

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**

**Sergio Suarez\*** Interim Student Life & Leadership Manager Counseling

New interim classified (exempt) supervisory assignment (Grade 180E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$91,668 – \$116,112), effective September 14, 2023, replacing Michiko Kealoha who was reassigned to Director of Equity.

**College of San Mateo**

**Arielle Smith** Acting Dean of Counseling, Advising & Matriculation Counseling

Reassigned from Faculty (Faculty Salary Schedule 80) into this acting academic administrator assignment (Grade AD of the Management Salary Schedule 20; Salary Range: \$178,152 - \$226,356), effective September 14, 2023, replacing Krystal Duncan who is on leave.

**Joseph Alex Guiriba** Interim Vice President of Student Services Office of the Vice President of Student Services

Reassigned through the interim recruitment process from Counselor (Faculty Salary Schedule 80) into this interim academic administrator assignment (Grade AB of the Management Salary Schedule 20; Salary Range: \$189,840 - \$243,876), effective September 14, 2023, replacing Joshua Moon Johnson who resigned.

**Skyline College**

**Ellen Murray** Acting Dean of Counseling Counseling

Reassigned from Director of Promise Scholars Program (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$128,820 - \$163,152) into this acting academic administrator assignment (Grade AD of the Management Salary Schedule 20; Salary Range: \$178,152 - \$226,356), effective September 14, 2023, replacing Luis Escobar who was reassigned to Acting Vice President of Student Services.

**Nathaniel Nevado** Acting Director of Promise Scholars Program Counseling

Reassigned from Faculty (Faculty Salary Schedule 80) into this acting academic supervisory assignment (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$128,820 - \$163,152), effective September 14, 2023, replacing Ellen Murray who will be reassigned to Acting Dean of Counseling.

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

**Mariel De Paz Fernandez\*** Program Services Coordinator (NP) Office of Equity

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304), effective September 14, 2023. This position was previously Board approved on April 26, 2023.

**College of San Mateo**

**Heather Crapo\*** Division Assistant Counseling

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304), effective September 14, 2023, replacing Helia Ying who retired.

**Laura Woltag** English Instructor Language Arts

In accordance with Education Code 87482, staff recommends temporary academic employment, effective September 14, 2023, through the end of the 2023-2024 academic year.

**Skyline College**

**Scoutt Kessler\*** Laboratory Coordinator Science, Technology, Engineering and Math

New part-time (48%), 10-month classified employment (Grade 30 of the Classified Salary Schedule 60; Salary Range: \$33,240 - \$42,422.40), effective September 14, 2023. This position was previously Board approved on June 22, 2023.

**Hoa (Tim) Luong\*** Staff Assistant Counseling

New full-time, 12-month classified employment (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$66,420 - \$84,888), effective September 14, 2023, replacing Raul Amaya who was reassigned to SparkPoint Coordinator.

## 2. Re-Employment

None

## C. REASSIGNMENT THROUGH THE HIRING PROCESS

### Skyline College

**Celia Arceo** Program Service Coordinator (NP) Enrollment Services

Reassigned through the hiring process from Financial Technician (Grade 26A of the Classified Salary Schedule 60; Salary Range: \$75,936 - \$97,044) into this full-time, 12-month position (Grade 27 of the same salary schedule; Salary Range: \$77,052 - \$98,304), effective September 14, 2023. This position was previously Board approved on May 24, 2023.

**Rubielyn Bactad-Ruiza** Division Assistant Counseling

Reassigned through the hiring process from Office Assistant II (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$61,908 - \$78,924) into this full-time, 12-month position (Grade 27 of the same salary schedule; Salary Range: \$77,052 - \$98,304), effective September 14, 2023, replacing Maria Jackie Flores-Diaz who was reassigned to Program Services Coordinator.

**Margaret (Peg) Leary** Program Service Coordinator – Degree Audit Enrollment Services

Reassigned through the hiring process from Admissions and Records Assistant III (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$71,724 - \$91,716) into this full-time, 12-month position (Grade 27 of the same salary schedule; Salary Range: \$77,052 - \$98,304), effective September 14, 2023, replacing Kelly Li who transferred to Program Services Coordinator.

## D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

### Skyline College

**Julie Hong** SparkPoint Coordinator Counseling

Transferred from a full-time SparkPoint Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304) at Cañada College into this full-time 12-month position at the same grade level of the same salary schedule, effective September 24, 2023, replacing Flor Lopez who resigned.

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

Learning Center Manager

Academic Support &  
Learning Technologies

1. 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. Staff recommends extending the additional responsibilities pay for \$1,171.50 per month, effective October 1, 2023, through October 31, 2023.

**F. CHANGES IN STAFF ALLOCATION**

None

**G. PHASE-IN RETIREMENT****Cañada College****Patricia Dilko Hall**

Professor

Business, Design, and Workforce

Recommend approval of participating in the Phase-In Retirement Program, effective fall 2023. 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**

None

## 2. Post-Retirement

None

## 3. Resignation

### College of San Mateo

**Joshua Moon Johnson**

Vice President of Student Services

Office of the Vice President  
of Student Services

Resignation effective September 12, 2023, with 1 year of District service.

### Skyline College

**Stephanie Lopez Galindo**

Staff Assistant

Marketing, Communication  
& Public Relations

Resignation effective August 22, 2023, with 2 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>
Cañada College	Workforce Development	3	09/20/2023	12/31/2023	<b>Professional Expert: Instructor (not-for-credit):</b> To help instruct and build curriculum for Menlo Park not-for-credit programs using the Menlo Park and XR Pre-Apprenticeship grants. All of the programs the Professional Experts will teach in will be board-approved Not-for-credit programs. Requesting Manager: Hyla Lacefield
District Office	Facilities	1	09/14/2023	06/30/2024	<b>Professional Expert: Consultant:</b> The State has approved funding for District for Student Housing and there is a need for a consultant to assist with community outreach for

					the project. The consultant will also work on litigation, property tax, redevelopment agency initiatives, and government relations. Requesting Manager: Michele Rudovsky
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**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>
Cañada College	Business, Design, & Workforce (Computer Business Office Technology (CBOT))	1	09/14/2023	12/31/2023	<p><b>Instructional Aide:</b> Online classes have brought increased enrollments for our CBOT department, but students who struggle with technology have additional challenges when taking courses in an online modality. With the opening of Building 13 in the fall of 2023, we want to dedicate a space to supporting students in the Business area, particularly our CBOT students. This will require a higher level of support than we are able to give to our student assistants or peer mentors. We would like to pilot a lab offering in Building 13 for afternoon/early evening support for these students. This would tie into our Educational Master Plan goal of providing greater support for evening students.</p> <p>Requesting Manager: Hyla Lacefield</p>