

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)

**Cañada College**

**Mahitha Rao** Acting Director of Postsecondary Success Student Services  
& the University Center

Reassigned through the hiring process from a Retention Specialist position (Grade 24 of the Classified Salary Schedule 60; salary range: \$71,724 - \$91,716) into this full-time, 12-month acting academic exempt supervisory role (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; salary range: \$128,820 - \$163,152), effective October 26, 2023, replacing Mary Ho who is on a leave of absence.

**Carole Meagher\*** Interim Director of Workforce Development Business, Design  
& Workforce

New interim academic supervisory assignment (Grade 192E of the Academic-Classified Exempt Supervisory Schedule 35; salary range: \$128,820 – \$163,152), effective October 16, 2023, replacing Janhavi Pendse who resigned.

**B. PUBLIC EMPLOYMENT**

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

**Cañada College**

**Jason Ramos\*** Instructional Aide II Academic Support &  
Learning Technologies

New full-time, 11-month classified employment (Grade 22 of the Classified Salary Schedule 60; salary range: \$62,359 - \$80,003), effective October 26, 2023. Position is currently vacant.

**College of San Mateo****Christina Fisher\***

Division Assistant

Kinesiology/ Athletics/ Dance

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; salary range: \$77,052 - \$98,304), effective October 26, 2023, replacing Jacqueline Pigozzi who was reassigned to Assistant Athletic Director.

**Yoram Savion\***

Digital Media Production Specialist

Community Relations &amp; Marketing

New full-time, 12-month classified employment (Grade 31 of the Classified Salary Schedule 60; salary range: \$84,972 - \$108,588), effective October 26, 2023. This position was previously Board approved on April 26, 2023.

**2. Re-Employment**

None

**C. REASSIGNMENT THROUGH THE HIRING PROCESS****Cañada College****Andrew Soler**

Program Services Coordinator – Degree Audit

Enrollment Services

Reassigned through the hiring process from an Admissions & Records Assistant III position (Grade 24 of the Classified Salary Schedule 60; salary range: \$71,724 - \$91,716) 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 Klaressa Ortiz who resigned.

**College of San Mateo****Araceli Arias**

Program Services Coordinator

Strategic Initiatives  
& Economic Development

Reassigned through the hiring process from an Office Assistant II position (Grade 18 of the Classified Salary Schedule 60; salary range: \$61,908 - \$78,924) 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. This position was previously Board approved on February 22, 2023.

**Paola Mora Paredes**

Program Services Coordinator

Office of Equity

Reassigned through the hiring process from a Retention Specialist position (Grade 24 of the Classified Salary Schedule 60; salary range: \$71,724 - \$91,716) 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 Jackeline Santizo who resigned.

**District Office****Adam West**

Information Security Officer

ITS

Reassigned through the hiring process from a Systems Administrator position (Grade 210S of the Classified Professional/ Supervisory Salary Schedule 40; salary range: \$117,780 - \$150,336) into this full-time, 12-month classified exempt supervisory position (Grade 193E of the Academic-Classified Exempt Supervisory Schedule 35; salary range: \$142,008 - \$179,892), effective October 26, 2023. This position was previously Board approved on December 15, 2021, and Adam West has served as the Interim Information Security Officer since October 27, 2022.

**Skyline College****Safa Zaghoudi**

Division Assistant

Strategic Partnership  
& Workforce Development

Reassigned through the hiring process from an Office Assistant II position (Grade 18 of the Classified Salary Schedule 60; salary range: \$61,908 - \$78,924) 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 Kalia Chavez who was reassigned to Administrative Assistant.

**Clair Yeo-Sugajski**

College International Student Program Manager

Global Learning  
Programs & Services

Reassigned through the hiring process from a Retention Specialist position (Grade 24 of the Classified Salary Schedule 60; salary range: \$71,724 - \$91,716) into this full-time, 12-month classified exempt supervisory position (Grade 189E of the Academic-Classified Exempt Supervisory Salary Schedule 35; salary range: \$110,976 - \$140,580), effective October 26, 2023, replacing Wissem Bennani who was reassigned to Dean of Enrollment Services.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT****Cañada College****Godfrey Watson**

Instructional Aide II

Academic Support &  
Learning Technologies

Transferred through the CSEA managed hire process from a part-time (48%) Instructional Aide II position (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$68,028 - \$87,276) in Business & Technology at College of San Mateo into this part-time (48%) classified position at the same grade of the same salary schedule, effective November 1, 2023, replacing Vincent Fitzgerald who was reassigned to Instructional Aide II.

**E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT****Skyline College****Chelssee De Barra**

Learning Center Manager

Academic Support &  
Learning Technologies

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. On May 24, 2023, the Board approved additional responsibilities pay for \$1,115.70 per month, effective June 1, 2023, through September 30, 2023. On September 13, 2023, the Board approved additional responsibilities pay for \$1,171.50 per month, effective October 1, 2023, through October 31, 2023. Staff recommends extending the additional responsibilities pay for \$1,171.50 per month, effective November 1, 2023, through December 31, 2023.

**F. CHANGES IN STAFF ALLOCATION****Districtwide**

On January 8, 2020, staff recommended to the Board a change in the grade of the Registrar classification; no action was taken by the board. Staff is resubmitting this item to the Board and recommends a change in grade from Grade 189E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (salary range: \$110,976 - \$140,580) to Grade 192E of the same salary schedule (salary range: \$128,820 - \$163,152), effective October 1, 2023. Accordingly, staff recommends a corresponding adjustment in grade for incumbents Susan Lorenzo, Maria Lara, and Steven Trinh, effective October 1, 2023. The recommended change reflects an increase in the scope of work and responsibility. The increase in grade is supported by the results of a benchmark study of the classification conducted across the 10 community college districts in the Bay Area.

**G. PHASE-IN RETIREMENT**

None

**H. LEAVE OF ABSENCE**

None

## I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

### 1. Retirement

#### District Office

**Bernadetta Slater** Chief Financial Officer/ Administrative Services  
Acting Executive Vice Chancellor of Administrative Services

Retirement effective December 29, 2023, with 7 years of District service. Not eligible for District retiree benefits.

#### Skyline College

**Emmanuel Tablan** Shipping/ Receiving Clerk Administrative Services

Retirement effective December 30, 2023, with 20 years of District service. Eligible for District retiree benefits.

**Christine Woo** Program Services Coordinator Social Science/ Creative Arts

Retirement effective November 3, 2023, with 11.5 years of District service. Not eligible for District retiree benefits.

### 2. Post-Retirement

None

### 3. Resignation

#### Cañada College

**Janhavi Pendse** Interim Director of Workforce Development Business, Design  
& Workforce

Resignation effective October 6, 2023, with one month of District service.

#### College of San Mateo

**Brittany Rubio** Administrative Assistant Planning, Research,  
Innovation and Effectiveness

Resignation effective October 20, 2023, with 1.7 years of District service.

**Daniela Saucedo** Planning & Research Analyst Planning, Research,  
Innovation and Effectiveness

Resignation effective September 8, 2023, with nine months of District service.

**District Office****Ghassan Msalam**

Mail Clerk

General Services

Resignation effective October 3, 2023, with 10 months 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>
Skyline College	Business, Education, and Professional Programs/ Early Child Education	1	01/01/2024	06/30/2024	<b>Professional Expert: Academic Coach</b> Provide specific coaching methodologies with the goal that students will be more engaged. The coaching methodologies include strategies such as goal setting, teamwork, commitment to completion, dedication, accountability, perseverance, and resiliency to overcome setbacks to complete coursework and apprenticeship requirements. Requesting Manager: Michael Kane

**L. SHORT-TERM, NON-CONTINUING POSITIONS****None**