

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)**

Cañada College

Wissem Bennani Dean of Enrollment Services Enrollment Services
& Support Programs

Reassigned from College International Student Program Manager (Grade 189E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$105,696 - \$133,884) into this administrator assignment (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580), effective December 1, 2022. This position was previously Board approved on February 23, 2022. Wissem Bennani previously held this position as Interim Dean of Enrollment Services & Support Programs.

Kathleen Sullivan-Torrez* Dean of Kinesiology, Kinesiology, Athletics,
Athletics, and Dance (NP) and Dance

New full-time, 12-month administrative employment (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580), effective January 3, 2023. This position was previously Board approved on February 23, 2022.

District Office

Brett Boston* Foundation Marketing and Foundation
Communications Manager

New classified supervisory (exempt) employment (Grade 185E of the Academic – Classified Exempt Supervisory Schedule 35; Salary Range: \$100,380 - \$127,176), effective January 2, 2023, replacing Dafna Kapshud who was reassigned to Foundation Development Manager.

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

Mary Hale* Program Services Coordinator Business, Design and Workforce Development

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective December 1, 2022, replacing Jonathan Wax who was reassigned to Communications Manager.

Andrew Soler* Admissions and 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 December 1, 2022, replacing Stephen Soler who was reassigned to Financial Aid Technician.

District Office

Ghassan Msalam* Mail Clerk General Services

New part-time (50%), 12-month classified employment (Grade 13 of the Classified Salary Schedule 60; Salary Range: \$23,712 - \$30,144), effective December 5, 2022, replacing Christopher Caputo who retired.

College of San Mateo

Kailani Bowers* Transition Coordinator Strategic Initiatives and Economic Development

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective December 1, 2022, replacing Kelsey Harrison who resigned.

Nicholas Jasso* Program Services Coordinator (Project Change) Academic Support and Learning Technologies

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective December 5, 2022, replacing Samantha Vargas who transferred to Cañada College.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS**District Office****Steven Liao**Admissions and Records
Assistant III (NP)

Educational Services and Planning

Reassigned from a full-time, 12-month Financial Aid Assistant (Grade 22A of the Classified Salary Schedule 60; Salary Range: \$61,152 - \$78,468) into this full-time, 12-month classified position (Grade 24 of the same salary schedule; Salary Range: \$63,840 - \$81,636), effective December 5, 2022. This position was previously Board approved on September 8, 2022.

Skyline College**Derek Allenby**Program Services Coordinator
(Job Placement: Arts, Language and Communications)Strategic Partnerships
and Workforce Development

Reassigned from a full-time, 12-month Career Resources/Counseling Aide (Grade 19 of the Classified Salary Schedule 60; Salary Range: \$56,412 - \$72,000) into this full-time 12-month classified position (Grade 27 of the same salary schedule; Salary Range: \$68,580 - \$87,504), effective December 1, 2022, replacing Renee Liang who resigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**Skyline College****Jackeline Santizo**

Program Services Coordinator

Equity Institute

Transferred from a Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) at College of San Mateo into this full-time, 12-month position at Skyline College at the same grade level of the same salary schedule, effective December 1, 2022, replacing Monique Hernandez who resigned.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

F. CHANGES IN STAFF ALLOCATION

None

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****Cañada College****Jose Pena-Magana**Curriculum and Instructional
Systems SpecialistOffice of the Vice President
of Instruction

Retirement effective December 30, 2022, with 36 years of District Service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation**College of San Mateo****Aubrey Roderick**College International Student
Program ManagerOffice of the Vice President
of Student Services

Resignation effective December 15, 2022, with 3.5 years of District Service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS**College of San Mateo****Chris Balestrieri**

Kinesiology

Kinesiology, Athletics, Dance

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.

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	Workforce Development	7	01/02/2023	06/30/2023	<p>Professional Expert: Consultant:</p> <ul style="list-style-type: none"> • Assist in the creation of all external education materials to ensure quality deliverables. • Consult with Program Managers on appropriate learning solutions, conduct needs analysis, and develop support and evaluation plans. • Support learning solutions for multiple delivery methods including instructor-led, web-based, virtual classroom, and blended instruction. • Manage deliverables for content developers, media developers, and third-party vendors and provide support to Program Managers • Perform ongoing analysis of both our programs and market trends to ensure our initiatives remain at the front of the field • Manage the relationship and development of content with key faculty <p>Requesting Manager: Hyla Lacefield</p>
Cañada College	Workforce Development	11	01/01/2023	06/30/2023	<p>Professional Expert: Contract Education Instructors (Not-For-Credit):</p> <p>Teach Board of Trustee-approved not-for-credit courses. The short-term classes have been developed to meet the need for regional development and community engagement. The courses are designed to provide entry-level workforce development support for completers to enter the workforce with upgraded skill sets. These short-term community-based courses will be offered at Canada College at Menlo Park.</p> <p>Requesting Manager: Hyla Lacefield</p>
Skyline College	Business, Education, and Professional Programs – BAEC	2	01/03/2023	06/30/2023	<p>Professional Expert: Consultant:</p> <p>To support the BAEC & BAEC Director in assisting with programs, workshops, and implementation</p>

					<p>programs & resources for clients at the BAEC and as part of the Small Business Recovery and Assistance Program. Will perform a review, analysis, and consultation for specific events, projects, and programs requiring specialized knowledge and expertise, including outreach, written and verbal communication, and data collection and analysis. This work is to be completed with a high degree of discretion, and independent judgment.</p> <p>Requesting Manager: Michael Kane</p>
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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>
Cañada College	Administrative Services – Cashier	1	01/09/2023 06/05/2023	02/01/2023 06/23/2022	<p>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, January 9, 2023 to February 1, 2023 (19 days), Monday thru Friday, from June 5, 2023 to June 23, 2022 (15 days). With those dates, some Saturdays may apply. Duties include processing payments, issuance of parking permits, research on student accounts and other Accounting Technician duties including sessions in Banner. Requesting Manager: Ludmila Prisecar</p>
Cañada College	Academic Support and Learning Technologies – Learning Assistance Professionals (LAP)	4	01/01/2023	06/30/2023	<p>Instructional Aide II: <i>Previously Requested Position</i> To provide learning assistance support to students enrolled in college-level math and English, with a particular focus on accelerated course curriculum that is part of AB 705 implementation. Under supervision, this position will provide one-on-one and small group tutoring; assist program/lab coordinators in the development and application of supplemental subject</p>

					area instruction; assist students in the use of instructional materials, e.g., computers, and media; assist in the presentation of workshops and facilitate study groups. Requesting Manager: David Reed
Cañada College	Student Services / Outreach	1	01/01/2023	06/30/2023	<p>Program Services Coordinator: <i>Previously Requested Position</i></p> <ul style="list-style-type: none"> *Assists incoming students with the onboarding process (application, referral to appropriate programs on campus, etc.) *Works directly with College Recruiter to support Outreach and Enrollment Efforts *Exchanges information with students, staff, high school counselors & community partners *Makes presentations and conducts workshops for small and large groups as a college representative *Participates in planning and implementation meetings with college and community partners *Plans joint events with other college departments and programs with college and community partners *Travels to various off-site locations to confer with high schools, community partners, government agencies, and other entities to recruit students into college programs *Refers students to community, business, governmental and other resources *Conducts follow-up to determine student needs and available program services *Performs other related duties, as assigned <p>Requesting Manager: Manuel Perez</p>
Cañada College	Academic Support and Learning Technologies – Guided Pathways	1	01/01/2023	06/30/2023	<p>Retention Specialist: <i>Previously Requested Position</i></p> <p>To provide support and case management for new and continuing students in the Art, Design, and Performance interest area. The specific duties of this position will align with the other three dedicated Guided Pathways Retention Specialists at the college. Some examples of the types of work</p>

					<p>include case management of Interest Area student support from the point of application to enrollment and registration in courses, sorting through student data to identify appropriate supports for students based on need, maintaining regular communication with Interest Area students individually and in small groups to connect new, returning, and continuing students, and build a sense of community through the Guided Pathways Success Team framework. Requesting Manager: David Reed</p>
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