

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

Arielle Smith Acting Dean of Enrollment Services and Enrollment Services
Support Programs

Reassigned from Faculty (Faculty Salary Schedule 80; into this acting role (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580), effective April 25, 2022, replacing Lizette Bricker who is on a leave of absence.

Skyline College

Vinicio Lopez* Vice President of Instruction Vice President of Instruction Office

New administrative employment (Grade AB of the Management Salary Schedule 20; Salary Range: \$180,804 - \$232,260), effective July 1, 2022, replacing Jennifer Taylor-Mendoza who was reassigned.

B. PUBLIC EMPLOYMENT

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

Skyline College

Muang Pharn* Staff Assistant President's Office

New full-time, 12-month classified employment (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$59,112 - \$75,552), effective June 1, 2022, replacing Rebecca Threewit who was reassigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Joseph Martinez

Learning Center Manager

Academic Support and
Learning Technologies

Reassigned from a full-time Learning Center Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) into this full-time 12-month classified exempt supervisory position (Grade 189E of the Academic-Classified Exempt Salary Schedule 35; Salary Range: \$105,696 - \$133,884), effective May 12, 2022, replacing Ronald Andrade who was reassigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

F. CHANGES IN STAFF ALLOCATION

None

G. PHASE-IN RETIREMENT

College of San Mateo

Mary Valenti

Counselor

Counseling

Recommend approval of participating in the Phase-In Retirement Program, effective fall 2022. Confirmation of employee eligibility and final approval of the employee’s proposed workload reduction is managed by the State Teachers Retirement System.

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

College of San Mateo

Alma Marie Gomez Instructional Support Assistant Vice President of Instruction Office

Retirement effective October 12, 2022, with 16 years of District service. Not eligible for District retiree benefits.

Cynthia James Cosmetology Program Assistant Business/Technology

Retirement effective May 31, 2022, with 14 years of District service. Not eligible for District retiree benefits.

Rosemary Nurre Professor Business/Technology

Retiring as Professor Emerita effective June 29, 2022, with 29 years of District service. Eligible for District retiree benefits.

Skyline College

Alice Erskine Professor Science, Technology, Engineering and Math

Retiring as Professor Emerita effective June 5, 2022, with 21 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

District Office

Wan Han Cheung Accountant Administrative Services

Resignation effective April 6, 2022, with 4 months of District service.

Alexis Whitaker Utility and Sustainability Coordinator Facilities

Resignation effective May 6, 2022, with 1.5 years of District service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. 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	Student Services – Health Center	1	07/01/2022	06/30/2023	<p>Professional Expert: College Physician: Plans, implements and leads professional College health care services in conjunction with the Director of Wellness Center and the nursing staff: provides medical advice and treatment in the College Health Center: issues 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 organizations and other groups assigned. Requesting Manager: Kristi Ridgway</p>
College of San Mateo	Student Services	8	07/01/2022	06/30/2023	<p>Professional Expert: Counseling Interns: To provide counseling services to assist students in handling and managing pressing personal issues. Requesting Manager: Kristi Ridgway</p>
Skyline College	Social Science – Creative Arts	3	08/17/2022	05/31/2023	<p>Professional Expert: Accompanist: To provide essential support for music students to achieve the student learning outcomes of many music performances courses in all modalities (e.g. MUS. 401-404, 410.1-.4, 420.1-.4, 470.1-.4, 485.1-.4., 501-504). Requesting Manager: Nicole Porter</p>

Skyline College	Social Science – Creative Arts	60	08/17/2022	05/31/2023	Professional Expert: Art Models: This request is for various art studio class models: ART 207 (91690) and ART 217 (95732). Requesting Manager: Nicole Porter
Skyline College	Social Science – Creative Arts	15	08/17/2022	05/31/2023	Professional Expert: Music: This request is for private music instruction for music majors in MUSIC 501 JX (94229; MUSIC 502 JX (94257); MUSIC 503 JX (94258); MUSIC 504 JX (94259). Requesting Manager: Nicole Porter

K. 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	VP Student Services – TRiO Upward Bound	3	06/01/2022	08/31/2022	Instructional Aide II: <i>Previously Requested Position</i> These positions are for an in-person academic summer "Bootcamp" for high school students who are low-income and the first in their families to consider college. The duties include exchanging information with students on the subject matter, resources, and materials for classrooms, labs, and learning environments. Upward Bound concurrently enrolled high school students need additional and intrusive support to be successful in college-level courses. They will work with faculty/staff to help meet student academic goals. This temporary position is for the summer semester only, grant funding ends 8/31/2022. Requesting Manager: Manuel Perez
Skyline College	Kinesiology, Athletics, Dance	24	07/01/2022	06/30/2023	Assistant Coach: <i>Previously Requested Position</i> A total of Assistant Coaches positions are needed to provide the support necessary to head coach for all Skyline College athletic programs. Duties include but are not limited to assisting with game-day preparation and follow-up, planning/supervising instruction to

					<p>student-athletes; driving vans; resolving student-athlete issues; aiding in the recruitment, retention, and matriculation process; facilitating fundraising efforts, program promotion, and community outreach; compile and submit statistics; scout opponents and film games/practices. Requesting Manger: Dino Nomicos</p>
<p>Skyline College</p>	<p>Kinesiology, Athletics, Dance</p>	<p>1</p>	<p>08/01/2022</p>	<p>06/30/2023</p>	<p>Assistant Coach – Dance: <i>Previously Requested Position</i> The Dance Production Assistant will provide functions that are integral to the Dance program and its promotion/operation. Duties include but are not limited to assisting with rehearsals, public relations, day of event management, coordination of student segments, publications, ticket office functions, website updates, outreach, and sponsor solicitation. This position will serve the dance program at Skyline during the Fall semester and between the end of the Fall and Spring semesters. Requesting Manager: Dino Nomicos</p>
<p>Skyline College</p>	<p>Kinesiology, Athletics, Dance</p>	<p>1</p>	<p>07/01/2022</p>	<p>12/31/2022</p>	<p>Athletic Trainer: <i>Previously Requested Position</i> The trainer's responsibilities will include but are not limited to assessing injuries, event coverage, communicating with coaches, completing and filing paperwork, cleaning, sterilizing, and maintaining equipment. This position is requested just in case COVID 19 Return to Play protocols require additional athletic training support on an intermittent basis. Requesting Manager: Dino Nomicos</p>