

Around the District

San Mateo County CCD

May 2016

Volume 1, Issue 2

Message from Human Resources Service Awards

We in the Human Resources Department greatly value the contributions of our faculty and staff and would like to take a moment to say thank you for all that you do throughout the year for our students!

On May 5, 2016 we recognized those employees who have dedicated 25 years of service to the District.

Congratulations on this milestone achievement!



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Anissa Gawad	Bruce Maule	Dino Nomicos	Robert Spacher
Evan Innerst	Jimmy Li	Garrett Nicol	Ted Nguyen
Jose Romero	John Sewart	James Wong	

Paul Roscelli	Linda Hand	Joaquin Rivera	
Sharon Kasser	Kathleen Diamond	Nina Floro	
	Kathleen Steele	Paul Spakowski	
	Larry Owens	Paul Bridenbaugh	
	David Danielson		
	Rory Nakata		
	Ruth Turner		
	Tania Beliz		

2016 Classified Employee of the Year Recipient Jocelyn Vila
California Community Colleges Classified Employees of the Year



Each local Board of Trustees may forward to the California Community Colleges Chancellor’s Office the name of one nominee for the Community College Classified Employee of the Year Award sponsored by the California Community Colleges Board of Governors and the Foundation for California Community Colleges and funded by the Foundation for California Community Colleges.

This year, Skyline College employee, Jocelyn Vila was recognized for her dedication to supporting students both inside and outside of the community. She has demonstrated a commitment to promoting access to higher education for low-income and educationally-disadvantaged students, especially those in the Foster Youth programs. In meeting with students face-to-face, she has helped to break down barriers and has gone above and beyond to support students of all walks of life. The passion she demonstrates is inspirational not only to the students whose lives she has helped to transform, but also sets a clear example of how we could all do just a little more to make a difference in the community around us.

New Hire Orientation

Our next New Hire Orientation is scheduled for **Monday, July 18 from 8:30 am – 12:30pm**. If you are interested in attending, please contact Anahi Aguilar at aguilara@smccd.edu.

Visit our New Hire Orientation Website

<http://smccd.edu/orientation/>

Welcome to New Employees

New Hires since February 17, 2016

Name	Start Day	Position	Location
Jose Magana	4/26/2016	Groundskeeper	Cañada College
Tessa Noriega	5/9/2016	Library Support Specialist	Cañada College
Erica Reynolds	4/13/2016	Instructional Technologist	College of San Mateo
Alexandra Fasth	5/9/2016	Program Services Coordinator (First-Year Success Program)	College of San Mateo
Godfrey Watson	5/16/2016	Instructional Aide II (Electronics)	College of San Mateo
Samantha Vargas	5/23/2016	Program Services Coordinator (Small Business Development Center)	College of San Mateo
William Woods	3/14/2016	Director of Public Safety	District Office
Yuri Goda	3/18/2016	Intensive English Program Coordinator	District Office
Aung Lin	3/28/2016	Programmer Analyst	District Office
Alison Wan	4/11/2016	Programmer Analyst	District Office
Kimberlee Yee	4/25/2016	Accounting Technician	District Office
Maria Flores Diaz	3/23/2016	Division Assistant	Skyline College
Scott Mansfield	4/1/2016	Accounting Technician	Skyline College
Erick Fesili	4/28/2016	Custodian	Skyline College
Jenny Espino	5/2/2016	Staff Assistant	Skyline College
Bianca Rowden-Quince	5/2/2016	Instructional Designer Instructor	Skyline College
Jorge Murillo	5/4/2016	Program Services Coordinator (EOPS/CARE & CalWORKs)	Skyline College
Jose Milan	5/30/2016	Career Resources/ Counseling Aide	Skyline College

Changes/Promotions in the District

Changes since February 17, 2016

Name	Start Day	New Position	Location
Kim Lopez	3/16/2016	Vice President of Student Services	Cañada College
Edgar Nelmidia	3/28/2016	Custodian	Cañada College
Calvin Eng	4/25/2016	Senior Maintenance Engineer	Cañada College
Julie Lamson	5/12/2016	SparkPoint Coordinator	Cañada College
Carolina Avalos	2/22/2016	Office Assistant II	College of San Mateo
Deborah Laulusa	4/11/2016	Program Services Coordinator/Degree Audit	College of San Mateo
Matthew Rizzo	3/30/2016	Maintenance Engineer	District Office
Maxwell Warne	3/30/2016	Maintenance Engineer	District Office
Victoria Lin	5/16/2016	Accounting Analyst	District Office

Lauren Ford	4/15/2016	College Recruiter	Skyline College
Luis Escobar	4/18/2016	Dean of Counseling & Advising	Skyline College
Anthony Vassalle	4/26/2016	Senior Maintenance Engineer	Skyline College
Nadia Tariq	5/1/2016	Program Services Coordinator – Respiratory Care	Skyline College

Farewell to Employees

Departures since February 17, 2016S

Name	Last Day (Service Years)	Position	Location
Winnie Kwofie	4/29/2016 (0)	Facilities Manager	Cañada College
Marsha Ramezane	4/30/2016 (40)	Dean of Counseling, Advising & Matriculation	College of San Mateo
Jiaolan Bu	5/27/2016 (1)	Librarian	College of San Mateo
Stacey Grasso	5/27/2016 (14)	Professor	College of San Mateo
Jean Mach	5/27/2016 (23)	Professor	College of San Mateo
Jamie Marron	5/27/2016 (25)	Professor	College of San Mateo
Elizabeth Smith	5/27/2016 (28)	Professor	College of San Mateo
David Robinson	5/27/2016 (30)	Professor	College of San Mateo
Romulus Langi	2/29/2016 (9)	Senior Maintenance Engineer	District Office
Martin Morales	4/5/2016 (20)	Custodian	District Office
Barbara Christensen	5/31/2016 (39)	Director of Community & Government Relations	District Office
Alvin Lal	4/29/2016 (3)	Bookstore Operations Assistant	Skyline College
Rande Barron	4/29/2016 (0)	Groundskeeper	Skyline College
Melinda Herda	4/29/2016 (20)	Office Assistant II	Skyline College
Jonathan Paver	5/13/2016 (1)	Dean of Academic Support & Learning Technologies	Skyline College
Garrett Nicol	5/27/2016 (36)	Professor	Skyline College

Cañada College President Search

Final Stages

Over the past two months, the members of the Screening Committee have met several times to review resumes, interview candidates and conduct background checks. The Committee has worked diligently to identify three compelling finalists. On Monday, May 9 and Tuesday, May 10, the three finalists participated in candidate forums at Cañada College to introduce themselves to the college community. The feedback received from the forums was very favorable for all of the candidates, with each receiving approximately the same amount of support from those who attended the forums. On Wednesday, May 11, the finalists interviewed with the Chancellor, the Chancellor's Staff and the Board of Trustees. Following the interviews, the Board of Trustees began its discussion of the candidates, which included a thorough review of the information gathered by the Screening Committee during the site visits and a

review of the feedback from the candidate forums. The information the committee members gathered during their site visits and reference checks have proven to be especially useful for the Board in its evaluation of the finalists. The Board will continue to discuss the finalists and will conduct its own reference checks before making a final decision in the next few weeks.

Congratulations to Dr. Supinda Sirihekaphong **Ed.D. in Educational Leadership**

Cañada College employee, Supinda Sirihekaphong successfully defended her dissertation on Friday, April 29.

Her study, *Resurfacing Race: Recruitment and Retention of Faculty in California Community Colleges*, assesses the promises and challenges of the Faculty Diversity Internship Program (FDIP), an effort to increase the diversity of community college faculty. Supinda’s analysis found that the FDIP has not had a direct impact on increasing faculty diversity, but it does have an impact on preparing new faculty for employment in a diverse community college and to serve as agents of change in promoting inclusive learning environments.



Congratulations Dr. Supinda Sirihekaphong!



Human Resources in the Community

Our Human Resources Department is proud and honored to have attended the 2nd Annual Honor a Hero, Hire a Vet Job and Resource Fair on April 20 in South San Francisco. This job and resource fair for Veterans, National Guard and Reservists returning from active duty has seen increasing success in its second year with nearly 150 employers and Veterans resource organizations in attendance.

This year 341 job seekers registered, 113 of which were Veterans. According to EDD these numbers supersede current statistics pertaining to Veteran attendance at other Bay Area job fair events in the last two years.

Upcoming Job Fairs:

Employment Day Career Fair

Thursday, May 26
St. Mary’s Cathedral and Event Center
1111 Gough Street, San Francisco, CA 94109
11:00 am – 3:00 pm

Military Career Day at the Raceway

Friday, June 24



Sonoma Raceway
29355 Arnold Drive, Sonoma, CA
12:00 pm – 3:00 pm

Celebrating Earth

During Earth Week, the Sustainability Committees from College of San Mateo and Skyline College hosted a variety of events aimed at educating students, faculty, staff and community members about sustainability topics. CSM hosted an Earth Day festival that featured 21 community exhibitors and 5 students groups. Over 300 attendees visited with exhibitors, listened to special topic speakers, and made a pledge for something they will do to reduce their impact on the environment.

To view the Earth Day Photo Gallery, click on the following link: [CSM Earth Day Photos](#)



Skyline hosted a speaker from the Pacifica Beach Coalition and a held a Climate Change documentary screening followed by a panel discussion about issues related to sea level rise in the Bay Area.

If you are interested in participating in similar sustainability events and projects, contact your campus Sustainability Committees Chairs ([Sustainability Committee Chair Contact Information](#)) to learn more about how you can get involved!



State and Local Legal Update **Changes in Labor Law**



Developments in California

Democratic Gov. Jerry Brown signed Senate Bill (S.B.) 3 on April 4. It provides for gradual increases to the state wage rate until it hits \$15 an hour in 2022 or 2023. The law will raise the wage rate every January starting in 2017 until it reaches \$15 an hour for

employers with more than 25 workers in 2022. Employers with 25 or fewer workers would have until 2023 to reach the \$15 level.

360 Evaluations

On October 28, 2015, we announced that “360-degree” performance evaluations would be implemented for District Administrators and Academic Supervisory employees. A “360” evaluation is one that includes feedback from peers and direct reports as well as from supervisors. The evaluation period begins July 1.

In an effort to prepare for the upcoming year’s evaluation period, please see below for important deadline dates and procedures:

Comprehensive Evaluation: July 1, 2016

Evaluation Period Begins with Goals: April 1 to April 15, 2017

Feedback Questionnaires Distributed: May 1, 2017

Extended Self-Evaluation Due: May 1 to May 30, 2017

Evaluators Meet with Evaluatees and Establish Goals: June 10, 2017

Evaluation Packets Due to HR

A Comprehensive Evaluation, shall consist of a Regular Evaluation plus:

- (1) Peer/ Supervised Employee Feedback; and
- (2) An Extended Self -Evaluation

Regular Evaluation: July 1, 2016

Evaluation Period Begins with Goals: May 1, 2017

Self-Evaluation Due, May 1 to May 30, 2017

Evaluators meet with Evaluatees and Establish Goals for Next Period: June 10 2017

Evaluation Packets due to HR

A Regular Evaluation includes:

- (1) Goals and Objectives, Key Performance Indicators and an Overall Rating completed by the Evaluator
- (2) Key Performance Indicators Self-Evaluation

For more information, please visit: [Performance Evaluation Procedures for Administrator and Academic Supervisory Employees](#)

Negotiations Update

Negotiations have begun with AFT and CSEA

The three year contracts with each of the District’s bargaining units will expire on June 30, 2016. The District and bargaining unit negotiation teams have been diligently working on successor agreements that will be in place for the next three years.

The District has proposed extensive revisions to the contract with AFT, including changes to bring the District’s evaluation practices in line with its peers in the Bay Area. In addition, in response to student feedback, the District is also proposing that students be permitted to evaluate every class that they take as is currently the practice in most higher education institutions throughout the state and country. AFT has

also proposed extensive revisions to the existing contract, including significant changes to address workload and class assignment. The negotiating teams have been meeting since the beginning of the semester and are scheduled to continue into June with the goal of reaching a new agreement that can be implemented beginning on July 1, 2016. Given the respectful and constructive tenor of the negotiations, this goal is within reach.

The negotiations with CSEA commenced in mid-May and can also be described as both respectful and constructive. The District has proposed several changes, including updates to the reclassification process as well as the process for performing a classification study. CSEA has proposed to changes to increase the protections for its unit members who are subject to discipline and changes to increase the vacation benefits for employees who have served the District for more than 11 years. The parties have several more meetings schedule through June and hope to reach an agreement for implementation on July 1, 2016.

Employee ID Update

Delay in District-wide Rollout

This semester, a few issues, such as poor quality photos, have arisen in the midst of rolling out the new employee ID's that will be replacing the FOB keys. These issues are expected to be resolved by the end of July 2016.

Faculty who may be on summer break and who have been told that they need to have their photos retaken can do so before classes begin in the fall.

Please note that FOB keys will be deactivated upon the printing of your employee ID.

Once you have received your ID, you will be eligible to receive discounts for a variety of services and goods from various vendors in our surrounding community. For a complete list of retailers and discounts, please see below:

On-campus

College of San Mateo Cosmetology Department	1700 W. Hillsdale Blvd. Building 5, San Mateo	20% off haircut and care services
Skyline College Cosmetology Department	3300 College Drive, Building 4, San Bruno	20% off haircut and care services

Department Stores

Ann Taylor	All Locations	15% off entire purchase
Banana Republic	All Locations	15% off entire purchase
J Crew	All Locations	15% off entire purchase

Spa & Beauty

Luminous Day Spa	204 Grand Ave. South San Francisco	10% off with current ID
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Restaurants

Neal's Coffee Shop	1845 El Camino Real Burlingame	15% off entire bill
Sam's Sandwiches & Coffee	301 87 th St. Daly City	10% off entire bill
The Sandwich Spot	108 Park Place Millbrae	\$8.50 combo meal
Café Grillades	851 Cherry Ave. San Bruno	5% off entire bill
Greenhouse Café	329 West Portal Ave. San Francisco	20% off total order
Celia's Mexican Restaurant	3190 Campus Drive San Mateo	20% off students & staff (drinks excluded)
Jamba Juice	1230 W. Hillsdale Blvd. San Mateo	10% discount to CSM students and staff, Students must show ID for current year
JJ's Yogurt and Ice Cream	1226 W. Hillsdale Blvd. San Mateo	10% discount to students and staff
Neal's Coffee Shop	114 De Anza Blvd. San Mateo	15% off entire bill
DiNapoli Pizzeria Ristorante	202 Grand Ave. South San Francisco	10% off entire bill

Entertainment

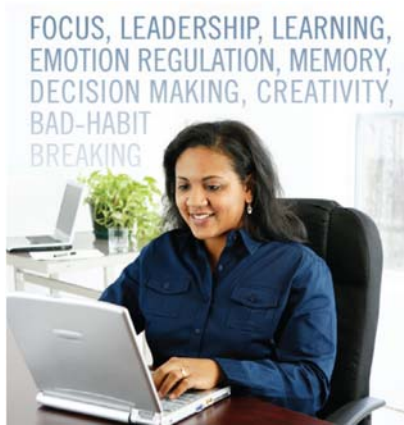
Century Cinemas 16	1500 N. Shoreline Blvd. Mountain View	Mon-Thurs. \$9.50 movie ticket
San Mateo County History Museum	2200 Broadway St. Redwood City	\$3.00 General Admission
Exploratorium	Pier 15, San Francisco	\$19.00 General Admission
Ripley's Believe it or Not	175 Jefferson St. San Francisco	\$12.50 General Admission
SF Museum of Modern Art	151 Third St. San Francisco	\$11.00 General Admission
San Jose Museum of Art	110 Market St. San Jose	\$5.00 General Admission

Computer & Software Equipment

Bay Area Computer Repairs	824 El Camino Real San Bruno	10% off all services and repairs with current ID
Fast Repair	130 West 25 th Ave. San Mateo	10% off with current ID

Tips from Claremont EAP – Mindfulness at Work

www.claremonteap.com – 800-343-3773



What would mindfulness-in-action look like at work? Here are three ways to practice while on the job.

Bring a sense of purpose to the everyday.

You can turn the smallest routines into opportunities for greater accomplishments. Researchers at the Yale Center for Emotional Intelligence have shown through their research that a moment is all we need to reset our perspective and see things differently.

It may sound simple—a cue, a breath, a moment to think about what matters—but that’s the point: We can do a lot with a little if the effort is well-targeted. Getting a cup

of coffee, waiting for an application to open, or putting our hand on the door handle to the meeting room are all opportunities to reconnect with our purpose and get perspective.

Speak your truth. Easier said than done, of course, but downright impossible without mindfulness. Say you’re in a meeting. At the moment of deciding whether to speak up, take a second to notice the thoughts or stories that pass through your mind. Are you trying to please someone else? Are you trying to protect yourself, or an image of yourself? Often when people communicate, fear is part of the picture—fear of being exposed, judged, misunderstood, or ignored; fear of misunderstanding the other person. Awareness that our fearful thoughts and feelings are nothing more than fleeting thoughts and feelings can free us from being controlled by them. Mindfulness makes room for a choice to feel the fear and do

it anyway or, better yet, feel the fear but base our decisions and actions on something else. In this mindful moment, can you see that these thoughts are just thoughts, and thus allow yourself the choice not to let your fearful or angry thoughts run the show?

Take a moment to reflect. At the end of a day, a meeting, an email exchange—indeed, after any task you approached with purpose and intention (see #1)—pause to consider how it went, and to reset your intention. For example, maybe you are frustrated with a colleague and are setting the intention to improve the relationship. Even if there’s nothing you would do differently next time, reminding yourself of your intentions keeps them alive and effective.

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