

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

College of San Mateo

Jonathan Wax Interim Director of Community Relations and Marketing President's Office

Reassigned from Communications Manager (Grade 192S of the Classified Professional/Supervisory Schedule 40; Salary Range: \$105,552 - \$134,736) into this interim classified exempt assignment (Grade 194E of the Academic-Classified Exempt Salary Schedule 35; Salary Range: \$161,256 - \$204,252), effective December 8, 2025, replacing Joy Smith who resigned.

Skyline College

Debra Glenn* Vice President of Administrative Services **Administrative Services**

New full-time, 12-month classified administrator employment (Grade AB of the Management Schedule 20; Salary Range: \$205,308 – \$263,748), effective March 2, 2026, replacing Joe Morello who resigned.

Lindsey Ayotte Acting Dean of Strategic Partnerships & Workforce Development Strategic Partnerships & Workforce Development

Reassigned from full-time faculty (Faculty Salary Schedule 80) into this acting assignment (Grade AD of the Management Salary schedule 20; Salary Range: \$192,672 - \$244,800), effective January 5, 2026, replacing Lauren Ford who was reassigned to Interim Vice President of Student Services.

Chelssee De Barra Director of the Learning Commons Academic Support and Learning Technologies

Reassigned from Learning Center Manager (Grade 189E of the Academic-Classified Exempt Salary Schedule 35; Salary Range: \$120,012 - \$152,040) into this educational administrator position (Grade 193E of the same salary schedule; Salary Range: \$153,588 - \$194,556), effective February 2, 2026, through June 30, 2026, and annually thereafter. Chelssee De Barra previously held this position as Interim Director of the Learning Commons.

B. PUBLIC EMPLOYMENT

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

College of San Mateo

Alex Silva* Athletic Equipment Manager Kinesiology, Athletics, Dance

New full-time, 12-month classified employment (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$68,412 - \$87,432), effective January 29, 2026, replacing Max Stines who resigned.

District Office

Jonathan Mongiello-Daher* Accounting Technician KCSM

New 67% of full-time, 12-month classified employment (Grade 24A of the Classified Salary Schedule 60; Salary Range: \$50,000.76 - \$63,942.12), effective February 9, 2026, replacing Lucy Chadwick.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

Cañada College

Ronakkumar Khalasi Shipping and Receiving Clerk Administrative Services

Reassigned through the hiring process from a part-time (50%), 12-month Mail Clerk at the District Office (Grade 13 of the Classified Salary Schedule 60; Salary Range: \$27,438 - \$34,884) into this full-time, 12-month classified position (Grade 15 of the same salary schedule; Salary Range: \$59,064 - \$75,528), effective January 29, 2026, replacing Henry Guevarra who resigned.

College of San Mateo

Sione Sina Program Services Coordinator Academic Support and Learning Technologies

Reassigned through the hiring process from a full-time, 12-month College Recruiter (Grade 175S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$84,792 - \$108,312) into this full-time, 12-month classified position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256), effective January 29, 2026, replacing Finausina Tovo who transferred.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

Skyline College

Joren Moreno	Instructional Aide II	Science, Technology, Engineering and Math
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Transferred from a part-time (48%), 10-month Instructional Aide II (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$28,027.20 - \$39,956.80) at Skyline College, Academic Support and Learning Technologies division into this full-time, 12-month position at the Science, Technology, Engineering and Math division at the same grade level of the same salary schedule, effective February 2, 2026.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

District Office

Kevin Chak	Bookstore Manager	Auxiliary Services
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Per Administrative Procedure 5.01.1, a non-represented employee assigned additional duties that are impacting collegewide or districtwide responsibilities shall receive an additional responsibilities pay equal to 15% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$1,900.50 per month, effective July 1, 2025, through June 30, 2026. Kevin Chak has assumed additional responsibilities by covering aspects of the College of San Mateo Bookstore operations during the vacancy of the Bookstore Manager position.

Jai Kumar	Bookstore Manager	Auxiliary Services
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Per Administrative Procedure 5.01.1, a non-represented employee assigned additional duties that are impacting collegewide or districtwide responsibilities shall receive an additional responsibilities pay equal to 15% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$1,900.50 per month, effective July 1, 2025, through June 30, 2026. Jai Kumar has assumed additional responsibilities by managing the College of San Mateo Bookstore staff during the vacancy of the Bookstore Manager position.

F. CHANGES IN STAFF ALLOCATION

Cañada College

1. Recommend a change in staff allocation to add one Counselor position in the Transfer Center (Faculty Salary Schedule 80), effective February 1, 2026. Upon hire of the requested Counselor position, eliminate the Program Supervisor position #3C0167 (Grade 180S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$91,344 - \$116,712) in the Transfer Center. (*Justification Attachment #01*)

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Cañada College

Godfrey Watson	Instructional Aide II	Academic Support and Learning Technologies
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Retirement effective January 6, 2026, with 9.5 years of District service. Not eligible for District retiree benefits.

College of San Mateo

David Laderman	Language Arts Professor	Language Arts
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Retirement effective May 21, 2026, with 30 years of District service. Eligible for District retiree benefits.

Madeleine Murphy	Language Arts Professor	Language Arts
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Retirement effective December 15, 2025, with 27.5 years of District service. Eligible for District retiree benefits.

District Office

Rafael Mendez	Custodian	Facilities
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Retirement effective December 30, 2025, with 14.5 years of District service. Not eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

Cañada College

Andrew Soler	Program Services Coordinator	Enrollment Services
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Correction: At its meeting on October 15, 2025, the Board approved Andrew Soler's resignation effective December 31, 2025, with 3 years of District service. A correction is being made to this item. The Office of Human Resources was informed that Andrew Soler's resignation date was changed to January 22, 2026. Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

College of San Mateo

Andrew Silva

Associate Professor

Kinesiology, Athletics, and Dance

Resignation effective May 21, 2026, with 4 years of District service.

Skyline College

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Cosmetology Office Assistant

Business, Education And Professional Programs

Resignation effective January 6, 2026, with 1.5 years of District service.

Ryan Samn

Student Life and Leadership Assistant

Counseling

Resignation effective December 31, 2025, with 10 years of District service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

K. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

L. SHORT-TERM, NON-CONTINUING POSITIONS

Location	Division / Department	No. of Pos.	Start and End Date	Services to be performed
District Office	Administrative Services KCSM	2	02/01/2026 03/31/2026	FM Announcers: <i>Previously Requested Position</i> Select music, create lists of music scheduled for broadcast; hosts radio program, produces promotional announcements; operates specialized broadcast equipment at KCSM. Requesting Manager: Robert Franklin

New Position – Executive Summary

Organization – Counseling

Location: Cañada College

Title: Counselor for the Cañada College COLTS-U Transfer Center

Position Classification & Salary Range: Counseling faculty, Salary Schedule 80

Position Funding Source: Existing Fund 1 (this position will replace the Program Supervisor-Transfer position and will use that existing funding)

Position Description

This Counselor to lead the COLTS-U Transfer Center position is essential to bridge the gap between community college enrollment and successful matriculation to four-year universities. By establishing a dedicated, full-time faculty lead, the college will ensure that students—particularly those from underrepresented backgrounds—have a clear, supported, and efficient pathway to degree completion.

Role & Responsibilities

Increasing Transfer Success: Navigating the requirements for CSU, UC, and private university transfers is increasingly complex. A dedicated counselor provides the specialized expertise necessary to ensure students meet articulation requirements without taking unnecessary units, thereby reducing the time and cost to degree.

Leadership for the COLTS-U Transfer Center: A full-time presence is required to provide the vision and administrative oversight for COLTS-U. This includes organizing high-impact activities such as university tours, transfer fairs, and "transfer-ready" workshops that continue to build upon our already strong campus transfer-going culture.

Transfer Leadership within the Counseling Department: Serving as the lead counseling faculty for transfer related matters, this position could also provide ongoing updates and guidance to the counselors at Cañada College to ensure consistent, accurate, and up-to-date transfer advising across departments and programs.

Advancing Educational Equity in Transfer: Many first-generation students lack the "hidden curriculum" knowledge required to navigate the transfer process. This role provides proactive, intrusive counseling support to ensure that historically marginalized populations receive the individualized support needed to see themselves at four-year institutions.

Strengthening University Partnerships: A full-time counselor serves as the primary point of contact for university recruiters. Consistent leadership allows Cañada College to develop even stronger relationships with our university partners

Rationale/Justification for the Position

Investing in a full-time Counselor for the Cañada College Colts-U Transfer Center is an investment in the college's core mission. This role does more than provide information; it provides the inspiration and structural support necessary to turn student aspirations into university admissions. By moving this position from a classified position to a counselor position it will allow for continued operational leadership for the Colts U Transfer Center space while also adding the specific transfer expertise of counseling faculty all while not adding any new FTE expenditures to the budget.

Process Used

In Fall 2025, the college program review and resource request process for requesting positions was followed. The position was presented to the college community by counseling faculty at the Planning & Budgeting Council. The position was approved by the President in January 2026 to hire for the 2026-27 Academic Year.

Summary of Personnel Items

Staff Allocation Changes: FUND 1

Position	Organization	Department	FTE	Months/Year	Range	Source	Notes
Counselor	Cañada College	Transfer Center	1	10	\$86,304 - \$121,488	Fund 1	New position
Program Supervisor	Cañada College	Transfer Center	-1	12	\$91,344 - \$116,712	Fund 1	Eliminated position
Net Change in FTE				0.00			

Net Change in FTE 0.00

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

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

Summary Changes in Net FTE

	FUND 1	Fund 3/Other
New Positions	0.00	0.0
Faculty	0.00	
Total by Fund	0.00	0.0
Grand Total		0.0