

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)

District Office

Peter Fitzsimmons Interim Chief Financial Officer Administrative Services

Reassigned through the interim recruitment process from District Budget Officer (Grade 196E of the Academic-Classified Exempt Supervisory Salary Schedule 35; salary range: \$164,352 - \$208,224) into this role (Grade AA of the Management Salary Schedule 20; Salary Range: \$228,816 - \$284,316), effective January 1, 2024, replacing Bernadetta Slater who retired.

Skyline College

Eric Torres Assistant Registrar Enrollment Services

Reassigned from a full-time, 12-month Accounting Technician (Grade 24A of the Classified Salary Schedule 60; salary range: \$72,456 - \$92,652) into this full-time, 12-month classified exempt supervisory position (Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35; salary range: \$91,668 - \$116,112), effective February 1, 2024, replacing Niruba Srinivasan who was reassigned to Registrar.

B. PUBLIC EMPLOYMENT

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

Cañada College

Brianna Chavez SparkPoint Coordinator Enrollment Services

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; salary range: \$77,052 - \$98,304), effective January 25, 2024, replacing Julie Hong who transferred to Skyline College.

College of San Mateo

Anya Ashouri* Assistive Technology Specialist Counseling

New Contract I status academic employment, effective February 1, 2024, replacing Judith Lariviere who retired.

Michelle Baker* Athletic Trainer Kinesiology, Athletics and Dance

New full-time, 12-month classified employment (Grade 26 of the Classified Salary Schedule 60; salary range: \$75,168 - \$96,072), effective January 25, 2024, replacing Jasmine Gittens who resigned.

Lawrence McDevitt* Administration of Justice Instructor Business/Technology

New Contract I status academic employment, effective January 11, 2024, replacing Michael Brunicardi who retired.

Skyline College

Anrey Bartoszynski* Respiratory Care Instructor Science, Technology,
Engineering, & Math

New Contract I status academic employment, effective January 11, 2024, replacing Beatriz Qura Del Rio who resigned.

Nathaniel Cordero* Office Assistant II Counseling

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; salary range: \$61,908 - \$78,924), effective January 25, 2024, replacing Rubielyn Bactad-Ruiza who was reassigned to Division Assistant.

Khristin Godfrey* Assistive Technology Specialist Student Equity and Support Programs

New Contract I status academic employment, effective January 11, 2024, replacing Tatiana Martinez who resigned.

Kyar Loo* Office Assistant II Counseling

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; salary range: \$61,908 - \$78,924), effective January 25, 2024, replacing Sean Wen who was reassigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Bryan Swartout Planning and Research Analyst Office of the President

Reassigned from a full-time, 12-month Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; salary range: \$77,052 - \$98,304) into this full-time, 12-month classified professional position (Grade 195S of the Classified Professional Salary Schedule 40; salary range: \$105,144 - \$134,280), effective February 1, 2024, replacing Daniela Saucedo who resigned.

District Office

Juan Rodriguez Utility Engineer Facilities

Reassigned from a full-time, 12-month Groundskeeper (Grade BA of the Buildings and Grounds Salary Schedule 70; salary range: \$60,516 - \$75,312) into this full-time, 12-month classified position (Grade DD of the same salary schedule; salary range: \$69,612 - \$86,532), effective January 25, 2024, replacing Michael Miller who resigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

Cañada College

Hyla Lacefield Digital Art & Animation Professor Business, Design and Workforce

Reassigned from the position of Dean of Business, Design and Workforce (Grade AD of the Management Salary Schedule 20; Salary Range: \$178,152 - \$226,356) into a tenured faculty position (Faculty Salary Schedule 80) pursuant to Education Code section 87454 (Retreat Rights), effective fall 2024 semester.

Catherine Dominion Program Services Coordinator International Education

Reassigned through the CSEA Managed Hiring process, pursuant to Article 19A of the collective bargaining agreement, from a full-time Intensive English Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304) into this full-time 12-month classified position at the same grade of the same salary schedule, effective January 25, 2024.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

College of San Mateo

Priscilla Menjivar Acting Director of Strategic Initiatives Educational Services & Planning
& Planning

1. 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 \$1,183.40 per month, effective January 25, 2024, through the completion of the current recruitment of the permanent Director of SparkPoint and Crisis Relief Programs position.

F. CHANGES IN STAFF ALLOCATION

Cañada College

1. Recommend a change in staff allocation to add one full-time, 12-month specially funded (MESA Grant) Project Director position at Grade 175S of the Classified Professional Salary Schedule 40 (Salary Range: \$82,320 - \$105,156) in the Academic Support and Learning Technologies Division, effective January 25, 2024. Funding for this position expires on July 31, 2027. (*Justification Attachment #01*)

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

Skyline College

John Ulloa	History Professor	Social Science & Creative Arts
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Personal leave of absence without pay without benefits, effective January 11, 2024 through May 24, 2024.

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Skyline College

Steven Aurilio	Professor	Social Science & Creative Arts
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Retiring as Professor Emeritus, effective May 24, 2024, with 18 years of District service. Not Eligible for District retiree benefits.

Carlos Colombetti	Professor	Social Science & Creative Arts
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Retiring as Professor Emeritus, effective May 24, 2024, with 26.5 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

College of San Mateo

Julie Gardner

Director of SparkPoint and
Crisis Relief Program

Enrollment Services
& Support Programs

Resignation effective January 5, 2024, with 1.5 years of District service.

Skyline College

Phoo Han Oo

Cosmetology Aide

Business, Education &
Professional Programs

Resignation effective January 9, 2024, with 2 years of District service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

College of San Mateo

Anya Ashouri

Adapted Computer Technology

Counseling

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

Skyline College

Khristin Godfrey

Adapted Computer Technology

Student Equity & Support Programs

In accordance with Education Code 87359, the Academic Senate, Vice President of Student Services, and the President have approved the Equivalence Committee's validation of equivalent academic qualifications to teach in the Adapted Computer Technology 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>
College of San Mateo	Student Services/ Health Center	1	01/01/2024	06/30/2024	<p>Professional Expert: College Physician: The Board approved the position on August 23, 2023, but there was an error in the location, which was listed as Cañada College. The approval is now being resubmitted</p>

					<p>with the correct location at the College of San Mateo.</p> <p>The position plans, implements, and leads professional college healthcare services in conjunction with the Director of the Wellness Center and the Health Center staff. Provides medical advice and treatment in the College Health Center; issues prescriptions as needed, consults with medical providers regarding care plans and signs clinical scope of practice agreement, maintains confidential documentation of treatment and health services provided; completes required medical provider forms, gives presentations, and performs other duties as assigned. Requesting Manager: Emily Barrick</p>
Skyline College	Business, Education & Professional Programs - ECE	1	01/25/2024	06/30/2024	<p>Academic Coach: To provide specific coaching methodologies with the goal that students will be more engaged which will include strategies such as goal-setting teamwork, commitment to completion, dedication, accountability, perseverance, and resiliency to overcome setbacks to complete coursework and apprenticeship requirements. Requesting Manager: Michael Kane</p>

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>
Cañada College	Humanities & Social Science – Drama and Civic Center	6	01/25/2024	06/30/2024	<p>Theater Production Technicians: <i>Previously Requested Position</i> To assist with the construction and implementation of theatrical sets lighting, sound, and other operational aspects of the Theatre Arts Department, internal college usage, and public clients usage. Requesting Manager: James Carranza</p>
College of San Mateo	Business Office – Facilities Rental	1	01/25/2024	06/30/2024	<p>Equipment Manager: This position will serve as the liaison between external user groups</p>

					and the college for athletic facilities rentals. Requesting Manager: Andreas Wolf
Skyline College	Academic Support and Learning Technologies – Media Services	1	01/25/2024	06/30/2024	<p>Multimedia Services Coordinator: The college is experiencing large growth in on-campus events and requests for multi-modality support. The college will be assessing this trend and will need support during this time. If the determination is that the need is long-term, the position will be requested through the Classified and Administrative request process.</p> <p>The position will support live-streaming of media events that apply knowledge of professional sound reinforcement techniques, digital mixing consoles, audio signal processing, and speaker placement to optimize sound and video quality. Troubleshoot and work with vendors to resolve intricate audio/video equipment issues during live-streamed events. Assist with the coordination and implementation of live broadcasts, including live streaming, camera switching, graphics integration, and audio mixing. Conduct regular maintenance and quality checks on equipment to guarantee efficient performance and minimize downtime. Requesting Manager: Torria Davis</p>
Skyline College	Student Equity & Support Programs	1	01/25/2024	06/30/2024	<p>Retention Specialist: At its October 25, 2023 meeting, the San Mateo County Community College District Board accepted the Chancellor's Office Rising Scholars Network Juvenile Justice Grant. This is a proposed five year funding grant allocation with each college receiving approximately \$300,000. Grant period is scheduled to begin on January 1, 2024 but the state still has not released funds or provided guidance in the California Community Colleges Compendium of Allocations and Resources. Our SESP Division has submitted a request for a permanent part-time Retention Specialist from this grant</p>

					<p>through the college Classified and Administrative request process. With funding delayed and the performance period beginning, the request is for a short term temporary PSC to start the work until state guidance and funding have been received and the position request has gone through the campus process. We expect that should all be completed by June 30, 2024. In the interim, the program can use one-time funds from a previous grant to fill the immediate need.</p> <p>The Retention Specialist performs paraprofessional work that involves outreach, the retention of Project Change Program students, and designed to foster student success. Under direction, the employee performs a variety of preparatory work and planning and develops strategies to support and enhance student completion and success. Public contact is extensive and primarily includes students, faculty, staff, personnel at the Hillcrest Juvenile facility, and designated continuation high schools, but can also include vendors and staff in other educational institutions and agencies, for the purpose of exchanging subject matter and procedural information. Requesting Manager: Cheryl Johnson</p>
Skyline College	Student Equity and Support Programs	1	01/25/2024	06/30/2024	<p>Programs Services Coordinator: At the October 25, 2023 meeting, the San Mateo County Community College District Board accepted the Chancellor's Office Rising Scholars Network Juvenile Justice Grant. This is a proposed five year funding grant allocation with each college receiving approximately \$300,000. Grant period is scheduled to begin on January 1, 2024 but the state still has not released funds or provided guidance in the California Community Colleges Compendium of Allocations and Resources. Our SESP Division has submitted a request for a permanent PSC from this grant through the college</p>

					<p>Classified and Administrative request process. With funding delayed and the performance period beginning, the request is for a short term temporary PSC to start the work until state guidance and funding have been received and the position request has gone through the campus process. We expect that should all be completed by June 30, 2024. In the interim, the program can use one-time funds from a previous grant to fill the immediate need.</p> <p>The Program Services Coordinator assists in the planning, coordination, and implementation of services, such as student recruitment, orientation, job skills assessments and job placement, special events, tours, individual and specialized programs and other support for current and potential program participants, typically in the age range of 15-24. 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. The position will represent the college and program, serve as a technical resource person for the program, and design original program components and services. Requesting Manager: Cheryl Johnson</p>
Skyline College	Global Learning Programs & Services	2	01/25/2024	06/30/2024	<p>Office Assistant II: A request for two permanent positions was submitted as part of the College's 2023-24 Classified Administrative Hiring Priorities and Process and is on hold since there are no Fund 1 funds and the Passport Office, which is self-supporting, needs to demonstrate the demand. This can be achieved through increasing short-term personnel, the hours of operation and</p>

				<p>offering both appointments and walk-in services. Currently, the Passport Office is by appointment only –limiting the revenue from walk-ins. Saturday hours are also in the plan to serve applicants (families) who cannot come during the week due to children being in school. With the exception of short-term personnel, the Passport Office is operationally ready for this demand including an ITS-approved purchase of a Take-a-number system for walk-ins.</p> <p>Position provides in-person detailed clerical and operational support for the U.S. Department of State designated Passport Acceptance Facility during high applicant volume period (Jan-May) including screening calls, visitors and electronic inquiries to provide policy and procedural information and/or to take messages and make appropriate referrals. Requesting Manager: Zaid Ghori</p>
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New Position - Executive Summary

College: Cañada College

Organization: Academic Support & Learning Technologies

Position Title: Project Director - MESA

Position Classification & Salary Range: Classified Supervisory Grade 175S – Salary Schedule 40

Position Funding Source: [MESA Grant funds](#) through July 31, 2027

Position Description: The MESA Project Director position is a 12-month full-time position. The MESA Director is responsible for day-to-day management of the MESA Community College Program/MCCP. With programmatic guidance from the Chancellor's Office State Project Monitor, the MESA Program Director maintains communications between the MESA Program, engineering, mathematics and science faculty, unit heads of student support services, engineering mathematics, and science department chairpersons/deans, MESA participants, student organizations, related professional societies and campus administrators; coordinates planning of all student services which include admission, financial aid, scholarships, housing (if applicable), summer programs and jobs, and academic, career and student advising. The MESA Director is also responsible for ensuring student eligibility, that student contractual agreements are met, maintains program records, coordinates evaluation of program activities and accomplishments, participates in MESA training, evaluation, and other activities, and works with the Faculty Sponsor to ensure successful implementation of the program.

The MESA Director will, in addition to other responsibilities, collaborate with existing learning support and retention efforts in order to:

- Develop tutoring and study programs for MESA.
- Recruit and schedule speakers for meetings of MESA participants.
- Plan, schedule and coordinate career advising and job orientations for MESA participants.
- Plan, schedule, and coordinate activities related to academic counseling.
- Maintain contacts and encourage the formation of a pipeline and pathway for students between MESA and four-year colleges and universities.

This position will be housed under and report to the Dean of Academic Support & Learning Technology.

Rationale/Justification for the Position: This is a fully grant/categorical funded Project Director position to support STEM students at Cañada College. This Project Director position, using external dollars, will provide the best opportunity for Cañada to implement [programmatic elements of MESA](#) in support of current and future STEM students and meet [MESA program objectives](#). The MESA Program is part of the college's institutional commitment to student equity, success and retention in technology and science fields. MESA students and Latino STEM majors can benefit from investments made through Cañada's MESA grant as the MESA Director focuses on finding new ways to identify and engage fully-qualified MESA students in STEM Center and campus activities that help them be more successful academically and better prepared to transfer – going on college visits, applying for scholarships, applying for transfer, etc.

Process Used: We followed our college process for new positions where a request was submitted through the Resource Request portion of our regular Program Review, reviewed by our Planning and Budgeting Council, and shared with the campus community. Initial funding for this position is part of a multi-year grant; however, we anticipate proposing the continuation of this position through our program review/annual update and resource request process in year 3.

**Summary of Personnel Items
Board Meeting - 01/24/2024**

Staff Allocation Changes: FUND 1

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

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

Position	Organization	Department	FTE	Months/ Year	Range	Source	Notes
Project Director	Cañada College	Academic Support & Learning Technologies	1.00	12	\$82,320 - \$105,156	Fund 3	New position funded by MESA Grant
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		1.00