

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Marie Billie, Interim 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

Chantal Sosa Acting College Business Officer Administrative Services

Reassigned from Business Operations Analyst (Grade 195S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$93,588 - \$119,520) into this acting classified exempt supervisory role (Grade 192E of Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$122,688 - \$155,388), effective April 11, 2022, replacing Ludmila Prisecar who is reassigned.

District Office

Julie Johnson* Chief Human Resources Officer Human Resources

New full-time, 12-month administrative employment (Grade AA of the Management Salary Schedule 20; Salary Range: \$217,920 - \$270,780), effective May 9, 2022, replacing Cheng Yu Hou who resigned.

Vaughn Boatner* Interim Community Fitness Operations Manager Community Fitness

New classified supervisory (exempt) interim assignment (Grade 180E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$87,300 - \$110,580), effective May 1, 2022, replacing Kimberly Perez who resigned.

Skyline College

Allen Ocampo Interim Equity Institute Manager Equity Institute

Reassigned from Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) into this interim classified exempt supervisory role (Grade 180E of Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$87,300 - \$110,580), effective May 2, 2022, replacing Katrina Pantig who resigned.

B. PUBLIC EMPLOYMENT**1. New Hires (NP = New Position, * = New Employee)****Cañada College**

Gina Hooper* Program Supervisor (NP) Science and Technology
(Funeral Service Program)

New full-time, 12-month classified employment (Grade 180S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$78,936 - \$100,860), effective April 28, 2022. This position was previously Board approved on June 9, 2021.

Jonathan Como* Financial Aid Technician Enrollment Services

New full-time, 12-month classified employment (Grade 26A of the Classified Salary Schedule 60; Salary Range: \$67,596- \$ 86,376), effective May 02, 2022, replacing Faye Soler who retired.

Alyssa Lucchini* Office Assistant II Counseling

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248), effective April 28, 2022, replacing Nallely Gonzalez who resigned.

College of San Mateo

Patrick Reilly* Instructional Aide II Language Arts

New part-time (48%), 11-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$29,064.96 - \$37,290.24), effective April 28, 2022. This position was previously vacant.

District Office

Jinhua Lin* Custodian Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736), effective April 28, 2022, replacing Francisco Magana who was reassigned.

Eduardo Gomez* Custodian Facilities

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

Skyline College

Nicole Banks* Retention Specialist Science, Technology,
HSI/STEM Grant Engineering & Math

Correction: At its meeting on March 23, 2022, the Board approved Nicole Banks' new full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective April 4, 2022, replacing Amber Gougis who was reassigned. A correction is being made to this item. The Office of Human

Resources was informed that Nicole Banks' start date was April 11, 2022. Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

Ariel Katz* Instructor, Computer Science (NP) Science, Technology, Engineering & Math

New Contract I status academic employment, effective August 15, 2022. This position was previously Board approved on March 24, 2021.

Wendy Lee* Planning and Research Analyst Planning, Research & Institutional Effectiveness

New full-time, 12-month classified employment (Grade 195S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$93,588 - \$119,520), effective May 5, 2022, replacing Zarah Mojtahedi who was reassigned.

Thanh Nguyen* Instructional Aide II Science, Technology, Engineering & Math

New full-time, 12-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$60,552 - \$77,688), effective April 28, 2022, replacing Mayra Lopez-Thibodeaux who resigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Dianne Fernandez Accounting Technician Administrative Services

Reassigned from a full-time Admissions & Records Assistant III (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) into this full-time 12-month classified position (Grade 24A of the same Salary Schedule; Salary Range: \$64,488 - \$82,464), effective April 28, 2022, replacing Kay Hunter who retired.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

Skyline College

Celia Arceo Financial Aid Technician Enrollment Services

Transferred from a Financial Aid Technician (Grade 26A of the Classified Salary Schedule 60; Salary Range: \$67,596 - \$86,376) at Cañada College into this full-time 12-month position at Skyline College at the same grade level of the same salary schedule, effective May 2, 2022, replacing Jenny Yang who resigned.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

F. CHANGES IN STAFF ALLOCATION**College of San Mateo**

1. Recommend a change in staff allocation to add one full-time, 12-month Retention Specialist position (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) for Dual Enrollment in Enrollment Services, effective April 28, 2022. *(Justification attachment #01)*
2. Recommend a change in staff allocation to add one full-time, 12-month Retention Specialist position (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) for the Promise Program in Student Services, effective April 28, 2022. *(Justification attachment #02)*
3. Recommend approval of a temporary increase in staff allocation for two 10-month Child Development Center Aide III positions in the Child Development Center, effective June 13, 2022 through July 31, 2022.

<u>Allocation</u>	<u>Incumbent</u>	<u># of Days</u>
Child Development Center	Yovanka Crossley	28 days
Child Development Center	Lori Ann Pilster	28 days

4. Recommend approval of a temporary increase in staff allocation for two 10-month Child Development Center Aide II positions in the Child Development Center, effective June 13, 2022 through July 31, 2022.

<u>Allocation</u>	<u>Incumbent</u>	<u># of Days</u>
Child Development Center	Maricela Claudio	28 days
Child Development Center	Faridah Nejrabi	28 days

5. Recommend approval of a temporary increase in staff allocation for two 10-month Child Development Center Aide I positions in the Child Development Center, effective June 13, 2022 through July 31, 2022.

<u>Allocation</u>	<u>Incumbent</u>	<u># of Days</u>
Child Development Center	Izamar Nieto	28 days
Child Development Center	Clara Valdez Chon	28 days

District Office

6. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in the Aquatics Operations for the Cañada College Athletic Center, effective April 28, 2022. *(Justification attachment #03)*
7. Recommend a change in staff allocation to add one full-time, 12-month Promotions and Web Content Coordinator position (Grade 31 of the Classified Salary Schedule 60; Salary Range: \$75,636 - \$96,648) in the Cañada College Athletic Center, effective April 28, 2022. *(Justification attachment #03)*

8. Recommend a change in staff allocation to add one full-time, 12-month Administrative Assistant position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in the areas of Front Desk and Kids Club for the Cañada College Athletic Center, effective April 28, 2022. *(Justification attachment #03)*
9. Recommend a change in staff allocation to add one full-time, 12-month Office Assistant II position (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248) in the areas of Front Desk and Kids Club for the Cañada College Athletic Center, effective April 28, 2022. *(Justification attachment #03)*
10. Recommend a change in staff allocation to add one full-time, 12-month Membership Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in the Cañada College Athletic Center, effective April 28, 2022. *(Justification attachment #03)*
11. Recommend a change in staff allocation to add four full-time, 12-month Membership Sales Specialist positions (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248) in the Cañada College Athletic Center, effective April 28, 2022. *(Justification attachment #03)*
12. Recommend a change in staff allocation to add one full-time, 12-month Office Assistant II position (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248) in the Cañada College Athletic Center, effective April 28, 2022. *(Justification attachment #03)*
13. Recommend creation of a new classification titled, “Athletic Center Manager” at Grade 190E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (Salary Range: \$111,264 - \$140,928), effective April 28, 2022. In addition, recommend a change in staff allocation to add one full-time, 12-month Athletic Manager position in the Cañada College Athletic Center, effective April 28, 2022. *(Justification attachment #03)*
14. Recommend a change in staff allocation to add one full-time, 12-month Community Fitness Operations Manager position at Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (salary range: \$87,300 - \$110,580) in the Cañada College Athletic Center, effective April 28, 2022. *(Justification attachment #03)*
15. Recommend a change in staff allocation to add one full-time, 12-month Aquatics Program Manager/ Coach at Grade 175E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (salary range: \$70,008 - \$88,680) in the Cañada College Athletic Center, effective April 28, 2022. *(Justification attachment #03)*
16. Recommend a change in status from temporary to permanent for the Library Systems and Applications Developer position at Grade 210S of the Classified Professional/Supervisory Salary Schedule 40 (Salary Range: \$104,832 - \$133,800) in ITS, effective April 28, 2022. The position is currently filled through a temporary assignment. Recruitment for permanent placement will begin should the Board approve this recommendation.
17. Recommend creation of a new classification titled, “Executive Director of International Education” at Grade AC of the Management Salary Schedule 20 (Salary Range: \$177,984 - \$226,704), effective May 1, 2022. In addition, recommend a change in staff allocation to add one full-time, 12-month Executive Director of International Education position in the Chancellor’s Office, effective May 1, 2022. This new classification will replace the Vice Chancellor and Provost of International Education, A10008, (Grade EC of the Executive Salary Schedule 10; Salary Range: \$249,912 - \$311,088). *(Justification attachment #04)*

Skyline College

18. Recommend a change in staff allocation to delete one Dean of Enrollment Services position (2A0020) at Grade AF of the Management Salary Schedule 20 (Salary Range: \$152,988 - \$196,104) and add one Dean of Enrollment Services and Support Programs position (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580) in Enrollment Services, effective May 1, 2022. In addition, recommend the reclassification of Will Minnich into the Dean of Enrollment Services and Support Programs position, effective May 1, 2022, to bring the position in alignment with Cañada College and College of San Mateo. *(Justification attachment #05)*

G. PHASE-IN RETIREMENT**College of San Mateo****Michael Brunicardi**

Associate Professor

Business and Technology

Recommend approval of participating in the Phase-In Retirement Program, effective fall 2022. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

Gary Church

Professor

Math and Science

Recommend approval of participating in the Phase-In Retirement Program, effective fall 2022. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

Steven Gonzales

Associate Professor

Business and Technology

Recommend approval of participating in the Phase-In Retirement Program, effective fall 2022. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

G. LEAVE OF ABSENCE**H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION****1. Retirement****District Office****Jose Nunez**

Vice Chancellor of Facilities and Operations

Facilities

Correction: At its meeting on February 23, 2022, the Board approved Mr. Nunez's retirement as Vice Chancellor Emeritus. Staff is requesting to remove the Emeritus designation.

2. Post-Retirement**None**

3. Resignation

Cañada College

Jose Garcia Visual Communications Coordinator President's Office
Resignation effective June 30, 2022, with 8 years of District service.

College of San Mateo

Christina Arenas Instructional Aide II Math and Science
Resignation effective April 1, 2022, with 1 year of District service.

Ji Yuon Chung Business Operations Analyst Administrative Services
Resignation effective April 3, 2022, with 7 years of District service.

Andrea Flores Staff Assistant Counseling
Resignation effective April 15, 2022, with 1 year of District service.

Kelsey Harrison Transition Coordinator Workforce Development
Resignation effective March 18, 2022, with 6 years of District service.

District Office

Cynthia Avalos Human Resources Representative Office of Human Resources
Resignation effective March 31, 2022, with 1 year of District service.

Joseph Fullerton Energy and Sustainability Manager Facilities
Resignation effective May 13, 2022, with 9 years of District service.

Kannan Ramasamy Facilities System Manager Facilities
Resignation effective April 22, 2022, with 1 year of District service.

Kim Perez Interim Community Fitness Operations Manager Community Fitness
Resignation effective April 30, 2022, with 4 months of District service.

Skyline College

Alexandra Raefsky Cosmetology Office Assistant Business Education and Professional Programs
Resignation effective March 25, 2022, with 2.5 years of District service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. 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	Humanities & Social Science – Art	20	08/17/2022	05/19/2023	<p>Professional Expert: Art Models These positions are for various Art Studio classes including ART 204, ART 207, and ART 213 for Fall 2022 and Spring 2023. Requesting Manager: James Carranza</p>
District Office	Cañada College Athletic Center	50	06/01/2022	12/31/2022	<p>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 Swim; 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</p>
District Office	Cañada College Athletic Center	16	06/01/2022	12/31/2022	<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</p>

					<p>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	Cañada College Athletic Center	10	06/01/2022	12/31/2022	<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 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.</p>

					Requesting Manager: Kurt Scholler
District Office	Cañada College Athletic Center	2	06/01/2022	12/31/2022	<p>Community Fitness Assistant Coach: This position will provide overall assistant leadership and coordination of the Masters Swim and Youth Swim Team at the Cañada College aquatic facility; direct programs and execute duties consistent with District and College mission statements and values; work with the Aquatics Program Manager/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.</p> <p>Requesting Manager: Kurt Scholler</p>
District Office	Cañada College Athletic Center	6	06/01/2022	12/31/2022	<p>Lifeguard I: This position will monitor all pools for the Athletic Center the swimmers participating in academics, team practices, team sports, water exercise classes, 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</p>

					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, 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. Requesting Manager: Kurt Scholler
District Office	Cañada College Athletic Center	2	06/01/2022	12/31/2022	Lifeguard II: This position will serve in the role as 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 assurance of team ease and cooperation of procedures for staff. Requesting Manager: Kurt Scholler

K. 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	Academic Support and Learning Technologies	4	07/01/2022	12/31/2022	Instructional Aide II: <i>Previously Requested Position</i> This position will support students enrolled in college-level math and

					<p>English, with a particular focus on the accelerated course curriculum that is part of AB 705 implementation. Under supervision, this position will provide one-to-one and small group tutoring; assist program/lab coordinators in the development and application of supplemental subject area instruction; assist students in the use of instructional materials, e.g., computers, media; assist in the presentation of workshops and study groups, and related needs. Requesting Manager: David Reed</p>
District Office	Chancellor's Office	4	05/01/2022	12/30/2022	<p>Program Specialist: <i>Previously Requested Position</i> Three positions are needed (one stationed at each campus) to conduct and support the student vaccination attestation and onsite unvaccinated COVID-19 testing procedures and protocols. Individuals will hold the knowledge and applicable skills in the medical field to demonstrate comfort and proficiency with technology application platforms. Duties will include navigation, review, and follow-up of submitted student attestation information; communication with students and college personnel regarding various vaccination attestation elements. Requesting Manager: Ray Hernandez</p>

Executive Summary

Position Title: Retention Specialist for Dual Enrollment

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

Position Funding Source: Free College Initiative

Position Description:

The Dual Enrollment Retention Specialist performs work that involves outreach and retention of high school students engaging in college courses for the first, second, or third time. Students engaging in Dual Enrollment are balancing high school and college at the same time. Under direction, the employee performs a variety of preparatory work and planning and develops strategies to support and enhance student completion and success. External contact and partnerships are fundamental to this role. The relationships include, but are not limited to, students, parents, high school counselors, high school administration, faculty and staff. Partnerships may also include vendors and staff in other educational institutions and agencies, for the purpose of exchanging subject matter and procedural information. A high degree of independent judgment and creativity is required to resolve a wide variety of minor and occasional major problems that may arise. A Retention Specialist can perform a wide variety of duties within the scope of the classification. A Retention Specialist can direct the work of student assistants, clerical staff, and instructional aides, as assigned.

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. Proactively meets with students to monitor their progress and utilizes a variety of communication devices to offer support and case management of students
2. Uses data to track and monitor student engagement and support successful participation with dual enrollment coursework, including academic counseling, and registration
3. Uses relationships and data to track student matriculation into the college and programs available to prospective CSM students
4. Provides and supports the facilitation of the Dual Enrollment orientations, information sessions and support registering for their dual enrollment courses
5. Assists in planning an academic support structure to include workshops, connection to tutors, supplemental instruction, and other support services to enhance student retention and success

Rationale/Justification for the Position:

This position is in support of the districts strategic plan goals to:

- Provide clear and distinct pathways for all students, particularly those from underserved populations, to accelerate program completion and successful transitions to work or transfer.

- District goals to increase dual enrollment offerings and expand students participating in the Dual Enrollment program.

SMCCCD Dual Enrollment Students – Current and Goal Targets

	2020-21 (Actuals)	2021-22 (Target)	2022-23 (Target)	2023-24 (Target)
Skyline College	2,669	2,850	3,000	3,000
College of San Mateo	129	500	1,500	3,000
Cañada College	0 (263 from Math ISAs)	250	500	1,000
SMCCCD	2,798	3,600	5,000	7,000
% of San Mateo County 11th & 12th Graders	19%	24%	34%	48%

Note: Projected numbers estimated on expected program expansion and San Mateo County populations estimates provided by California Department of Finance.

Process Used:

The position was brought forward via the free college initiative approval process. We established a CSM specific budget request and this position was approved via that request process. The position was also brought forward via the Program Review process and submitted as a resource request.

New Position - Executive Summary

Position Title: Retention Specialist

Position Classification & Salary Range: Classified, Grade 24, \$63,840 - \$81,636

Position Funding Source: Free College Initiative

Position Description:

The Retention Specialist performs paraprofessional work that involves outreach and the retention of students in specific programs designed to foster student success. Under direction, the employee performs a variety of preparatory work and planning and develops strategies to support and enhance student completion and success. Public contact is extensive and primarily includes students, faculty and staff, but can also include vendors and staff in other educational institutions and agencies, for the purpose of exchanging subject matter and procedural information. A high degree of independent judgment and creativity is required to resolve a wide variety of minor and occasional major problems that may arise. Consequences of errors in judgment can be moderately costly in public relations and employee time; however, supervisory controls are available to limit the risk of serious error. A Retention Specialist can perform a wide variety of duties within the scope of the classification. A Retention Specialist can direct the work of student assistants, clerical staff, and instructional aides, as assigned.

Role & Responsibilities:

Key Roles and Responsibilities of the Retention Specialist for the Promise Scholars Program include, but are not limited to:

- 1) Assisting with outreach and retention of students,
- 2) Providing encouragement and support to students who are undecided about a major by providing,
information regarding specific majors,
- 3) Proactively meeting with students to monitor their progress,
- 4) Tracking student involvement in on-campus support resources, including academic counseling, and
- 5) Developing support services relating to financial aid, scholarships, internships, and transfer, including completion of transfer admission guarantees.

The position reports to the Director of Pathways and Promise.

Rationale/Justification for the Position:

The Retention Specialist will support the completion efforts of the expanding Promise cohort. Retention has become exponentially complex amidst the ongoing pandemic and students require more technology assistance, social-emotional support and our team needs to be adaptable to meet their needs. The Retention Specialist will help to balance the caseload of support. In fidelity to the CUNY ASAP replication model, when the Promise Scholars Program

expands to serve 950 students in Fall 2022, we will need a second Retention Specialist to meet the recommended 1:500 caseload.

Process Used:

The position was requested and approved during budget requests related to the Free College Initiative funding, through the district.

New Positions – Executive Summary

Cañada College – Athletic Center

With the planned opening of the Cañada College – Athletic Center on August 1, 2022, a staffing plan has been developed to support operations. The staffing plan includes the below positions including managers, CSEA, short-term hourly, and student workers. We are recommending approval of the overall staffing plan at this time to allow sufficient time for recruitment as needed prior to the planned opening on August 1, 2022.

<u>Position:</u>	<u>Classification:</u>	<u>Grade/Schedule:</u>	<u>Full or Part Time:</u>	<u>Total # Positions:</u>
Athletic Center Manager	Manager-exempt	190E / 35	Full Time	1
Fitness Operations Manager	Manger-exempt	180E / 35	Full Time	1
Program Manager/Coach	Manger-exempt	175E / 35	Full Time	1
TOTAL MANAGERS: 3				3
Program Services Coordinator – Aquatics	CSEA	27 / 60	Full Time	1
Promotions & Web Content Coordinator	CSEA	31 / 60	Full Time	1
Administrative Assistant Front Desk	CSEA	27 / 60	Full Time	1
Office Assistant II Front Desk & Membership	CSEA	18 / 60	Full Time	2
Membership Services Coordinator	CSEA	27 / 60	Full Time	1
Membership Sales Specialist	CSEA	18 / 60	Full Time	4
TOTAL CSEA: 10				10
<u>Position:</u>	<u>Classification:</u>	<u>Grade/Schedule:</u>	<u>Full or Part Time:</u>	<u>Total # Positions:</u>
Community Fitness Instructors: (Pilates, Group Exercise Swim Instructors)	Short Term	Misc. Hourly	Part Time	50
Community Fitness Personal Trainers:	Short Term	Misc. Hourly	Part Time	16
Community Fitness Trainer:	Short Term	Misc. Hourly	Part Time	10
Community Fitness Assist. Coach:	Short Term	Misc. Hourly	Part Time	2
Lifeguard I:	Short Term	Misc. Hourly	*Full Time Part Time	2 4
Lifeguard II:	Short Term	Misc. Hourly	Full Time	2
TOTALS:	Short Term	Misc. Hourly	Part Time	82
	Short Term	Misc. Hourly	*Full Time	4
	** 42 Student Assistants			42
TOTAL				141

New Position - Executive Summary

Organization: District Office

Position Title: Executive Director of International Education

Position Classification & Salary Range: Management Salary Schedule 20, Grade AC,
Range \$177,984 - \$226,704

Position Funding Source: Fund 1

Position Description:

The Executive Director of International Education has overall responsibility for the leadership of the International Education Division of the District Office and coordination of the College International Student Program Offices to support a robust international education program in the SMCCCD. The Executive Director reports directly to the Vice Chancellor of Educational Services and Planning. The Executive Director will provide leadership for the strategic planning, development, and implementation of international affairs and global strategies, promote and support international programs, students, and initiatives.

Roles & Responsibilities:

The Executive Director of International Education is responsible for the following:

1. Promotes a long-term vision and strategic plan for the development of international education in the District.
2. Provides leadership in promoting a global community and learning environment for students across the District.
3. Responsible for the strategic development of global markets for outreach and recruitment of international students.
4. Develops and manages ongoing relationships with partner institutions, firms, agencies, agents, scholarship organizations, and foreign embassies.
5. Leads the District and colleges in developing overseas partnerships around the globe.
6. Establishes and maintains a comprehensive international marketing, outreach, and recruitment plan.
7. Provides management and oversight of in-country representatives.
8. Participates in overseas recruitment activities.
9. Establishes and maintains University Transfer Agreements with 4-year institutions across the U.S.
10. Serves as an advisor on international enrollment issues.

11. Develops and manages the budget.

Rationale/Justification for the Position:

As a result of the retirement of the Vice Chancellor and Provost of International Education, a reorganization of the International Education Division has been proposed in order to establish a staffing structure that can stabilize the International Education Program and support its further development across the District moving forward. The intent of the reorganization and establishment of the Executive Director of International Education position is to establish a structure that will work to stabilize and return international student enrollment to pre-pandemic levels and to better align programs and activities across the District. The International Education program has been moved under the Educational Services and Planning Division of the District Office and the proposed new Executive Director for International Education position will report to the Vice Chancellor for Educational Services and Planning.

Process Used:

A detailed review of the International Education Program was provided to the SMCCCD Board of Trustees at its meeting on March 24, 2021, and that report can be accessed [here](#), and is appended. The history of enrollments, revenue, expenditures, and the organizational structure of the District and Colleges is contained in that report. The reorganization of the International Education Division and the Establishment of the Executive Director of International Education has resulted from the engagement of the Vice Chancellor of Educational Services and Planning with the International Education program over the past year as the District Office prepared for the retirement of the Vice Chancellor and Provost. This level of the Executive Director position is similar to other multi-college Districts in the CCC system that have robust international education programs with similar levels of student enrollments.

Executive Summary

Position Title: Dean of Enrollment Services and Support Programs

Organization: Skyline College

Position Classification & Salary Range: Administrator, Salary Schedule 20, Grade AD

Position Description:

Responsible to a Vice-President of Student Services for the coordination, integration and supervision of student admission and enrollment, registration and records policies and services, financial aid, special programs (i.e. High School Concurrent Enrollment, Veterans Services, Multicultural & Dream Center, Financial Literacy), and/or other key areas of student services as assigned. The Dean ensures that the various enrollment services units and other College departments collaboratively produce program outcomes that bring integrated services to students and the community

Role & Responsibilities:

The Dean of Enrollment Services and Support Programs is responsible for the following:

1. Plan, provide leadership for, organize and direct the establishment of an organizational culture based on strong team building and systematic collaboration among such student and College services student admissions, enrollment, registration and records, financial aid, special programs and/or other key services as assigned.
2. Collaborate with other College and District administrators in order to plan and implement policies, procedures, programs and activities that demonstrate quality consistent service to students.
3. Collaborate with information technology staff and other staff to promote and expand the use of technology in the delivery of registration and enrollment, financial aid, reporting and other services and programs.
4. Serve as technical advisor to review and resolve matters of regulatory interpretation related to the enrollment services and financial aid units.
5. Direct and participate in researching, compiling data for, and preparing special and regular reports, including annual program plans, editing information for the catalog and schedule of classes, and regulatory audits most often associated with financial aid and student records.
6. Review petitions seeking waivers, approvals, and deterrents.
7. Plan and administer department and program budgets, including grant and other externally funded budgets; analyze and recommend changes to staffing levels as needed.
8. Use a computer database and a variety of computer software to set up, access, track and report on student, departmental, financial, statistical, and other data. Supervise the set-up and maintenance of student, faculty, budgetary, categorical funding and other online and manual records.
9. Serves as the Title IX Coordinator and conduct investigations of Title IX complaints.
10. Write grant proposals, manage Division grants, and prepare required reports.

11. Serve on designated College and District committees.
12. Serve as a member of the College Management Team.
13. Participate as a member of select division, college, and District committees.
14. Train, direct, supervise, and evaluate the work of all academic and classified staff in the department, including day, evening, weekend, and summer services; direct the tenure review process and evaluation processes for all Division faculty and staff.
15. Provides leadership that instills a spirit of innovation and high standards of individual performance.
16. Carry out assigned roles and responsibilities as assigned in the College Emergency Operations Plan.

Rationale/Justification for the Position:

Skyline College, Dean of Enrollment Services position to be aligned with College of San Mateo (CSM) and Canada College, as the Dean of Enrollment Services and Support Programs both in terms of position classification and pay grade. Additionally, the proposed change will achieve parity and equity across the three positions amongst the colleges.

The proposed adjustment will align the Dean of Enrollment Services (Grade AF) at Skyline College. The CSM and Cañada College positions, Dean of Enrollment Services and Support Programs (Grade AD), reflect a disparity in the classification, as well as in range of salary.

These positions across our district carry out comparable functions, with autonomous and unique responsibilities within their respective colleges.

Additionally, the Dean of Enrollment Services position has brought the concept of Customer Relationship Management (CRM) to SMCCCD. There are multiples phases to the project that includes (1) Concept and Design, (2) Implementation, (3) Assessment and Evaluation, and (4) Sustainability. We are currently in the early stages of implementation, and the heavier lift will be in latter stages towards sustainability. The Dean of Enrollment Services and Support Programs will play an integral role in moving forward the CRM project for Skyline College, as well as SMCCCD as a whole.