

TO: Members of the Board of Trustees
FROM: Dr. Melissa Moreno, Interim 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

Carla Grandy Vice President of Instruction Office of the Vice President
of Instruction

Reassignment from Dean of Science, Technology, Engineering and Math (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580) at Skyline College, into this administrative assignment (Grade AB of the same Salary Schedule 20; Salary Range: \$180,804 - \$232,260), effective May 11, 2023, replacing Michael Holtzclaw who resigned. Carla Grandy previously held this position as Interim Vice President of Instruction.

B. PUBLIC EMPLOYMENT

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

Skyline College

Sean Wen* Office Assistant II Counseling

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248), effective May 15, 2023, replacing Kuang Naing who resigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

None

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

District Office

Robert Nolasco

Groundskeeper

Facilities

Retiring effective May 5, 2023, with 5 years of District Service. Not eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation**College of San Mateo****Alma Lizette Bricker**

Dean of Enrollment Services & Support Programs

Enrollment Services

Resignation effective April 26, 2023, with 10 years of District service.

District Office**Xiaozhu Chen**

Custodian

Facilities

At its meeting on April 26, 2023, the Board approved Xiaozhu Chen's resignation, effective April 16, 2023. Xiaozhu Chen has requested to rescind her resignation.

Skyline College**Rolin Moe**Dean of Academic Support and
Learning TechnologiesAcademic Support and
Learning Technologies

Resignation effective May 19, 2023, with 3.5 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>
College of San Mateo	Student Services/ Health Center	1	07/01/2023	12/31/2023	Professional Expert: College Physician: Plans, implements, and leads professional college healthcare services in conjunction with the Director of the Wellness Center and the 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
College of San Mateo	Student Services/ Personal Counseling	8	07/01/2023	12/31/2023	Professional Expert: Counseling Intern: Provide counseling services to support students with their mental health needs. Requesting Manager: Emily Barrick

L. SHORT-TERM, NON-CONTINUING POSITIONS

None