

**BOARD REPORT NO. 21-08-01A**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: David Feune, Director, Human Resources

**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**

**College of San Mateo**

**Tabitha Conaway**                      Acting Dean of Enrollment Services and Support Programs                      Enrollment Services

Reassigned from Instructional Aide II (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$60,552 - \$77,688) into this acting administrative assignment (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580), effective August 16, 2021, replacing Lizette Bricker who is on a leave of absence.

**Kristiane Ridgway**                      Acting Vice President of Student Services                      Office of the Vice President  
of Student Services

Reassigned from Dean, Language Arts (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580) into this acting administrative assignment (Grade AB of the Management Salary Schedule 20; Salary Range: \$180,804 - \$232,260), effective August 26, 2021, replacing Kim Lopez who was reassigned to interim President of Cañada College.

**District Office**

**Richard Storti\***                      Executive Vice Chancellor for Administrative Services                      Chancellor's Office

New full-time, 12-month administrative employment (Grade EC of the Executive Salary Schedule; Salary Range: \$249,912 - \$311,088), effective September 13, 2021. This position was previously vacant.

**B. PUBLIC EMPLOYMENT****1. New Hires (NP = New Position, \* = New Employee)****Cañada College**

**Mercedes White\*** Program Services Coordinator Strategic Partnerships &  
(Funded by Menlo Park Redevelopment Project) (NP) Workforce Development

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective August 26, 2021. This position was previously Board approved on May 12, 2021.

**District Office**

**Israel Angeles\*** Custodian Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736), effective August 30, 2021, replacing King Lau who retired.

**Candice Bell\*** Executive Assistant Chancellor's Office

New full-time, 12-month classified confidential employment (Grade 201C of the Confidential Salary Schedule 50; Salary Range: \$78,936 - \$100,860), effective September 13, 2021. This position was previously vacant.

**Paul Carlisle\*** Custodian Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736), effective August 30, 2021, replacing Anthony Burrola, Jr. who was reassigned.

**Jian Hua Deng\*** Custodian Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736), effective August 30, 2021, replacing Francisco Carlos who retired.

**Albert Elzey Jr.\*** Public Safety Captain Public Safety

New full-time, 12-month classified supervisory exempt employment (Grade 190E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$111,264 - \$140,928), effective August 26, 2021, replacing Brian Tupper who was reassigned.

**Omari Green\*** Custodian Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736), effective August 30, 2021, replacing Nicholas Chavez, Jr. who was reassigned.

**Jessica Ho\*** Utility and Sustainability Specialist Facilities

New full-time, 12-month classified employment (Grade 30 of the Classified Salary Schedule 60; Salary Range: \$73,968 - \$94,392), effective September 13, 2021, replacing Isaac Knipfing who resigned.

**College of San Mateo**

**Julieth Diaz-Benitez\*** Instructional Designer Academic Support & Learning Technologies

New Contract I status academic employment, effective September 6, 2021. This position was previously vacant.

**Jennifer Howze-Owens\*** Instructional Designer (NP) Academic Support & Learning Technologies

New Contract I status academic employment, effective September 6, 2021. This position was previously Board approved on March 10, 2021.

**Shannon Spring\*** Instructor, Nursing Math and Science

New Contract I status academic employment, effective August 16, 2021. This position was previously vacant.

**Jessica Tohmc** Instructor, Nursing Math and Science

New Contract II status academic employment, effective August 16, 2021. This position was previously vacant.

**Brandon Williams\*** Counselor Counseling/EOPS

New Contract I status academic employment, effective August 16, 2021, replacing Sylvia Aguirre-Alberto who retired.

**Skyline College**

**Derek Allenby\*** Career Resources/Counseling Aide Strategic Partnerships & Workforce Development

New full-time, 12-month classified employment (Grade 19 of the Classified Salary Schedule 60; Salary Range: \$56,412 - \$72,000), effective August 30, 2021, replacing Jose Milan who was reassigned.

**Margaret Leary\*** Admissions & Records Assistant III Enrollment Services

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective August 26, 2021, replacing Manying Wu who was reassigned.

**Lauren Wagner\*** Admissions & Records Assistant III Enrollment Services

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective September 9, 2021, replacing Bianca Pineda who resigned.

**2. Re-Employment****Skyline College**

**Jenny Le** Counselor (STEM) Counseling

Recommend approval of an extension for a temporary academic position (10-month), effective Fall semester 2021 through Spring semester 2022. The position was originally approved on June 26, 2019.

**Alejandra Tovar** Counselor (Promise Scholars Program) Counseling

Recommend approval of an extension for a temporary academic position (10-month), effective Fall semester 2021 through Spring semester 2022. The position was originally approved on June 26, 2019.

**C. REASSIGNMENT THROUGH THE HIRING PROCESS**

**District Office**

**Aung Linn** Senior Programmer II ITS

Reassigned from Senior Programmer I (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800) into this full-time, 12-month position at Grade 220S of the same salary schedule; Salary Range: \$114,144 - \$146,460, effective September 1, 2021, replacing Shell Chen who will be retiring.

**Skyline College**

**Zahra Mojtahedi** Senior Research Analyst (NP) Planning/Research/  
Institutional Effectiveness

Reassigned from Planning and Research Analyst (Grade 195S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$93,588 - \$119,520) into this full-time, 12-month position at Grade 210S of the same salary schedule; Salary Range: \$104,832 - \$133,800, effective August 26, 2021. This position was previously Board approved on May 12, 2021.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**

**District Office**

**Erick Fesili** Custodian Facilities

Transferred from a Custodian (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736) at Skyline College into this full-time 12-month position at Cañada College at the same grade of the same salary schedule, effective September 1, 2021.

**Errol Hodgson** Custodian Facilities

Transferred from a Custodian (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736) at Skyline College into this full-time 12-month position at Cañada College at the same grade of the same salary schedule, effective September 1, 2021.

**Alberto Zamora** Custodian Facilities

Transferred from a Custodian (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736) at College of San Mateo into this full-time 12-month position at Cañada College at the same grade of the same salary schedule, effective September 1, 2021.

**E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT****Cañada College****Mary Ho**Director of Post-Secondary Success  
& the University Center

Student Services

Per Administrative Procedure 5.01.1, a non-represented employee assigned additional duties that are impacting several areas in the college and/or the District Office shall receive an additional responsibilities pay equal to 10% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$1,150.30 per month, for activities relating to creating Districtwide transfer pathways with a partner university, effective August 1, 2021 and ending June 30, 2022.

**F. CHANGES IN STAFF ALLOCATION**

None

**G. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE**

None

**H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION****1. Retirement****District Office****Ignacio Carlos**

Custodial Supervisor

Facilities

Retirement effective August 1, 2021, with 26 years of District service. Eligible for District retiree benefits.

**Skyline College****Imelda Hermosillo**

Counselor

Counseling

Retirement effective December 17, 2021, with 20.5 years of District service. Eligible for District retiree benefits.

**2. Post-Retirement**

None

### 3. Resignation

#### Cañada College

**Graciano Mendoza** Vice President of Administrative Services Administrative Services

Resignation effective September 12, 2021, with 1.5 years of District service.

#### College of San Mateo

**Jose Rocha** Project Director – HSI STEM Math & Science

Resignation effective August 5, 2021, with 4 years of District service.

#### District Office

**Angelica Fregoso** Bookstore Operations Assistant Auxiliary and Community Services

Resignation effective August 31, 2021, with 3.5 years of District service.

#### Skyline College

**Michelle Batista** Director of Student Support Office of Vice President  
of Student Services

Resignation effective August 1, 2021, with 3 years of District service.

**Jesselle Hoque** Program Services Coordinator Social Science and Creative Arts

Resignation effective July 23, 2021, with 1 year of District service.

**Giyha Margate** Storekeeper Business, Education &  
Professional Programs

Resignation effective August 5, 2021, with 2 years of District service.

**Pamela Ortiz Victoria** Program Services Coordinator Counseling

Resignation effective July 22, 2021, with 2 years of District service.

**Carmen Towler** Retention Specialist – Middle College Strategic Partnerships &  
Workforce Development

Resignation effective August 6, 2021, with 1 month of District service.

**I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS****Skyline College****Julieth Diaz-Benitez**

Instructional Designer

Academic Support &  
Learning Technologies

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualification to teach in the Instructional Designer discipline.

**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	Enrollment Services	1	08/26/2021	10/31/2021	<b>Program Services Coordinator – Degree Audit:</b> Admissions and Records is working on scribing project in conjunction with the District and CRM implementation. Programs in SOACURR are needed and cleaned up to begin the next steps of being able to audit degrees with the CSU-GE pattern on local degrees in an automated fashion. The estimate on this project will be 40 hours in total. Requesting Administrator/Manager: Manuel Perez
Cañada College	Business, Design and Workforce / Medical Assisting	1	08/26/2021	12/18/2021	<b>Instructional Aide II:</b> This position will assist the Professional teaching clinical classes: watching and showing students the correct and safe methods when conducting invasive medical procedures, contact externship members in order to place students, sets up the medical simulation lab, and clerical duties to keep the medical assisting program organized and efficient. This temporary position is necessary because, due to COVID, we have compressed the clinical laboratory portion of this class, which means it

					is even more important to have assistance in the class. The previous student assistants are unavailable because of graduation and no longer being students. As we will be returning to regular scheduling in the Spring 2022 semester, this position is temporary, only through the end of this semester and will not be renewed. Requesting Administrator/Manager: Hyla Lacefield
College of San Mateo	Office of the VPI	1	08/26/2021	12/31/2021	<b>Program Services Coordinator:</b> This position will support with preparing marketing materials related to dual enrollment pathways, onboard CCAP bound, high school specific students through registration to our college. The Cabinet approved Short-term to support the Dual Enrollment program while planning to request a permanent position through the Fall resource request timeline. Requesting Administrator/Manager: Tiffany Zammit
District Office	International Education	1	08/26/2021	12/31/2021	<b>Staff Assistant:</b> This position will assist in processing GOL cohort and SVIEP applications, manual data entry of student data in both Salesforce and Banner; assist in compiling the information used for marketing flyers, course information packets, and answer student inquiries; issue and send admission documents to admitted students; and assist in the completion of forms and performs office duties for the GOL cohort program and SVIEP. Requesting Administrator/Manager: Jing Luan
Skyline College	Business, Education and Professional Programs	6	08/26/2021	12/31/2021	<b>Child Development Center Aide I:</b> Regulating agencies mandate that Skyline College Child Development Laboratory Center maintain required adult/child ratios when serving children birth to 5 years old. In order to operate in accordance with regulating agencies and grant terms, these positions are requested if qualified student assistants are not available for employment. CDC Aide I will assist in the supervision



					of children and in the planning and implementation of the curriculum. Requesting Administrator/Manager: Michael Kane
Skyline College	Student Equity & Support Programs / EOPS	1	08/26/2021	12/31/2021	<b>Instructional Aide II:</b> This position is needed for tutoring of Math, Business, Chemistry, Accounting, Economics up to 20 hours per week for EOPS. Requesting Administrator/Manager: Cheryl Johnson