

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

Sergio Suarez Student Life and Leadership Manager Counseling

New full-time, 12-month classified (exempt) supervisory assignment (Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$96,252 - \$121,920), effective April 26, 2024, replacing Michiko Kealoha who was reassigned to Director of Equity. Sergio Suarez previously held this position as Interim Student Life and Leadership Manager.

College of San Mateo

Teresa Morris Acting Director of Learning Commons Academic Support & Learning Technologies

Reassigned from Faculty (Salary Schedule 80) into this acting academic supervisory role (Grade 193E of the Academic – Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$149,112 - \$188,892), effective April 25, 2024, replacing Elnora Tayag who was reassigned to Acting Dean of Academic Support and Learning Technologies.

Skyline College

Gavin Townsley Acting Learning Center Manager Academic Support & Learning Technologies

Recommend approval of an extension for the reassignment from Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304 into this acting classified supervisory (exempt) assignment (Grade 189E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$116,520 - \$147,612), effective March 11, 2024 through March 31, 2024, replacing Chelssee De Barra who is on a leave of absence. The position was originally approved on February 28, 2024.

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

Lindsey Irizarry* Instructional Technologist Academic Support & Learning Technologies

New full-time, 12-month classified employment (Grade 190S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$95,316 - \$122,064), effective May 6, 2024, replacing Allison Hughes who was reassigned to a faculty position.

Diego Zevallos Valdizan* Retention Specialist Counseling

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$71,724 - \$91,716), effective April 25, 2024, replacing Jillian Gomez who resigned.

College of San Mateo

Raymond Ng* Program Services Coordinator (NP) Math and Science

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304), effective May 8, 2024. This position was previously Board approved on November 29, 2023.

District Office

Faith Arca* Community Education Coordinator Auxiliary Services Operations

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304), effective April 25, 2024, replacing Julie Elmquist who retired.

Kristopher Hart* 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 May 24, 2024, replacing Kirill Solodchenko who resigned.

Skyline College

Lynette Caballero* Division Assistant Social Science/Creative Arts

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304), effective May 1, 2024, replacing Angelica Mendoza who was reassigned to Executive Assistant.

Amani Goddi*

Office Assistant II

Strategic Partnerships &
Workforce Development

New part-time (48%), 11-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$27,239.52 - \$34,726.56), effective April 25, 2024, replacing Safa Zaghdoudi who was reassigned to Division Assistant.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS**College of San Mateo****Evelyn Bench**

Admissions and Records Assistant III

Enrollment Services

Reassigned from a full-time, 12-month Office Assistant II (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$61,908 - \$78,924) into this full-time, 12-month classified position (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$71,724 - \$91,716), effective April 25, 2024, replacing Manying Wu who was reassigned to Program Services Coordinator.

District Office**Sarita Lopez**

Senior Payroll Technician

Administrative Services

Reassigned from a 67%, 12-month Accounting Technician (Grade 24A of the Classified Salary Schedule 60; Salary Range: \$48,545.52 - \$62,076.84) into this full-time, 12-month classified position (Grade 28 of the Classified Salary Schedule 60; Salary Range: \$78,972 - \$100,884), effective April 25, 2024, replacing Sharon Himebrook.

Skyline College**Fernando Cuellar**Program Services Coordinator
Degree Audit

Enrollment Services

Reassigned from a full-time 12-month Admissions and Records Assistant III (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 Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304), effective April 25, 2024, replacing Gretel Barreto who was reassigned to Admissions and Records Assistant III.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

District Office

Jessica Esclamado

Human Resources Representative

Human Resources

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. At its meeting on March 6, 2024, the Board approved an additional responsibilities pay in the amount of \$987.10 per month, effective February 1, 2024, through April 30, 2024. Staff recommends extending the additional responsibilities pay through June 30, 2024, due to a leave of absence.

Chikako Walker

Acting Director of International Education

International Affairs

Per Administrative Procedure 5.01.1, a non-represented employee assigned additional duties that are limited/project based shall receive an additional responsibilities pay equal to 5% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$639.90 per month, effective January 1, 2024, through June 30, 2024, due to a leave of absence.

F. CHANGES IN STAFF ALLOCATION

Cañada College

1. Recommend a change in staff allocation to add three part-time (40%), 12-month Instructional Aide II positions at Grade 22 of the Classified Salary Schedule 60 (Salary Range: \$27,211.20 - \$34,910.40) in the Learning Center, effective July 1, 2024. (*Justification Attachment #01*)

College of San Mateo

2. 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 the Academic Support and Learning Technologies Division, effective April 25, 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 the Disability Resource Center, effective April 25, 2024. (*Justification Attachment #03*)
4. Recommend approval of a temporary increase in staff allocation for one 10-month Child Development Center Aide I position in the Child Development Center, effective June 10, 2024, through July 19, 2024.

Allocation

Child Development Center

Incumbent

Clara Valdez-Chon

of Days

24 days

5. Recommend approval of a temporary increase in staff allocation for two 10-month Child Development Center Aide II positions in the Child Development Center, effective June 10, 2024 through July 19, 2024.

Allocation

Child Development Center

Child Development Center

Incumbent

Faridah Nejrabi

Izamar Nieto

of Days

24 days

24 days

6. Recommend approval of a temporary increase in staff allocation for two 10-month Child Development Center Aide III positions in the Child Development Center, effective June 10, 2024 through July 19, 2024.

<u>Allocation</u>	<u>Incumbent</u>	<u># of Days</u>
Child Development Center	Yovanka Crossley	24 days
Child Development Center	Lori Pilster	24 days

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Cañada College

Jonna Pounds

Division Assistant

Business, Design, and Workforce

Retirement effective July 5, 2024, with 27.25 years of District service. Eligible for District retiree benefits.

College of San Mateo

Janis Wisherop

Director of Nursing

Math & Science

Retirement effective June 30, 2024, with 30 years of District service. Eligible for District retiree benefits.

Ada Delaplaine

Curriculum and Instructional
Systems Specialist

Office of the Vice President
of Instruction

Retirement effective October 4, 2024, with 34.5 years of District service. Eligible for District retiree benefits.

District Office

Diane Arguijo

Interim Executive Director
Of International Education

International Education

Retirement effective June 30, 2024, with 13.5 years of District service. Not eligible for District retiree benefits.

Skyline College

Rosemary Bell Professor Social Science/Creative Arts

Retiring as Professor Emerita, effective May 24, 2024, with 25 years of District service. Eligible for District retiree benefits.

Maria Norris Curriculum and Instructional Systems Specialist Office of the Vice President of Instruction

Retirement effective June 30, 2024, with 35.5 years of District service. Eligible for District retiree benefits.

Jimmy (James) Wong Professor Social Science/Creative Arts

Retiring as Professor Emeritus, effective May 24, 2024, with 25 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation**Cañada College**

Bettina Lee Director of Disability Resource Center Counseling

Resignation effective May 2, 2024, with 3.75 years of District service.

College of San Mateo

Stephanie Martinez Interim College Business Officer Administrative Services

Resignation effective May 1, 2024, with 7.75 years of District service.

Elizabeth Morales Program Manager, Promise Scholars Student Services

Resignation effective March 29, 2024, with 1.5 years of District service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS**College of San Mateo**

Kyle Hill English Language Arts

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

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>
Skyline College	Social Science / Creative Arts	1	04/25/2024	06/30/2024	Program Services Coordinator: Will provide coordination for various programs in the Music and Art departments, including logistical planning for events, productions, exhibitions, and collaborative scheduling. Requesting Manager: Danni Redding Lapuz

New Position - Executive Summary

College: Cañada College

Organization: Academic Support & Learning Technologies

Location: Cañada College

Position Title: Instructional Aide II (.40) 3 positions

Position Classification & Salary Range: Classified Supervisory Grade 22 – Salary Schedule 60

Position Funding Source: Fund 1

Position Description/ Roles & Responsibilities: The Instructional Aide 2 roles are 12-month part-time positions at .40 percentage of full-time. They are responsible for day-to-day instructional support for writing in all disciplines and help to address gaps in learning support services through the delivery of student-centered services and resources which include drop-in and appointment-based tutoring, supplemental instruction and embedded tutoring.

Rationale/Justification for the Position: The Learning Center is asking for three, part-time Instructional Aide II positions. These part-time positions are needed to provide discipline support and higher-level tutoring and embedded classroom support. This position is directly connected with our efforts under AB 1705 to maximize support for Math and English. In the past, we have been able to provide this support by leveraging short-term, temporary employees. After consultation with CSEA and administration we have concluded we will no longer be able to hire short term temporary employees to fill these tutoring positions. Adding these positions will strengthen the department and division by providing a more reliable staffing resource for this important work. Identifying and hiring highly qualified short-term employees can be challenging due to the temporary nature of those positions.

Having these positions has been incredibly helpful as we attempt to satisfy our AB 705/1705 mandates. It has allowed the Learning Center to provide an embedded Instructional Aide in each ENGL 105 section in 23-24, as well as have highly qualified learning assistance available in the Writing Center. We are asking to have these permanent, part-time roles approved as the need for writing support has not changed. Indeed, with the emphasis placed on supporting student completion of English in their first year, we only see a greater demand for this level of support.

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.

New Position Request - Executive Summary

Organization: College of San Mateo

Position Title: Program Services Coordinator

Position Classification and Salary Range: Salary Schedule 60, Grade 27 (Salary Range: \$77,052.00 - \$98,304.00)

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

The Village is a collective of ethnic-based learning communities comprised of Katipunan, Mana, Puente, and Umoja learning communities alongside their affiliated student organizations. This collective was forged in the spirit of solidarity to strengthen the presence and advocacy for students of color at College of San Mateo. In its inception, The Village started as a physical space for students in these programs to gather and be in community across their programs. The Village has since expanded its purpose beyond a physical space and into programming and collaboration across each learning community.

The Village is transforming campus culture by fostering cross-learning community building through course offerings, curriculum, coalition, and student organizing that requires a Program Services coordinator solely dedicated to programming and community building in the Village space. The Village PSC position would support a growing influx of students both in the physical space and across program needs, serving students across all learning community cohorts and potential students.

Process Used

The Program Services Coordinator (Village) position was submitted through the Resource Request process at College of San Mateo and within the ASLT Division.

New Position Request - Executive Summary

Organization: College of San Mateo

Division / Department: Counseling Division – Disability Resource Center

Position Title: Program Services Coordinator

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

Position Funding Source: Fund 3 (AB 77 / DSPS)

Position Description

Our Program Services Coordinator serves a vital role to maintain compliance, access state funding through MIS reporting, conduct outreach to the campus and local community, support current DRC students, coordinate services like note-taking, technology loans, test proctoring, new student applications, and vital follow-up services for our students. 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. The Program Services Coordinator can lead the work of student assistants, proctors, and other staff as assigned.

Rationale/Justification for the Position

The DRC program population continues to grow, and our program struggles to meet the demand and maintain compliance with state and federal service mandates. Our 22-23 population grew to 1,060 from 977 in 20-21. Unlike the overall student population, CSM DRC did not seem to have a drop off even during the Covid restrictions and campus closures. Although this is a testament to the hard work and dedication of the DRC staff, our staff are stretched thin and we fear this may eventually lead to CSM falling out of compliance and leave the college open to Office of Civil Rights complaints. Currently our office staffing leaves little room for back-up in the event of staff illness or other emergency, and may result in closures during regular business hours. An additional Program Service Coordinator would allow the flexibility to adapt to staffing demands, distribute the workload, minimize employee burnout, maintain compliance with state and federal mandates, and help to ensure the highest quality of service and college success for CSM students with disabilities.

Process Used

This position was approved through the College of San Mateo's Resource Request process, which also included program review for this year.

**Summary of Personnel Items
Board Meeting - 04/24/2024**

Staff Allocation Changes: FUND 1

Position	Organization	Department	FTE	Months/Year	Range	Source	Notes
Instructional Aide II	Cañada College	Learning Center	1.2	12	\$27,211.20 - \$34,910.40	Fund 1	Three new .4 FTE positions
Program Services Coordinator	College of San Mateo	Academic Support & Learning Technologies	1	12	\$77,052 - \$98,304	Fund 1	New position
Net Change in FTE			2.20				

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

Position	Organization	Department	FTE	Months/ Year	Range	Source	Notes
Program Services Coordinator	College of San Mateo	Disability Resource Center	1	12	\$77,052 - \$98,304	Fund 3	New position
Net Change in FTE			1.00				

Summary Changes in Net FTE		
	FUND 1	Fund 3/Other
New Positions	2.20	1.00
Faculty	0.00	0
Total by Fund	<u>2.20</u>	<u>1.00</u>
Grand Total		3.20