

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)**

College of San Mateo

Stephanie Martinez Interim College Business Officer Administrative Services

Reassigned from a Business Operations Program Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) into this classified exempt supervisory assignment (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388), effective July 1, 2022, replacing Ludmila Prisecar who was reassigned.

Joshua Moon-Johnson* Vice President of Student Services Student Services

New full-time, 12-month administrative employment (Grade AB of the Management Salary Schedule 20; Salary Range: \$180,804 - \$232,260), effective August 1, 2022, replacing Kim Lopez who was reassigned.

District Office

Diane Arguijo Interim Executive Director of International Education (NP) International Education

Reassigned from a Director of International Education (Grade 193E of the Academic-Classified Exempt Salary Schedule 35; Salary Range: \$135,240 - \$171,324) into this interim administrative assignment (Grade AC of the Management Salary Schedule 20; Salary Range: \$177,984 - \$226,704), effective July 1, 2022. This position was previously Board approved on April 27, 2022.

Skyline College

Jing Folsom Acting Dean of Science, Technology Engineering & Math Science, Technology, Engineering & Math

Reassigned from Faculty (Faculty Salary Schedule 80) into this acting role (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 – \$215,580), effective July 12, 2022, replacing Carla Grandy who was reassigned.

Zaid Ghori Interim Dean of Global Learning Programs and Services Global Learning Programs and Services

Reassigned from a Director of Special International Program (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range:\$122,688 - \$155,388) into this interim assignment (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 – \$215,580), effective August 1, 2022, replacing Russell Waldon who was reassigned.

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

Kassie Alexander* Counselor – Promise Scholars (NP) Student Services

New Contract I status academic employment, effective August 15, 2022. This position was previously Board approved on January 26, 2022.

Levalasi Loi-On* Ethnic Studies Instructor Humanities & Social Sciences

New Contract I status academic employment, effective August 15, 2022. This position was previously vacant.

Daniel Lynch* Counselor – Promise Scholars (NP) Student Services

New Contract I status academic employment, effective August 15, 2022. This position was previously Board approved on January 26, 2022.

College of San Mateo

Melissa Aliu* Counselor (NP) Counseling

New Contract I status academic employment, effective August 15, 2022. This position was previously Board approved on February 23, 2022.

Cathy Gastelum* Program Services Coordinator (Funded by DHSI Title V Grant) (NP) Math/Science

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective July 28, 2022. This position was previously Board approved on January 26, 2022.

Susan Khan* Professional Development Faculty Coordinator Academic Support and Learning Technologies

New Contract I status academic employment, effective August 15, 2022. This position was previously vacant.

Renee Lopez* Library Support Specialist Academic Support and Learning Technologies

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective July 28, 2022, replacing Bryan Gerbig who retired.

Yung Nguyen* Business Operations Analyst Administrative Services

New full-time, 12-month classified employment (Grade 195S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$93,588 - \$119,520), effective June 23, 2022, replacing Ji Yuon Chung who resigned.

Alexis Reynoso* Athletic Trainer Kinesiology, Athletics, & Dance

New full-time, 12-month classified employment (Grade 26 of the Classified Salary Schedule 60; Salary Range: \$66,912 - \$85,512), effective July 28, 2022, replacing Steven Kong who resigned.

Kevin Sibucan* Chemistry Instructor Math/Science

New Contract I status academic employment, effective August 15, 2022. This position was previously Board approved on March 23, 2022.

Alexandra Stines* Instructional Aide II (NP) Kinesiology, Athletics, & Dance

New full-time, 12-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$60,552 - \$77,688), effective July 28, 2022. This position was previously Board approved on January 26, 2022.

Erica Yoon* Psychology Instructor Creative Arts/Social Sciences

New Contract I status academic employment, effective August 15, 2022. This position was previously Board approved on March 23, 2022.

District Office

Peter Dowden* Administrative Assistant (NP) Community Fitness

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective July 20, 2022. This position was previously Board approved on April 27, 2022.

Christian Mendoza* Membership Sales Specialist (NP) Community Fitness

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248), effective July 27, 2022. This position was previously Board approved on April 27, 2022.

Skyline College

Roderick Daus-Magbual* Ethnic Studies Instructor (NP) Social Science/Creative Arts

New Contract I status academic employment, effective August 15, 2022. This position was previously Board approved on February 23, 2022.

Angelique Fuentes* Program Services Coordinator Strategic Partnerships and
Dual Enrollment (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 1, 2022. This position was previously Board approved on January 26, 2022.

Jasmine Jaciw* Program Services Coordinator Strategic Partnerships and
Strong Workforce Perkins - CTE 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 1, 2022, replacing Linda Truong who was reassigned.

Robert Lopez* Surgical Technology Instructor Science, Technology,
Engineering & Math

New Contract I status academic employment, effective August 15, 2022. This position was previously Board approved on February 23, 2022.

Arnetta Villela-Smith* Ethnic Studies Instructor (NP) Social Science/Creative Arts

New Contract I status academic employment, effective August 15, 2022. This position was previously Board approved on February 23, 2022.

Tony (Clayton) Viertel* Accounting Instructor Business Education and
Professional Programs

New Contract I status academic employment, effective August 15, 2022, replacing Linda Whitten who retired.

Safa Zaghoudi* Office Assistant II Strategic Partnerships and
Workforce Development

New part-time (48%), 11-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$24,245.76 - \$30,909.12), effective August 1, 2022, replacing Jose Cartegena who was reassigned.

2. Re-Employment

College of San Mateo

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

Recommend approval of an extension for a temporary academic position, effective fall semester 2022 only. The position was originally approved on January 8, 2020.

Nimsi Garcia

Program Services Coordinator – Dream Center

Enrollment Services

Reassigned through the managed hire process from a Program Services Coordinator – Post Secondary Success and Completion (Funded by the ESO Adelante Project Grant) (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) at Cañada College into this full-time, 12-month position at the same grade of the same salary schedule, effective August 1, 2022, replacing Jannette Rios Leon who resigned.

College of San Mateo

Valeria Estrada

Librarian

Academic Support and Learning Technologies

Transferred from a Librarian (Faculty Salary Schedule 80) at Cañada College into this 10-month academic position at College of San Mateo at the same grade level of the same salary schedule, effective August 15, 2022.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

F. CHANGES IN STAFF ALLOCATION

Cañada College

1. Recommend a change in staff allocation to add one part-time (48%), 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$32,918.40 - \$42,001.92) for the Umoja Program in the Humanities and Social Science Division, effective July 28, 2022 through June 30, 2023. *(Justification attachment #01)*
2. Recommend approval of a temporary increase in staff allocation for one 10-month Office Assistant II position in the Enrollment Services division, effective June 13, 2022 through July 23, 2022. The increase in allocation will support the division for filing and scheduling when there’s no Student Assistant available to work.

<u>Allocation</u>	<u>Incumbent</u>	<u># of Days</u>
Enrollment Services	Afsaneh Salim	20 days

Skyline College

3. Recommend a change in staff allocation to add one full-time, 12-month SparkPoint Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) for the Basic Needs Initiative in the Counseling Division, effective July 28, 2022. *(Justification attachment #02)*

G. PHASE-IN RETIREMENT

College of San Mateo

Jane Jackson Professor Creative Arts and Social Science

Recommend approval of participating in the Phase-In Retirement Program, effective Fall 2022. Confirmation of employee eligibility and final approval of the employee’s proposed workload reduction is managed by the State Teachers Retirement System.

John Lehmann Professor Math/Science

Recommend approval of participating in the Phase-In Retirement Program, effective Fall 2022. Confirmation of employee eligibility and final approval of the employee’s proposed workload reduction is managed by the State Teachers Retirement System.

Skyline College

Paul (Tony) Jackson Professor Social Science/Creative Arts

Recommend approval of participating in the Phase-In Retirement Program, effective Fall 2022. Confirmation of employee eligibility and final approval of the employee’s proposed workload reduction is managed by the State Teachers Retirement System.

Poh Kim Lim Professor Academic Support and Learning Technologies

Recommend approval of participating in the Phase-In Retirement Program, effective Fall 2022. 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

Cañada College

Charlene Suda Instructional Aide II Student Services

Retirement effective July 28, 2022, with 22 years of District service. Eligible for District retiree benefits.

College of San Mateo

Rory Nakata Professor Creative Arts/Social Sciences

Retired as Professor Emeritus effective May 27, 2022, with 32 years of District service. Eligible for District retiree benefits.

District Office

Ignacio Bejar Custodian Facilities

Retirement effective July 28, 2022, with 17 years of District service. Not eligible for District retiree benefits.

Pamela Emmons Project Coordinator II Facilities

Retirement effective August 31, 2022, with 20 years of District service. Eligible for District retiree benefits.

Skyline College

Christine Case Professor Science, Technology,
Engineering, Math

Retired as Professor Emerita effective June 30, 2022, with 51.5 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation**Cañada College**

Margarita Baez Assistant Project Director Student Services

Resignation effective July 5, 2022, with 14 years of District service.

District Office

Albert Elzey Public Safety Captain Public Safety

Resignation effective July 15, 2022, with 11 months of District service.

Anjali Saxena Payroll Manager Administrative Services

Resignation effective July 29, 2022, with 6 months of District service.

Ya-Chi Su Intensive English Program Coordinator Operations Enterprise

Resignation effective July 15, 2022, with 2 years of District service.

Skyline College

Monique Hernandez Program Services Coordinator Equity Institute

Resignation effective June 23, 2022, with 5.5 years of District service.

Sarina O’Gilvie Office Assistant II Business Education and Professional Programs

Resignation effective May 16, 2022, with 2 years of District service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

Skyline College

Michael Sharabi Kinesiology Kinesiology, Athletics, Dance

CORRECTION: At its meeting on June 22, 2022, the Board approved an equivalency to minimum qualifications to teach in the Athletics discipline. A correction is being made to the discipline. 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 Kinesiology discipline.

Jason Pulido Cosmetology Business Education and Professional Programs

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 Cosmetology discipline.

Clayton Viertel Accounting Business Education and Professional Programs

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 Pos.	Start and End Date		Services to be performed
Cañada College	Administrative Services – Cashier	1	08/12/2022 12/5/2022	08/30/2022 12/23/2022	Accounting Technician: <i>Previously Requested Position</i> To assist with coverage in the Cashier's Office during registration periods and peak hours Monday thru Friday, August 12, 2022 through August 30, 2022 (15 days), Monday thru Friday, from December 5, 2022 through December 23, 2022(15 days). Duties include processing payments, research on student accounts and other Accounting Technician duties including sessions in Banner. Requesting Manager: Ludmila Prisecar
College of San Mateo	Math / Science	1	07/28/2022	12/31/2022	Office Assistant II: <i>Previously Requested Position</i> This position will provide general office support for the Director and Assistant Director of the Title V grant. This includes filing paperwork, setting meetings, keeping notes, and other general office work as required. Requesting Manager: Charlene Frontiera
College of San Mateo	Counseling / Disability Resource Center (DRC)	1	08/01/2022	12/31/2022	Program Services Coordinator: This position provides in-reach services for CSM students. Collaborate with our new DRC Counselor to target DRC PEP students by providing wrap-around services, workshops, and gatherings per program review. Assist with current PSC processing new DRC applications, and provide outreach to off-campus sites such as our coastal high schools to promote CSM and DRC. Provide outreach to community service organizations such as the Dept. of Rehabilitation. Provide in-reach services such as tabling events, and classroom visits to promote DRC services. Conduct follow-up with current DRC students to ensure accommodation

					needs are being met. Assist in maintaining confidential files and equipment. Requesting Manager: Krystal Duncan
College of San Mateo	Math / Science	1	07/27/2022	12/31/2022	Retention Specialist: <i>Previously Requested Position</i> Support student academic success in math and science classes by checking and tracking participation in MESA activities and services (e.g. attending AEW and tutoring, field trips, conferences, counselor appointments, etc.) Requesting Manager: Charlene Frontiera
District Office	General Services	1	08/01/2022	11/30/2022	Mail Clerk: The Mail Clerk's responsibilities include pick-up, delivery and distribution of College mail; sort, distribute and post District Office mail; prepare packages, letters and parcels to be sent by FedEx or UPS; deliver outgoing mail to the Post Office; public contact with staff and postal representatives; ensure maintenance is performed on District leased van; on an as-needed basis bring the District Office vehicles to a car wash. Requesting Manager: Yanelly Pulido
District Office	Human Resources	1	08/01/2022	12/31/2022	Human Resources Representative: Assist with Cañada College Athletic Center Staff recruitment, hiring and onboarding. Approximately 140 employees (permanent and hourly) will be hired for the Athletic Center. Requesting Manager: David Feune
Skyline College	Academic Support and Learning Technologies and ITS	1	07/28/2022	12/31/2022	Staff Assistant: Assist with a vital comprehensive data entry project to be completed by the end of the year. One employee is needed to work 18 hours per week for approximately 20 weeks. The establishment of an employee computing database that identifies the employee, their division, the computing devices assigned to them, their age, and as necessary their funding source. Requesting Manager: Rolin Moe

Skyline College	Academic Support and Learning Technologies	1	07/28/2022	12/31/2022	<p>Staff Assistant: Assist with a vital comprehensive data entry project to complete by the end of the year. The integration of our campus' degree and certificate pathways (as created by our faculty and comprehensive redesign committee) into the district-purchased Program Mapper software so students can visualize their degree paths and timelines. Requesting Manager: Rolin Moe</p>
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New Position—Executive Summary

Position Title: Program Services Coordinator (.48%), Cañada Umoja Community

Position Classification & Salary Range: Classified Salary Schedule (60), Grade 27

Position Funding Source: Immediate Action Student Outreach, One-time funds

Position Description:

The program services coordinator serves the Cañada College Umoja Community (Umoja Program) to ensure program start-up and long-term sustainability. The PSC organizes and implements student recruitment and coordinates for students college services—from registration to transfer and/or career—and special events, tours, specialized programs and other support as appropriate. The PSC provides consistent, sustained, student contact and serves as liaison to college and community resources in order to facilitate students’ successful transition to college and/or career.

Role & Responsibilities:

The PSC directly leads or partners with college programs to support extensive outreach (and in-reach) in order to recruit students for the Umoja Program. Likewise, the PSC is responsible for serving as a representative of the college and the program in creating a Cañada Umoja presence in local communities and across campus. The PSC leads or organizes a variety of workshops, presentations, and program activities. The PSC is responsible for coordinating direct program support to students (travel, textbooks, work-study, food grant program, and transportation) and for facilitating student participation in college services and activities. The PSC proactively reviews student data and records to facilitate student program cohorting, accurate registration, attendance, and ultimately course completion. The PSC works in close collaboration with the Umoja Program faculty coordinator to provide necessary program and student instructional and services support. As a member of the Umoja Program team, the PSC ensures successful completion of Umoja program goals:

1. Actualize Equity in College—Institutional Goals
2. Increase Black Student Achievement and Success
3. Establish District-Wide Umoja Program Connections & Shared Anti-Racism
4. Institute Community Outreach and Form Connections

Rationale/Justification for the Position:

The PSC supports outreach, recruitment, course completion, 4-year transfer or career/job placement of Umoja program students. Likewise, the Umoja Program will serve as a model for how to successfully increase college participation rates and success among Black and/or Black identifying students. Strategies and practices may also be expanded or adapted across departments or areas of the college to effectively address the needs of BIPOC students at large. The PSC position supports the college mission by facilitating the college’s “learning-centered” environment. It especially supports creating equitable opportunities so students achieve transfer or career goals. The position also aligns with college strategic planning, specifically to Promote a Climate of Inclusivity and Institutionalize Effective Structures to Reduce Obligation Gaps (Goal #3). The position also serves the college to enhance Cañada’s marketing and outreach efforts to

East Palo Alto and communities of color in our service area. As a support to the Umoja Program, the PSC position enacts our college Commitments, as described in the college's Anti-Racist Framework (2020), and directly supports the Cañada College Antiracism Task Force's action to phase-in the Umoja Program and develop program and student resources and build-out comprehensive curriculum.

Process Used:

The college program review process for requesting positions was followed. The position was presented to the college community. It was reviewed at the Planning and Budget Council and recommended to the College President for consideration.

New Position - Executive Summary

Organization: Skyline College

Position Title: SparkPoint Coordinator

Position Classification & Salary Range: Classified Salary Schedule 60 Grade 27

Position Funding Source: 31284 2340 2130 649008

Position Description:

This position reports to the Director of SparkPoint and is supported by the Counseling Division. The position is the connection for our basic needs identified students to resources including but not limited to housing support, food insecurity resources, and personal counseling. The position is dedicated to connecting and supporting our basic needs identified students including our housing and food insecurity students to on and off campus resources.

Rationale/Justification for the Position:

AB 132 requires each California Community College to establish a position that will serve as a Basic Needs Coordinator and designate a dedicated staff person. The Bill requires a basic needs coordinator to act as a broker in identifying, supporting, and linking students to on and off campus housing, food, mental health and other basic needs services and resources.

Process Used:

Approved through classified prioritization process and in consultation with College Cabinet