

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY): NO  
YES \_\_\_\_\_ No \_\_\_\_\_

COMMENTS: N/A

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR):

VICE CHANCELLOR LARGENT

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: Trudy Largent Date: 04/20/16  
[Trudy Largent, Vice Chancellor]

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Trudy Largent Date: 04/20/16  
[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

**FINANCE DEPARTMENT REVIEW**

Finance review required  Finance review *not* required

If Finance review is required, determination is:  Approved  Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Ron Little, Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required  Legal review *not* required

If Legal review is required, determination is:  Approved  Not Approved

Signature: \_\_\_\_\_  
General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda

Not Approved, but Place on Agenda

Signature: Jowel c. Laguerre

Date: 04/20/16

Jowel C. Laguerre, Chancellor

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of April 26, 2019**

**ITEM TITLE:** *(Please define the subject; e.g., change order – Berkeley City College)*

Request Board Authorization to approve the initial Salary Placement of Ms. Marion Martin, a Full-time DSPS Counselor, Laney College, at Step 16, Column D, in accordance with the PFT Collective Bargaining Agreement's Salary Exception Process. **Presenter: Vice Chancellor Largent**

**SPECIFIC BOARD ACTION REQUESTED:**

Request Board Authorization to approve the initial salary placement of Ms. Marion Martin at Step 16, Column D.

**ITEM SUMMARY:** *(PLEASE DISCUSS THIS ITEM. IF A VENDOR IS INVOLVED, PLEASE INCLUDE THE COMPANY NAME AS WELL AS THE INDIVIDUAL.)*

The Chancellor recommends approval.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

GENERAL FUNDS

**BACKGROUND/ANALYSIS:**

N/A

**DELIVERABLES AND SCOPE OF WORK:**

N/A

**ANTICIPATED COMPLETION DATE:**

N/A

**ALTERNATIVES/OPTIONS:**

N/A

**EVALUATION AND RECOMMENDED ACTION:**

N/A



# Peralta Community College District

333 East Eighth Street • Oakland, California 94606 • (510) 466-7200

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April 14, 2016

To: Chancellor Laguerre  
Board of Trustees

From: Trudy Largent, <sup>TL</sup> Vice Chancellor Human Resources & Employee Relations

Subject: Analysis and Verification of Work Experience Regarding the Request for Salary Placement Exception by Full-time Faculty Member Marion Martin

Pursuant to the Collective Bargaining Agreement, the maximum Initial salary placement for a new faculty is at Step 10 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, the recommendation and approval of the College President, consultation with the College Academic Senate, recommendation and approval by the Vice Chancellor of Educational Services and the Chancellor. Final authority in all cases rest with the Board of Trustees.

In accordance with the Collective Bargaining Agreement, the Office of Human Resources conducts an evaluation and confirmation of prior teaching experience and related practical experience, regarding salary exception placement.

Since 2005, Ms. Martin has been assigned to Laney College in the Disabled Student Program and Services (DSP&S) as Part-time Faculty. In 2013, the District and PFT negotiations a 25 Step Part-time Faculty Schedule. Ms. Martin was appropriately placed at Step 25v of the Part-time Faculty Schedule. Effective fall 2015, Martin was reclassified to tenure track Faculty. Based on the circumstances of this reclassification, Ms. Martin was properly placed at Step 14, Column D of the Full-time Faculty Salary schedule.

Request by Ms. Martin for placement at Step 25 of the Regular Faculty Salary Schedule:

In February 2016, Ms. Martin submitted a request to President Webb for a salary placement exception. Ms. Martin asserts that since she was on Step 25 Column D on the Part-time Schedule, upon becoming tenure track faculty, she should also be placed at Step 25 Column D of the Regular Faculty Salary Schedule.

Although there are 25 Steps for both the Part-time Faculty Salary Schedule and the Regular faculty Salary Schedule, the compensation is not the same. One is based on an hourly basis, whereas the regular faculty schedule is based on a 10 month assignment.

Verification of teaching and related practical experience in support of placement at Step 25 Column D of the Regular Faculty Salary Schedule

The Office of Human Resources & Employee Relation conducted an evaluation and verification of the Ms. Martin's teaching and practical related work experience as provided by Ms. Martin, in support of her request to be placed at Step 25. (See attachment). The verification supports the Chancellor's approval that the appropriate salary placement for Ms. Martin is at Step 16 Column D, based on the following:

- 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. Martin's transcripts, it was verified that Ms. Martin earned a Master's degree in, Social Work In May 2009 from San Francisco State University and has completed 76 units above her Bachelor's degree.
- Ms. Martin has over 27 years of service in DSP &S at Laney College having served in classified support positions and part-time faculty positions. The District in evaluating Ms. Martin's background and experience in support of a salary placement exception recognized, considered, and gave her given credit for 27 years of experience.

I am pleased to answer any questions.

Attachments:

## DSPS Work History of Marion Martin

Date	Job Title	Dept.	Office	Location	Responsibilities
1989	Clerical II	Student Services	Veterans Affairs	COA	Certifying VA Office
1990	Staff Assist/DSPS	Student Services	DSPS	Laney	
1991	Staff Assist/DSPS	Student Services	DSPS	Laney	Duties were not listed
1992	Staff Assist/DSPS	Student Services	DSPS	Laney	Directed students
1993	staff Assist/DSPS	Student Services	DSPS	Laney	Assisted students
1994	Staff Assist/DSPS	Student Services	DSPS	Laney	Liaison to District
1995	Staff Assist/DSPS	Student Services	DSPS	Laney	Assisted with plan
1996	Staff Assist/DSPS	Student Services	DSPS	Laney	Oversaw DSPS bu
1997	Staff Assist/DSPS	Student Services	DSPS	Laney	Prepared and adm
1998	Staff Assist/DSPS	Student Services	DSPS	Laney	Provided referrals
1999	Staff Assist/DSPS	Student Services	DSPS	Laney	Provided guidance
2000	Staff Assist/DSPS	Student Services	DSPS	Laney	
2001	Program Specialist	Student Services	DSPS	Laney	Oversee the DSPS
2002	Program Specialist	Student Services	DSPS	Laney	Served as a liaison
2003	Program Specialist	Student Services	DSPS	Laney	Set up department
2004	Program Specialist	Student Services	DSPS	Laney	Represented DSPS
2005	Program Specialist	Student Services	DSPS	Laney	Recommended ac
	DSPS/General Counselor	Student Services	DSPS	Laney	DSPS Counselor ta
2006	Program Specialist	Student Services	DSPS	Laney	Developed SEPs, p
	DSPS/General Counselor	Student Services	DSPS	Laney	Conducted worksh
2007	Program Specialist	Student Services	DSPS	Laney	prepared and adm
	DSPS/General Counselor	Student Services	DSPS	Laney	Oversaw departm
2008	Program Specialist	Student Services	DSPS	Laney	Completed data, ma
	DSPS/General Counselor	Student Services	DSPS	Laney	Attended commun
2009	Program Specialist	Student Services	DSPS	Laney	provided referrals t
	DSPS/General Counselor	Student Services	DSPS	Laney	Provided professio
2010	Program Specialist	Student Services	DSPS	Laney	maintained confid
	dSPS/General Counselor	Student Services	DSPS	Laney	assisted students v
2011	Program Specialist	Student Services	DSPS	Laney	participated in pro
	DSPSCounselor	Student Services	DSPS	Laney	Performs other rela
2012	DSPS Coordinator/Counselor	Student Services	DSPS	Laney	Coordinator of DS
2013	DSPS Counselor	Student Services	DSPS	Laney	Trained and super
2014	DSPS Counselor	Student Services	DSPS	Laney	Coordinator of DS
2015	DSPS Counselor	Student Services	DSPS	Laney	Excuted budgets, c
2016	DSPS Counselor	Student Services	DSPS	Laney	Provided online co
					Provide general co
					Participate in Colle
					Prescribe accomod
					Participate in prof
					performs other rel





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1996	Staff Assist/DSPS	Student Services	DSPS	Laney	Oversaw DSPS budget
1997	Staff Assist/DSPS	Student Services	DSPS	Laney	Prepared and administered
1998	Staff Assist/DSPS	Student Services	DSPS	Laney	Provided referrals
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2006	Program Specialist	Student Services	DSPS	Laney	Developed SEPs, plans
	DSPS/General Counselor	Student Services	DSPS	Laney	Conducted workshops
2007	Program Specialist	Student Services	DSPS	Laney	prepared and administered
	DSPS/General Counselor	Student Services	DSPS	Laney	Oversaw department
2008	Program Specialist	Student Services	DSPS	Laney	Compiled data, managed
	DSPS/General Counselor	Student Services	DSPS	Laney	Attended community
2009	Program Specialist	Student Services	DSPS	Laney	provided referrals to
	DSPS/General Counselor	Student Services	DSPS	Laney	Provided professional
2010	Program Specialist	Student Services	DSPS	Laney	maintained confidential
	DSPS/General Counselor	Student Services	DSPS	Laney	assisted students with
2011	Program Specialist	Student Services	DSPS	Laney	participated in program
	DSPS Counselor	Student Services	DSPS	Laney	Performs other related
2012	DSPS Coordinator/Counselor	Student Services	DSPS	Laney	Coordinator of DSPS
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2014	DSPS Counselor	Student Services	DSPS	Laney	Coordinator of DSPS
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					Prescribe accomod
					Participate in prof
					performs other re







Laney College  
Office of the President

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March 7, 2016

MEMORANDUM

**TO:** Trudy Largent, J.D., Vice Chancellor, Human Resources  
**Cc:** Jowel Laguerre, Ph.D., Chancellor  
**FROM:** Elifora T. Webb, Ph.D., President  
**SUBJECT:** Support of the Formal Request by Tenure Track DSPS Counselor Marion Martin to Appeal Her Initial Salary Placement

As the district Office of Human Resources leadership recommends to the Chancellor salary placement, this is a formal request to have the salary placement of Marion Martin re-evaluated. Currently, it is at Step 14. I recommend salary placement be re-set based on Ms. Martin's professional history of relevant (and dedicated) professional service in the Disabled Student Programs and Services unit. In doing so, I request that it includes the sound data used to inform the previous action of the PCCD via the Office of Human Resources, which established her at Step 25 when she served as a part-time counselor/DSPS coordinator.<sup>1</sup>

Ms. Martin formally requested an appeal of her initial salary placement on March 3, 2016,

"From: Marion Martin  
Sent: Thursday, March 03, 2016 3:22 PM  
To: Elnora Webb  
Cc: Miriam Zamora-Kantor  
Subject: Salary Step Placement Request, Step 25

Dear Dr. Webb,

I am requesting your approval of my request to be placed back on step 25 of the salary placement scale.

It has been a pleasure and privilege working with disabled students at the college; I have served Laney for over 25 years in DSPS Coordinator equivalent duties and capacities.

As noted in the documents provided, the Personnel department analyzed and determined my salary step as 25.

<sup>1</sup> It appears that this decision was not prompted by a request (nor was input requested) from the Laney College president.

In connection with the work history spreadsheet and rationale letter I have sent you, I am submitting this request for your approval to be placed on salary step 25.

Thank you for taking time, out of valuable time to review my request.

M. Martin, Coordinator/Counselor  
DSPS Laney College  
510464-3428(Office)  
5109866913(Fax)"

Given her formal hire by August 17, 2015 as a fourth-year tenure track DSPS Counselor, it is prudent to evaluate the appropriate range for her salary placement. Informally, the college requested this by fall 2015, yet was guided to first have this probationary tenure candidate provide a formal request in writing. At that time, you confirmed that you could receive this request from the college president during spring 2016.

As justification, supporting her statement, Ms. Martin also provided documents – a summary of her DSPS work history and the November 12, 2013 district Office of Human Resources letter confirming that she would be placed at the “new 25-Step Salary Schedule for part-time faculty,” which resulted in the hourly rate of \$99.93.

Ms. Martin is a valued colleague working earnestly to provide support to Laney College students. Related, she has been instrumental in helping to resolve several Office of Civil Rights cases in addition to managing related and on-going risk to the institution, guarding PCCD and Laney College against other OCR complaints. Most importantly, each term, she employs her knowledge and years of experience to provide counseling services to hundreds of individuals with a diverse set of learning and physical support needs while also responding to regulatory reports and accreditation-related matters. It should be noted that like many other Student Services areas at Laney College, the support she has provided has not been limited to Laney College students. Frequently students of other Peralta Colleges leverage her professional expertise.

Thank you for carrying out this evaluation at your earliest convenience. In the meantime, let me know if additional information may be helpful to ensure a robust assessment.

Always respectfully,

*Elvira*

Postscript – Advocacy Facts: In support of her placement at step 25, the Peralta Federation of Teachers’ (PFT) President Ed Jaramillo and Laney College PFT representative Miriam Zamora-Kantor both conveyed their interest in having the college and district re-evaluate Marion Martin’s salary placement. Ms. Zamora-Kantor further conveyed that placement should be at step 25 to assure fairness. (Further, the Faculty Senate President Lisa Cook has availed herself also in writing to offer support if appropriate.)

*Office of Human Resources & Employee Relations*

November 12, 2013

Marion Martin  
1345 Blake St  
Berkeley, CA 94702

Dear Marion:

The Peralta Community College District and the Peralta Federation of Teachers reached an agreement regarding the implementation of a new 25-Step Salary Schedule for part-time faculty.

Based on the guidelines for determining step placement, it has been determined that your new step placement will be at Step 25, and your new hourly rate will be \$99.93. For details regarding step placement please refer to the Tentative Agreement between the District and PFT approved by the Board on October 22, 2013, available on the Human Resources website.

If you disagree with your new step placement by the District, you have 30 days from the date of receipt of this letter to appeal the decision, in writing, with supporting documentation to me. My office will respond within 15 working days, with a written explanation of your step placement.

Appeals must be received in Human Resources by 5:00 p.m. on or before December 16, 2013. Should you have questions about this matter, feel free to contact Natasha Spivey, Interim Director of Human Resources, (510) 466-7291 or [nspivey@peralta.edu](mailto:nspivey@peralta.edu).

Sincerely,

*Trudy Largent*

Trudy Largent, J.D.  
Vice Chancellor, Human Resources  
& Employee Relations

cc: Personnel File  
Payroll  
Natasha Spivey