 9, for 2007-08, all new faculty hires will be placed on Steps 7 through 9, wherever they qualify. Effective Fall 2008, all new faculty hires will be placed between Steps 7 through 10, wherever they qualify.

1. Teaching

For contract and regular faculty members, prior full-time teaching may be credited on a year-for-year basis up to a maximum of eight (8) years. For part-time, temporary faculty members, prior full-time teaching may be credited on a year for year basis up to a maximum of six (6) years. (Full-time teaching or supervision for at least 16 weeks and less than 30 weeks in any one school year is counted as one-half year; 30 weeks or more is counted as one year of experience). Part-time teaching experience may be credited on the percentage it bears to full-time requirement as it was performed. Overlapping part-time experience may be totaled only to a maximum of one week for one week.

2. Practical Experience

Credit for full-time non-teaching experience may be allowed when it has been recognized as related to the teaching assignment. Part-time experience may be credited on the percentage it bears to full-time requirement as it was performed. Overlapping experience may be totaled only to a maximum of one week for one week.



Cañada College, Redwood City
College of San Mateo, San Mateo
Skyline College, San Bruno

SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Human Resources

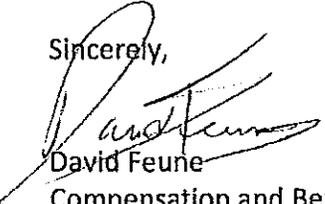
January 17, 2013

To Whom It May Concern:

Sheila Lau was employed at San Mateo County Community College District from September 6, 2011 to January 15, 2013 as Director of Articulation and Orientation.

Should you have any questions, please contact me at (650) 358-6775 or feune@smccd.edu

Sincerely,



David Feune

Compensation and Benefits Manager
Human Resources

UNIVERSITY OF CALIFORNIA

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

OFFICE OF THE ASSOCIATE VICE PRESIDENT --
STUDENT ACADEMIC SERVICES

OFFICE OF THE PRESIDENT
1111 Franklin Street, 9th Floor
Oakland, California 94607-5200

July 7, 2009

Human Resources
Peralta Community College District
333 East 8th Street
Oakland, CA 94606

To Whom It May Concern:

I am writing this letter to verify employment for Sheila Lau at the University of California, Office of the President.

Sheila began working in the California Community College Articulation unit in January 3, 1993. During the past 16 years she provided superior service to the California Community Colleges through the annual articulation process.

If you have any questions related to her service in the area of articulation please contact me at (510) 987-9569.

Sincerely,

A handwritten signature in cursive script that reads "Dawn Sheibani".

Dawn Sheibani

Transfer Admissions/CCC Articulation Coordinator



OFFICE OF THE VICE PRESIDENT – STUDENT AFFAIRS

OFFICE OF THE PRESIDENT
1111 Franklin Street, 9th Floor
Oakland, California 94607-5200

August 24, 2007

To Whom It May Concern:

This will verify that Sheila D. Lau began her employment at the University of California, Office of the President beginning June 1, 1990 and is currently still employed on full-time status. The title of Ms. Lau's position is Articulation Analyst.

Should you have any further questions, you may contact me at (510) 987-9569 or dawn.sheibani@ucop.edu.

Sincerely,

Dawn S. Sheibani, Coordinator
UC Transfer Admissions and CCC Articulation
University of CA Office of the President

Sheila D. Lau

2768 Ashwell Lane * San Ramon * CA 94582 * (510) 367-7018 * slauucop@gmail.com

EXPERIENCED IN THE AREAS OF ARTICULATION, TRANSFER AND COUNSELING

...committed to student success through inspiration, motivation and perseverance

Visionary leader, bridge builder and passionate educator with over two decades of experience in higher education, at the University of California, Office of the President and most recently at Cañada College. Background includes a Master's Degree in Counseling Psychology with an emphasis in Marriage and Family Therapy.

SUMMARY OF QUALIFICATIONS

Appreciation of and sensitivity to the concerns of community college students as a diverse population with a strong desire to assist these students in their personal, professional and educational pursuits

Knowledgeable and experienced in the transfer process from community college to the University; with an in depth understanding of the regulations, policies and programs relating to transfer articulation

Strong communication skills, with a diplomatic style, in collaborating with articulation officers, counseling and instructional faculty on all areas including curriculum development, community college transfer and articulation

Established excellent relationships with intersegmental constituents in the areas of transfer and articulation statewide

Proficient in using: CurricUnet, MS Office and database software such as ASSIST, OSCAR, SARS, Peoplesoft, and Legacy

Trilingual – Cantonese, Toishan and English

Areas of Specialized Knowledge

University of California Transfer Course Agreements (UC TCA)

Intersegmental General Education Transfer Curriculum (IGETC)

California State University General Education Breadth (CSU GE Breadth)

CSU Associate Degrees for Transfer (SB1440 and C-ID)

Highlighted Achievements

Cañada College – Contributed toward the development of policy and criteria for local general education breadth pattern requirements at Cañada College. Developed and presented workshop to educate all campus faculty, staff and administrators on the topic of articulation. Significantly increased articulation for major preparation at UC/CSU for the Engineering majors under the CalStep program. Contributed in the creation and development of districtwide transcript evaluation system using DegreeWorks and Banner. Created student handbook/planner as a student success tool for new students at orientation and managed the development and implementation of an online orientation.

College of Alameda - First in the Peralta District to develop and Chair a "Transfer Advisory Committee" to plan transfer related activities for the college. Developed and implemented "Don't Cancel that Class" to institutionalize orientation type workshops in the classrooms when instructors have a planned absence. Contributed to the development of the "Violence Prevention" certification program on campus. Mentored student from the APASS Learning

Community to help boost their confidence and encourage student success by committing to weekly meetings and providing resources.

University of CA Office of the President – Streamlined the annual TCA (Transfer Course Agreement) process by developing and implementing an electronic submission process utilized by 112 California Community Colleges each year. In collaboration with the CSU systemwide office, contributed to the development of "Guiding Notes for Reviewers"; a reference manual to help those in the areas of curriculum development, transfer and articulation to better understand the policies that govern general education breadth pattern requirements.

Transfer and Articulation Experience

Cañada College 2011 - present

Manage the articulation and orientation programs; responsible for conducting the college's articulation efforts with high schools and four-year institutions (in-state/out-of-state) to achieve general education, course-to-course and major preparation articulation as well as participation in efforts and initiatives associated with articulation including, but not limited to CIAC, ASSIST, C-ID, AA-T/AS-T transfer degrees and IGETC. Serve as an advocate for transfer students, and through the articulation process, facilitate a smooth transition for their transfer experience while working closely with counseling faculty. Act as a primary resource for students, faculty, and staff on transfer, curriculum, and articulation matters. Serve as a liaison between college faculty and articulating institutions. Also oversee the new student orientation program to prepare students for successful enrollment and matriculation; collaborate with other departments to provide ensure appropriate orientation services are available to all new student populations. Serve on the following campus committees:

- Curriculum Committee
- Technical Review Committee
- Cañada College Honor's Program
- Transfer Advisory Committee
- CalStep Planning Committee
- Instructional Planning Committee
- Counseling Division and College Planning Council
- Student Handbook/Planner Advisory Committee (Chair)
- Orientation Planning Team/Implementation Committee (Chair)

College of Alameda 2008 - 2011

Oversee the transfer and articulation programs; responsible for the articulation of curriculum, initiate faculty-approved transfer and articulation agreements applicable to the University baccalaureate degree and general education requirements at UC, CSU and in/out-of-state private/independent colleges/universities. Manage and update articulation data and disseminate current information, agreements and policies to campuses, faculty, staff and students. Serve as a liaison between campus faculty and articulating institutions; facilitate in the development of new curriculum, serve as primary resource for students, faculty, and staff on all matters related to transfer and articulation. Facilitate campus participation in intersegmental transfer programs and paths including: C-ID, SB1440, CSU GE Breadth, IGETC, UC TCA, Concurrent Enrollment Program, UC Berkeley TAP (Transfer Alliance Project) and UC/CSU TAG (Transfer Admission Guarantee). Serve as an advocate for transfer students; coordinate and promote annual "Transfer Day" event and four-year college representative visits to campus. Develop strategies to promote transfer program by providing workshops such as the "UC Personal Statement", "Career Café", and "Transfer Basics". Work closely with instructional and counseling faculty to create a transfer culture within the institution and student body. Collaborate with college and district faculty in the planning, development and implementation of policies, procedures, programs and activities to ensure consistent services and accurate information for students. Serve on the following committees:

- Transfer Advisory Committee (Chair)
- Curriculum Committee (Articulation Officer)
- CIPD (Council on Instruction, Planning and Development) Articulation Officer
- Matriculation Advisory Committee (member)
- Student Services Council (member)
- SSI/BSI (Student Success/Basic Skills Initiative) Committee (member)
- Campus Web Advisory Committee (Student Services representative)
- Catalog Committee (Co-Chair 2009-11 and current member)

University of California, Office of the President 1990 - 2010

Serve as an official University-wide Articulation liaison for UC, CSU and CCC Admission and Articulation staff and faculty, and the public at large by providing general and specific information on policies and regulations governing the acceptance of transfer credit upon admission to the University and general education requirements. Identify and analyze problems and issues relating to articulation policies and procedures while providing solutions. Initiate faculty review of curriculum in order to expand areas/disciplines for articulation between UC and the CCCs. Serve as a University-wide articulation representative at statewide meetings and conferences; present "Articulation 101" workshop for new articulation officers and give presentations on up-to-date UC articulation policies and procedures. Serve as a UC systemwide mentor for new Articulation Officers. Responsible for the accurate reporting of UC articulated courses in the ASSIST database and to the community colleges. Oversee production and finalization of the Transfer Course Agreements (TCAs) ensuring accuracy of data prior to distribution and publishing of the TCAs on Web ASSIST. Establish priorities and implement improvements to the articulation process to ensure timely completion and distribution of the articulation agreements. Prepare various status reports to reflect the progress of the TCAs and produce reports on data discrepancies on a monthly basis. Responsible for the development and execution of Transfer Course Agreement update scheduling and deadlines.

Analyze and evaluate high school course curriculum to determine eligibility for articulation to meet the UC high school A-G subject requirements to ensure that students can participate fully in the first-year program at the University in a wide variety of fields of study.

Counseling and Instructional Experience

College of Alameda 2007- 2011

Adjunct Counselor

Provide general counseling which includes informing students about educational and occupational programs, degree and transfer requirements with primary emphasis on underrepresented, economically, and sociologically disadvantaged populations. Make referrals, as appropriate, to campus and community resources. Assist students in the selection of majors, careers, and general program planning to identify and achieve educational, occupational, and personal goals. Assist students with the decision-making process and exploration of alternatives in regards to college adjustment, personal growth and development, social adjustments and goals. Develop and present college orientation and transfer workshops.

Adjunct Instructor

Instruct new and continuing students on College Success; a course designed to help students become successful by developing an understanding of various learning styles; and identifying and developing critical thinking and problem solving skills that can facilitate adjustment to the college environment. Students will develop effective behavior patterns through self-evaluation related to many relevant areas including motivation and discipline, memory development, time management, resource utilization, and effective student behavior in handling social and personal issues that are common to college students.

Instruct new and continuing students on Preparing for College/University Transfer; a course designed to help students develop an understanding of lower division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid, and scholarship information. Students will complete a variety of activities, including research, view four-year college/university college presentations via online video access as well as virtual campus tours. By the end of this course, students are able to describe the different requirements for transfer to CSU vs. UC, develop a student educational plan (SEP) for transfer and draft a UC Personal Statement. Students are required to write a journal entry to reflect your thoughts and questions about what is learned each week. Methods of instruction include lecture, handouts, discussion, group work, fieldtrip, etc through an interactive approach.

Other Experience

Axis Community Health 2006 - 2008

Marriage Family Therapist Intern

Utilizing an integrative approach, provide marriage and family therapy services to individuals, couples and families. Evaluate, diagnose and treat emotional problems, foster self-awareness and personal growth to help clients achieve more satisfying and productive marriage, family, and social adjustments. Knowledge and usage of the DSM-IV manual to diagnose disorders. Teach weekly parenting classes and workshops to parents in the community.

Provide clinical as well as academic counseling for "at-risk" children using an integrative approach to assist them in achieving success in the areas of social, personal, emotional and academic growth.

Work History/Internship

Cañada College, Redwood City, CA: Director of Articulation & Orientation (2011-present)
College of Alameda, Alameda, CA: Transfer Director/Articulation, (2009-2011); Interim Articulation Officer (2008-2009); Adjunct Counselor (2007-2011)

University of California Office of the President, Oakland, CA: Articulation Analyst (2002-2010); Articulation Specialist (1998-2002); Articulation Assistant (1993-1998); Communication Assistant (1991-1993)

Marriage Family Therapist Intern Axis Community Health, Pleasanton, CA 2006-2008

Education

University of San Francisco San Ramon, CA
Master of Arts in Counseling Psychology with a Marriage and Family Therapy emphasis

California State University, Hayward Hayward, CA
Bachelor of Arts in Psychology