

TO: Members of the Board of Trustees
FROM: Michael Claire, 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

Chialin Hsieh Interim Vice President of Instruction Office of the Vice President
Of Instruction

New interim administrative employment (Grade AB of the Management Salary Schedule 20; Salary Range: \$180,804 - \$232,260), effective July 11, 2022, replacing Tammy Robinson who will be retiring.

Ludmila Prisecar Vice President of Administrative Services Administrative Services

Reassigned from a full-time College Business Officer (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388) into this full-time, 12-month administrative position (Grade AB of the Management Salary Schedule 20; Salary Range: \$180,804 - \$232,260), effective July 1, 2022, replacing Graciano Mendoza who resigned.

College of San Mateo

Elizabeth Morales* Promise Scholars Program Manager (NP) Student Services

New classified supervisory (exempt) employment (Grade 189E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$105,696 - \$133,884), effective July 11, 2022. This position was previously Board approved on January 26, 2022.

Carla Grandy Interim Vice President of Instruction Office of the Vice President
Of Instruction

Reassigned from a full-time Dean of Sciences/Mathematics/Technology (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580) into this full-time, 12-month interim administrative assignment (Grade AB of the Management Salary Schedule 20; Salary Range: \$180,804 - \$232,260), effective July 1, 2022, replacing Michael Holtzclaw who will be resigning.

Anthony Djedi Interim Vice President of Administrative Services Office of the Vice President
Of Administrative Services

Reassigned from a full-time Foundation Business Manager (Grade 190E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$111,264 - \$140,928) into this full-time, 12-month interim administrative assignment (Grade AB of the Management Salary Schedule 20; Salary Range: \$180,804 - \$232,260), effective June 23, 2022, replacing Micaela Ochoa who will be resigning.

District Office

Karen Chadwick Donor Relations Manager SMCCC Foundation

Reassigned from a full-time Financial Aid Technician (Grade 26A of the Classified Salary Schedule 60; Salary Range: \$67,596 - \$86,376) into this full-time, 12-month classified supervisory (exempt) position (Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$87,300 - \$110,580), effective July 1, 2022, replacing Felicia Ward who resigned.

Dafna Kapshud Foundation Development Manager SMCCC Foundation

Reassigned from a full-time Foundations Marketing and Communications Manager (Grade 185E of the Academic-Classified Exempt Salary Schedule 35; Salary Range: \$100,380 - \$127,176) into this full-time, 12-month classified (exempt) supervisory position (Grade 189E of the same salary schedule; Salary Range: \$105,696 - \$133,884), effective July 1, 2022. This position was previously vacant.

Perla Rumayor Interim Executive Director of Community, Continuing and Corporate Education Community, Continuing and Corporate Education

Reassigned from a full-time Operations Manager, Community, Continuing and Corporate Education (Grade 180E of the Academic-Classified Exempt Salary Schedule 35; Salary Range: \$87,300 - \$110,580) into this full-time, 12-month interim classified supervisory (exempt) assignment (Grade 197E of the same salary schedule; Salary Range: \$164,376 - \$208,236), effective June 1, 2022, replacing Jonathan Bissell who resigned.

Grey Sanderson* Interim Athletic Center Manager (NP) Community Fitness

New classified supervisory (exempt) employment (Grade 190E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$111,264 - \$140,928), effective June 23, 2022. This position was previously Board approved on April 27, 2022.

Mitchell Bailey Vice Chancellor-Chief of Staff Chancellor's Office

Administrative reassignment from Vice Chancellor-Chief of Staff (Grade EC of the Executive Salary Schedule 10; Salary Range: \$249,912 - \$311,088) into the Chief of Staff position, 1A0013, (Grade AA of the Management Salary Schedule 20; Salary Range: \$217,920 - \$270,780), effective July 1, 2022. Mitchell Bailey will be y-rated at the current salary level.

Skyline College

Judith Martinez* Director of Student Support Counseling

New academic supervisory (exempt) employment (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388), effective July 1, 2022. The position was previously vacant.

Russell Waldon Dean of Strategic Partnerships and Workforce Development Strategic Partnerships and Workforce Development

Administrative transfer from a full-time Dean of Global Learning Programs and Services (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580) into this full-time 12-month administrative position at the same salary grade, effective June 23, 2022, replacing Andrea Vizenor who was reassigned.

B. PUBLIC EMPLOYMENT

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

Cañada College

Kristina Brower Early Childhood Education Instructor Business, Design, and Workforce

New Contract I status academic employment, effective August 15, 2022. This position was previously vacant.

Hannah-Joy Haw* Visual Communications Coordinator President's Office

New full-time, 12-month classified employment (Grade 30 of the Classified Salary Schedule 60; Salary Range: \$73,968 - \$94,392), effective June 23, 2022, replacing Jose Garcia who will be resigning.

Emanuela Quaglia* Digital Art & Animation Instructor Business, Design, and Workforce

New Contract I status academic employment, effective August 15, 2022, replacing Hyla Lacefield who was reassigned.

College of San Mateo

Zulema Esparza Counselor (NP) Disability Resource Center Counseling

New Contract I status academic employment, effective August 15, 2022. This position was previously Board approved on February 23, 2022.

Dulce Martinez* Instructional Aide II Academic Support and Learning Technologies

New full-time, 12-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$60,552 - \$77,688), effective June 23, 2022, replacing Tabitha Conaway who resigned.

Edgar Mojica Villegas* Ethnic Studies Instructor Creative Arts/Social Science

New Contract I status academic employment, effective August 15, 2022, replacing Anne Stafford who retired.

Tasia Scott Cosmetology Instructor Business & Technology

New Contract I status academic employment, effective August 15, 2022, replacing Andria Nalls who retired.

Andrew Silva* Kinesiology Instructor Kinesiology, Athletics, & Dance

New Contract I status academic employment, effective August 15, 2022. This position was previously vacant.

Sujata Verma* Business Instructor Business & Technology

New Contract I status academic employment, effective August 15, 2022. This position was previously vacant.

District Office

Randall Rios* Maintenance Engineer Facilities

New full-time, 12-month classified employment (Grade FF of the Buildings and Grounds Salary Schedule 70; Salary Range: \$73,380 - \$90,096), effective June 27, 2022. This position was previously vacant.

Jiajun Wu* Systems Administrator ITS

New full-time, 12-month classified employment (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800), effective June 23, 2022, replacing Michael McColgan who will be retiring.

Skyline College

Rocio Aguilar Pedroza* Promise Scholars Counselor (NP) Counseling

New Contract I status academic employment, effective August 15, 2022. This position was previously Board approved on February 23, 2022.

Dionicio Garcia Promise Scholar Counselor (NP) Counseling

New Contract I status academic employment, effective August 15, 2022. This position was previously Board approved on February 23, 2022.

Michael Sharabi* Kinesiology Instructor Kinesiology, Athletics, Dance

New Contract I status academic employment, effective August 15, 2022, replacing Jan Fosberg who retired.

Michael Song* Biology Instructor Science, Technology, Engineering and Math

New Contract I status academic employment, effective August 15, 2022. This position was previously vacant.

2. Re-Employment**District Office****Kurt Scholler**

Interim Director of Community Fitness

Chancellor's Office

At its meeting on September 9, 2021, the Board approved Kurt Scholler's interim assignment as Director of Community Fitness (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,240 - \$171,324) through June 30, 2022. Staff is requesting an extension of the interim assignment through December 31, 2022.

C. REASSIGNMENT THROUGH THE HIRING PROCESS**Cañada College****Autumn McMahon**Retention Specialist (NP)
(College for Working Adults)

Humanities/Social Sciences

Reassigned from a part-time (48%) Retention Specialist (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$30,643.20 - \$39,185.28) into this full-time 12-month position (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective July 1, 2022. This position was previously Board approved on February 23, 2022.

College San Mateo**Monique Nakagawa**

Senior Planning and Research Analyst (NP)

President's Office

Reassigned from a full-time Planning and Research Analyst (Grade 195S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$93,588 - \$119,520) into this full-time 12-month classified position (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800), effective June 23, 2022. This position was previously Board approved on February 23, 2022.

District Office**Fnu Soe Thura Hlaing**

System Administrator

ITS

Reassigned from a full-time Web Accessibility Programmer (Grade 37 of the Classified Salary Schedule 60; Salary Range: \$87,612 - \$112,152) into this full-time 12-month classified position (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800), effective July 5, 2022, replacing Steven Yee who resigned.

Stephanie RoachLibrary Systems and
Applications DeveloperAcademic Support and
Learning Technologies

Reassigned from a full-time Librarian (Faculty Salary Schedule 80) into this full-time 12-month classified position (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800), effective July 1, 2022. This position was previously Board approved on September 25, 2019.

Skyline College**Gina Ciardella Palmer**

Veterans Counselor (NP)

Counseling

Reassigned from a full-time Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 – \$87,504) into this Contract I status academic employment, effective August 15, 2022. This position was previously Board approved on February 23, 2022.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**College of San Mateo****Erica Griego**

Admissions and Records Assistant III

Enrollment Services

Per Article 11.3 of the California School Employees Association Collective Bargaining Agreement, retreat to a permanent position, Admissions and Records Assistant III, at the College of San Mateo (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,363), effective May 2, 2022.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

F. CHANGES IN STAFF ALLOCATION**Cañada College**

1. Recommend a change in staff allocation to extend one temporary full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in the Kinesiology, Athletics, and Dance Division, effective July 1, 2022 through December 31, 2022.

District Office

2. Recommend a change in staff allocation to add two full-time, 12-month Custodian positions (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736) in the Facilities Department, effective June 23, 2022. (*Justification attachment #01*)

Skyline College

3. Recommend a change in staff allocation to add one part-time (48%), 10-month Cosmetology Aide position (Grade 26 of the Classified Salary Schedule 60; Salary Range: \$26,764.80 - \$34,204.80) in the Business, Education and Professional Programs Division, effective June 23, 2022. (*Justification attachment #02*)

4. Recommend a change in staff allocation to add one part-time (48%), 10-month Laboratory Coordinator position (Grade 30 of the Classified Salary Schedule 60; Salary Range: \$29,587.20 - \$37,756.80) in the Science, Technology, Engineering, and Math Division, effective June 23, 2022. *(Justification attachment #03)*
5. Recommend a change in staff allocation to add 4 part-time (26.50%), 10-month Instructional Aide II positions (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$16,046.28 - \$20,587.32) in the Science, Technology, Engineering, and Math Division, effective June 23, 2022. *(Justification attachment #04)*
6. Recommend a change in staff allocation to add five part-time (40%), 10-month Instructional Aide II positions (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$20,184 - \$25,896) in the Academic Support and Learning Technologies Division, effective June 23, 2022. *(Justification attachment #05)*
7. Recommend approval of a temporary increase in staff allocation for four 10-month Child Development Center Aide III positions in the Child Development Center, effective June 13, 2022 through July 21, 2022.

<u>Allocation</u>	<u>Incumbent</u>	<u># of Days</u>
Child Development Center	Julia Goepel	24 days
Child Development Center	Nataliya Gamburg	24 days
Child Development Center	Michelle Amaral	24 days
Child Development Center	Steven Chan	24 days

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

College of San Mateo

Diego Fernandez Fernandez Instructional Aide II Creative Arts/Social Science

Personal leave of absence without pay without benefits, effective June 4, 2022, through August 21, 2022.

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Cañada College

Anne Nicholls Professor Business, Design, and Workforce

Retired as Professor Emerita effective May 27, 2022, with 31 years of District service. Eligible for District retiree benefits.

Tammy Robinson Vice President of Instruction Office of the Vice President
Of Instruction

Retirement effective June 30, 2022, with 7 years of District service. Not eligible for District retiree benefits.

College of San Mateo

Rebecca Alex Professor Creative Arts/Social Science

Retired as Professor Emerita effective May 27, 2022, with 9 years of District service. Not eligible for District retiree benefits.

Martin Bednarek Counselor Counseling

Retired as Professor Emeritus effective May 27, 2022, with 16 years of District service. Not eligible for District retiree benefits.

Luanne Canestro Financial Aid Reconciliation Specialist Enrollment Services

Retired effective June 10, 2022, with 7.5 years of District service. Not eligible for District retiree benefits.

Bruce Maule Professor Business/Technology

Retired as Professor Emeritus effective May 27, 2022, with 31 years of District service. Eligible for District retiree benefits.

Kathleen Sammut Counselor Counseling

Retired as Professor Emerita effective May 27, 2022, with 15 years of District service. Not eligible for District retiree benefits.

District Office

Jimmy Chow Custodian Facilities

Retirement effective July 7, 2022, with 20.5 years of District service. Eligible for District retiree benefits.

Skyline College

Lavinia Zanassi Counselor Counseling

Retired as Professor Emerita effective May 27, 2022, with 8 years of District service. Not eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

Cañada College

Milena Angelova Planning & Research Analyst President's Office

Resignation effective June 30, 2022, with 6.5 years of District service.

Kenna Klass Retention Specialist Science and Technology

Resignation effective May 27, 2022, with 1.5 years of District service.

Sharon Quach Program Services Coordinator Science and Technology

Resignation effective June 6, 2022, with 3 years of District service.

College of San Mateo

Micaela Ochoa Vice President of Administrative Services Office of the Vice President
Of Administrative Services

Resignation effective July 5, 2022, with 3 years of District service.

Patrick Reilly Instructional Aide II Language Arts

Resignation effective May 27, 2022, with 1 month of District service.

District Office

Garrett Dang Public Safety Officer Public Safety

Resignation effective May 31, 2022, with 2.75 years of District service.

Danielle Vlahos Executive Assistant Education Services and Planning

Resignation effective August 12, 2022, with 8.5 years of District service.

Skyline College

Elayne Rodriguez Director of Respiratory Therapy Science, Technology,
Engineering and Math

Resignation effective July 7, 2022, with 2.5 years of District service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

College of San Mateo

Sujata Verna

Business

Business, Technology

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 Biology discipline.

Skyline College

Alexander Korniaikov

Accounting

Business Education and Professional Programs

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 Accounting discipline.

Michael Sharabi

Athletics

Kinesiology, Athletics, Dance

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 Athletics 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	Workforce Development	9	07/01/2022	12/31/2022	<p>Professional Expert: Contract Education Instructors (Not-For-Credit): Teach Board of Trustee approved not-for-credit courses. The short-term classes have been developed to meet the need for regional development and community engagement. The courses are designed to provide entry-level workforce development support for completers to enter the workforce with upgraded skill sets. These short-term community-based courses will be offered at Canada College at Menlo Park. Requesting Manager: Tammy Robinson</p>

Cañada College	BDW / Foster and Kinship Care Education	7	07/01/2022	06/30/2023	<p>Professional Expert: Consultant: Facilitate resource parent training for foster parents and kinship caregivers. Requesting Manager: Hyla Lacefield</p>
Cañada College	Workforce Development	8	07/01/2022	12/31/2022	<p>Professional Expert: Consultant:</p> <ul style="list-style-type: none"> • Assist in the creation of all external education materials to ensure quality deliverables. • Consult with Program Managers on appropriate learning solutions, conduct needs analysis, and develop support and evaluation plans. • support learning solutions for multiple delivery methods including instructor-led, web-based, virtual classroom, and blended instruction. • Manage deliverables for content developers, media developers, and third-party vendors and provide support to Program Managers • Perform ongoing analysis of both our programs and market trends to ensure our initiatives remain at the front of the field • Manage the relationship and development of content with key faculty <p>Requesting Manager: Tammy Robinson</p>
College of San Mateo	Creative Arts / Social Science / Art	60	08/17/2022	05/18/2023	<p>Professional Expert: Art Models: Art Studio classes for Fall 2022 and Spring 2023 semesters. Classes that require art models include ART 208, ART 209, ART 215, ART 216, ART 206, ART 230, ART 207, and ART 213. A maximum of 60 models will be used. Requesting Manager: Jeanne Marie Velickovic</p>
College of San Mateo	Business / Technology (FIRE)	20	07/01/2022	06/30/2023	<p>Professional Expert: EMT Skill Proctor: The Emergency Medical Technician (EMT) courses require the training and testing of manipulative skills for successful completion. The Fire technology department will need professional experts to come in</p>

					<p>periodically to assist with this hands-on training and testing. Because these people are active public safety personnel and are not always available to participate on scheduled skills days, we would like to build a pool of 20 individuals. In general, there would only be 1 – 3 professional experts scheduled to assist during a skills day, however, the skill's final requires 12 – 15 people to proctor the various stations. Requesting Manager: Francisco Gamez</p>
College of San Mateo	Creative Arts / Social Science / Music	15	08/17/2022	05/18/2023	<p>Professional Expert: Music Music courses for Fall 2022 and Spring 2023 semesters. Music experts in piano, jazz piano, guitar, voice, violin, low bass, clarinet, trumpet, jazz trumpet, drums, percussion, saxophone, flute, and French horn. Classes include MUS 501, MUS 502, MUS 503, and MUS 504. Studio Lessons I, II, III, and IV. Requesting Manager: Jeanne Marie Velickovic</p>
District Office	Auxiliary and Community Services	20	07/01/2022	06/30/2023	<p>Professional Expert: Community Services Instructor: (Not-For-Credit): Personal and professional enrichment courses are taught on a wide variety of topics at SMCCCD, as well as out in the community. Per contractual agreement between CCCE and business and industry customers. Instruct and set up activities and develop curriculum or activities within the focus of the program(s). Independently prepare lesson plans and class/program materials, records of attendance, and other related duties. Requesting Manager: Perla Rumayor</p>

District Office	Auxiliary and Community Services	15	07/01/2022	06/30/2023	<p>Professional Expert: Contract Education Instructor (not-for-credit) These positions will assist with the Silicon Valley Intensive English Program (SVIEP). Requesting Manager: Perla Rumayor</p>
District Office	Community Fitness / CSM Athletic Center	4	07/01/2022	12/31/2022	<p>Community Fitness Assistant Coach: This position will provide overall assistant leadership and coordination of the Masters Swim and Youth Swim Team at the College of San Mateo aquatic facility; direct programs and execute duties consistent with District and College mission statements and values; work with the Aquatics Program Manager/Coach to schedule the use of the aquatic facility in such a way as to preserve the primacy of the academic program and other college users and faculty, while accommodating the needs of the community during the unassigned time periods; responsible for implementing safety protocols as required by statute and District regulations and supervising, scheduling and daily service delivery of safety assurances including review of the lifeguard's schedules during team practice and swim practices and events with assurance of others assigned safety functions in conjunction with coaching duties; practice cohesive team management strategy, with interdepartmental relationship development, daily focused coordinating and managing efforts and pool operations.</p>
District Office	Community Fitness / CSM Athletic Center	8	07/01/2022	12/31/2022	<p>Lifeguard I: This position will monitor all pools for the Community Fitness Center the swimmers participating in academics, team practices, team sports, water exercise classes, group and private lessons; is responsible for overseeing the safety of all swimmers, executing coordinated efforts with fellow lifeguards on</p>

					<p>deck in assistance of aquatics programming; practice cohesive, cooperative strategies, with responsible implementation of safety protocols as required by statute and District regulations and may be asked to participate in the training and daily practice of lifeguards and others assigned safety functions; monitor maintenance, safety kits and assurances of lifesaving equipment, including AED's at the beginning of each shift supportive of the Lifeguard II, co-workers, team in ease and cooperation of procedures for staff; monitor and report to the Lifeguard II any observed safety or facility compliance concerns with awareness of State and County standards.</p> <p>Requesting Manager: Kurt Scholler</p>
District Office	Community Fitness / CSM Athletic Center	3	07/01/2022	12/31/2022	<p>Lifeguard II: This position will serve in the role of shift lead for all Lifeguards on duty; responsible for overseeing the safety of all swimmers, with direct coordination and supervision of lifeguards on deck in assistance of aquatics programming; execute duties consistent with District and College mission statements and values and practices cohesive, cooperative strategies, with responsible implementation of safety protocols as required by statute and District regulations and may be asked to participate in the training and daily practice of lifeguards and others assigned safety functions; monitor maintenance, safety kits and assurances of lifesaving equipment, including AED's at the beginning of each shift supportive of the Program Manager-Aquatics, Aquatics team co-workers and with the assurance of team ease and cooperation of procedures for staff.</p> <p>Requesting Manager: Kurt Scholler</p>

<p>District Office</p>	<p>Community Fitness / CSM Athletic Center</p>	<p>4</p>	<p>07/01/2022</p>	<p>12/31/2022</p>	<p>Community Fitness Trainer: This position will serve in the following roles: fitness floor supervision and general fitness instruction; perform in pre-determined designated fitness workout areas, outdoors, on the pool deck, in classrooms, or virtually; will have a general or specific fitness exercise certification and/or the pre-determined certificate requirement of the specific exercise format requirements; deliver planning and instruction typically in pre-designated facility settings, teach and instruct participants through demonstration and guidance in technique, critique, development, direction, and supportive teaching, while assuring safety and preparation for emergencies in all areas including the pool; demonstrate and communicate proven effective safety measures to all participants and offer modification options in the execution of classes. Requesting Manager: Kurt Scholler</p>
<p>District Office</p>	<p>Community Fitness / CSM Athletic Center</p>	<p>8</p>	<p>07/01/2022</p>	<p>12/31/2022</p>	<p>Community Fitness Personal Trainer: This position will serve in the following primary roles: one-on-one personal training and semi-private group fitness training; perform only during pre-scheduled, pre-paid Personal Training Sessions; provide in pre-determined designated fitness workout areas, outdoors, on the pool deck, in classrooms or virtually; have a specific fitness exercise certification and/or the pre-determined certificate requirement of the specific exercise format requirements; teach and instruct participants through one-on-one demonstration and guidance in technique, critique, development, direction and supportive teaching, while assuring safety and preparation for potential emergencies in all areas including the pool; demonstrate and</p>

					<p>communicate proven effective safety measures to all participants and offer modification options in execution; work in coordinated efforts (specific to communication and scheduling) with colleagues, front desk associates to assure prescheduled appointments for private fitness instruction (personal training and semi-private training), are completed. Requesting Manager: Kurt Scholler</p>
District Office	Community Fitness / CSM Athletic Center	32	07/01/2022	12/31/2022	<p>Community Fitness Instructor: This position will serve in the following primary role of not-for-credit group and/or private instruction in the areas of Pilates, Group Exercise/Dance, and Swim; provide in pre-determined locations or virtually; will have specific certification and/or have met the pre-determined certificate requirement of the specific instructional format; teach through one-on-one or group demonstration and guidance in technique, critique, development, and direction while assuring safety and preparation for potential emergencies in all areas; work in coordinated efforts (specific to communication and scheduling) with colleagues and front desk associates to assure adherence to scheduling. Requesting Manager: Kurt Scholler</p>
Skyline College	Administrative Services	2	07/01/2022	12/31/2022	<p>Professional Expert: Consultant: Up to 2 Professional Experts to provide training and consultative services during the fiscal year as-needed basis - for grants, contracts, allocation model research, and other fiscal related matters. Requesting Manager: Joe Morello</p>
Skyline College	BAEC / BEPP	2	07/01/2022	12/31/2022	<p>Professional Expert: Consultant: To support the BAEC & BAEC Director in assisting with programs, workshops, and implementation programs & resources for clients at the BAEC and as part of the Small Business Recovery and Assistance</p>

					<p>Program. Will perform a review, analysis, and consultation for specific events, projects, and programs requiring specialized knowledge and expertise, including outreach, written and verbal communication, and data collection and analysis. This work is to be completed with a high degree of discretion, and independent judgment.</p> <p>Requesting Manager: Michael Kane</p>
Skyline College	Counseling/Health & Wellness Services	1	07/01/2022	12/31/2022	<p>Professional Expert: College Physician: Provides a flexible combination of medical leadership and clinical guidance. The College Physician shares the main responsibility for the clinical integrity of Health services with other staff in the department.</p> <p>Requesting Manager: Luis Escobar</p>
Skyline College	STEM Division / EMT	10	07/01/2022	12/31/2022	<p>Professional Expert: EMT Skills Proctor: The Emergency Medical Technician (EMT) course requires the training and testing of manipulative skills for successful completion. The Emergency Medical Care department will need professional experts to come in periodically to assist with this hands-on training and testing. Because these people are active public safety personnel and not always available to participate on scheduled skills days, we would like to build a pool of 10 individuals. In general, there would only be 1 – 3 professional experts scheduled to assist during a skills day, however, the skills' final requires up to 10 people to proctor the various stations.</p> <p>Requesting Manager: Carla Grandy</p>
Skyline College	Strategic Partnerships & Workforce Development	4	07/01/2022	12/31/2022	<p>Professional Expert: Consultant: Requesting four consultants to support our ability to be responsive and inclusive of industry input in new program development in key Workforce Areas. These positions</p>

					will support projects related to the specific meta-majors: Arts, Language & Communication, Business Entrepreneurship & Management, Society & Education, and Science Technology & Health Requesting Manager: Andrea Vizenor.
Skyline College	Social Science Creative Arts	3	08/17/2022	06/30/2023	Professional Expert: Accompanist: Plays instruments to assist in voice classes and choral groups. Classes include: MUS 470; MUS 401-404; MUS 501-504; MUS 485.1-485.4; MUS 410.1-410.4 Requesting Manager: Nicole Porter

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	Kinesiology, Athletics, and Dance	17	07/01/2022	06/30/2023	Assistant Coaches: <i>Previously Requested Position</i> These positions are needed to provide a variety of duties: Women's Soccer – 3 positions; Women's Volleyball – 2 positions; Women's Tennis – 1 position; Women's Golf – 1 position; Men's Soccer – 3 positions; Men's Basketball – 2 positions; Men's Baseball – 5 positions Requesting Manager: Matthew Lee
Cañada College	Business, Design, and Workforce / Fashion Design	1	07/01/2022	12/16/2022	Fashion Design Program Assistant <i>Previously Requested Position</i> Job duties consist of recruitment in Fashion Design & Merchandising Dept. at the high schools in San Mateo County, performing clerical duties, including e-mail students, creating documents, and marketing materials, greeting new and continuing clients, and assisting in the classroom, repairing sewing machines, etc. FYI: This grant does not allow us to supplant a permanent part-time or full-time employee of the District in this

					position and these positions require highly technical skills and training in all aspects of fashion design and merchandising and this is why the short term temps return each year. Requesting Manager: Hyla Lacefield
Cañada College	BDW / Medical Assisting	1	08/22/2022	12/16/2022	Instructional Aide II: Assist Professor with clinical classes - watching and showing students the correct and safe methods when conducting invasive medical procedures, contacting externship members to place students, will assist setting up the medical simulation lab, and clerical duties to keep the medical assisting program organized and efficient. This temporary position is necessary because, due to COVID, it is even more important for us to be able to get more new Medical Assisting students through the program, which means it is even more important to have assistance in the class. The previous student assistants are unavailable because of graduation and no longer being students. It is very difficult to find qualified student assistants because they rapidly are hired to work in the field once they have the necessary skills. Requesting Manager: Hyla Lacefield
Cañada College	Student Services / SparkPoint	1	07/01/2022	12/31/2022	Office Assistant II: Will support SparkPoint with addressing food insecurities at Cañada College. Duties will include supporting the Cañada College Food Pantry, the planned Food Distribution, and informing students about Fresh Success, a new program that Counseling, EOPS and SparkPoint are introducing next semester that serves CalFresh recipients. (CalFresh, known as the Supplemental Nutrition Assistance Program (SNAP), provides monthly food benefits to individuals and families with low-income and

					provides economic benefits to communities.) Requesting Manager: Wissem Bennani
Cañada College	ESSP / VROC	1	07/01/2022	12/31/2022	Office Assistant II: <i>Previously Requested Position</i> Will assist the 0.50 FTE VROC PSC to meet the minimum standards for community colleges' Veterans Resource Centers. Duties will include support with 1). Maintaining sufficient VROC staffing levels; 2). Expanding veterans services and engagement; 3). increasing access for student veterans and military-connected students to VA certification, academic counseling, personal counseling, transfer services, and basic needs. This position will also support the Veterans Coordinator with new VA Isakson and Roe Section 1010 updates, 1102 and 1103 (COVID-19) Provisions, VA-ONCE (student and campus) Enrollment Certifications, Veterans Outreach and Website updates. Requesting Manager: Wissem Bennani
Cañada College	Student Services / Outreach	1	07/01/2022	12/31/2022	Program Services Coordinator: <i>Previously Requested Position</i> *Assists incoming students with the onboarding process (application, referral to appropriate programs on campus, etc.) *Works directly with College Recruiter to support Outreach and Enrollment efforts *Exchanges information with students, staff, high school counselors & community partners *Makes presentations and conducts workshops for small and large groups as a college representative *Participates in planning and implementation meetings with college and community partners *Plans joint events with other college departments and programs with college and community partners

					<p>*Travels to various off-site locations to confer with high schools, community partners, government agencies, and other entities to recruit students into college programs</p> <p>*Refers students to community, business, governmental and other resources</p> <p>*Conducts follow-up to determine student needs and available program services</p> <p>*Performs other related duties, as assigned</p> <p>Requesting Manager: Manuel Perez</p>
Cañada College	ASLT / Learning Center	1	07/01/2022	12/31/2022	<p>Retention Specialist: Retention Specialist duties include support and case management for new and continuing students in interest areas. This retention specialist's duties will align with the other three dedicated Guided Pathways Retention Specialists at the college. Some examples of the types of work include case management of Interest Area student support from the point of application to enrollment and registration in courses, sorting through student data files to identify appropriate support systems for students based on need, and maintaining regular communication with Interest Area students individually and in small groups to connect new, returning, and continuing students, and build a sense of community through the Guided Pathways Success Team framework.</p> <p>Requesting Manager: David Reed</p>
College of San Mateo	KCSM - FM	2	07/01/2022	12/31/2022	<p>FM Announcer: <i>Previously Requested Position</i> Select music, create lists of music scheduled for play; hosts radio programs, produce promotional announcements; operate specialized station equipment.</p> <p>Requesting Manager: Dante Betteo</p>

District Office	SMCCC Foundation	1	06/23/2022	12/31/2022	Office Assistant I: This position will assist with the Annual Golf Tournament (marketing design, event logistics, and sponsorship support); assist with the design of the book for the Foundation Annual Impact Report; assist with digitizing all paper files for the Foundation share drive, etc. Requesting Manager: Tykia Warden
District Office	Community Fitness / CSM Athletic Center	2	07/01/2022	12/31/2022	Office Assistant II: This position will exchange member account information; screen calls, visitors, and electronic inquiries to provide a response based on confidential financial policy and procedural information training and directives and/or take messages and make appropriate referrals; Set up and update member accounts to include new electronic billing information, address changes, membership freeze and /or similar data entry changes specific to training; uses a database and a variety of computer software to set up, track and maintain a wide variety of data and electronic and manual files and to perform data entry and retrieval; prepare member account correspondence, reports and forms to assure clear communication. Requesting Manager: Kurt Scholler
Skyline College	Enrollment Services / Financial Aid	1	07/01/2022	09/30/2022	Financial Aid Technician: Under general supervision, this position involves in complex clerical work at the action level. Incumbents are involved in the compilation of data, assessment, and processing of student eligibility for financial aid awards and services. Requesting Manager: Will Minnich
Skyline College	Social Science / Creative Arts	1	07/17/2022	12/31/2022	Instructional Aide II Prepare and maintain music lab classrooms for rehearsals, including ensemble set-up, organization and distribution of sheet music, coordination of rehearsal schedule, and recommend equipment maintenance as needed. Building 1 remodel: organization of rooms

					1115 and 1111 and music storage when construction is done. Scheduling and tracking of music labs, practice rooms, performance spaces, studio lessons, and musical instruments (mics, green screens, and cameras) checkout and tracking. Requesting Manager: Nicole Porter
Skyline College	Jump Start Program / SESP	4	07/01/2022	12/31/2022	Instructional Aide II Provide individualized and small group tutorial services to students in specific subject areas (i.e., Math, English, ESOL, Chemistry, Biology, Accounting, and Social Science). Number of IA's not to exceed 4. Requesting Manager: Cheryl Johnson
Skyline College	TRiO Program / SESP	4	07/01/2022	12/31/2022	Instructional Aide II Provide individualized and small group tutorial services to students in specific subject areas (i.e., Math, English, ESOL, Chemistry, Biology, Accounting, and Social Science). Number of IA's not to exceed 4. Requesting Manager: Cheryl Johnson
Skyline College	Social Science / Creative Arts	1	07/01/2022	12/31/2022	Laboratory Technician – ART Maintains art studios in a safe, clean, and orderly condition in compliance with safety regulations; prepares demonstration setups for lab classes, including mixing and testing of chemicals and safe use of equipment and materials; inventories equipment, supplies, and required lab materials to maintain adequate stock; sets up and maintains online tracking of equipment, supply purchases, equipment maintenance, storage, and disposal schedules. Requesting Manager: Nicole Porter

New Position Request - Executive Summary

Organization:

San Mateo Community College District – Cañada College Athletic Center

Position Title:

Custodian – 2 positions

Position Classification and Salary Range:

(Grade AA of the Classification Salary Schedule 70; Salary Range: \$50,604 -\$62,736)

Position Funding Source:

Fund 5, Enterprise Fund

Position Description:

The Custodian reports to the Supervisor of Custodial Operations and performs manual labor work in a variety of assignments related to the cleaning and general maintenance of community college facilities and at Cañada College Athletic Center. Under direct supervision, the Custodian performs moderate to heavy manual labor, which includes the cleaning of college facilities, moving of equipment and furniture, locking doors and other entrances and reporting unusual events to management and Public Safety personnel as appropriate

Rationale/Justification for the Position:

Development and initiation of SMCCD Community Fitness Model, with inclusion of the new Cañada College Athletic Center, opening to the community August 2022. This new business requires additional Custodial support to ensure adequate Custodial coverage for the weekends and increase of building occupants.

Process Used:

Review of Cañada College Athletic Center programmatic requirements compared to CSM Athletic Center programs to ensure aligned Custodial service levels.

New Position Template - Executive Summary

Position Title: Cosmetology Aide

Position Classification and Salary Range: Classified, 48% F.T.

Position Funding Source: General Fund

Position Description:

Cosmetology Aides, support instruction in Cosmetology and Esthetician classes. They assist the instructors in explaining and demonstrating content, assist students in the lab, help prepare the lab for students and provide feedback, guidance and assistance to students in conjunction with the course instructor.

Rationale/Justification for the Position:

The Cosmetology and Esthetician programs have been consistently understaffed and this position has been requested annually since 2017. We utilized short-term temporary staff for as long as possible but that is no longer possible. Over the time the programs have continued to grow serving over 250 students in a normal semester, a number we will return to in Fall 2022. Additionally, in Fall 2022 we will be starting a Barbering Program with a cohort of up to 30 students and have plans to explore adding an additional cohort for Esthetician (30-40) students. We currently have a waitlist of over 70 students per semester for the Esthetician program. This position will help support the program growth. Without it, we'll need to restrict enrollment in a growing program.

The funds for this position are existing and being redistributed within the BEPP Division.

Process Used:

Project plan was put forward as part of the classified position request process, reviewed by the Cabinet and approved.



Request for New Position Classification

Requesting College: Cañada College of San Mateo Skyline

Position Title:

Simulation Lab Coordinator

Division/Department:

STEM/Allied Health

Position Classification:

Schedule 60; Grade 30, Lab Coordinator

Salary Range:

73,968 - 94,392 @ .40

Position Fund Source(s):

(General Fund, Fund 3, Special Allocation, Grant, etc.)

Fund 1. Position is .48 for 10 months for an equivalent of .4

Position Description:

Description including key roles and responsibilities, to whom the position reports, staff that would report to the position, purpose for the position, etc.

Please see page 3.

Rationale/Justification for the Position:

Why do we need the position? Do we need it to meet a District and/or College strategic goal, to address an operational or safety need, is it required by law or grant? What's the issue we're trying to solve by creating this position? What happens if we don't create and/or fill the position?

Please see page 3.

Process Used:

Brief description of the process used to create and recommend the position. Please note approval from the participatory governance process if appropriate. For new CSEA positions also note whether the position was brought through the LMC

Please see page 3.

Recommended by: Grandy, Carla

Digitally signed by
Grandy, Carla
Date: 2022.05.13
13:43:12 -07'00'

Reviewed by: _____

Approved by: Melissa Moreno (May 27, 2022 11:18 PDT)

Date Submitted for Board Review and Approval: _____

05/27/2022

Position Description:

Description including key roles and responsibilities, to whom the position reports, staff that would report to the position, purpose for the position, etc.

This lab coordinator would support the Allied Health Programs including: Anesthesia Technology, Surgical Technology, Central Service Technology, Respiratory Therapy (AS + BS), Emergency Medical Care. These programs, all of which have lab components, do not currently have laboratory coordinator support. Additionally, this role ensures that the equipment that we have is maintained and kept up to date so that we are offering high quality lab experiences.

Rationale/Justification for the Position:

Why do we need the position? Do we need it to meet a District and/or College strategic goal, to address an operational or safety need, is it required by law or grant? What's the issue we're trying to solve by creating this position? What happens if we don't create and/or fill the position?

This position would specifically support the short-term temporary positions in Allied Health that will no longer be approved as well as adjunct faculty positions that we have been using to support laboratory set-up and so will be consolidated from pre-existing expenditures. We have a variety of high value equipment in the various allied health labs and this lab coordinator will be able to ensure that equipment is utilized properly and thus save money by ensuring fewer repairs and greater longevity for the equipment. (Equipment prices are in the \$10k to \$100k range.) This supports Ed Master Plan Strategic goals 3 and 5.

Process Used:

Brief description of the process used to create and recommend the position. Please note approval from the participatory governance process if appropriate. For new CSEA positions also note whether the position was brought through the LMC

This position has been highly ranked by the STEM Division priority process. This has also been identified as a permanent position that could be funded through the elimination of short term temporary and adjunct faculty hourly timesheets.



College of San Mateo



Request for New Position Classification

Requesting College: Cañada College of San Mateo Skyline

Position Title:

STEM Center I/II (4 positions)

Division/Department:

STEM/STEM Center

Position Classification:

Instructional Aide II (C6048)

Salary Range:

\$60,552 - \$77,688 @ .265

Position Fund Source(s):

(General Fund, Fund 3, Special Allocation, Grant, etc.)

Fund 1 and HSI STEM Pathways Grant

Position Description:

Description including key roles and responsibilities, to whom the position reports, staff that would report to the position, purpose for the position, etc.

Please go to page 3.

Rationale/Justification for the Position:

Why do we need the position? Do we need it to meet a District and/or College strategic goal, to address an operational or safety need, is it required by law or grant? What's the issue we're trying to solve by creating this position? What happens if we don't create and/or fill the position?

Especially with the upcoming full compliance with AB705, we will need support with the BSTEM Math pathway more than in previous semesters to ensure equitable student success. Without these positions we will not have support for the STEM Pathway courses as those are not currently supported in the Learning Center. This also meets grant goals of embedded support for the HSI STEM Pathways Grant.

Process Used:

Brief description of the process used to create and recommend the position. Please note approval from the participatory governance process if appropriate. For new CSEA positions also note whether the position was brought through the LMC

These positions were prioritized through STEM Department Program Plans as well as STEM Division ALURs. They will replace the positions previously supported through short term temporary positions.

Recommended by: Grandy, Carla

Digitally signed by Grandy, Carla
Date: 2022.05.13 13:42:51 -07'00'

Reviewed by: _____

Approved by: Melissa Moreno (May 27, 2022 11:18 PDT)

Date Submitted for Board Review and Approval: 05/27/2022

Position Description:

Description including key roles and responsibilities, to whom the position reports, staff that would report to the position, purpose for the position, etc.

Tutoring and embedded support for:

- BSTEM Math Pathway (MATH 211, 222, 225, 251, 252, 253, 270, 275)
- Chemistry (CHEM 210, 220, 234, 235, 237, 238, 410)
- Biology (BIOL 215, 230, 240, 250, 260)
- Physics (PHYS 220, 221, 250, 260, 270)
- Engineering (ENGR 210, 215, 230, 240, 260, 270)
- Computer Science (COMP 250, 251, 252, 256, 262, 286)



College of San Mateo



Request for New Position Classification

Requesting College: Cañada College of San Mateo Skyline

Position Title:

Instructional Aide II

Division/Department:

ASLT/Learning Center

Position Classification:

Classified Staff

Salary Range:

Salary Schedule 60, Grade 22

Position Fund Source(s):

(General Fund, Fund 3, Special Allocation, Grant, etc.)

General Fund

Position Description:

Description including key roles and responsibilities, to whom the position reports, staff that would report to the position, purpose for the position, etc.

Five, .4, 10 month FTE Instructional Aide II positions that will report to the Learning Center Manager. These positions will replace the role that current short term temp Instructional Aide II fill in the Learning Center. Responsibilities include:

- Tutoring
- Embedded tutoring
- Create and facilitate workshops
- Assist in training and mentoring peer tutors
- Supervise/open and close Learning Center

Rationale/Justification for the Position:

Why do we need the position? Do we need it to meet a District and/or College strategic goal, to address an operational or safety need, is it required by law or grant? What's the issue we're trying to solve by creating this position? What happens if we don't create and/or fill the position?

In the past, we have been able to fill gaps in discipline support and higher level tutoring in our tutorial labs by leveraging short term temporary employees. The Learning Center requests 6 FTE short term temps each semester. Short term temp employees are responsible for tutoring varying disciplines on a part-time basis for the Learning Center. After consultation with CSEA and administration we have concluded that we will no longer be able to hire short term temporary employees to fill these tutoring positions. We are requesting to use the existing budget that was previously used for short term temporary employees to hire five, 10 month, .4 Instructional Aide II. No additional funding is being requested. This change will result in a decrease in availability of higher level tutoring services, but we will continue to work in collaboration with STEM to be sure that our academic support services complement rather than duplicate.

Process Used:

Brief description of the process used to create and recommend the position. Please note approval from the participatory governance process if appropriate. For new CSEA positions also note whether the position was brought through the LMC

These positions were requested through the annual planning and resource allocation process and submitted a classified request form for these positions. The conversion is based on conversations with CSEA at LMC.

Recommended by: Robin Moe 05/16/2022 Reviewed by: _____

Approved by: Melissa Moreno (May 27, 2022 11:17 PDT) Date Submitted for Board Review and Approval: _____
05/27/2022