

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

**Cañada College**

**Priscilla Menjivar** Acting Director of High School Enrollment Services  
Transition and Dual Enrollment

Reassigned from Program Services Coordinator (Grade 27 of the Classified Schedule 60; Salary Range: \$79,368 - \$101,256) into this acting academic supervisor assignment (Grade 193E of the Academic-Classified Exempt Salary Schedule 35; Salary Range: \$153,588 - \$194,556), effective February 11, 2026, replacing Mayra Arellano who is on leave.

**B. PUBLIC EMPLOYMENT**

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

**College of San Mateo**

**Alejandra Fraume\*** Financial Aid Assistant Enrollment Services

New full-time, 12-month classified employment (Grade 22A of the Classified Salary Schedule 60; Salary Range: \$70,776 - \$90,804), effective March 2, 2026, replacing Nha Thuc Nguyen who was reassigned to Staff Assistant.

**District Office**

**Natalie Tsang\*** Promotions and Web Content Coordinator Community Fitness

New full-time, 12-month classified employment (Grade 31 of the Classified Salary Schedule 60; Salary Range: \$87,516 - \$111,840), effective March 1, 2026, replacing Marie Kyla Perez who resigned.

**Jonathan Mongiolo-Daher\*** Accounting Technician KCSM

Correction: At its meeting on January 28, 2026 the Board approved Jonathan Mongiolo-Daher’s New full-time (67%), 12-month classified employment (Grade 24A of the Classified Salary Schedule 60; Salary Range: \$50,000.76 - \$63,942.12), effective February 2, 2026, replacing Lucy Chadwick. A correction is being made to this item. The Office of Human Resources was informed that Jonathan Mongiolo-Daher’s start date was February 9, 2026. Therefore, with the adoption of this report, the Board rescinds its approval previously granted to this item.

**2. Re-Employment**

**None**

**C. REASSIGNMENT THROUGH THE HIRING PROCESS**

**District Office**

**Cristian Heredia** Maintenance Engineer Facilities

Reassigned through the hiring process from a full-time, 12-month Utility Engineer (Grade DD of the Buildings and Grounds Salary Schedule 70; Salary Range: \$74,568 - \$92,688) into this full-time, 12-month classified position (Grade FF of the same salary schedule; Salary Range: \$88,380 - \$108,528), effective March 1, 2026, replacing Matthew Rizzo who resigned.

**Skyline College**

**Maricela Gonzalez** Executive Assistant Office of the Vice President  
Of Instruction

Reassigned through the hiring process from a full-time, 12-month Administrative Assistant (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256) into this full-time, 12-month confidential position (Grade 201C of the Confidential Salary Schedule 50; Salary Range: \$91,344 - \$116,712), effective March 2, 2026, replacing Nadia Tariq who was reassigned to Project Director.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**

**Cañada College**

**Alyssa Lucchini** Program Services Coordinator Office of Equity

Reassigned through the CSEA Managed Hire process, pursuant to Article 19A of the collective bargaining agreement, from a full-time Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$79,368 - \$101,256) position funded by the AANAPISI grant in the Transfer Center at Cañada College, into this full-time 12-month classified position at the same grade of the same salary schedule, effective March 1, 2026, replacing Mariel De Paz Fernandez who was reassigned to College Recruiter.

**District Office**

**John King** Custodian Facilities

Transferred from a full-time, 12-month Custodian (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$58,620 - \$72,660) at Cañada College to College of San Mateo, at the same grade level of the same salary schedule, effective January 6, 2026.

**E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT**

**None**

**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 Officer position in the Foundation, effective March 1, 2026. 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 March 1, 2026. In addition, recommend a title change of the Foundation Development Manager (1C0455) at Grade 189E of the same salary schedule (Salary Range: \$120,012 - \$152,040) to Foundation Manager, Scholarships and Donor Stewardship, effective March 1, 2026. Furthermore, recommend the reclassification of incumbent Karen Chadwick into the Foundation Manager, Scholarships and Donor Stewardship position, effective January 1, 2025. (Justification attachment #01)
3. Recommend a change in staff allocation to delete one Senior Accounting Technician position (1CC033) at Grade 28A of the Classified Salary Schedule 60 (Salary Range: \$82,164 - \$104,952) and add one Senior Accounting Coordinator position (Grade 31A of the Classified Salary Schedule 60; Salary Range: \$88,428 - \$112,956) in the Facilities Planning Department, effective June 1, 2025. In addition, recommend the reclassification of Naomi Ichikawa into the Senior Accounting Coordinator position, effective June 1, 2025. The Office of Human Resources reviewed the request with District administration, conducted a desk audit, and determined that the reclassification is warranted. The incumbent has been performing higher-level duties to meet the operational needs of the department and the District, and this action will bring the position into alignment with its actual duties and responsibilities.
4. Recommend a change in staff allocation to delete one Foundation Development Assistant position (1C0438) at Grade 190S of the Classified Professional/Supervisory Salary Schedule 40 (Salary Range: \$98,172 - \$125,724) in the Foundation, effective March 1, 2026.

**G. PHASE-IN RETIREMENT**

None

**H. LEAVE OF ABSENCE****District Office****Choi (Helen) Wong**

Custodian

Facilities

Medical leave of absence without pay with benefits, effective January 30, 2026.

**I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**

**1. Retirement**

**Skyline College**

**Shari Bookstaff**

Instructor, Biology

Science, Technology,  
Engineering and Math

Retirement effective May 21, 2026, with 34 years of District service. Eligible for District retiree benefits.

**2. Post-Retirement**

None

**3. Resignation**

**District Office**

**Juan Carlos Mendez-Hernandez**

Lead Custodian

Facilities

Resignation effective January 31, 2026, with 12 years of District service.

**J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS**

**Skyline College**

**Tiziana Balestra**

Foreign Languages (Italian)

Language Arts

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 Foreign Languages (Italian) 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>
College of San Mateo	Student Services, Health Center	1	07/01/2026	06/30/2027	<p><b>College Physician:</b>  <i>Previously Requested Position</i>            The position plans, implements, and leads professional college healthcare services in conjunction with the Director of the Wellness Center and the Health Center staff. Provides medical advice and treatment in the College Health Center; issues prescriptions as needed, consults with medical providers regarding care plans and signs clinical scope of practice agreement, maintains confidential documentation of treatment and health services provided; completes required medical provider forms, gives presentations, and performs other duties as assigned.            Requesting Manager: Emily Barrick</p>
District Office	Enterprise Operations / Auxiliary Services	1	03/29/2026	04/10/2026	<p><b>Professional Expert:</b>  <b>Community Services Instructor:</b>  <i>Previously Requested Position</i>            Bay Area Pathways Academy (BAPA) for kids' spring break program.            Requesting Manager: Perla Rumayor</p>
District Office	Enterprise Operations / Auxiliary Services	19	06/10/2026	07/31/2026	<p><b>Professional Expert:</b>  <b>Community Services Instructor:</b>  <i>Previously Requested Position</i>            Bay Area Pathways Academy (BAPA) for kids' summer program.            Requesting Manager: Perla Rumayor</p>
Skyline College	Social Science & Creative Arts – Art Model	5	03/01/2026	05/31/2026	<p><b>Art Model:</b>  <i>Previously Requested Position</i>            Requesting up to 5 individual models for Spring semester for Life Drawing workshops. Minimum of 3 hours.            Requesting Manager: Bianca Rowden-Quince</p>

**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>
Cañada College	Humanities and Social Science – Drama (3 positions) & General Administration (3 positions)	6	03/01/2026	06/30/2026	<b>Theatre Production Technician:</b> <i>Previously Requested Position</i> To assist with the construction and implementation of theatrical sets, lighting, sound, and other operational aspects of the Theatre Arts Department (Drama). In addition, to assist with theatre events and rentals held by non-Cañada clients (outside usage), which fall under General Administration and will cover any Theatre Technician work for outside events and rentals. Requesting Manager: Lisa Palmer
College of San Mateo	Kinesiology/Athletics/Dance	10	02/26/2026	06/30/2026	<b>Equipment Technician:</b> <i>Previously Requested Position</i> Personnel must be hired to serve as liaisons between Facility Rental groups and the college. Ten Equipment Technicians will be assigned to support these events and will be responsible for, but not limited to, the following duties: providing access to the scoreboard controller and related technology as needed; granting access to college athletic equipment to meet group needs; offering on-site guidance and direction; and coordinating with Facilities and Public Safety when necessary. Requesting Manager: Andreas Wolf
Skyline College	Social Science & Creative Arts – Music	1	03/01/2026	05/31/2026	<b>Laboratory Technician:</b> The request is for a temporary, one-time position needed to support a Music Catalog restoration project. Duties include: researches vendors, pricing, and delivery timelines; orders new equipment and materials as needed. Catalogs sheet music and maintains the music library. Maintains laboratory equipment, supplies, and materials in a safe, clean, and orderly condition. Creates and maintains a computerized inventory of lab equipment, supplies, and materials. Performs minor equipment repairs

					or coordinates off-site repairs when necessary. Requesting Manager: Bianca Rowden-Quince
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**TO:** Members of the Board of Trustees  
**FROM:** Melissa Moreno, J.D., Chancellor  
**PREPARED BY:** Julie Johnson, Chief Human Resources Officer  
**DATE:** February 20, 2026  
**RE:** Foundation Reorganization and Reclassification Proposal

Staff recommends the Board approve a strategic reorganization of the San Mateo Community Colleges Foundation. This proposal responds to the Foundation's growth over the past seven years. It is designed to position the organization for a comprehensive capital campaign and sustained major gifts prospecting and solicitation.

### Reorganization Will:

- Recognize new job requirements implemented to strengthen fiscal oversight and fiduciary controls
- Appropriately classify the professional-level management of the scholarship program
- Recognize the assignment of essential job functions required for major gift fundraising, planned giving, and major campaigns
- Document essential administrative job duties and responsibilities that have been assigned to staff to support the Executive Director and Board
- Document, appropriately classify, and ensure capacity to meet the District's internal controls and compliance requirements, along with IRS nonprofit regulations and Foundation fiduciary responsibilities

The reorganization involves the following personnel actions: elimination of 1 FTE Development Assistant, filling a lower-level Office Assistant II vacancy, and reclassifying 2 positions with 2 incumbents to higher-level classifications. In a future recommendation to the Board, the Foundation intends to reclassify the vacant Alumni Relations and Development Manager position to a lower salary grade.

## ORGANIZATIONAL CONTEXT

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The Foundation's operational complexity has grown substantially since 2018, requiring a reassessment of staffing structure and classifications, as well as functional priorities, to ensure the organization can fulfill its fiduciary responsibilities, meet the District's enhanced internal controls requirements, and execute major campaigns and events successfully.

## DEMONSTRATED NEED FOR REORGANIZATION

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### A. Asset Growth

The Foundation has experienced sustained growth that now demands enhanced professional management infrastructure:

Metric	Current Status (FY 2024-25)
<b>Total Net Assets</b>	\$41,702,333 (unaudited)
<b>Asset Growth Since 2018</b>	106% (from \$20,241,443)
<b>Investment Portfolio</b>	5 accounts; outsourced CIO relationship; Investment Committee liaison
<b>Gift Transactions (Annual)</b>	3,500+ (up from ~2,000 in 2018; a 75% increase)
<b>Scholarship Funds</b>	290 individual funds; \$36M in scholarship assets; \$1.6M distributed annually
<b>Campus Program Funds</b>	172 departmental accounts ranging from \$1,000–\$850,000
<b>Planned Gifts (FY 2023-24)</b>	\$8.1M received in a single fiscal year — requiring sophisticated estate gift management

## B. Major Campaign Capacity

Multi-million-dollar comprehensive campaigns require:

- Elevated major gift capacity and proactive donor cultivation strategies
- Sophisticated prospect research and constituent relationship management
- Campaign infrastructure, tracking, and performance reporting
- Expanded board engagement and volunteer coordination
- Comprehensive marketing, communications, and case-for-support materials

This proposed reorganization addresses major gifts, scholarship programs, stewardship, enhanced internal controls, and major campaign capacity.

## CLASSIFICATION GAPS

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The current classifications and organization structure present challenges that do not properly document current essential job functions, limit the Foundation's capacity to manage its present responsibilities:

### 1. Business Management — Insufficient Classification for Current Scope

The Foundation Business Manager position (Grade 190E) was designed to support a significantly smaller organization. The incumbent is now responsible for oversight of \$42 million in assets, coordination with five investment accounts, liaison to the Foundation Investment Committee, management of an outsourced Chief Investment Officer relationship, and execution of 3,500+ annual gift transactions. The current classification and compensation levels do not reflect this fiduciary complexity and are misaligned with those of comparable peer institutions.

### 2. Major Gift Development — Insufficient Focus and Capacity

The Donor Relations Manager position primarily focuses on events and database administration. The current position lacks the classification, scope, and salary structure appropriate for the position responsible for scholarship program management and cultivation, major campaign capacity, and major gift solicitation. A repositioning of this role toward active development work is appropriate.

### 3. Administrative Support and Gift Processing

The Development Assistant position is a non-exempt, non-represented position that provides general support but lacks a strategic focus on a Foundation's unique operations. The job duties are very similar to those of a CSEA classified position. Therefore, Staff recommends eliminating the Foundation Development Assistant

position. The Foundation is currently recruiting for an existing Office Assistant II position to be funded by the Foundation.

## PROPOSED REORGANIZATION

The proposed personnel changes address the gaps identified above.

Action 1: ELIMINATE — Foundation Development Assistant	
Current Grade	Grade 158E
Current Salary Range	\$98,172 – \$125,724 (salary midpoint: ~\$111,948)
Effective Date	03/01/2026
<p><b>Rationale:</b> With the backfilling of an existing Foundation Office Assistant II position, the functions previously performed by this role will be redistributed to the OAll position, which is more appropriately scoped and classified. Eliminating this position partially offsets the cost of the reclassifications.</p>	

Action 2: ADMINISTRATIVELY REASSIGN — Business Manager → Foundation Business Officer	
Current Title	Foundation Business Manager
Current Grade / Range	Grade 190E   \$126,360 – \$160,032
Proposed Title	Foundation Business Officer
Proposed Grade / Range	Grade 192E   \$139,320 – \$176,448
Incumbent Placement	Incumbent to receive minimum 5% increase from current salary; placed at appropriate step on Grade 192E range
Effective Date	01/01/2025
<p><b>Rationale:</b> The reclassification from Grade 190E to Grade 192E reflects a substantial and documented expansion of the incumbent's responsibilities since the position was established. Per the January 2024 Restated Bylaws of the San Mateo County Community Colleges Foundation, the position functions as the Foundation's Chief Financial Officer, with fiduciary accountability for \$42 million in assets — a responsibility level that significantly exceeds the scope of the current Business Manager classification. Specifically, the reclassified position adds: (1) oversight of five investment accounts and liaison to the Foundation Investment Committee; (2) direct partnership with an Outsourced Chief Investment Officer firm, including cash flow management for scholarship, program, and operational needs; (3) execution of in-kind stock transfers and compliance with trust documents for planned gifts; (4) leadership for the annual audit and IRS Form 990 preparation; (5) development of technology strategy and oversight of software implementations; and (6) personnel management and supervision of the Accounting Technician. The College Business Officer (Grade 192E) is the appropriate internal comparator for this reclassification, as that position carries parallel supervisory, financial oversight, and audit coordination responsibilities within the District. The Foundation's equivalent role now exceeds that scope in complexity, given the multi-account investment portfolio, outsourced CIO relationship, and nonprofit compliance requirements.</p>	

### Action 3: ADMINISTRATIVELY REASSIGN — Donor Relations Manager → Manager, Scholarships and Donor Stewardship

<b>Current Title</b>	Donor Relations Manager
<b>Current Grade / Range</b>	Grade 180E   \$99,144 – \$125,580
<b>Proposed Title</b>	Manager, Scholarships and Donor Stewardship
<b>Proposed Grade / Range</b>	Grade 189E   \$120,012 – \$152,040
<b>Incumbent Placement</b>	Incumbent to receive minimum 5% increase from current salary; placed at appropriate step within new range
<b>Effective Date</b>	01/01/2025

**Rationale:** The current Donor Relations Manager role is primarily oriented toward gift processing, database administration, and donor prospecting activities. The proposed Manager, Scholarships and Donor Stewardship position documents the shift of job responsibilities toward active fundraising: proactive major gift cultivation (\$10,000+), scholarship fund development and management, campaign capacity, and prospect research. Stewardship responsibilities remain but are appropriately balanced with revenue-generating activities. The revised salary range reflects the market rate for this expanded scope — positions requiring both stewardship depth and fundraising production command higher compensation in peer foundation environments.

### FISCAL IMPACT SUMMARY

The table below summarizes the compensation impact of each proposed action. Please see Exhibit A for the detailed fiscal impact. Net cost estimates reflect changes to the salary midpoint. Actual costs will depend on the incumbents' step placement.

Position Change	Current Salary Range	Proposed Salary Range	Net Change (midpoint)
Eliminate: Development Assistant	\$98,172–\$125,724	Eliminated	(\$111,948) savings
Fill vacant Office Assistant II	\$63,768–\$81,288		+\$72,528
Business Manager → Business Officer	\$126,360–\$160,032	\$139,320–\$176,448	+\$14,688 midpoint
Donor Relations Mgr → Foundation Mgr, Scholarships and Donor Stewardship	\$99,144–\$125,580	\$120,012–\$152,040	+\$23,664 midpoint
Future reclassification of vacant Alumni Relations and Development Manager position to a lower salary grade	\$99,144–\$125,580		(future savings)

### CONCLUSION AND RECOMMENDATION

This proposal is structured to be both fiscally responsible and strategically sound: one Fund 1 position is eliminated, existing staff are appropriately reclassified to reflect their essential job responsibilities, and a vacant position will be reclassified to a lower salary grade in the future. The result is a Foundation positioned to operate with excellence, fulfill its obligations to donors and students, and execute a successful major campaign.

**Staff Recommends Board Approval Of:**

- ▶ ELIMINATE the Foundation Development Assistant position, effective 02/26/2026
- ▶ ADMINISTRATIVELY REASSIGN the Business Manager to Foundation Business Officer (Grade 192E), with a step increase of ~5% salary, effective 01/01/2025
- ▶ ADMINISTRATIVELY REASSIGN the Donor Relations Manager to Manager, Scholarships and Donor Stewardship, with a step increase of ~5% salary, effective 01/01/2025

**ATTACHMENTS**

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The following documents are submitted as attachments to this memorandum:

- Attachment A — Position Analysis Report
- Attachment B — Benchmark Report for Foundation Business Officer
- Attachment C — Benchmark Report for Manager, Scholarships and Donor Stewardship

## Foundation Position Change Request

### Board of Trustees Approved Positions in the Operating Agreement

Position Title	Employee Class	HR Salary Schedule	Grade	Step	FTE	25-26 Salary	25-26 Fringe Rate	Benefits	Annual Cost
Executive Director	2C	20	AC	6	1.0	\$ 257,448	34.36%	\$ 88,469	\$ 345,917
Director of Development	4E	35	193E	8	1.0	\$ 188,868	46.46%	\$ 87,748	\$ 276,616
Business Manager	4E	35	190E	5	1.0	\$ 142,200	46.46%	\$ 66,066	\$ 208,266
Donor Relations Manager	4E	35	180E	9	1.0	\$ 125,580	46.46%	\$ 58,344	\$ 183,924
Alumni Relations and Development Manager	4E	35	180E	4	1.0	\$ 108,300	46.46%	\$ 50,316	\$ 158,616
Marketing and Communications Manager	4E	35	185E	1	1.0	\$ 113,988	46.46%	\$ 52,959	\$ 166,947
						<u>\$ 936,384</u>		<u>\$ 403,903</u>	<u>\$ 1,340,287</u>

### Foundation Proposed Revised Configuration of Positions for Board of Trustees Consideration

Position Title	Employee Class	HR Salary Schedule	Grade	Step	FTE	25-26 Salary	25-26 Fringe Rate	Benefits	Annual Cost
Executive Director	2C	20	AC	6	1.0	\$ 257,448	34.36%	\$ 88,469	\$ 345,917
Director of Development	4E	35	193E	4	1.0	\$ 167,820	46.46%	\$ 77,969	\$ 245,789
Business Officer	4E	35	192E	5	1.0	\$ 156,744	46.46%	\$ 72,823	\$ 229,567
Foundation Manager, Scholarships and Donor Stewardship	4E	35	189E	5	1.0	\$ 135,108	46.46%	\$ 62,771	\$ 197,879
Alumni Relations and Development Manager (to be downgraded)	4E	35	180E	4	1.0	\$ 108,300	46.46%	\$ 50,316	\$ 158,616
Marketing and Communications Manager	4E	35	185E	1	1.0	\$ 113,988	46.46%	\$ 52,959	\$ 166,947
						<u>\$ 939,408</u>			<u>\$ 1,344,716</u>

<b>FY 2025-26 Approved Budget</b>	<b>\$ 1,497,593</b>
<b>Proposed New Operating Agreement</b>	<b>\$ 1,344,716</b>
<b>FY 2026-27 Estimated Fiscal Impact</b>	<b>\$ 4,429</b>

### Positions Paid by the Foundation

Position Title	Employee Class	HR Salary Schedule	Grade	Step	FTE	25-26 Salary	25-26 Fringe Rate	Benefits	Annual Cost
Accounting Technician	6P	60	24A	1	0.5	\$ 37,314	57.73%	\$ 21,541	\$ 58,855
Office Assistant II	6P	60	18	3	1.0	\$ 70,068	57.73%	\$ 40,450	\$ 110,518
						<u>\$ 107,382</u>			<u>\$ 169,374</u>

### Foundation Proposed Changes

Reclassifications:

1. Business Manager → Business Officer
2. Donor Relations Manager → Foundation Manager, Scholarships and Donor Stewardship

Fill Vacancy:

- Office Assistant II

## SMCCCD FOUNDATION — Peer Institution Salary Benchmarking

*Foundation Business Officer · Comparable Peer Positions*

Institution	Comparable Position	Salary Data			Benchmarking Analysis		Notes / Source
		Salary Min	Salary Max / Reported	Salary Type	Max	Compa-Ratio	
<b>San Mateo CCD Foundation (SMCCCD — Proposed)</b>	Business Officer (Proposed)	\$139,320	\$176,448	<i>Proposed Range</i>	<b>\$176,448</b>	0.948	<i>Proposed Grade 192E. Min 5% increase upon reclassification. Internal reference only — excluded from peer averages.</i>
<b>SJSU Foundation</b>	COO		\$245,173	<i>Reported (990)</i>	<b>\$245,173</b>	1.317	<i>\$231M in assets (24/25). Source: SJSU Foundation 23/24 Form 990.</i>
<b>Foothill–De Anza CCD Foundation</b>	Assistant Director (Finance)		\$186,984	<i>Reported Max</i>	<b>\$186,984</b>	1.005	<i>\$59M in assets. Source: FDA salary schedule &amp; 23/24 Form 990.</i>
<b>SFSU Foundation</b>	AVP, Foundation & CFO		\$185,704	<i>Reported (990)</i>	<b>\$185,704</b>	1.074	<i>University foundation; \$191M asset base. Source: SFSU Foundation 23/24 Form 990.</i>
<b>Sonoma State Univ. Foundation</b>	CFO		\$185,321	<i>Reported (990)</i>	<b>\$185,321</b>	0.996	<i>\$76M in assets (24/25). Source: Sonoma State Foundation 23/24 Form 990.</i>
<b>West Valley-Mission CCD Foundation</b>	Senior Financial Analyst	\$125,664	\$166,152	<i>Salary Range</i>	<b>\$166,152</b>	0.893	<i>\$32M in assets. Source: WVM public salary data 2025 &amp; 23/24 Form 990.</i>
<b>San Mateo CCD Foundation (SMCCCD — CURRENT)</b>	Foundation Business Manager	\$126,360	\$160,032	<i>Current 190E Range</i>	<b>\$160,032</b>	0.860	<i>Current classification. \$47M in assets. Excluded from peer averages.</i>

### INSTITUTIONS EXCLUDED FROM AVERAGES (Insufficient Data)

<i>Peralta CCD Foundation</i>	<i>No employees</i>						<i>\$3M in assets; no 23/24 990 data or public salary records.</i>
<i>Marin CCD Foundation</i>	<i>No employees</i>						<i>\$14M in assets; no employees reported on 23/24 990 filing.</i>
<i>City College of San Francis</i>	<i>No employees</i>						<i>No employees on 2023/24 990 filing.</i>
<i>Contra Costa District Foundation</i>	<i>Decentralized</i>						<i>Individual college foundations; no district-level comparable data.</i>

### SUMMARY STATISTICS (5 Comparable Peers — Excl. Both SMCCCD Rows)

<b>Peer Market — Average (SJSU, FDA, SFSU, SSU, WVM)</b>	<b>\$193,866.80</b>	<i>Average of 5 peer midpoints: \$245,173 + \$186,984 + \$185,704 + \$185,321 + \$166,152</i>
<b>Peer Market Midpoint — Median (SJSU, FDA, SFSU, SSU, WVM)</b>	<b>\$185,704.00</b>	<i>Middle value of 5 sorted peer midpoints: \$185,704 (SFSU)</i>
<b>Proposed Max vs. Peer Average (Ratio)</b>	<b>0.910</b>	<i>Proposed \$176,448 ÷ peer average — below market, conservative positioning</i>
<b>Proposed Max vs. Peer Median (Ratio)</b>	<b>0.950</b>	<i>Proposed \$176,448 ÷ peer median (\$185,704)</i>
<b>Current Max vs. Peer Average (Ratio)</b>	<b>0.825</b>	<i>Current \$160,032 ÷ peer average — significant competitive gap</i>
<b>Current Max vs. Peer Median (Ratio)</b>	<b>0.862</b>	<i>Current \$160,032 ÷ peer median — material below-market positioning</i>

*Methodology: Peer salaries drawn from IRS Form 990 filings (FY 2023–24), public salary databases, and regional foundation data for comparable community college and university foundation CFO/business officer roles. Where only a single compensation figure was reported, that figure is used as the market benchmark (conservative approach). Institutions without available data are excluded from statistical averages. The SMCCCD Foundation's proposed max of \$176,448 (Grade 192E) reflects the increased scope including Investment Committee liaison, OCIO oversight, \$47M asset management, and de facto COO responsibilities. Both SMCCCD rows are excluded from all peer average and median calculations. Bay Area cost-of-living is embedded in regional peer salaries.*

## SMCCCD FOUNDATION — Peer Institution Salary Benchmarking

*Foundation Donor Relations Manager · Comparable Peer Positions*

Institution	Comparable Position	Salary Data			Benchmarking Analysis		Notes / Source
		Salary Min (\$)	Salary Max / Reported (\$)	Salary Type	Max	Compa-Ratio	
San Mateo CCD Foundation (SMCCCD — Proposed)	Manager, Scholarships & Donor Stewardship	\$120,012	\$152,040	Proposed Range	\$152,040	0.817	Proposed Grade 189E. Min 5% increase upon reclassification. Internal comparison.
Foothill–De Anza CCD Foundation	Directors of Development (2)	\$128,172	\$188,976	Reported Max	\$188,976	1.015	\$59M in assets. 1 Exec Dir, 1 Assoc Dir, 2 Dev Directors. Source: FDA salary schedule & 23/24 Form 990.
West Valley-Mission CCD Foundation	Program Director I	\$154,813	\$193,003	Salary Range	\$193,003	1.037	\$32M in assets. Source: WVM public salary data 2025 & 23/24 Form 990.
Pasadena City College Foundation	Director, Programs & Alumni Engagement	\$121,824	\$184,896	Salary Range	\$184,896	0.993	One college, \$77M in assets. Source: PCC salary data & 23/24 Form 990. Compa-ratio not calculated.
Los Rios CCD Foundation	Regional Directors of Philanthropy	\$125,444	\$140,684	Reported (990)	\$140,684	0.756	\$76M in assets (24/25). Source: Form 990 reported compensation.
Santa Barbara CCC Foundation	Foundation Chief Program Officer		\$136,595	Reported (990)	\$136,595	0.734	\$96M in assets. Salary only; no range data. Source: 23/24 Form 990. Compa-ratio not calculated.
San Mateo CCD Foundation (SMCCCD — CURRENT)	Foundation Donor Relations Manager	\$99,144	\$125,580	Current 180E Range	\$125,580	0.675	Current classification. Incumbent salary at step within 180E range.

### INSTITUTIONS EXCLUDED FROM AVERAGES (Insufficient Data)

Peralta CCD Foundation	No employees						\$3M in assets; no 23/24 990 data or public salary records.
Marin CCD Foundation	No employees						\$14M in assets; no employees reported on 23/24 990 filing.
City College of San Francisco	No employees						No employees on 2023/24 990 filing.
Contra Costa District Foundation	Decentralized						Individual college foundations; no district-level comparable data.

### SUMMARY STATISTICS (Comparable Peers — Excluding Current SMCCCD)

Peer Market — Average (5 peers, excl. both SMCCCD rows)	\$168,830.80	AVERAGE(G7:G11) across FDA, WVM, PCC, Los Rios, SBCC
Peer Market Midpoint — Median (5 peers, excl. both SMCCCD rows)	\$184,896.00	MEDIAN(G7:G11) across 5 peers — (middle value when sorted)
Proposed Max vs. Peer Average (Ratio)	0.901	Proposed \$152,040 ÷ peer average — below market, conservative positioning
Proposed Max vs. Peer Median (Ratio)	0.822	Proposed \$152,040 ÷ peer median (\$184,896)
Current Max vs. Peer Average (Ratio)	0.744	Current \$125,580 ÷ peer average — significant competitive gap
Current Max vs. Peer Median (Ratio)	0.679	Current \$125,580 ÷ peer median — material below-market positioning

**Summary of Personnel Items  
Board Meeting - 02/25/2026**

**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 Manager, Scholarships & Donor Stewardship	District Office	Foundation	1	12	\$120,012 - \$152,040	Fund 1	Reclassification of Karen Chadwick into the position.
Foundation Development Assistant	District Office	Foundation	-1	12	\$98,172 - \$125,724	Fund 1	Eliminate two-year temporarily funded position
<b>Net Change in FTE</b>			<b>(1.00)</b>				

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

Position	Organization	Department	FTE	Months/ Year	Range	Source	Notes
<b>Net Change in FTE</b>							

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