

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA**  
**STUDY SESSION**  
**January 12, 2005**  
**District Board Room**  
**3401 CSM Drive, San Mateo**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items"; at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements need to be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo CA 94402.*

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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

**NEW BUSINESS**

- 05-1-1A      Approval of personnel actions: changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel

**INFORMATION REPORTS**

- 05-1-1C      Review of Governor's Budget for 2005-06

**RECESS TO CLOSED SESSION**

1.      Closed Session Personnel Items
  - A.      Public Employment  
**Employment:** **Cañada College** – Counselor, Office of the Vice President, Student Services;  
**College of San Mateo** – Financial Aid Technician (2), Admissions and Records Division;  
**Skyline College** – Staff Assistant, Social Science/Creative Arts Division
  - B.      Public Employee Discipline, Dismissal, Release
2.      Conference with labor negotiator  
Agency negotiator: Harry Joel  
Employee organizations: AFSCME, AFT, CSEA

**CLOSED SESSION ACTIONS TAKEN**

**ADJOURNMENT**

**BOARD REPORT NO. 05-01-1A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Harry W. Joel, Vice-Chancellor,  
Human Resources and Employee Relations, (650) 358-6767

**APPROVAL OF PERSONNEL ACTIONS**

Changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel

**A. REASSIGNMENT**

College of San Mateo

**1. Michael Claire** Vice President of Instruction Office of the President

Reassignment from Dean of Technology, effective January 18, 2005. Replacing Grace Sonner who is retiring.

Skyline College

**1. Eric Benjamin** Operations Assistant II Office of the President

Reassignment from Operations Assistant I, effective January 1, 2005. Replacing Nathalie Berwick who retired.

**2. Alexandria Hatzistratis** Staff Assistant Physical Education Division

Reassignment from Office Assistant II, effective January 3, 2005. Replacing Mary K. Bianchi who retired.

**B. LATERAL TRANSFER**

College of San Mateo

**1. Caryn Goldman** Instructional Aide II Mathematics and Science  
Division

Lateral transfer from Instructional Aide II at Skyline College, effective January 3, 2005. Replacing Carroll O'Conner who retired.

C. LEAVE OF ABSENCE

College of San Mateo

**1. Loren Barroca** Associate Professor Language Arts Division

Recommend approval of five months family medical leave of absence effective January 13, 2005 through May 27, 2005, pursuant to provisions of the Family and Medical Leave Act of California Rights Act.

D. CHANGES IN STAFF ALLOCATION

District Office

1. Recommend reclassification of the "Office Assistant I" position (1C0214) in the Skyline Bookstore to Office Assistant II at Grade 18 of Salary Schedule 60.

In reviewing the nature and scope of the work that is performed, it has been determined that the duties of the position are at the Office Assistant II level. It is also recommended that the incumbent, Sally Welch, be placed in the new position effective February 1, 2003.

Skyline College

1. Recommend reclassification of the "Library/Media Technician" position (2C0161) in the Instructional Technology Division to "Senior Library/Media Technician" at Grade 21 of Salary Schedule 60.

In reviewing the scope of work performed, it has been determined that the duties of the position are at the Senior Library/Media Technician. It is also recommended that the incumbent, Angela Viviani, be placed in the new position, effective January 1, 2005.

E. SHORT-TERM, NON-CONTINUING ASSIGNMENTS

The following is a list of requested classified short-term, non-continuing services that require Board approval prior to the employment of temporary individuals to perform these services, pursuant to Assembly Bill 500 and its revisions to Education Code 88003:

<i>Location</i>	<i>Division/ Department</i>	<i>No. of Pos.</i>	<i>Date</i>		<i>Services to be performed</i>
			<i>Start</i>	<i>End</i>	
Skyline	Workforce Development	1	1/18/2005	6/30/2005	Program Services Coordinator: to provide program coordination for a 14 week for-credit comprehensive gateway to college and high wage, high demand jobs for out of school youth program.

**BOARD REPORT NO. 05-1-1C**

**Review of Governor's Budget for 2005-06**

**There is no printed report for this agenda item at this time.**

**Report materials will be available at the Board meeting.**