

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)**

None

B. PUBLIC EMPLOYMENT

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

District Office

Winnie Li*	Human Resources Representative	Office of Human Resources
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New full-time, 12-month classified employment (Grade 208C of the Confidential Salary Schedule 50; salary range: \$92,820 - \$118,452, effective November 27, 2023, replacing Cynthia Avalos who resigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Yesenia Mercado	Program Services Coordinator	Enrollment Services
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Reassigned through the hiring process from a Financial Aid Technician position (Grade 26A of the Classified Salary Schedule 60; salary range: \$75,936 - \$97,044) into this full-time, 12-month classified position (Grade 27 of the same salary schedule; salary range: \$77,052 - \$98,304), effective October 26, 2023, replacing Luis Vargas who was reassigned to Financial Aid Technician.

Skyline College**Niruba Srinivasan**

Registrar

Enrollment Services

Reassigned through the hiring process from an Assistant Registrar position (Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35; salary range: \$91,668 - \$116,112) into this full-time, 12-month classified exempt supervisory position (Grade 192E of the same salary schedule; salary range: \$128,820 - \$163,152), effective November 9, 2023, replacing Susan Lorenzo who retired.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

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

1. Recommend a change in staff allocation to add one full-time, 12-month specially-funded (Rising Scholars Grant) Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304) in the Counseling division, effective November 9, 2023. (*Justification attachment #01*)

Skyline College

1. Recommend a change in staff allocation to delete one part-time (48%), 10-month Cosmetology Aide position (2C0304) at Grade 26 of the Classified Salary Schedule 60 (salary range: \$30,067.08 - \$38,428.78) and add one part-time (48%), 11-month Storekeeper position (Grade 19 of the same salary schedule; salary range: \$27,889.97 - \$35,593.77) in the Business, Education and Professional Programs Division, effective November 9, 2023. The Cosmetology Aide position was approved by the Board on June 22, 2022, and has remained unfilled. The recommended change reflects the needs of the division. (*Justification attachment #02*)
2. Recommend a change in staff allocation to reduce two vacant full-time, 12-month Cosmetology Office Assistant positions (2C0250 and 2C0251) at Grade 18 of the Classified Salary Schedule 60 (salary range: \$61,908 - \$78,924) to part-time (56%), 11-month positions (salary range: \$31,780.59 - \$40,515.79), effective November 9, 2023. In addition, recommend a change in staff allocation to add two part-time (48%), 11-month Cosmetology Office Assistant positions at Grade 18 of the Classified Salary Schedule 60 (salary range: \$27,240.50 - \$34,727.82) in the Business, Education and Professional Programs Division, effective November 9, 2023. (*Justification attachment #03*)

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****District Office****Julie Elmquist**

Community Education Coordinator

Auxiliary Services

Retirement effective December 30, 2023, with 8.5 years of District service. Not eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation**District Office****Azam Awan**

Acting Operations Manager

Auxiliary Services

Resignation effective November 17, 2023, 1 year of District service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS**Skyline College****Karmann Robbins**

Assistive Technology

Student Services

In accordance with Education Code 87359, the Academic Senate, the Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent professional achievement qualifications to teach in the Adapted Computer Technology discipline.

K. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

L. SHORT-TERM, NON-CONTINUING POSITIONS

None

New Position - Executive Summary

College: Cañada College

Organization: Counseling

Location: Cañada College and off campus locations

Position Title: Program Services Coordinator – Next Up/Project Change

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

Position Funding Source: Next Up categorical funds and Rising Scholars dollars

Position Description: Cañada College seeks a full-time Program Services Coordinator (PSC) position shared between our emerging Next Up and Project Change programs. These programs are designed intentionally to support our current and former foster youth students and our current and former juvenile justice impacted students respectively. This position will help to ensure student access to relevant and transformative student services through these emerging programs that are inclusive, diverse, equitable, and antiracist. This position will report to the Dean of Counseling. The PSC will help to remove barriers to student access, success, and completion for our system impacted students.

Role & Responsibilities: This position will provide dedicated time to build the programs, recruit students and provide the necessary consistency and continuity our foster youth and juvenile justice impacted students deserve. This position will be responsible for coordinating program logistics, building and maintaining on and off-campus partnerships, planning and conducting outreach/recruitment efforts, creating program materials, setting up and maintaining confidential files, researching and compiling data for reports, and grant writing.

Rationale/Justification for the Position: This is a fully grant/categorical funded shared PSC position to support system impacted students at Cañada College. A permanent position with external dollars will provide the best opportunity for our college to implement programmatic elements of both our Next Up program in support of current and former foster youth at the college and our Rising Scholars/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 and subsequently our Planning and Budgeting Council was informed as an FYI. As part of 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.

New Position - Executive Summary

College: Skyline College

Organization: Counseling

Location: Cosmetology Department

Position Title: Storekeeper

Position Classification & Salary Range: Classified Salary Schedule 60, Grade 19

Position Funding Source: Fund 1

Position Description:

We are asking to create one new part-time Storekeeper position that is the equivalent of .48FTE for an 11-month position. We are eliminating the funding from a vacant position, Cosmetology Aide (2C0304) that is the equivalent of .48FTE for a 10-month position to fund the newly created positions. Thus, the creation of this position will have no Fund 1 or overall FTE impact.

Role & Responsibilities:

This position involves skilled clerical work related to stocking, storing and maintaining supplies, equipment, tools and materials for a college laboratory. Under general supervision, the employee performs inventories, orders, receives, tests, stores and documents supplies and use of a variety of classroom and laboratory materials, and maintains orderliness in the stockroom area. Public contact is extensive, primarily involving faculty and students for the purpose of providing safety and procedural information concerning laboratory equipment, tools and supplies. A moderate to high degree of independent judgment and creativity is required to apply safety and other policies and procedures to the storage, handling and disposal of chemicals, electronic and other tools, laboratory equipment and supplies, and to resolve frequent minor and occasional major problems that arise. Consequences of errors in judgment could be costly in student and employee safety, employee time and money; however, clearly prescribed procedures and other controls limit the risk of serious errors.

Rationale/Justification for the Position:

What has created this need is all good news. Over the last year, we have added our first cohort of the Barbering Program and have now doubled the size of the program by offering a second cohort. Going forward we will be continuously running two cohorts of this program. We have also double the size of the Esthetician Program going from two to four cohorts. The additions, add in total approximately 120 students to the college, ALL, who are full-time students.

In the spring semester, we will be bringing the second Cosmetology cohort back on line. This means now, we will be running at absolute full capacity in Building 4 both day and evening, which means over 100 students present during both the day and evening programs.

All of these programs require students to work on clients, which means we'll have more clients coming through the programs and building than ever before in the history of the programs.

Process Used:

Through program review, the program identified the need based on the justification above and requested reallocation of existing personnel resources in the program to meet the need. This conversion was bought forward to the Skyline College Cabinet for review and consideration. The request was approved in the first week of October.

New Position - Executive Summary

College: Skyline College

Organization: Counseling

Location: Cosmetology Department

Position Title: Cosmetology Office Assistant

Position Classification & Salary Range: Classified Salary Schedule 60, Grade 18

Position Funding Source: Fund 1

Position Description:

We are asking for 4 part-time positions (two with benefits) that are the equivalent of 2.00 FTE. We are accomplishing this by reducing 2 vacant positions (two full-time, 12-month with benefits- positions 2C0250 and 2C0251) to part-time (56%), 11-month positions, and creating two 48%, 11-month positions. Thus, these 4 part-time positions will have no Fund 1 or overall FTE impact.

Role & Responsibilities:

The Cosmetology Office Assistant performs detailed clerical and operational support for the Cosmetology Program. Under direction, the Cosmetology Office Assistant initiates, implements, and coordinates office procedures and timelines in order to provide support for the program. Public contact is extensive, and involves College and District staff, faculty, students, patrons, vendors, other educational institutions, business and community representatives, regulatory agencies, and governmental agencies for the purpose of exchanging policy and procedural information. A moderate degree of independent judgment and creativity is required to resolve many minor and occasional major problems that arise, by selecting from among alternative procedures that are available. Consequences of errors in judgment could be costly in public relations, staff and employee time.

Rationale/Justification for the Position:

What has created this need is all good news. Over the last year, we have added our first cohort of the Barbering Program and have now doubled the size of the program by offering a second cohort. Going forward we will be continuously running two cohorts of this program. We have also double the size of the Esthetician Program going from two to four cohorts. The additions, add in total of approximately 120 students to the college, ALL, who are full-time students.

In the spring semester, we will be bringing the second Cosmetology cohort back on line. This means now, we will be running at absolute full capacity in Building 4 both day and evening, which means over 100 students present during both the day and evening programs.

All of these programs require students to work on clients, which means we'll have more clients coming through the programs and building than ever before in the history of the programs.

Process Used:

Vacancies were created by natural attrition where incumbents either took other positions in the district or left the district. Through program review, the program identified the need based on the justification above and requested reallocation existing personnel resources in the program to meet the need. This conversion was brought forward to the Skyline College Cabinet for review and consideration. The request was approved in the first week of October.

**Summary of Personnel Items
Board Meeting - 11/08/23**

Staff Allocation Changes: FUND 1

Position	Organization	Department	FTE	Months/Year	Range	Source	Notes
Cosmetology Aide	Skyline College	Cosmetology	-0.40	10	\$30,067.08 - \$38,428.78	Fund 1	Position being replaced
Storekeeper	Skyline College	Cosmetology	0.44	11	\$27,889.97 - \$35,593.77	Fund 1	Replacing Cosmetology Aide position.
Cosmetology Office Assistant	Skyline College	Cosmetology	-1.00	12	\$61,908 - \$78,924	Fund 1	Position #2C0250 reduced to a part-time (56%), 11-month position.
Cosmetology Office Assistant	Skyline College	Cosmetology	-1.00	12	\$61,908 - \$78,924	Fund 1	Position #2C0251 reduced to a part-time (56%), 11-month position.
Cosmetology Office Assistant	Skyline College	Cosmetology	0.51	11	\$31,780.59 - \$40,515.79	Fund 1	Position #2C0250 (part-time (56%), 11-month position)
Cosmetology Office Assistant	Skyline College	Cosmetology	0.51	11	\$31,780.59 - \$40,515.79	Fund 1	Position #2C0251 (part-time (56%), 11-month position)
Cosmetology Office Assistant	Skyline College	Cosmetology	0.44	11	\$27,240.50 - \$34,727.82	Fund 1	New part-time (48%), 11-month position
Cosmetology Office Assistant	Skyline College	Cosmetology	0.44	11	\$27,240.50 - \$34,727.82	Fund 1	New part-time (48%), 11-month position

Net Change in FTE **(0.05)**

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	Counseling/ Student Services	1.00	12	\$77,052 - \$98,304	Fund 3	Position to support the emerging NextUp and Rising Scholars/ Project Change Programs

Net Change in FTE **1.00**

Summary Changes in Net FTE		
	FUND 1	Fund 3/Other
New Positions	(0.05)	1.00
Faculty	0.00	0
Total by Fund	(0.05)	1.00
Grand Total		0.95