



**Saturday, February 3, 2024
STUDY SESSION OF THE BOARD OF TRUSTEES**

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

**Open Session 9:00 a.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/82490955901>
Dial-In: 1-669-900-9128 - Webinar ID: 824 9095 5901**

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 - 9:00 a.m.

Subject	1.1 Call to Order / Roll Call / Pledge of Allegiance
Meeting	Feb 3, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	1. OPEN SESSION - 9:00 a.m.

Type Procedural

Subject 1.2 Discussion of the Order of the Agenda

Meeting Feb 3, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 1. OPEN SESSION - 9:00 a.m.

Type Discussion

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject 2.1 Comments by Community Members

Meeting Feb 3, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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:

(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.

3. NEW BUSINESS

Subject 3.1 Approval of Personnel Items (5 Mins.)

Meeting Feb 3, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 3. 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 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 02-03-24.pdf \(146 KB\)](#)

Subject **3.2 Approval of Salary Adjustment for Non-Represented Exempt Employees on Salary Schedules 10 (Executive), 20 (Management), and 35 (Academic-Classified Exempt Supervisory) (5 Mins.)**

Meeting Feb 3, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 3. NEW BUSINESS

Type Action

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 3% 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 \(145 KB\)](#)
[20 Management Salary Schedule \(Schedules for FY2324 and FY2425\).pdf \(191 KB\)](#)
[35 Academic-Classified Exempt Supervisory Salary Schedule \(Schedules for FY2324 and FY2425\).pdf \(166 KB\)](#)

Subject **3.3 Receipt of District's Initial Contract Reopener Proposals to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO and Setting of a Public Hearing (5 Mins.)**

Meeting Feb 3, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 3. NEW BUSINESS

Type Action (Consent)

Recommended Action It is recommended that the Board receive the initial reopener 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 February 28, 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 PROPOSALS TO THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO AND SETTING OF PUBLIC HEARING

The current collective bargaining agreement between the District and San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, ALF-CIO requires reopening the contract to negotiate two articles: Article 6 and Article 15. The District's Memorandum of Understanding re: Part-Time Faculty Health Insurance Pilot Program requires the parties to reopen negotiations to explore whether to extend the Memorandum of Understanding.

Government Code Section 3547 (from the Educational Employment Relations Act") provides that:

- (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 reopener proposal to the Board before holding a public hearing on the proposal.

RECOMMENDED

It is recommended that the Board receive the initial reopener 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 February 28, 2024, the next regularly scheduled business meeting of the Board.

File Attachments
[District Sunshine Proposal for 2024 Reopener.pdf \(23 KB\)](#)

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 3.4 Receipt of Initial Contract Proposal from the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District and Setting of a Public Hearing (5 Mins.)
Meeting Feb 3, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 3. NEW BUSINESS
Type Action (Consent)

Recommended Action It is recommended that the Board receive the initial reopener proposal from the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District and set a public hearing on the proposal for February 28, 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 INITIAL CONTRACT PROPOSAL FROM THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO TO THE DISTRICT AND SETTING OF A PUBLIC HEARING

The current collective bargaining agreement between the District and San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, ALF-CIO (AFT) requires reopening the contract to negotiate two articles: Article 6 and Article 15. The District's Memorandum of Understanding re: Part-Time Faculty Health Insurance Pilot Program requires the parties to reopen negotiations to explore whether to extend the Memorandum of Understanding.

Government Code Section 3547 (from the Educational Employment Relations Act") provides that:

- (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 that is open to the public, adopt its initial proposal.

AFT has submitted an initial reopener proposal to the District, which staff transmits with this report to the Board. This is done before holding a public hearing on the proposal as required by the Educational Employment Relations Act.

RECOMMENDATION

It is recommended that the Board receive the initial reopener proposal from the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District and set a public hearing on the proposal for February 28, 2024, the next regularly scheduled business meeting of the Board.

File Attachments
[AFT Sunshine Proposals.pdf \(28 KB\)](#)

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. STUDY SESSION

Subject **4.1 Review of Board Goals and Prioritization (15 Mins.)**
Meeting Feb 3, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 4. STUDY SESSION
Type Discussion

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor

REVIEW OF BOARD GOALS AND PRIORITIZATION

The board adopted its 2023-2024 Board Goals in October 25, 2023 (See attached). At this meeting, the board will review their goals and discuss prioritization.

File Attachments

[2023-2024 Board Goals FINAL.pdf \(126 KB\)](#)

Subject 4.2 First Read of Revisions to Chapter 3 of Board Policy (5 Mins.)

Meeting Feb 3, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 4. STUDY SESSION

Type Discussion

TO: Members of the Board of Trustees

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

FIRST READ OF REVISIONS TO CHAPTER 3 OF BOARD POLICY

Beginning in the 2021-22 academic year the District initiated a project to review and recommend updates to all SMCCCD Board Policies. The overall goals of this project are to: 1) ensure that all SMCCCD Board Policies are current; 2) that board policies are easily accessible; and 3) that a system is implemented to ensure systematic and regular updates.

The Board of Trustees reviewed and adopted revised Chapters 1 and 2 at its regular meeting on November 29, 2023. Staff has published the new policies on the BoardDocs platform and they are easily accessible and available to the public. Once the board has reviewed and adopted all seven chapters, staff will share a system for regular updates.

At that time, the Board prioritized the next chapters for review: Chapter 3 (General Institution) and Chapter 7 (Human Resources).

At this time, staff brings a revised Chapter 3 for your first read and instructions for providing feedback for further revisions for a second read at March 6, 2024 Study Session and final adoption at the Regular Meeting of March 27, 2024.

File Attachments

[Chapter 3 BPs for BOT 2 3 24 \(1\) \(1\).pdf \(2,100 KB\)](#)

Subject 4.3 Discussion of Mission Statement and Values Statement (15 Mins.)

Meeting Feb 3, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 4. STUDY SESSION

Type Discussion

TO: Members of the Board of Trustees

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

DISCUSSION OF MISSION STATEMENT AND VALUES STATEMENT

The Accrediting Commission for Junior and Community Colleges (ACCJC) and Board Policy 1200 requires a regular review of the District's mission statement. At the Board's retreat in July, 2023, the Board directed the Chancellor to bring forth a review of the mission statement, and set this as a goal in the adopted board goals.

At this meeting, the Board will have a preliminary conversation and provide feedback for a mission statement after reviewing three examples to guide the brief discussion. Staff will prepare a draft mission based on feedback received for a first read and further discussion at the next Study Session of March 6, 2024.

In addition, and in accordance with the adopted Board Goals, the board will provide direction for a values statement to include support for Board Goal II: **Reinforce a thriving and positive-oriented workplace where employees feel supported in professional growth and innovation.** Based on feedback provided, staff will prepare for a first read and further discussion of a District's values statement at the next Study Session of March 6, 2024.

Subject 4.4 Discussion of the District's Preliminary Budget for FY 2024-25 (10 Mins.)

Meeting Feb 3, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 4. STUDY SESSION

Type Discussion

TO: Members of the Board of Trustees

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

PREPARED BY: Dr. Richard Storti, Acting President of College of San Mateo
Peter Fitzsimmons, Acting Chief Financial Officer

DISCUSSION OF THE DISTRICT'S PRELIMINARY BUDGET FOR FY 2024-25

An update will be provided on the District's Preliminary Budget for FY 2024-25 in light of the governor's proposed budget and current economic conditions. Budget assumptions and resources needed for strategic directions will be reviewed for Board input.

Additional updates will be provided in the coming months, as needed, in advance of the 2024-25 Tentative Budget, which will be presented to the Board of Trustees for adoption at their meeting of June 26, 2024.

File Attachments

[Budget Slides Feb 3 Board Study Session.pdf \(1,249 KB\)](#)

Subject 4.5 Consideration of Short-Term and Long-Term Capital Improvement Program Strategy (45 Mins.)

Meeting Feb 3, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 4. STUDY SESSION

Type Discussion

TO: Members of the Board of Trustees

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

CONSIDERATION OF SHORT-TERM AND LONG-TERM CAPITAL IMPROVEMENT PROGRAM STRATEGY

At its regular meeting on October 25, 2023, the Board approved staff's request for a study session on funding for District-wide capital improvement and repair/renovation projects. At that board meeting, staff provided **general historical perspective** regarding three General Obligation Bond Measures, including the latest Measure H in 2014. These bonds have allowed the District to advance three significant capital improvement plans resulting in the modernization of our campuses and provide spaces where our students and communities can thrive. This funding helped us to complete approximately 80% of the need. Now that Measure H funding is soon expiring, we need to have a strategy for funding ongoing infrastructure replacements and any necessary future capital improvements.

Staff also shared information on our **Fund 4 Balances**. Campus Presidents and the District were asked to create a prioritized list for campus and District needs and allocate all of their one-time Fund 4 balances (\$101M) to those needs over the next two to three years. Their priorities are aligned with identified projects in the Facilities Master Plan, the 5-Year Capital Outlay Plan, and the campus Education Master Plans. Additionally, the District team was asked to create a master priority list based on the Presidents' prioritization work and allocate other available one-time funds (\$174M). (See attached report from October 25, 2023).

At that time, we asked the Board for a study session to seek guidance from the board in how to address the staff **identified funding shortfalls** in both short-term funding for capital improvements and scheduled maintenance needs over the next two to three years and to help derive a long-term strategy for scheduled maintenance and capital improvements, including infrastructure replacements.

At this study session, staff will review the short-term priorities, and the long-term need, and present a strategy with possible solutions for discussion and board guidance.

File Attachments

[2023 1025 CIP RR Project Priorities V3 \(1\).pdf \(828 KB\)](#)

5. COMMUNICATIONS

6. STATEMENTS FROM BOARD MEMBERS

7. ADJOURNMENT

Subject	7.1 Adjourn in Memory of Sharon Himebrook
Meeting	Feb 3, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	7. ADJOURNMENT
Type	Procedural

ADJOURN IN MEMORY OF SHARON HIMEBROOK

Sharon Himebrook, a beloved employee of San Mateo County Community College District, passed away on January 28, 2024. Sharon was an active employee when she passed. Sharon dedicated 44 years to serving the District in the Payroll Department. She was extremely dedicated to her work and was an expert in payroll and retirement regulations. She loved her horse and she loved chocolate. We offer our sincerest condolences to her family and friends, and her absence from our office will leave a gaping hole in our hearts.