TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., 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. <u>ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT, AND REASSIGNMENT</u> (NP = New position, * = New Employee)

College of San Mateo

Danni Redding-Lapuz Acting Vice President of Instruction

Office of the Vice President of Instruction

Reassigned from Dean of Social Science and Creative Arts (Grade AD of the Management Salary Schedule 20; Salary Range: \$192,672 - \$244,800) into this acting administrative assignment (Grade AB of the Management Salary Schedule 20; Salary Range: \$205,308 - \$263,748), effective September 3, 2024, replacing Carla Grandy who will be reassigned to the State Chancellor's Office.

District Office

Stacy Nojima Gutierrez*

Director of Strategic Initiatives and Planning

Educational Services and Planning

New academic supervisory (exempt) employment (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$153,588 - \$194,556), effective September 16, 2024, replacing Lauren Ford who was reassigned to Dean of Strategic Partnerships and Workforce Development.

Analisa Pineda Foundation Business Manager Foundation

Reassigned from Senior Buyer (Grade 34 of the Classified Salary Schedule 60; Salary Range: \$94,224 - \$120,480) into this classified exempt assignment (Grade 190E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$126,360 - \$160,032), effective August 29, 2024. Analisa Pineda previously held this position as Interim Foundation Business Manager.

Skyline College

Gavin Townsley

Acting Learning Center Manager

Academic Support and Learning Technologies

Reassigned from Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256) into this classified exempt assignment (Grade 189E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$120,012 - \$152,040), effective August 29, 2024, replacing Chelssee De Barra who was reassigned to Interim Director of Learning Commons.

B. <u>PUBLIC EMPLOYMENT</u>

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

Cañada College

Nariman Ayesh*

Instructional Aide II

Academic Support and Learning Technologies

New part-time (40%), 12-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$28,027.20 - \$35,956.80), effective August 29, 2024. This position was previously Board approved on April 24, 2024.

Jane Garrino*

Instructional Aide II

Business, Design and Workforce Development

New part-time (50%), 10-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$29,195 - \$37,455), effective August 8, 2024, replacing Peggy Perruccio who retired.

Sierra Moreno*

Instructional Aide II

Academic Support and Learning Technologies

New part-time (40%), 12-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$28,027.20 - \$35,956.80), effective August 29, 2024. This position was previously Board approved on April 24, 2024.

Holly Matsuo*

Instructional Aide II

Business, Design and Workforce Development

New part-time (50%), 10-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$29,195 - \$37,455), effective August 8, 2024, replacing Martha Chavez who retired.

Jasmin Padilla Valencia*

Program Services Coordinator

Enrollment Services

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256), effective October 1, 2024, replacing Nimsi Garcia Sandoval who resigned.

McKenzie Phelps*

Instructional Aide II

Academic Support and Learning Technologies

New part-time (40%), 12-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$28,027.20 - \$35,956.80), effective August 29, 2024. This position was previously Board approved on April 24, 2024.

College of San Mateo

Nicole Balestrieri*

Instructional Aide II

Kinesiology, Athletics, Dance

New full-time, 12-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$70,068 - \$89,892), effective August 29, 2024. This position was previously Board approved on March 27, 2024.

Marcos Baluyut-Hand*

Program Services Coordinator

Enrollment Services

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256), effective August 29, 2024, replacing Luis Padilla who was reassigned to Director of SparkPoint and Crisis Relief Program.

Nathan Jackson*

Program Services Coordinator

Strategic Initiatives and Economic Development

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256), effective August 29, 2024, replacing Stephen Amoako who resigned.

Renee Liang*

Administrative Assistant

Strategic Initiatives and Economic Development

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256), effective August 29, 2024, replacing Kalia Palacios Chavez who was reassigned to Program Services Coordinator.

Lauren Meyer*

Athletic Trainer

Kinesiology, Athletics, Dance

New full-time, 12-month classified employment (Grade 26 of the Classified Salary Schedule 60; Salary Range: \$77,424 - \$98,952), effective August 29, 2024, replacing Michelle Baker.

Alexa Thanos*

Program Services Coordinator

Social Science & Creative Arts

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256), effective August 29, 2024. This position was previously Board approved on March 27, 2024.

District Office

Sajan Gurung*

IT Support Technician II

ITS

New full-time, 12-month classified employment (Grade 31A of the Classified Salary Schedule 60; Salary Range: \$88,428 - \$112,956), effective August 29, 2024, replacing Eric Arquette who was reassigned to Systems Administrator.

Skyline College

Priyadarshini De*

Admissions and Records Assistant III

Enrollment Services

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$73,872 - \$94,464), effective August 5, 2024, replacing Fernando Cuellar who was reassigned to Program Services Coordinator-Degree Audit.

Steffi Pressesky*

Instructional Aide II

Academic Support and Learning Technologies

New part-time (40%), 10-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$23,356 - \$29,964), effective August 1, 2024, replacing John Chew who was reassigned to a full-time, 12-month Instructional Aide II position.

Monica Revuelta* Office Assistant II Counseling

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$63,768 - \$81,288), effective September 3, 2024, replacing Saul Milan who was reassigned to Library Support Specialist.

2. Re-Employment

College of San Mateo

Rosaline Negrete Counselor Counseling

Recommend approval of an extension for a temporary, academic position (10-month), effective Fall Semester 2024, through the end of the 2024-2025 academic year, replacing Alex Guiriba who is continuing his reassignment as Interim Vice President of Student Services. The assignment was originally approved on October 4, 2023.

C. REASSIGNMENT THROUGH THE HIRING PROCESS

Cañada College

Keith Wan Program Services Coordinator

Counseling

Reassigned from a full-time Office Assistant II (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$63,768 - \$81,288) into this full-time 12-month classified position (Grade 27 of the same salary schedule; Salary Range: \$79,368 - \$101,256), effective September 2, 2024, replacing Jeanne Stalker who retired.

College of San Mateo

Alma Aguilar-Dominguez

Program Services Coordinator

Counseling

Reassigned from a full-time Retention Specialist (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$73,872 - \$94,464) into this full-time 12-month classified position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256), effective August 29, 2024, replacing Arianna Avendano who transferred to the Business and Technology division.

Shanna Cooper

Administrative Assistant

Office of Equity

Reassigned from a full-time Learning Center Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256) into this full-time 12-month classified position at the same grade level of the same salary schedule, effective September 2, 2024, replacing Meylin Alvarez Quinteros who resigned.

Skyline College

Thanh Nguyen

Retention Specialist

Global Learning Programs and Services

Reassigned from a full-time 12-month Instructional Aide II (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$70,068 - \$89,892) into this full-time 12-month classified position (Grade 24 of the same salary schedule; Salary Range: \$73,872 - \$94,464), effective August 29, 2024, replacing Clair Yeo-Sugajski who was reassigned to College International Student Program Manager.

D. TRANSFER/ADMINISTRAT	TIVE REASSIGNMENT
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None

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

F. CHANGES IN STAFF ALLOCATION

None

G. PHASE-IN RETIREMENT

Cañada College

Susan Mahoney Professor Science and Technology

Recommend approval of participating in the Phase-In Retirement Program, effective fall 2024. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

None

2. Post-Retirement

None

3. Resignation

College of San Mateo

Nikolas Stelmashenko Program Services Coordinator Math and Science

Resignation effective August 14, 2024, with 2.5 years of District service.

Christine Su Program Services Coordinator Counseling

Resignation effective August 1, 2024, with 8.75 years of District service.

District Office

Priscilla Barragan Administrative Analyst ITS

Resignation effective September 3, 2024, with 7.5 years of District service.

Rosario Guerra Staff Assistant Auxiliary Services

Resignation effective August 7, 2024, with 2 months of District service.

Kristopher Hart Public Safety Officer Public Safety

Resignation effective August 5, 2024, with 2 months of District service.

Skyline College

Joshua LindoProgram Services CoordinatorStudent Equity andSupport Programs

Resignation effective October 15, 2024, with 6 years of District service.

Ame MaloneyAssociate ProfessorAcademic Support and
Learning Technologies

Resignation effective July 31, 2024, with 5 years of District service.

Resignation effective August 13, 2024, with 4.75 years of District service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

Pamela Lock Accounting Business/Technology

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 qualifications to teach in the Accounting discipline.

K. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

L. SHORT-TERM, NON-CONTINUING POSITIONS

Location	Division / Department	No. of	Start and End Date		Services to be performed
		Pos.			
College of San Mateo	KCSM	2	09/01/2024	10/31/2024	FM Announcer: Positions needed to select music, create lists of music scheduled for play, host radio programs, produce promotional announcements, and operate specialized station equipment. Requesting Manager: Robert Franklin
Skyline College	Vice President of Administrative Services	1	07/01/2024	09/30/2024	Financial Analyst: To assist with closing and loading grant funds for FY2425 such as but not limited to federal, state (categorical), local (PIF and Measure K) including preparing financial reports and records of revenues and expenditures in the absence of a CBO. Requesting Manager: Joe Morello