

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)

Cañada College

Ruth Jimenez Interim Director of the Disability Resource Center Counseling

New academic supervisory (exempt) interim assignment (Grade 192E of the Academic – Classified Exempt Supervisory Schedule 35; salary range: \$135,264 - \$171,312), effective June 3, 2024, replacing Bettina Lee who resigned.

College of San Mateo

Victoria Lin Interim College Business Officer Administrative Services

Reassigned from a full-time Accounting Analyst (Grade 37 of the Classified Schedule 60; Salary Range: \$98,436 - \$126,000) into this interim classified exempt supervisory role (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,264 - \$171,312), effective May 23, 2024, replacing Stephanie Martinez who resigned.

Luis Padilla Director of SparkPoint and Crisis Relief Programs Enrollment Services

Reassigned from a full-time Program Services Coordinator (Grade 27 of the Classified Schedule 60; Salary Range: \$77,052 - \$98,304) into this academic supervisory role (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,264 - \$171,312), effective April 25, 2024, replacing Julie Gardner who resigned.

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

Colin Ehara* Ethnic Studies Instructor Humanities and Social Sciences

New Contract I status academic employment, effective August 12, 2024, replacing Levalasi Loi-On who resigned.

Miriam Mosqueda* Program Services Coordinator Counseling

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304), effective June 3, 2024. This position was previously Board approved on November 8, 2023.

Emilio Villalba* Art Instructor Humanities and Social Sciences

New Contract I status academic employment, effective August 12, 2024, replacing William Morales who retired.

District Office

Annalise Eder* Utility and Sustainability Specialist Facilities

New full-time, 12-month classified employment (Grade 30 of the Classified Salary Schedule 60; Salary Range: \$83,100 - \$106,056), effective June 3, 2024, replacing Jessica Ho who was reassigned to Utility and Sustainability Coordinator.

Rose Guerra* Staff Assistant Auxiliary Services

New part-time (48%), 12-months classified employment (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$31,881.60 - \$40,746.24), effective May 29, 2024. This position was previously Board approved on December 13, 2023.

Kevin Sanders* Project Manager II (Funded by Measure H) Facilities

New full-time, 12-month classified exempt supervisory employment (Grade 191E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$128,784 - \$163,152), effective May 28, 2024, replacing Marie Mejia who was reassigned to Director of Capital Projects (Measure H).

Skyline College

Dane Nicolas* Library Support Specialist Academic Support & Learning Technologies

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$71,724 - \$91,716), effective May 24, 2024, replacing Lori Lisowski who will be retiring.

Nadia Biglari* Chemistry Instructor Science, Math, Engineering and Technology

New Contract I status academic employment, effective August 12, 2024, replacing Soodabeh Zamani who retired.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

District Office

John Doctor

Facilities Systems Manager

Facilities

Reassigned from Facilities Manager (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$149,112 - \$188,892) into this full-time, 12-month classified professional position (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$117,780 - \$150,336), effective May 23, 2024, replacing Kannan Ramasamy who resigned.

Skyline College

Anthony Brunicardi

Head Men's Baseball Coach/ Instructor

Kinesiology, Athletics, Dance

Reassigned from a full-time Instructional Aide II (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$68,028 - \$87,276) into this New Contract I status academic employment, effective August 12, 2024, replacing Dino Nomicos who was reassigned to Dean of Kinesiology, Athletics, and Dance.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

F. CHANGES IN STAFF ALLOCATION

District Office

1. Recommend a change in staff allocation to convert one vacant full-time, 12-month Human Resources Representative position (1C0376) at Grade 208C of the Confidential Salary Schedule 50 (salary range: \$92,820 - \$118,452) to a full-time, 12-month Senior Human Resources Representative position (Grade 215C of the same salary schedule; salary range: \$105,144 - \$134,280) in Human Resources, effective May 23, 2024. The position will be funded by Equal Employment Opportunity (EEO) resources. (*Justification Attachment #01*)
1. Recommend creation of a new classification titled, "Director of Community, Corporate, and Continuing Education" (Grade 193E of the Academic - Classified Exempt Supervisory Salary Schedule 35; salary range: \$149,112, \$188,892), effective July 1, 2024. In addition, recommend a change in staff allocation to add one full-time, 12-month Director of Community, Corporate, and Continuing Education position in Educational Services and Planning, effective July 1, 2024. This new classification will replace the Executive Director of Community, Corporate, and Continuing Education position, 1C0464, (Grade 197E of the Academic - Classified Exempt Supervisory Salary Schedule 35; salary range: \$181,224 - \$229,584). (*Justification Attachment #02*)

Skyline College

2. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position at Grade 27 of the Classified Salary Schedule 60 (Salary Range: \$77,052 - \$98,304) in the Student Equity and Support Programs (NextUp), effective May 23, 2024. (*Justification Attachment #03*)

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

District Office

Lucia Sunga Custodian Facilities

Retirement effective May 31, 2024, with 9.5 years of District service. Not eligible for District retiree benefits.

Skyline College

Lori Lisowski Library Support Specialist Academic Support & Learning Technologies

Retirement effective July 4, 2024, with 7 years of District service. Not eligible for District retiree benefits.

Michael Stokes Director of TRiO Student Equity & Support Programs

Correction: At its meeting on March 27, 2024, the Board approved Michael Stokes' resignation, effective June 30, 2024. A correction is being made to this item. The Office of Human Resources was informed that Michael Stokes is requesting to rescind his resignation and instead submit a retirement request, effective July 31, 2024, with 9 years of District service. Michael Stokes is not eligible for District retiree benefits. Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

2. Post-Retirement

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	Enrollment Services / Health Center	1	07/01/2024	06/30/2025	<p>College Physician: The College Physician, plans, implements, and leads professional College health care services in conjunction with public health nursing staff; provides medical advice and treatment in the College Health Center; writes prescriptions as needed; confers with medical plan providers and emergency medical personnel regarding follow-up care; sets up and maintains confidential documentation of treatment and services provided; completes required medical provider and emergency forms; makes presentations to students, organization and other groups as assigned. Requesting Manager: Wissem Bennani</p>
College of San Mateo	Student Services / Health Center	1	07/01/2024	06/30/2025	<p>College Physician: Plans, implements, and leads professional college healthcare services in conjunction with the Director of the Wellness Center and Health center staff. Provides medical advice and treatment in the College Health Center; issues prescriptions as needed, consults with medical providers regarding care plans and signs clinical scope of practice agreement, maintains confidential documentation of treatment and health services provided; completes required medical provider forms, gives presentations, and performs other duties as assigned. Requesting Manager: Emily Barrick</p>
College of San Mateo	Student Services / Health Center	8	07/01/2024	12/31/2024	<p>Counseling Intern: Requesting up to 8 personal counseling interns to provide counseling services to support students with their mental health needs. Requesting Manager: Emily Barrick</p>

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	Humanities and Social Sciences	20	08/14/2024	05/22/2025	Art Models: Requesting up to 20 individual models per semester for class sessions for Studio Art Classes (Art 204, Art 207, and Art 213) Requesting Manager: James Carranza
Skyline College	Academic Support and Learning Technologies / Media Services	1	07/01/2024	12/31/2024	Multimedia Services Coordinator: Support livestreaming of media events that apply knowledge of professional sound reinforcement techniques, digital mixing consoles, audio signal processing, and speaker placement to optimize sound and video quality. Troubleshoot and work with vendors to resolve intricate audio/video equipment issues during livestreamed events. Assist with the coordination and implementation of live broadcasts, including live streaming, camera switching, graphics integration, and audio mixing. Conduct regular maintenance and quality checks on equipment to guarantee efficient performance and minimize downtime. Requesting Manager: Torria Davis
Skyline College	Kinesiology, Athletics, Dance	26	07/01/2024	06/30/2025	Assistant Coach: A total of 26 assistant coach positions are needed to provide the support necessary to a head coach for all Skyline College athletic programs. Duties include but are not limited to assist with game day preparation and follow-up, plan / supervise instruction / student-athletes, drive vans, resolve student-athlete issues, aid in the recruitment, retention, and matriculation process, facilitate fundraising efforts, program promotion, and community outreach, compile and submit statistics, scout opponents and film games/practices. Requesting Manager: Dino Nomicos

New Position - Executive Summary

Organization: District Office

Division/ Department: Human Resources

Position Title: Senior Human Resources Representative

Position Classification & Salary Range: Classified Confidential; Salary Schedule 50 (\$105,144 - \$134,280)

Position Funding Source: Fund 3

Position Description (Roles & Responsibilities):

This is complex paraprofessional work involving activities related to compliance, recruitment, hiring, orientation, employment, staff development, and other related duties. Under general supervision, the Senior Human Resources Representative performs responsible and complex human resources functions and provides policy and procedural information about collective bargaining contract provisions and human resource department services to employees, job applicants, other educational institutions, business representatives, community organizations and the general public. An extensive amount of public contact is required to respond to electronic and in-person inquiries concerning employment and contract rules and regulations, resource materials, policies and procedures. A high degree of independent judgment and creativity are required to select and apply policies and procedures to the resolution of minor and occasional major problems that arise. The consequences of errors in judgment can be costly in public relations, employee time, resources, and District liability. The Senior Human Resources Representative is distinguished from other Human Resources positions by the nature, responsibility, analysis, complexity, and technicality of the work and by employee and applicant interactions. A Senior Human Resources Representative can direct the work of lower level Human Resources staff and student assistants as assigned.

Rationale/Justification for the Position:

The Senior Human Resources Representative position is essential for providing comprehensive support for the Director of Policy, Training, and Compliance. With responsibility for a range of complex Equal Opportunity and Compliance programs, including newly mandated state initiatives and those with updated requirements, successful implementation and management are imperative to administer legally compliant programs. By adding this position, the HR department and the Director can effectively meet the demands of new initiatives like the Workplace Violence Prevention Program, newly revised Title IX regulations, and the additional Title 5 requirements for a compliant Equal Employment Opportunity program. Additionally, the position will support district-wide mandatory training programs, N CORE, Museum of Tolerance program, Campus Security Authority training, and oversee related professional development initiatives. This strategic addition will enhance program implementation efficiency and ensure compliance.

Process Used:

Discussed Human Resources needs and appropriate staffing with the Chancellor.

New Position - Executive Summary

Organization: Educational Services and Planning

Division/ Department: Community, Corporate, and Continuing Education (CCCE)

Position Title: Director of CCCE

Position Classification & Salary Range: 193E (\$149,112 to \$188,892)

Position Funding Source: Fund 5

Position Description (Roles & Responsibilities):

This position is responsible for the leadership, development, and management of the Community, Continuing and Corporate Education (CCCE) program operating at Skyline College, Cañada College and College of San Mateo in the San Mateo County Community College District. The program provides fee based not-for-credit classes and programs for adult and youth education, corporate education and training, enrichment programs, contract for credit educational programming, summer youth programs, sports camps, conferences, and other courses and workshops. This position reports to the Vice Chancellor of Educational Services and Planning and works collaboratively with the three college campus administrations.

Select Responsibilities

Community Education

1. Providing leadership for the development and implementation of a comprehensive community education program providing learning opportunities for all age groups;
2. Researching and evaluating new program and course proposals on an ongoing basis to identify new opportunities as a complement to credit course offerings and in response to community needs and trends;
3. Developing classes and programs specifically designed for the youth in San Mateo County to provide additional academic support that cannot be provided by local middle and high schools;
4. Identifying and pursuing potential grant opportunities to help underwrite courses and programs for underserved members of the community;
5. Developing and implementing marketing, outreach, and advertising plans for all programs;

Continuing and Corporate Education

1. Generating leads resulting in new customers for Continuing and Corporate Education; identifying, developing, and providing high quality training solutions and services to customers in both public and private organizations;

2. Developing partnerships with public and private agencies to provide contract-for-credit education;
3. Working cooperatively with District, College, and Foundation staff to identify businesses and organizations in key industry sectors as qualified leads for training and business services, and assisting in the design of strategies and training solutions for clients;
4. Generating new contracts for workforce training (not already provided by one of the colleges) by creating and selling training and performance improvement services that meet the needs of businesses and public agencies in San Mateo County;

Rationale/Justification for the Position:

An analysis of the CCCE division has been conducted over the past two fiscal years. The division has been restructured, including changes to staff positions. The roles and responsibilities of the position of Director of CCCE is more aligned with other district Director (193E) level positions that have districtwide responsibilities. Additionally, the level and scope of the position is aligned with similar positions at other multi-college districts in the CCC system that have community education divisions. This position would replace the current Executive Director of CCCE (Grade 197E).

Process Used:

Proposed reorganization of CCCE was discussed with Chancellor's Cabinet and approved by the Chancellor.

New Position - Executive Summary

Organization: Skyline College

Division/ Department: Student Equity and Support Programs (SESP), NextUp

Position Title: Program Services Coordinator

Position Classification & Salary Range: Classified Professional / Salary Range 27

Position Funding Source: Fund 3; Ongoing restricted state funds for NextUp

Position Description (Roles & Responsibilities):

The Program Service Coordinator fulfills a wide range of responsibilities to ensure the effective functioning of the EOPS/NextUp program at Skyline College. This includes exchanging information with students, staff, and various external entities to provide crucial details about program services, eligibility requirements, policies, and timelines; delivering presentations to small and large groups to represent the program and the college; participating in planning and implementation meetings with internal and external stakeholders.

As a liaison between EOPS/NextUp participants and various instructional and student services departments, the coordinator facilitates effective communication and collaboration. They refer students to appropriate on and off-campus resources based on their needs and conduct follow-ups to determine if these students require additional EOPS/NextUp services. Collaboration with the EOPS/CARE Coordinator(s) in researching and compiling data for required program plans and fiscal reports is also a vital responsibility. The coordinator is also responsible for setting up and maintaining confidential and other files to ensure the organization and accessibility of essential documents. Lastly, the coordinator performs any other duties as assigned by actively seeking opportunities to support the program's goals and contribute to the success of EOPS/NextUp students at Skyline College.

Rationale/Justification for the Position:

NextUp/EOPS is requesting a PSC position that would support the coordination of our Skyline College programs designated to specifically support our Foster Youth student population, namely NextUp and Guardian Scholars Programs. Foster Youth is a disproportionately impacted student population requiring intentional high-touch services, including academic, social, and career-focused workshops, dedicated retention services, and counseling. NextUp (previously known as CAFYES) is now a statewide categorical program that exists in all CCCs that comes with annual statewide categorical funding to support eligible current and former foster youth looking to pursue higher education. Skyline College is the only college in SMCCCD with a Guardian Scholars Program that has served district-wide current and former foster youth in recent years.

Process Used:

Based on unit / program analysis and planning, the SESP Division prioritized and submitted a Classified Professional Position Request to fill this position as part of the 2024-2025 funding cycle. This request was prioritized by the Vice-President of Student Services and submitted to Cabinet for review and approval. Based on identified funding specified in the California Community Colleges Compendium of Allocation and Resources cabinet approved this Fund 3 position to be paid for with ongoing state provided resources.

**Summary of Personnel Items
Board Meeting - 05/22/2024**

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
Human Resources Representative	District Office	Human Resources	-1	12	\$92,820 - \$118,452	Fund 3	Replacing this position with a Senior Human Resources Representative position
Senior Human Resources Representative	District Office	Human Resources	1	12	\$105,144 - \$134,280	Fund 3	Replacing the Human Resources representative position
Executive Director of Community, Corporate, and Continuing Education	District Office	Educational Services & Planning	-1	12	\$181,224 - \$229,584	Fund 5	Replacing this position with a Director of Community, Corporate, and Continuing Education position
Director of Community, Corporate, and Continuing Education	District Office	Educational Services & Planning	1	12	\$149,112 - \$188,892	Fund 5	Replacing the Executive Director of Community, Corporate, and Continuing Education position
Program Services Coordinator	Skyline College	Student Equity & Support Programs	1	12	\$77,052 - \$98,304	Fund 3	New position
Net Change in FTE			1.00				

Summary Changes in Net FTE		
	FUND 1	Fund 3/Other
New Positions	0.00	1.00
Faculty	0.00	0
Total by Fund	<u>0.00</u>	<u>1.00</u>
Grand Total		1.00