

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

College of San Mateo

René Wong* Director of Community Relations & Marketing Office of the President

New full-time, 12-month classified supervisory (exempt) employment (Grade 194E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$166,092 – \$210,384), effective April 27, 2026, replacing Elizabeth Smith who resigned.

Skyline College

Debra Glenn* Vice President of Administrative Services Administrative Services

Correction: At its meeting on January 28, 2026, the Board approved Debra Glenn’s new full-time, 12-month classified administrator employment (Grade AB of the Management Schedule 20; Salary Range: \$211,464 – \$271,656), effective March 2, 2026, replacing Joe Morello who resigned. A correction is being made to this item. The Office of the Human Resources was informed that Debra Glenn’s start date is April 1, 2026. Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

B. PUBLIC EMPLOYMENT

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

District Office

Aruna Pothumullekankanamge* 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 April 1, 2026, replacing David Johnson who resigned.

Skyline College

Opal Forry* Staff Assistant Business, Education & Professional Programs

New full-time, 12-month classified employment (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$71,148 - \$90,924), effective March 26, 2026, replacing Nancy Yeung Lam who retired.

Vania Ruiz*

Program Services Coordinator

Strategic Partnerships &
Workforce Development

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$82,548 - \$105,312), effective March 26, 2026, replacing Walter Manuofetoa who resigned.

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 academic year 2026-2027. The position was originally approved on December 11, 2024.

C. REASSIGNMENT THROUGH THE HIRING PROCESS**District Office****Jose Cortez Arias**

Utility Engineer

Facilities

Reassigned through the hiring process from a full-time, 12-month Groundskeeper (Grade BA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$64,824 - \$80,676) into this full-time, 12-month classified position (Grade DD of the same salary schedule; Salary Range: \$74,568 - \$92,688), effective April 1, 2026, replacing Kelvin Liang who was reassigned to Maintenance Engineer.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**None****E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT****Skyline College****Ellen Murray**

Dean of Counseling, Matriculation, and Advising

Counseling

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 \$1816.20 per month, effective April 1, 2026, through June 30, 2026. Ellen Murray will assume additional responsibilities by supporting TRiO, EOPS, Educational Access Center, Project Change, CARE, CalWORKs, and NextUP during the vacancy of the Dean of Student Equity & Support Programs.

William Minnich

Dean of Enrollment Services

Enrollment 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 an additional responsibilities pay equal to 10% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$2101.20 per month, effective April 1, 2026, through June 30, 2026. William Minnich will assume additional responsibilities by serving as the 504 ADA Coordinator and Student Code of Conduct during the vacancy of the Dean of Student Equity & Support Programs.

F. CHANGES IN STAFF ALLOCATION**Skyline College**

1. Recommend a change in staff allocation to delete one Administrative Assistant position (2C0187) at Grade 27 of the Classified Salary Schedule 60 (Salary Range: \$82,548 - \$105,312), and add one Instructional Support Assistant position at the same grade level of the same salary schedule in the Office of the Vice President of Instruction, effective March 26, 2026. (*Justification Attachment #01*)

G. PHASE-IN RETIREMENT**Cañada College****Michael Stanford**

History Professor

Humanities & Social Sciences

Recommend approval of participating in the Phase-In Retirement Program, effective fall 2026. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****District Office****Alfredo Cortez-Sanchez**

Groundskeeper

Facilities

Retirement effective March 31, 2026, with 8 years of District service. Not eligible to District retiree benefits.

2. Post-Retirement

None

3. Resignation

Cañada College

Alyssa Lucchini Program Services Coordinator Office of Equity

Resignation effective March 27, 2026, with 4 years of District service.

College of San Mateo

Linda Truong Director of High School Transition and Dual Enrollment Strategic Initiatives & Economic Development

Resignation effective February 27, 2026, with 9.75 years of District service.

District Office

Megan Barber Allende Executive Director of the Foundation Foundation

Resignation effective June 30, 2026, with 2 years of District service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

Cañada College

Jean Liu Accounting Business Design and Workforce

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualifications to teach in the Accounting discipline.

College of San Mateo

Daniel Castagnola Coaching Kinesiology, Athletics, Dance

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualifications to teach in the Coaching discipline.

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	1	03/26/2026	06/30/2026	<p>Consultant: This request is to engage a consultant to provide neutral facilitation and strategic coordination among the district's three early childhood education programs: Education and Human Development at Cañada, the Child Development Center at CSM, and Skyline's Child Development Center and Education and Child Development Program.</p> <p>The departments are collaborating on a districtwide early childhood education grant that must be completed by the end of June. As part of this effort, the programs seek facilitated discussions to align practices that support shared countywide ECE students. The consultant will guide structured sessions among regional partners, including high schools and employers, to support consensus-building around common practices. The engagement focuses on facilitating cross-college coordination and developing a shared framework to support student mobility (e.g., ePortfolio and CPL alignment). The work is limited to facilitating these collaborative efforts and does not involve course instruction or development of college-specific curriculum.</p> <p>Requesting Manager: Alexander Kramer</p>
College of San Mateo	Business/Technology – FIRE	25	08/01/2026	05/25/2027	<p>EMT Proctors: In accordance with the EMT Program's secondary accreditation requirement, a 10:1 student-to-instructor ratio must be maintained during final hands-on skill testing. These groups will also be supported by a proctor drawn from a local fire department, who possesses the specialized training necessary to accurately evaluate student</p>

					performance. Requesting Manager: Francisco Gamez
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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>
College of San Mateo	Kinesiology/Athletics/ Dance	55	07/01/2026	06/30/2027	Assistant Coach: <i>Previously Requested Position</i> A total of 55 assistant coach positions are need to provide a variety of duties for all CSM Athletic programs. Duties may include but are not limited to coaching, recruiting, film break down and review, record keeping, scouting, etc. Requesting Manager: Andreas Wolf
College of San Mateo	Kinesiology/Athletics/ Dance	10	07/01/2026	06/30/2027	Athletic Equipment Manager: <i>Previously Requested Position</i> Personnel must be hired to serve as liaisons between Facility Rental groups and the college. Ten Equipment Technicians will be assigned to support these events and will be responsible for, but not limited to, the following duties: providing access to the scoreboard controller and related technology as needed; granting access to college athletic equipment to meet group needs; offering on-site guidance and direction; and coordinating with Facilities and Public Safety when necessary. Requesting Manager: Andreas Wolf
District Office	Administrative Services KCSM	2	04/01/2026	06/30/2026	FM Announcers: <i>Previously Requested Position</i> Select music, create lists of music scheduled for broadcast; hosts radio program, produces promotional announcements; operates specialized broadcast equipment at KCSM. Requesting Manager: Robert Franklin

New Position - Executive Summary**Organization:** Office of Instruction**Location:** Skyline College**Position Title:** Instructional Support Assistant**Position Classification & Salary Range:** CSEA Schedule 60, Grade 27 (\$82,548 - \$105,312)**Position Funding Source:** Fund 1**Position Description:**

Under the supervision of the Vice President of Instruction, the Instructional Support Assistant performs complex and specialized clerical and administrative support for senior administrative staff with an expectation of resolving problems and making independent decisions with minimum supervision. The Instructional Support Assistant analyzes data; provides financial, curricular, operational, and other reporting as required; performs a variety of technical and administrative duties in an instructional support capacity, including assisting with the campus' master schedule and curriculum; assisting the Curriculum and Instructional Systems Specialist with a variety of duties, such as data entry in various software programs, the preparation of correspondence and minutes, the review and preparation of reports and spreadsheets; and other duties as assigned. The Instructional Support Assistant works closely with College deans, faculty, Admissions and Records personnel, academic department support staff, Student Services personnel, and other CSM staff to coordinate and perform Instruction Office-related functions and projects. Independently analyzes and recommends procedural changes in the implementation of instructional functions. Public contact is extensive and involves 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. A high degree of independent judgment and creativity is required to resolve many minor and occasional major problems that arise.

Role & Responsibilities:

Duties of Instructional Support Assistant (as listed in job description)	How it connects as it relates to the operational needs of the department
Analyzes data; provides financial, curricular, operational and other reporting as required; uses independent judgment; and provides support for the Vice President of Instruction Office	Provide support in developing and maintaining curriculum data spreadsheets; help conduct thorough cross-checking and identify any discrepancies to ensure accuracy and compliance for curriculum submissions (COCI and Board Reports), MIS reporting, state requirements, and special reports.
Prepares specialized reports, requiring research and analysis	Supports the preparation and coordination of Curriculum reports, accreditation documentation, Board reports, and state-mandated curriculum reporting.
Assists in coordinating submission of backup documentation for audit purposes	Assists with instructional and curriculum audit readiness, including compiling backup

	documentation with divisions; provide support for 320 reporting.
Independently organizes and performs complex technical data management duties, including entering, modifying, and retrieving online data	Assists with curriculum data entry in the Curriculum Management System and ensures that Banner scheduling and catalog-level entries are accurate and up to date, supporting overlapping curriculum cycles, submission deadlines, and catalog production. Reviews non-instructional and ZTC/LTC banner entries, coordinating with divisions to ensure data is submitted promptly and entries are completed on time.
Assists with class scheduling for website publication and hard copy, and verifies scheduling data adheres to enrollment management guidelines and audit requirements	Supports the Curriculum Specialist in reviewing and updating schedule development materials to ensure timely distribution to divisions. Assists with the review of division schedule data entries each term to ensure accuracy and compliance; verification of scheduling and workload (payroll) accuracy. Provides support in troubleshooting registration section-related issues in collaboration with Divisions, Admissions & Records and Counseling.
Using standard software applications, composes and prepares correspondence, memoranda, agendas, meeting minutes, forms, publicity materials, report narratives, spreadsheets, handbooks, and other materials from original ideas or with general instruction	Prepares and distributes Curriculum Committee materials, including agendas and minutes, and manages the annual curriculum summary tracking spreadsheet to ensure accuracy and timely reporting.

Other duties as outlined in the job description.

1. Analyzes and recommends modifications of database management policy and procedures, and researches and recommends innovative processes or procedures for improving efficiency and automating processes for various Vice President of Instruction Office responsibilities and projects
2. Prepares and provides charts, graphs, and reports on enrollment patterns for campus decision-making in enrollment management
3. Takes initiative and independently plans, organizes, coordinates, and performs work in various situations in which numerous and diverse demands are involved, and adheres to stringent time deadlines while assuring accuracy of detailed information
4. Exchanges information with college administrators, staff, faculty, the general public, and others regarding a variety of policies, timelines, required forms, and other information
5. Works collaboratively and professionally with the staff and administration in the Vice President of Instruction Office

6. Participates in administrative, curricular, and/or college-wide committees; attends meetings and other events to obtain and provide current information, as well as to meet with management and other staff to plan projects and workloads
7. Interprets college policies and procedures pertaining to various projects and duties as assigned, including the master schedule development process

Rationale/Justification for the Position:

Replace the current Administrative Assistant vacancy with an Instructional Support Assistant position at the same salary schedule to provide direct support to curriculum operations and strengthen the organizational structure of the Office of Instruction. This will increase operational efficiency and bandwidth within the Office of Instruction. This is a cost-neutral change as it replaces a position at the same salary schedule.

The scope and complexity of curriculum operations have expanded significantly in recent years. The office of instruction oversees curriculum development and approval processes, schedule development, catalog production, system maintenance (Banner, CurricUNET, and state databases), audit coordination, committee support, training, and external reporting. Recent legislative mandates—including AB 1111 (Common Course Numbering), AB 928 (Cal-GETC implementation), and the TOP-to-CIP code transition—have substantially increased workload and compliance requirements. The Instructional Support Assistant will be assisting the curriculum specialist to ensure compliance, accuracy, timeliness, and institutional effectiveness.

Process Used:

The Vice President of Instruction (VPI), in consultation with staff in Skyline College's Office of Instruction, conducted an analysis of operational needs and determined that the Instructional Support Assistant position more effectively aligns with the department's responsibilities. Part of the analysis involved documenting the needs of the office. The table above provides a crosswalk between the office's operational needs and the responsibilities outlined in the Instructional Support Assistant job description. Following review, Skyline's Cabinet concurred that replacing the Administrative Assistant role with an Instructional Support Assistant better supports the specialized and operational needs of the Office of Instruction.

