

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim 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

Richard Storti Acting President Office of the President

Appointed to Acting President, effective July 31, 2023. This is a reassignment from Executive Vice Chancellor of Administrative Services (Grade EC of the Executive Salary Schedule 10; Salary Range: \$262,404 - \$326,640) into this acting role at the same grade of the same salary schedule.

Monique Nakagawa Interim Dean of Planning, Research Office of the President
Innovation and Effectiveness

Reassigned through the interim recruitment process from Senior Planning and Research Analyst (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$117,780 - \$150,336) into this interim role (Grade AD of the Management Salary Schedule 20; Salary Range: \$178,152 - \$226,356), effective July 27, 2023, replacing Hilary Goodkind who resigned.

District Office

Bernata Slater Acting Executive Vice Chancellor of Administrative Services Chancellor's Office

Appointed to Acting Executive Vice Chancellor of Administrative Services, effective July 31, 2023. This is a reassignment from Chief Financial Officer (Grade AA of the Management Salary Schedule 20; Salary Range: \$228,816 - \$284,316) into this acting role (Grade EC of the Executive Salary Schedule 10; Salary Range: \$262,404 - \$326,640).

David McLainInterim Executive Director of Community
& Government Relations (NP)

Chancellor's Office

Correction: At its meeting on July 15, 2023, the Board approved David McLain's reassignment from Director of Community Relations and Marketing (Grade 194E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$149,112 - \$188,856), into the Interim Executive Director of Community & Government Relations role (Grade AB of the Management Salary Schedule 20; Salary Range: \$189,840 - \$243,876), effective July 3, 2023 through June 30, 2024. A correction is being made to this item. The salary range for the Executive Director of Community & Government Relations position is Grade AC of the Management Salary Schedule 20 (salary range: \$186,888 - \$238,044). Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

Skyline College**Luis Escobar Jr.**Acting Vice President
of Student ServicesOffice of the Vice President
of Student Services

Reassigned from Dean of Counseling/Advising/Matriculation (Grade AD of the Management Salary Schedule 20; Salary Range: \$178,152 - \$226,356) into this acting role (Grade AB of the same salary schedule; Salary Range: \$189,840 - \$243,876), effective August 1, 2023, through June 30, 2024.

B. PUBLIC EMPLOYMENT**1. New Hires (NP = New Position, * = New Employee)****Skyline College****Fernando Cuellar***Admissions and Records
Assistant III

Enrollment Services

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$71,724 - \$91,716), effective August 1, 2023, replacing Eric Torres who was reassigned to Accounting Technician.

Nyein Su*Admissions and Records
Assistant III

Enrollment Services

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$71,724 - \$91,716), effective August 1, 2023, replacing Jubilee Taufete'e.

2. Re-Employment**None****C. REASSIGNMENT THROUGH THE HIRING PROCESS**

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**Cañada College****Estela Garcia**

College Recruiter (Temporary) (NP)

Enrollment Services

Transferred from a College Recruiter (Grade 175S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$82,320 - \$105,156) at College of San Mateo into this full-time, 12-month position at Cañada College at the same grade of the same salary schedule, effective August 7, 2023. This position was previously Board approved on August 24, 2022.

Skyline College**John Chew**

Instructional Aide II

Academic Support
& Learning Technologies

Transferred from a part-time (40%), 10-month Instructional Aide II (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$22,676 - \$29,092) at Skyline College into this full-time 12-month position at Skyline College at the same grade of the same salary schedule, effective August 1, 2023, replacing Joshua Lindo who was reassigned to Program Services 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 full-time, 12-month specially-funded (MESA State Grant) Retention Specialist position (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$71,724.00 - \$91,716.00) in the Math and Science Division, effective July 27, 2023, through June 30, 2027. (*Justification attachment #01*)

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE**District Office****Jose Ruiz**

Custodian

Facilities

Personal leave of absence without pay with benefits, effective June 1, 2023, through August 31, 2023.

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****College of San Mateo****Richard Lohmann**

Professor

Creative Arts/ Social Science

Retired as Professor Emeritus effective May 26, 2023, with 26 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation**College of San Mateo****Jennifer Taylor-Mendoza**

President

Office of the President

Resignation effective August 23, 2023, with 12 years of District service.

Skyline College**Robert Lopez**

Surgical Tech Instructor

Science, Technology,
Engineering and Mathematics

Resignation effective July 13, 2023, with 1 year of District service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

K. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

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	Math / Science – MESA	1	07/27/2023	08/31/2023	<p>Retention Specialist: <i>Previously Requested Position</i> Help with recruitment and identification of new & continuing students who qualify for the MESA program. Plan & coordinate events as needed for the MESA program. Provide information to MESA qualified students about opportunities and rewards of being a MESA student. Support student academic success in math and science classes by checking and tracking participation in MESA activities and services (e.g. attend AEW & tutoring, field trips, conferences, counselor appointments, etc...) Requesting Manager: Christopher Walker</p>
Skyline College	Science, Technology, Engineering, Math – MESA Center	2	08/01/2023	12/31/2023	<p>Instructional Aide II Request is for two part-time (18 hours per week) positions for the MESA Center to support students in math. This would support the new AB1705 requirements and efforts. The need for short-term temps is because of the immediate need for support, the flexibility to evaluate the level of support provided, and to align a request to staff the need with our campus resource allocation and position request process for FY 24-25. Requesting Manager: Jing Folsom</p>

New Position Request - Executive Summary

Organization: College of San Mateo

Position Title: Retention Specialist, Math and Science

Position Classification and Salary Range: Salary Schedule 60, Grade 24 (Salary Range: \$71,724 - \$91,716)

Position Funding Source: Grant Funded - MESA State Grant

Position Description

The Retention Specialist will provide targeted support to students in Mathematics Engineering Science Achievement Program (MESA) gateway courses identified as retention priorities by the MESA director and faculty. The role also involves assisting the MESA director with day-to-day operations, including:

- Recruitment and identification of new & continuing students who qualify for the MESA program.
- Help with orientation, planning & coordination of MESA-sponsored events.
- Provide information to MESA-qualified students about opportunities and rewards available to MESA students.
- Support student academic success in math and science classes by checking and tracking participation in MESA activities and services (e.g., attend AEW & tutoring, field trips, conferences, etc.).
- Ensuring new MESA students get academic progress reports, appointments with the MESA Counselor to update their Student Education Plans, register successfully for the next semester and apply for their first scholarship or internship.
- Coverage of the ISC/MESA Center.

Rationale/Justification for the Position

MESA (Mathematics Engineering Science Achievement Program) focuses on disproportionately impacted STEM students. It provides academic support and academic enrichment to propel students in calculus-based STEM majors to transfer and succeed at four-year universities.

The Retention Specialist is needed to ensure that MESA students get off to a strong start as it focuses on support for students who are joining and continuing in the program. The California State Department of Education increased MESA's funding to \$280,000 a year. This additional funding allows us to expand the support we can provide, run the program more effectively, and serve 125 or more students a year. The MESA program aligns with CSM's strategic plan of supporting disproportionately impacted STEM students in their goal to transfer to four-year universities. We have utilized a part-time, short-term temporary position, which has expired.

Process Used

The MESA Director presented information to the executive leadership team on the needs and justification for the position as described above.

**Summary of Personnel Items
Board Meeting - 7/26/23**

Staff Allocation Changes: FUND 1

Position	Organization	Department	FTE	Range	Source	Notes
			Net Change in FTE	0.00		

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

Position	Organization	Department	FTE	Range	Source	Notes
Retention Specialist	CSM	Math & Science	1.00	\$71,724 - \$91,716	Fund 3	New Position
			Net Change in FTE	1.00		

Summary Changes in Net FTE		
	FUND 1	Fund 3/Other
New Positions	0.00	1.00
Faculty	0.00	0
Total by Fund	<u>0.00</u>	<u>1.00</u>
Grand Total	0.00	1.00