

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)

**College of San Mateo**

**Eddie Flores\*** Acting Director of Community Relations President's Office  
& Marketing

New classified supervisory (exempt) acting assignment (Grade 194E of the Academic – Classified Exempt Supervisory Schedule 35; salary range: \$149,112 - \$188,856), effective January 2, 2024, replacing David McLain who was reassigned to Interim Executive Director of Community & Government Relations.

**B. PUBLIC EMPLOYMENT**

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

**College of San Mateo**

**Stephen Amoako\*** Program Services Coordinator Strategic Initiatives &  
Economic Development

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; salary range: \$77,052 - \$98,304), effective December 14, 2023. This position was previously Board approved on February 22, 2023.

**Jessica Macias\*** Retention Specialist Math & Science

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; salary range: \$71,724 - \$91,716), effective January 2, 2024. This position was previously Board approved on July 26, 2023.

### District Office

**Ryan Jedd\***

Public Safety Officer

Public Safety

*Correction:* At its meeting on November 29, 2023, the Board approved Ryan Jedd's new full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 62; salary range: \$82,200- \$104,856), effective December 9, 2023, replacing Kirill Solodchenko who resigned. The Office of Human Resources was informed that Ryan Jedd withdrew his acceptance of this position. Therefore, with the adoption of this request, the Board rescinds its approval previously granted to this item.

**Jianmei Liang\***

Senior Programmer I

ITS

New full-time, 12-month classified employment (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; salary range: \$117,780 - \$150,336), effective December 18, 2023, replacing Kristen Murray who will be retiring.

### Skyline College

**Kerry Bahadur\***

Financial Aid Technician

Enrollment Services

New full-time, 12-month classified employment (Grade 26A of the Classified Salary Schedule 60; salary range: \$75,936 - \$97,044), effective December 14, 2023, replacing Celia Arceo who was reassigned to Program Services Coordinator.

**Ha (Mei) Lee\***

Staff Assistant

Marketing, Communication &  
Public Relations

New full-time, 12-month classified employment (Grade 21 of the Classified Salary Schedule 60; salary range: \$66,420 - \$84,888), effective December 14, 2023, replacing Stephanie Lopez Galindo who resigned.

**Shahrzad Hematyar\***

Admissions and Records Assistant III

Enrollment Services

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; salary range: \$71,724 - \$91,716), effective January 2, 2024, replacing Margaret Leary who was reassigned to Program Services Coordinator.

**Jacob Warren\***

Shipping and Receiving Clerk

Administrative Services

New full-time, 12-month classified employment (Grade 15 of the Classified Salary Schedule 60; salary range: \$57,348 - \$73,332), effective December 14, 2023, replacing Emmanuel Tablan who will be retiring.

## 2. Re-Employment

None

**C. REASSIGNMENT THROUGH THE HIRING PROCESS****Cañada College****Angelica Soria Mendoza**

Executive Assistant

Student Services

Reassigned from a full-time, 12-month Division Assistant (Grade 27 of the Classified Salary Schedule 60; salary range: \$77,052 - \$98,304) into this full-time, 12-month confidential position (Grade 201C of the Confidential Salary Schedule 50; salary range: \$88,680 - \$113,316), effective December 14, 2023, replacing Deborah Joy who will be retiring on December 30, 2023.

**College of San Mateo****Gretel Barreto**

Admissions and Records Assistant III

Enrollment Services

Reassigned from a full-time, 12-month Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; salary range: \$77,052 - \$98,304) into this full-time, 12-month classified position (Grade 24 of the Classified Salary Schedule 60; salary range: \$71,724 - \$91,716), effective January 2, 2024, replacing Manying Wu who transferred.

**District Office****Jessica Ho**

Utility and Sustainability Coordinator

Facilities

Reassigned from a full-time, 12-month Utility and Sustainability Specialist (Grade 30 of the Classified Salary Schedule 60; salary range: \$83,100 - \$106,056) into this full-time, 12-month classified professional supervisory position (Grade 191S of the Classified Professional/Supervisory Salary Schedule 40; salary range: \$97,680 - \$124,668), effective December 14, 2023, replacing Alexis Whitaker who resigned.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT****None****E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT****None****F. CHANGES IN STAFF ALLOCATION****District Office**

1. Recommend a change in staff allocation to delete one full-time, 12-month Community, Continuing & Corporate Education Operations Manager (Position #1C0486) at Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (salary range: \$91,668 - \$116,112) and add one part-time (48%), 12-month Staff Assistant position at Grade 21 of the Classified Salary Schedule 60 (Salary Range: \$31,881.60 - \$40,746.24) in Auxiliary Services, effective December 14, 2023. (*Justification attachment #01*)

**G.     PHASE-IN RETIREMENT****None****H.     LEAVE OF ABSENCE****None****I.     PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION****1.     Retirement****Cañada College**

<b>Jeanne Stalker</b>	Program Services Coordinator	Counseling
-----------------------	------------------------------	------------

Retirement effective December 30, 2023, with 36 years of District service. Eligible for District retiree benefits.

**District Office**

<b>Kristen Murray</b>	Senior Programmer I	ITS
-----------------------	---------------------	-----

Retirement effective March 10, 2024, with 4 years of District service. Not eligible for District retiree benefits.

**Skyline College**

<b>Masao Suzuki</b>	Professor	Social Science and Creative Arts
---------------------	-----------	----------------------------------

Retiring as Professor Emeritus effective December 15, 2023, with 23 years of District service. Eligible for District retiree benefits.

**2.     Post-Retirement****None****3.     Resignation****Cañada College**

<b>Jessica Kaven</b>	Professor	Humanities and Social Science
----------------------	-----------	-------------------------------

Resignation effective December 15, 2023, with 12.5 years of District service.

<b>Philip Salazar</b>	Instructional Aide II	Humanities and Social Science
-----------------------	-----------------------	-------------------------------

Resignation effective December 7, 2023, with 5 months of District service.

**District Office****Ivane Jividze**

Public Safety Officer

Public Safety

Resignation effective November 30, 2023, with 5 years of District service.

**Mohamed Melakhessou**

Membership Sales Specialist

Athletic Center

Resignation effective October 1, 2023, with 3 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	Business, Design and Workforce	8	01/02/2024	06/30/2024	<b>Contract Education Instructors (Not-For-Credit):</b> To support the pre-apprenticeship and apprenticeship program offering. These individuals will be instructing in the programs that lead into the apprenticeship initiative. The Program offers workforce support for students through apprenticeship. Requesting Manager: Hyla Lacefield
Cañada College	Business, Design and Workforce	1	01/02/2024	06/30/2024	<b>Consultant:</b> To support the development of community-based offerings in different industries. With expertise in the related industry, the consultant will assist with assessing community needs, giving recommendations on program offerings, and supporting the creation of community-based workshops. Requesting Manager: Hyla Lacefield
Cañada College	Business, Design and Workforce	8	01/02/2024	06/30/2024	<b>Contract Education Instructor (Not-For-Credit):</b> To support the not-for-credit Menlo Park programs including: Dispensing Optician Training, Dental Rover Sterilization Technician Training, Water

					Treatment and Distribution Training, and Entrepreneurship Small Business Incubator. They will instruct and build a curriculum for the not-for-credit programs using the Menlo Park Grant. Requesting Manager: Hyla Lacefield
College of San Mateo	Student Services	2	01/16/2024	05/30/2024	<b>Counseling Intern:</b> Requesting counseling interns to provide supervised counseling services to support students with their academic, transfer, and career planning. Opportunity to gain direct experience with clients and develop skills. Counts toward required field placement hours. Requesting Manager: Arielle Smith
College of San Mateo	Business Technology – FIRE	25	01/16/2024	06/24/2024	<b>EMT Proctors:</b> EMT Program secondary accreditation, there must be a 10 to 1 ratio of instructors to students in their hands-on skills testing for final exams. The Professional Experts are from local fire departments and have the appropriate training/specialties to proctor the hands-on skills testing. Requesting Manager: Francisco Gamez
Skyline College	Social Science/Creative Arts	20	01/02/2024	06/30/2024	<b>Accompanist:</b> Play instruments to assist in various music classes including performances and ensembles, and for private music instruction for music majors. Requesting Manager: Danni Redding Lapuz

#### **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	Academic Support and Learning Technologies – Learning Center	2	01/02/2024	06/30/2024	<b>Instructional Aide II:</b> <i>Previously Requested Position</i> This position will support students enrolled in college-level math and English, with particular focus on accelerated course curriculum that is part of AB 705/ AB 1705 implementation. Under supervision,

					<p>this position will provide one-to-one and small group tutoring; assist program/lab coordinators in the development and application of supplemental subject area instruction; assist students in the use of instructional materials, e.g., computers, and media; assist in the presentation of workshops and study groups, and related needs.</p> <p>Requesting Manager: Anniqua Rana</p>
College of San Mateo	KCSM - FM	2	01/01/2024	06/30/2024	<p><b>FM Announcer:</b>  <i>Previously Requested Position</i>            Select music, create lists of music scheduled for play; hosts radio programs, produce promotional announcements; operate specialized station equipment. KCSM will continue to explore funding opportunities for permanent part-time positions in the coming months to alleviate the continued request for short-term temporary positions.            Requesting Manager: Robert Franklin</p>

## **New Position - Executive Summary**

**Organization:** District Office

**Division/ Department:** Community, Continuing, and Corporate Education (CCCE)

**Position Title:** Staff Assistant (Part-Time, 48%)

**Position Classification & Salary Range:** Classified Salary Schedule (60), Grade 21 (\$31,881-\$40,746)

**Position Funding Source:** Fund 8

### **Position Description (Roles & Responsibilities):**

The Staff Assistant (part-time) will support the CCCE Division by fulfilling the following roles and responsibilities:

1. Exchanges information with college staff and others regarding department services, as well as to provide operating policies, and procedures
2. Screens calls, visitors and electronic inquiries to provide policy and procedural information and/or to take messages and make appropriate referrals
3. Sets up and maintains a management calendar
4. Plans and coordinates department events and activities on conjunction with other management and staff
5. Attends meetings and other events to obtain and provide current information
6. Uses a database and a variety of computer software to set up, track and maintain a wide variety of data and electronic and manual files and to perform data entry and retrieval
7. Composes and prepares correspondence, memoranda, report narratives, forms, publicity materials and other materials from original ideas or with general instruction
8. Uses standard software applications to prepare correspondence and reports, agendas and meeting minutes, and spreadsheets
9. Collects monies received, issues receipts, and prepares deposits as needed
10. Researches, compiles, and maintains data for reports, grant applications, contracts, special projects, correspondence, surveys, presentations, and department programs and services
11. Performs departmental budget maintenance, including processing budget transfers and expenditure journals
12. Prepares purchase requisitions and completes electronic supply orders
13. Compiles items and materials for meeting agendas
14. Takes and transcribes meeting notes as assigned
15. Sorts and distributes department mail as needed and coordinates bulk mailings



**Rationale/Justification for the Position:**

The Vice Chancellor of Educational Services and Planning conducted a needs assessment and evaluation of the distribution of job duties of the CCCE Department leading to a reorganization with the elimination of the Operations Manager position. All management level duties of the former Operations Manager position will be assumed by the Executive Director with the clerical support of a part-time Staff Assistant.

**Process Used:**

Review of position descriptions, job analysis and mapping, and consultation with Chancellor's Cabinet.

**Summary of Personnel Items  
Board Meeting - 12/13/2023**

**Staff Allocation Changes: FUND 1**

Position	Organization	Department	FTE	Months/Year	Range	Source	Notes
Net Change in FTE							

**Staff Allocation Changes: FUND 3/ Other; Self-Funded or Grant Funded**

Position	Organization	Department	FTE	Months/ Year	Range	Source	Notes
Operations Manager	District Office	Community, Continuing, and Corporate Education	(1.00)	12	\$91,668 - \$116,112	Fund 8	Due to the reorganization of the department, position is being eliminated.
Staff Assistant	District Office	Community, Continuing, and Corporate Education	0.48	12	\$31,881 - \$40,746	Fund 8	Due to the reorganization of the department, creation of this position to support ongoing operations.
			Net Change in FTE				
			(0.52)				

Summary Changes in Net FTE		
	FUND 1	Fund 3/Other
New Positions	0.00	(0.52)
Faculty	0.00	0
Total by Fund	0.00	(0.52)
Grand Total		(0.52)