

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Interim 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)**

Skyline College

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Recommend approval of an extension for the Acting President position (Grade EC of the Executive Salary Schedule 10; Salary Range: \$275,520 - \$342,972), effective July 1, 2024, through June 30, 2025, or when the permanent President retreats or a new permanent President is selected, whichever comes first.

District Office

David McLain	Interim Executive Director of Community & Government Relations	Chancellor’s Office
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Recommend approval of an extension for the Interim Executive Director of Community & Government Relations position (Grade AC of the Management Salary Schedule 20; Salary Range: \$196,236 - \$249,948), effective July 1, 2024, through June 30, 2025, or when the permanent Executive Director of Community & Government Relations is selected, whichever comes first.

Judy Hutchinson	Acting District Budget Officer	Administrative Services
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Reassigned from College Business Officer (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,264 - \$171,312) into this acting classified supervisory (exempt) role (Grade 196E of the same salary schedule; Salary Range: \$172,572 - \$218,640), effective March 11, 2024, replacing Peter Fitzsimmons who was reassigned to the Interim Chief Financial Officer.

Houman Boussina	Performance Auditor/ Policy Analyst	Chancellor’s Office
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New classified supervisory (exempt) employment (Grade 200E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$196,236 – \$248,616), effective March 18, 2024. Position was previously Board approved on June 10, 2021.

B. PUBLIC EMPLOYMENT**1. New Hires (NP = New Position, * = New Employee)****College of San Mateo****Edgardo Molina-Carlos**

Administrative Assistant

President's Office

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$77,052 - \$98,304), effective March 7, 2024, replacing Brittany Rubio who resigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS**Cañada College****Gonzalo Arrizon**

Program Supervisor

Counseling

Reassigned from a full-time, 12-month Retention Specialist (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$71,724 - \$91,716) into this full-time, 12-month classified position (Grade 180S of Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$88,680 - \$113,316), effective March 7, 2024, replacing Soraya Sohrabi who retired.

Skyline College**Saul Milan**

Library Support Specialist

Academic Support and
Learning Technologies

Reassigned from a full-time, 12-month Office Assistant II (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$61,908 - \$78,924) into this full-time, 12-month classified position (Grade 24 of the same Salary Schedule; Salary Range: \$71,724 - \$91,716), effective March 7, 2024, replacing Carol Driscoll who retired.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**District Office****Joe Rodrigues**

Custodian

Facilities

Transferred from a Custodian (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$56,916 - \$70,548) at Cañada College into this full-time, 12-month position at Skyline College at the same grade level of the same salary schedule, effective March 12, 2024.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT**District Office****Jessica Esclamado**

Human Resources Representative

Human Resources

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 \$987.10 per month, effective February 1, 2024, through April 30, 2024.

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

1. Recommend a change in staff allocation to add one Personal Counselor position (Faculty Salary Schedule 80) in Student Services, effective March 7, 2024. (*Justification Attachment #01*)

District Office

2. Recommend a change in staff allocation to add one full-time, 12-month Aquatics Operations Manager position at Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (Salary Range: \$96,252 - \$121,920) in Community Fitness, effective March 7, 2024. (*Justification Attachment #02*)

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement**

None

2. Post-Retirement

None

3. Resignation

None

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

K. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

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>
Skyline College	Global Learning Programs and Services	1	03/07/2024	06/30/2024	<p>Assistant Project Director: Assist with planning, coordination, and implementation of a new service-Domestic Study Away Programs. The assistant will research and compile statistical, narrating financial, demographic, and other data for the College to join the National Student Exchange (NSE) Program for domestic exchange programs with other community colleges and Historically Black Colleges and Universities (HBCUs) and Hispanic Serving Institutions (HSIs). This is a one-time request. Requesting Manager: Zaid Ghori</p>

New Position Request - Executive Summary

Organization: College of San Mateo

Position Title: Personal Counselor

Position Classification and Salary Range: Salary Schedule 80 (Faculty)

Position Funding Source: General Fund

Position Description/ Roles & Responsibilities

Full-Time Personal Counselor Position whose key roles and responsibilities will include providing direct personal counseling services for enrolled students, maintaining required client records and reports in timely manner, crisis intervention, Title IX support, provide referral services as needed, consult with faculty, administrators, and staff and provide support for students with psychological issues, develop and implement in-service workshops for faculty, staff, and administrators, provide outreach to the campus community, collaborate with all other student service areas and programs on campus, participate in meetings, conferences, and trainings and other professional development activities to maintain the expertise required to maintain professional licensure and to perform job duties, support with personal counselor faculty evaluations, and other duties as assigned.

Rationale/Justification for the Position

The student need for personal counseling services at College of San Mateo has increased significantly. In the 2022-23 academic year 1,994 individual personal counseling appointments were provided - an 85% increase from pre-pandemic data. This data matches the increased mental health demands that colleges and universities across the United States are experiencing. Consequently, the number of personal counselors and their availability for appointments is not sufficient to keep up with this increased demand for personal counseling appointment requests, leading to a wait list for students.

Compared to the 2018-2019 academic year, there is a 60% increase in the number of students seeking individual personal counseling appointments and since August 2023, demand for individual personal counseling support has increased even further to 67% in comparison to the same time-frame the previous year.

The International Accreditation of Counseling Services (IACS) is the only international organization that focuses solely on accrediting professional counseling centers on higher education campuses, including 2-year community college campuses. The IACS states every effort should be made to maintain minimum recommended staffing ratios in the range of one F.T.E. professional staff member (excluding trainees) to every 1,000 to 1,500 students. This ensures that there is an adequate number of staff to meet the personal counseling needs of students as well as the other service needs of the campus community.

The ratio of full-time personal counseling faculty to students at College of San Mateo based on unduplicated headcount from 2022-2023, is 1 to 6,590 and the ratio of full-time personal counseling faculty and part-time adjunct faculty combined is 1 to 2,197. According to IACS the average is 1 to 1,600.

The rationale and motivation to add a full-time personal counselor to the team aligns with Program Review goals, and will:

Allow College of San Mateo students, particularly historically marginalized and excluded students, increased access to non-traditional, culturally responsive mental health support helping them overcome obstacles in their personal lives that are interfering with their ability to achieve their academic goals.

Promote continuity of personal counseling care/services which is extremely important in terms of supporting students with their mental health needs. Relying predominately on part-time intern counselors leads to high turnover in positions, unlike full-time faculty, who have a much larger number of established relationships with the campus community year to year, understand the experiences and mental health needs of all categories of students, can provide ongoing support without disruption, and meet community requests for their care.

Expand campus bandwidth to provide mental health support outside of individual and group personal counseling efforts. By having an additional full-time faculty on the Personal Counseling Team, we will have additional personnel to respond to crises, drop-ins, triage assessments, and CARES referrals which over 90 percent of are mental health related and require extensive case management by full-time personal counseling faculty, Title IX cases, crises, and the community's requests for relevant mental health training, such as additional suicide prevention training.

College of San Mateo is one of seven colleges to receive grant funding towards affordable student housing. As the chancellor's office works with our college on next steps on how this project will move forward, our campus needs to be prepared to support the shifting landscape of serving on-campus student residents by providing personal counseling services and educational programs that focus on mental health and wellbeing with the support of an additional full-time faculty Personal Counselor. If a student, staff, or faculty is concerned about a student living on campus, our campus needs to be prepared to provide consultation and respond to any crises that may occur. With the increasing demand for personal counseling, Personal Counselors are less available to support the campus community including future on-campus student residents.

Promote equity minded mental health services to students who are marginalized and underrepresented through different service delivery options - based on our current staffing structure we predominantly rely on part-time and intern personal counselors. By adding a full-time personal counselor to the team, we will be able to expand mental health service delivery options and student reach, by offering additional mental health services that are culturally responsive and non-traditional to the CSM community. Since returning to campus after the start of the COVID-19 pandemic, there has been a dramatic uptick in requests for individual personal counseling from students. We serviced 185% of individual counseling sessions to students in 2022-2023 compared to the 2021-2022 academic year.

Meet the demand for mental health needs among students by not limiting services to students who need care and support - by adding a full-time personal counseling faculty to the current staffing structure, this will allow for culturally responsive personal counseling services among underserved student populations, such as men of color and the learning communities. This will also allow for early personal counseling interventions for younger age groups such as middle college students.

We have need for an additional full-time personal counselor who is able to offer bilingual services and further expand mental health services to Latinx, Asian, Pacific Islander, and Native American student populations.

Strengthen outreach activities and services to male-identifying students, student athletes, LGBTQ students, and veteran students - we currently rely on an adjunct personal counselor to specifically support veterans and athletes. By adding a full-time personal counselor, this will allow for a further reach with these student populations and the overall campus at large, as there is greater demand for

support than 1 part-time counselor can provide. There will also be additional need for personal counseling support to meet the mental health needs of LGBTQ and male-identifying students as our campus opens a Pride Center and programs such as Brothers Empowering Brothers expand. We use an intersectional lens in our counseling that honors that our students have multiple and overlapping identities and needs that we address in a holistic way.

College of San Mateo's extremely important holistic personal counseling services support students academically, socially, physically, emotionally, and spiritually, during their college journey and beyond. Thank you for your time and consideration to add a much-needed tenure-track Personal Counseling Faculty position to the current staffing structure so we can continue to meet students' mental health needs.

Process Used

This position was approved through the 2023/2024 College of San Mateo's Resource Request process which also included program review for this year.

New Position - Executive Summary

Organization: Auxiliary Services, CSM & CAN Athletic Center

Position Title: Aquatics Operations Manager

Position Classification & Salary Range: Salary Schedule 35, Grade 180E (Salary range: \$96,252 - \$121,920)

Position Funding Source: Fund 5 (Auxiliary Services)

Position Description:

Responsible for CSM-CAN Athletic Center Aquatics Operations, sharing management and supervision of large Aquatics staff in support of Aquatics Programs and Community Fitness.

Role & Responsibilities:

Reporting to the Athletic Centers Manager, the Aquatics Operations Manager provides overall leadership and coordination of the aquatic facilities at College of San Mateo & Canada College Athletic Centers. Public contact is extensive and includes staff, students, the general public, and campus visitors. A high degree of independent judgement and creativity are required to resolve minor and major problems that arise. The Aquatics Operations Manager (AOM) supervises the work of classified and other staff and student assistants as assigned. The AOM executes duties consistent with District and college mission statements and values. The AOM shall schedule and use the aquatic facility in such a way as to preserve the primacy of the academic program and other college users while accommodating the needs of the community during the unassigned time periods. The AOM is responsible for implementing safety protocols as required by statute and District regulations and supervising the training and daily practice of lifeguards, and other assigned safety functions. The AOM practices cohesive team managing strategy and maintenance efforts and pool operations. Quarterly operational goals are required and include budget, student, faculty and community membership; team support, swim lesson administration, facility and equipment operation; maintenance and capital improvement recommendations. The AOM helps develop and implement operational procedures for staff. The AOM ensures Aquatic facilities compliance with state and county standards.

Rationale/Justification for the Position:

The combined SMCCCD Athletic Center's Aquatics Programs have grown in revenue by \$56,000 monthly since the inception of CSM in January 2022 and CAN in August 2022 to current; totaling a combined \$86,000-\$100,000 monthly revenue stream. While the programming continues to grow, alongside of increasing membership use of the pools; the leadership and managerial support to accommodate has remained the same for over 2-years. The addition of a second Aquatics Operations Manager allows for cross scheduling in the event of illness, holidays or large event support to ensure continuity of service and also lends to increased collaboration of the AOM's at both locations. Aquatics is the largest program at the Athletic Centers and this additional role will support the Lifeguard staff, Coaches and Athletic Center's Manager to assurances of excellence in service standards.

Process Used:

Consultation with Interim Chancellor and Chief Human Resources Officer.

**Summary of Personnel Items
Board Meeting - 03/06/2024**

Staff Allocation Changes: FUND 1

Position	Organization	Department	FTE	Months/Year	Range	Source	Notes
Personal Counselor	College of San Mateo	Student Services	1.00	10	\$83,796 - \$117,948	Fund 1	New position
Net Change in FTE			1.00				

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

Position	Organization	Department	FTE	Months/Year	Range	Source	Notes
Aquatics Operations Manager	District Office	Auxiliary Services	1.00	12	\$96,252 - \$121,920	Fund 5	New position
Net Change in FTE			1.00				

Summary Changes in Net FTE		
	FUND 1	Fund 3/Other
New Positions	0.00	1.00
Faculty	1.00	0
Total by Fund	<u>1.00</u>	<u>1.00</u>
Grand Total		2.00