

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

Michele Rudovsky Chief Facilities and Operations Officer (NP) Facilities/Public Safety

Reassigned from Director of Maintenance and Operations (Grade AE of the Management Salary Schedule 20; Salary Range: \$161,328 - \$205,824) into this administrative position (Grade AA of the same salary schedule; Salary Range: \$217,920 - \$270,780), effective August 25, 2022. This position replacing the Vice Chancellor of Facilities position was previously Board approved on January 26, 2022.

Chikako Walker Acting Director of International Education International Education

Reassigned from Acting College International Student Program Manager (Grade 189E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$105,696 - \$133,884) into this acting role (Grade 193E of the same salary schedule; Salary Range: \$135,240 - \$171,324), effective September 1, 2022, replacing Diane Arguijo who was reassigned.

B. PUBLIC EMPLOYMENT

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

Cañada College

Christopher Burns Librarian Academic Support and Learning Technologies

New temporary academic employment, effective August 25, 2022 through the fall 2022 semester.

College of San Mateo

Alma Aguilar* Retention Specialist (NP) Counseling

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective August 25, 2022. This position was previously Board approved on March 23, 2022.

District Office

Manuel Alcala* Custodian Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736), effective September 1, 2022, replacing Khanh Lam who retired.

Rodrigo Barajas* Custodian (NP) Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736), effective September 1, 2022. This position was previously Board approved on June 22, 2022.

Miguel Zamora Naranjo* Custodian (NP) Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736), effective August 25, 2022. This position was previously Board approved on June 22, 2022.

Skyline College

Alexandra Kaplan Counselor Counseling

New Contract I status academic employment, effective August 29, 2022, replacing Lucy Jovel who transferred.

2. Re-Employment

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Keith Wan Office Assistant II Counseling

Reassigned from a part-time (48%), 12-month Office Assistant II (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$26,449.92 - \$33,719.04) into this full-time 12-month classified position (Grade 18 of the same salary schedule; Salary Range: \$55,104 - \$70,248), effective August 25, 2022, replacing Joyce Griswold who will be retiring.

District Office

Qing Lan (Linda) Liu

Campus Facilities Operations Technician

Facilities

Reassigned from a full-time, 12-month Payroll Technician (Grade 26 of the Classified Salary Schedule 60; Salary Range: \$66,912 - \$85,512) into this full-time, 12-month classified position (Grade 31A of the same salary schedule; Salary Range: \$76,404 - \$97,620), effective September 1, 2022, replacing Pamela Emmons who will be retiring.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

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 temporary full-time, 12-month College Recruiter position (Grade 175S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$73,272 - \$93,600) in Student Services, effective September 1, 2022 through June 30, 2023.
2. Recommend a change in staff allocation to add one temporary full-time, 12-month Project Director position (Grade 175S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$73,272 - \$93,600) for Workforce Development in the Office of the Vice President of Instruction, effective August 25, 2022 through August 30, 2025.

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

None

2. Post-Retirement

None

3. Resignation

Cañada College

Georganne Morin Project Director Science and Technology

Resignation effective September 7, 2022, with 5 years of District service.

College of San Mateo

Griselda Paredes Retention Specialist Academic Support and Learning Technologies

Resignation effective August 12, 2022, with 4 years of District service.

Skyline College

Kourosh Ghaderi Instructional Aide II Academic Support and Learning Technologies

Resignation effective July 18, 2022, with 2.5 years of District service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

College of San Mateo

Michael Mitchell Music Creative Arts and Social Science

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 Music discipline.

Alexa Thanos Music Creative Arts and Social Science

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 Music discipline.

K. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

L. SHORT-TERM, NON-CONTINUING POSITIONS

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
College of San Mateo	Student Equity	1	09/01/2022	12/31/2022	<p>Program Services Coordinator: This position reports directly to the Director of Equity. Develops and implements programs and services for the LGBTQ+ student population, including individual, social, and academic programming for the College's LGBTQ+ community. Requesting Manager: David Galvez</p>

New Position – Executive Summary

Organization: Cañada College

Position Title: College Recruiter (Temporary)

Position Classification & Salary Range: Classified Professional/Supervisory, Salary Schedule 40, Grade 175S

Position Funding Source: Cañada College Immediate Action Plan Funds

Position Description:

The Office of the Vice President of Student Services seeks a full-time, temporary College Recruiter to join Cañada College's outreach and recruitment efforts in the community. The ideal candidate will share the College's commitment to foster, recruit, engage, and support a racially and socioeconomically diverse student population. This position will report to the Director of High School Transition & Dual Enrollment for the planning, implementation, and execution of a community-focused student outreach and recruitment plan. Outreach and recruitment for this position will include, but is not limited to, the following focus areas: Adult Education, English as a Second Language (ESL), and Dual Enrollment for Black, Indigenous, and People of Color (BIPOC) communities in East Palo Alto, North Fair Oaks, and Menlo Park.

Role & Responsibilities:

The primary responsibility of the College Recruiter is to strategically plan and execute an outreach and recruitment campaign for East Palo Alto, North Fair Oaks, and Menlo Park with a focus on BIPOC communities. This position will work with various programs on campus, including PUENTE, Umoja, Dual Enrollment, ESL, Adult Ed, Promise Scholars Program and other special programs and populations to strategically-plan informational campaigns, publicity materials, outreach activities, and recruitment objectives. Other duties include making presentations to small and large groups to provide information about college and District programs, courses, student support services, activities, short and long-range plans, meeting with college staff and faculty, and community members to present and discuss recruitment and retention issues. This position will include weeknight and weekend events and activities, as well as a satellite office location in the community.

Rational/Justification for the Position:

The College Recruiter serves as additional support for the Outreach Department to expand Adult Education, English as a Second Language (ESL), and Dual Enrollment with a focus on BIPOC communities. This position helps direct and engage in the research, data compilation, and regular reporting for the College's outreach and recruitment efforts – including annual program review. The addition of this temporary College Recruiter will provide dedicated outreach and recruitment efforts to address enrollment recovery and refresh community engagement opportunities in light of the COVID-19 pandemic.

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: Cañada College

Position Title: Project Director (Grant Funded), (Temporary)

Position Classification & Salary Range: Classified Professional/Supervisory, Salary Schedule 40, Grade 175S

Position Funding Source:

1. California Apprentice Initiative Extended Reality Pre-Apprenticeship grant
2. California Apprentice Initiative Extended Reality Apprenticeship grant,
3. Digital Marketing Pre-Apprenticeship grant
4. Digital Marketing Apprenticeship grant.

Position Description:

The Office of the Vice President of Instruction seeks a full-time, grant-funded Project Director to join the Workforce Development team to support apprenticeships in XR/VR, digital marketing, and other career education programs at Cañada College. The ideal candidate will share the College's commitment to foster, recruit, engage, and support a racially and socioeconomically diverse student population. This position will report to the Director of Workforce Development for the College's planning, implementation, and execution of apprenticeships. The duties for this position will include but are not limited to, the following: submitting apprentice applications to the Department of Apprentices, working with faculty and management to identify a strong industry partner to employ our apprentices, visiting apprentice sites, and submitting reports to the Chancellor's Office.

Role & Responsibilities:

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The incumbent will work with various entities regarding College project policy, partnerships, grants, and other funding resources, project goals and outcomes, program review, and strategic planning, and work with the Division of Apprenticeship Standards to support the College in meeting the state requirements. Additionally, the Project Director will work with the internal stakeholders to plan the new apprenticeship programs. This role will be the liaison between the division deans, faculty, and community workforce partners. Also, this role will monitor and ensure that the apprenticeship programs and sites comply with state and federal regulations, college policies, apprenticeship requirements, and specific industry licensure and certificate requirements. Lastly, this position will support marketing efforts in planning, producing, and implementing the apprenticeship programs and activities for the local community.

Rationale/Justification for the Position:

The Project Director will serve as additional support for the Workforce Department to expand registered apprentices for degree programs throughout the college. This position helps establish, direct and engage in the research, data compilation, and regular reporting required to the Division of Apprenticeship Standards.

Process Used:

Full review and discussion with the College Cabinet.