

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STUDY SESSION OF THE BOARD OF TRUSTEES

Tuesday, April 7, 2020

Closed Session at 4:45 p.m.; Open Meeting at 6:00 p.m.

This meeting will be held telephonically via Zoom.

Members of the public should **NOT** come to District Office to participate.

Join this Zoom Meeting – <https://smccd.zoom.us/j/969473297>

Dial-In: 1-669-900-9128 – Meeting ID: 969 473 297

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

Observing the Meeting

Members of the public who wish to observe the meeting may do so by accessing the link or calling the following telephone number above at the beginning of the meeting.

Providing Public Comment During Meeting on NON-AGENDA Items

To make a comment regarding a non-agenda item, members of the public, 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. Members of the public making comment are reminded of the 3 minute time limit for comment.

For members of the public who do not have access to a computer or smart device, time will be allotted at the end of public comments for members of the public to comment using a phone.

Providing Public Comment During The Meeting on AGENDA Items

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

For members of the public who do not have access to a computer or smart device, time will be allotted at the end of public comments on the agenda item for members of the public to comment using a phone.

Accommodations

Persons with disabilities who require an accommodation or service should contact the contact the Executive Assistant to the Board at (650) 358-6753 at least 24 hours prior to the Board meeting.

4:45 p.m. Call to Order

CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): One case

2. Conference with Labor Negotiator
Agency Negotiator: Mitchell Bailey and Laura Schulkind
Employee Organizations: AFT and CSEA

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

RECESS TO CLOSED SESSION

RECONVENE TO OPEN SESSION

6:00 p.m. Call to Order / Roll Call

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

DISCUSSION OF THE ORDER OF THE AGENDA

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- 20-4-1A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel
- 20-4-2A Re-Employment of Contract and Regular Faculty for the 2020-21 Academic Year

Other Recommendations

- 20-4-100B Ratification of Sole Source Services Agreement Between San Mateo County Community College District and Bay Area Biotechnology Education Community (BABEC)
- 20-4-101B Adoption of Resolution of Designation of Applicant's Agent for Non-State Agencies for Governor's Office of Emergency Services
- 20-4-102B Adoption of Resolution Specifically Designating Public Works Projects as an Essential Governmental Functions

STUDY SESSION

- 20-4-1C A Discussion of Implementing Online and Distance Learning Modalities and Supports During COVID-19
- 20-4-2C Update on Chancellor Search Forums

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION (if necessary)

ADJOURNMENT

BOARD REPORT NO. 20-4-1A

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: David Feune, Director, Human Resources, (650) 358-6775

APPROVAL OF PERSONNEL ITEMS

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.

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

None

B. PUBLIC EMPLOYMENT

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

Skyline College

Nereida Angulo*	Transition Coordinator (Funded by: AB104 Adult Education Block Grant)	Strategic Partnerships and Workforce Development
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New full-time, 12-month temporary classified employment (salary range: \$62,868 - \$80,220), effective April 13, 2020, replacing Stacy Nojima who resigned.

Sharon Meyer*	Staff Assistant	Student Equity and Support Programs
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New full-time, 12-month classified employment (salary range: \$54,192 - \$69,264), effective April 8, 2020, replacing Rachel Hipps who resigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

Cañada College

Jose Zelaya, Jr. Project Director (College for Working Adults) Humanities and Social Sciences

Reassigned from a full-time, 12-month Retention Specialist (Grade 24 of the Classified Salary Schedule 60; salary range: \$58,536 - \$74,844) into this 80% of full time, 12-month temporary position at Grade 175S of the Classified Professional/Supervisory Salary Schedule 40 (salary range: \$56,006.40 - \$71,548.80), effective April 14, 2020, replacing Jeri Eznekier who retired.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. CHANGES IN STAFF ALLOCATION

None

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****College of San Mateo**

Heidi Diamond Dean of Business & Technology Business & Technology

Retirement effective December 31, 2020 with 5 years of District service. Not eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

None

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

K. SHORT-TERM, NON-CONTINUING POSITIONS

The following is a list of requested classified short-term, non-continuing services that require Board approval prior to the employment of temporary individuals to perform these services, pursuant to Assembly Bill 500 and its revisions to Education Code 88003:

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
District Office	Chancellor's Office	1	04/08/2020	06/30/2020	Interim Vice President, Special Projects: Scope of work: To lead, coordinate or assist with (1) long-range operational and financial planning; (2) special programs and projects; (3) analyzing federal and state laws, rules and regulations and providing recommendations; (4) developing reports and presentations, and (5) performing other duties as assigned

BOARD REPORT NO. 20-4-2A

TO: Members of the Board of Trustees
 FROM: Michael Claire, Interim Chancellor
 PREPARED BY: David Feune, Director, Human Resources, (650) 358-6775

**RE-EMPLOYMENT OF CONTRACT AND REGULAR FACULTY
 FOR THE 2020-21 ACADEMIC YEAR**

The academic employees listed below were evaluated during the 2019-20 academic year in accordance with District policy and collective bargaining agreement and are recommended for re-employment pursuant to the Board of Trustee’s authority by the California Education Code.

RECOMMENDATIONS

A. It is recommended that the following Contract I employees be re-employed in Contract II status for the 2020-21 academic year:

Yancy Aquino	Lezlee Inman	Joshua Rhodes
Briana Avila	Ramakrishnan Kalyanaraman	Kimberly Salido
Michelle Beatty	Althea Kippes	Janice Sapigao
Aricka Bueno	Jenny Le	Gampi Shankar
Kenny Gonzalez	Ame Maloney	
Alex Guiriba	Athena Nazario	
Emilie Hein	Angel Pilar	
Katie Hern	Patrice Reed-Fort	

B. It is recommended that the following Contract II employees be re-employed in the first year of Contract III/IV status for the 2020-21 academic year:

Natalie Alizaga	Evan Kaiser	Hansen Sekona
Lindsey Ayotte	David Lau	Keira Travis
Vincent Chandler	Ritu Malhotra	Kazumi Tsuchiyose
Lydia Chen	Michael Marcial	Sanjyot Walawalkar
Perry Chen	Gerardo Pacheco Matus	Todd Windisch
John Dao	Melinda Nguyen	Ellen Young
Jennifer De La Cruz	Danielle Pelletier	
Jing Folsom	Elisha Polomski	

- C. It is recommended that the following first-year Contract III/IV employees be advanced to their second year of Contract III/IV status for the 2020-21 academic year:

Rene Anderson	Mathew Montgomery	Kenyatta Weathersby
Christine Baird	Mounjed Moussalem	Elinor Westfold
Maggie M. L. Barrientos	Nicole Porter	Maureen Wiley
Safiyyah Forbes	Kimberly Saccio-Kent	
Jose Gutierrez	Alberto Santellan	
Malathi Iyengar	Sumathi Shankar	
Lucy Jovel	Jessica Truglio	
Sarah Mangin-Hinkley	Ching-Yi (Miranda) Wang	

- D. It is recommended that the following second-year Contract III/IV employees be advanced to Regular (Tenure) status beginning with the 2020-21 academic year:

Robert Baden	Leann Kennedy	Gabriel Saucedo
Yvette Butterworth	Nicholas Langhoff	Erinn Struss
Kimberly Davalos	Soledad McCarthy	Michael Vargas
David Eck	Regina Mitchell	Natalie Waechtler
Kamran Eftekhari	David Monarres	
Rika Fabian	Carlos Romero	
Jarrold Feiner	Bianca Rowden Quince	
Paul Hankamp	Christopher Rico	
Stephen Heath	Roxana Rugliancich	
Rupinder Kaur	Cassidy Ryan	

BOARD REPORT NO. 20-4-100B

TO: Members of the Board of Trustees

FROM: Mike Claire, Interim Chancellor

PREPARED BY: Jennifer Taylor-Mendoza, Vice President of Instruction, Skyline College,
738-4321

RATIFICATION OF SOLE SOURCE SERVICES AGREEMENT BETWEEN SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AND BAY AREA BIOTECHNOLOGY EDUCATION COMMUNITY (BABEC)

In March 2017 and April 2018, Skyline College was awarded Regional Joint Venture Funding through the Bay Area Community College Consortium to lead the Biotechnology Supply Chain Operations for Education Project (BioSCOPE) which is a work-based learning opportunity for students in Biotechnology programs. Students learn and follow industry practices in technical and soft skills to manufacture life sciences laboratory products for education in a simulated manufacturing operations environment. The College contracted with Bay Area Biotechnology Education Community (BABEC) to implement and manage the BioSCOPE project. In January 2020, Skyline College was again awarded Regional Joint Venture Funding through the Bay Area Community College Consortium to lead the BioSCOPE project and proposes to contract again with BABEC in the amount of \$105,000.

BABEC is a non-profit organization located in South San Francisco's biotechnology hub and empowers teachers with technical skills and pedagogical knowledge to teach biotechnology and inspires students to engage in science by using advanced, research-grade equipment and curricula. The College has a long-standing and synergistic partnership with BABEC. For more than 10 years, BABEC has been collaborating with the College and other community colleges' biotechnology programs in the region by hosting train-the-trainer workshops, facilitating at biotechnology educator conferences, and providing guest speakers to participate in Skyline College's Science in Action Lecture Series.

Skyline College's continued work with the BioSCOPE project requires BABEC's project management, coordination, operational and technical assistance, and logistics management expertise. BABEC is uniquely poised to take materials produced by biotechnology program students in the BioSCOPE project and work closely with partner community colleges to facilitate the proper ordering, manufacture and delivery of the biotechnology products. There are no other non-profit organizations in the Bay Area that could facilitate this project.

Ratification is requested to continue to utilize the services of BABEC in conjunction with this work. As lead for the Regional Joint Venture funding, Skyline College is confident BABEC will provide the necessary project management, coordination, operational and technical assistance, and logistics management expertise to further employ the BioSCOPE project.

RECOMMENDATION

It is recommended that the Board of Trustees ratify the sole source Services Agreement between San Mateo

County Community College District and Bay Area Biotechnology Education Community (BABEC) in the amount of \$105,000.

BOARD REPORT NO. 20-4-101B

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: Bernata Slater, Chief Financial Officer, (650) 358-6755

ADOPTION OF RESOLUTION OF DESIGNATION OF APPLICANT'S AGENT FOR NON-STATE AGENCIES FOR GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Organizations that have provided, may provide, or are providing extraordinary emergency protective measures as a result of the federally declared emergency, FEMA-3428-EM-CA California COVID-19, may be eligible for federal reimbursement.

To seek reimbursement, organizations must have their governing bodies designate an agent(s) in order to submit a Request for Public Assistance.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution designating the Chancellor, and the District Chief Financial Officer as the District's agents for the purposes of executing on behalf of the District to obtain federal assistance (reimbursement) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 and/or under the California Disaster Assistance Act.

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20 _____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20 _____.

(Signature)

(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")

BOARD REPORT NO. 20-4-102B

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

PREPARED BY: Jose Nunez, Vice Chancellor, Facilities Planning, Maintenance & Operations,
Public Safety, (650) 358-6836
Mitchell Bailey, Vice Chancellor/Chief of Staff, (650) 574-6510

**ADOPTION OF RESOLUTION SPECIFICALLY DESIGNATING PUBLIC WORKS
PROJECTS AS ESSENTIAL GOVERNMENTAL FUNCTIONS**

On March 31, 2020, the County of San Mateo Health Officer issued a revised order directing all individuals living in the County to continue sheltering at their place of residence, except as provided in the Order. Section 13.d of the Order contains an exemption for Essential Governmental Functions, which provides, among other things, that “nothing in this Order shall prohibit any individual from performing or accessing ‘Essential Governmental Functions,’ as determined by the governmental entity performing those functions in the County.”

Within the Order, in Section 13.f, there is an exemption for “Essential Businesses,” which includes, among other things, specific types of construction, including “[p]ublic works projects if specifically designated as an Essential Governmental Function by the lead governmental agency.”

The San Mateo County Community College District is the lead agency for a number of public works projects and staff recommends the Board of Trustees declare the projects outlined in the attached resolution as an “Essential Governmental Function” by adopting the resolution.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution specifically designating public works projects as essential governmental functions.

**RESOLUTION NO. 20-09
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE
DISTRICT STATE OF CALIFORNIA**

**RESOLUTION SPECIFICALLY DESIGNATING PUBLIC WORKS PROJECTS AS
ESSENTIAL GOVERNMENTAL FUNCTIONS**

WHEREAS, on March 31, 2020, the County of San Mateo (“County”) issued Order of the Health Officer, dated March 31, 2020 (“Order”), directing all individuals living in the County to continue sheltering at their place of residence, except as provided in the Order;

WHEREAS, section 2 of the Order states that the intent of the Order is “to ensure that the maximum number of people shelter in their places of residence to the maximum extent feasible to slow the spread of COVID-19 and mitigate the impact on delivery of critical healthcare services to those in need;”

WHEREAS, section 13.d of the Order contains an exemption for Essential Governmental Functions, which provides, among other things, that “nothing in this Order shall prohibit any individual from performing or accessing ‘Essential Governmental Functions,’ as determined by the governmental entity performing those functions in the County”;

WHEREAS, section 13.f of the Order contains an exemption for “Essential Businesses,” which includes, among other things, specific types of construction, including “[p]ublic works projects if specifically designated as an Essential Governmental Function by the lead governmental agency;”

WHEREAS, Section 13.f of the Order also defines “Essential Businesses,” to include “Education institutions – including public and private K-12 schools, colleges, and universities – for purposes of facilitating distance learning or performing essential functions;”

WHEREAS, the California Constitution espouses the essential nature of education, stating, “A general diffusion of knowledge and intelligence being essential to the preservation of the rights and liberties of the people, the Legislature shall encourage by all suitable means the promotion of intellectual, scientific, moral, and agricultural improvement.” (Cal. Const. Art IX, Section 1.);

WHEREAS, the California Constitution contemplates education as a governmental function, with school districts as a public agency authorized to maintain schools within the Public School System, inclusive of kindergarten schools, elementary schools, secondary schools, technical schools, and state colleges, established in accordance with law (Cal. Const., Article IX, Sections 6, 14);

WHEREAS, pursuant to state constitutional authority, the Legislature codified community college districts as local educational agencies (Education Code, Sections 70900 et seq.);

WHEREAS, the California Constitution underscores the import of ongoing public education operations, stating, “The Legislature shall provide for a system of common schools by which a free school shall be kept up and supported in each district at least six months in every year, after the first year in which a school has been established.” (Cal. Const., Art. IX, Section 5.);

WHEREAS, the Education Code provides for community college districts to be under the control of a board of trustees (Ed. Code, Section 70902);

WHEREAS, Governor Newsom’s Executive Order N-26-20, issued on March 13, 2020, noted that: “schools are critical to the daily lives of many Californians;”

WHEREAS, the Order acknowledges educational institutions, including public K-12 schools, colleges, and universities perform “essential functions” (Order, Section 13.f.xv.);

WHEREAS, the San Mateo County Community College District (“District”) is the lead governing agency of the following public works projects at the following locations:

Project Title	Site Address
Cañada College Kinesiology and Wellness Building (B1) and Adjacent Roadway and Parking Lots	4200 Farm Hill Blvd. Redwood City, CA 94061
Cañada College Building 9 Envelope Repairs	4200 Farm Hill Blvd. Redwood City, CA 94061
Cañada College Building 23 Emergency Responders Radio System Installation and Miscellaneous Punchlist	4200 Farm Hill Blvd. Redwood City, CA 94061
Cañada Vista Employee Housing Envelope Repairs	1 and 2 Olive Court Redwood City, CA 94061
College of San Mateo Building 3 Safety Repairs/Replacement for Theater Rigging, Fire Curtain and Theatre Lighting/Audio Visual	1700 Hillsdale Blvd. San Mateo, CA 94402
College of San Mateo Building 17 Building Systems Commissioning	1700 Hillsdale Blvd. San Mateo, CA 94402
College of San Mateo Building 20 Demolition and Edison Lot Construction	1700 Hillsdale Blvd. San Mateo, CA 94402
Skyline College Building 3 Foundation Waterproofing Repairs	3300 College Drive San Bruno, CA 94066
Skyline College Buildings 3A thru 3E Portable Classroom Replacement	3300 College Drive San Bruno, CA 94066
Skyline College Building 19 Swing Space Renovations	3300 College Drive San Bruno, CA 94066
College Ridge Employee Housing Development (at Skyline College)	3300 College Drive San Bruno, CA 94066
Districtwide Miscellaneous Small Projects to Facilitate Academic and Support Programs Currently Scheduled for Completion Through August 2020	3401 CSM Drive San Mateo, CA 94402 1700 Hillsdale Blvd. San Mateo, CA 94402 4200 Farm Hill Blvd. Redwood City, CA 94061 3300 College Drive San Bruno, CA 94066

WHEREAS, among other day-to-day and instructional Essential Governmental Functions performed by the District, the above-listed Projects are also an Essential Governmental Function of the District including, but not limited to, the following reasons:

- (a) Education, including public education, is essential to the preservation of the rights and liberties of the people (Cal. Const. Art IX, Sections 1, 5, 6, 14.);
- (b) The District is authorized by the State Constitution and Legislature as a governmental agency whose purpose and mission includes provision of public education, an essential function (*Id.*, see also Education Code Sections 70900 *et seq.*);
- (c) Timely completion of the Project(s) is required to ensure continued operations, including provision of the District's educational program, without impact to students; and
- (d) Timely completion of the Project(s) is required for the provision of the District's educational programs in safe, accessible, and structurally sound facilities, and to support student health and safety; and.
- (e) Timely completion of the Project(s) is required to ensure continued operations of the District's affordable housing program for employees.

WHEREAS, as Essential Governmental Functions, the Project(s) may continue in compliance with the Order including, without limitation, compliance with Social Distancing Requirements to the greatest extent feasible.

NOW, THEREFORE, the Governing Board of the Contra Costa Community College District hereby finds, determines, declares, orders, and resolves as follows:

Section 1. The foregoing recitals are true.

Section 2. The Governing Board acknowledges that facilitation of distance learning and performance of other essential functions are considered an "Essential Business" function for purposes of the Order and that its employees and contractors engaged in such efforts should continue providing and carrying out work as an Essential Governmental Function.

Section 3. The Governing Board specifically designates the foregoing Project(s) as Essential Governmental Functions.

Section 4. The Governing Board determines that the employees and contractors engaged in work on the Projects should continue providing and carrying out work as an Essential Governmental Function.

Section 5. The District's Chancellor, or designee, is authorized to take all steps and perform all actions necessary to carry out, give effect to, and comply with the terms and intent of this Resolution.

Section 6. To the extent actions in Section 4 have been undertaken, the Governing Board hereby ratifies such actions as an Essential Governmental Function.

PASSED AND ADOPTED this 7th day of April, 2020, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest: _____
Thomas A. Nuris, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 20-4-1C

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

PREPARED BY: Dr. Aaron McVean, Vice Chancellor for Educational Services and Planning,
(650) 358-6803

**A DISCUSSION OF IMPLEMENTING ONLINE AND DISTANCE LEARNING MODALITIES
AND SUPPORTS DURING COVID-19**

In response to public health orders, the District suspended face-to-face instruction and student services beginning on March 17, 2020. In the subsequent three weeks, the Colleges have migrated all in-person classes and student services to a distance learning or online modality, and the District Office has transitioned operations. If courses and services could not be delivered in the online modality they were suspended.

To achieve this transition, faculty and staff have undertaken extraordinary efforts to ensure continuity of education for students so that they can finish the semester and continue their academic progress. The scope and scale of this transition has been massive, and it has required the commitment, support, and resiliency of the entire District community.

The Board will hear about the experience of this transition from the point of view of those who made the transition: faculty, student service professionals, and students. They will share the successes of these efforts as well as the challenges and remaining gaps that will inform next steps and future planning as we look to finish the semester, and beyond.

BOARD REPORT NO. 20-4-2C

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: David Feune, Director of Human Resources

UPDATE ON CHANCELLOR SEARCH FORUMS

The District announced on March 24, 2020, the finalists for the District's chancellor position:

- Edward Bush, currently president at Cosumnes River College in the Los Rios Community College District (Sacramento)
- Michael Claire, currently interim chancellor of the San Mateo County Community College District (San Mateo)
- Bryan Reece, former president of Norco College in the Riverside Community College District (Riverside)

Candidates' full biographies are available on the SMCCCD Chancellor Search web page at <https://www.smccd.edu/chancellor-search/index.php>.

The District is inviting public feedback on chancellor finalists. Due to the unprecedented times, the District will be hosting candidate forums without a live audience. The District understands that a live forum with active participants is the ideal format; however, in a COVID-19-related operating environment this not practical, as public health and safety is of paramount concern.

The recorded forums will be posted on the District's website (<https://www.smccd.edu/chancellor-search/index.php>) for public review and feedback on April 9, 2020.

Once the forums have been recorded and posted online on April 9, the public will be able to offer additional feedback about candidate presentations. Public feedback is needed no later than April 13, at 5 p.m. at the District's website at <https://www.smccd.edu/chancellor-search/index.php>.

The Board will receive an update about the forums and interview process.