

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)

College of San Mateo

Juanita Celaya Interim Radio Station Manager KCSM

Reassigned from Promotions and Web Content Coordinator (Grade 31 of the Classified Schedule 60; Salary Range: \$75,636 - \$96,648) into this classified supervisory (exempt) interim assignment (Grade 191E of the Academic – Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$116,808 - \$147,984), effective January 17, 2023, replacing Dante Betteo who retired.

Manasi Devdhar-Mane Interim College International Student Program Manager Office of the Vice President of Student Services

Reassigned from Program Services Coordinator (Grade 27 of the Classified Schedule 60; Salary Range: \$68,580 – \$87,504) into this classified supervisory (exempt) interim assignment (Grade 189E of the Academic – Classified Exempt Supervisory Schedule 35; Salary Range: \$105,696 - \$133,884), effective January 9, 2023, replacing Aubrey Roderick who resigned.

Anthony Djedi Vice President of Administrative Services Administrative Services

Reassigned from Foundation Business Manager (Grade 190E of the Academic – Classified Exempt Supervisory Schedule 35; Salary Range: \$111,264 - \$140,928) into this administrative assignment (Grade AB of the Management Salary Schedule 20; Salary Range: \$180,804 - \$232,260), effective January 26, 2023. Anthony Djedi previously held this position as Interim Vice President of Administrative Services.

Monique Nakagawa Acting Dean of Planning, Research Innovation and Effectiveness Office of the President

Reassigned from Senior Planning and Research Analyst (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800) into this acting role (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580), effective January 17, 2023 through February 26, 2023, replacing Hilary Goodkind who is on a leave of absence.

District Office

Lisa Latt* Payroll Manager Payroll

New classified supervisory (exempt) employment (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388), effective February 1, 2023, replacing Anjali Saxena who resigned.

Jason Wendt Public Safety Captain Public Safety

Reassigned from Public Safety Systems Manager (Grade 200S of the Classified Professional/Supervisory Schedule 40; Salary Range: \$98,004 - \$125,064) into this classified supervisory (exempt) assignment (Grade 190E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$111,264 - \$140,928), effective January 26, 2023, replacing Albert Elzey who resigned.

Wei Zhang* Accountant Accounting

New classified supervisory (exempt) employment (Grade 190E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$111,264 - \$140,928), effective February 1, 2023, replacing Larisa Howes who will be resigning.

B. PUBLIC EMPLOYMENT**1. New Hires (NP = New Position, * = New Employee)****District Office**

Waleed Hamed* Payroll Analyst Payroll

New full-time, 12-month classified employment (Grade 195S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$93,588 - \$119,520), effective February 1, 2023. This position was previously Board approved on October 26, 2022.

Alberto Hernandez* Maintenance Engineer Facilities

New full-time, 12-month classified employment (Grade FF of the Buildings and Grounds Salary Schedule 70; Salary Range: \$77,052 - \$94,596), effective February 1, 2023, replacing James Murray who resigned.

Skyline College

Walter Manuofetoa* Program Services Coordinator Strong Workforce Program Strategic Partnerships and Workforce Development

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective January 26, 2023, replacing Elizabeth Tablan who transferred to a Program Services Coordinator.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

Cañada College

Melissa Maldonado Martinez

SparkPoint Coordinator

Enrollment Services

Reassigned from a full-time, 12-month Retention Specialist (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) into this full-time, 12-month classified position (Grade 27 of the same salary schedule; Salary Range: \$68,580 - \$87,504), effective January 26, 2023. This position was previously Board approved on January 26, 2022.

Skyline College

Rebecca Threewit

Administrative Assistant

Planning, Research and
Institutional Effectiveness

Reassigned from a full-time, 12-month Staff Assistant (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$59,112 - \$75,552) into this full-time, 12-month classified position (Grade 27 of the same Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective February 1, 2023, replacing Belinda Chan who was reassigned to Executive Assistant.

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 Office Assistant II position (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$72,248) in Student Services, effective January 26, 2023. (*Justification attachment #01*)
2. Recommend a change in staff allocation to add one Personal Counselor position (Faculty Salary Schedule 80) in Student Services, effective January 26, 2023. (*Justification attachment #02*)

3. Recommend a change in staff allocation to add one grant-funded Program Services Coordinator – Funded by Asian American and Native American Pacific Islander-serving Institutions Program (AANAPISI) (U. S. Department of Education) position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in Student Services, effective January 26, 2023 through September 30, 2027. *(Justification attachment #03)*
4. Recommend a change in staff allocation to add one grant-funded Program Services Coordinator – Funded by Developing Hispanic Serving Institutions (DHSI) (U. S. Department of Education) position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in Student Services, effective January 26, 2023 through September 30, 2027. *(Justification attachment #04)*
5. Recommend a change in staff allocation to add one Retention Specialist position (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) in the Academic Support and Learning Technologies Division, effective January 26, 2023. *(Justification attachment #05)*
6. Recommend a change in staff allocation to add one Retention Specialist position (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) in the Science and Technology Division, effective January 26, 2023. *(Justification attachment #06)*
7. Recommend a change in staff allocation to increase the time base from 80% to 100% of the Project Director position (3CT013) for the College for Working Adults Program at Grade 175S of the Classified Professional/Supervisory Salary Schedule 40 in the Humanities and Social Science Division, effective January 26, 2023. The corresponding salary range will increase from \$58,617.60 - \$74,880.00 to \$73,272.00 - \$93,600.00. The initial temporary, grant-funded position was converted to the general fund through the 2022/2023 college program review resource request process. Accordingly, recommend a corresponding adjustment for incumbent Jose Zelaya, effective January 26, 2023. *(Justification attachment #07)*

College of San Mateo

8. Recommend creation of a new classification titled, “Assistant Athletic Director” at Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (Salary Range: \$122,688 - \$155,388), effective January 26, 2023. In addition, recommend a change in staff allocation to add one full-time, 12-month Assistant Athletic Director position in the Kinesiology, Athletics and Dance Department at College of San Mateo, effective January 26, 2023. *(Justification attachment #08)*
9. Recommend creation of a new classification titled, “Digital Media Production Manager” at Grade 175E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (Salary Range: \$70,008 - \$88,680), effective January 26, 2023. In addition, recommend a change in staff allocation to add one full-time, 12-month Digital Media Production Manager position in the Community Relations and Marketing Department at College of San Mateo, effective January 26, 2023. *(Justification attachment #09)*

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Skyline College

Donna Elliott

Office Assistant II

Counseling

Retirement effective December 30, 2022, with 22.5 years of District Service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

College of San Mateo

Cathy Gastelum

Program Services Coordinator

Math and Science

Resignation effective January 25, 2023, with less than 6 months of District Service.

Jasmine Gittens

Athletic Trainer

Kinesiology, Athletics, Dance

Resignation effective December 14, 2022, with 5.5 years of District Service.

Sean Price

Athletic Equipment Manager

Kinesiology, Athletics, Dance

Resignation effective December 15, 2022, with less than 1 year of District Service.

Skyline College

Kaung Naing

Office Assistant II – Assessment Center

Counseling

Resignation effective January 16, 2023, with 1 year of District Service.

Stephanie Wells

Program Services Coordinator

Global Learning Programs
and Services

Resignation effective February 10, 2023, with 5.5 years of District Service.

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

Monica Macaldo

English

Language Arts

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualifications to teach in the English discipline.

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	Student Services	1	01/26/2023	06/30/2023	Professional Expert: Counseling Interns: This is an internship for personal counselor trainees. These are grad students who need the hours to become licensed therapists. Requesting Manager: Max Hartman
District Office	Auxiliary and Community Services – Bay Area Pathways Academy	50	02/01/2023	08/15/2023	Professional Expert: Community Services Instructor: Bay Area Pathways Academy (BAPA) for kids' summer program. The requested start date is February 1 for the preparation of the classes and training. Requesting Manager: Perla Rumayor
Skyline College	Business, Education and Professional Programs – Bay Area Entrepreneur Center	4	01/26/2023	06/30/2023	Professional Expert: Consultant: To support the BAEC and BAEC Director with workshops and implement programs and resources for clients at the BAEC and as part of the Small Business Recovery and Assistance Program. Experts will review, analyze and consult for specific events, projects and programs requiring specialized knowledge and expertise, including outreach, written and verbal communication and data collection and analysis. Requesting Manager: Michael Kane

Skyline College	Strategic Partnerships and Workforce Development	4	01/26/2023	06/30/2023	<p>Professional Expert:</p> <p>Consultants:</p> <p>Consultants will provide all or some of the following tasks: review of program processes, analysis, training support, data collection, detailed and comprehensive projections based on data collection, technical expertise regarding new and continuing program development in designated Strategic Partnership and Workforce Development work units including technological expansion for new support services for the Career Readiness and Job Placement work unit. The positions will also support the redesign of enrollment and support processes in Dual Enrollment onboarding of students, the review faculty onboarding processes, and a new application process for faculty training.</p> <p>Requesting Manager: Russell Waldon</p>
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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	Enrollment Services – Veterans Resource & Opportunity Center	1	01/26/2023	03/31/2023	<p>Office Assistant II:</p> <p><i>Previously Requested Position</i></p> <p>To assist the part-time Program Services Assistant to meet the minimum standards for community colleges' Veterans Resource Centers. Duties will include support with: maintaining sufficient VROC staffing levels; expanding veterans services and engagement; increasing access for student veterans and military, connecting students to VA certification, academic counseling, personal counseling, transfer services and basic needs. This position will also support the Veterans Coordinator with the VA Isakson and Roe Section 1010 updates, 1102 and 1103 (COVID-19) Provisions, VA-ONCE (student</p>

					and campus) Enrollment Certifications Veterans Outreach and Website updates. Requesting Manager: Wissem Bennani
College of San Mateo	KCSM - FM	2	01/26/2023	06/30/2023	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. Requesting Manager: Anthony Djedi
Skyline College	Student Equity and Support Programs – JumpStart	1	01/26/2023	06/30/2023	Instructional Aide II: <i>Previously Requested Position</i> To provide individualized and small group tutorial services to students in specific subject areas (Math, English, Media, Counseling and Career Development). To provide individual mentoring and coaching to high school students. To provide program preparation and in-class support. Requesting Manager: Cheryl Johnson
Skyline College	Student Equity and Support Programs – TRiO	1	01/26/2023	06/30/2023	Instructional Aide II: <i>Previously Requested Position</i> To provide individualized and small group tutorial services to students in specific subject areas (Math, English, English to Speakers of Other Languages (ESOL), Chemistry, Biology, Accounting and Social Science. Requesting Manager: Cheryl Johnson

New Position—Executive Summary Position

Title: Office Assistant II (100% full-time)

Position Classification & Salary Range: Classified Salary Schedule (60) Grade (18)

Position Funding Source: 50% Mental Health funds and 50% Health Center funds

Position Description: Under general supervision, the Office Assistant II performs detailed clerical and operational support for a department or 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 omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchange information with college staff and others regarding department services, as well as to provide operating policies and procedures
2. Triage by screening calls, visitors, and electronic inquiries to determine urgency of medical issues.
3. Provide policy and procedural information and/or to take messages and make appropriate referrals.
4. Set up and track budget expenditures and files, which includes medical billing and referrals (labs, x-rays, Medical Cal, etc.).
5. Attends meetings and other events to obtain and provide current information.
6. 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.
7. Composes and prepares correspondence, memoranda, report narratives, forms, publicity materials and other materials from copy or with general instruction.
8. Uses standard software applications to prepare correspondence and reports, agendas and meeting minutes, and spreadsheets.
9. Compiles items and materials for meeting agendas.
10. Sorts and distributes department mail as needed and coordinates bulk mailings.
11. Performs other related duties as assigned.

Rationale/Justification for the Position: The Personal Counseling Center (PCC) has no office assistant and the Health Center has one part-time office assistant. The lack of a front office staff has created a barrier for students to receive timely health care every day of the week and in the evenings. By employing a full-time office assistant who can screen students upon arrival, the PCC and Health Center can now create a triage and offer more in-person and evening appointments.

Process Used: The college program review process for requesting positions was followed. The position was presented to the college community. It was reviewed at the Planning and Budget Council and recommended to the College President for consideration.

New Position—Executive Summary Position

Title: Personal Counselor (100% full-time)

Position Classification & Salary Range: Faculty Salary Schedule (80)

Position Funding Source: 50% Mental Health funds and 50% Health Center funds

Position Description: The personal counselor is a licensed therapist who has been certified to supervise interns and has experience in crisis management. They will be able to perform all of the duties mentioned below.

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 omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. 20 hours per week or more will be dedicated to providing personal counseling services to students.
2. Maintain all required client records and reports in a timely manner.
3. Coordinate and provide training for Mental Health Peer Educator program and serve as Active Minds Club Advisor.
4. Provide crisis intervention and emergency response for students and the campus community.
5. Provide referral services as needed to students, faculty and staff in need of psychological or counseling resources beyond those offered on campus. Maintain collaborative relationships with college faculty, staff, and administrators, and with community mental health agencies, and coordinate services with referral resources.
6. Consult with faculty, administrators and staff and provide support for students with serious personal, family or psychological issues including but not limited to domestic violence, risk of suicide, and mental illness.
7. Be a member of the CARES committee including attending weekly meetings and providing consulting as needed.
8. Develop and implement in-service workshops such as suicide prevention training for students, faculty, staff, and administrators.
9. Work closely with the Health Center and Disability Resource Center faculty and staff to provide outreach to the campus community regarding the availability of services and attend team meetings.
10. Collaborate with all other student service areas and programs on campus, including participating in the design of innovative programs to enhance student retention and success and attend student services meeting as appropriate.

11. Assist MFT/LPCC internship program including recruiting, training and supervision of trainees and interns, and attend weekly individual and group supervision and training sessions.
12. Participate in outreach activities and events in classrooms on campus and community agencies.
13. Participate in meetings, conferences, trainings, and other professional development activities to maintain the expertise required to maintain professional licensure and to perform job duties.
14. Other duties as assigned.

Rationale/Justification for the Position: The Personal Counseling Center only has one full-time counselor, and we receive an average of over 40 new referrals a month for students requesting to mental health services. A second full-time Personal Counselor will reduce long wait times to see a personal counselor, create an opportunity to the Personal Counseling Center to offer drop ins hours daily, improve retention rates, and reduce risk management concerns.

Process Used:

The college program review process for requesting positions was followed. The position was presented to the college community. It was reviewed at the Planning and Budget Council and recommended to the College President for consideration.

New Position – Executive Summary

Position Title: Program Services Coordinator, Colts-U Transfer Station and ARC Project (AANAPISI grant)

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

Position Funding Source: Federal Fund, Fund 3 and General Fund, Fund 1

Position Description:

The primary responsibility of the Program Service Coordinator for the Colts-U Transfer Station and ARC Project is to support the Colts-U Transfer Station operations, programs and activities; and to implement the Title III Asian American and Native American Pacific Islander (AANAPISI) Access, Relevance, Community (ARC) Project in partnership with San Francisco State University. The PSC will report directly to the Director of Postsecondary Success and the University Center and will include program coordination, implementation, student case management and student staff supervision.

Role & Responsibilities:

The Program Service Coordinator will support the planning, programs, marketing, and outreach efforts of the Colts-U Transfer Station and the coordination and implementation of the ARC Project. As the ARC Project coordinator, the PSC will develop and implement culturally responsive activities and intervention to support the academic, emotional and social needs of Asian American and Pacific Islander students from first-year to completion; develop and implement transfer related workshops and activities to support students in their educational plan; develop and implement culturally responsive events to help build institutional capacity; and supervise the ARC peer mentors. The PSC will coordinate meetings, outreach and collaboration with key campus stakeholders, programs and departments. The PSC will connect students to campus resources to ensure student success and transfer completion. The position engages in continuous professional development opportunities and partners with the College of San Mateo, Skyline College and San Francisco State University.

Rationale/Justification for the Position:

The Program Services Coordinator is partially funded by a Title III Federally funded Asian American and Native American Pacific Islander grant and supports Cañada College's goal to address and expand our equity and antiracism efforts through implementing culturally responsive student success and transfer completion programs and activities. The position supports Cañada's AANAPSI status through culturally responsive support and programs for our Asian American and Pacific Islander and low-income student and Cañada College's Educational Master Plan Goal #2: Equity and Antiracist College Culture and Goal #3: Community Connection.

Process Used:

The college program review process for requesting positions was followed. The position was presented to the college community. It was reviewed at the Planning and Budget Council and recommended to the College President for consideration.

New Position—Executive Summary Position

Title: Program Services Coordinator, Financial Support Program

Position Classification & Salary Range: 60

Position Funding Source: Developing Hispanic-Serving Institutions (DHSI) Grant

Position Description: Hire a Program Services Coordinator to coordinate the Financial support program. This program is designed to develop and enhance Cañada's Hispanic-serving culture through strengthening outreach and in-reach events and student support services to ensure students are guided from application to graduation while utilizing financial aid. This program will enhance the implementation of student services to reach, teach, and support targeted student populations, along with implementing intentional financial literacy strategies.

Role & Responsibilities:

This PSC main focus is educating students about financial aid and financial planning and to coordinate the Financial Support Program. This person will provide support in the following areas:

A: Support Current Student

- (1) The coordinator will work directly with the faculty for class rosters prior to class presentations so each student in each classroom will be provided with a personalized packet. The packets will include their financial aid status, next steps for submission, refund preference options, creating a credit union account, and information on how to maximize their financial aid package.
- (2) The coordinator will work with Interest Area Success Teams and Special Programs to provide the students with personalized packets. This collaboration will allow for a case-management approach to ensure all eligible students are receiving their much-needed aid. It also allows for customization of services to accommodate students' individual needs.

B: Outreach to the Community

- (1) Host a district-wide Cash for College Event twice a year in the fall and spring semesters.
- (2) Offer weekly office hours at the local feeder high schools to assist with financial aid submission, file completion assistance, and refund preference set-up.
- (3) Re-engage Cañada College's stopped-out students at events at local community centers, libraries, and recreation centers.

C: Create Inclusive Outreach Materials

- (1) All marketing materials will be ordered in both in English and Spanish.
- (2) Bridging the equity gap starts with access to basic materials like a computer and/or Wi-Fi. The Financial Support Program team will provide loaner laptops for application submission and ensure adequate Wi-Fi is available at each hosted workshop location.

Rationale/Justification for the Position: This position is funded through the Developing Hispanic-Serving Institutions (DHSI) Grant to help ease the gap by meeting with students on a more personable basis, educating them about financial aid opportunities and connecting them with financial literacy and other basic need services.

Process Used:

The college program review process for requesting positions was followed. The position was presented to the college community. It was reviewed at the Planning and Budget Council and recommended to the College President for consideration.

New Position - Executive Summary

Position Title: Retention Specialist (Art, Performance, Design)

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

Position Funding Source: Cañada College's DHSI Grant

Position Description:

Cañada College seeks a full-time Retention Specialist. The Retention Specialist focuses on the outreach and retention of students in specific programs designed to foster student success. Retention Specialists staff and support events and activities, reach out directly to students to support their success, and work to build community and connection within the Interest Area.

Role & Responsibilities:

The Retention Specialist position is the key classified role within Interest Area Success Teams and is a vital component of Guided Pathways implementation. The Retention Specialist's duties include proactively meeting with students to monitor their progress and tracking student involvement in on-campus support resources. These resources include academic counseling and the development of student educational plans, as well as support services related to financial aid, scholarships, internships, and general orientation to college educational goals. The Retention Specialist supports Interest Area activities such as guest speakers and career exploration events. Much like students in Promise, EOPS or Athletics, having an individual identified whom students can turn to when they need help or have a question is critical for their success.

Rationale/Justification for the Position:

The existing Retention Specialist position relies on one-time funding from the college, which is not sustainable and has to be negotiated year to year. The uncertainty of the funding makes the position difficult to fill and puts stress on the person in the role, knowing the end of their position could be coming soon. This request is to make permanent the Retention Specialist and specifically address the needs of our population of students pursuing programs of study in the Science and Health Interest Area.

The early intervention and support provided by the Retention Specialist will be critical to ensure retention within the Interest Area and help close equity gaps by providing student support.

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

Position Title: Retention Specialist (STEM)

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

Position Funding Source: Cañada College's Guided Pathways State Allocation

Position Description:

Cañada College seeks a full-time Retention Specialist. The Retention Specialist focuses on the outreach and retention of students in specific programs designed to foster student success. Retention Specialists staff and support events and activities, reach out directly to students to support their success, and work to build community and connection within the Interest Area.

Role & Responsibilities:

The Retention Specialist position is the key Classified role within Interest Area Success Teams and is a vital component of Guided Pathways implementation. The Retention Specialist duties include proactively meeting with students to monitor their progress and tracking student involvement in on-campus support resources. These resources include academic counseling and development of student educational plans, as well as support services related to financial aid, scholarships, internships, and general orientation to college educational goals. The Retention Specialist supports Interest Area activities such as guest speakers and career exploration events. Much like students in Promise, EOPS or Athletics, having an individual identified who students can turn to when they need help or have a question is critical for their success.

Rationale/Justification for the Position:

The existing Retention Specialist position relies on one-time funding from the college which is not sustainable and has to be negotiated year to year. The uncertainty of the funding makes the position difficult to fill and puts stress on the person in the role, knowing the end of their position could be coming soon. This request is to make permanent the Retention Specialist and specifically address the needs of our population of students pursuing programs of study in the Science and Health Interest Area.

The early intervention and support provided by the Retention Specialist will be critical to ensure retention within the Interest Area and help close equity gaps by providing support to students.

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.

Change in Staff Allocation -- Executive Summary

Organization: Cañada College

Location: College for Working Adults (Humanities and Social Sciences Division)

Position Title: Project Director, College for Working Adults

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

Position Funding Source: Fund 1

Position Description:

The Project Director, College for Working Adults, performs professional work involved with planning, coordinating, implementing, and evaluating the college's College for Working Adults program. Under direction, the Project Director is responsible for designing and implementing project or program services, directing the work of other staff, and maintaining effective partnerships and working relationships with students, faculty, staff, funding agencies, governmental jurisdictions, other educational institutions, community organizations, and business representatives. A high degree of independent judgment and creativity is required to resolve various minor and major problems. The consequences of errors in judgment can be costly to students, faculty, staff time, public relations, and services. The Project Director directs the work of professional, paraprofessional, clerical, student, and volunteer staff as assigned.

Role & Responsibilities:

The duties of the existing College for Working Adults Project Director position include the following: student recruitment, enrollment management, marketing (including web presence), data collection and analysis, program development, including collaboration with community partners, budget planning and expenditure monitoring, applicant screening, staff training and supervision, compliance with applicable rules and regulations and overall integration of CWA with existing Cañada College student services and instructional degree and certificate programs. In support of the Cañada College Education Master Plan, 2022-2027, CWA is in the process of expanding its scope of service to students in collaboration with instructional divisions and college programs—the Human Behavior and Culture Interest Area (and more generally, Guided Pathways interest areas), Promise Scholars Program, Umoja, and Project Change/Rising Scholars. (See CWA program goals 1-4 below.) While the appropriate duties for a Project Director remain constant, *the scope* of CWA is expanding to include direct support of additional, cohort student groups and a new college partnership with the San Mateo County Sheriff's Office at the Maple Street Correctional Center. The Project Director also serves as the college lead for the Project Change/Rising Scholars initiative, which serves justice-involved youth and incarcerated and formerly incarcerated students.

Rationale/Justification for the Position:

While College for Working Adults is under the Humanities and Social Science division, it is by design a collegewide program serving student completion in six AA/Associate Degrees for Transfer as well as necessary GE courses across divisions: Business, Design, and Workforce, Counseling (Career), Science and Technology, Kinesiology, Athletics, and Dance, and Humanities and Social Sciences.

The increase in time for the Project Director position (80% to 100%, 7.5 hours weekly) will allow CWA to support program expansion plans to meet the following four program goals, which directly support the college EMP:

1. Increase CWA access to evening career education and workforce students.
2. Expand evening, online, and weekend degree patterns to serve all evening students.
3. Provide direct support to evening ESL students in completing degrees or certificates.
4. Establish a "campus community" to support re-entry and formerly incarcerated students (from onboarding to completion).

The Project Director currently serves as the college liaison and representative to Maple Street Correctional Center (onsite one day per week) and is in the process of establishing an MOU for continued and enhanced transition-to-Cañada services for incarcerated and formerly incarcerated students. Also, the CWA Project Director is currently the college lead for the statewide Project Change/Rising Scholars initiative serving justice-impacted students. The CWA project director has also established and expanded collaborative relationships and services with campus programs serving new and returning students, specifically the Promise Scholars Program, Umoja, and Project Change/Rising Scholars. Increasing the Project Director role from 80% to 100% will allow for continued and new collaboration as CWA formalizes its broader scope of service to students and Cañada College.

Process Used:

The request for "change in staff allocation" from 80% to 100% was submitted, adhering to the college program review resource request process and timeline, 2022-2023.

Organization: College of San Mateo

Position Title: Assistant Athletic Director

Position Classification & Salary Range: Schedule 35, Grade 192E (Salary Range: \$122,688 to \$155,388)

Position Funding Source: Unrestricted General Fund 1

Position Description

Reporting to the Dean/Athletic Director, the Assistant Athletic Director will serve as support staff for the Athletics Department at College of San Mateo (CSM). The Assistant Athletic Director will focus on matters of compliance, eligibility, outreach/recruitment, matriculation, budgeting, and game operations. This position will support the success and retention of student-athletes and ensure all matters of compliance are addressed (NIL, Title IX, athletic eligibility, Conference Program Review, EADA, R-4, etc.)

Rationale/Justification for the Position

College of San Mateo conducted an analysis of the 67 colleges in the state, with 14 or more sports programs (including those that host football), to which ours (with 15) could be compared. We realized that our current staffing levels were significantly lower than those of similar programs.

Our current staffing level is two (the Dean/Athletics Director (AD) and the Division Assistant) whereas 20 of those 67 colleges have more than 1 AD, 19 have an Assistant or Associate AD along with the Dean/AD, and 47 have separate FT positions between the Administrative Assistant and Eligibility Specialist.

Furthermore, fifty percent (55 out of 110) of the California community college institutions that host athletics programs have 3 or more internal support staff (Dean, AD, Associate or Assistant AD, Administrative Assistant, Sports Information Director, Athletic Counselor, and/or Eligibility Specialist).

At the College of San Mateo, many duties are isolated to the Dean due to classification restrictions on the Division Assistant position. Game management oversight for home games is but one of the issues that have arisen from our lack of support staff. Per CCCAA rules, all home games should have game supervision. The current model with the Dean/AD as the singular role is not conducive to compliance as many home games begin at 2:00 PM during the week (Softball and Baseball traditionally play on T/Th and Sat), at which time the Dean is normally engaged in meetings. As a result, many of the 110 home games CSM hosts, on average, per year, are left unsupervised, as relatively few takes place on weekends, evenings, during the week, and during academic recess.

As these duties become more abundant, and compliance issues become a greater responsibility (new NIL legislation, SB 26 recently signed into law), it would be beneficial,

from an institutional level, to include an additional staff member who will assist with the operations of our intercollegiate athletics program; thereby providing the appropriate staffing level for a department of the size of ours.

The number of student-athletes participating in our athletic program has ranged from 300-350 annually and is only expected to grow with the addition in recent years of women's volleyball (2016), men's basketball (2018), and the reinstatement, last year, of women's and men's swim, women's and men's water polo.

With over 90% of our scholar athletes proceeding to matriculate to 4-year universities, CSM's athletics program is one area of Campus that has grown throughout the pandemic (in participating numbers), and is poised to continue to do so. Given that compliance mandates required of intercollegiate athletic programs will continue to increase, and, along with them, the recurring NCAA and CCCAA changes in regulations, the addition of a support position dedicated to some of these responsibilities is of the utmost necessity.

Process Used

Following an extensive comparative analysis of similar sized programs, the Kinesiology Athletics and Dance Division prioritized the Assistant Athletics Director position as its number one hiring need; thus, recognizing the lack of support staff for a program of this size. All but one faculty member in the Division rated this as the highest priority for the division. The position has also been proposed to the Deans during the past two Program Review prioritization processes and has, each year, received unanimous support. However, more imperative position needs on campus have, both times, forced its postponement. The classification of this new proposed position was determined by the District's Human Resources Department, in collaboration with CSM's Vice-president of Instruction.

New Position - Executive Summary

Organization: College of San Mateo

Position Title: Digital Media Production Manager

Position Classification & Salary Range: Schedule 35, Grade 175E (Salary Range: \$70,008 to \$88,680)

Position Funding Source: Unrestricted General Fund 1

Position Description / Roles & Responsibilities: Reporting to the Director of Community Relations and Marketing, this position is responsible for producing multimedia content for distribution through in-person events and digital channels that engage, inform, and promote College of San Mateo throughout the community. Grounded by compelling visual storytelling, this position uses existing and new technologies to generate videos that provide academic program overviews, student/alumni testimonials, faculty/staff spotlight videos, event recaps, news, and more.

Rationale/Justification for the Position: With the recent proliferation of video streaming services, video-based social and recommendation media channels, and the rise of YouTube as a primary resource for education and entertainment, the College needs a permanent resource to plan, organize, shoot, edit, and deliver high-quality, emotionally activating multimedia content at a much higher frequency. This position will help bolster recruitment and retention efforts by providing content that meets prospective and current students where they are and keeps CSM highly visible, relevant, and memorable in the community.

Most current and future CSM students are digital natives who spend significant time viewing multimedia content on websites, social media, and streaming media services. In Spring 2022, CSM partnered with Interact Communications to conduct a Media Preferences Survey of CSM students (n=275). These are just a few of the takeaways that support the need for this position:

- CSM students ranked YouTube, TikTok, and Instagram as their favorite social media channels, which are either fully video-based (YouTube and TikTok) or are on their way to becoming more videocentric (Instagram).
- CSM students ages 18–25 spend about 3-4 hours on social media platforms daily.
- Over 71% are “frequently” or “always” watching video content on their social platforms.
- 56% of CSM students stream their favorite shows.

One size does not fit all when producing and distributing multimedia. With different audience needs in many channels, the media landscape is more fragmented than ever. As a result, reaching those viewers through video content takes more planning, resources, and effort than ever.

Process Used: [Approved](#) through college resource request process.

**Summary of Personnel Items
Board Meeting - 1/25/2023**

Staff Allocation Changes: FUND 1

Position	Organization	Department	FTE	Range	Source	Notes
Project Director	Cañada	College for Working Adults	0.20	\$14,655-\$18,720	Fund 1	Increase position time base from .8 to 1 FTE
Assistant Athletic Director	CSM	Athletics	1.00	\$122,688-\$155,388	Fund 1	
Digital Media Production Manager	CSM	Community Relations & Marketing	1.00	\$70,008-\$88,680	Fund 1	

Net Change in FTE 2.20

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

Position	Organization	Department	FTE	Range	Source	Notes
Office Assistant II	Cañada	Student Services	1.00	\$55,104-\$72,248	Fund 3	
Personal Counselor	Cañada	Student Services	1.00	\$74,580-\$104,988	Fund 3	Faculty Position
Program Services Coordinator	Cañada	Student Services	1.00	\$68,580-\$87,504	Fund 3	AANAPISI
Program Services Coordinator	Cañada	Student Services	1.00	\$68,580-\$87,504	Fund 3	DHSI
Retention Specialist	Cañada	Academic Support & Learning Technologies	1.00	\$63,840-\$81,636	Fund 3	
Retention Specialist	Cañada	Science & Technology	1.00	\$63,840-\$81,636	Fund 3	

Net Change in FTE 6.00

New Hires, Reassignments, Transfers, Replacements:

Position	Employee Name	Organization	Department	Range	Source	Notes
Vice President of Administrative Services	Djedi	CSM	Administrative Services	\$180,804-\$232,260	Fund 1	Prior employee resigned
Public Safety Captain	Wendt	District	Public Safety	\$111,264-\$140,928	Fund 3	Prior employee resigned
Accountant	Zhang	District	Administrative Services	\$111,264-\$140,928	Fund 1	Incumbent in process of resigning
Payroll Manager	Latt	District	Administrative Services	\$122,688-\$155,388	Fund 1	Prior employee resigned
Maintenance Engineer	Hernandez	District	Facilities	\$77,052-\$94,596	Fund 1	Prior employee resigned

**Summary of Personnel Items
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Program Services Coordinator	Manuofetoa	Skyline	Strategic Partnerships	\$68,580-\$87,504	Fund 3	Prior employee was reassigned
Administrative Assistant	Threewit	Skyline	PRIE	\$68,580-\$87,504	Fund 1	Prior employee was reassigned
Payroll Analyst	Hamed	District	Administrative Services	\$93,588-\$119,520	Fund 1	New position approved by Board on October 26, 2022.
SparkPoint Coordinator	Martinez	Skyline	Enrollment Services	\$68,580-\$87,504	Fund 3	New position approved by Board on January 26, 2022.

Interim, Acting, and Temporary Positions:

Position	Employee Name	Organization	Department	Range	Source	Notes
Interim Radio Station Manager	Celaya	CSM	KCSM	\$116,808 - \$147,984	Fund 1	Prior manager retired in December 2022
Interim College International Student Program Manager	Devdhar-Mane	CSM	Student Services	\$105,696-\$133,884	Fund 1	Prior manager resigned in December 2022
Acting Dean of PRIE	Nakagawa	CSM	Office of the President	\$169,668-\$215,580	Fund 1	Incumbent on a leave of absence

Summary Changes in Net FTE		
	FUND 1	Fund 3/Other
New Positions	2.20	5.00
Faculty	0.00	1
Total by Fund	<u>2.20</u>	<u>6</u>
Grand Total		8.2