

APPROVAL OF PERSONNEL ITEMS

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

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

District Office

Nabeil Lemar* Compliance Officer Office of the Executive Vice Chancellor

New full-time, 12-month classified supervisory (exempt) employment (Grade 192E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$139,320– \$176,448), effective January 5, 2026, replacing Nettie Wong who was reassigned to Accountant.

Skyline College

Lauren Ford Interim Vice President of Student Services Student Services

Reassigned from Dean of Strategic Partnerships and Workforce Development (Grade AD of the Management Salary Schedule 20; Salary Range: \$192,672 - \$244,800) into this interim assignment (Grade AB of the same salary schedule 20; Salary Range: \$205,308 - \$263,748), effective December 1, 2025, replacing Newin Orante.

Ellen Murray Dean of Counseling, Advising and Matriculation Counseling

Reassigned from Director of Promise Scholars Program (Grade 192E of the Academic – Classified Exempt Supervisory Schedule 35; Salary Range: \$139,320 - \$176,448) into this administrative assignment (Grade AD of the Management Salary Schedule 20; Salary Range: \$192,672 - \$244,800), effective April 1, 2026. Ellen Murray previously held this position as Interim Dean of Counseling, Advising and Matriculation.

B. PUBLIC EMPLOYMENT

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

Cañada College

Jaime Barajas Hernandez* Ethnic Studies Instructor Humanities & Social Sciences

New Contract I status academic employment, effective January 8, 2026

District Office

Edgar Hernandez-Hernandez*	Groundskeeper	Facilities
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New full-time, 12-month classified employment (Grade BA of the Buildings & Grounds Salary Schedule 70; Salary Range: \$64,824– \$80,676), effective December 11, 2025, replacing Robin Liu who resigned.

Skyline College

Gabriela Marracq*	Cosmetology Aide	Business, Education & Professional Programs
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New part-time (48%), 10-month classified employment (Grade 26 of the Classified Salary Schedule 60; Salary Range: \$25,507.20– \$32,515.20), effective December 11, 2025, replacing Evelyn Smith who retired.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

Skyline College

Mikayla Balan	Program Services Coordinator	Counseling
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Reassigned through the hiring process from a full-time, 12-month Retention Specialist at Skyline College (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$73,872 - \$94,464) into this full-time, 12-month classified position (Grade 27 of the same salary schedule; Salary Range: \$79,368 - \$101,256), effective January 1, 2026, replacing Albin Lee who transferred.

Thanh Nguyen	Program Services Coordinator	International Student Program
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Reassigned through the hiring process from a full-time, 12-month Retention Specialist at Skyline College (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$73,872 - \$94,464) into this full-time, 12-month classified position (Grade 27 of the same salary schedule; Salary Range: \$79,368 - \$101,256), effective December 11, 2025, replacing Essol Garcia-Cuellar who resigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

Skyline College

Chris Gibson	Dean of Language Arts	Language Arts
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Per Administrative Procedure 5.01.1, a non-represented employee assigned additional duties that are impacting several areas in the college and/or the District Office shall receive an additional responsibilities pay equal to 10% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$1,700.00 per month, effective November 1, 2025, through March 31, 2026. Chris Gibson assumed additional responsibilities to support student belonging and institutional stability during the leadership transition. He now provides enhanced coordination and mentorship functions for community-building and student engagement programs that previously reported through Equity & Student Support. Chris's expanded role strengthens continuity in learning community operations and intercultural connection efforts across the College. These responsibilities broaden his impact beyond the academic division and require additional cross-functional leadership.

Melissa Komadina	Acting Dean of Counseling	Counseling
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Per Administrative Procedure 5.01.1, a non-represented employee assigned additional duties that are impacting several areas in the college and/or the District Office shall receive an additional responsibilities pay equal to 10% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$1,605.60 per month, effective November 1, 2025, through March 31, 2026. Melissa Komadina assumed additional coordination responsibilities for several Equity & Student Support programs, strengthening alignment across advising, wellness, equity, and academic success functions. Melissa now provides leadership continuity for EOPS, CARE, CalWORKs, and Guardian Scholars/NextUp during the division's transition. These expanded duties require increased cross-divisional leadership and oversight of multiple high-impact student support programs.

Will Minnich	Dean of Enrollment Services & Support Programs	Enrollment Services
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Per Administrative Procedure 5.01.1, a non-represented employee assigned additional duties that are impacting several areas in the college and/or the District Office shall receive an additional responsibilities pay equal to 10% of the employee's base salary. Recommend the approval of additional responsibilities pay in the amount of \$1,700.00 per month, effective November 1, 2025, through March 31, 2026. Will Minnich assumed expanded oversight of the Educational Access Center (EAC), TRIO, Project Change, the Undocumented Community Center, and ADA coordination—areas previously housed under Equity & Student Support. Will has also taken on division-wide stabilization duties during the VPSS vacancy, serving as the primary coordination lead for cross-functional student-facing operations. These assignments significantly broaden his compliance, access, and operational leadership across multiple areas of the College.

F. CHANGES IN STAFF ALLOCATION

District Office

1. Recommend a change in staff allocation to delete one Foundation Business Manager position (1C0420) at Grade 190E of the Academic-Classified Exempt Supervisory Schedule 35 (Salary Range: \$126,360 - \$160,032), create a new classification titled "Foundation Business Officer" at Grade 192E of the same salary schedule (Salary range: \$139,320 - \$176,448), and add one Foundation Business Manager position in the Foundation, effective December 11, 2025. In addition, recommend the reclassification of incumbent Analisa Pineda into the Foundation Business Officer position, effective January 1, 2025. (Justification attachment #01)

2. Recommend a change in staff allocation to delete one Donor Relations Manager position (1C0481) at Grade 180E of the Academic-Classified Exempt Supervisory Schedule 35 (Salary Range: \$99,144 - \$125,580) in the Foundation, effective December 11, 2025. In addition, recommend the reclassification of incumbent Karen Chadwick into the Foundation Development Manager position (1C0455) at Grade 189E of the same salary schedule (Salary Range: \$120,012 - \$152,040) effective January 1, 2025. (Justification attachment #02)
3. Recommend a change to the title of the Alumni Relations & Development Manager position (1C0436) to Donor Engagement Manager in the Foundation, effective December 11, 2025. This change more accurately reflects the duties of the position and has no impact on the salary.

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

College of San Mateo

Andreas Wolf **Dean of Kinesiology, Athletics and Dance** **Kinesiology, Athletics and Dance**

Retirement effective June 30, 2026, with 35 years of District service. Eligible for District retiree benefits.

Retirement effective December 15, 2025, with 30 years of District service. Eligible for District retiree benefits.

District Office

Ulysses Guadalupe Guadalupe **Public Safety Officer** **Public Safety**

Retirement effective December 30, 2025, with 27.5 years of District service. Eligible for District retiree benefits.

Michael Healy Network Infrastructure Technician ITS

Retirement effective December 30, 2025, with 10 years of District service. Not eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

College of San Mateo

Raymond Ng Program Services Coordinator Math/Science

Resignation effective December 31, 2025, with 1.5 years of District service.

Skyline College

Essol Garcia-Cuellar Program Services Coordinator International Student Program

Resignation effective November 07, 2025, with 5 months of District service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

Cañada College

Daniel Elkan Ethnic 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 Ethnic Studies discipline.

Skyline College

Deondre Schaffers Health Care Ancillaries – Central Services Technician Science, Technology, Engineering, and Math

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 Health Care Ancillaries – Central Services Technician 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>
Skyline College	Social Science/ Creative Arts	4	01/08/2026	05/21/2026	Interns: As part of a President's Innovation Fund grant, Faculty Diversity Interns (4 Total) will participate in the BEAMS (Black Educators Mentorship and Support) internship program. Interns participating in the program will be expected, but not limited to, participating in activities such as engaging in individual and group mentorship sessions with experienced Black

					faculty at Skyline College; participating in training sessions focused on teaching pedagogy, curriculum development, and interview preparation; attending committee meetings with assigned mentor; participating in Flex Day workshops; shadowing their faculty mentor throughout the semester; meeting with assigned their mentor for check-ins; collaborating with other campus programs and initiatives as needed; and maintaining documentation of activities and progress throughout the program. Requesting Manager: Bianca Rowden-Quince
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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>
District Office	KCSM	2	11/01/2025	01/31/2026	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 & Reclassification Request - Executive Summary

Organization: Foundation

Location: District Office

Current Position Title: Foundation Business Manager

Classification/Range: Salary Schedule 35, 190E: (Salary Range: \$126,360 - \$160,032)

Proposed Position Title: Foundation Business Officer

Classification/Range: Salary Schedule 35, 192E: (Salary Range: \$139,320 - \$176,448)

Position Funding Source: Fund 1

Foundation Business Officer Position Description

The proposed reclassification elevates the Foundation Business Manager position to Foundation Business Officer, a senior administrative role serving as the Chief Financial Officer (CFO) of the Foundation. This position provides executive leadership and fiduciary oversight of the Foundation's \$45 million in assets, ensures compliance with donor intent, enhances operational efficiency, and supports strategic financial planning across three campuses.

The Foundation Business Officer is responsible for financial strategy, investment oversight, audit and compliance leadership, donor reporting, personnel supervision, and preparation for a multi-year comprehensive capital campaign.

Roles & Responsibilities

The proposed position assumes all responsibilities of the current Foundation Business Manager position and expands to include:

1. Strategic Financial Leadership
 - o Partner with Executive Director, Board, and District leadership to develop and execute strategic plans.
 - o Forecast endowment growth and cash flow needs.
2. Investment and Audit Oversight
 - o Serve as liaison to Investment and Audit Committees.
 - o Lead audits, 990 preparation, and system improvements.
3. Compliance & Donor Intent
 - o Ensure legal, regulatory, and donor-intent compliance for all funds and planned gifts.
 - o Standardize and maintain permanent donor records.
4. Operational & Administrative Management
 - o Oversee internal controls, monthly statements, reconciliations, and financial reporting.
 - o Manage staff, technology, and system improvements to enhance efficiency.
5. District & Community Representation
 - o Represent the Foundation at professional and community organizations.
 - o Develop partnerships with donors, agencies, and vendors.
 - o Attend Board of Trustees meetings as requested.
6. Personnel Management

- Supervise, evaluate, and recruit staff.
- Serve as acting Foundation leader in the Executive Director's absence.

Justification for the Reclassification

- A. Exponential Growth in Assets and Operations**
 - Foundation assets increased from \$20.2M in 2018 to \$45.1M in September 2025 (123% growth).
 - Management includes five investment vehicles, endowment oversight, and coordination with the Investment Committee.
 - Increased complexity exceeds the scope of the current Business Manager classification.
- B. Increased Transaction Volume and Complexity**
 - 3,500+ gift transactions annually (vs. 2,000 in 2018).
 - 290 scholarship funds and 172 campus program accounts, requiring detailed reporting and compliance.
 - \$2.0M distributed annually in scholarship awards; \$600,000 in program disbursements.
 - \$8.1M in planned gifts received in FY 2023–24.
- C. Expanded Programmatic Scope**
 - Expanded fundraising, including multi-college initiatives, community engagement, event management, and scholarship administration.
 - Growth in planned giving and endowment management requires executive-level financial oversight.
- D. Preparation for Comprehensive Capital Campaign**
 - Multi-year, multi-million-dollar campaign launching in 2026 demands:
 - Sophisticated prospect research and donor database management
 - Investment and endowment forecasting
 - Campaign reporting and analytics
- E. Gaps in Current Structure**
 - Current Business Manager classification does not align with responsibilities, fiduciary risk, or compensation relative to:
 - Managing \$45M in assets
 - Oversight of multiple investment accounts
 - Audit and 990 preparation leadership
 - Compliance with complex planned giving instruments
 - Strategic financial leadership across three campuses

Comparative Analysis

Current (Business Manager)	Proposed (Business Officer)	Rationale
Mid-level operational oversight	Executive-level fiduciary and strategic leadership	Expanding scope to match \$45M assets, three campuses, and complex programs
Supports audits and reporting	Leads audits, 990 prep, investment reporting, and donor compliance	Requires senior-level accountability
Manages day-to-day financial transactions	Oversees and analyzes financial systems; provides executive reporting	Higher-level decision-making and fiduciary responsibility
Supervises limited staff	Supervises and evaluates staff, conducts recruitments, serves as acting ED	Aligns authority with expanded responsibilities

Conclusion: The Foundation Business Officer role fully encompasses the current duties of the Foundation Business Manager while adding significant strategic, fiduciary, compliance, and leadership responsibilities.

Process Used

An external consultant benchmarked the position against 17 multi-campus district foundations across California. In summer 2025, a desk audit was conducted to assess the current scope of responsibilities and the time allocated to each functional area. The consultant identified significant expansions in responsibilities, including those arising from the new Foundation Operating Agreement, recent financial audits, and ongoing operational system redesigns and optimizations. This comprehensive review confirms that the expanded scope, fiduciary responsibilities, and strategic leadership functions justify the reclassification to Foundation Business Officer.

Reclassification Request - Executive Summary

Department: Foundation

Location: District Office

Current Position Title: Donor Relations Manager

Current Classification/Range: Salary Schedule 35, 180E: (Salary range: \$99,144 - \$125,580)

Proposed Position Title: Foundation Development Manager

Proposed Classification/Range: Salary Schedule 35, 189E: (Salary range: \$120,012 - \$152,040)

Position Funding Source: Fund 1

Foundation Development Manager Position Description

The proposed reclassification elevates the Donor Relations Manager position to Foundation Development Manager, a senior administrative role responsible for strategic donor cultivation, major and planned gift stewardship, and scholarship program leadership.

The Foundation Development Manager provides professional management of the Foundation's growing scholarship endowment and campus account portfolio, ensures donor stewardship and compliance with donor intent, and contributes to the multi-year comprehensive capital campaign launching in 2026. The role leads major scholarship fundraising efforts, planned giving initiatives, and scholarship program oversight, working cross-functionally with campus leadership, students, donors, and community partners to sustain and grow philanthropic support for student success.

Roles & Responsibilities

The proposed position assumes responsibilities of the current Donor Relations Manager, other than those focused on gift processing and data management, and expands to include:

1. Scholarship Program Leadership
 - Oversee multi-million-dollar scholarship programs across Skyline College, College of San Mateo, and Cañada College.
 - Manage a portfolio of 350+ scholarship fundholders and annual contributors, ensuring proactive donor engagement and student involvement.
 - Administer scholarship application review and award processes with equity, transparency, and adherence to donor intent.
2. Donor Development & Stewardship
 - Lead cultivation, solicitation, and stewardship of major scholarship endowment gifts (\$10,000+) and planned gifts.
 - Represent the Foundation externally, expanding the donor base and deepening relationships with existing donors.
 - Design and implement individual donor strategies, including Legacy Society integration and endowment growth initiatives.
3. Cross-Functional Collaboration

- Coordinate with college leadership, students, community partners, and internal staff to align with Foundation scholarship program and development priorities.
- Collaborate with marketing and communications for donor stewardship and recognition activities.
- Provide fundraising expertise to campus programs and departments, and offer best practices for program account administration.

Justification for Reclassification

A. Exponential Growth in Assets and Operations

- Total Net Assets (September 30, 2025): \$45,113,483 (123% growth since 2018).
- Current operational complexity exceeds the scope of the Donor Relations Manager classification, requiring the addition of an Accounting Technician to manage gift processing, donor acknowledgment, and data processing.

B. Increased Transaction Volume and Complexity

- 3,500+ gift transactions annually (vs. ~2,000 in 2018).
- 290 scholarship funds and 172 campus program accounts, requiring detailed reporting and compliance.
- \$2.0M distributed annually in scholarship awards; \$600,000 in campus program account disbursements.
- \$8.1M in planned scholarship gifts received in FY 2023–24 alone.

C. Expanding Programmatic Scope

- Multi-campus scholarship program, including the complexity of a fair, equitable, and transparent scholarship review process, aligned with donor intent.
- Scholarship endowment and program account growth, including planned giving expansion, community engagement, and event management.
- Increased donor stewardship, major gift cultivation, and campaign readiness demand executive-level oversight.

D. Preparation for Comprehensive Capital Campaign

- Multi-year, multi-million-dollar campaign launching in 2026 requires:
 - Major gift and planned giving capacity
 - Sophisticated prospect research and donor management
 - Increased donor engagement and stewardship activity

E. Gaps in Current Structure

- The Donor Relations Manager classification does not reflect:
 - Responsibility for major gift cultivation and stewardship of high-value donors
 - Oversight of a multi-million-dollar multi-campus scholarship program
 - External representation and strategic development initiatives

Comparative Analysis Current (Donor Relations Manager)	Proposed (Foundation Development Manager)	Rationale
Operational oversight of stewardship and donor database	Strategic leadership of scholarship program, major and planned gifts	Expanded scope to match asset growth, multi-campus initiatives, and increased donor complexity
Supports fundraising events and acknowledgment	Leads donor cultivation, solicitation, stewardship, and Legacy Society integration	Higher-level decision-making and donor engagement responsibility
Limited external representation	Represents Foundation in community and donor interactions	Aligns authority with strategic development goals
Focused on gift processing, data entry, and reporting	Designs and implements donor strategies, manages portfolio of 150+ donors	Reflects expanded responsibility and professional expertise required

Conclusion: The Foundation Development Manager role encompasses the current duties of the Donor Relations Manager, excluding gift processing and related tasks, while adding significant strategic, programmatic, and donor development responsibilities aligned with the Foundation's current size, complexity, and upcoming campaign initiatives.

Process Used

An external consultant benchmarked the position against 17 multi-campus district foundations across California. In summer 2025, a desk audit was conducted to assess the current scope of responsibilities and the time allocated to each functional area. The consultant identified significant expansions in responsibilities, including those arising from the new Foundation Operating Agreement, recent financial audits, and ongoing operational system redesigns and optimizations. This comprehensive review confirms that the expanded scope, fiduciary responsibilities, and strategic leadership functions justify the reclassification to Foundation Development Manager.

Summary of Personnel Items
Board Meeting - 12/10/2025

Staff Allocation Changes: FUND 1

Position	Organization	Department	FTE	Months/Year	Range	Source	Notes
Foundation Business Manager	District Office	Foundation	-1	12	\$126,360 - \$160,032	Fund 1	Eliminate position
Foundation Business Officer	District Office	Foundation	1	12	\$139,320 - \$176,448	Fund 1	New classification to replace Foundation Business Manager, and reclassification of Analisa Pineda into the position.
Donor Relations Manager	District Office	Foundation	-1	12	\$99,144 - \$125,580	Fund 1	Eliminate position
Foundation Development Manager	District Office	Foundation	1	12	\$120,012 - \$152,040	Fund 1	Reclassification of Karen Chadwick into the position.

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
Net Change in FTE							

Summary Changes in Net FTE

	FUND 1	Fund 3/Other
New Positions	0.00	0.00
Faculty	0.00	0
Total by Fund	<u>0.00</u>	<u>0.00</u>
Grand Total	0.00	0.00