

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Julie Johnson, Chief Human Resources Officer
David Feune, Director, Human Resources

APPROVAL OF PERSONNEL ITEMS

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

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

District Office

Azam Awan* Acting Operations Manager Auxiliary Services
(Community, Continuing & Corporate Education)

New classified supervisory (exempt) acting assignment (Grade 180E of the Academic – Classified Exempt Supervisory Schedule 35; Salary Range: \$87,300 - \$110,580), effective August 15, 2022, replacing Perla Rumayor who was reassigned.

B. PUBLIC EMPLOYMENT

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

College of San Mateo

Patricia Parsons* Staff Assistant Counseling

New part-time (48%), 12-month classified employment (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$28,373.76 - \$36,264.96), effective August 15, 2022, replacing Andrea Flores who resigned.

District Office

Marie Kyla Perez* Promotions and Web Community Fitness
Content Coordinator (NP)

New full-time, 12-month classified employment (Grade 31 of the Classified Salary Schedule 60; Salary Range: \$75,636 - \$96,648), effective August 22, 2022. This position was previously Board approved on April 27, 2022.

Meylin Alvarez* Office Assistant II (NP) Community Fitness
(Front Desk)

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248), effective August 9, 2022. This position was previously Board approved on April 27, 2022.

RoseMarie Mendoza Morrison* Office Assistant II (NP) Community Fitness
(Membership)

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248), effective August 22, 2022. This position was previously Board approved on April 27, 2022.

Skyline College

Albin Lee* Retention Specialist Counseling

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective August 23, 2022, replacing Sha’Kuana Ona who was reassigned.

Elias Lopez Cosmetology Instructor Business, Education and
Professional Programs

New temporary academic employment, effective for the Fall 2022 semester, replacing Carmen Richardson.

Tatiana Martinez* Assistive Computer Technology Specialist Counseling

New Contract I status academic employment, effective August 15, 2022, replacing Kimberly Saccio Kent who resigned.

2. Re-Employment

C. REASSIGNMENT THROUGH THE HIRING PROCESS

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

District Office

Ulysses Guadamuz Public Safety Officer Public Safety

Transferred from a full-time, 12-month Public Safety Officer (Grade 27 of the Classified Salary Schedule 62; Salary Range: \$73,164 - \$93,336) at College of San Mateo into this full-time, 12-month position at Cañada College, effective July 11, 2022.

Sundarath Tan

Public Safety Officer

Public Safety

Transferred from a full-time, 12-month Public Safety Officer (Grade 27 of the Classified Salary Schedule 62; Salary Range: \$73,164 - \$93,336) at College of San Mateo into this full-time, 12-month position at Skyline College, effective July 08, 2022.

Skyline College**Lucy Jovel**

EOPS Counselor

Counseling

Transferred from a Counselor (Faculty Salary Schedule 80) at Skyline College into this 10-month academic position at Skyline College at the same grade level of the same salary schedule, effective August 15, 2022.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

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

1. Recommend creation of a new classification titled, "Research Inquiry and Institutional Effectiveness Manager" (Grade 189E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$105,696- \$133,884), effective August 11, 2022. In addition, recommend a change in staff allocation to add one full-time, 12-month Research Inquiry and Institutional Effectiveness Manager position in the Planning, Research, Innovation and Effectiveness Division, effective August 11, 2022. (*Justification Attachment #01*)

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****College of San Mateo****Joyce Griswold**

Office Assistant II

Counseling

Retirement effective October 28, 2022, with 21 years of District service. Eligible for District retiree benefits.

District Office**Richard Golz**

IT Support Technician II

ITS

Retirement effective July 31, 2022, with 23.5 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation**District Office****Kirill Solodchenko**

Public Safety Officer

Public Safety

Resignation effective August 31, 2022, with 4 years of District service.

Skyline College**Nicole Porter**

Professor

Business, Education
& Professional Programs

Resignation effective July 22, 2022, with 5 years of District service.

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

Instructional Designer

Academic Support
& Learning Technologies

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 in the Instructional Design discipline.

K. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

L. SHORT-TERM, NON-CONTINUING POSITIONS

None

New Position – Executive Summary

Organization: College of San Mateo

Position Title: Research Inquiry and Institutional Effectiveness Manager

Position Classification and Salary Range: Classified Exempt Supervisory Position, *Grade 189E Schedule 35*

Position Funding Source: (General Fund, Fund 3, Special Allocation, Grant, etc.)

TBD by Anthony and Jennifer

Position Description

Brief description including key responsibilities, who the position reports to, etc.

Acting under the direction of the Dean of Planning, Research, Innovation, and Effectiveness (PRIE) and in accordance with ACCJC accreditation standards, the Research Inquiry and Institutional Effectiveness Manager coordinates academic quality and institutional effectiveness assessment practices for CSM. This position is needed to provide administrative partnership with Academic Senate to oversee both Program Review and Student Learning Outcomes (SLOs). Both are required for accreditation as a robust means for CSM self-evaluation and continuous improvement. This position will lead CSM to compliance with accreditation standards in a meaningful and innovative way.

Rationale/Justification for the Position

Include whether this is to meet a District and/College strategic goal, to address an operational or safety need, required by law or grant, board directive, etc.

CSM requires this position to ensure continued compliance with ACCJC accreditation standards. In addition to accreditation demands, this position will enhance our ability to serve our students by inquiring about and improving our teaching and service practices in meaningful ways.

SLO assessment and faculty-led inquiry have been key focuses of CSM's past and present accreditation cycles. In our 2019 accreditation cycle our required Quality Focus Essay highlighted SLOs and faculty lead inquiry. The Quality Focus Essay will be the focus of the ACCJC Mid-term report where we will be required to describe the development of robust systems of self-evaluation and continuous improvement. In 2019, we had begun to shift the college towards faculty driven inquiry (rather than compliance driven). We have continued to develop inquiry at CSM through our Academic Senate and Committee on Teaching and Learning. In order to fully realize our aspirations, CSM faculty would like to partner with administration to develop and institutionalize effective, relevant, data-driven methods of inquiry that are documented and shared.

Academic Senate governs assessment through program review and SLOs (10+1 issue). Support for this work is distributed among, PRIE, Marketing, ASLT, CTL, Instructional Designers, SLO Coordinator, Office of Equity, and all divisions/faculty working on program review/SLOs. However, there is no central coordination. Faculty Senators have limited capacity and assessment expertise. Roles are confused and sometimes overlapping. There is a need for consistent institutional practice and memory that is a challenge to achieve relying on faculty release time positions that rotates unpredictably based on interest and availability. Accreditation cycle is seven years, while the Program Review cycle is two years and requires a corresponding commitment. The Research Inquiry and Institutional Effectiveness Manager position will help centralize the system in partnership with faculty. This position does not alter the purview of Academic Senate over assessment. Rather, it partners with Academic Senate to bring expertise, resources, and consistency to implement and support strong inquiry systems.

The Research Inquiry and Institutional Effectiveness Manager position will strengthen the inquiry process in collaboration with Academic Senate. It bridges the gaps in capacity, expertise, work distribution, and reporting addressing following systemic issues:

- Interpretation of College data and research methodologies is needed:
Our program review and SLO processes consistently document the need for intensive coaching on data interpretation and its application to improve our practices and services. The Research Inquiry and Institutional Effectiveness Manager, as a member of PRIE would have the capacity and expertise to offer customized consultation with research and analysis to all faculty within the Program Review cycle.
- Administrative systems and processes to document inquiry and improvement are needed for accreditation:
A searchable documentation system for college-wide assessment is needed to document our processes, self-evaluations, and improvements. A new system that integrates with our planning cycles will require implementation, leadership, training, and administration. ACCCJC requires a mid-term report that documents our SLO and Program Review progress and systems. We will need this in place before our next accreditation mid-term report in 2023.
- Continuity of the Institutional Effectiveness system is needed at CSM:
As Academic Senate Presidents, SLO Coordinators, and other faculty representatives change, continuity and support is needed to ensure that effective processes for assessment remain active and in place.
- Evaluation, assessment, and data expertise is needed to help faculty develop inquiry projects:
Expertise from the Research Inquiry and Institutional Effectiveness Manager with both education and work experience in the field of assessment and evaluation will help guide faculty inquiry methods. It will foster internal expertise and communities of practice leading to substantive inquiry and improvement.

Process Used

Brief description of the process used, note approval from the participatory governance process if appropriate. For new CSEA positions also note whether the position was brought through the LMC

This position description has been developed with enthusiastic support and thorough collaboration with Academic Senate and faculty representatives. We completed our Program Review process this Fall, and feedback from our Institutional Planning Council and Academic Senate underlined the need for coordinated, consistent support. While it is new to CSM, it is not new to our district (Skyline College has a Coordinator of Institutional Effectiveness). Throughout California Community College Research and Planning Offices, 87% are responsible for Program Review and 59% reported that they are responsible for outcome assessment processes (2021 survey by RP Group).

The Research Inquiry and Institutional Effectiveness Manager position has been proposed, reviewed, and approved through participatory governance, specifically the annual collegewide resource request process, which weighs all human and material resource requests against the needs of the college.