

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., 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

Silvana Grima Promise Scholars Program Manager Student Services

Reassigned from Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256) into this classified exempt supervisory assignment (Grade 189E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$120,012 - \$152,040), effective August 19, 2024, replacing Elizabeth Morales who resigned.

Skyline College

C. Michael Cozart* Director of TRiO Student Equity & Support Programs

New academic supervisory (exempt) employment (Grade 192E of the Academic – Classified Exempt Supervisory Schedule 35; Salary Range: \$139,320 - \$176,448), effective July 29, 2024, replacing Michael Stokes who is retiring.

Chelssee De Barra Interim Director of Learning Commons Academic Support & Learning Technologies

Reassigned from Learning Center Manager (Grade 189E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$120,012 - \$152,040) into this interim academic supervisory assignment (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$153,588 - \$194,556), effective July 25, 2024, replacing Gabriela Nocito who resigned.

Luis Escobar Jr.	Acting Vice President of Student Services	Office of the Vice President of Student Services
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Recommend approval of an extension for the Acting Vice President of Student Services position (Grade AB of the Management Salary Schedule 20; Salary Range: \$205,308 - \$263,748), effective July 1, 2024, through June 30, 2025, or when the permanent Vice President of Student Services retreats or a new permanent Vice President of Student Services is selected, whichever comes first.

Jeremy Evangelista-Ramos	Acting Director of Promise Scholars Program	Counseling
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Reassigned from College Recruiter (Grade 175S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$84,792 - \$108,312) into this acting academic supervisory assignment (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$139,320 - \$176,448), effective July 25, 2024, replacing Ellen Murray who was reassigned to Acting Dean of Counseling.

B. PUBLIC EMPLOYMENT

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

College of San Mateo

Aaron Bruno*	Laboratory Coordinator	Math and Science
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New full-time, 12-month classified employment (Grade 30 of the Classified Salary Schedule 60; Salary Range: \$85,596 - \$109,236), effective August 1, 2024, replacing Kim Meyer who will be retiring.

Krista Bailey*	Biology (Anatomy & Physiology) Instructor	Math and Science
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New Contract I status academic employment, effective August 12, 2024, replacing Theresa Martin who will be retiring.

Bismillah Iqbal*	Art Instructor	Creative Arts/ Social Science
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New Contract I status academic employment, effective August 12, 2024, replacing Rebecca Alex who retired.

Hector Sanchez*	English Instructor	Language Arts
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In accordance with Education Code 87482, staff recommends temporary academic employment, effective August 12, 2024, through the end of the 2024-2025 academic year.

Anthony Scoggins*	English Instructor and Coordinator (PUENTE)	Language Arts
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New Contract I status academic employment, effective August 12, 2024, replacing Roberta Reynolds who retired.

District Office

Ronakkumar Khalasi* Mail Clerk General Services

New part-time (50%), 12-month classified employment (Grade 13 of the Classified Salary Schedule 60; Salary Range: \$27,438 - \$34,884), effective August 19, 2024, replacing Ghassan Msalam who resigned.

Skyline College

Myla Guevarra* Child Development/ Early Childhood Education Instructor Business, Education and Professional Programs

New Contract I status academic employment, effective August 12, 2024. This position was previously vacant.

Brandon Gutierrez-Kitto* Financial Aid Technician Enrollment Services

New full-time, 12-month classified employment (Grade 26A of the Classified Salary Schedule 60; Salary Range: \$78,216 - \$99,960), effective July 25, 2024, replacing Elisabeth Osai who resigned.

Carl Lafata* Administration of Justice Instructor Social Science/ Creative Arts

New Contract I status academic employment, effective August 12, 2024, replacing Steven Aurilio who retired.

Taynara Macedo* Cosmetology Office Assistant Business, Education and Professional Programs

New part-time (56%), 11-month month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$32,734.24 - \$41,727.84), effective August 1, 2024, replacing Athena Mendoza who resigned.

Sandhyarani Patlolla* Economics Instructor Social Science, Creative Arts

New Contract I status academic employment, effective August 12, 2024, replacing Masao Suzuki who retired.

Jill Rizzo* Cosmetology (Esthetics) Instructor Business, Education and Professional Programs

New Contract I status academic employment, effective August 12, 2024. This position was previously vacant.

Evalyn Sambo* Cosmetology Office Assistant Business, Education and Professional Programs

New part-time (56%), 11-month month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$32,734.24 - \$41,727.84), effective August 1, 2024, replacing Hoi Yin (Amy) Yiu who was reassigned to Payroll Technician.

Khant Thitsar* Storekeeper Business, Education and Professional Programs

New part-time (48%), 11-month classified employment (Grade 19 of the Classified Salary Schedule 60; Salary Range: \$28,723.20 - \$36,659.04), effective August 1, 2024. This position was previously Board approved on November 8, 2023.

Mario Wash*

Program Services Coordinator

Student Equity &
Support Programs

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256), effective July 25, 2024. This position was previously Board approved on February 28, 2024.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS**Cañada College****Rance Bobo**

Project Director

Academic Support &
Learning Technologies

Reassigned from a full-time Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256) into this full-time 12-month classified position (Grade 175S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$84,792 - \$108,312), effective August 1, 2024. This position was previously vacant.

Robyn Ledesma

Division Assistant

Business, Design and Workforce

Reassigned from a full-time Cosmetology Program Assistant (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256) into this full-time 12-month classified position at the same grade level of the same salary schedule, effective August 1, 2024, replacing Jonna Pounds who will be retiring.

Alyssa Lucchini

Program Services Coordinator

Student Services

Reassigned from a full-time Office Assistant II (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$63,768 - \$81,288) into this full-time 12-month classified position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256), effective July 25, 2024, replacing James Aganon.

College of San Mateo**Deborah Laulusa**Curriculum and Instructional
Systems SpecialistOffice of the Vice President
of Instruction

Reassigned from a full-time Executive Assistant (Grade 201C of the Confidential Salary Schedule 50; Salary Range: \$91,344 - \$116,712) into this full-time 12-month classified position (Grade 220S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$132,096 - \$169,476), effective August 19, 2024, replacing Ada Delaplaine who retired.

District Office**Jessica Esclamado**

Senior Human Resources Representative

Human Resources

Reassigned from a full-time Human Resources Representative (Grade 208C of the Confidential Salary Schedule 50; Salary Range: \$95,604 - \$122,004) into this full-time 12-month classified confidential position (Grade 215C of the Confidential Salary Schedule 50; Salary Range: \$108,300 - \$138,312), effective July 25, 2024. This position was previously Board approved on May 22, 2024.

Skyline College**Sherrie Prasad**Curriculum and Instructional
Systems SpecialistOffice of the Vice President
of Instruction

Reassigned from a full-time Executive Assistant (Grade 201C of the Confidential Salary Schedule 50; Salary Range: \$91,344 - \$116,712) into this full-time 12-month classified position (Grade 220S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$132,096 - \$169,476), effective August 1, 2024, replacing Maria Norris who retired.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**Cañada College****Daniel Barba**

Division Assistant

Humanities and Social Science

Reassigned through the managed hiring process from an Assistant Project Director (Grade 26 of the Classified Salary Schedule 60; Salary Range: \$77,424 - \$98,952) at Cañada College into this full-time, 12-month position at Grade 27 of the same salary schedule; Salary Range: \$79,368 - \$101,256, effective August 12, 2024, replacing Joan Murphy who will be retiring.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

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

1. Recommend a change in staff allocation to upgrade the full-time, 11-month Library Support Specialist position (3C0029) at Grade 24 of the Classified Salary Schedule 60 to a full-time, 12-month position (salary range: \$73,872 - \$94,464) in the Academic Support and Learning Technologies Division, effective July 25, 2024. In line with Section 53021, subsection d(3) of title 5 of the California Code of Regulations, the assignment for incumbent Tessa Noriega will be upgraded accordingly, effective July 25, 2024. (*Justification Attachment #01*)

College of San Mateo

2. Recommend a change in staff allocation to upgrade the part-time (48%), 12-month Office Assistant II position (4C0297) at Grade 18 of the Classified Salary Schedule 60 to a part-time (56%), 12-month position (salary range: \$35,710.08 - \$45,521.28) in the Child Development Center, effective July 25, 2024. In line with Section 53021, subsection d(3) of title 5 of the California Code of Regulations, the assignment for incumbent Jennifer Wong will be upgraded accordingly, effective July 25, 2024. (*Justification Attachment #02*)

Districtwide

3. Recommend an administrative reorganization of Auxiliary Services: a change in staff allocation to delete one Director of Auxiliary Services position (1A0028) at Grade AE of the Management Salary Schedule 20 (salary range: \$183,204 - \$233,736) and administratively reassign Kurt Scholler to the vacant Director of Community Fitness position for CSM operations at Grade 193E of the Academic – Classified Exempt Supervisory Salary Schedule 35 in Auxiliary Services, effective August 1, 2024. In addition, recommend a change in staff allocation to delete one Athletic Center Manager position (1C0540) at Grade 190E of the Academic – Classified Exempt Supervisory Salary Schedule 35 and add one Community Fitness position for Cañada College operations at Grade 193E of the same salary schedule in Auxiliary Services, effective August 1, 2024. Accordingly, administratively reassign Grey Sanderson to this new position. (*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

Kim Meyer

Laboratory Coordinator

Math and Science

Retirement effective September 30, 2024, with 34.75 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

Cañada College

Ashley Peltz Athletic Trainer Kinesiology, Athletics, Dance

Resignation effective July 2, 2024, with 7.75 years of District service.

Mahitha Rao Retention Specialist Office of the Vice President of
Promise Scholars Program Student Services

Resignation effective June 30, 2024, with 4.75 years of District service.

College of San Mateo

Stephen Amoako Program Services Coordinator Strategic Initiatives and
Economic Development

Resignation effective March 21, 2024, with 1.25 years of District service.

Jill Gorman KCSM Underwriting Representative KCSM

Resignation effective July 5, 2024, with 1.5 years of District service.

District Office

Chih Chu Zee Public Safety Officer Public Safety

Resignation effective July 28, 2024, with 5.25 years of District service.

Oyame KenZoe Brian Selassie-Okpe Interim Chief Diversity Officer and Ombuds Chancellor's Office

Resignation effective June 30, 2024, with 3.25 years of District service.

Skyline College

Matthew Embry Admissions and Records Assistant III Enrollment Services

Resignation effective August 14, 2024, with 1.5 years of District service.

John Ulloa History Instructor Social Science and Creative Arts

Resignation effective May 24, 2024, with 10.5 years of District service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

Cañada College

John D. Perez

Communication Studies

Humanities and Social Sciences

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 Communication Studies discipline.

Skyline College

Jill Rizzo

Cosmetology

Business Education and
Professional Programs

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualifications to teach in the Cosmetology 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>
College of San Mateo	Creative Arts / Social Science / Music	60	08/14/2024	05/31/2025	Art Model: Requesting up to 60 models for Fall and Spring semesters classes: ART208, ART209, ART215, ART216, ART206, ART230, ART207, and ART213. Requesting Manager: Jeanne Marie Velickovic
College of San Mateo	Creative Arts / Social Science / Music	15	08/14/2024	05/31/2025	Accompanist: Requesting up to 15 music experts in piano, jazz piano, guitar, voice, violin, low bass, bass, oboe, clarinet, trumpet, jazz trumpet, drums, percussion, saxophone, flute, and French horn. Classes that require professional experts are Music 501, 502, 503, and 504 - Studio Lessons I, II, III & IV. Requesting Manager: Jeanne Marie Velickovic
District Office	Community Fitness CSM Athletic Center (25 positions) Cañada Athletic Center (5 positions)	30	07/01/2024	06/30/2025	Lifeguard I: This position will monitor all pools for the Community Fitness Center the swimmers participating in academics, team practices, team sports, water exercise classes, and

					<p>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 awareness of State and County standards.</p> <p>Requesting Manager: Kurt Scholler</p>
District Office	<p>Community Fitness CSM Athletic Center (15 positions) Cañada Athletic Center (15 positions)</p>	30	07/01/2024	06/30/2025	<p>Lifeguard II: This position will serve in the role of shift lead for all Lifeguards on duty; responsible for overseeing the safety of all swimmers, with direct coordination and supervision of lifeguards on deck in assistance of aquatics programming; execute duties consistent with District and College mission statements and values and practices cohesive, cooperative strategies, with responsible implementation of safety protocols as required by statute and District regulations and may be asked to participate in the training and daily practice of lifeguards and others assigned safety functions; monitor maintenance, safety kits and assurances of lifesaving equipment, including AED's at the beginning of each shift supportive of the Program Manager-Aquatics, Aquatics team co-workers and with the assurance of team ease and cooperation of procedures for staff.</p>

					Requesting Manager: Kurt Scholler
District Office	Community Fitness CSM Athletic Center (15 positions) Cañada Athletic Center (15 positions)	30	07/01/2024	06/30/2025	<p>Community Fitness Personal Trainer: This position will serve in the following primary roles: one-on-one personal training and semi-private group fitness training; perform only during pre-scheduled, pre-paid Personal Training Sessions; provide in pre-determined designated fitness workout areas, outdoors, on the pool deck, in classrooms or virtually; have a specific fitness exercise certification and/or the pre-determined certificate requirement of the specific exercise format requirements; teach and instruct participants through one-on-one demonstration and guidance in technique, critique, development, direction and supportive teaching, while assuring safety and preparation for potential emergencies in all areas including the pool; demonstrate and 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	Community Fitness CSM Athletic Center (8 positions) Cañada Athletic Center (10 positions)	18	07/01/2024	06/30/2025	<p>Community Fitness Trainer: This position will serve in the following roles: fitness floor supervision and general fitness instruction; perform in pre-determined designated fitness workout areas, outdoors, on the pool deck, in classrooms, or virtually; will have a general or specific fitness exercise certification and/or the pre-determined certificate requirement of the specific exercise format requirements; deliver planning and instruction typically in pre-designated facility settings, teach and instruct participants through demonstration and guidance</p>

					in technique, critique, development, direction, and supportive teaching, while assuring safety and preparation for emergencies in all areas including the pool; demonstrate and communicate proven effective safety measures to all participants and offer modification options in the execution of classes. Requesting Manager: Kurt Scholler
District Office	Community Fitness CSM Athletic Center (90 positions) Cañada Athletic Center (80 positions)	170	07/01/2024	06/30/2025	Community Fitness Instructor: This position will serve in the following primary role of not-for-credit group and/or private instruction in the areas of Pilates, Group Exercise/Dance, and Swimming; provide in pre-determined locations or virtually; will have specific certification and/or have met the pre-determined certificate requirement of the specific instructional format; teach through one-on-one or group demonstration and guidance in technique, critique, development, and direction while assuring safety and preparation for potential emergencies in all areas; work in coordinated efforts (specific to communication and scheduling) with colleagues and front desk associates to assure adherence to scheduling. Requesting Manager: Kurt Scholler
District Office	Community Fitness CSM Athletic Center (5 positions) Cañada Athletic Center (2 positions)	7	07/01/2024	06/30/2025	Community Fitness Assistant Coach: This position will provide overall assistant leadership and coordination of the Masters Swim and Youth Swim Team at the College of San Mateo aquatic facility; direct programs and execute duties consistent with District and College mission statements and values; work with the Community Head Masters Swim Coach and Community Head Youth Swim Coach to schedule the use of the aquatic facility in such a way as to preserve the primacy of the academic program and other college users and faculty, while accommodating the needs of the community during the unassigned

					time periods; responsible for implementing safety protocols as required by statute and District regulations and supervising, scheduling and daily service delivery of safety assurances including review of the lifeguard's schedules during team practice and swim practices and events with assurance of others assigned safety functions in conjunction with coaching duties; practice cohesive team management strategy, with interdepartmental relationship development, daily focused coordinating and managing efforts and pool operations. Requesting Manager: Kurt Scholler
Skyline College	Business, Education and Professional Programs – ECE	1	07/25/2024	12/31/2024	Academic Coach: To provide specific coaching methodologies with the goal that students will be more engaged which will include strategies such as goal-setting teamwork, commitment to completion, dedication, accountability, perseverance, and resiliency to overcome setbacks to complete coursework and apprenticeship requirements. Requesting Manager: Michael Kane

L. SHORT-TERM, NON-CONTINUING POSITIONS

None

New Position - Executive Summary

Organization: Cañada College

Location: Library (Academic Support & Learning Technologies)

Position Title: Library Support Specialist

Position Classification & Salary Range: 3C0029/00- Grade 24

Position Funding Source: 10003-3421-2130-612000

Position Description:

The Library Support Specialist involves paraprofessional work related to assisting library patrons in the use of the College and countywide network of libraries, library resources, related services, and activities. Under direction, the employee assists librarians and other faculty in providing technical electronic and direct information to library patrons about policies, procedures, circulation services, online access, database resources, fees, returns and other information. The Library Support Specialist provides assistance to library patrons in an open access library lab and/or with other library-based computer mediated resources. The employee also maintains confidentiality of the databases for library patrons. Public contact is extensive and involves students, staff, the general public, vendors, other educational institutions, community, and business representatives to exchange information related to library access and resource availability. A high degree of independent judgment and creativity is required to select from alternate and often conflicting solutions to resolve a variety of minor and occasional major problems that arise. Consequences of errors in judgment can be costly in public relations, employee and customer time. A Library Support Specialist can monitor the work of clerical and other staff, library interns, and student assistants.

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. Exchanges information with students, staff, the general public, other educational institutions, vendors, collection agencies, interlibrary loan services, public library and other personnel regarding county wide and College library services, resources, on-site services, billing, fees, returns, database accessibility, policies and procedures
2. Refers library patrons to electronic, community and other resources for technical assistance as appropriate
3. Confers with librarians and other staff to plan short- and long-range service delivery models, including development of new materials
4. Attends workshops, meetings and other events to obtain current information.

5. Serves on various library-related committees
6. Participates in library tours, orientation programs and other public relations activities
7. Staffs a major section of the College library, in conjunction with librarians
8. Catalogs items (print and non-print items, books, periodicals, instructor's reserve materials) into the library's collections
9. Provides assistance to library patrons in an open access laboratory and/or with other library-based computer mediated resources in locating and using requested media, referrals to appropriate staff to obtain technical information, and to collect and document the payment of fees, fines, and other transactions
10. Performs inventory and media searches
11. Plans and prepares exhibits and displays in conjunction with librarians and other staff
12. Makes recommendations for the acquisition of new media, resource materials and/or software
13. Interprets, modifies and verifies bibliographic and other documentation
14. Assigns bar codes to all catalogued items and enters on the bibliographic record
15. Prepares bibliographies and acquisition lists
16. Performs copy cataloguing and related technical services
17. Receives and organizes a variety of materials to be returned to library shelves, transferred to other sites, added to the collection, or discarded
18. Orders, purchases and subscribes to numerous print and non-print materials, including books, equipment, computers, government documents, serials, media and all supplies
19. Trains and monitors the work of clerical and other staff, library interns and student assistants as assigned
20. Enters, modifies and retrieves information using a variety of computer software
21. Sets up and maintains detailed payment records and holds, and statistical, financial and other records to monitor and track library usage, cataloguing and availability of book, periodical, and non-print resources
22. Uses a variety of computer software to compose and prepare correspondence, memoranda, special and regular reports, bulletins, surveys, text and formatting of web site information and other written materials
23. Performs other related duties as assigned

Rationale/Justification for the Position: President - Kim Lopez approved to increase the position from 11 months to 12 months via Cañada College personnel resource request.

Process Used: Program Review

New Position - Executive Summary

Organization: College of San Mateo/Student Services Division

Location: Child Development Center (CDC)

Position Title: Office Assistant II

Position Classification & Salary Range: Classified, Salary Schedule 60

Position Funding Source:

- Fund 1
 - Categorical Funding:
 - CARE
 - CalWORKs
1. 10004-4339-2130-692001 63%- Fund 1
 2. 31004-4340-2130-643006 22% - CARE
 3. 31031-4340-2130-641001 15% - CalWORKs

Position Description:

Office Assistant, Child Development Center

- Provides detailed clerical and operational support for the CDC
- Interfaces with the public to answer CDC program questions and inquiries through phone calls, walk-ins, and emails
- Organizes program volunteers and student assistants

Role & Responsibilities:

Office Assistant, Child Development Center

- Maintain and ensure all CDC files are current and complete to remain in compliance with regulatory agencies (CA Department of Social Services, CA Department of Education, Community Care Licensing)
- Provide administrative support for CDC Coordinator and Staff
- Communicate regularly with CDC families
- Liaise with county agencies regarding childcare contracts and payments
- Assist in the orientation of new families for completion of enrollment documentation
- Work with CARE/CalWORKs student families in the process of certification for state-funded childcare
- Collaborate with various campus departments as related to CDC operations
- Contribute to a welcoming and inviting environment for families and

students

- Participate in CDC staff meetings/trainings
- Organize the front lobby and office area

Rationale/Justification for the Position:

Rationale for the increase in FTE – CDC OAI 48% - 56%:

- Increased need for administrative support overall, especially for CARE/CalWORKs student population
 - Onboarding of families
 - Enrollment documentation
 - Liaising with county partners
 - Mandatory state reporting
- Importance of retention and continuity of support
 - Extreme challenge of identifying and retaining skilled staff without medical benefits
 - Intricacies of training complex CDC operations
 - Unique combination of character and skill
 - Interface with parenting students, their families, and the public
 - Engage and respond appropriately to young children
- Contribute positively to the classroom teaching teams as needed

Process Used:

- Completed Fall 2023 Resource Request process to increase OAI FTE from 48% to 100% to provide additional support in serving children, families, and students and to remain in compliance with regulatory agencies
 - Position increase was not approved
- Worked with the executive leadership team to identify additional funding sources for increase
- Increase approved by Acting CSM President, Richard Storti

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Julie Johnson, Chief Human Resources Officer

DATE: July 24, 2024

SUBJECT: Reorganization of Auxiliary Services Justification

Staff recommend reorganizing the District's Auxiliary Services Departments, focusing initially on the two Athletic Centers.

Current Organizational Structure

The Athletic Center Manager oversees operations at both the College of San Mateo and Cañada College Athletic Centers. The Manager reports to the Director of Auxiliary Services.

The Director of Auxiliary Services is responsible for the following Districtwide services:

- Two Athletic Centers,
- Three Bookstores and
- Pacific Dining food services for the colleges.

Reorganization Rationale

1. Significant employment growth: Employee headcount has doubled (139 in 2022 to 279 in 2024).
2. Increased usage: Monthly visits have risen from 25,000 to 62,000.
3. Need for dedicated on-site management at each location.

Proposed Reorganization

Subject to Board approval, the personnel transactions necessary to effectuate a reorganization to meet the needs of the District and the public include:

1. Eliminate the Director of Auxiliary Services position; administrative reassignment of incumbent to former position: Director of Community Fitness.
2. Eliminate the Athletic Center Manager position; administrative reassignment of incumbent to a new 1.0 FTE as a Director of Community Fitness.
3. Bookstores and Pacific Dining Services oversight will return to reporting directly to the Executive Vice Chancellor of Administrative Services.

Financial Impact: Salary Savings

- Estimated annual savings: Approximately \$61,000 in total compensation costs.

Current Positions to be Eliminated:

Director of Auxiliary Services (Salary Schedule 20, Grade AE)

Salary Range \$183,204 – \$233,736 + Fringe Benefits Cost of 43.465%

Athletic Center Manager (Salary Schedule 35, Grade 190E)

Salary Range \$126,360 - \$160,032 + Fringe Benefits Cost of 48.198%

Reassigned Positions:

Two Directors of Community Fitness (Salary Schedule 35, Grade 193E)

Salary Range: \$153,588 - \$194,556 + Fringe Benefits Cost of 48.198%

Director of Community Fitness – College of San Mateo

Director of Community Fitness - Cañada College

This reorganization aligns with Board Policy 2.00 and will provide dedicated administrative support for each Athletic Center's unique needs, including educational curriculum, space demands, and specific programs. Additionally, restructuring will enhance operational efficiency and better serve our growing membership base.

**Summary of Personnel Items
Board Meeting - 07/24/2024**

Staff Allocation Changes: FUND 1

Position	Organization	Department	FTE	Months/Year	Range	Source	Notes
Library Support Specialist	Cañada College	Academic Support & Learning Technologies	0.083	12	\$6,156 - \$7,872	Fund 1	Upgrade position # 3C0029 from 11 month to 12 month
Office Assistant II	College of San Mateo	Child Development Center	0.08	12	\$5,101 - \$6503	Fund 1 & Fund 3	Upgrade position # 4C0297 from 48%, 12 month to 56%, 12-month
Net Change in FTE			0.16				

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

Position	Organization	Department	FTE	Months/ Year	Range	Source	Notes
Director of Auxiliary Services	District	Auxiliary Services	(1.00)	12	\$183,204 - \$233,736	Fund 5	Eliminate position
Athletic Center Manager	District	Auxiliary Services	(1.00)	12	\$126,360 - \$160,032	Fund 5	Eliminate position
Director of Community Fitness (Cañada College)	District	Auxiliary Services	1.00	12	\$153,588 - \$194,556	Fund 5	New position
Net Change in FTE			(1.00)				

Summary Changes in Net FTE		
	FUND 1	Fund 3/Other
New Positions	0.16	(1.00)
Faculty	0.00	0
Total by Fund	<u>0.16</u>	<u>(1.00)</u>
Grand Total		(0.84)