

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)**

College of San Mateo

Victoria Lin	College Business Officer	Business Services
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Reassigned from Accounting Analyst (Grade 37 of the Classified Salary Schedule 60; Salary Range: \$101,388-\$129,780) into this classified exempt supervisory position (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$139,320 - \$176,448), effective November 7, 2024, replacing Ludmila Prisecar who was reassigned to Vice President of Administrative Services. Victoria Lin previously held this position as Interim College Business Officer.

B. PUBLIC EMPLOYMENT

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

District Office

Aynur Devletsah*	Senior Buyer	General Services
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New full-time, 12-month classified employment (Grade 34 of the Classified Salary Schedule 60; Salary Range: \$94,224 - \$120,480), effective November 12, 2024. This position was previously vacant.

Skyline College

Marcus Pointer*	Instructional Aide II	Kinesiology, Athletics & Dance
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New full-time, 12-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$70,068 - \$89,892), effective November 21, 2024, replacing Tony Brunicardi who was reassigned to faculty.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS**Cañada College****Claudia Vazquez Ibarra**

Retention Specialist

Office of Vice
President of Instruction

Reassigned from a full-time 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 Classified Salary Schedule 60; Salary Range: \$73,872 - \$94,464, effective November 7, 2024, replacing Mahitha Rao who resigned.

College of San Mateo**Sione Sina**

College Recruiter

Strategic Initiatives &
Economic Development

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 175S of the Classified Professional/Supervisory Salary Schedule 40: Salary Range: \$84,792 - \$108,312), effective November 7, 2024, replacing Estela Garcia who transferred to Cañada College.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

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

None

2. Post-Retirement

None

3. Resignation

None

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	Counseling	1	10/24/2024	06/30/2025 Correction: The end date for this item should be revised to June 30, 2025, rather than June 30, 2024, as indicated in the October 23, 2024, personnel report.	Counseling Intern (Personal): To provide support to students in the Personal Counseling Center including groups and events. Requesting Manager: Max Hartman

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	01/06/2025 06/09/2025	01/31/2025 06/30/2025	<p>Accounting Technician: To assist with coverage in the Cashier’s Office during registration periods and peak hours Monday through Thursday. January 2025: a total of 20 days. June 2025: a total of 13 days. Requesting Manager: Ludmila Prisecar</p>