

A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT, AND REASSIGNMENT
(NP = New position, * = New Employee)

Cañada College

David Eck Dean of Humanities & Social Sciences Humanities & Social Sciences

Reassigned from Faculty (Faculty Salary Schedule 80) into this educational administrator assignment (Grade AD of the Management Salary Schedule 20; Salary Range: \$198,456 - \$252,144), for an initial term effective June 15, 2026, through June 30, 2027, subject to annual renewal for a one-year term to commence each July 1 thereafter, replacing James Carranza who resigned.

College of San Mateo

Alexander Claxton Dean of Planning, Research Innovation and Effectiveness Office of the President

Reassigned from Senior Planning and Research Analyst (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$126,156 - \$161,040) into this educational administrator assignment (Grade AD of the Management Salary Schedule 20; Salary Range: \$198,456 - \$252,144), for an initial term effective July 1, 2026, through June 30, 2027, subject to annual renewal for a one-year term to commence each July 1 thereafter, replacing Elena Bubnova who resigned.

Michelle Simotas* Dean of Strategic Partnerships and Workforce Development Strategic Partnerships and Workforce Development

New full-time, 12-month educational administrator employment (Grade AD of the Management Salary Schedule 20; Salary Range: \$198,456 - \$252,144), for an initial term effective June 1, 2026, through June 30, 2027, subject to annual renewal for a one-year term to commence each July 1 thereafter. This position was previously Board approved on October 29, 2025.

Arielle Smith Interim Dean of Enrollment Services & Support Programs Enrollment Services

Reassigned from Faculty (Faculty Salary Schedule 80) into this interim educational administrator assignment (Grade AD of the Management Salary Schedule 20; Salary Range: \$198,456 - \$252,144), effective April 13, 2026, through December 23, 2026 or when a permanent Dean of Enrollment Services and Support Programs is hired, whichever comes first.

District Office

Jim Vlahos Human Resources Operations Manager Human Resources

Reassigned from Senior Human Resources Representative (Grade 215C of the Confidential Salary Schedule 50; Salary Range: \$112,632 - \$143,844) into this classified supervisory (exempt) role (Grade 192E of the Academic-Classified Exempt-Supervisory Salary Schedule 35; Salary Range: \$143,496 - \$181,740), effective May 1, 2026. This position was Board approved on February 26, 2025. Jim Vlahos previously held this position as Interim Human Resources Operations Manager.

Skyline College

Lauren Ford Vice President of Student Services Office of the Vice President of Student Services

Reassigned from Dean of Strategic Partnerships & Workforce Development (Grade AD of the Management Salary Schedule 20; Salary Range: \$198,456 - \$252,144) into this educational administrator assignment (Grade AB of the same salary schedule; Salary Range: \$211,464 - \$271,656), for an initial term effective May 1, 2026, through June 30, 2027, subject to annual renewal for a one-year term to commence each July 1 thereafter, replacing Luis Escobar who resigned. Lauren Ford previously held this position as Interim Vice President of Student Services.

Meng So* Dean of Equity and Student Support Student Equity and Support Programs

New full-time, 12-month educational administrator employment (Grade AD of the Management Salary Schedule 20; Salary Range: \$198,456 - \$252,144), for an initial term effective May 11, 2026, through June 30, 2027, subject to annual renewal for a one-year term to commence each July 1 thereafter, replacing Cheryl Johnson who retired.

B. PUBLIC EMPLOYMENT**1. New Hires (NP = New Position, * = New Employee)****District Office**

Charles Fabbiani* Maintenance Engineer Facilities

New full-time, 12-month classified employment (Grade FF of the Buildings and Grounds Salary Schedule 70; Salary Range: \$88,380 - \$108,528), effective May 11, 2026, replacing David Johnson who resigned.

Aruna Pothumullekankanamge* Maintenance Engineer Facilities

Correction: At its meeting on March 25, 2026, the Board approved Aruna Pothumullekankanamge's new full-time, 12-month classified employment (Grade FF of the Buildings and Grounds Salary Schedule 70; Salary Range: \$88,380 - \$108,528), effective April 1, 2026, replacing David Johnson who resigned. A correction is being made to this item. The Office of the Human Resources was informed that Aruna Pothumullekankanamge declined the position. 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

None

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**Cañada College****Allenbyron Ocampo**

Program Services Coordinator

Office of Equity

Reassigned pursuant to Education Code 88117 from Equity Institute Manager (Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 34; Salary Range: \$81,888 - \$103,728) into this full-time, 12-month classified position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$82,548 - \$105,312), effective May 11, 2026, replacing Alyssa Lucchini who resigned.

College of San Mateo**Scott “Sqee” McMullin**

Instructional Aide II

Counseling

Reassigned from a part-time (48%), 10-month Instructional Aide II (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$29,150.40 - \$37,396.80) into this full-time, 12-month classified position of the same grade level, of the same salary schedule 60; Salary Range: \$72,876 - \$93,492), effective May 4, 2026, replacing Christopher Weidman.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT**College of San Mateo****Allie Luicharoenwattana (Fath)**

Director of Pathways and Promise

Office of the Vice President
Of Student Services

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 additional responsibilities pay equal to 10% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$1,669.90 per month, effective February 23, 2026, through June 30, 2026. Allie Luicharoenwattana (Fath) will assume additional responsibilities by leading the High School Transition and Dual Enrollment area during the vacancy of the Director of High School Transition and Dual Enrollment.

District Office**Jasmeet (Jazz) Singh**Labor Relations and
Compliance Specialist

Human Resources

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 additional responsibilities pay equal to 10% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$1,198.70 per month, effective May 6, 2026, through December 31, 2026. Jazz Singh will assume additional, higher-level responsibilities for the Civil Rights and Compliance unit during the Director of Civil Rights and Compliance's leave of absence.

Skyline College**Chelssee De Barra**

Director of Learning Commons

Academic Support and
Learning Technologies

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 additional responsibilities pay equal to 10% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$1440.50 per month, effective April 13, 2026, through May 8th, 2026. Chelssee De Barra will assume additional responsibilities by supporting The Center for Transformative Teaching and Learning, Media Services, and leading special projects during the Dean of Academic Support and Learning Technologies' leave of absence.

Christopher 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 additional responsibilities pay equal to 10% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$2,101.20 per month, effective April 1, 2026, through June 30, 2026. Christopher Gibson will assume additional responsibilities by supporting the Umoja-A.S.T.E.P., C.I.P.H.E.R, Kababayan, Puente, and First Year Experience learning communities during the vacancy of the Dean of Student Equity & Support Programs.

F. CHANGES IN STAFF ALLOCATION**College of San Mateo**

1. Recommend approval of a temporary increase in staff allocation for two 10-month Child Development Center Aide I positions in the Child Development Center, effective June 8, 2026, through July 17, 2026.

<u>Allocation</u>	<u>Incumbent</u>	<u># of Days</u>
Child Development Center	Vanessa Escalon	26 days
Child Development Center	Clara Lucia Valdez Chon	26 days

2. Recommend approval of a temporary increase in staff allocation for two 10-month Child Development Center Aide II positions in the Child Development Center, effective June 8, 2026, through July 17, 2026.

<u>Allocation</u>	<u>Incumbent</u>	<u># of Days</u>
Child Development Center	Faridah Nejrabi	26 days
Child Development Center	Izamar Nieto	26 days

3. Recommend approval of a temporary increase in staff allocation for two 10-month Child Development Center Aide III positions in the Child Development Center, effective June 8, 2026, through July 17, 2026.

<u>Allocation</u>	<u>Incumbent</u>	<u># of Days</u>
Child Development Center	Yovanka Crossley	26 days
Child Development Center	Xianjing Cao	26 days

District Office

1. Recommend a change in staff allocation to delete one Membership Sales Specialist position (1C0533) at Grade 18 of the Classified Salary Schedule 60 (Salary Range: \$66,324 - \$84,540), and add one Office Assistant II position at the same grade level of the same salary schedule in the Athletic Center at Cañada College, effective May 1, 2026. The position is currently vacant. (*Justification Attachment #01*)

Skyline College

1. Recommend a change in staff allocation to delete one specially-funded (Perkins and SWP grants) Program Services Coordinator position (2CC029) at Grade 27 of the Classified Salary Schedule 60 (salary range: \$82,548 - \$105,312), and add one specially-funded (Perkins and SWP grants) Senior Accounting Coordinator position at Grade 31A of the same salary schedule (salary range: \$91,968 - \$117,480) in the Strategic Partnerships and Workforce Development Division, effective May 1, 2026. (*Justification Attachment #02*)

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Skyline College

Arthur Takayama

Professor

Social Science and Creative Arts

Retirement effective May 21, 2026, with 29 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

Cañada College

Mary Ho

Director of Post Secondary
Succession and Completion

Office of the Vice President
of Student Services

Resignation effective May 13, 2026, with 7.5 years of District service.

Holly Matsuo

Instructional Aide II

Business, Design & Workforce

Resignation effective May 22, 2026, with 2 years of District service.

District Office

Eduardo Gomez

Groundskeeper

Facilities

Resignation effective, April 10, 2026, with 2 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	Business, Design & Workforce	3	08/01/2026	12/31/2026	<p>Contract Education Instructor (not-for-credit): <i>Previously Requested Position</i> To support the not-for-credit offering at Cañada College, Menlo Park. The programs at the Menlo Park Site are designed to provide entry-level workforce development support for completers to enter the workforce with upgraded skill sets. They will help instruct and build a curriculum for not-for-credit programs using the Menlo Park Redevelopment Grant. Requesting Manager: Alexander Kramer</p>
College of San Mateo	Creative Arts / Social Science – Art	30	08/17/2026	05/31/2027	<p>Art Models: <i>Previously Requested Position</i> Requesting Professional Art Models for Art Studio classes at College of San Mateo for fall 2026 and spring 2027 semesters. Classes that require art models: ART 208, 209, 215, 216, 206, 207 and 213. A</p>

					maximum of 60 models will be used in fall and spring semesters (max. 30 for each semester) Requesting Manager: Jeanne Marie Velickovic
College of San Mateo	Creative Arts / Social Science – Music	15	08/17/2026	05/31/2027	Accompanist: <i>Previously Requested Position</i> Professional Music instructional experts for music courses at College of San Mateo. Requesting up to 15 music experts in piano, jazz piano, guitar, voice, violin, low bass, bass, oboe, clarinet, trumpet, jazz trumpet, drums, percussion, saxophone, flute, and french horn. Classes that require professional experts are MUS. 501, 502, 503, and 504 - Studio Lessons I, II, III and IV. In addition, we also require 2 professional expert accompanists for music majors who are in small jazz ensemble classes, voice classes, and for the end of semester performance evaluation by the juries. Requesting Manager: Jeanne Marie Velickovic
Skyline College	Social Sciences / Creative Arts	1	08/03/2026	05/21/2027	Consultant: Assist with the production of art exhibitions in the Art Gallery with a specific focus on installing and lighting artworks that require use of the platform lift. The work will support the three exhibitions scheduled for the academic year. Requesting Manager: Bianca Rowden-Quince
Skyline College	Counseling – Health Services	3	07/01/2026	06/30/2027	Counseling Intern: <i>Previously Requested Position</i> Provide personal counseling services under supervision. Requesting Manger: Ellen Murray

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	Kinesiology/Athletics/ Dance	30	07/01/2026	06/30/2027	<p>Assistant Coach: <i>Previously Requested Position</i> A total of 30 assistant coach positions are needed to provide support necessary to head coach for all Cañada College athletic programs. Duties include but are not limited to; assist with game day preparation and follow-up, plan / supervise instruction / student-athletes, drive vans, resolve student-athlete issues, aid in the recruitment, retention and matriculation process, facilitate fundraising efforts, program promotion and community outreach, compile and submit statistics, scout opponents and film games / practices. Requesting Manager: Kathleen Sullivan-Torrez</p>

New Position - Executive Summary**Organization:**

Auxiliary Services, CAN Athletic Center

Position Title:

Office Assistant II

Position Classification & Salary Range:

Classification: CSEA Schedule 60

Grade: 18

Salary Range: \$66,324.00 - \$84,540.00

Position Funding Source:

Fund 5. Auxiliary Services

Position Description:

Under general supervision from the Director of Community Fitness, the Office Assistant II performs detailed clerical and operational billing support for enterprise-Athletic Centers. Under direction, the Office Assistant II initiates, implements and coordinates office procedures and timelines in order to provide support. In this position specific to Athletic Centers, the Office Assistant II will be involved in back-end membership billing and customer support requests, but also supports purchasing and requisition compliance. Public contact is however extensive, and involves Athletic Center members, 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. The Office Assistant II classification can train and lead the work of volunteers and student assistants as assigned

Role & Responsibilities:

Key Duties of Office Assistant II position	How it connects and relates to SMCCD Athletic Center department needs
Exchanges information with college staff and others regarding department services, as well as to provide operating policies, and procedures	Provides ongoing procedural support and participates in meetings with sub-department and department heads. Supports front desk operations as needed and assigned with messaging and operating policies
Screens calls, visitors and electronic inquiries to provide policy and procedural information and/or to take messages and make appropriate referrals	Resolves and replies to member change requests, supporting questions and resolving concerns around interpretations on contractual obligations.
Sets up and tracks budget expenditures and files	Oversees PO and vendor expenditures to assure district compliance, supports fiscal

	responsibilities such as petty cash and reporting pro-shop inventory.
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	Trained on Member CRM software and Banner to respond and resolve a variety of administrative needs and resolve member questions or procure information.

Additionally, the Office Assistant II supports deliverance of operations in this public setting for an operation that remains open 7 days-weekly, through ongoing training for student-assistant front desk, safety compliance, Team Lead support for member needs and de-escalation.

Rationale/Justification for the Position:

Organizationally, we are recommending replacing a vacant Membership Sales Specialist position with an Office Assistant II position. Since opening in late 2022, the Canada College Athletic Center has seen year-over-year positive increases across all membership types & categories. Community membership has grown from roughly 1,000 community members at end of 2022 to 9,000 community members at the end of 2025. 2 Membership Sales Specialists have been added in that timespan to account for growing visits and tour/prospecting needs, while back-end billing and purchasing compliance supported through the Office Assistant II position has not increased, staying at the same level (1 staff member) for all 3.5 years.

An increase in supportive billing staff to match the staffing level via front-end sales and touring support is needed to continue to scale the Athletic Center and ensure efficiency in process and positive member experiences. This new position would join the already-staffed existing OAI to ensure continued execution on member change requests, billing support, FAQ's, and purchasing compliance through the district.

This a cost-neutral change as it will be replacing a vacant CSEA position of Membership Sales Specialist at the same salary schedule.

Process Used:

The proposed replacement of the Membership Sales Specialist position with an Office Assistant II was reviewed and discussed with the Executive Vice Chancellor. Following consideration of operational needs and alignment with departmental priorities, the request was approved.

Organization:

Skyline College – Strategic Partnerships and Workforce Development (SPWD) Division

Location:

Skyline College

Position Title:

Senior Accounting Coordinator

Position Classification & Salary Range:

Classified Position — Grade 31A, Salary Schedule 60
91,968.00-117,480.00

Position Funding Source:

20% Perkins, 80% SWP

Position Description

The Senior Accounting Coordinator performs paraprofessional accounting work at the lead level, responsible for the maintenance of full-charge and general ledger accounts and records, preparation of financial reports for special funded programs and other activities within the district, and the monitoring and analysis of accounting activities. Under general supervision, the position sets up and monitors detail accounting records, provides direction to other accounting staff, and performs a variety of complex accounting functions within the scope of the position. Public contact is extensive, primarily involving College and department staff for the purpose of exchanging technical information concerning the status of various accounts and projects. A moderate to high degree of independent judgment and creativity is required to apply a variety of prescribed guidelines and accounting principles to resolve minor and major problems that arise. Consequences of errors in judgment could be costly in employee time and in money; however, supervisory controls and well-prescribed policies and procedures limit the risk of serious errors. The Senior Accounting Coordinator can lead the work of other staff and student assistants as assigned.

Role & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with department and College staff, outside and governmental agencies and students regarding a variety of issues related to budget, accounting records and reports, grants and other categorical funding, research information, reporting deadlines, accounts payable and receivable, general ledger, payroll, year-end closing, and account balancing
2. Confers with staff regarding short- and long-range projects, timelines, formats and finance department services

New Position – Executive Summary

3. Provides input into and recommends modifications to department procedures, forms and workflow
 4. Uses a database and a variety of computer software to enter, modify, research, retrieve and format data for financial, statistical and other documentation and reports
 5. Plans changes to computer data records in connection with other accounting and management staff
 6. Audits computer records for accuracy
 7. Provides input to auditors
 8. Provides technical information to staff on a variety of budget and accounting matters
- Senior Accounting Coordinator (continued) San Mateo County Community College District
9. Directs and coordinates the work of accounting clerical and other staff on special and regular projects as assigned
 10. Composes correspondence, memoranda, procedures and other written information
 11. Sets up and maintains detailed full-charge bookkeeping and accounting records
 12. Reviews various accounts to audit their current or overdue status
 13. Ensures compliance to policy and procedures
 14. Monitors payments due; audits accounting records of College staff
 15. Sets liabilities and receivables; researches, prepares and submits claims to State, Federal and local agencies
 16. Prepares, analyzes, and reviews estimates of revenues, expenditures, fund conditions, budgetary accounts and transfers
 17. Enters monthly journal entries for revenue and expense control
 18. Posts to general ledger from all sources
 19. Reconciles bank and cash position to fund balances maintained by outside agencies
 20. Analyzes and verifies financial reports, statements, accounts, and records of expenditures and revenues
 21. Reconciles, records and makes deposits to financial institutions and County Treasury
 22. Maintains and reconciles cash balance with financial institutions, District, and county Treasury
 23. Performs other related duties as assigned

Rationale / Justification for the Position

Skyline College receives over \$5MM of state and federal workforce development grant funds annually. The Strategic Partnerships and Workforce Development (SPWD) Division is responsible for the management, monitoring, allocation, and reporting of these funds. Management of the workforce development grant funds has historically been overseen by a Program Services Coordinator, with the support of the Dean of SPWD, a higher level of fiscal oversight is needed to better align with Skyline College EMP Goal #6 – *Ensure fiscal stability to support the College mission and maintain public trust.* This position will replace the PSC role to better align with the divisional fiscal needs to ensure compliance.

A Senior Accounting Coordinator will centralize fiscal coordination and strengthen oversight of funded programs. This position will provide technical expertise in accounting practices, budget monitoring, financial reporting, and compliance. The role will also improve communication with

New Position – Executive Summary

program leads, streamline fiscal processes, and ensure timely completion of required financial documentation with support and oversight from the Dean of SPWD.

Below is a **crosswalk showing how the duties of the Senior Accounting Coordinator align with the operational needs reflected in the grant-related work** in the Strategic Partnerships and Workforce Development (SPWD) Division, demonstrating that the classification can support those functions.

1. Budget Monitoring & Expenditure Tracking

Senior Accounting Coordinator Duties

- Exchanges information with department and College staff, outside and governmental agencies and students regarding a variety of issues related to budget, accounting records and reports, grants and other categorical funding, research information, reporting deadlines, accounts payable and receivable, general ledger, payroll, year-end closing, and account balancing
- Monitoring and analysis of accounting activities
- Sets up and maintains detailed full-charge bookkeeping and accounting records
- Reviews various accounts to audit their current or overdue status
- Monitors payments due; audits accounting records of College staff
- Prepares, analyzes, and reviews estimates of revenues, expenditures, fund conditions, budgetary accounts and transfers
- Analyzes and verifies financial reports, statements, accounts, and records of expenditures and revenues
- Maintains and reconciles cash balance with financial institutions, District

These responsibilities demonstrate the role's ability to monitor grant program budgets, track expenditures, and ensure alignment with funding plans.

2. Coordination with Faculty, Staff, and Administrators

Senior Accounting Coordinator Duties

- Exchanges information with department and College staff, outside and governmental agencies and students regarding a variety of issues related to budget, accounting records and reports, grants and other categorical funding, research information, reporting deadlines.
- Confers with staff regarding short- and long-range projects, timelines, formats and finance department services
- Provides technical information to staff on a variety of budget and accounting matters
- Directs and coordinates the work of accounting clerical and other staff on special and regular projects as assigned

These responsibilities support coordination, communication, and technical assistance across programs.

New Position – Executive Summary

3. Fiscal Compliance & Allowable Expenditures

Senior Accounting Coordinator Duties

- Ensures compliance to policy and procedures
- Audits computer and accounting records for accuracy
- Provides input to auditors
- Researches and submits claims to state, federal, and local agencies
- Provides technical information to staff on accounting and budget matters

These duties support oversight of allowable expenditures and compliance with grant funding requirements.

4. Financial Reporting & Documentation

Senior Accounting Coordinator Duties

- Prepares financial reports for special funded programs and other activities within the district
- Uses a database and a variety of computer software to enter, modify, research, retrieve and format data for financial, statistical and other documentation and reports
- Composes correspondence, memoranda, and procedures and other written information
- Analyzes and verifies financial reports, statements, accounts, and records of expenditures and revenues
- Skill in formatting and preparation of financial statements and comprehensive accounting reports

These responsibilities align with preparing fiscal reports, maintaining documentation, and supporting grant reporting requirements.

5. Tracking Multiple Funding Sources

Senior Accounting Coordinator Duties

- Enters monthly journal entries for revenue and expense control
- Posts to general ledger from all sources
- Reconciles bank and cash position to fund balances
- Maintains and reconciles cash balance with financial institutions, District (also #1)

These duties support tracking multiple funding streams and maintaining accurate fiscal records.

6. Fiscal Processing & Budget Adjustments

Senior Accounting Coordinator Duties

New Position – Executive Summary

- Sets liabilities and receivables; researches, prepares and submits claims to State, Federal and local agencies
- Reconciles, records and makes deposits to financial institutions and County Treasury
- Enters monthly journal entries for revenue and expense control
- Posts to general ledger from all sources
- Sets up and maintains detailed full-charge bookkeeping and accounting records
- Maintains and reconciles cash balance with financial institutions, District, and county Treasury

These duties support fiscal processing and financial adjustments for funded programs.

7. Data Tracking & Reporting Systems

Senior Accounting Coordinator Duties

- Uses a database and a variety of computer software to enter, modify, research, retrieve and format data for financial, statistical and other documentation and reports
- Audits computer records for accuracy
- Plans change to computer data records
- Skill in using a database and a variety of computer software to set up, track, maintain, and report on accounting and related financial data

These duties support maintaining grant tracking systems and reporting tools.

Process Used

The request for a Senior Accounting Coordinator position was developed through:

- Reviewed current job descriptions within the District
- Examination of classification duties for the Senior Accounting Coordinator
- Review of operational needs related to categorical and special-funded programs
- Review of current workload distribution and gaps in fiscal oversight
- Consultation with leadership and human resources

The review determined that the Senior Accounting Coordinator classification aligns with the College's need for advanced fiscal coordination, accounting oversight, financial reporting, and compliance monitoring for multiple grant funded initiatives.

**Summary of Personnel Items
Board Meeting - 04/29/2026**

Staff Allocation Changes: FUND 1

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

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

Position	Organization	Department	FTE	Months/ Year	Range	Source	Notes
Membership Sales Specialist	District	Cañ Athletic Center	-1	12	\$66,324 - \$84,540	Fund 5	Eliminate position
Office Assistant II	District	Cañ Athletic Center	1	12	\$66,324 - \$84,540	Fund 5	Replace Membership Sales Specialist position
Program Services Coordinator	Skyline College	Strategic Partnerships & Workforce Development	-1	12	\$82,548 - \$105,312	Fund 3	Eliminate position
Senior Accounting Coordinator	Skyline College	Strategic Partnerships & Workforce Development	1	12	\$91,968 - \$117,480	Fund 3	Replace Program Services Coordinator position

Net Change in FTE 0.00

Summary Changes in Net FTE		
	FUND 1	Fund 3/Other
New Positions	0.00	0.00
Faculty	0.00	0
Total by Fund	<u>0.00</u>	<u>0.00</u>
Grand Total	<u>0.00</u>	<u>0.00</u>