

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)

##### **District Office**

**Joseph Moorbrink\*** Interim Operations Manager (NP) Community Fitness

New classified supervisory (exempt) interim assignment (Grade 180E of the Academic – Classified Exempt Supervisory Schedule 35; Salary Range: \$87,300 - \$110,580), effective October 3, 2022. This position was previously Board approved on April 27, 2022.

**Analisa Pineda** Acting Foundation Business Manager Foundation

Reassigned from Senior Buyer (Grade 34 of the Classified Schedule 60; Salary Range: \$81,420 - \$104,124) into this acting role (Grade 190E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$111,264 - \$140,928), effective October 17, 2022, replacing Anthony Djedi who was reassigned.

**Nai Saechao** Accountant Administrative Services

Reassigned from a full-time, 12-month Capital Projects Analyst (Grade 195S of the Classified Professional-Supervisory Salary Schedule 40; Salary Range: \$93,588 - \$119,520) into this full-time classified supervisory (exempt) employment (Grade 190E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$111,264 - \$140,928), effective November 1, 2022, replacing Wan Han Cheung who resigned.

**Kurt Scholler** Director of Auxiliary Services Auxiliary Services

Reassigned from a full-time, 12-month interim Director of Community Fitness (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,240 - \$171,324) into this full time, 12-month administrative employment (Grade AE of the Management Salary Schedule 20; Salary Range: \$161,328 - \$205,824), effective October 27, 2022. This position was previously vacant.

**Adam West**Interim Information  
Security Officer

ITS

Reassigned from Systems Administrator (Grade 210S of the Classified Professional Supervisory Schedule 40; Salary Range: \$104,832 - \$133,800) into this interim role (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,240 - \$171,324), effective October 27, 2022. This position was previously Board approved on December 15, 2021.

**Skyline College****Clair Yeo-Sugajski**Acting College International Student  
Program ManagerGlobal Learning  
Programs and Services

Reassigned from Retention Specialist (Grade 24 of the Classified Schedule 60; Salary Range: \$63,840 - \$81,636) into this acting role (Grade 189E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$105,696 - \$133,884), effective September 26, 2022, replacing Wissem Bennani who was reassigned.

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

Division Assistant (NP)

Kinesiology, Athletics  
and Dance

New full-time 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective September 12, 2022. This position was previously Board approved on May 25, 2022.

**Phat Minh (Frank) Nguyen Le\***Curriculum and Instructional  
Systems SpecialistOffice of the Vice President  
of Instruction

New full-time 12-month classified employment (Grade 220S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$114,144 - \$146,460), effective October 27, 2022, replacing Jose Pena-Magana who will be retiring.

**Claudia Vazquez\***

Instructional Aide II

Counseling

New part-time (58.67%) 11-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$32,565.37 - \$41,781.25), effective November 22, 2022, replacing Charlene Suda who retired.

**College of San Mateo****Jill Gorman\***KCSM Underwriting  
Representative

KCSM

New full-time 12-month classified employment (Grade 35 of the Classified Salary Schedule 60; Salary Range: \$83,484 - \$106,584), effective October 27, 2022. This position was previously vacant.

**Luis Vargas\*** Program Services Coordinator (NP) Enrollment Services

New full-time 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective November 7, 2022. This position was previously Board approved on January 26, 2022.

**District Office**

**Catherine Dominion\*** Intensive English Program Coordinator International Education

New full-time classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective October 27, 2022, replacing Ya Chi Su who resigned.

**Audrey Gaddis\*** Program Services Coordinator (NP) Community Fitness

New full-time classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective November 1, 2022. This position was previously Board approved on April 27, 2022.

**Skyline College**

**Andrea Hernandez** Counselor (PUENTE/STEM) Counseling

New temporary academic employment, effective October 27, 2022 through the end of the 2022-2023 academic year.

**Benjamin Lam\*** Instructional Aide II (NP) Science, Technology Engineering and Math

New part-time (26.67%) 10-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$13,457.68 - \$17,266.16), effective October 27, 2022. This position was previously Board approved on June 22, 2022.

**Athena Mendoza\*** Cosmetology Office Assistant Business, Education and Professional Programs

New part-time (75%) 10-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$34,440 - \$43,905), effective October 27, 2022, replacing Alexandra Raefsky who resigned.

**Benjamin Rafael Mingoa\*** Instructional Aide II (NP) Science, Technology Engineering and Math

New part-time (26.67%) 10-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$13,457.68 - \$17,266.16), effective October 31, 2022. This position was previously Board approved on June 22, 2022.

**Joren Moreno\*** Instructional Aide II Academic Support and Learning Technologies

New part-time (48%) 10-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$24,220.80 - \$31,075.20), effective October 27, 2022, replacing Kourosh Ghaderi who resigned.

**Sahil Niwas\*** Instructional Aide II (NP) Science, Technology  
Engineering and Math

New part-time (26.67%) 10-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$13,457.68 - \$17,266.16), effective October 27, 2022. This position was previously Board approved on June 22, 2022.

**Luis Jibaja Prado\*** Instructional Aide II (NP) Science, Technology  
Engineering and Math

New part-time (26.67%) 10-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$13,457.68 - \$17,266.16), effective October 27, 2022. This position was previously Board approved on June 22, 2022.

## 2. Re-Employment

### C. REASSIGNMENT THROUGH THE HIRING PROCESS

#### College of San Mateo

**Shanna Cooper** Learning Center Coordinator Academic Support and  
Learning Technologies

Reassigned from a full-time, 12-month Instructional Aide II (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$60,552 - \$77,688) into this full-time classified position (Grade 27 of the same salary schedule; Salary Range: \$68,580 - \$87,504), effective November 1, 2022, replacing Joseph Martinez who was reassigned.

**Tammy Wong** Instructional Support Assistant Office of the Vice President  
of Instruction

Reassigned from a full-time, 12-month Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) into this full-time classified position of the same grade level and the same salary schedule, effective October 31, 2022, replacing Alma Marie Gomez who will be retiring.

**Angela Zepeda** Division Assistant Academic Support and  
Learning Technologies

Reassigned from a full-time, 12-month Office Assistant II (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248) into this full-time classified position (Grade 27 of the same salary schedule; Salary Range: \$68,580 - \$87,504), effective November 7, 2022, replacing Magda Mercado who resigned.

#### District Office

**Belinda Chan** Executive Assistant Educational Services  
and Planning

Reassigned from a full-time, 12-month Administrative Assistant (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) into this full-time classified confidential position (Grade 201C of the Confidential Salary Schedule 50; Salary Range: \$78,936 - \$100,860), effective September 30, 2022, replacing Danielle Vlahos who resigned.

**Skyline College**

**Gretel Barreto** 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: \$63,840 - \$81,636) into this full-time classified position (Grade 27 of the same salary schedule; Salary Range: \$68,580- \$87,504), effective October 27, 2022, replacing Adriana Johnston who was reassigned.

**Hyun Sook Choi** Financial Aid Reconciliation Specialist Enrollment Services

Reassigned from a full-time, 12-month Accounting Technician (Grade 24A of the Classified Salary Schedule 60; Salary Range: \$64,488 - \$82,464) into this full-time classified position (Grade 30A of the same salary schedule; Salary Range: \$74,724- \$95,328), effective October 27, 2022, replacing Luanne Canestro who retired.

**Roger Perez-Vaughan** Division Assistant Student Equity and Support

Reassigned from a full-time, 12-month Program Services Coordinator – Degree Audit (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) into this full-time classified position of the same grade level and the same salary schedule, effective September 15, 2022, replacing Martin Marquez who was reassigned.

**Lauren Wagner** Program Services Coordinator Enrollment Services

Reassigned from a full-time, 12-month Admissions and Records Assistant III (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) into this full-time classified position (Grade 24 and the same salary schedule; Salary Range: \$68,580 - \$87,504), effective October 27, 2022, replacing Gina Ciardella Palmer who was reassigned.

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

**Yesenia Mercado** Financial Aid Technician Enrollment Services

Transferred from a Financial Aid Technician (Grade 26A of the Classified Salary Schedule 60; Salary Range: \$67,596 - \$86,376) at Cañada 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 31, 2022, replacing Karen Chadwick who was reassigned.

**E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT**

None

**F. CHANGES IN STAFF ALLOCATION**

**Cañada College**

1. Recommend a change in staff allocation to add one full-time, 12-month Retention Specialist position (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) for the Dual Enrollment Program in Student Services, effective October 27, 2022. (*Justification Attachment #01*)

**District Office**

2. Recommend a change in staff allocation to add one full-time, 12-month Payroll Analyst position (Grade 195S of the Classified Professional/ Supervisory Salary Schedule 40; Salary Range: \$93,588 - \$119,520) in the Payroll Department, effective October 27, 2022. (*Justification Attachment #02*)

**Skyline College**

3. At its meeting on February 23, 2022, the Board approved a recommendation for one full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) for Basic Needs in the Counseling Division, effective February 24, 2022. The recommendation is for a SparkPoint Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in the Counseling Division. (*Justification Attachment #03*)

**G. PHASE-IN RETIREMENT**

None

**H. LEAVE OF ABSENCE**

None

**I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**

**1. Retirement**

**College of San Mateo**

**Kenneth Haren**

Athletic Equipment Manager

Kinesiology, Athletics  
and Dance

Retirement effective December 15, 2022, with 27.5 years of District service. Eligible for District retiree benefits.

**Mohsen Janatpour** Physics Professor Math and Science

Retiring as Professor Emeritus effective December 16, 2022, with 39.5 years of District service. Eligible for District retiree benefits.

**Rene Renard** KCSM Radio Engineer KCSM

Retirement effective October 4, 2022, with 20 years of District service. Eligible for District retiree benefits.

### District Office

**Michael McColgan** Systems Administrator ITS

Retirement effective September 30, 2022, with 36.5 years of District service. Eligible for District retiree benefits.

**Harold Turner** Custodian Facilities

Retirement effective October 31, 2022, with 27 years of District service. Eligible for District retiree benefits.

### Skyline College

**Athena Nazario** Assistant Professor Academic Support and Learning Technologies

Retiring as Professor Emerita effective October 31, 2022, with 3.5 years of District service. Not eligible for District retiree benefits.

## 2. Post-Retirement

None

## 3. Resignation

### Cañada College

**Nicolette Navarrete** Office Assistant II Office of the Vice President Of Student Services

Resignation effective September 23, 2022, with 1.5 years of District service.

### College of San Mateo

**Remi Harada** Retention Specialist Office of the Vice President Of Student Services

Resignation effective September 9, 2022, with 3 years of District service.

**District Office****Mitchell Bailey**

Chief of Staff

Chancellor's Office

Resignation effective October 16, 2022, with 6 years of District service.

**James Murray**

Maintenance Engineer

Facilities

Resignation effective October 14, 2022, with 5 years of District service.

**Skyline College****Laura DeKelaita**

Program Services Coordinator

Strategic Partnerships and  
Workforce Development

Resignation effective September 27, 2022, with 4 years of District service.

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

English

Language Arts

In accordance with Education Code 87359, the Academic Senate, the 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**

<b><i>Location</i></b>	<b><i>Division / Department</i></b>	<b><i>No. of Pos.</i></b>	<b><i>Start and End Date</i></b>		<b><i>Services to be performed</i></b>
Cañada College	Business, Design and Workforce – Foster and Kinship Care Education	1	11/01/2022	06/30/2023	<b>Professional Expert:</b> <b>Consultant:</b> Facilitate resource parent training for foster parents and kinship caregivers. Requesting Manager: Hyla Lacefield
College of San Mateo	Academic Support and Learning Technologies	1	10/27/2022	05/31/2023	<b>Professional Expert:</b> <b>Academic Coach:</b> Math in the End Zone is a Learning Community dedicated to football players and student-athletes. The



					<p>goal is to emulate the success of Writing in the End Zone. The Academic Coach will instill specific coaching methodologies into the math class with the goal that students will be more engaged in math. The coaching methodologies include strategies such as developing friendly competition in the classroom, goal setting, teamwork, case loading, commitment to completion, dedication, accountability, perseverance, and resiliency to overcome setbacks, etc.          Requesting Manager: Tarana Chapple</p>
District Office	<p>Community Fitness          CSM Athletic Center (5 positions)          Cañada Athletic Center (2 positions)</p>	7	01/01/2023	06/30/2023	<p><b>Community Fitness Assistant Coach:</b> 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 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 the 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.          Requesting Manager: Kurt Scholler</p>

District Office	Community Fitness CSM Athletic Center (48 positions) Cañada Athletic Center (56 positions)	104	01/01/2023	06/30/2023	<p><b>Community Fitness Instructor:</b> 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.</p> <p>Requesting Manager: Kurt Scholler</p>
District Office	Community Fitness CSM Athletic Center (15 positions) Cañada Athletic Center (8 positions)	23	01/01/2023	06/30/2023	<p><b>Lifeguard I:</b> This position will monitor all pools for the Community Fitness Center the swimmers participating in academics, team practices, team sports, water exercise classes, and group and private lessons; is responsible for overseeing the safety of all swimmers, executing coordinated efforts with fellow lifeguards on 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, and team in ease and cooperation of procedures for staff; monitor and report to the Lifeguard II any observed safety or facility compliance concerns with</p>

					awareness of State and County standards. Requesting Manager: Kurt Scholler
District Office	Community Fitness CSM Athletic Center (3 positions) Cañada Athletic Center (8 positions)	11	01/01/2023	06/30/2023	<b>Lifeguard II:</b> 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. Requesting Manager: Kurt Scholler
District Office	Community Fitness CSM Athletic Center (16 positions) Cañada Athletic Center (16 positions)	32	01/01/2023	06/30/2023	<b>Community Fitness Personal Trainer:</b> 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

					<p>the pool; demonstrate and 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.</p> <p>Requesting Manager: Kurt Scholler</p>
District Office	<p>Community Fitness CSM Athletic Center (12 positions) Cañada Athletic Center (10 positions)</p>	22	01/01/2023	06/30/2023	<p><b>Community Fitness Trainer:</b> 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.</p> <p>Requesting Manager: Kurt Scholler</p>

**L. SHORT-TERM, NON-CONTINUING POSITIONS**

<b>Location</b>	<b>Division / Department</b>	<b>No. of Pos.</b>	<b>Start and End Date</b>		<b>Services to be performed</b>
Cañada College	Student Services – Personal Counseling Center	1	10/27/2022	05/30/2023	<b>Office Assistant II:</b> This position will manage phone calls, and emails, order supplies, greets visitors, and performs other related duties as assigned. Requesting Manager: Max Hartman
Cañada College	Humanities – Social Science	6	10/27/2022	06/30/2023	<b>Theater Production Technicians:</b> <i>Previously Requested Position</i> To assist with the construction and implementation of theatrical sets, lighting, sound, and other operational aspects of the Theatre Arts Department, internal college usage of, and usage by public clients. Requesting Manager: James Carranza
District Office	Auxiliary Services/ Bookstore	1	10/27/2022	02/28/2023	<b>Bookstore Operations Assistant:</b> The department is currently understaffed. We are requesting short-term staff to help with buying, stocking, and merchandising of food supplies. The short-term employee may also assist in extending the Bookstore’s hours of operation. Requesting Manager: Laura Brugioni
Skyline College	Kinesiology, Athletics, and Dance	1	01/01/2023	05/31/2023	<b>Assistant Coach – Dance Production:</b> <i>Previously Requested Position</i> Will provide functions that are integral to the Dance program and its promotion/operation. Duties include but are not limited to: assisting with rehearsals, public relations day of event management, coordination of student segments, publications, ticket office functions website updates, outreach, and sponsor solicitation. This position will serve the dance program at Skyline from the start of the new year through the spring semester. Requesting Manager: Dino Nomicos

Skyline College	Kinesiology, Athletics, and Dance	1	01/01/2023	06/30/2023	<p><b>Athletic Trainer:</b>  <i>Previously Requested Position</i>  Duties will include but are not limited to assessing injuries event coverage, communicating with coaches, completing and filing paperwork, and cleaning and sterilizing/maintaining equipment. This position is requested just in case COVID-19 Return to Play protocols require additional athletic training support on an intermittent basis.  Requesting Manager: Dino Nomicos</p>
Skyline College	Enrollment Services – Financial Aid	1	10/27/2022	12/31/2022	<p><b>Financial Aid Technician:</b>  <i>Previously Requested Position</i>  Duties will include a compilation of data, assessment, and processing of student eligibility for financial aid awards and services. Under general supervision, the employee provides financial aid policy and procedural information.  Requesting Manager: Will Minnich</p>

**New Position - Executive Summary**

**Position Title:** Dual Enrollment- Retention Specialist

**Position Classification & Salary Range:** Classified. Salary Schedule 24, Grade 60

**Position Funding Source:** Dual Enrollment Expansion Budget

**Position Description:**

The primary responsibility of the Dual Enrollment Retention Specialist is to exchange information with high school students, faculty and staff regarding subject matter, resources, materials, policies and procedures associated with the classroom setting and continued success of prospective and current Dual Enrollment students. This position will be a critical role for on-site and retention support to students, their families, and our school-site/campus partners. The Retention Specialist will report directly to the Director of High School Transition & Dual Enrollment and will work closely with our Dual Enrollment Program Services Coordinator and Dual Enrollment liaisons for feeder school districts within our community and region.

**Role & Responsibilities:**

The Retention Specialist exchanges information with students, staff, and members of the community from both Cañada College and our partner school sites regarding a variety of college programs, services, eligibility requirements, policies, timelines, required forms and other information related to Dual Enrollment and student success broadly. The Retention Specialist travels to various off-site locations to confer with high schools, community service organizations, governmental agencies, businesses and other entities, and assist with outreach students into Dual Enrollment courses and related support programs. Furthermore, the role of the Retention Specialist is to develop strategies to enhance student completion and success in the Dual Enrollment program. The Retention Specialist proactively meets with dual enrollment students to monitor their process in college classes. Additionally, they will track student's involvement in on-campus support resources including academic counseling and development of student educational plans, as well as support services relating to financial aid, scholarships, transfer, including completion of transfer admission guarantees.

**Rationale/Justification for the Position:**

The Dual Enrollment Retention Specialist position will support Cañada College's goal to build and expand our Dual Enrollment team. The Retention Specialist position is critical to the college's efforts to build and expand the implementation of our local and statewide initiatives for Early College, specifically, Assembly Bill 288 for College and Career Access Pathways (CCAP), California Community College Linked Learning Initiatives (CCLLI), and SMCCCD initiatives for the expansion of Dual Enrollment and Early College opportunities for San Mateo County.

**Process Used:**

Full review and discussion through Cañada College's position prioritization request process in November and December 2022 as part of its annual integrated planning and budgeting cycle.

## **New Position - Executive Summary**

**Organization:** District Office

**Position Title:** Payroll Analyst

**Position Classification & Salary Range:** Salary Schedule, 40, Grade 195S (Salary Range: \$93,588 to \$119,520)

**Position Funding Source:** Unrestricted General Fund 1

**Position Description / Roles & Responsibilities:** Under the direction of the Payroll Manager, this position has the responsibility of ensuring accurate and timely payroll disbursements, payroll reconciliations, payroll cash reconciliations with the County, submissions of STRS/PERS retirement reports, W-2 forms / payroll tax amendments, and other payroll-related matters.

**Rationale/Justification for the Position:** Currently there is one position serving the entire District to handle the afore-mentioned critical roles and responsibilities. Payroll timeliness and accuracy are of the utmost importance to ensure that every employee is able to meet his/her personal financial obligations. The associated reporting and reconciliations are critical to avoid audit findings and financial penalties assessed by STRS/PERS. Given the increased volume associated with the roles and responsibilities required of this one position, including but not limited to, the increased number of payees, the increasingly complex STRS/PERS reporting requirements and associated reconciliations, the increase in retroactive pay adjustments, there is a need to create an additional position to ensure that every employee is paid accurately and timely and to ensure that the associated reporting and reconciliations are done timely and accurately to avoid audit findings and financial penalties.

**Process Used:** Position identified as a priority by the Payroll Manager and the Chief Financial Officer. A request for this new position was brought forward to the District Office Leadership Team for consideration and a recommendation was made to forward to the Board of Trustees for approval.



**New Position - Executive Summary**

**Organization:** Skyline College

**Position Title:** SparkPoint Coordinator

**Position Classification & Salary Range:** Classified Salary Schedule 60 Grade 27

**Position Funding Source:** 31284 2340 2130 649008

**Position Description:**

This position reports to the Director of SparkPoint and is supported by the Counseling Division. The position is the connection for our basic needs identified students to resources including but not limited to housing support, food insecurity resources, and personal counseling. The position is dedicated to connecting and supporting our basic needs identified students including our housing and food insecurity students to on and off campus resources.

**Rationale/Justification for the Position:**

AB 132 requires each California Community College to establish a position that will serve as a Basic Needs Coordinator and designate a dedicated staff person. The Bill requires a basic needs coordinator to act as a broker in identifying, supporting, and linking students to on and off campus housing, food, mental health and other basic needs services and resources.

**Process Used:**

Approved through classified prioritization process and in consultation with College Cabinet