



**Wednesday, January 24, 2024
REGULAR BOARD 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/84953471606>
Dial-In: 1-669-900-9128 - Webinar ID: 849 5347 1606**

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 at 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 at 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 (650) 358-6877 at least 24 hours prior to the Board meeting.

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

Subject	1.1 Call to Order / Roll Call
Meeting	Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	1. CLOSED SESSION - 5:00 p.m.

Type Procedural

2. CLOSED SESSION ITEMS FOR DISCUSSION

Subject **2.1 Conference with Labor Negotiator - Agency Designated Representatives: Melissa Moreno and Richard Storti Employee Organization: Non-represented Employees and Board of Trustees**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type Discussion

Subject **2.2 Conference with Legal Counsel - Anticipated Litigation: Significant Exposure to Litigation Pursuant to Subdivisions (d)(2), (4) and (h) of Section 54956.9 - Number of Potential Cases: 7**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type Discussion

Subject **2.3 Pursuant to Gov. Code, §54957: Public Employee Discipline/Dismissal/Release**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type Discussion

Subject **2.4 Pursuant to Gov. Code, §54957: Public Employment (Performance Auditor/Policy Analyst)**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type Discussion

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Subject **3.1 Comments by Community Members**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Type Information

4. CLOSED SESSION

Subject **4.1 Recess to Closed Session**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 4. CLOSED SESSION

Type Procedural

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

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

Meeting Jan 24, 2024 - REGULAR BOARD 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 Jan 24, 2024 - REGULAR BOARD 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 Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Type Discussion

6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Subject 6.1 6.1 Chancellor and Chancellor's Cabinet

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Type Informational

Subject 6.2 District Academic Senate

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Type Informational

Subject 6.3 Student Trustee and/or Associated Student Body

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Type Informational

7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Subject 7.1 AFT, Local 1493

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS
Type Information

Subject 7.2 CSEA, Chapter 33

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS
Type Information

Subject 7.3 AFSCME, AFL-CIO, Local 829, Council 57

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS
Type Information

8. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject 8.1 Comments by Community Members

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 8. PUBLIC COMMENTS ON NON-AGENDA ITEMS
Type Information

9. APPROVAL OF MINUTES

Subject 9.1 Approval of Minutes from December 13, 2023 Annual Reorganization Meeting of the Board of Trustees (5 Mins.)

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 9. 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 DECEMBER 13, 2023 ANNUAL REORGANIZATION MEETING OF THE BOARD OF TRUSTEES

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

[2023-12-13 Reorganization Meeting Minutes.pdf \(203 KB\)](#)

10. NEW BUSINESS

Subject **10.1 Approval of Personnel Items (5 Mins.)**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. 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 01-24-24.pdf \(403 KB\)](#)

11. CONSENT AGENDA

Subject **11.1 Approval of Third Addendum to Commercial Lease Between San Mateo County Community College District and INTEG Properties**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. CONSENT AGENDA

Type Action (Consent)

Preferred Date Jan 24, 2024

Absolute Date Jan 24, 2024

Fiscal Impact Yes

Dollar Amount \$60,000.00

Budgeted Yes

Budget Source Unrestricted general fund

Recommended Action It is recommended that the Board of Trustees authorize the Interim Chancellor, or their designee, to execute the addendum to the commercial lease between the San Mateo County Community College District and Integ Properties for a space located at 458 San Mateo Avenue, San Bruno, CA, for an additional term of one year with an option to extend for two (2) additional one-year periods at a monthly cost of \$5,000.

TO: Members of the Board of Trustees

FROM: Melissa Moreno J.D, Interim Chancellor

PREPARED BY: Dr. Newin Orante, Acting President of Skyline College and
Dr. Vinicio Lopez, Vice President of Instruction of Skyline College

APPROVAL OF THIRD ADDENDUM TO COMMERCIAL LEASE BETWEEN SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AND INTEG PROPERTIES

The addendum is to continue the lease with INTEG Properties for a 4,800 square foot space located at 458 San Mateo Avenue in San Bruno that is home to the Bay Area Entrepreneur Center (BAEC) offered by Skyline College <http://skylinebaec.org/index.html> . The Bay Area Entrepreneur Center supports Skyline College students to launch new businesses and grow professionally through project based support to the local business community. BAEC has been in this location since inception in 2014. This addendum will allow BAEC to continue operations in its current location through January 31, 2025 with an option to extend for two (2) additional one-year periods at a monthly cost of \$5,000.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Interim Chancellor, or her designee, to execute the addendum to the commercial lease between the San Mateo County Community College District and Integ Properties for a space located at 458 San Mateo Avenue, San Bruno, California for an additional term of one year with an option to extend for two (2) additional one-year periods at a monthly cost of \$5,000.

File Attachments
[BAEC Lease Third Addendum Signed Landlord.pdf \(44 KB\)](#)

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 11.2 Approval of the 2024-25 Integrated District Budget Planning Calendar

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. CONSENT AGENDA

Type Action (Consent)

Recommended Action It is recommended that the Board of Trustees approve the FY 2024-25 Integrated District Budget Planning Calendar in accordance with administrative procedures, which provides for the adoption of the integrated budget planning calendar in January by the Board of Trustees.

TO: Members of the Board of Trustees

FROM: Melissa Moreno J.D., Interim Chancellor

PREPARED BY: Peter Fitzsimmons, District Budget Officer

APPROVAL OF THE 2024-2025 INTEGRATED DISTRICT BUDGET PLANNING CALENDAR

Board Policy 8.11 requires the development of a budget calendar to serve as a guide to the Board of Trustees and administration for the orderly development of the annual budget, in accordance with law. The FY 2024-25 calendar includes specific actions to be taken by campus and district personnel, including various participatory governance committees, and the Board of Trustees.

The calendar provides timelines for planning, discussions, and decisions by the Board concluding with the adoption of the final budget for FY 2024-25 in September 2024.

RECOMMENDATION

It is recommended that the Board of Trustees approve the FY 2024-25 Integrated District Budget Planning Calendar in accordance with administrative procedures, which provides for the adoption of the integrated budget planning calendar in January by the Board of Trustees.

File Attachments

[2024-25 Budget Calendar.pdf \(129 KB\)](#)

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Subject 11.3 Acceptance of San Bruno Community Foundation Grant Funds for the Accelerate Fellowship Program

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. CONSENT AGENDA

Type Action (Consent)

Preferred Date Jan 24, 2024

Absolute Date Jan 24, 2024

Fiscal Impact No

Recommended Action It is recommended that the Board of Trustees approve the acceptance of the \$15,000 grant provided by the San Bruno Community Foundation.

TO: Members of the Board of Trustees

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

PREPARED BY: Dr. Newin Orante, Acting President, Skyline College
Dr. Vinicio Lopez, Vice President of Instruction, Skyline College
Michael Kane, Dean of Business, Education and Professional Programs, Skyline College
Leah McGlauchlin, Director Bay Area Entrepreneur Center, Skyline College

ACCEPTANCE OF GRANT FUNDS FROM THE SAN BRUNO COMMUNITY FOUNDATION TO SUPPORT THE ACCELERATE FELLOWSHIP PROGRAM

Skyline College has been awarded a grant from the San Bruno Community Foundation in the amount of \$15,000 to support the hiring of student fellows. The grant is to be used exclusively in connection with supporting Skyline College students conducting hands-on community projects aimed at supporting the downtown San Bruno area through the Accelerate Fellowship Program offered by the Bay Area Entrepreneur Center (BAEC) of Skyline College.

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the \$15,000 grant provided by the San Bruno Community Foundation.

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	11.4 Ratification of September and October District Warrants
Meeting	Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA
Type	Action (Consent)
Recommended Action	It is recommended that the Board of Trustees approve the warrants issued during the period September 1, 2023, through October 31, 2023, and ratify the contracts entered into leading to such payments.
TO:	Members of the Board of Trustees
FROM:	Melissa Moreno, J.D., Interim Chancellor
PREPARED BY:	Peter Fitzsimmons, District Budget Officer

RATIFICATION OF SEPTEMBER AND OCTOBER DISTRICT WARRANTS

Attached are the warrants in excess of \$10,000 that were issued in the months of September and October 2023, respectively. The schedules include total warrants issued for the subject period in addition to warrant sequences.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period September 1, 2023, through October 31, 2023, and ratify the contracts entered into leading to such payments.

File Attachments

[September 2023 Warrants.pdf \(245 KB\)](#)
[October 2023 Warrants.pdf \(247 KB\)](#)

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 **11.5 Curricular Additions, Deletions and Modifications - College of San Mateo and Skyline College**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. CONSENT AGENDA

Type Action (Consent)

Preferred Date Jan 24, 2024

Absolute Date Jan 24, 2024

Fiscal Impact No

Budgeted No

Budget Source n/a

Recommended Action It is recommended that the Board approve the attached curricular changes for the College of San Mateo and Skyline College catalogs.

TO: Members of the Board of Trustees

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

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

**CURRICULAR ADDITIONS, DELETIONS AND MODIFICATIONS
COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

The addition of seventeen courses, one program and two departments to the College catalogs are proposed by College of San Mateo and Skyline College at this time. Additionally, sixteen courses are proposed to be offered in the distance education mode.

Thirty-three courses and one program were assigned inactive status, which removes them from the catalog and schedule. Since they have not been deleted, they can be more easily reinstated at a later time. If reinstatement is unlikely, the courses and program will be deleted in the coming years.

Furthermore, one hundred and nine courses and twelve programs were modified.

Each of the proposed courses and programs has been reviewed by the appropriate Division Dean and approved by the College Curriculum or Instruction Committee, acting on behalf of the local Academic Senate. In addition, the Academic Senate Presidents provide oversight with respect to the necessary role of the local Senates in the review and approval process. The rigor of the approval process assures that each new course has substance and integrity in relation to its discipline and that it fills a clear student need not being served by existing course offerings.

RECOMMENDATION

It is recommended that the Board approve the attached curricular changes for the College of San Mateo and Skyline College catalogs.

File Attachments

[Brd 01-24-24 Attachment A_CSM.pdf \(106 KB\)](#)

[Brd 01-24-24 Attachment B_SKY.pdf \(136 KB\)](#)

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 **11.6 Approval of Contract Award for Districtwide Charter Transportation Services To RM Executive Transportation DBA: Mosaic Global Transportation**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. CONSENT AGENDA

Type Action (Consent)

Preferred Date Jan 24, 2024

Absolute Date Jan 24, 2024

Fiscal Impact Yes

Dollar Amount \$120,000.00

Budgeted Yes

Recommended Action It is recommended that the Board of Trustees award RFP 86906 for Districtwide Charter Transportation Services to RM Executive Transportation DBA: Mosaic Global Transportation. The terms of the contract include The hourly rate will be \$160.40 per hour for the commonly used 40 passenger size vehicles. The initial term of the contract will be from January 1, 2024 through June 30, 2028. The total estimated spend per year is \$120,000, however this number may fluctuate according to actual usage.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D. Interim Chancellor

PREPARED BY: Yanely Pulido, Director, General Services
Bob Domenici, Purchasing Supervisor

APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE CHARTER TRANSPORTATION SERVICES TO RM EXECUTIVE TRANSPORTATION DBA: MOSAIC GLOBAL TRANSPORTATION

At regular intervals, the District engages in a request for proposal (RFP) to solicit proposals from qualified well-established, responsible and responsive transportation providers to provide safe, convenient, and reliable charter transportation services for the express purpose of transporting students and necessary staff to attend to District activities more than 90 miles away, including athletics, field trips, and performing arts, and to transport high school students to campus activities. The charter transportation services will be scheduled as needed to support the activities of the District’s three colleges: Cañada College, College of San Mateo and Skyline College.

On March 23, 2023, the District issued RFP 86906 for a multi-year charter transportation services contract. An announcement for this business opportunity was released through the District’s online bid portal and a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on March 23, and March 30, 2023. On April 10, 2023 the District received three (3) proposals from the following firms which were reviewed and evaluated using the following criteria: Firm qualifications and experience; number of vehicles and drivers, safety, cost and references.

Vendor	Hourly Rate
Bus Loop	\$185.00
Code 3 Transportation	\$215.00
RM Executive Transportation DBA: Mosaic Global Transportation	\$160.40

The RFP Evaluation Committee was comprised of representatives from college’s athletics departments and General Services. At the conclusion of the evaluation the committee determined that RM Executive Transportation DBA: Mosaic Global Transportation demonstrated to be the most qualified firm with the best understanding of the District’s goals and objectives, thus providing the best value to the District. The selection of RM Executive Transportation DBA: Mosaic Global transportation was made for the following specific reasons; RM Executive Transportation DBA: Mosaic Global Transportation provided a comprehensive safety and training procedure to ensure quality assurance for vehicles,

conducts all of their vehicle maintenance in house and has a large fleet of vehicles and drivers to accommodate the District's needs. The firm is headquartered in San Jose, CA., has been in operation since 2005, and has extensive experience operating institutional charter service in the San Francisco Bay Area.

RECOMMENDATION

It is recommended that the Board of Trustees award RFP 86906 for Districtwide Charter Transportation Services to RM Executive Transportation DBA: Mosaic Global Transportation. The terms of the contract include the hourly rate will be \$160.00 per hour for the commonly used 40 passenger size vehicles. The initial term of the contract will be from January 1, 2024 through June 30, 2028. The total estimated spend per year is \$120,000, however this number may fluctuate according to actual usage.

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	11.7 Approval of Changes to Board Policy 8.11 - District Budget
Meeting	Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	Jan 24, 2024
Absolute Date	Jan 24, 2024
Fiscal Impact	No
Budgeted	Yes
Recommended Action	It is recommended that the Board of Trustees approve the recommended changes to Board Policy 8.11 - District Budget.
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

APPROVAL OF CHANGES TO BP 8.11 - DISTRICT BUDGET

The California Community College Chancellor's Office (CCCCO) included in its [Joint Analysis for the 2023-24 Enacted Budget](#), Appendix D: District's Fiscal Health, the following recommendation:

"The Chancellor's Office recommends that districts adopt policies to maintain sufficient unrestricted reserves with a suggested minimum of two months of general fund operating expenditures or revenues, consistent with Budgeting Best Practices published by the Government Finance Officers Association."

Subsequently, the District's Chief Fiscal Officer recommended adding the following language to Board Policy 8.11 - District Budget, to align with the the recommendation from the CCCCCO:

"As part of the District's contingency planning, the Unrestricted General Fund reserves shall be no less than the recommendation made by the California Community College Chancellor's Office. The reserves will be set annually with the adopted budget to ensure fiscal stability of our programs and services."

This recommended change was considered by the District Participatory Governance Committee (DPGC) at two successive meetings and was approved for recommendation to the Chancellor at its meeting on December 4, 2023. The Chancellor has approved this change for recommendation to the Board of Trustees for final adoption.

RECOMMENDATION

It is recommended that the Board of Trustees approve the recommended changes to Board Policy 8.11 - District Budget.

File Attachments

[SMCCCD BP 8.11 rev.pdf \(148 KB\)](#)

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 11.8 Consideration of Denial of Claim Against the District by Jing Wu

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. CONSENT AGENDA

Type

TO: Members of the Board of Trustees

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

PREPARED BY: Julie Johnson, Chief Human Resources Officer

CONSIDERATION OF DENIAL OF CLAIM AGAINST THE DISTRICT BY JING WU

Background

On December 17, 2023, Jing Wu filed an administrative claim alleging psychological harm in the amount of \$343,000.

RECOMMENDATION

It is recommended that the Board of Trustees deny the claim against the District and refer the matter to the District's insurance and legal advisors.

12. OTHER RECOMMENDATIONS

Subject 12.1 Adoption of Resolution 24-01 by the Governing Board designating staff to sign documents with the California Department of Education and the California Department of Social Services for the purpose of providing child care and development services for fiscal year 2024-2025 (5 Mins.)

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. OTHER RECOMMENDATIONS

Type Action

Preferred Date Jan 24, 2024

Absolute Date Jan 24, 2024

Fiscal Impact No

Recommended Action It is recommended that the Board of Trustees adopt Resolution 24-01 by the Governing Board designating staff to sign documents with the California Department of Education and the California Department of Social Services for the purpose of providing child care and development services for fiscal year 2024-2025.

TO: Members of the Board of Trustees

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

PREPARED BY: Joe Morello, Vice President of Administrative Services, Skyline College

ADOPTION OF RESOLUTION 24-01 DESIGNATING STAFF TO SIGN DOCUMENTS WITH THE CALIFORNIA DEPARTMENT OF EDUCATION AND CALIFORNIA DEPARTMENT OF SOCIAL SERVICES FOR THE PURPOSE OF PROVIDING CHILD CARE AND DEVELOPMENT SERVICES FOR FISCAL YEAR 2024-2025

This resolution is needed to certify the approval of the Governing Board to enter into transactions, subsequent amendments, Continued Funding Application, all related contract documents, and authorize the designated personnel to sign contract documents with the California Department of Education and the California Department of Social Services for the purpose of providing child care and development services for fiscal year 2024-2025.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution 24-01 by the Governing Board designating staff to sign documents with the California Department of Education and the California Department of Social Services for the purpose of providing child care and development services for fiscal year 2024-2025.

File Attachments

[RESOLUTION NO 24-01 Resolution for Authorization to sign documents.pdf \(90 KB\)](#)

Subject 12.2 Adoption of Resolution No. 24-02A: Approving Compensation for Absent Board Members (5 Mins.)

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. OTHER RECOMMENDATIONS

Type Action

Recommended Action It is recommended that the Board adopt the resolution regarding compensation for absent board members.

TO: Members of the Board of Trustees

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

ADOPTION OF RESOLUTION 24-02A APPROVING COMPENSATION FOR ABSENT BOARD MEMBERS

Effective January 1, 2023, Education Code 72024(d), states that: A member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. The compensation shall be a charge against the funds of the district.

The attached Resolution provides a list of absent board members with a qualified excuse and authorizes compensation for those board members.

RECOMMENDATION

It is recommended that the Board adopt the resolution regarding compensation for absent board members.

File Attachments

[Resolution No 24-02A - Board Member Absence Pay.pdf \(82 KB\)](#)

Subject **12.3 Approval of Board Member Compensation (5 Mins.)**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. OTHER RECOMMENDATIONS

Type Action

Recommended Action Staff recommends approval of a 5 percent increase in board member compensation.

TO: BOARD OF TRUSTEES

FROM: MELISSA MORENO, J.D., INTERIM CHANCELLOR

APPROVAL OF BOARD MEMBER COMPENSATION

Per California Education Code, section 72024 and Board Policy 2725, and on an annual basis, the Board of Trustees may increase the compensation of individual board members in an amount not to exceed 5 percent based on the present monthly rate of compensation. Any increase made pursuant to this section shall be effective upon approval by the governing board.

The current compensation for board members is \$876 per month. (The student trustee receives half the amount per month and is eligible for a service award at the end of the year per Board Policy 2015). The proposed new amount including a 5 percent increase is \$919.80.

RECOMMENDATION

Staff recommends approval of a 5 percent increase in compensation.

13. DISCUSSION ITEMS

Subject **13.1 Receipt of Bond Oversight Committee Annual Report to the Community (10 Mins.)**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. DISCUSSION ITEMS

Type Action

TO: Members of the Board of Trustees

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

PREPARED BY: David McLain, Interim Executive Director of Community & Government Relations

RECEIPT OF BOND OVERSIGHT COMMITTEE ANNUAL REPORT TO THE COMMUNITY

As required by law, the Board of Trustees established a bond oversight committee composed of community leaders with expertise in finance, accounting, education, construction, sustainability, and local government. The Committee is charged with the responsibility to assure voters that general obligation bond proceeds are expended only on construction, reconstruction, rehabilitation, or replacement of college facilities in compliance with the ballot language approved by the voters and that no funds are used for teacher or administrator salaries or other operating expenses.

The Bond Oversight Committee has approved their 2022-23 Annual Report to the community and submits it to the Board of Trustees for receipt. (No vote is required).

The Chair of the Committee, Rosanne Foust, shall deliver the report which can also be accessed in digital format at: [2022-2023 CBOC Annual Report](#)

Subject **13.2 Preparation for Salesforce CRM Renewal: Report on the Student Success Link (SSL) (10 Mins.)**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. DISCUSSION ITEMS

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
 Dr. Karrie Mitchell, Vice President, Planning, Research, and Institutional Effectiveness

PREPARATION FOR SALESFORCE CRM RENEWAL: REPORT ON THE STUDENT SUCCESS LINK (SSL)

The Salesforce CRM (known as the Student Success Link; SSL) utilized by SMCCCD has transformed the student experience. Information that used to be stored in separate, unintegrated systems (e.g., SARS, Banner, spreadsheets, etc.) spread across multiple divisions within the colleges, is now centralized and integrated within the Student Success Link (SSL). This means that as a student moves through their educational journey, from application to admission, from financial aid to registration, their information follows them no matter which department or student service they access. Thus, any employee providing support has a complete picture of where the student has been, what they currently need, and where they are headed. Before the Student Success Link (SSL), a student would have to tell their story multiple times as they went from Admissions & Records to Counseling to Financial Aid, because each department used a specialized system that did not “talk” to any other departmental system.

Today, at SMCCCD, there are more than 92,000 students with SSL licenses, from high school students in dual enrollment and first-time students in the Promise Scholars Program, to student Veterans and returning students, and every student in between. More than 10,000 students access their SSL student portal every month with ease and efficiency: to sign up for counseling appointments, check their progress with financial aid applications, complete the next step in their individualized student success plan, and any other action that they need to take in order to achieve their educational goals. These students are supported by almost 300 support services staff with employee licenses, and an additional 60 student assistants and ambassadors.

A single unit of four employees within the ITS Department supports the entire SSL and works through an extensive, prioritized list of projects in order to add functionality and optimize performance through continuous improvement. This report provides information on all the functionality of the SSL, the completed projects, and those prioritized for the upcoming year, in preparation for the renewal of the Salesforce CRM licenses (also known as SSL) at the Study Session for the Board of Trustees on February 3, 2024.

File Attachments

[SMCCCD StudentSuccessLink BoardReport Spring2023-FINAL.pdf \(1,307 KB\)](#)
[CRM Board Presentation.pdf \(1,619 KB\)](#)

14. COMMUNICATIONS

15. STATEMENTS FROM BOARD MEMBERS

16. RECONVENE TO CLOSED SESSION (if necessary)

Subject **16.1 Reconvened to Close Session**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 16. RECONVENE TO CLOSED SESSION (if necessary)

Type Procedural

17. RECONVENE TO OPEN SESSION (if necessary)

Subject **17.1 Reconvened to Open Session**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 17. RECONVENE TO OPEN SESSION (if necessary)

Type Procedural

Subject **17.2 Announcement of Reportable Action Taken In Closed Session (if necessary)**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 17. RECONVENE TO OPEN SESSION (if necessary)

Type Procedural

18. ADJOURNMENT

Subject **18.1 Adjourn**

Meeting Jan 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 18. ADJOURNMENT

Type Procedural