



**Wednesday, December 13, 2023**  
**ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES**

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**Closed Session 5:00 p.m.; 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/86053489083>**  
**Dial-In: 1-669-900-9128 - Webinar ID: 860 5348 9083**

**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. CLOSED SESSION - 5:00 p.m.**

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**Subject** 1.1 Call to Order / Roll Call  
Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 1. CLOSED SESSION - 5:00 p.m.  
Type Procedural

## **2. CLOSED SESSION ITEMS FOR DISCUSSION**

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**Subject** 2.1 Conference with Legal Counsel - Existing Litigation: Gov. Code § 54956.9, Subd. (d)(1): SMCCCD vs. Allana Buick & Bers, Inc. et al., San Mateo Superior Court Case 23-CIV-00631  
Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Type Discussion, Procedural

**Subject** 2.2 Liability Claim: Gov. Code 54956.95 - Workers' Compensation Claim: One Case - Agency Claimed Against: San Mateo County Community College District  
Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Type Discussion

**Subject** 2.3 2.4 Pursuant to Gov. Code, §54957: Public Employee Discipline/Dismissal/ Release  
Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Type

## **3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

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**Subject** 3.1 Comments by Community Members  
Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY  
Type Information

## **4. CLOSED SESSION**

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**Subject** 4.1 Recess to Closed Session  
Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 4. CLOSED SESSION

Type Procedural

## **5. OPEN SESSION - 6:00 p.m.**

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**Subject** 5.1 Call to Order / Roll Call / Pledge of Allegiance

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 5. OPEN SESSION - 6:00 p.m.

Type Procedural

**Subject** 5.2 Announcement of Any Reportable Action Taken in Closed Session

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 5. OPEN SESSION - 6:00 p.m.

Type Information, Procedural

**Subject** 5.3 Discussion of the Order of the Agenda

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 5. OPEN SESSION - 6:00 p.m.

Type Discussion

## **6. ORGANIZATION OF BOARD OF TRUSTEES**

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**Subject** 6.1 Election of President

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 6. ORGANIZATION OF BOARD OF TRUSTEES

Type Action

**Subject** 6.2 Election of Vice President

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 6. ORGANIZATION OF BOARD OF TRUSTEES

Type Action

**Subject** 6.3 Election of Secretary for the Board

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 6. ORGANIZATION OF BOARD OF TRUSTEES

Type Action

**Subject** 6.4 4. Appointment of Representative of the Board to the County Committee on School District Organization

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 6. ORGANIZATION OF BOARD OF TRUSTEES

Type Action

## **7. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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**Subject** 7.1 Chancellor and Chancellor's Cabinet

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Type Informational

File Attachments

[Combined Report of the College Presidents 12-13-23.pdf \(1,894 KB\)](#)

**Subject** 7.2 District Academic Senate

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Type Informational

**Subject** 7.3 Student Trustee and/or Associated Student Body

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Type Informational

## **8. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS**

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**Subject** 8.1 AFT, Local 1493

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 8. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type Information

**Subject** 8.2 CSEA, Chapter 33

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 8. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type Information

**Subject** 8.3 AFSCME, AFL-CIO, Local 829, Council 57  
Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 8. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS  
Type Information

## **9. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

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**Subject** 9.1 Comments by Community Members  
Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 9. PUBLIC COMMENTS ON NON-AGENDA ITEMS  
Type Information

## **10. APPROVAL OF MINUTES**

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**Subject** 10.1 Approval of Minutes from November 29, 2023 Regular Meeting (5 Mins.)  
Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 10. APPROVAL OF MINUTES  
Type Action  
Preferred Date Nov 29, 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 NOVEMBER 29, 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.

**Subject** 10.2 Approval of Minutes from December 5, 2023 Special Closed Session (5 Mins.)

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 10. APPROVAL OF MINUTES  
Type Action  
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 DECEMBER 5, 2023 SPECIAL CLOSED SESSION**

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.

### **11. NEW BUSINESS**

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#### **Subject 11.1 Approval of Personnel Items (5 Minutes)**

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 11. NEW BUSINESS  
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 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.

File Attachments  
[Approval of Personnel Items 12-13-23.pdf \(407 KB\)](#)

**Subject** **11.2 Approval of Salary Adjustment for Non-Represented Exempt Employees on Salary Schedules 10 (Executive), 20 (Management), and 35 (Academic-Classified Exempt Supervisory)**

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 11. NEW BUSINESS

Type Action

Preferred Date Dec 13, 2023

Absolute Date Dec 13, 2023

Recommended Action It is recommended that the Board of Trustees approve the salary adjustment for the non-represented exempt employees described above and adopt the attached salary schedules.

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 SALARY ADJUSTMENT FOR NON-REPRESENTED EXEMPT EMPLOYEES ON SALARY SCHEDULES 10 (EXECUTIVE), 20 (MANAGEMENT), AND 35 (ACADEMIC-CLASSIFIED EXEMPT SUPERVISORY)**

Staff recommends for Board consideration a 5% retroactive salary adjustment to July 1, 2023, for FY23-24, and a 5% salary adjustment effective July 1, 2024, for FY24-25 for non-represented exempt employees on Salary Schedules 10 (Executive), 20 (Management), and 35 (Academic-Classified Exempt Supervisory). Retroactive adjustments for FY23-24 are scheduled to be processed on March 29, 2024.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the salary adjustment for the non-represented exempt employees described above and adopt the attached salary schedules.

File Attachments

[10 Executive Salary Schedule - \(Schedules for FY2324 and FY2425\).pdf \(94 KB\)](#)

[20 Management Salary Schedule - \(Schedules for FY2324 and FY2425\).pdf \(105 KB\)](#)

[35 Academic-Classified Exempt Supervisory Salary Schedule - \(Schedules for FY2324 and FY2425\).pdf \(237 KB\)](#)

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## **12. CONSENT AGENDA**

**Subject** **12.1 Ratification of Agreement with County of San Mateo Legal Services**

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 12. CONSENT AGENDA

Type Action (Consent)

Preferred Date Dec 13, 2023

Recommended Action                    It is recommended that the Board approve the renewal of an agreement with the County of San Mateo for provision of legal services during the period of July 1, 2023 through June 30, 2028 in an amount not to exceed \$475,000 for the life of the agreement.

TO:    Members of the Board of Trustees

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

PREPARED BY:                    Bernata Slater, Acting Executive Vice Chancellor of Administrative Services

### **RATIFICATION OF AGREEMENT WITH COUNTY OF SAN MATEO FOR LEGAL SERVICES**

The District has used the legal services of the San Mateo County Counsel's staff for many years. The current contract expired on June 30, 2023.

Currently, several attorneys in the County Counsel's office are advising the District on a wide variety of different issues, including personnel matters; business contract issues; CEQA and planning issues; rules and regulations revisions; and international education. The administration believes that one of the advantages of using the County Counsel's office is that we have access to attorneys with strong legal backgrounds in all of these areas.

Services will be rendered between July 1, 2023 through June 30, 2024 at an attorney hourly rate of \$247 and a paralegal hourly rate of \$136. The District shall pay the County Attorney for services rendered between July 1, 2024 and June 30, 2025 at an attorney hourly rate of \$252 and a paralegal hourly rate of \$138. These rates are subject to change once a year, usually on July 1. Additionally, the District shall pay the actual costs of any out-of-pocket expenses incurred by the County Attorney in connection with the provision of its legal services, e.g., filing fees, extraordinary mailing costs, deposition costs, transcript costs, outside counsel fees, etc.

The District now seeks Board approval of a five-year agreement with the San Mateo County Counsel for provision of legal services, including out-of-pocket and extraordinary expenses, during the period July 1, 2023 through June 30, 2028. District Administration projects the value of the five-year agreement to be approximately \$475,000. This estimate is based on prior years spend and assumes annual rate increases of 3% and minimal extraordinary expense of \$1,000 per annum.

### **RECOMMENDATION**

It is recommended that the Board approve the renewal of an agreement with the County of San Mateo for provision of legal services during the period of July 1, 2023 through June 30, 2028 in an amount not to exceed \$475,000 for the life of the agreement.

*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.*

<b>Subject</b>	<b>12.2 Curricular Additions, Deletions and Modifications - Cañada College, College of San Mateo, and Skyline College</b>
Meeting	Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES
Category	12. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	Dec 13, 2023
Absolute Date	Dec 13, 2023





Type Action (Consent)

Recommended Action It is recommended that the Board receive the initial proposal from the District to the San Mateo Community College Federation of Teachers, Local 1493 and set a public hearing on the proposal for January 24, 2024, the next regularly scheduled business meeting of the Board.

TO: Members of the Board of Trustees

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

PREPARED BY: Julie Johnson, Chief Human Resources Officer

**RECEIPT OF DISTRICT'S INITIAL CONTRACT REOPENER PROPOSAL TO THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO AND SETTING OF A PUBLIC HEARING**

The October 24, 2023, Global Tentative Agreement for the 2022 - 2025 successor contract and the Memorandum of Understanding Regarding Part-Time Health Care Reimbursement Pilot Program requires the parties to renegotiate specific articles of the contract and explore a successor MOU for the part-time health insurance program.

Government Code Section 3547 of the Educational Employment Relations Act provides:

- (a) All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.
- (b) Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.
- (c) After the public has had the opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.

As required by the Educational Employment Relations Act, staff is submitting the accompanying District proposal to the Board prior to holding a public hearing on the proposal.

**RECOMMENDATION**

It is recommended that the Board receive the initial proposal from the District to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO and set a public hearing on the proposal for January 24, 2024, the next regularly scheduled business meeting of the Board.

File Attachments

[District Sunshine Proposals for 2024 Reopeners.pdf \(34 KB\)](#)

*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.*

**13. OTHER RECOMMENDATIONS**

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**Subject 13.1 Receipt and Acceptance of the 2022-2023 District Audit Report (10 Mins.)**

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 13. OTHER RECOMMENDATIONS  
Type Action  
Preferred Date Dec 13, 2023  
Absolute Date Dec 13, 2023  
Recommended Action It is recommended that the Board of Trustees receive and accept the 2022-2023 audit report for the District, which has been be filed by CWDL LLP with the State Department of Education, the State Controller, and the State Chancellor's Office prior to the December 31, 2023 due date.  
TO: Members of the Board of Trustees  
FROM: Melissa Moreno, J.D., Interim Chancellor  
PREPARED BY: Bernata Slater, Acting Executive Vice Chancellor of Administrative Services

### RECEIPT AND ACCEPTANCE OF THE 2022-2023 DISTRICT AUDIT REPORT

Attached is the audit of the San Mateo County Community College District funds, prepared by the Board-approved firm of CWDL LLP. The audit report covers the fiscal year ending June 30, 2023. A representative from the audit firm will be present to respond to questions.

### RECOMMENDATION

It is recommended that the Board of Trustees receive and accept the 2022-2023 audit report for the District, which has been be filed by CWDL LLP with the State Department of Education, the State Controller, and the State Chancellor's Office prior to the December 31, 2023 due date.

File Attachments

[San Mateo County CCD Audit Report June 30, 2023 - Final.pdf \(2,298 KB\)](#)

**Subject 13.2 Receipt and Acceptance of the 2022-2023 General Obligation Bond Financial and Performance Audit Reports (5 Mins.)**  
Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 13. OTHER RECOMMENDATIONS  
Type Action  
Preferred Date Dec 13, 2023  
Absolute Date Dec 13, 2023  
Recommended Action It is recommended that the Board of Trustees accept the 2022-2023 audit reports of the General Obligation Bond Fund.  
TO: Members of the Board of Trustees  
FROM: Melissa Moreno, J.D., Interim Chancellor

**RECEIPT AND ACCEPTANCE OF THE 2022-2023 GENERAL OBLIGATION BOND FINANCIAL AND PERFORMANCE AUDIT REPORTS**

Attached are the financial and performance audits of the San Mateo County Community College District general obligation bond fund prepared by the Board-approved firm of CWDL LLP. The audit reports cover the fiscal year ending June 30, 2023. A representative from the audit firm will be present to respond to questions. The audit reports will be presented to the members of the Citizen's Bond Oversight Committee as an informational item at their next meeting.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the 2022-2023 audit reports of the General Obligation Bond Fund.

File Attachments

[SMCCCD Measure H Financial Audit June 30, 2023 - Final.pdf \(484 KB\)](#)

[SMCCCD Measure H Performance Audit June 30, 2023 - Final.pdf \(300 KB\)](#)

**Subject** **13.3 Receipt and Acceptance of the 2022-2023 Retirement Futuris Public Entity Investment Trust Audit Report (5 Mins).**

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Type Action

Preferred Date Dec 13, 2023

Absolute Date Dec 13, 2023

Recommended Action It is recommended that the Board of Trustees receive and accept the 2022-2023 audit report for the Retirement Futuris Public Investment Trust.

TO: Members of the Board of Trustees

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

PREPARED BY: Bernata Slater, Acting Executive Vice Chancellor of Administrative Services

**RECEIPT AND ACCEPTANCE OF THE 2022-2023 RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST AUDIT REPORT**

Attached is the audit of the Retirement Futuris Public Entity Investment Trust for the San Mateo County Community College District, prepared by the Board-approved firm of CWDL LLP. The audit report covers the fiscal year ending June 30, 2023. A representative from the audit firm will be present to respond to questions.

**RECOMMENDATION**

It is recommended that the Board of Trustees receive and accept the 2022-2023 audit report for the Retirement Futuris Public Investment Trust.

File Attachments

**Subject** **13.4 Receipt and Acceptance of the 2022-2023 KCSM-FM Audit Report (5 Mins.)**

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Type Action

Preferred Date Dec 13, 2023

Absolute Date Dec 13, 2023

Recommended Action It is recommended that the Board of Trustees receive and accept the 2022-2023 audit report for KCSM-FM, which will be filed with the Corporation for Public Broadcasting prior to the January 31, 2024, due date.

TO: Members of the Board of Trustees

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

PREPARED BY: Bernata Slater, Acting Executive Vice Chancellor of Administrative Services

**RECEIPT AND ACCEPTANCE OF THE 2022-2023 KCSM-FM AUDIT REPORT**

Attached is the audit of the KCSM-FM financial records, prepared by the Board-approved firm of CWDL LLP. The audit report covers the fiscal year ending June 30, 2023. A representative from the audit firm will be present to respond to questions.

**RECOMMENDATION**

It is recommended that the Board of Trustees receive and accept the 2022-2023 audit report for KCSM-FM, which will be filed with the Corporation for Public Broadcasting prior to the January 31, 2024, due date.

File Attachments

[KCSM-FM Financial Statements June 30, 2023 - Final.pdf \(1,383 KB\)](#)

**Subject** **13.5 Authorization to Augment the Contract for Architectural Services for the Districtwide Student Housing at the College of San Mateo (5 Mins.)**

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Type Action (Consent)

Preferred Date Dec 13, 2023

Absolute Date Dec 13, 2023

Fiscal Impact Yes

Dollar Amount                    \$181,668.00

Budgeted                            Yes

Budget Source                    Local Funds

Recommended Action            It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a contract augmentation with HPI Architecture for additional architectural services for the Districtwide Student Housing Project at the College of San Mateo, with an amount not to exceed \$ 181,668.

TO:                                    Members of the Board of Trustees

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

PREPARED BY:                    Dr. Richard Storti, Acting President College of San Mateo  
Michele Rudovsky, Chief Facilities and Operations Officer  
Marie Mejia, Director of Capital Projects

**AUTHORIZATION TO AUGMENT THE CONTRACT FOR ARCHITECTURAL SERVICES FOR THE DISTRICTWIDE STUDENT HOUSING AT THE COLLEGE OF SAN MATEO**

At its meeting on May 24, 2023 (Board Report No. 14.3), the Board of Trustees authorized the Chancellor, or designee, to execute a professional services contract with HPI Architecture in the amount of \$3,923,000 for design services of the Districtwide Student Housing at College of San Mateo.

At the September 18 and 19, 2023 Districtwide Community Forums, community members expressed concerns regarding the location and proximity of the student housing complex to their homes. The majority requested to relocate from Lot W (location submitted on the State Grant application) to Lot B. Staff was given direction by the Interim Chancellor to request for a change in location with the California Community Colleges Chancellor’s Office (CCCCO).

Following input received from neighbors during two community forum meetings held in September 2023 and in collaboration with architects, CSM parking lot B is deemed more suitable for student housing. Lot B is more central to the campus, provides greater distance from surrounding residential neighbors, and is more favorable from a pedestrian and vehicular traffic standpoint. Upon the District’s request, the CCCCCO has granted preliminary approval to change the location of the facility from parking lot W to parking lot B. At the October 17, 2023 Districtwide Community Forum, the community members were informed of the new location.

At the October 25, 2023 (Board Report No. 11.7), the Board of Trustees approved the change in location from parking lot W to parking lot B.

With the change in location, HPI Architecture is seeking a contract augmentation with a not to exceed amount of \$ 181,668.00 for the following scope of work:

- Review site conditions at the new location
- Refine building configuration and redesign interior spaces with the new location
- Refine code analysis and fire access plan
- New structural framing layout / coordination
- Re-evaluate electrical/plumbing point of connections
- Electrical feasibility assessment
- Additional team review meetings / coordination

Base Contract with Reimbursables (Board Approved 5/23/23 No. 14.3)	\$3,923,000
Add Services - Community Forums & Site Relocation	\$181,668
Total Fee	\$4,104,668

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a contract augmentation with HPI Architecture for additional architectural services for the Districtwide Student Housing Project at the College of San Mateo, with an amount not to exceed \$ 181,668.

*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.*

<b>Subject</b>	<b>13.6 Ratification of Facilities and Services Agreement with Peninsula Library System (5 Mins.)</b>
Meeting	Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES
Category	13. OTHER RECOMMENDATIONS
Type	Action
Preferred Date	Dec 13, 2023
Absolute Date	Dec 13, 2023
Fiscal Impact	No
Recommended Action	It is recommended that the Board of Trustees ratify the agreement with the Peninsula Library System, effective July 1, 2023 through June 30, 2026, with an option to extend for two additional five-year terms.
TO:	Members of the Board of Trustees
FROM:	Melissa Moreno, J.D., Interim Chancellor
PREPARED BY:	Daman Grewal, Chief Technology Officer Yanely Pulido, Director of General Services

### **RATIFICATION OF FACILITIES AND SERVICES AGREEMENT WITH PENINSULA LIBRARY SYSTEM**

On May 4, 1988, the Board authorized the District to join the Peninsula Library System (PLS) and approved a joint powers agreement which includes all of the city and county public libraries in San Mateo County. The primary objective of the District in joining PLS was to automate the libraries of each College and expand the library resources available to students, faculty and staff to include access to all of the resources available at the city and county public libraries in San Mateo County. This experience has proven to be extremely cost-effective and beneficial to the District and each of the three Colleges.

As authorized by the Board on April 27, 1994, an agreement was executed with PLS which relocated the PLS library computer systems, network services and their support staff to the District's Department of Information Technology Services (ITS). In this initial agreement, the District provided PLS with office space for 6 FTE technical staff, rack space in the computer center for their servers, utilities, network and internet services, technical support services to augment their staff, computer operations support, and management services. The agreement has been amended several times to extend the term and make adjustments to the level of services provided by the District to support PLS. In the last amendment, as authorized by the Board on July 23, 2014, further reductions in the level of services provided by the District were negotiated as PLS has become much more self-sufficient and is able to more readily support themselves in their own office building in San Mateo. This agreement expired on June 30, 2023.

Both PLS and the District wish to continue this business relationship for District IT hosting and support services. As such, the District has renegotiated a new three-year agreement with a total payment to the District of \$165,000, with a provision for a 10% increase of the preceding annual amount due for each optional

five-year term extension. These funds will continue to be used by Information Technology Services to support a variety of technology initiatives and projects to benefit the three Colleges.

## RECOMMENDATION

It is recommended that the Board of Trustees ratify the agreement with the Peninsula Library System, effective July 1, 2023, through June 30, 2026, with an option to extend for two additional five-year terms.

## 14. DISCUSSION ITEMS

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<b>Subject</b>	<b>14.1 Update on District 2023-24 Strategic Marketing Campaign Performance (10 Mins.)</b>
Meeting	Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES
Category	14. DISCUSSION ITEMS
Type	Discussion
TO:	Members of the Board of Trustees
FROM:	Melissa Moreno, J.D., Interim Chancellor
PREPARED BY:	David McLain, Interim Executive Director of Community and Government Relations

### UPDATE ON DISTRICT 2023-24 STRATEGIC MARKETING CAMPAIGN PERFORMANCE

At its meeting on October 27, 2021, the Board approved the award of a contract to VisionPoint Marketing, LLC, to serve as the marketing agency of record to provide the District and its three colleges ongoing support in strategizing, planning, coordinating, producing, and distributing integrated advertising through a variety of digital and physical distribution channels. The Board ratified the contract at its regular meeting on November 10, 2021.

From December 2021 through May 2022, VisionPoint engaged with various District stakeholders to learn about the District, develop campaign messaging, and test creative concepts. Four campaigns, one per college and one for the District, were launched in June 2022 and ran through January 2023. The campaign theme began with "Bridge the Gap," but in Fall 2022, the ad copy was modified to promote the newly passed SB 893 Free College program. Headlines were converted to "Bridge to Free College," and advertisement clicks redirected visitors to a new SB 893 Free College landing page.

At its regular meeting on February 22, 2023, the Board was presented with the first-year results and approved an additional campaign spend for the 2023-24 enrollment cycle. Additionally, the Board asked for future advertising creatives to be produced in-house, using VisionPoint only for ad buys, placements, and optimizations.

In April 2023, the three colleges launched new college-branded "Drop the Fees, College is Free" digital enrollment campaigns. In October 2023, the District launched its "Imagine" awareness campaign. All four campaigns are scheduled to run through January 31, 2024.

Tonight, the Board will be presented with a brief update on the current campaigns' performance through November 30, 2023.

File Attachments

[District Advertising Campaign Update\\_12-13-23.pdf \(2,367 KB\)](#)

## 15. COMMUNICATIONS

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Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 17. MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION  
Type  
TO:  
FROM:  
PREPARED BY:

**Subject 17.5 Adjournment**

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 17. MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION  
Type Procedural

**18. RECONVENE TO CLOSED SESSION (if necessary)**

**Subject 18.1 Reconvened to Close Session**

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 18. RECONVENE TO CLOSED SESSION (if necessary)  
Type Procedural

**19. RECONVENE TO OPEN SESSION (if necessary)**

**Subject 19.1 Reconvened to Open Session**

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 19. RECONVENE TO OPEN SESSION (if necessary)  
Type Procedural

**Subject 19.2 Announcement of Reportable Action Taken In Closed Session (if necessary)**

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES  
Category 19. RECONVENE TO OPEN SESSION (if necessary)  
Type Procedural

**20. ADJOURNMENT**

**Subject 20.1 Adjourn**

Meeting Dec 13, 2023 - ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

Category

20. ADJOURNMENT

Type

Procedural