

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., 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**

**Isaak Bravo\*** Aquatics Operations Manager Community Fitness

New full-time, 12-month classified supervisory exempt employment (Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$99,144 - \$125,580), effective November 1, 2024. This position was previously Board approved on March 6, 2024.

**Peter Fitzsimmons** Chief Financial Officer Administrative Services

Reassigned from District Budget Officer (Grade 196E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$177,744 - \$225,204) into this role (Grade AA for the Management Salary Schedule 20; Salary Range: \$247,464 - \$307,488), effective November 1, 2024. Peter Fitzsimmons previously held this position as Interim Chief Financial Officer.

**Louis Ha\*** Interim Foundation Marketing & Communications Manager Foundation

New full-time, 12-month classified supervisory exempt employment (Grade 185E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$113,988 - \$144,420), effective November 4, 2024, replacing Brett Boston who resigned.

**Saroj Quinn\*** Executive Director of International Education International Education

New full-time, 12-month administrative employment (Grade AC of the Management Salary Schedule 20; Salary Range: \$202,128 - \$257,448), effective December 3, 2024, replacing Diane Arguijo who retired.

**Perla Rumayor** Director of Community, Continuing, & Auxiliary Services  
Corporate Education

Reassigned from Operations Manager, Community, Continuing and Corporate Education (Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$99,144 - \$125,580) into this classified supervisory exempt position (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$153,588 - \$194,556), effective October 1, 2024. This position was previously vacant.

**Skyline College**

**Catherine Kristy Lisle\*** Interim Vice President of Instruction Office of the Vice President  
Of Instruction

New full-time, 12-month interim administrative assignment (Grade AB of the Management Salary Schedule 20; Salary Range: \$205,308 - \$263,748), effective November 1, 2024, replacing Vinicio Lopez who resigned.

**Bianca Rowden Quince** Acting Dean of Social Science Social Science and  
And Creative Arts Creative Arts

Reassigned from Faculty (Faculty Salary Schedule 80) into this acting administrative assignment (Grade AD of the Management Salary Schedule 20; Salary Range: \$192,672 - \$244,800), effective October 7, 2024, replacing Danni Redding Lapuz who was reassigned to Acting Vice President of Instruction.

**B. PUBLIC EMPLOYMENT**

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

**College of San Mateo**

**Emily Cotla\*** Counselor (Promise) Student Services

New temporary academic employment, effective November 1, 2024, through the end of the 2024-2025 academic year, replacing Doris Garcia who is on leave.

**Sitt Paing\*** Office Assistant II Enrollment Services

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$63,768 - \$81,288), effective November 12, 2024, replacing Evelyn Bench who was reassigned to Admissions and Records Assistant III.

**I Jou Chang\*** Program Services Coordinator International Education

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256), effective October 30, 2024, replacing Silvana Grima who was reassigned to Program Manager - Promise Scholars.



**C. REASSIGNMENT THROUGH THE HIRING PROCESS**

**College of San Mateo**

**Angelica Soria Mendoza** Executive Assistant to the President Office of the President

Reassigned from a full-time Executive Assistant (Grade 201C of the Confidential Salary Schedule 50; Salary Range: \$91,344 - \$116,712) into this full-time 12-month classified position (Grade 215C of the same salary schedule; Salary Range: \$108,300 - \$138,312), effective October 28, 2024, replacing Edna Letran who retired.

**Izamar Nieto** Child Development Center Aide II (Teacher) Student Services

Reassigned from a full-time, 10-month Child Development Center Aide I (Associate) (Grade 11 of the Classified Salary Schedule 60; Salary Range: \$42,030 - \$53,030) into this full-time 10-month classified position (Grade 16 of the same salary schedule; Salary Range: \$50,520 - \$64,650), effective October 24, 2024.

**District Office**

**Sarita Lopez** Human Resources Representative Human Resources

Reassigned from a full-time, 12-month Senior Payroll Technician (Grade 28 of the Classified Salary Schedule 60; Salary Range: \$81,336 - \$103,908) into this full-time 12-month classified position (Grade 208C of the Confidential Salary Schedule 50; Salary Range: \$95,604 - \$122,004), effective November 1, 2024, replacing Jessica Esclamado who was reassigned to Senior Human Resources Representative.

**Skyline College**

**Albin Lee** Program Services Coordinator Counseling

Reassigned from a full-time, 12-month Retention Specialist (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$73,872 - \$94,464) into this full-time 12-month classified position (Grade 27 of the same salary schedule; Salary Range: \$79,368 - \$101,256), effective October 24, 2024. This position was previously Board approved on June 26, 2024.

**Luis Prado** Program Services Coordinator Science, Technology, Engineering and Math

Reassigned from a full-time, 12-month Retention Specialist (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$73,872 - \$94,464) into this full-time 12-month classified position (Grade 27 of the same salary schedule; Salary Range: \$79,368 - \$101,256), effective October 28, 2024, replacing Bryan Swartout who was reassigned to Planning and Research Analyst.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT****Cañada College****Claudia Dorantes**

Office Assistant II

Office of the Vice President  
Of Instruction

Transferred from an Office Assistant II (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$63,768 - \$81,288) in the Counseling division into this full-time 12-month position in the Office of the Vice President of Instruction at the same grade level of the same salary schedule, effective October 24, 2024, replacing Gloria Pena who retired.

**College of San Mateo****Ernesto Hernandez**

Program Services Coordinator

Counseling

Transferred from a Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256) at Skyline College into this full-time 12-month position at College of San Mateo at the same grade level of the same salary schedule, effective October 24, 2024, replacing Christine Su who resigned.

**E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT****College of San Mateo****David Crafts**Dean of Enrollment Services  
& Support Programs

Enrollment Services

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 \$1,684.40 per month, effective September 16, 2024, through October 23, 2024, due to the leave of the Vice President of Student Services.

**Krystal Duncan**Dean of Counseling, Advising,  
& Matriculation

Counseling

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 \$2,040.00 per month, effective September 16, 2024, through October 23, 2024, due to the leave of the Vice President of Student Services.

**F. CHANGES IN STAFF ALLOCATION**

**College of San Mateo**

- 1. Recommend a change in staff allocation to add one specially-funded, part-time (48%), 12-month Program Services Coordinator position funded by Asian American and Native American Pacific Islander Serving Institution (AANAPISI) (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$38,096.64 - \$48,602.88) in the Office of the Vice President of Student Services, effective October 24, 2024 through September 12, 2026. (*Justification Attachment #01*)

**G. PHASE-IN RETIREMENT**

None

**H. LEAVE OF ABSENCE**

None

**I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**

**1. Retirement**

**Skyline College**

<b>Ricardo Flores</b>	Instructional Technologist	Academic Support & Learning Technologies
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Retirement effective October 30, 2024, with 18.5 years of District service. Not eligible for District retiree benefits.

**2. Post-Retirement**

None

**3. Resignation**

**Cañada College**

<b>Josue Alcaraz</b>	Retention Specialist	Science and Technology
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Resignation effective September 13, 2024, with 6.5 years of District service.

<b>David Vera</b>	Director of Financial Aid Services	Enrollment Services
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Resignation effective October 31, 2024, with 3 years of District service.

**District Office**

<b>Laura Brugioni</b>	Bookstore Manager	Auxiliary
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Resignation effective November 30, 2024, with 19.5 years of District service.

**Christina Cacacho**

Public Safety Officer

Public Safety

Resignation effective October 25, 2024, with 7 years of District service.

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

### **Cañada College**

**Noushin M Lavasani**

Art History

Social Science/Creative 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 Art History discipline.

### **College of San Mateo**

**Maria Whittle-Shaw**

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.

### **Skyline College**

**Ilyan Baalbaki**

Paramedic

Science, Technology,  
Engineering and Math

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 Paramedic discipline.

**Jeffrey Finerman**

Paramedic

Science, Technology,  
Engineering and Math

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 Paramedic discipline.

**Matthew Phillips**

Paramedic

Science, Technology,  
Engineering and Math

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 Paramedic 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>
Cañada College	Business, Design, and Workforce	1	01/01/2025	07/31/2025	<b>Consultant:</b> To support the implementation of contractor needs, ensuring all construction and renovation requirements pertaining to the child development center are met in a timely and efficient manner; coordinates with the Fire Department and other regulatory agencies to ensure all safety inspections, approvals, and compliance measures are completed; supports and implements licensing requirements and procedures, working closely with the State and local agencies to ensure all necessary documentation, applications, and inspections are conducted for the center's licensing; meets regularly with the Dean of the Business, Design and Workforce division, college executive leadership, and constituent groups. Requesting Manager: Alex Kramer
Cañada College	Business, Design, and Workforce	7	01/02/2025	06/30/2025	<b>Contract Education Instructor (not-for-credit):</b> To support the not-for-credit offering at Cañada College, Menlo Park. The programs at the Menlo Park Site are designed to provide entry-level workforce development support for completers to enter the workforce with upgraded skill sets. They will help instruct and build a curriculum for not-for-credit programs using the Menlo Park Redevelopment Grant. Requesting Manager: Alexander Kramer
Cañada College	Counseling	1	10/24/2024	06/30/2024	<b>Counseling Intern (Personal):</b> To provide support to students in the Personal Counseling Center including groups and events. Requesting Manager: Max Hartman
College of San Mateo	Student Services – Health Center	1	01/01/2025	06/30/2025	<b>College Physician:</b> 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
College of San Mateo	Student Services – Health Center	8	01/13/2025	06/30/2025	<b>Counseling Intern (Personal):</b> To provide support to students with their mental health needs. Requesting Manager: Emily Barrick
Skyline College	Counseling – Health and Wellness Center	1	10/24/2024	06/30/2025	<b>College Physician:</b> Plans, implements, and leads professional college healthcare services in conjunction with the Director of the Wellness Center and 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: Ellen Murray

**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	Science & Technology	1	10/24/2024	03/31/2025	<b>Program Services Coordinator:</b> Assist with data collection and data analysis as directed by the grant administrator specific to the NSF Trabajo Grant program. Requesting Manager: Ameer Thompson
College of San Mateo	Administrative Services - KCSM	2	11/01/2024	12/31/2024	<b>FM Announcer:</b> Select music, create lists of music scheduled for play; host radio programs, produce promotional announcements; and operate specialized station equipment. Requesting Manager: Robert Franklin

**New Position - Executive Summary****Organization:** College of San Mateo**Division/Department:** Student Services**Position Title:** Program Services Coordinator**Position Classification & Salary Range:** Salary Schedule 60, Grade 27 @.48FTE = (\$38,096.64 - \$48,602.88)**Position Funding Source:** AANAPISI Grant (Fund 3)**Position Description:**

Under direction, the Program Services Coordinator assists in the planning, coordination, and implementation of such services as student recruitment, orientation, assessments and 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.

**Role & Responsibilities:**

This position will be responsible for assisting in the planning, coordination, and implementation of the CSM AANAPISI ARC program, as well as supervising the ARC peer mentors. Key responsibilities include:

- Provide culturally-responsive support to AANAPI and Desi American students
- Assist with hiring, training, and supervising ARC peer mentors
- Develop and implement transfer pathway programs
- Collaborate with campus stakeholders to develop culturally-responsive learning communities and workshops for AANAPI students
- Update CSMARC program info on website and print materials
- Assist in assessment planning, implementation, data tracking, and report preparation
- Collaborate with SFSU partners on campus visits

**Rationale/Justification for the Position:**

A .5 FTE Program Services Coordinator position was written into the grant as an essential role necessary to meet the requirements outlined in the grant proposal. The current full-time employee who had been reassigned to this role at 50% has resigned, and efforts to find a replacement from among existing staff were unsuccessful. To ensure continued compliance with the grant's proposed activities, events, and outcomes, we have decided to advertise this position as a .48 FTE role.

**Process Used:**

Cabinet agreed that the position must be filled to ensure compliance with the grant's obligations.

**Summary of Personnel Items  
Board Meeting - 10/23/2024**

**Staff Allocation Changes: FUND 1**

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

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

Position	Organization	Department	FTE	Months/Year	Range	Source	Notes
Program Services Coordinator	CSM	Science and Technology	0.48	12	\$38,096.64 - \$48,602.88	Fund 3	New position
Net Change in FTE			0.48				

Summary Changes in Net FTE		
	FUND 1	Fund 3/Other
New Positions	0.00	0.48
Faculty	0.00	0
Total by Fund	<u>0.00</u>	<u>0.48</u>
<b>Grand Total</b>		<b>0.48</b>