

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. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT, AND REASSIGNMENT
(NP = New position, * = New Employee)**

District Office

Maxwell Warne	Facilities Manager	Facilities
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Reassigned through the hiring process from Senior Maintenance Engineer (Grade HH of the Buildings and Grounds Salary Schedule 70; Salary Range: \$89,376 - \$114,132), into this classified supervisory (exempt) assignment (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$153,588 - \$194,556), effective November 21, 2024. Maxwell Warne previously held this position as Interim Facilities Manager.

David McLain	Executive Director of Community & Government Relations	Chancellor’s Office
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Reassigned through the hiring process from Director of Community Relations and Marketing (Grade 194E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$161,256 - \$204,252), into this administrator assignment (Grade AC of the Management Salary Schedule 20; Salary Range: \$202,128 - \$257,448), effective December 1, 2024. David McLain previously held this position as Interim Executive Director of Community & Government Relations.

B. PUBLIC EMPLOYMENT

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

Cañada College

Aziza De La Torre*	Executive Assistant to the President	Office of the President
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New full-time, 12-month classified employment (Grade 215C of the Confidential Salary Schedule 50; Salary Range: \$108,300 - \$138,312), effective December 16, 2024, replacing Linda Bertellotti who will be retiring.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS**College of San Mateo****Kimberly Lantz**

Executive Assistant

Administrative Services

Reassigned from a full-time Staff Assistant (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$68,412 - \$87,432) into this full-time 12-month classified position (Grade 201C of the Confidential Salary Schedule 50; Salary Range: \$91,344 - \$116,712), effective December 1, 2024, replacing Luz Roman-Amaro who resigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

F. CHANGES IN STAFF ALLOCATION**Skyline College**

1. Recommend a change in staff allocation to delete one Project Director position (2C0300) at Grade 175S of the Classified Professional/Supervisory Salary Schedule 40 (Salary Range: \$84,792 - \$108,312) and add one full-time Director of High School Transition & Dual Enrollment position at Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (Salary Range: \$153,588 - \$194,556) in the Strategic Partnership and Workforce Development Division, effective January 01, 2025. (*Justification Attachment #01*)

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Skyline College

Kamla Bucceri

Multimedia Technician

Academic Support and Learning Technologies

Retirement effective December 30, 2024, with 34 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

District Office

Kristina Aristo (Nina Pineda)

Aquatics Operations Manager

Community Fitness

Resignation effective November 22, 2024, with 3 years of District service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

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>
Cañada College	Business, Design & Workforce	2	01/02/2025	07/31/2025	Contract Education Instructors (Not-For-Credit): This position will involve on-the-job training, supplemental instruction, curriculum development, and creating workshops. Requesting Manager: Alex Kramer

Skyline College	Business, Education & Professional Programs/ BAEC	3	01/01/2025	06/30/2025	<p>Consultant: In support of the Bay Area Entrepreneur Center (BAEC), the consultants will provide expertise in specific industries, including family child care, beauty/barber, and maker markets. They will also provide expertise in specialized areas of small business competencies including permits and regulations, marketing, policies, and value propositions. In addition, they will develop on-demand content on best practices in entrepreneurship including business planning, scaling, digital marketing, contracts, rental agreements, and client retention. In their line of work, they may collaborate with local businesses, government agencies, and community organizations. Requesting Manager: Michael Kane</p>
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L. SHORT-TERM, NON-CONTINUING POSITIONS

None

New Position - Executive Summary

Organization: Skyline College

Division/ Department: Strategic Partnerships & Workforce Development / Dual Enrollment

Position Title: Director of High School Transition and Dual Enrollment

Position Classification & Salary Range: Academic-Classified Exempt Supervisory – 193E (Salary range: \$153,588 - \$194,556)

Position Funding Source: Strong Workforce (80)% and Fund 1 (20%).

Position Description (Roles & Responsibilities):

The Director of High School Transition and Dual Enrollment supports the seamless transition from secondary to post-secondary education as well as successful completion of the first-year of community college. The Director serves as the primary administrator on the design, implementation, and evaluation of Dual Enrollment Programs at Skyline College and will oversee matters related to planning, development, budgeting, implementation, compliance with rules and regulations, monitoring, and evaluation of programs and activities. This position will create a sustainable and sound infrastructure to support and expand Dual Enrollment that includes concurrent enrollment, early college, and high school partnerships while promoting educational access and equity. They will serve as a transition liaison for high school students to the high support programs at Skyline College. The Director will work closely with Admissions and Records, Financial Aid, Counseling, Promise Scholars Program, EOPS, and TRiO, learning communities, the Office of Instruction, and Academic Deans to help support early college initiatives and high school to Skyline College transition.

Rationale/Justification for the Position:

Skyline College has been a leader in Dual Enrollment within San Mateo County since 2018. Supporting Dual Enrollment within 4 unified school and union high school districts, across 16 high schools, and supporting 2,500 students annually, Skyline College provides the largest dual enrollment programming in the county. With goals of continued growth to expand course and pathway offerings and provide earlier access to students starting in the 8th and 9th grades, Skyline College is requesting for a director level position to oversee and enhance these initiatives.

The Director position is critical to the College's efforts to build and expand the implementation of our local and statewide initiatives for Early College Programs, specifically:

- Assembly Bill 288 for College and Career Access Pathways (CCAP),
- California Community College Chancellor's Office Vision 2030 which calls for expanding Dual Enrollment beginning as early as 9th grade in order to ensure all high school students graduate with 12 units of college credit, and
- SMCCCD initiatives for the expansion of Dual Enrollment and Early College opportunities for San Mateo County, including a goal for Skyline College to serve 5,000 annually

This position will ensure the effective coordination and administration of Dual Enrollment programs, fostering strong partnerships with high schools, and providing strategic leadership to meet the evolving needs of students and the community. The Director of High School Transition and Dual Enrollment will support the increase in dual enrollment programming within Skyline College, build capacity for partnership support, and intentionally develop pathways to support successful matriculation into Skyline

College/SMCCCD upon graduation from high school. By appointing a dedicated Director, Skyline College aims to further its commitment to educational access and equity, ensuring that all students have the opportunity to succeed in their academic and career pursuits.

Additionally, approving the Director of High School Transition and Dual Enrollment position will align Skyline College's Dual Enrollment programs with those at Cañada College and College of San Mateo, which are also led by Directors. The College of San Mateo is supported by a Director High School Transition and Dual Enrollment and Cañada College is supported by a Director of Dual Enrollment and Promise.

Finally, the Director of High School Transition and Dual Enrollment will absorb the current Project Director – Dual Enrollment resulting in zero changes in FTE. The excess costs beyond the previously approved budget for the Project Director – Dual Enrollment will be funded through Strong Workforce Program funds (Fund 3) resulting in a net zero increase to institutional funds (Fund 1) ensuring fiscal sustainability.

Process Used:

In Spring 2023, The Director of High School Transition and Dual Enrollment position was recommended through the “Classified Professional/Administrator Position Request for 2023-2024” academic year and was affirmed by the College Governance Council (CGC). Additionally, SPWD underwent an organizational capacity assessment through Spring - Summer 2023 to determine opportunities for growth and restructuring. As a result of the capacity assessment, the division identified the need and justification outlined above and affirmed the request to reallocate existing personnel resources in the program to meet the need. This conversion was brought forward to the Skyline College Cabinet for review and consideration. The request was approved by Cabinet in November 2023, in alignment with the previously affirmed recommendation to request the development of the position by CGC.

**Summary of Personnel Items
Board Meeting - 11/20/2024**

Staff Allocation Changes: FUND 1

Position	Organization	Department	FTE	Months/Year	Range	Source	Notes
Net Change in FTE			0.00				

Staff Allocation Changes: FUND 3/ Other; Self-Funded or Grant Funded

Position	Organization	Department	FTE	Months/Year	Range	Source	Notes
Project Director	Skyline	Strategic Partnership & Workforce Development	-1	12	\$84,792 - \$108,312	Fund 1 & 3	Position replaced by Director of High School Transition & Dual Enrollment position
Director of High School Transition & Dual Enrollment	Skyline	Strategic Partnership & Workforce Development	1	12	\$153,588 - \$194,556	Fund 1 & 3	Replace Project Director position
Net Change in FTE			0.00				

Summary Changes in Net FTE		
	FUND 1	Fund 3/Other
New Positions	0.00	0.00
Faculty	0.00	0
Total by Fund	<u>0.00</u>	<u>0.00</u>
Grand Total	<u>0.00</u>	<u>0.00</u>