

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)

District Office

Kristina Aristo Pineda Operations Manager – Aquatics Community Fitness

New classified supervisory (exempt) employment (Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$87,300 - \$110,580), effective December 15, 2022. Kristina Aristo Pineda previously held this position as Interim Operations Manager – Aquatics.

Vaughn Boatner Community Fitness Operations Manager Community Fitness

New classified supervisory (exempt) employment (Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$87,300 - \$110,580), effective December 15, 2022. Vaughn Boatner previously held this position as Interim Community Fitness Operations Manager.

Igor Marchenko Aquatics Program Manager/Coach
(Youth Swim Program) Community Fitness

New classified supervisory (exempt) employment (Grade 175E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$70,008 - \$88,680), effective December 15, 2022. Igor Marchenko previously held this position as Interim Aquatics Program Manager/Coach (Youth Swim Program).

Tom Reudy Aquatics Program Manager/Coach
(Master Swim Program) Community Fitness

New classified supervisory (exempt) employment (Grade 175E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$70,008 - \$88,680), effective December 15, 2022. Tom Reudy previously held this position as Interim Aquatics Program Manager/Coach (Master Swim Program).

Skyline College

Heather Esparza* Director of Respiratory Care and Allied Health Science/Math/Technology

New academic supervisory employment (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,240 - \$171,324), effective January 3, 2023, replacing Elayne Rodriguez who resigned.

Allen Ocampo Equity Institute Manager Equity Institute

Reassigned from Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) into this classified exempt supervisory position (Grade 180E of Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$87,300 - \$110,580), effective December 15, 2022, replacing Katrina Pantig who resigned. Allen Ocampo previously held this position as Interim Equity Institute Manager.

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

David Gainey* Project Director Business, Design and Workforce
(Funded by California Apprenticeship Innovative Grants) (NP)

New temporary grant-funded, full-time, 12-month classified employment (Grade 175S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$73,272 - \$93,600), effective January 3, 2023. This position was previously Board approved on August 24, 2022.

Adriana Lugo* Librarian Academic Support and Learning Technologies

New Contract I status academic employment, effective January 12, 2023, replacing Valeria Estrada who transferred to the College of San Mateo.

Juan Vera* Program Services Coordinator Counseling
Veterans Resource Opportunity Center/Welcome Center

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective December 15, 2022, replacing Kristi Longoria who resigned.

College of San Mateo

Daniela Saucedo* Planning and Research Analyst Office of the President

New full-time, 12-month classified employment (Grade 195S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$93,588 - \$119,520), effective January 9, 2023, replacing Monique Nakagawa who was reassigned to Senior Planning and Research Analyst.

Max Stines* Athletic Equipment Manager Kinesiology, Athletics, Dance

New full-time, 12-month classified employment (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$59,112 - \$75,552), effective December 15, 2022, replacing Kenneth Haren who will be retiring.

District Office

YiZhang Huang* Program Services Coordinator Degree Audit Educational Services and Planning

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective January 3, 2023, replacing Roger Perez Vaughan who was reassigned to Division Assistant.

Edgar Nelmidia Jr.* Custodian Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$53,136 - \$65,868), effective December 15, 2022, replacing Ignacio Bejar who retired.

Aaron Soliman* Custodian Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$53,136 - \$65,868), effective December 15, 2022, replacing Harold Turner who retired.

Adrian Sosa* Bookstore Operations Assistant Auxiliary Services

New full-time, 12-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$60,552 - \$77,688), effective December 19, 2022, replacing Angelia Fregoso who resigned.

Michael Catangay* IT Support Technician II ITS

New full-time, 12-month classified employment (Grade 31A of the Classified Salary Schedule 60; Salary Range: \$76,404 - \$97,620), effective January 3, 2023, replacing Richard Golz who retired.

Skyline College

Joshua Porter* Multimedia Services Coordinator 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 15, 2022, replacing Roger Marcelo, Jr. who was reassigned to IT Support Technician II.

Monique Therese Ubungen* Instructional Aide II Academic Support and Learning Technologies

New full-time, 12-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$60,552 - \$77,688), effective January 3, 2023, replacing Shanna Cooper who was reassigned to Learning Center Coordinator.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Kalia Chavez

Administrative Assistant (NP)

Strategic Initiatives and
Economic Development

Reassigned from a full-time, 12-month Division Assistant (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) into this full-time, 12-month classified position at the same Grade level of the same salary schedule, effective January 3, 2022. This position was previously Board approved on September 8, 2022.

District Office

Nurali Allana

Senior Accounting Technician

Administrative Services

Reassigned from a full-time, 12-month Accounting Technician (Grade 24A of the Classified Salary Schedule 60; Salary Range: \$64,488 - \$82,464) into this full-time, 12-month classified position (Grade 28A of the same salary schedule; Salary Range: \$71,004 - \$90,696), effective December 15, 2022. This position was previously vacant.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

F. CHANGES IN STAFF ALLOCATION

District Office

1. Recommend creation of a new classification titled, "Executive Director of Chancellor's Office Strategic Initiatives" at Grade AC of the Management Salary Schedule 20 (Salary Range: \$177,984 - \$226,704), effective December 15, 2022. In addition, recommend a change in staff allocation to add one temporary Executive Director of Chancellor's Office Strategic Initiatives position in the Chancellor's office, effective December 15, 2022. (*Justification attachment #01*)

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****Cañada College**

Soraya Sohrabi Program Supervisor – Transfer Center Counseling

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

College of San Mateo

Dante Betteo Radio Station Manager KCSM

Retirement effective December 30, 2022, with 23 years of District Service. Eligible for District retiree benefits.

Edna Letran Executive Assistant to the President Office of the President

Resignation effective December 30, 2022, with 3 years of District Service. Not eligible for District retiree benefits.

Skyline College

Nina Floro English Professor Language Arts

Retiring as Professor Emerita, effective December 16, 2022, with 32 years of District Service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

College of San Mateo

LaShonda Kennedy

Program Services Coordinator

Strategic Initiatives and
Economic Development

Resignation effective November 15, 2022, with 4 years of District Service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

Skyline College

Daina Rose Lujan

Child Development
Early Childhood Education

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 Child Development/Early Childhood Education 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>
Skyline College	STEM Division/EMT	10	01/09/2023	06/30/2023	<p>Professional Expert: EMT Skill Proctor: The Emergency Medical Technician (EMT) course requires the training and testing of manipulative skills for successful completion. The Emergency Medical Care department will need professional experts to come in periodically to assist with this hands-on training and testing. Because these people are active public safety personnel and not always available to participate on scheduled skills days, we would like to build a pool of 10 individuals. In general, there would only be 1 – 3 professional experts scheduled to assist during a skills day, however, the skill's final requires up to 10 people to proctor the various stations. Requesting Manager: Jing Folsom</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>
College of San Mateo	Enrollment Services	1	12/15/2022 01/03/2023	12/22/2022 03/03/2023	Admissions and Records Assistant III: <i>Previously Requested Position</i> To support the processing of reviewing, uploading, and confirming enrollment to expand the college's Dual Enrollment program during the peak enrollment period. Requesting Manager: Arielle Smith
College of San Mateo	Math / Science	1	01/03/2023	06/30/2023	Office Assistant II: 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	Math / Science	1	01/03/2023	06/30/2023	Retention Specialist: Provide information to MESA-qualified students about the opportunities and rewards of being a MESA student. 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	Human Resources	1	01/03/2023	06/30/2023	Human Resources Representative: Assist the Athletic Centers with staff recruitment, hiring, and onboarding (Cañada College Athletic Center is in the process of hiring approximately 140 permanent and hourly employees); assist with processing student assistant and short-term temporary paperwork. Requesting Manager: David Feune
District Office	Community Fitness / CSM Athletic Center	2	01/01/2023	06/30/2023	Office Assistant II: <i>Previously Requested Position</i> This position will exchange member account information; screen calls,

					visitors, and electronic inquiries to provide a response based on confidential financial policy and procedural information training and directives and/or take messages and make appropriate referrals; Set up and update member accounts to include new electronic billing information, address changes, membership freeze and /or similar data entry changes specific to training; uses a database and a variety of computer software to set up, track, and maintain a wide variety of data and electronic and manual files and to perform data entry and retrieval; prepare member account correspondence, reports, and forms to assure clear communication. Requesting Manager: Kurt Scholler
Skyline College	Social Science / Creative Arts	1	01/01/2023	06/30/2023	Instructional Aide II: <i>Previously Requested Position</i> Prepare and maintain lab classrooms for rehearsals, including ensemble set-up, organization, and distribution of sheet music, coordination of rehearsal schedule, and recommend equipment maintenance as needed; scheduling and tracking of music labs, practice rooms performance spaced, studio lessons, and musical instruments; coordinate instrument and sheet music check-out for students and faculty remote-teaching kit checkouts ad tracking; building 1 Remodel - organization for rooms 1115 and 1111 and music storage when construction is done. Requesting Manager: Danni Redding Lapuz
Skyline College	Social Science / Creative Arts	1	01/01/2023	06/30/2023	Laboratory Technician - ART: <i>Previously Requested Position</i> Maintains art studios in a safe, clean, and orderly condition in compliance with safety regulations. Prepares demonstration set-ups for laboratory classes, including mixing and testing of chemicals and safe use of equipment and materials. Inventories equipment, supplies, and required laboratory materials to maintain adequate stock. Sets up

					and maintains online tracking of equipment, supply purchases, equipment maintenance, storage, and disposal schedules. Requesting Manager: Danni Redding Lapuz
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New Position - Executive Summary

Organization: District Office

Position Title: Interim Executive Director of Chancellor's Office Strategic Initiatives

Position Classification & Salary Range: Salary Schedule, 20, Grade AC (Salary Range: \$177,984 to \$226,704)

Position Funding Source: Unrestricted General Fund 1

Position Description / Roles & Responsibilities: Reporting to the Chancellor, this position is responsible for overseeing and coordinating a variety of complex and sensitive assignments that have a Districtwide impact and serves as the Chancellor's liaison to internal and external stakeholders, as assigned. This position is responsible for the administrative coordination of the Chancellor's Office, for policy development and recommendation, and for the districtwide coordination of public information, community and government relations; legislative activities; relations with and in support of the Board of Trustees.

Rationale/Justification for the Position: The Chief of Staff position is currently vacant and will remain vacant for the remainder of the 2022-2023 fiscal year. Given the announced retirement of the current chancellor and the transition in leadership to a new chancellor, the district will not staff the Chief of Staff position. This will allow time for the chancellor-elect to assess and determine the need for a position. In the meantime, tasks that were assigned to the Chief of Staff are not fully covered including: supporting the chancellor in various complex assignments, overseeing the day-to-day operations of the Chancellor's Office, providing direction and support for Board meeting preparation (including Board packet preparation), and providing districtwide coordination of public information, and community and government relations. This interim position is established to assist the current chancellor with these tasks. The net increase in positions assigned to the Chancellor's Office is zero. This particular position is situated above the level of a dean and below the level of a vice president, and below the vacant chief of staff position.

Process Used: The Chancellor discussed the need for this interim position with members of Chancellor's Council.