

TO: Members of the Board of Trustees

FROM: Michael Claire, 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**

<b>Monique Nakagawa</b>	Acting Dean of Planning, Research Innovation and Effectiveness	Office of the President
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At its meeting on January 25, 2023, the Board approved Monique Nakagawa’s reassignment from Senior Planning and Research Analyst (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800) into this acting role (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580), effective January 17, 2023 through February 26, 2023, replacing Hilary Goodkind who is on a leave of absence. The Office of Human Resources was informed that Hilary Goodkind will be resigning, and staff is requesting to extend Monique Nakagawa’s acting role through June 30, 2023.

**District Office**

<b>Ana Pulido</b>	Interim Executive Director of Chancellor’s Office Strategic Initiatives	Chancellor’s Office
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Reassignment from Interim Director of Public Affairs (Grade 195E of the Academic – Classified Exempt Supervisory Schedule 35; Salary Range: \$149,112 - \$188,856) into this interim assignment (Grade AC of the Management Salary Schedule 20; Salary Range: \$177,984 - \$226,704), effective April 1, 2023 through June 30, 2023. This position was previously Board approved on December 14, 2022.

<b>Cesar Valera Quintana*</b>	Interim Aquatics Program Manager/Coach (Masters and Triathlon Training) (NP)	Community Fitness
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New classified supervisory (exempt) interim assignment (Grade 175E of the Academic – Classified Exempt Supervisory Schedule 35; Salary Range: \$70,008 - \$88,680), effective April 1, 2023. This position was previously Board approved on April 27, 2022.

**Skyline College**

**Joseph Morello, Jr.** Acting President Office of the President

Reassignment from Vice President of Administrative Services (Grade AB of the Management Salary Schedule 20; Salary Range: \$180,804 - \$232,260), into this acting role (Grade EC of the Executive Salary Schedule 10; Salary Range: \$249,912 - \$311,088), effective April 1, 2023 through June 30, 2023, replacing Melissa Moreno who is being reassigned to Interim Chancellor.

**Judy Hutchinson** Acting Vice President of Administrative Services Administrative Services

Reassignment from College Business Officer (Grade 192E of the Academic – Classified Exempt Supervisory Schedule 35; Salary Range: \$122,688 - \$155,388) into this acting role (Grade AB of the Management Salary Schedule 20; Salary Range: \$180,804 - \$232,260), effective April 1, 2023 through June 30, 2023, replacing Joseph Morello, Jr. who is being reassigned to Acting President.

**B. PUBLIC EMPLOYMENT****1. New Hires (NP = New Position, \* = New Employee)****Cañada College**

**Maribel Zarate\*** Retention Specialist Office of the Vice President of Student Services  
(Dual Enrolment) (NP)

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective March 27, 2023. This position was previously Board approved on October 26, 2022.

**College of San Mateo**

**Sarah Auyeung\*** Instructional Aide II Language Arts

New part-time (48%), 11-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$26,642.88 - \$34,182.72), effective March 23, 2023, replacing Patrick Reilly who resigned.

**Ibuki Hlaing\*** Program Services Coordinator Strategic Initiatives and Economic Development

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective March 23, 2023, replacing LaShonda Kennedy who resigned.

**Hadifah Dinda Miqailla\*** Prerequisite/Assessment Specialist Counseling

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective March 27, 2023, replacing Karen Rose Naval who was reassigned to Retention Specialist.

**District Office**

**Sean Lewis\*** Public Safety Officer Public Safety

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 62; Salary Range: \$73,164 – \$93,336), effective April 1, 2023, replacing Kirill Solodchenko who resigned.

**Skyline College**

**Matthew Embry\*** Admissions and Records Assistant III Enrollment Services

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 – \$81,636), effective March 23, 2023, replacing Lauren Wagner who was reassigned to Program Services Coordinator.

**2. Re-Employment**

**None**

**C. REASSIGNMENT THROUGH THE HIRING PROCESS**

**District Office**

**Connor Fitzpatrick** Marketing Cloud and ITS  
Experience Administrator (CRM) (NP)

Reassignment from a full-time, 12-month Communications Manager (Grade 192S of the Classified Professional - Supervisory Salary Schedule 40; Salary Range: \$91,212 - \$116,436) into this full-time 12-month classified exempt supervisory position (Grade 191E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$116,808 - \$147,984), effective April 3, 2023. This position was previously Board approved on September 8, 2022.

**Skyline College**

**Raul Amaya** SparkPoint Coordinator (NP) Counseling

Reassigned through the hiring process from Staff Assistant (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$59,112 - \$75,552) into this full-time, 12-month position (Grade 27 of the same Salary Schedule; Salary Range: \$68,580 - \$87,504), effective March 23, 2023. This position was previously Board approved on February 23, 2022.

**Luis Jibaja Prado** Retention Specialist Science, Technology, Engineering and Math

Reassigned through the hiring process from a part-time (26.67%), 10-month Instructional Aide II (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$13,457.68 - \$17,266.16) into this full-time, 12-month position (Grade 24 of the same Salary Schedule; Salary Range: \$63,840 - \$81,636), effective March 23, 2023, replacing Nicole Banks.

**Eric Torres** Accounting Technician Administrative Services

Reassigned through the hiring process from Admissions and Records Assistant III (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) into this full-time, 12-month position (Grade 24A of the same Salary Schedule; Salary Range: \$64,488 - \$82,464), effective March 23, 2023, replacing Scott Mansfield who was reassigned to Senior Accounting Coordinator.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**

**District Office**

**Jesus Alcala** Groundskeeper Facilities

Transferred from a Groundskeeper (Grade BA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$56,508 - \$70,320) at Cañada College into this full-time 12-month position at College of San Mateo at the same grade level of the same salary schedule, effective March 1, 2023.

**Skyline College**

**Wai Tan Tam** Accounting Technician Administrative Services

Transferred from Accounting Technician (Grade 24A of the Classified Salary Schedule 60; Salary Range: \$64,488 - \$82,464) at Auxiliary Services – Skyline College into this full-time 12-month position at the same college and the same grade level of the same salary schedule, effective March 23, 2023, replacing Annie Trinh who was reassigned to Senior Accounting Coordinator.

**E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT**

None

**F. CHANGES IN STAFF ALLOCATION**

**College of San Mateo**

1. Recommend a change in staff allocation to add one “SparkPoint Coordinator” position at Grade 27 of the Classified Salary Schedule 60 (Salary Range: \$68,580 - \$87,504) in the Enrollment Services Division, effective March 23, 2023. (*Justification attachment #01*)

**G. PHASE-IN RETIREMENT**

None

**H. LEAVE OF ABSENCE**

None

**I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION****1. Retirement****College of San Mateo****Michael Brunicardi**

Administration of Justice Professor

Business and Technology

Retiring as Professor Emeritus effective June 30, 2023, with 11 years of District Service. Not eligible for District retiree benefits.

**2. Post-Retirement**

None

**3. Resignation****College of San Mateo****Hilary Goodkind Darbonne**Dean of Planning, Research and  
Institutional Effectiveness

President's Office

Resignation effective May 19, 2023, with 5 years of District Service.

**District Office****Cindy Nguyen**

Program Specialist

International Education

Resignation effective March 22, 2023, with 5 years of District service.

**J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS**

None

**K. PROFESSIONAL EXPERT/CONTRACT POSITIONS**

None

**L. SHORT-TERM, NON-CONTINUING POSITIONS**

None

## **New Position Request – Executive Summary**

**Organization:** College of San Mateo

**Position Title:** SparkPoint Coordinator

**Position Classification and Salary Range:** Salary Schedule 60, Grade 27 (\$68,580.00 - \$87,504.00)

**Position Funding Source:** (General Fund, Fund 3, Special Allocation, Grant, etc.)

### **Position Description**

This position reports to the Director of SparkPoint and Crisis Relief Programs and is supported by the Enrollment Services Division. The position provides students and community members with information on benefits assistance, financial literacy/coaching, housing resources, food resources, and tax preparation assistance that supports individual self-sufficiency and financial stability. The primary focus is supporting the operations of the Sparkpoint Center, including tasks related to campus food and housing program operations and referrals to either internal or external agencies and resources.

### **Rationale/Justification for the Position**

The current staffing level of the Sparkpoint and Crisis Relief Programs is inadequate to meet the expanded programmatic scope of work required to support our community and students seeking services. This position will primarily focus on providing direct assistance to students. For students, the Sparkpoint Center is an essential student retention program designed to ensure students can continue their education by connecting them to basic needs resources such as the food pantry, housing resources, and local agency services.

SparkPoint Coordinators assist with the operational needs of the Centers to support the Director and counselors in addressing the immediate needs of students to support long-term prosperity by delivering financial literacy education and connecting students to financial aid and other related services.

### **Process Used**

Approved through classified prioritization process and in consultation with College Cabinet.

**Summary of Personnel Items  
Board Meeting - 3/22/2023**

**Staff Allocation Changes: FUND 1**

Position	Organization	Department	FTE	Range	Source	Notes
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NONE

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

Position	Organization	Department	FTE	Range	Source	Notes
SparkPoint Coordinator	CSM	Enrollment Services	1.00	\$68,580 - \$87,504	Fund 3	

Net Change in FTE  
1.00

**New Hires, Reassignments, Transfers, Replacements:**

Position	Employee Name	Organization	Department	Range	Source	Notes
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NONE

	FUND 1	Fund 3/Other
New Positions	0.00	1.00
Faculty	0.00	0
Total by Fund	0.00	1.00
<b>Grand Total</b>		<b>1.00</b>