

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)

#### **College of San Mateo**

**David Galvez\*** Director of Student Equity Office of the President

New academic supervisory (exempt) employment (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,240 - \$171,324), effective July 25, 2022, replacing Jeremiah Sims who resigned.

**Julie Gardner\*** Director of SparkPoint Enrollment Services

New classified supervisory (exempt) employment (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388), effective June 1, 2022. This position was previously Board approved on January 26, 2022.

**Andrea Vizenor** Executive Director of Strategic Initiatives and Economic Development Office of the President

Reassigned from a full-time Dean of Strategic Partnerships and Workforce Development (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580) into this full-time 12-month management position (Grade AC of the same salary schedule; Salary Range: \$177,984 - \$226,704), effective July 1, 2022. The position was previously Board approved on December 15, 2021.

#### **Skyline College**

**Leah McGlauchli\*** Director of the Bay Area Entrepreneur Center Business, Education and Professional Programs

New classified supervisory (exempt) employment (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388), effective June 6, 2022, replacing Pcyeta Stroud who resigned.

**B. PUBLIC EMPLOYMENT**

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

**College of San Mateo**

**Cheyenne Cortez\*** Instructor, Art History Creative Arts/Social Science

New Contract I status academic employment, effective August 15, 2022, replacing Janet Black who retired.

**Patricia Perez\*** Program Services Coordinator Office of the Vice President  
Dual Enrollment of Instruction

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective June 13, 2022. This position was previously Board approved on December 15, 2021.

**District Office**

**Teodora (Teddy) Washington\*** Human Resources Representative Human Resources

New full-time, 12-month classified employment (Grade 208C of the Confidential Salary Schedule 50; Salary Range: \$82,620 - \$105,432), effective May 26, 2022, replacing Gina Dizon who retired.

**Skyline College**

**Darren McKay\*** Retention Specialist Strategic Partnerships and  
(Dual Enrollment) Workforce Development

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective May 30, 2022. This position was previously Board approved on December 15, 2021.

**Tiffany Neizman\*** Storekeeper Business, Education and  
Professional Programs

New full-time, 11-month classified employment (Grade 19 of the Classified Salary Schedule 60; Salary Range: \$51,711 - \$66,000), effective June 22, 2022, replacing Giyha Margate who resigned.

**2. Re-Employment**

**District Office**

**Raymond Hernandez** Interim Director of Operations Educational Services and Planning

At its meeting on December 15, 2021, the Board approved postponing Mr. Hernandez’s retirement to June 30, 2022, to assist the District during the COVID-19 pandemic. Due to operational needs in recovering from the pandemic, Mr. Hernandez’s services are still needed by the District, and he has agreed to further postpone his retirement until December 31, 2022, and extend his interim assignment as the Director of Operations (Grade AE of the Management Salary Schedule 20; Salary Range \$161,328 - \$205,824).

**C. REASSIGNMENT THROUGH THE HIRING PROCESS**

**District Office**

**Bryan Besnyi**

Senior Programmer I

ITS

Reassigned from a full-time Programmer Analyst (Grade 37 of the Classified Salary Schedule 60; Salary Range: \$87,612 - \$112,152) into this full-time 12-month classified position (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800), effective May 26, 2022. The position was previously vacant.

**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 Division Assistant position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in the Kinesiology/Athletics/Dance division, effective May 26, 2022. (Justification Attachment #01)

**College of San Mateo**

2. Recommend a change in staff allocation to increase one part-time (48%), 12-month Program Services Coordinator position (4C0429) (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$32,918.40 - \$42,001.92) to 100%, 12-month position at the same grade of the same salary schedule; Salary Range: \$68,580 - \$87,504) in the Enrollment Services Division, effective May 26, 2022.

**Skyline College**

3. Recommend a change in staff allocation to increase one part-time (48%), 10-month Cosmetology Office Assistant position (2C0251) (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$22,041.60 - \$28,099.20) to 75%, 12-month position at the same grade of the same salary schedule; Salary Range: \$55,104 - \$70,248) in the Business, Education and Professional Programs Division, effective May 26, 2022.

**G. PHASE-IN RETIREMENT**

None

**H. LEAVE OF ABSENCE**

None

**I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**

**1. Retirement**

**District Office**

**Thomas Bauer** Vice Chancellor of Auxiliary and Community Services Auxiliary & Community Services

Retiring as Vice Chancellor Emeritus effective June 30, 2022, with 17 years of District service. Not eligible for District retiree benefits.

**Skyline College**

**Imelda Hermosillo** Counselor Counseling

Retiring as Professor Emerita effective May 27, 2022, with 23 years of District service. Eligible for District retiree benefits.

**2. Post-Retirement**

None

**3. Resignation**

**College of San Mateo**

**Michael Holtzclaw** Vice President of Instruction Office of the Vice President Of Instruction

Resignation effective July 17, 2022, with 3.5 years of District service.

**Skyline College**

**Elayne Rodriguez** Director of Respiratory Therapy Science, Technology, Engineering and Math

Resignation effective July 8, 2022, with 2.5 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>
Cañada College	Enrollment Services / Health Center	1	07/01/2022	06/30/2023	<p><b>Professional Expert:</b>  <b>College Physician:</b>  Plans, implements, and leads professional College health care services in conjunction with public health nursing staff; provides medical advice and treatment in the College Health Center; writes prescriptions as needed; confers with medical plan providers and emergency medical personnel regarding follow-up care; sets up and maintains confidential documentation of treatment and services provided; completes required medical provider and emergency forms; makes presentations to students, organization and other groups as assigned.  Requesting Manager: Wissem Bennani</p>
Skyline College	Strategic Partnerships & Workforce Development	4	07/01/2022	12/31/2022	<p><b>Professional Expert:</b>  <b>Consultant:</b>  Four Specific Consultants, grant-funded, to support our ability to be responsive and inclusive of industry input in new program development in key Workforce Areas. These positions will support projects related to the specific meta-majors: Arts, Language &amp; Communication, Business Entrepreneurship &amp; Management, Society &amp; Education, and Science Technology &amp; Health  Requesting Manager: Andrea Vizenor.</p>
Skyline College	Social Science Creative Arts	3	08/17/2022	06/30/2023	<p><b>Professional Expert:</b>  <b>Accompanist:</b>  Plays instruments to assist in voice classes and choral groups. Classes include: MUS 470; MUS 401-404; MUS 501-504; MUS 485.1-485.4; MUS 410.1-410.4  Requesting Manager: Nicole Porter</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	Kinesiology / Athletics / Dance	50	07/01/2022	06/30/2023	<b>Assistant Coach:</b> <i>Previously Requested Position</i> A total of 50 assistant coach positions are needed to provide a variety of duties for all CSM athletic programs. Duties may include coaching, recruiting, film needs, record keeping, etc. Requesting Manager: Andreas Wolf
College of San Mateo	Kinesiology / Athletics / Dance	5	05/26/2022	06/30/2022	<b>Equipment Manager:</b> <i>Previously Requested Position</i> A total of 5 equipment manager positions are needed to facilitate events for outside rental groups using CSM facilities. Requesting Manager: Andreas Wolf
College of San Mateo	Kinesiology / Athletics / Dance	10	07/01/2022	12/31/2022	<b>Equipment Manager:</b> <i>Previously Requested Position</i> A total of 10 equipment manager positions are needed to facilitate events for outside rental groups using CSM facilities. Requesting Manager: Andreas Wolf

**New Position Executive Summary**

**Position Title:** Division Assistant - Kinesiology, Athletics, and Dance (KAD) Division

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

**Position Funding Source:** General Fund, Fund 1

**Position Description:**

The Division Assistant will perform complex and detailed clerical and administrative support for the KAD Dean/Athletic Director, with an expectation of resolving problems and making independent decisions with minimum supervision. The Division Assistant initiates, implements, and coordinates office procedures and timelines while supporting KAD Division programs and services. The Division Assistant works closely with Collegewide departments and the District Office to ensure proper policies and procedures are followed. Public contact is extensive, and involves college and district staff, faculty, students, vendors, other educational institutions, business and community representatives, regulatory agencies, and governmental agencies for the purpose of exchanging policy and procedural information.

**Role & Responsibilities:**

The Division Assistant will exchange information with college staff and other constituencies regarding KAD Division services, as well as to provide and/or interpret operating policies, and procedures. The Division Assistant will modify and maintain the division course schedule, adheres to the production timeline, and ensures schedule entry accuracy through verification of scheduling content to align with catalog and curriculum updates as directed. The Division Assistant works closely with the budget office to follow proper accounting procedures. The Division Assistant will utilize a variety of databases and computer software to set up, track, and maintain a wide variety of data and files, including educational and faculty schedules, class schedules, budget, and financial records. The Division Assistant will compose and prepare correspondence, memoranda, report narratives, publicity materials and other materials from original ideas with minimal guidance or direction.

**Rationale/Justification for the Position:**

The Kinesiology, Athletics, and Dance (KAD) Division is devoted to embracing and advancing a diverse community of students in their pursuit of self-development, educational attainment, and a healthy well-being. The KAD Division Assistant will support the division as a learner-centered environment, ensuring proper division and College policies and procedures are followed. The Division Assistant will assist the KAD Dean/Athletic Director on a wide variety of DANC, FITN, INDV, TEAM, KINE, and VARS courses and programs that will enhance the overall academic experience, seeking to outperform the College average student retention, completion, and transfer rates. The Division Assistant will ensure the KAD Division adheres to all institutional planning initiatives and priorities, while cultivating an environment focused on the health and wellness.

**Process Used:**

- The KAD Division was submitted through the College's comprehensive program review process and annual update program plan during the following cycles: 2017-18, 2018-19, 2019-20, 2020-21, 2021-22.
- Resolution passed by Cañada Academic Senate in support of the immediate hiring of the KAD Dean/Athletic Director (September 2019).