

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., 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)

District Office

Chikako Walker Director of International Education International Education

Reassigned from Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256) into this classified exempt supervisory position (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$153,588 - \$194,556), effective September 1, 2024, replacing Diane Arguijo who retired. Chikako Walker previously held this position as Interim Director of International Education.

B. PUBLIC EMPLOYMENT

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

College of San Mateo

Justin Kawakami* Program Services Coordinator Counseling

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256), effective September 17, 2024. This position was previously Board approved on April 24, 2024.

Skyline College

Amber Garay* Cosmetology Aide Business, Education and Professional Programs

New full-time, 12-month classified employment (Grade 26 of the Classified Salary Schedule 60; Salary Range: \$77,424 - \$98,952), effective September 16, 2024, replacing Phoo Oo who resigned.

Catherine Garcia* Cosmetology Office Assistant Business, Education and Professional Programs

New part-time (48%), 11-month employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$28,057.92 - \$35,766.72), effective September 16, 2024. This position was previously Board approved on November 8, 2023.

Eaint Yee Mon Htet* Cosmetology Office Assistant Business, Education and Professional Programs

New part-time (48%), 11-month employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$28,057.92 - \$35,766.72), effective September 16, 2024. This position was previously Board approved on November 8, 2023.

Steffi Pressesky* Instructional Aide II Academic Support and Learning Technologies

Correction: At its meeting on August 28, 2024, the Board approved Steffi Pressesky's new part-time (40%), 10-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$23,356 - \$29,964), effective August 1, 2024, replacing John Chew who was reassigned to full-time 12-month Instructional Aide II. A correction is being made to this item. The Office of Human Resources was informed that Steffi Pressesky's start date was August 12, 2024. Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Dulce Martinez Luna Program Services Coordinator Academic Support and Learning Technologies

Reassigned from a full-time Instructional Aide II (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$70,068 - \$89,892) into this full-time 12-month classified position (Grade 27 of the same salary schedule; Salary Range: \$79,368 - \$101,256), effective September 12, 2024. This position was previously Board approved on April 24, 2024.

Skyline College

Jose Milan, Jr. Program Services Coordinator Student Equity and Support Programs

Reassigned from a full-time Retention Specialist (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$73,872 - \$94,464) into this full-time 12-month classified position (Grade 27 of the same salary schedule; Salary Range: \$79,368 - \$101,256), effective September 12, 2024. This position was previously Board approved on May 22, 2024.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT**Skyline College****Chris Gibson**

Dean of Language Arts

Language Arts

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 \$2,040.00 per month, effective September 12, 2024, through October 30, 2024, or the appointment of an Acting Dean of Social Science/Creative Arts, due to the absence of another employee exceeding 20 working days.

None

F. CHANGES IN STAFF ALLOCATION

None

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE**College of San Mateo****Maricela Claudio**

Child Development Center Aide II

Special Services

Medical Leave of absence without pay effective May 16, 2024, without benefits, effective October 1, 2024.

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

Executive Assistant to the President

Office of the President

Retirement effective December 30, 2024, with 20.5 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

Skyline College

Vinicio Lopez Vice President of Instruction Office of the Vice President
Of Instruction

Resignation effective September 15, 2024, with 2 years of District service.

Ame Maloney Associate Professor Academic Support and
Learning Technologies

Correction: At its meeting on August 28, 2024, the Board approved Ame Maloney's resignation effective July 31, 2024. A correction is being made to this item. The Office of Human Resources was informed that Ame Maloney resigned on August 8, 2024, with 5 years of District service. Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

Alexa Moore Program Services Coordinator Strategic Partnership
& Workforce Development

Correction: At its meeting on August 28, 2024, the Board approved Alexa Moore's resignation effective August 13, 2024, with 4.75 years of District service. A correction is being made to this item. The Office of Human Resources confirmed that the number of District years of service is 12 years. 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

<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	Academic Support and Learning Technologies	1	08/12/2024	05/30/2025	Academic Coach: Math in the End Zone is a new Learning Community dedicated to football-playing student athletes. The goal is to emulate the success of Writing in the End Zone. The Academic Coach will instill specific coaching methodologies into the math class with the goal that students will be more engaged in math. The coaching methodologies include strategies such as developing friendly competition in the classroom, goal setting, teamwork, case loading, commitment to completion, dedication, accountability,

					perseverance, and resiliency to overcome setbacks, etc. Requesting Manager: Tarana Chapple
Skyline College	Counseling – Health and Wellness Services	2	09/12/2024	06/30/2025	Counseling Intern (Personal): This position carries a therapeutic caseload of students and offers psychoeducational workshops for students, faculty, and classified professionals. Requesting Manager: Ellen Murray

L. SHORT-TERM, NON-CONTINUING POSITIONS

None