

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

Stephanie Roach

Interim Director of the Learning Commons

Academic Support
& Learning Technologies

Reassigned through the hiring process from a full-time, 12-month Library Systems & Applications Developer in ITS (Grade 210S of the Classified Professional Salary Schedule 40; Salary Range: \$121,308 - \$154,848) into this full-time, 12-month interim academic supervisory (exempt) assignment (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$153,588 - \$194,556), effective December 1, 2025, replacing Elnora Tayag who resigned.

B. PUBLIC EMPLOYMENT

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

College of San Mateo

Sarah Fama*

Instructional Aide II

Language Arts

Correction: At its meeting on October 15, 2025, the Board approved Sarah Fama's new full-time, 11-month classified employment (Grade 22 of Classified Salary Schedule 60; Salary Range: \$64,229 - \$82,401), effective November 3, 2025, replacing Sarah Auyeung, who was reassigned to Learning Center Coordinator. A correction is being made to this item. The Office of the Human Resources was informed that Sarah Fama's start date was November 5, 2025. Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

District Office

Julisa Lopez*

Program Services Coordinator

Community Fitness

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256), effective November 20, 2025, replacing Erica Griego who was reassigned to Admissions and Records Assistant III.

Skyline College

Yamila Dielacher*

Staff Assistant

President's Office

New full-time, 12-month classified employment (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$68,412 - \$87,432), effective December 1, 2025 replacing Muang Pharn who was reassigned to Executive Assistant.

2. Re-Employment

College of San Mateo

Estela Garcia

Counselor - NextUp

Counseling

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month), effective Spring Semester 2026. The position was originally approved on December 11, 2024.

C. REASSIGNMENT THROUGH THE HIRING PROCESS

None

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

Cañada College

Nadia Biglari

Chemistry Instructor

Science and Technology

Transferred per Article 12 of the AFT contract from a Chemistry Instructor (Faculty Salary Schedule 80) at Skyline College into this 10-month academic position at Cañada College, effective Spring 2026 semester.

College of San Mateo

Mario Acuna

Office Assistant II

Counseling

Reassigned through the CSEA Managed Hire process, pursuant to Article 19A of the collective bargaining agreement, from a part-time (48%) Office Assistant II (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$30,608.64 - \$39,018.24) position at the Passport Office at Skyline College, into this full-time 12-month classified position at the same grade of the same salary schedule; Salary Range: \$63,768 - \$81,288, effective November 3, 2025, replacing Isela (Ruby) Zapien-Navarro who was reassigned to Financial Aid Technician.

Leonor Cabrera

Accounting Instructor

Business and Technology

Transferred per Article 12 of the AFT contract from an Accounting Instructor (Faculty Salary Schedule 80) at Cañada College into this 10-month academic position at College of San Mateo, effective Spring 2026 semester.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

F. CHANGES IN STAFF ALLOCATION

None

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****Skyline College****Cynthia Moss**

Professor

Science, Technology,
Engineering and Math

Retirement effective December 15, 2025, with 25 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation**College of San Mateo****Joy Elizabeth Smith**

Director of Community Relations and Marketing

President's Office

Resignation effective November 20, 2025, with 5 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	4	01/01/2026	06/30/2026	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
Skyline College	Science, Technology, Engineering, Math – Allied Health (5 positions for Surgical Technology and 5 positions for Respiratory Care Programs)	10	01/01/2026	06/30/2026	Allied Health Preceptor: The Allied Health Preceptor & Skills Coach supports the Emergency Medical Technician (EMT), Surgical Technology, and Respiratory Care programs by observing, evaluating, and coaching in laboratory and clinical settings. This role supports classroom faculty in ensuring that students gain competency in technical skills while maintaining patient safety, adhering to professional conduct, clinical facility regulations, and compliance with program accreditation standards. This role works collaboratively with program faculty to observe, verify, evaluate, and when necessary provide corrective feedback, model skills practice, evaluate student abilities, and supervise clinical experiences in the field. Requesting Manager: Kristy Lisle

L. SHORT-TERM, NON-CONTINUING POSITIONS

None