

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Julie Johnson, Chief Human Resources Officer
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
(NP = New position, * = New Employee)**

Skyline College

Alice Yang*

Acting Director of Special
International Programs

Global Learning
Programs and Services

New classified supervisory (exempt) acting assignment (Grade 192E of the Academic – Classified Exempt Supervisory Schedule 35; Salary Range: \$122,688 - \$155,388), effective November 14, 2022, replacing Zaid Ghori who was temporarily reassigned to interim Dean of Global Learning Programs and Services.

B. PUBLIC EMPLOYMENT

1. New Hires (NP = New Position, * = New Employee)

District Office

Sebrienne Ferguson*

Programmer Analyst

ITS

New full-time, 12-month classified employment (Grade 37 of the Classified Salary Schedule 60; Salary Range: \$87,612 - \$112,152), effective November 10, 2022, replacing Aung Linn who was reassigned to Senior Programmer II.

2. Re-Employment

College of San Mateo

Lia Thomas Digital Services & Instruction Librarian Academic Support and Learning Technologies

Recommend approval of an extension for temporary academic employment (10 months), effective for the Spring 2023 semester. The assignment was originally approved on January 8, 2020.

Skyline College

Elias Lopez Cosmetology Instructor Business, Education and Professional Programs

Recommend approval of an extension for temporary academic employment (10 months), effective for the Spring 2023 semester. The assignment was originally approved on August 10, 2022.

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Karen Rose Naval Retention Specialist (NP) Office of the Vice President Of Student Services

Reassigned from a full-time, 12-month Prerequisite/Assessment Specialist (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) into this full-time, 12-month classified position (Grade 24 of the same salary schedule; Salary Range: \$63,840 - \$81,636), effective November 10, 2022. This position was previously Board approved on April 27, 2022.

District Office

Victor Quintanilla Web Accessibility Programmer ITS

Reassigned from a full-time, 12-month IT Support Specialist (Grade 37 of the Classified Salary Schedule 60; Salary Range: \$87,612 - \$112,152) into this full-time 12-month classified position at the same Grade, of the same salary schedule, effective November 10, 2022, replacing Fnu Soe Hlaing who was reassigned to System Administrator.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

K. PROFESSIONAL EXPERT/CONTRACT 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> |
|-----------------|---|--------------------|---------------------------|------------|---|
| Skyline College | Business, Education and Professional Programs | 2 | 01/02/2023 | 06/30/2023 | Professional Expert: Academic Coach: Position to provide high-level support for the Early Childhood Apprenticeship Program (ECAP) including pre-enrollment, enrollment, onboarding, and orientation and follow-up for apprentices, employers, and community partners; liaise with college systems to ensure success in course completion and on-the-job training requirements and apprenticeship standards. Requesting Manager: Michael Kane |

L. 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> |
|----------------------|---------------------------------|--------------------|---------------------------|------------|--|
| College of San Mateo | Kinesiology / Athletics / Dance | 10 | 01/02/2023 | 06/30/2023 | Equipment Manager: <i>Previously Requested Position</i> A total of 10 equipment manager positions are needed to facilitate events for outside rental groups using CSM facilities. Requesting Manager: Andreas Wolf |