



**Wednesday, November 8, 2023
STUDY SESSION OF THE BOARD OF TRUSTEES**

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Open Session 6:00 p.m.

In person at 3401 CSM Drive, San Mateo, CA 94402

Members of the Public may also participate via Zoom.

Zoom Meeting ID - <https://smccd.zoom.us/j/82986765433>

Dial-In: 1-669-900-9128 - Webinar ID: 829 8676 5433

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

OBSERVING THE MEETING

Members of the public who wish to observe the meeting in-person or remotely by accessing the link or calling the following telephone number above at the beginning of the meeting.

PROVIDING PUBLIC COMMENT DURING THE MEETING ON NON-AGENDA ITEMS

To make a comment regarding a non-agenda item, members of the public:

(1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or

(2) If remote, once in the Zoom meeting (via above link), can utilize the raise hand function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants.

Members of the public who raise their hand will be called upon in the order they appear.

(3) Members of the public making comment are reminded of the 3-minute time limit for comment. Reasonable time limits may be placed on public comment during an open meeting so that meetings can be concluded within a reasonable time.

PROVIDING PUBLIC COMMENT DURING THE MEETING ON AGENDA ITEMS

To make a comment regarding an item on the agenda, members of the public:

(1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or

(2) If remote, once in the Zoom meeting (via above link), can utilize the raise hand function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants.

Members of the public who raise their hand will be called upon in the order they appear.

(3) Members of the public making comment are reminded of the 3-minute time limit for comment. Reasonable time limits may be placed on public comment during an open meeting so that meetings can be concluded within a reasonable time.

ACCOMMODATIONS

Persons with disabilities who require an accommodation or service should contact the Chancellor's Office at (650) 358-6877 at least 24 hours prior to the Board meeting.

1. OPEN SESSION - 6:00 p.m.

Subject 1.1 Call to Order / Roll Call / Pledge of Allegiance

Meeting Nov 8, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 1. OPEN SESSION - 6:00 p.m.

Access Public

Type Procedural

Subject 1.2 Discussion of the Order of the Agenda

Meeting Nov 8, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 1. OPEN SESSION - 6:00 p.m.

Access Public

Type Discussion

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject 2.1 Comments by Community Members

Meeting Nov 8, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Access Public

Type Information

PROVIDING PUBLIC COMMENT DURING THE MEETING ON NON-AGENDA ITEMS

To make a comment regarding a non-agenda item, members of the public:

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(2) If remote, once in the Zoom meeting (via above link), can utilize the "raise hand" function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who "raise their hand" will be called upon in the order they appear.

(3) Members of the public making comment are reminded of the 3-minute time limit for comment.

3. APPROVAL OF MINUTES

Subject 3.1 Approval of Minutes from September 13, 2023 Regular Meeting (5 Mins.)

Meeting Nov 8, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 3. APPROVAL OF MINUTES

Access Public

Type Action (Consent)

Preferred Date Sep 13, 2023

Fiscal Impact No

Budgeted No

It is recommended that the Board of Trustees approve the presented minutes.

Recommended
Action

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor
PREPARED BY: Candice E. Bell, Executive Assistant to the Board

APPROVAL OF MINUTES FROM SEPTEMBER 13, 2023 REGULAR MEETING

Minutes are to specifically reflect reportable Actions taken by the Board of Trustees during the times at which they meet. Minutes do not have to reflect verbatim statements or comments by any Member of the Board, Faculty, Staff, and/or Community Member(s). We encourage all to visit the San Mateo County Community College District's website to view the recorded Board Meetings in order to review and/or hear detailed statements or comments.

RECOMMENDATION

It is recommended that the Board of Trustees approve the presented minutes.

File Attachments
[2023-09-13 Minutes.pdf \(236 KB\)](#)

Approval of Consent Agenda All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.

Subject 3.2 Approval of Minutes from October 4, 2023 Special Meeting (5 Mins.)

Meeting Nov 8, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 3. APPROVAL OF MINUTES

Access Public

Type Action (Consent)

Preferred Date Sep 13, 2023

Fiscal Impact No

Budgeted No

Recommended Action It is recommended that the Board of Trustees approve the presented minutes.

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor
PREPARED BY: Candice E. Bell, Executive Assistant to the Board

APPROVAL OF MINUTES FROM OCTOBER 4, 2023 SPECIAL MEETING

Minutes are to specifically reflect reportable Actions taken by the Board of Trustees during the times at which they meet. Minutes do not have to reflect verbatim statements or comments by any Member of the Board, Faculty, Staff, and/or Community Member(s). We encourage all to visit the San Mateo County Community College District's website to view the recorded Board Meetings in order to review and/or hear detailed statements or comments.

RECOMMENDATION

It is recommended that the Board of Trustees approve the presented minutes.

File Attachments
[2023-10-04 Special Meeting Minutes.pdf \(167 KB\)](#)

Approval of Consent Agenda All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.

4. NEW BUSINESS

Subject **4.1 Approval of Personnel Items (5 Mins.)**

Meeting Nov 8, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 4. NEW BUSINESS

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees approve the attached Personnel Report.

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

Staff presents in the attached report for the Board's consideration and recommendations for approval of 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.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Personnel Report.

File Attachments
[Approval of Personnel Items 11-08-23.pdf \(393 KB\)](#)

5. OTHER RECOMMENDATIONS

Subject **5.1 Permanent Chancellor Recruitment (10 Mins.)**

Meeting Nov 8, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 5. OTHER RECOMMENDATIONS

Access Public

Type Action

Recommended Action It is recommended that the Board appoint a trustee and community member to the search committee, and determine salary.

TO: Members of the Board of Trustees

FROM: Julie Johnson, Chief Human Resources Officer

PREPARED BY: Julie Johnson, Chief Human Resources Officer

PERMANENT CHANCELLOR RECRUITMENT

At the September 13, 2023 Board of Trustees Regular Meeting, the Board approved the retention of R.H. Perry as the search firm for the Permanent Chancellor recruitment, the tentative timeline, and the composition of the search committee. The Board agreed to provide Staff and the Search Consultant with a specific salary for the job profile instead of a range.

Before proceeding with the next phase of the search process, Staff and Search Consultant R.H. Perry require Board action on the following:

1. Appointment of trustee to the search committee;
2. Appointment of community member to the search committee;
3. Determination of salary for the job profile and marketing materials.

Paul Doeg of R.H. Perry will be available to guide the discussion on these items.

RECOMMENDATION

It is recommended that the Board appoint a trustee and community member to the search committee, and determine salary.

6. STUDY SESSION

Subject 6.1 Considerations for Class Size and Class Cancellations (90 Mins.)

Meeting Nov 8, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 6. STUDY SESSION

Access Public

Type Discussion

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Interim Chancellor

PREPARED BY: Dr. Aaron McVean, Vice Chancellor of Educational Services and Planning

CONSIDERATIONS FOR CLASS SIZE AND CLASS CANCELLATIONS

It is recognized that the District's current Board Policy addressing class cancellation needs careful consideration and revision. Generally, the current permanent policy provides the guideline (based on minimum class size) to cancel classes with fewer than 20 students. It also requires the District to be efficient and it provides some guidance for flexibility. In addition, each of the campuses created student-centered class cancellation guidance documents to support the flexibility of the current policy which are attached.

The District has a unique opportunity to work together on a collaborative solution. The Interim Chancellor has invited the formation of a work group that includes administrators and faculty to consider a new approach, potentially rooted in emerging best practices in class cancellations related to *maximum class size*. The challenge for the work group is to agree on a solution that faculty and administrators can recommend to the Chancellor *together* as a best practice.

Included in the Board Packet is a report for the purpose of edifying the District and our constituencies about the possible impacts of the District and Board of Trustees' decisions regarding class cancellation, and uniquely invites input from our constituent groups in advance of the upcoming study session. At this Study Session, staff will broadly present concepts that impact our decision-making on class cancellation and invite our constituent groups to be a part of the discussion with the Board of Trustees.

Additional Resources

[Cañada College Section Cancellation Guidance Document](#)
[Skyline College Section Cancellation Guidance Document](#)
[College of San Mateo Section Cancellation Guidance Document](#)

File Attachments

[SMCCCD ClassCancellations BoardReport-FINAL.pdf \(400 KB\)](#)
[San Mateo County Community College District Considerations of Class Size and Class Cancellation Faculty Response Paper.pdf \(459 KB\)](#)

7. COMMUNICATIONS

8. STATEMENTS FROM BOARD MEMBERS

9. ADJOURNMENT

Subject	9.1 Adjourn
Meeting	Nov 8, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	9. ADJOURNMENT
Access	Public
Type	Procedural