

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)**

Cañada College

Anniqua Rana	Dean of Academic Support and Learning Technologies	Academic Support and Learning Technologies
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New full-time, 12-month administrative employment (Grade AD of the Management Salary Schedule 20; Salary Range: \$187,056 - \$237,672), effective April 1, 2024, replacing David Reed who resigned. Anniqua Rana previously held this position as Interim Dean of Academic Support and Learning Technologies.

Jasmine Jaciw	Director of Workforce Development	Business, Design & Workforce
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Reassigned from full-time, 12-month Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304) into this academic supervisory position (Grade 192E of the Academic – Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,264 - \$171,312), effective May 1, 2024, replacing Julian Branch who resigned.

College of San Mateo

Elnora Tayag	Acting Dean of Academic Support and Learning Technologies	Academic Support and Learning Technologies
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Reassigned from Director of Learning Commons (Grade 193E of the Academic – Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$149,112 – \$188,892) into this acting administrative role (Grade AD of the Management Salary Schedule 20; Salary Range: \$187,056 - \$237,672), effective April 9, 2024, replacing Tarana Chapple who will be on a leave of absence.

District Office

Houman Boussina* Performance Auditor/ Policy Analyst Chancellor's Office

Correction: At its meeting on March 6, 2024, the Board approved Houman Boussina's new classified supervisory (exempt) employment (Grade 200E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$196,236 – \$248,616), effective March 18, 2024. A correction is being made to this item. The Office of Human Resources was informed that Houman Boussina's start date was March 20, 2024. Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

Skyline College

Lauren Ford Dean of Strategic Partnerships and Workforce Development Strategic Partnerships and Workforce Development

Reassigned from Director of Strategic Initiatives and Planning (Grade 193E of the Academic – Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$149,112 – \$188,892) into this administrative assignment (Grade AD of the Management Salary Schedule 20; Salary Range: \$187,056 - \$237,672), effective March 29, 2024. Lauren Ford previously held this position as Interim Dean of Strategic Partnerships and Workforce Development.

Alexander Kramer Acting Dean of Strategic Partnerships and Workforce Development Strategic Partnerships and Workforce Development

Reassigned from Director of Workforce Development (Grade 192E of the Academic – Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,264 – \$171,312) into this acting administrative role (Grade AD of the Management Salary Schedule 20; Salary Range: \$187,056 - \$237,672), effective April 1, 2024, replacing Lauren Ford who will be on a leave of absence.

B. PUBLIC EMPLOYMENT**1. New Hires (NP = New Position, * = New Employee)****College of San Mateo**

Maurice Barton* Athletic Equipment Manager Kinesiology, Athletics, Dance

New part-time (48%), 12-month classified employment (Grade 21 of the Classified Salary Schedule 60, Salary Range: \$31,881.60 - \$40,746.24), effective March 28, 2024, replacing Sean Price who resigned.

District Office

Raymond Firmeza* Public Safety Officer Public Safety

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 62; Salary Range: \$82,200 - \$104,856), effective March 29, 2024, replacing Garrett Dang who resigned.

Skyline College

Laura Dekelaita* Program Services Coordinator Strategic Partnerships and Workforce Development

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304), effective March 28, 2024. This position was previously vacant.

Andy Murillo* Program Services Coordinator Social Science and Creative Arts

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304), effective April 1, 2024, replacing Christine Woo who retired.

2. Re-Employment**Skyline College**

Adriana Johnston Counselor – Promise Scholar Counseling

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month), effective Fall Semester 2024 through the end of 2024-2025 academic year. The position was originally approved on May 24, 2023.

C. REASSIGNMENT THROUGH THE HIRING PROCESS**District Office**

Eric Arquette Systems Administrator ITS

Reassigned from a full-time, 12-month IT Support Technician II (Grade 31A of the Classified Salary Schedule 60; Salary Range: \$85,848 - \$109,668) into this full-time, 12-month classified position (Grade 210S of Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$117,780 - \$150,336), effective March 28, 2024, replacing Adam West who was reassigned to Information Security Officer.

Skyline College

Kalia Chavez Program Services Coordinator Strategic Partnerships and Workforce Development

Reassigned from a full-time, 12-month Administrative Assistant (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304) into this full-time, 12-month classified position of the same grade level, and of the same salary schedule, effective April 15, 2024, replacing Derek Allenby who resigned.

Darren McKay Program Services Coordinator Strategic Partnerships and Workforce Development

Reassigned from a full-time, 12-month Retention Specialist (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$71,724 - \$91,716) into this full-time, 12-month classified position (Grade 27 of the same salary schedule 60; Salary Range: \$77,052 - \$98,304), effective April 26, 2024, replacing Elizabeth Tablan who resigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**District Office****Edgar Nelmidia Jr.**

Custodian

Facilities

Transferred from a Custodian (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$56,916 - \$70,548) at College of San Mateo into this full-time, 12-month position at Cañada College at the same grade level of the same salary schedule, effective March 15, 2024.

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 Instructional Aide II position at Grade 22 of the Classified Salary Schedule 60 (Salary Range: \$68,028 - \$87,276) in Kinesiology, Athletics, and Dance Division, effective March 28, 2024. (*Justification Attachment #01*)
2. Recommend a change in staff allocation to eliminate the part-time (48%), 11-month Instructional Aide II position # 4C0327 (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$29,932.32 - \$38,401.44), and upgrade the part-time (48%), 11-month Instructional Aide II position # 4C0325 to a full-time, 11-month position (Salary Range: \$62,359 - \$80,003) in the Language Arts Division, effective March 28, 2024. In line with Section 53021, subsection d(3) of title 5 of the California Code of Regulations, the assignment for incumbent Sarah Auyeung will be upgraded accordingly, effective March 28, 2024. (*Justification Attachment #02*)
3. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position at Grade 27 of the Classified Salary Schedule 60 (Salary Range: \$77,052 - \$98,304) in Creative Arts and Social Science Division, effective March 28, 2024. (*Justification Attachment #03*)

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE**College of San Mateo****Carlos Bugarin Camacho**

Library Support Specialist

Academic Support and
Learning Technologies

Personal leave of absence without pay without benefits, effective March 27, 2024, through July 31, 2024.

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

None

2. Post-Retirement

None

3. Resignation

Skyline College

Elisabeth Osai

Financial Aid Technician

Enrollment Services

Resignation effective March 5, 2024, with 4.5 years of District service.

Michael Stokes

Director of TRiO

Student Equity and
Support Programs

Resignation effective June 30, 2024, with 9 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

College: College of San Mateo

Organization: Kinesiology/Athletics/Dance

Position Title: Instructional Aide II

Position Classification and Salary Range: Salary Schedule 60, Grade 22 (Salary Range: \$68,028 - \$87,276)

Position Funding Source: Fund 1

Position Description

This position assists the Women's Volleyball faculty in the delivery of classroom instruction and laboratory teaching, pertaining to practice and game instruction, study hall, recruitment, retention, academic success, and other assigned duties. Under direction, the employee performs a variety of preparatory work and planning, and at the direction of faculty prepares materials and strategies for use in the classroom and practice and game facilities. Public contact is extensive and primarily includes students, faculty and staff, and potential incoming student-athletes and their guardians. A high degree of independent judgment and creativity is required to resolve a wide variety of minor and occasional major problems that may arise. An Instructional Aide II differs from Instructional Aide I by the scope of assignments, including tutoring responsibilities (without close faculty supervision), and level of required subject-matter expertise.

Rationale/Justification for the Position

Demands of coaching at the community college level has changed immensely over the years specifically in recruiting, retention, and overall success for our student-athletes. Recruiting student-athletes to our institution requires more time than ever before, especially with the number of competing programs in our immediate area as well as the high cost of living. High school games occur multiple nights a week throughout the year in various locations across our region, and a full-time head coach is unable to perform at the highest level in an attempt to attract players of interest to our program. Additionally, Women's Volleyball is a 2-sport endeavor with indoor in the fall and beach in the spring. This requires recruiting throughout the entire year. There is no off-season for a volleyball coach and in order to perform the duties assigned, the assistance of a full-time Instructional Aide II will help the program remain viable. Moreover, current student-athletes success is predicated on the stability of staff for their overall well-being and academic success. The full-time Instructional Aide II will assist our head coach with the delivery of classroom instruction and laboratory teaching, pertaining to practice and game instruction, study hall, recruitment, retention, academic success, and other assigned duties.

Process Used

Approved through Program Review 2023

New Position Request - Executive Summary

College: College of San Mateo

Organization: Language Arts Division

Position Title: Instructional Aid II – Writing Center

Position Classification and Salary Range: Salary Schedule 60, Grade 22

Position Funding Source: Fund 1

Position Description

Writing Center Instructional Aid II oversees the Writing Center, which includes the following duties:

- Opening and closing the Writing Center
- Conducting writing center orientations for all sections of English 100 and 105
- Scheduling student appointments
- Managing accudemia and zoom platform services in the Writing Center
- Assisting students with tutorials and on a day-to-day basis with all center activities
- Managing technology including printing in the Writing Center
- Managing canvas page of the Center
- Managing public facing webpage of the Center
- Tracking all student activity in the Center
- Supporting Writing Center instructors
- Setting up instructor schedules in the computer system

Rationale/Justification for the Position

The Writing Center at CSM is staffed by one full-time Instructional Aide (IA) and two part-time Instructional Aides. The result here will be that the Writing Center will be staffed by two full-time Instructional Aides. The Language Arts Division and Writing Center are seeking to eliminate one existing part-time Instructional Aide II (IA II) position and increase another existing part-time Instructional Aide Writing Center into one full-time IA II position for the following reasons:

With only one full-time IA, Writing Center faculty and staff struggle to keep the Center open through the afternoon and evening. For a long time we have had part-time IAs, but today the Language Arts Division has difficulty in hiring and retaining part-time personnel to staff the Center. When we are understaffed, we cannot keep the Center open in crucial afternoon and evening hours, when students most actively use the Writing Center. More specifically, following the resignation of our part-time evening Instructional Aide in January 2020, we have experienced the following issues: understaffing through the entire COVID shutdown; upon returning to campus in Fall 2021, a failed search to fill the vacant part-time position; a new hire in Spring 2022 left after only three weeks because he found a full-time position elsewhere; another failed search in Fall 2022.

The position was filled in April of 2023, only to have both part-time IAs leave in the fall of 2023, one for retirement and one for a temporary full-time position. After functioning as a fully staffed center for part of two semesters, we are down to one IA. Without appropriate staffing, we cannot stay open late enough to serve our evening students, as is evident by the dismal evening service numbers in our program review data. The Writing Center has become ever more important in our post AB 705-era, as students receive hands-on assistance with their essay assignments and helpful tutorials for sentence-level writing. By upgrading an existing part-time position into a full-time position, the Writing Center has much greater chance of being appropriately staffed at all times.

Process Used

This position was approved through resource request 2024 by CSM's cabinet.

New Position Request - Executive Summary

Organization: College of San Mateo

Position Title: Program Service Coordinator

Position Classification and Salary Range: Salary Schedule: 60, Grade: 27 (Salary Range: \$77,052 - \$98,304)

Position Funding Source: Unrestricted General Fund 1

Position Description

Under direction, the Program Services Coordinator assists in the planning, coordination, and implementation of such services as student recruitment, orientation, job skills assessments and job placement, special events, tours, individual and specialized programs and other support current and potential program participants. Public contact is extensive and can include students, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging program information and services. A high degree of independent judgment and creativity is required to adequately represent the college and program, to serve as a technical resource person for the program, and to design original program components and services. Consequences of errors in judgment can be costly in public relations and in employee time; however, management controls limit the risk of more serious consequences. The Program Services Coordinator can lead the work of student assistants, proctors, and other staff as assigned.

Rationale/Justification for the Position

Our division is performance-based with multiple events and lots of specialized equipment. We don't have adequate staffing to perform the program coordination and promotional functions that are required, especially in music, graphic design and 2D art. The Division Assistant and instructional faculty have to coordinate multiple events, including the annual jazz festival, music concerts, art exhibits and showcases, music and digital media speaker series. They also have to schedule regular tunings of a fleet of pianos, coordinate studio lessons, maintain, repair, loan instruments and art supplies, and schedule art models for classes.

Our programs are growing, but we lack administrative support to maintain existing programs or provide specialized support. Our enrollment is now the highest of all divisions, with 5,718 students enrolled and 255 sections scheduled in fall 2023. This is 27.4% of all enrollment and 27.1% of all sections. We hired 30+ new adjuncts and added multiple sections (including late-start) over the past year without receiving any additional administrative support. We are the only division at CSM without any PSC for any of its programs. The PSC will provide program support for 1,980 students (794 Art students, 496 DGME students, 690 Music students).

Process Used

Approved through college resource request process.

**Summary of Personnel Items
Board Meeting - 03/27/2024**

Staff Allocation Changes: FUND 1

Position	Organization	Department	FTE	Months/Year	Range	Source	Notes
Instructional Aide II	College of San Mateo	Kinesiology, Athletics, Dance	1	12	\$68,028 - \$87,276	Fund 1	New position
Instructional Aide II	College of San Mateo	Language Arts	-0.48	11	\$29,932.32 - \$38,401.44	Fund 1	Eliminate position #4C0327
Instructional Aide II	College of San Mateo	Language Arts	0.52	11	\$32,426.68 - \$41,601.56	Fund 1	Upgrade position # 4C0325 from .48 FTE to 1 FTE
Program Services Coordinator	College of San Mateo	Create Arts and Social Science	1	12	\$77052 - \$98,304	Fund 1	New position
Net Change in FTE			2.04				

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

Position	Organization	Department	FTE	Months/ Year	Range	Source	Notes
Net Change in FTE			0.00				

Summary Changes in Net FTE		
	FUND 1	Fund 3/Other
New Positions	2.04	0.00
Faculty	0.00	0
Total by Fund	<u>2.04</u>	<u>0.00</u>
Grand Total	2.04	2.04