

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Interim Chancellor

PREPARED BY: Julie Johnson, Chief Human Resources Officer  
David Feune, Director, Human Resources

**APPROVAL OF PERSONNEL ITEMS**

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

**A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT, AND REASSIGNMENT  
(NP = New position, \* = New Employee)**

None

**B. PUBLIC EMPLOYMENT**

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

**College of San Mateo**

<b>Wesley Hingano*</b>	Retention Specialist	Academic Support & Learning Technologies
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New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; salary range: \$71,724 - \$91,716), effective December 15, 2023, replacing Linda Allen who retired.

<b>Yoram Savion*</b>	Digital Media Production Specialist (NP)	Community Relations & Marketing
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*Correction:* At its meeting on October 25, 2023, the Board approved Yoram Savion’s new full-time, 12-month classified employment (Grade 31 of the Classified Salary Schedule 60; salary range: \$84,972 - \$108,588), effective October 26, 2023. This position was previously Board approved on April 26, 2023. The Office of Human Resources was informed that Yoram Savion’s start date was November 6, 2023. Therefore, with the adoption of this request, the Board rescinds its approval previously granted to this item.

<b>Alexandra Urbina*</b>	General Counselor	Counseling
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New Contract I status academic employment, effective January 11, 2024, replacing Kathleen Sammut who retired.

**District Office****Ryan Jedd\***

Public Safety Officer

Public Safety

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 62; salary range: \$82,200- \$104,856), effective December 9, 2023, replacing Kirill Solodchenko who resigned.

**Skyline College****Mckayla Odessky\***

Program Services Coordinator

Social Science &amp; Creative Arts

New part-time (48%), 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; salary range: \$36,984.96 - \$47,185.92), effective November 30, 2023, replacing Jesselle Hoque who resigned.

**2. Re-Employment**

None

**C. REASSIGNMENT THROUGH THE HIRING PROCESS****District Office****Manying Wu**Program Services Coordinator -  
Degree Audit

Educational Services &amp; Planning

Reassigned through the hiring process from an Admissions and Records Assistant III position (Grade 24 of the Classified Schedule 60; salary range: \$71,724 - \$91,716) into this full-time, 12-month classified position (Grade 27 of the Classified Schedule 60; salary range: \$77,052 - \$98,304), effective December 4, 2023, replacing Yi Huang who resigned.

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

Program Services Coordinator

Business/Technology

Transferred from Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304) in the Counseling division at College of San Mateo into this full-time, 12-month position at the same grade of the same salary schedule, effective November 30, 2023, replacing Michelle Schneider.

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

None

**F. CHANGES IN STAFF ALLOCATION****College of San Mateo**

1. Recommend a change in staff allocation to add one full-time, 12-month specially-funded (Title V HSI - Pathway to Excelencia Grant) Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304) in the Math and Science division, effective November 30, 2023. Funding for this position expires on September 30, 2028. (*Justification attachment #01*)

**G. PHASE-IN RETIREMENT**

None

**H. LEAVE OF ABSENCE**

None

**I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION****1. Retirement****College of San Mateo****Karen (Kim) Sheehan**

Instructional Aide II

Language Arts

Retirement effective October 24, 2023, with 11 years of District service. Not eligible for District retiree benefits.

**Skyline College****Carol Driscoll**

Library Support Specialist

Academic Support &  
Learning Technologies

Retirement effective December 30, 2023, with 34 years of District service. Eligible for District retiree benefits.

**2. Post-Retirement**

None

**3. Resignation**

None

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

None

**K. PROFESSIONAL EXPERT/CONTRACT POSITIONS**

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
College of San Mateo	Health Center	8	01/01/2024	06/30/2024	<b>Counseling Intern:</b> Requesting personal counseling interns to provide counseling services to support students with their mental health needs. Requesting Manager: Alex Guiriba
College of San Mateo	Business Technology – FIRE	25	12/01/2023	12/20/2023	<b>EMT Proctors:</b> EMT Program secondary accreditation, there must be a 10 to 1 ratio of instructors to students in their hands-on skills testing for final exams. The Professional Experts are from local fire departments and have the appropriate training/specialties to proctor the hands-on skills testing. Requesting Manager: Francisco Gamez
District Office	Auxiliary Services	50	03/01/2024	08/15/2024	<b>Community Services Instructor:</b> Requesting Community Services instructors for the Bay Area Pathways Academy (BAPA) for kids' summer program. The requested start date is March for the preparation of the classes and training. Requesting Manager: Perla Rumayor

**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>
College of San Mateo	Kinesiology / Athletics / Dance	1	01/01/2024	06/30/2024	<b>Equipment Manager:</b> <i>Previously Requested Position</i> Position handles facilities rentals, provides access to scoreboard controller and any related technology (if needed), provides access to college athletic equipment to accommodate the group's needs, provides direction and communicates with Facilities and Public Safety (if necessary). Requesting Manager: Andreas Wolf

Skyline College	STEM for MESA Center	1	01/08/2024	06/30/2024	<b>Instructional Aid II:</b> Requesting this position to support students in math. The division is currently evaluating the level of support provided and aligning a request to staff the need with the campus resource allocation and position request process for FY24-25. Requesting Manager: Jing Folsom
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**New Position - Executive Summary**

**College:** College of San Mateo

**Organization:** Math/Science Division

**Position Title:** Program Services Coordinator

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

**Position Funding Source:** Fund 3 (Title V HSI – Pathway to Excelencia grant)

**Position Description:**

This position reports to the Director of the Title V grant (the Dean of Math/Science at the College of San Mateo). The responsibilities of the PSC include; recruitment of students for program and events, sharing information with appropriate college committees, coordinating with the MESA program and other grant programs, recruiting students for tutoring, organizing tutor training for anti-racism and inclusion, and coordinating technology and classroom upgrades. Off campus activities include; travel to confer with various constituencies and organizations and communication among teams working on a selection of grant activities

**Rationale/Justification for the Position:**

We need this position to meet the goals and objectives that are required for execution of the Title V HSI - Pathway to Excelencia grant. Failing to meet with this position could cost the termination of the grant. The grant, which has already been accepted by the district, aims "...to increase the number of Hispanic students who graduate with STEM and other degrees and to provide evidence-based services and activities designed to improve student success for all CSM students."

**Process Used:**

Funding for the position was written into the grant proposal to the DOE. Position approved by CSM Cabinet.

**Summary of Personnel Items  
Board Meeting - 11/29/23**

**Staff Allocation Changes: FUND 1**

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

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

Position	Organization	Department	FTE	Months/ Year	Range	Source	Notes
Program Services Coordinator	CSM	Math/Science	1.00	12	\$77,052 - \$98,304	Fund 3	
			Net Change in FTE	1.00			

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