

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., 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)**

Skyline College

Gavin Townsley Acting Learning Center Manager Academic Support and Learning Technologies

Reassigned from Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304 into this acting classified supervisory (exempt) assignment (Grade 189E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$116,520 - \$147,612), effective February 29, 2024 through March 10, 2024, replacing Chelssee De Barra who is on a leave of absence.

B. PUBLIC EMPLOYMENT

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

College of San Mateo

Michelle Baker* Athletic Trainer Kinesiology, Athletics and Dance

Correction: At its meeting on January 24, 2024, the Board approved Michelle Baker's new full-time, 12-month classified employment (Grade 26 of the Classified Salary Schedule 60; salary range: \$75,168 - \$96,072), effective January 25, 2024, replacing Jasmine Gittens who resigned. A correction is being made to this item. The Office of Human Resources was informed that Michelle Baker's start date is February 26, 2024. Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

Skyline College

Maricela Gonzalez

Administrative Assistant

Office of the Vice
President of Instruction

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304), effective January 31, 2022, replacing Angelica Mendoza who was reassigned to Executive Assistant.

Fatima Gursul

Office Assistant II

Strategic Partnerships &
Workforce Development

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$61,908 - \$78,924), effective March 1, 2024, replacing Araceli Arias Cuevas who was reassigned to Program Services Coordinator.

Leticia Ortiz

Child Development Center Aide III
Master Teacher

Business, Education &
Professional Programs

New full-time, 10-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$56,690 - \$72,730), effective March 25, 2024, replacing Nataliya Gamburg who retired.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

District Office

Eduardo Gomez

Groundskeeper

Facilities

Reassigned from a full-time, 12-month Custodian (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$56,916 - \$70,548) into this full-time 12-month classified position (Grade BA of the same salary schedule; Salary Range: \$60,516 - \$75,312), effective March 1, 2024, replacing Juan Rodriguez who reassigned to Utility Engineer.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

District Office

Jessica Esclamado

Human Resources Representative

Human Resources

Per Administrative Procedure 5.01.1, a non-represented employee assigned additional duties that are impacting several areas in the college and/or the District Office shall receive an additional responsibilities pay equal to 10% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$987.10 per month, effective February 1, 2024.

F. CHANGES IN STAFF ALLOCATION**Cañada College**

1. Recommend a change in staff allocation to convert the Program Services Coordinator (Funded by the Promise Scholars Program) (3CT032) position, Grade 27 of the Classified Salary Schedule 60 (Salary Range: \$77,052 - \$98,304), from a temporarily-funded position to a permanently funded position in Student Services, effective February 29, 2024. In addition, recommend the reassignment of incumbent, Ariela Villalpando, into the permanent position through the CSEA Managed Hiring process, effective February 29, 2024. (*Justification Attachment #01*)

Skyline College

2. Recommend a change in staff allocation to add one full-time, 12-month specially funded (Rising Scholars Grant) Program Services Coordinator position at Grade 27 of the Classified Salary Schedule 60 (Salary Range: \$77,052 - \$98,304) in Student Equity and Support Programs, effective March 1, 2024. Funding for this position expires on December 31, 2028. (*Justification Attachment #02*)

G. PHASE-IN RETIREMENT**Cañada College**

Leonor Cabrera Professor Business, Design & Workforce

Recommend approval of participating in the Phase-In Retirement Program, effective fall 2024. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

H. LEAVE OF ABSENCE

None

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

Ronda Chaney Professor Business, Design & Workforce

Retiring as Professor Emerita effective May 24, 2024, with 33 years of District service. Eligible for District retiree benefits.

Gloria Peña Office Assistant II Humanities and Social Science

Retirement effective December 30, 2023, with 25.5 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

Cañada College

Carole Meagher Interim Director of Workforce Development Strategic Partnerships & Workforce Development

Resignation effective February 29, 2023, with 4 months of District service.

College of San Mateo

Meylin Alvarez Quinteros Administrative Assistant Office of Equity

Resignation effective February 9, 2023, with 1.5 years of District service.

District Office

David Johnson Maintenance Engineer Facilities

Correction: At its meeting on February 3, 2024, the Board approved David Johnson's resignation, effective February 9, 2024. A correction is being made to this item. The Office of Human Resources was informed that David Johnson rescinded his resignation. Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

K. PROFESSIONAL EXPERT/CONTRACT POSITIONS

Skyline College

David Dyssegard Automotive Technology Business, Education & 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 Automotive Technology discipline.

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	Business & Technology	1	02/29/2024	06/30/2024	<p>Administrative Assistant : The position will provide temporary administrative support in the division office, focusing on FIRE/ADMJ and other CTE programs. Furthermore, the position will assist with various special projects, including Program Teach-Out, catalog rights, administrative support for student notification, and WebExtender documentation uploading to meet Federal compliance requirements. This is a one-time request. Requesting Manager: Francisco Gamez</p>

Executive Summary

College: Cañada College

Position Title: Promise Scholars Program- Program Services Coordinator

Position Classification & Salary Range: Classified. Salary Schedule 60, Grade 27

Position Funding Source: Promise Scholarship- Cañada

Position Description:

The primary responsibility of the Promise Scholars Program Services Coordinator is to assist in the planning, coordination, and implementation of services, such as student recruitment, student orientation, and special events, and support current and potential Promise participants. The position is critical for on-site and coordination support to students and our school-site/campus partners. The Program Services Coordinator will report directly to the Director of High School Transition & Dual Enrollment and work closely with our Promise Scholars Program Retention Specialist and Promise Scholars counselors to support first-time students in navigating college and minimize structural barriers that may impact student success and completion.

Role & Responsibilities:

The Program Services Coordinator (PSC) exchanges information with students, staff, and high school partners from both Cañada College and our other learning programs regarding services, eligibility requirements, policies, timelines, required forms, and additional information related to Promise and student success broadly. The PSC travels to various off-site locations to confer with high schools, community service organizations, governmental agencies, businesses, and other entities and to recruit students into Cañada's Promise Scholars Program. The PSC makes presentations to small and large groups as a program and college representative, participates in planning and implementation meetings with college and outside groups and representatives, and also plans, conducts, and participates in tours, job fairs, and program services in conjunction with management, faculty, and other staff. The PSC serves as a liaison between student program participants and various instructional and student services departments and assists students with making sense of student forms and relevant information, including making referrals for and follow-up with students to community, business, governmental and other resources.

Rationale/Justification for the Position:

This position was a temporarily funded position, and we are seeking approval for converting the position to permanent funding. The role of the (Program Services Coordinator) PSC ensures program coordination and organization within the program. The PSC is tasked to onboard incoming students as well as the planning of orientations, community events, information sessions, and programming for the academic year. Furthermore, the PSC manages the distribution and coordination of program benefits such as incentives and book vouchers. It is fundamental to maintain the role of the PSC to foster community and support the transitional stage from high school to college through referrals, resource sharing, and providing navigational support for our students. The PSC is an integral part of PSP to foster a welcoming learning

community, as the PSC serves as a liaison between staff, faculty, other learning communities, departments, and the larger campus community.

The PSC position also supports Cañada College's long-term goal of expanding our Promise Scholars Program. The PSC position is critical to the college's efforts to build and expand the implementation of our local and statewide initiatives for Early College and replication efforts of the CUNY ASAP model. The expansion allows us to increase enrollment to the Cañada campus community while serving our underserved populations, i.e., first-generation, undocumented, low-income, former foster youth, and homeless students. Converting the position to permanent funding will provide equitable and accessible support for our current students as well as the anticipated growth of the program.

Process Used:

Full review and discussion through Cañada College's position prioritization request process happened in November and December 2019 and was revisited as part of its annual integrated planning and budgeting cycle in Fall 2023. Through this process, the position was approved to be converted from temporary to an FTE permanent position.

Executive Summary

College: Skyline College

Position Title: Program Services Coordinator

Position Classification & Salary Range: Classified. Salary Schedule 60, Grade 27

Position Funding Source: Rising Scholars Grant Funding

Position Description/ Roles & Responsibilities:

Skyline College seeks a full-time Program Services Coordinator (PSC) position for Project Change program. This program is designed intentionally to support our current and former juvenile justice impacted students. This position will help to ensure student access to relevant and transformative student services that are inclusive, diverse, equitable, and antiracist. This position will report to the Dean of Student Equity and Support Programs. The PSC will help to remove barriers to student access, success, and completion for our system impacted students.

Rationale/Justification for the Position:

This is a fully grant/categorical funded shared PSC position to support system impacted students at Skyline College. A permanent position with external dollars will provide the best opportunity for our college to implement programmatic elements of Project Change program in support of currently incarcerated youth or students previously impacted by the juvenile justice system.

Process Used:

We followed our college process for external positions where a proposal was brought to and approved by College Cabinet. The funding for this position is part of a 5-year grant, we anticipate proposing the continuation of this position through our program review/annual update and resource request process in year 4.

**Summary of Personnel Items
Board Meeting - 02/28/2024**

Staff Allocation Changes: FUND 1

Position	Organization	Department	FTE	Months/Year	Range	Source	Notes
Net Change in FTE							

Staff Allocation Changes: FUND 3/ Other; Self-Funded or Grant Funded

Position	Organization	Department	FTE	Months/ Year	Range	Source	Notes
Program Services Coordinator	Cañada College	Student Services	0.00	12	\$77,052 - \$98,304	Fund 3	Converting position from temporarily funded to permanently funded
Program Services Coordinator	Skyline College	Student Equity & Support Programs	1.00	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