

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Wednesday, May 13, 2020**

**Closed Session at 4:30 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/94870684560>**

**Dial-In: 1-669-900-9128 – Webinar ID: 948 7068 4560**

**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 the 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.

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**4:30 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 Negotiators  
Agency Negotiator: Mitchell Bailey and Laura Schulkind  
Employee Organizations: AFT and CSEA  
  
Conference with Labor Negotiator  
Agency Designated Representative: Karen Schwarz, Board President  
Unrepresented Employee: Chancellor

3. Public Employee Appointment/Employment: Chancellor
4. Public Employee Appointment/Employment: Skyline College President

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

**RECESS TO CLOSED SESSION**

**RECONVENE TO OPEN SESSION**

**6:00 p.m. Call to Order / Roll Call / Pledge of Allegiance**

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

- 20-5-1 Approval of the Minutes of the Study Session on January 8, 2020
- 20-5-2 Approval of the Minutes of the Regular Meeting on January 22, 2020

**PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

- 20-5-1B Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity: Recognizing First Responders During COVID-19

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

**STATEMENTS FROM OTHER REPRESENTATIVE GROUPS**

AFT, Local 1493  
CSEA, Chapter 33  
AFSCME, AFL-CIO, Local 829, Council 57

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

**NEW BUSINESS**

- 20-5-1A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel
- 20-5-2A Consideration and Approval of Chancellor Salary Schedule
- 20-5-3A Consideration and Approval of Chancellor Employment 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 for 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.*

- 20-5-1CA Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College
- 20-5-2CA Approval of Menlo Park/Cañada College CCCE Collaborative Programming

## **Other Recommendations**

- 20-5-100B Approval to Reject All Bids and Rebid College Ridge Lease-Leaseback Project, Phase 2 at Skyline College

## **INFORMATION REPORTS**

- 20-5-1C Discussion of Timeline for College of San Mateo President Search
- 20-5-2C Update on CARES Funding Allocation
- 20-5-3C Discussion of the Impact of COVID-19 on the Fall 2020 Semester
- 20-5-4C Discussion of 2020 Board Election Outreach Efforts

## **COMMUNICATIONS**

### **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**

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
January 8, 2020 – San Mateo, CA**

**The meeting was called to order at 5:00 p.m.**

Board Members Present: President Karen Schwarz, Vice President Thomas A. Nuris, Trustee Maurice Goodman, Trustee Richard Holober, Trustee Dave Mandelkern (via phone)

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Schwarz said that during closed session, the Board will (1) hold a conference with legal counsel regarding two cases of anticipated litigation as listed on the printed agenda, (2) consider employee discipline, dismissal, release, (3) hold a conference with the labor negotiator as listed on the printed agenda, and (4) conduct a public employee performance evaluation as listed on the printed agenda.

**STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY**

No statements at this time.

**RECESS TO CLOSED SESSION**

The Board recessed to closed session at 5:05 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 6:12 p.m.

Board Members Present: President Karen Schwarz, Vice President Thomas A. Nuris, Trustee Maurice Goodman, Trustee Richard Holober, Trustee Dave Mandelkern (via phone), Student Trustee Jordan Chavez

Others Present: Interim Chancellor Michael Claire, Chief Financial Officer Bernata Slater, Skyline College Vice President of Student Services Angelica Garcia, College of San Mateo Acting President Kim Lopez, Cañada College President Jamillah Moore

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

President Schwarz stated the Board took no reportable action during the closed session.

**DISCUSSION OF THE ORDER OF THE AGENDA**

President Schwarz stated a request was made to move agenda item 20-1-1A (Approval of Personnel Items) to follow item 20-1-3A (Approval of Revision to Miscellaneous Pay Rates Salary Schedule); no objections were made and the request was granted by the Board. Additionally, District staff have also asked for agenda item 20-1-4A (Adoption of the 2020-2021 Academic Calendar) be removed as it will be brought back for the January 22<sup>nd</sup> Board meeting; no objections were made and the request was granted.

Due to the oversight of including Trustee Mandelkern's address in the agenda and in accordance with the Brown Act, Trustee Mandelkern stated he would not be able to participate in any of the voting topics this evening. He requested the Board move the Statements from the Public on Non-Agenda Items section ahead of the minutes' approval so that once this is completed, he would take his leave and not participate in any voting. No objections were made and the request was granted.

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

President Schwarz asked if there were any statements from the public on non-agenda items.

Dr. Michael Reiner stated that he believed an article from the AFT Advocate in November was alarming, stating AFT and CSEA raised concerns about intimidating comments made during a Skyline College public presidential forum. Dr. Reiner stated while this incident occurred, the college presidents did nothing and the Interim Chancellor praised the individual for

their “passion.” A request was apparently made to investigate the event, but nothing has happened since; Dr. Reiner believes this is due to the “veil” of HR and various personnel values. Dr. Reiner believes this incident is counterproductive to our continuing “Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity” series because issues of identity and discrimination played a significant role. Dr. Reiner stated that he personally experienced the culture of Skyline College and can attest to the concerns expressed by AFT and CSEA. He said he also wrote an essay about the Holocaust and anti-Semitism and their relationship to social justice, thinking it would be a welcome addition to the conversation on diversity and inclusion; instead, he said he was met with resistance and, as a person of Jewish faith, was offended and worried whether he had stepped into an environment hostile to his ethnicity. Dr. Reiner appealed to the Board, based off of the concerns brought forth by AFT and CSEA. He stated he was a member of the administration at Skyline College for only four months before he was “cut off at the knees without warning for telling inconvenient truths” and requested this circumstance not happen to others for simply trying to do the right thing.

Even though Board members usually don’t comment during this portion of the Board meeting, Trustee Holober stated this was his first instance of hearing about Dr. Reiner’s concerns and personal experiences and requested further investigation into these allegations. Trustee Nuris asked if there was any due process or some sort of vehicle to initiate this type of investigation aside from the grieved individual looking into it themselves; Interim Chancellor Claire responded by saying the District does have an investigative process and an independent investigator can be brought in to review these matters.

President Schwarz proceeded to call upon the individual who submitted a public comment card. Kyle, a student at Cañada College, greeted everyone and requested to discuss the Kinesiology, Athletics and Dance (KAD) Department at Cañada College. Recently, Kyle was dropped from two KAD classes required for his educational progress and has determined the reason why is because the KAD Department at Cañada College has no support. He is on campus almost every day and sees flyers for various classes and programs, but nothing for KAD; he would like to know who is in charge of this and why is KAD not being supported? Some KAD classes have low enrollment and, in turn, students get dropped from these canceled classes. Kyle, however, does not believe low enrollment is necessarily a bad thing, especially in dance classes where students can learn more intimately with their instructor; he understands this may not be practical, but it promotes a great learning environment. On the other hand, Kyle mentioned he is apprehensive about taking a math class this semester and there being 29 other students for just one professor. Currently, Kyle is part of Cañada College’s Math Jam program where he and eight other students have the opportunity to work with one professor and three tutors; he described it as “wonderful” and “loves it” because there 30 students are not jam-packed into one class and help is readily available when he needs it. While still in high school, Kyle was told about the smaller class sizes at Cañada College, but when he actually attended, this wasn’t the case; class sizes were just as big as other colleges. With this mindset, Kyle believes smaller class sizes would equate to better learning environments and more successful students and knows other students would agree.

At this point in time, President Schwarz announced Trustee Mandelkern would take his leave from the Board meeting. Trustee Mandelkern thanked everyone for their time and said goodbye.

### **MINUTES**

It was moved by Trustee Holober and seconded by Student Trustee Chavez to approve the minutes of the meeting of November 20, 2019. The motion carried, all members voting Aye.

### **NEW BUSINESS**

#### **APPROVAL OF REVISIONS TO STUDENT ASSISTANT SALARY SCHEDULE (20-1-2A)**

It was moved by Trustee Nuris and seconded by Trustee Holober to approve the revisions.

President Schwarz asked if there were any public comments or questions; there were none. She then asked if the Board had any comments or needed clarification. Student Trustee Chavez stated he is currently a student assistant at the College of San Mateo (CSM) and would like to abstain from this vote. President Schwarz accepted his recusal from the vote.

Trustee Holober stated he is happy the Board is voting on this topic because it is the right thing to do.

The motion carried, all members voting Aye.

**APPROVAL OF REVISION TO MISCELLANEOUS PAY RATES SALARY SCHEDULE (20-1-3A)**

It was moved by Trustee Goodman and seconded by Trustee Holober to approve the revisions.

President Schwarz asked if there were any public comments or questions; there were none. She then asked if the Board had any comments or needed clarification. Trustee Holober asked if the individuals listed under this proposal would become District employees; Human Resources Director David Feune confirmed they would. Trustee Holober continued to say he was primarily concerned about the Community and Contract Education Instructor positions, asking if they are currently contractors of the District or a provider with whom we contract. Director Feune understands that these positions are independent contractors of the District. In addition, Trustee Holober asked if these positions would be bargaining unit positions. Director Feune indicated the positions would not be bargaining unit positions and they would be subject to a non-bargaining unit schedule. Aside from the art model position, Trustee Holober stated that the pay range seemed vast (\$50 to \$200 per hour or \$50 to \$350 per hour) and wanted to know if this reflects our current experience. Director Feune stated this was the only information provided to him by the director of those programs, meaning he would be unable to answer Trustee Holober's question properly. Interim Chancellor Claire noted, from his time as the Dean of Community Education, that his best guess for the wide range of pay is because the amount the community education service provider receives depends on the enrollment of the class – the higher the enrollment, the higher the pay. Interim Chancellor Claire doubts we will ever see any position paid \$350 an hour.

Another aspect of the “Contract Education Instructor (not-for-credit)” position Trustee Holober requested clarification on was who the contracting entity is; he said the verbiage seems to suggest there is an outside education provider. Due to no individuals from the Corporate Education department being present at the meeting, Director Feune was unable to answer this question; his understanding is that it is direct and he is unaware of any outside entities that Corporate Education works with. Trustee Holober was concerned, stating if someone is our employee, we hire them and set their pay; if a third-party was involved in setting the pay, he would really want to know a lot more because it seems to go against the concept of that individual being our employee. Trustee Holober wondered if this specific item could be pulled from the vote so that more information could be presented at a later date.

President Schwarz asked Director Feune if he was aware of any timelines related to this position; Director Feune stated he was aware of some for the Community Services position, but was unsure in regards to the Contract Education Instructor. He continued to say the program starts on Monday, but didn't know which side of the house will be starting next week or through the next Board meeting on January 22<sup>nd</sup>.

Interim Chancellor Claire acknowledged Trustee Holober's concerns and questions, stating the Board could pull this one item in order to retrieve the information Trustee Holober is asking for. If adjustments need to be made once started, Interim Chancellor Claire recommended we could make those internally. President Schwarz stated she would be more comfortable with Interim Chancellor Claire's suggestion.

Trustee Holober also stated he was uncertain about the “Community Services Instructor/Short Course (Teacher) Instructor” position, quoting the report “Per contractual agreement between CCCE and business and industry customers...” He understands this to be a short-term deal that we would work out and set the pay for; if this is truly the case, Trustee Holober is fine with it. He would prefer some clarification on this to make sure what he understands is indeed true and the company is not involved in setting the pay.

Trustee Nuris asked if it would be a fee-based type class and if we were to hire an employee, then the employee would probably be paid under this formula based upon how many people are coming into that class. Trustee Nuris reasoned that we would be setting the salary to the employee because we would be negotiating with whomever we are providing the service for. Trustee Holober stated if there is some joint employer (like how the Contract Education Instructor seems to suggest), he would like this item pulled for the time being until further clarification can be provided.

President Schwarz clarified that the Board is pulling the “Contract Education Instructor (not-for-credit)” position from the personnel report, with the intent of more information being provided and having it brought forth again at the next meeting.

The modified motion carried, all members voting Aye.

**APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (20-1-1A)**

It was moved by Trustee Nuris and seconded by Trustee Goodman to approve the actions in the revised report.

Trustee Holober referenced the Registrar position classification (Item E-4), stating he still has the same concern he brought up several meetings ago; he would like to have a moratorium on the reclassification of these administrative positions until the District has an opportunity to conduct a survey and the Board can review how these reclassifications occur. Trustee Holober has reviewed the 20% (on average) increase range and believes it can wait. He would not be voting in favor of that and asked if it could be removed from the vote (as he was fine with the rest of the report). Interim Chancellor Claire stated that this position is staffed at each college (three positions total) and someone could come and speak on the position, but clarified with Trustee Holober that what he is looking for is an actual review of how the District conducts its reclassifications and the processes that are currently in place. Trustee Holober stated he has a concern which was expressed at past board meetings; he believes there is a process by which employees are ratcheted up dramatically in pay by reclassification and he requested whenever a reclassification occurs, the current and new salary ranges be posted on the agenda. Trustee Holober believes if the pay increases are around the 20% range, we need to stop, take time to reflect, review how we are currently processing reclassifications and come up with a more objective process. Interim Chancellor Claire stated we could most definitely discuss the current process now or defer it to a later meeting; he stated it would be the Board's decision to have a review of process for this specific case now or later. Trustee Holober opposed this, stating his concern lies in how the District has been processing reclassifications for years. He stated that every few meetings, the Board is presented with reclassifications that add up to very substantial pay increases for administrators and executives; however, the Board never really sees it because the dollar amounts are not provided. Trustee Holober continued that, in addition, the process of who is being reclassified, how that employee received a reclassification, how it gets to the attention of the individuals that evaluate the worth of the job and how they compare your peers, either at community colleges or public and private entities all needs to be made more systematic.

Trustee Goodman concurred with Trustee Holober, stating in light of his comments, he was not in favor of supporting the item at this time and would like to hold it off for a future meeting. Trustee Nuris noted the agenda item, stating "The recommended change reflects an increase in scope of work and responsibility." He questioned if there was some sort of process that was followed to determine if these increases should be made; were we using a process that was already "on the books." Director Feune responded, stating the amount and level of work conducted by the three Districtwide Registrar positions (including how the position has changed over time) was brought to the attention of HR. A subsequent review and thorough desk audit was conducted for each position at each college; after looking at the salary ranges of other positions to see where the Registrar's duties and responsibilities would fall into place, the amount and level of work was determined to be similar to that of the Director of Financial Aid. Trustee Nuris asked if this was typically the process that would be used to assess if an adjustment in pay is needed (positions conducting like work would receive like pay). Director Feune said depending on the desk audit and the information received, this is the standard process that is followed. He stated that part of the process is identifying consistency within the job's duties and responsibilities and the desk audit is extremely useful in determining this information. Interim Chancellor Claire stated it may be useful if HR staff shared with the Board the desk audit model and questions that are used in determining if these adjustments are warranted or not. In addition, he assured that not every request for a desk audit is granted and quite a few have actually been denied because they don't meet the guidelines. Interim Chancellor Claire said he understands the trustees' concerns regarding this whole process and would like to present a walkthrough, whether it be at the Board retreat or some other venue. He wants to be clear that this is a matter that is taken very seriously and not something that is done automatically.

Director Feune added that the adjustment request can be initiated by the employee or the manager, which answered President Schwarz's question. Director Feune continued to state that in the past, both employees and their immediate managers have brought forth concerns of working out of class or beyond their position duties and have requested a desk audit. President Schwarz stated she was very interested in learning more about the forums that are used; in addition, she stated the information brought forth this evening has been explained very well and it seems the process was conducted thoroughly. President Schwarz cautioned the Board, stating she would hate to see this as more of an issue with the personality of an individual or with an individual who has a lesser tenure; they are there to solely discuss the position. To this extent, President Schwarz objected to removing the item from the agenda and urged the Board to move forward with a vote; President Schwarz stated she was open to the Board learning more about the whole process down the road.

Trustee Nuris stated that since he is not an “HR person,” he is reliant upon individuals in HR doing their job properly; he respects their opinion because they advise the Board. Trustee Nuris said that so long as he has confidence in HR’s judgment and processes are completed in a thorough and approved way, he can make an informed decision based on information received from individuals in our administration who he would rely on. Trustee Nuris admitted he didn’t understand how we arrived at this point as well, but now that an explanation of the process and a knowledgeable recommendation have been provided to the Board, he feels very comfortable making an informed decision at this point.

Trustee Goodman believes this is the second or third time the Board has asked for specific information when discussing this type of agenda item. It has been brought to the Board’s attention that it could be a matter of a desk audit, but it could also be an employee having a different workload or different scope of work due to another employee not performing their job duties and responsibilities; would you pay an employee differently because someone else is not doing their job? Trustee Goodman understands that asking and answering some of these questions are part of the process and very crucial piece in assisting the Board with their final decision. When dealing with this type of agenda item, Trustee Goodman believes there is no room for ambiguity and salaries need to be documented, as Trustee Holober requested; because of this, he is not ready to make a decision on this item. Since the Board would be tied at a 2/2 vote and Trustee Mandelkern is not present to vote, Trustee Goodman requested for the item to be pulled for now and brought forth at a later date. In addition, he called the question in order to cease further dialog on the matter.

President Schwarz clarified that a question was brought forth by a Board member and a very detailed explanation as to what happened was given; she trusts the people that are employed and believes they performed a very thorough job. At this point, President Schwarz is more than willing to move forward with the item, but acknowledged Trustee Goodman’s point of the vote being a split 2/2, stating it is a shame because employees are essentially “on the line.” She reiterated the Board should move forward with this item and in the future be more informed before a vote such as this one. In addition, President Schwarz stated Director Feune thoroughly explained the whole process to the Board; she understands it and is totally comfortable with what was done. This process was not intended to judge if one employee works harder than another; it is not a matter of “people” – it is a matter of equalizing positions.

Trustee Holober stated he appreciates Director Feune’s explanation and questioned if the District benchmarks against any external employers; Director Feune stated we currently do not benchmark. Trustee Holober stated he would like to see this changed, and what he is concerned about is what he believes to be the continuous “ratcheting up” of administrative and executive position pay over the last few years. He said he would want benchmarking against our peers and would like it to be known that his belief is not commentary on the individual, but commentary on what has been the practice for many years. Trustee Holober is not sure if other Board members would agree, but he would like to review the process and make changes if necessary. As an option to move forward, he is suggesting pulling the one classification for now so that the Board can vote on the others.

President Schwarz clarified there is a motion and a second on the entire personnel report, but now there is a suggestion to pull Section E-4 from said report; Trustee Goodman also clarified the question has already been called. Trustee Nuris suggested the Board pull E-4 from the report and conduct two separate votes. Director Feune made one comment regarding Section J of the personnel report; they would need to pull the 20 “Contract Education Instructor” positions due to this arrangement, which the Board understood. The Board voted on the remaining portion of the personnel report, all members voting Aye.

Trustee Nuris then made a separate motion to vote on Section E-4 and Student Trustee Chavez seconded the motion. The motion failed, with President Schwarz and Trustee Nuris voting aye and Trustee Goodman and Trustee Holober voting nay.

Interim Chancellor Claire stated a “deeper dive” into the process should be presented to the Board; more specificity and rationale will be provided so that the Board has a better background on positions in question. Trustee Goodman stated it would be best to conference with Trustee Holober to figure out the format the entire Board would like to see in the future. President Schwarz stated the Board receives the agenda days in advance of meetings, and it would be beneficial if Board members could ask questions (and hopefully receive answers) ahead of time so that it doesn’t impede the voting process.

Trustee Holober reiterated his concern, stating his is hoping not to have the same explanation again and would like to place this on hiatus until the Board has discussed and decided on if this process is the one we would continue to follow in the future. He would like to have benchmarking and believes it would be educational to the Board to see what is happening



with like jobs/positions in the rest of the Bay Area. President Schwarz asked if it was possible to have a study session regarding these issues; Interim Chancellor Claire said that it would be. Trustee Nuris stated he agrees with his colleagues and supports their concerns, but he does believe a process was already in place and the work was done following the administrative recommendation. He believes that until we change the rules for administration, they need to follow the rules they have been given. He has an issue if the Board was trying to change the rules after the fact, but sees no harm in discussing changing the rules going forward.

CSEA First Vice President Juanita Celaya thanked Trustee Hober and Trustee Goodman for their continued awareness of this issue. CSEA believes there are deep flaws in the reclassification process and have been trying to negotiate a more fair and neutral process that removes favoritism into their contract. Ms. Celaya commented that with the approval of revisions to the student assistant salary schedule, a student assistant at the highest level of their salary schedule will now be paid more than the lowest paid CSEA position.

## **STUDY SESSION**

### **UPDATE ON DISTRICTWIDE CONSTRUCTION PROJECTS (20-1-1C)**

Interim Chancellor Claire explained that he believes this study session will be the start of a continued discussion with the Board and it will provide an opportunity to address some of the concerns brought forth by Board members and members of the public, including cost escalation. Interim Chancellor Claire stated he has no problem explaining how projects increase monetarily and looks forward to everyone attempting to be on the same page. This presentation is meant to show where we currently are with our districtwide projects and their costs and will be used as a stepping stone moving forward.

Jose Nuñez, Vice Chancellor of Facilities Planning, Maintenance & Operations, stated he will be overseeing the presentation and it will be primarily handled by Director of Capital Projects Chris Strugar-Fritsch and Energy and Sustainability Manager Joseph Fullerton. Director Strugar-Fritsch began by addressing “Economic Market Conditions,” stating this is the third time it has been presented to the Board; first in September 2015 and then an update in January 2018. This was started because back in 2015, Director Strugar-Fritsch and his team began to see evidence of cost escalations and they wanted to keep the Board informed of this growing concern.

Director Strugar-Fritsch explained that there are over \$50 billion in construction projects just in San Francisco alone. In 2018, started construction projects were peaking at 45% from year to year; since then, there have been fewer construction starts. This usually translates to contractors being more available, better pricing and bids becoming more competitive, but it has not happened for a couple of reasons. Most of the construction projects that occurred in 2018 were for commercial buildings (the Chase Center, Apple’s Cupertino campus, etc.) and no big projects like those have been scheduled in the near future. In addition, the Trump administration placed more taxes and tariffs on construction-related expenses and the importing of materials between the United States, Canada and China, which led to a decrease in construction starts and/or pushing out the start date of the projects. Even though construction projects have slowed down, there are signs that contractors are wanting to get back into the market and increase their project output.

Director Strugar-Fritsch continued that another reason why movement is on the upswing is due to Prop 51; when Governor Brown was in office, money was simply not flowing. Now that Governor Newsom is in office, projects are starting to get funded again; in fact, three of our District construction projects got funded under Newsom’s administration. More money is being put into the marketplace and more projects are being planned and developed. Bay Area community colleges and unified school districts are starting to pass bond measure programs to fund billion-dollar project lists. Multi-billion dollar projects, such as the construction of San Francisco International Airport – Terminal One and the BART extension into Santa Clara County, are high in materials, labor and costs and they are having a profound effect on the Bay Area. Prop 13 will be proposed in March 2020 and this will provide \$15 billion to K-12, community colleges and UC/CSU campuses. Kaiser Permanente revealed plans for its new headquarters, which would rival the Salesforce Tower. The redevelopment of Treasure Island, San Francisco’s central subway system and the unexplained Candlestick redevelopment – all of these projects are gaining more funding and are now in the pipeline.

Director Strugar-Fritsch stated that even though construction rates are low, construction costs are on the rise for about 3-4% in a one-year term throughout the Bay Area. Since our bond measure was approved, the District has experiencing around a 50% increase in construction costs. Director Strugar-Fritsch continued to say local experts are expecting costs to increase further in 2020. During the last recession, the dollar was worth around \$1.30; now, the dollar is worth about \$0.50, so we

have to keep this in mind when asking why costs have increased so much. The San Francisco Bay Area has not just the highest construction costs in the United States, but in the entire world; we outrank New York (by about 12%), Dubai, London and Zurich. Director Strugar-Fritsch stated that we are no longer in a buyer's market – it is now a seller's market – and individuals have acclimated to the sticker shock and it has become the new normal.

Director Strugar-Fritsch continued that between 2018 and 2019, employment in the construction industry went up by about 4%; this means we have a high demand and a labor shortage in qualified workers. During the last recession, so much of our labor force moved out of the Bay Area because of the high cost of living. Now that we are experiencing a “construction boom,” it is hard to retain that labor force because many of those individuals have to travel back to the Bay Area now. With the influx of out of town individuals needing their travel expenses, temporary housing and other needs covered, it translates to a higher demand for supplies in the Bay Area. All of the traveling done by the labor workforce has led to higher rates of burnout, which means productivity has gone down drastically. Out of town workers that are skilled in the job are usually not familiar with the way it needs to be completed in California, so this leads to low productivity as well. Equipment and labor that is deemed as “smart” needs a higher level of skilled worker; because so many buildings are needing to switch over to smarter and more efficient equipment, the demand for this kind of skilled worker is skyrocketing. Concrete is an in-demand commodity in construction, as it is one of the most used materials. If one was to need a concrete pour it now has to be planned weeks in advance.

Every time a code change happens, the Title 24 Energy Code becomes stricter, Director Strugar-Fritsch said. Part of the District's program for building projects is creating them to be “zero net energy ready.” Zero net energy means a building is going to consume equal or less than the amount of energy it takes to operate it, and the State of California mandated all buildings need to be zero net energy ready by 2030. The District is currently in the process of creating infrastructure and going through the necessary steps it takes to get every building zero net energy ready. This, in turn, adds more costs to District projects. Integrated systems, such as security cameras and networking cables, have high costs and if they are mandatory in every building, the cost escalation is furthered. When planning a new construction project, many things need to be taken into consideration; one key factor many do not think about is dirt. What do we do with the displaced dirt as we are running out of places to put it? The price of “disposing” dirt has gone up because there are so many projects happening at once and no one knows what to do with all of the displaced dirt. In addition, if dirt is contaminated with naturally occurring minerals, there are very strict guidelines to abide by when trying to figure out what to do with it. The same thing can be said about the air quality; the District must follow certain guidelines when using construction vehicles that emit gases into the atmosphere. Since there is so much work available now, contractors can pick and choose the work they want to bid on. In the past, the Facilities team has advised the Board not to go with certain contractors because they are only looking for little to no risk so that they may maximize their profit.

Trustee Holober questioned if when a project is in the planning stages, does cost escalation get factored in for the time between the projected start and end dates? Director Strugar-Fritsch stated that they do interact with cost consulting agencies, but sometimes their numbers are not always correct because it is hard to predict the future; they tend to rely on historical trend data, but try to figure in another 10%, which is not always accurate. Due to this, the District has had to suspend or reduce some of our proposed projects and buildings over the years. There have been times in the past where a project is on the verge of going through and Vice Chancellor Nuñez has had to advise the Board that due to circumstances out of the District's control, we cannot proceed with the planned project. Vice Chancellor Nuñez stated that the District could be perfectly on track for a project to begin, but once we see the cost escalation hit a certain point, the project is deemed no longer viable and we essentially shelve it until a later date.

Currently, the District's total program budget is about \$493 million; this funding is accumulated from Measures H and A, local funds, grants, Prop 39, insurance settlements, state scheduled maintenance funding and state capital outlay. Cañada College currently has \$70 million worth of work in place, Skyline College has \$57.2 million, College of San Mateo has \$3.8 million and the District itself has \$11.9 million of work in place. Some of the projects currently under construction are:

- Cañada College Kinesiology and Wellness Building (Building 1)
- Cañada College Building 9 Exterior Envelope Repair
- Cañada College Multiple Program Instructional Center (Building 13)
- Cañada College Building 13 FPP Swing Space to Building 22
- College of San Mateo Theatre Modernization (Building 3)
- College of San Mateo Student Life & Learning Communities Modernization (Building 17)

- College of San Mateo Edison Parking Lot
- College of San Mateo Water Supply Tank Replacement
- Skyline College Workforce & Economic Development Prosperity Center (Building 2)
- Skyline College Social Science & Creative Arts Building (Building 1)
- Skyline College Pacific Heights (Building 19) Swing Space for Building 2
- Skyline College Demo/Salvage 5 Portables & Replace with 4 New Portables

Trustee Goodman asked about the District safety plan at all three campuses and inquired if there were any considerations taken for the implementation of ample lighting, extra security cameras and broader cellular service coverage. Vice Chancellor Nuñez stated the issue with the cellular service is more provider-based; the District has attempted to add mesh systems so that service is better, but due to all of the concrete walls, it will not be 100 percent. Trustee Goodman asking if there is currently someone tasked with reaching out to the various cellular service providers and if the Board could receive an update on where they are with providing better coverage at the campuses. Vice Chancellor Nuñez agreed and stated they will.

Trustee Holober asked if a summary of projects that have yet to be submitted for bid could be provided. Director Strugar-Fritsch stated the Edison Parking Lot, three capital state-funded projects and the Pacific Heights Swing Space will be submitted for bid shortly. He also stated there are other miscellaneous smaller-scale projects on the horizon, but these projects do not have the scale of design and monetary requirements as the projects previously discussed.

Dr. Michael Reiner, a member of the public, questioned some of the schematics and configurations of the projects forecasted at Skyline College and how he perceives them not to be conducive to the teaching plan or in favor of the students. Director Strugar-Fritsch responded by saying the slides presented high-level schematic plans only and the presentation did not include detailed instructional technology elements. He continued to state that if one was to go to the actual classrooms, they would see the classrooms and labs have flexible furniture and they were built to be more modular; the students themselves are able to rearrange the classroom/lab as they see fit. Dr. Tammy Robinson, Vice President of Instruction at Cañada College, added that the college has switched over to putting computers on carts so that they can be used on as-needed basis in various campus spaces. Faculty has been involved at every step of the process and the college is working to make sure everything that is not affixed to the floor and is as flexible as possible.

Joseph Fullerton, Energy and Sustainability Manager, began his portion of the presentation by introducing the solar energy storage project he and his team have been working on – how it will work, what it can do for us and how we can procure it. In addition, Mr. Fullerton stated the project needs to be beneficial to the community and educational to the student body. This storage project would really be used to offset the cost of electricity the District currently pays for, especially at night. Mr. Fullerton stated the District would procure this energy storage through a power purchasing agreement and leveraging federal tax incentives; by using this method, the District would end up paying less onsite rather than going through various PG&E outlets throughout the state. The District would also be able to lock in a fixed rate for the entirety of the agreement; energy costs, while not quite as drastic as construction costs, are escalating as well and this would be a way to offset a cost in the future. Mr. Fullerton continued to state that the energy storage project would cut carbon emissions, which is something we need to do from a state regulatory perspective and is part of our social responsibility and campus ethos. Along the way, Mr. Fullerton and his team are making sure students can learn from their sustainability projects – something they call “active learning;” students engaged at every step of the project and its design.

Mr. Fullerton stated that microgrids are what the District would be looking at if it wanted to “unplug” from the grid and island itself as much as possible from outside energy providers. If the District wanted to do this, it would need to focus on essential needs of our campus, such as sewage. Mr. Fullerton stated if the District were to install solar panels to accomplish the storage project, areas over parking lots at each campus have been identified for this to happen. Many more steps need to be taken for this project to get up and running; as of now, the seed money is there, but the actual money to complete it is not available right now. Discussions between faculty, staff, students, community members, etc. need to occur and submissions and proposals need to be brought before the Board. Trustee Nuris raised a question of security if the District were to cover the parking lots with solar panels. Vice Chancellor Nuñez stated the District would combat this by installing security cameras here as well. Vice Chancellor Nuñez reiterated that the energy storage project would be used so that essential campus needs are met if the District were to ever island off from the grid; it is not designed to support a whole campus, just basic necessities.

Trustee Goodman raised a question regarding possible future student housing coming into conflict with the areas that are designated for solar paneling, especially at Skyline College. Mr. Fullerton stated this is something he and his team already thought of and showed the possibility of moving the solar panels if need be. Right now, nothing is set in stone and they are open to the idea of moving things around. President Schwarz asked if the panels could be moved to the roofs of buildings; Mr. Fullerton stated there are certain issues that come from roof paneling, such as costs and maintenance, placing them on buildings that already have an existing electrical structure and just the idea of placing things above students' heads. Some of the newer buildings that were recently completed meet the necessary electrical infrastructure, but it would be a big ordeal to make sure all buildings do. Michele Rudovsky, Director of Maintenance and Operations, added that the area of roofs pales in comparison to the area the District would receive from using parking lots. Mr. Fullerton stated the Facilities team is not opposed to it and will eventually try to put energy panels wherever they can.

Trustee Nuris asked about technology improving down the road and how this affects projects. Mr. Fullerton stated the technology used for the panels themselves is not advancing very fast, but the lithium-ion batteries used for storage are advancing at an incredibly fast rate. His team is monitoring this growth and will be making appropriate decisions as the District gets closer to finalizing the project. Mr. Fullerton gave another example of the boilers used on each campus; they are around 65 years old and need to be replaced with electric boilers, so the Facilities team is designing a system that will support that electrical demand. Trustee Nuris also asked if the District had thought about other natural sources of power, such as wind. Mr. Fullerton stated they have thought about it, but wind-powered devices, such as windmills, create more problems; there are issues with blades hitting birds and materials rusting, especially at Skyline College. Trustee Holober asked if a more detailed discussion on financing with the private entity that the District would be working with and what funding would look like could be presented at a future meeting, specifically before Mr. Fullerton and his team are already moving forward with it.

Maxine Turner, a member of the public, commented on some of the cost escalation concerns and how she still did not understand everything, but was hopeful it would be explained further at a future meeting. She also commented on the fact that most of what the community and other individuals voted for was money to go toward upgrading and retrofitting buildings and equipment, not constructing new buildings like the ones presented today. Ms. Turner stated that she believes these projects were not presented to the public and she believes as the District moves forward, the District should really examine what processes need to be explained to the public. Ms. Turner would like more details on how building costs escalated and an improvement on transparency.

President Schwarz thanked Vice Chancellor Nuñez, Director Strugar-Fritsch and Mr. Fullerton for their very detailed presentation and members of the public for their poignant comments. She hopes that the Board will take into consideration what was heard and presented today when moving forward with their future decisions. Interim Chancellor Claire reminded those in attendance that this is only Phase One; the District welcomes input and ideas and will take feedback into consideration down the road.

## **INFORMATIONAL ITEMS**

### **DISCUSSION OF POTENTIAL TOPICS FOR BOARD RETREAT AGENDA (20-1-2C)**

Interim Chancellor Claire stated he went through the last year of Board minutes to capture any suggestions for topics and believes identifying the gap between the District's long-term funding outlook and long-term financial needs would be a great topic for the retreat. Trustee Goodman suggested speaking about workload expectations, the environmental strategic action plan and the next phases of plans for food/housing insecurities and mental health and wellness strategies. Trustee Holober requested an update on our dual enrollment program, a systematic review on job reclassifications and what better rules and procedures we can put in place regarding accountability. Trustee Goodman agreed, stating the retreat would be the perfect opportunity to inform the Chancellor and staff of the vision of the Board. Trustee Nuris agreed as well, stating the retreat would be a great way to identify some areas where the Board could give direction, especially in communicating with high schools, as the District's largest transfer partners. Since the District has already begun the process for hiring a permanent Chancellor, Student Trustee Chavez requested some information on setting the tone for hiring the new president of Skyline College. Trustee Goodman stated he would like to have a permanent Chancellor so that that person could participate in the decision of the new Skyline College president. President Schwarz stated she would assume we would discuss this as we go along and that it does not necessarily warrant time spent talking about it at the retreat. Student Trustee Chavez had no problem with this, but raised some student concerns regarding faculty competence and how it ties back to the college president's hiring credibility. Trustee Nuris suggested if Student Trustee Chavez could go back to the students

to obtain more information and feedback so that it could be presented in a more concise method; both President Schwarz and Trustee Nuris stated that since Student Trustee Chavez is the voice of the students and can give a firsthand account as to what is happening, they would love to hear a more detailed report on these concerns.

Interim Chancellor Claire stated he is grateful for the feedback and will work with President Schwarz on narrowing down the topics and setting the agenda.

**STATEMENTS FROM BOARD MEMBERS**

Student Trustee Chavez relayed a student concern and asked if there was any headway on a new ID system that was going to be implemented.

Trustee Goodman would like the Board to think about joint study sessions/joint meetings with other Boards. He would also like the Board to discuss environmental justice at a future meeting.

Trustee Holober had no comments.

Trustee Nuris thanked everyone who presented tonight, stating it was good hear about how things are moving along.

President Schwarz asked for Measure L to be discussed on the next agenda.

**ADJOURNMENT OF BOARD OF TRUSTEES MEETING**

The Board adjourned by consensus at 9:00 p.m.

**RETURN TO CLOSED SESSION**

The Board returned to closed session at 9:05 p.m. to continue consideration of the closed session items listed on the printed agenda.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 9:45 p.m.

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

President Schwarz said the Board took no reportable action during closed session.

Submitted by

Michael Claire, Secretary

Approved and entered into the proceedings of the May 13, 2020 meeting.

Thomas A. Nuris  
Vice President-Clerk

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
January 22, 2020 – San Mateo, CA**

**The meeting was called to order at 4:30 p.m.**

Board Members Present: President Karen Schwarz, Vice President Thomas A. Nuris, Trustee Maurice Goodman, Trustee Richard Holober, Trustee Dave Mandelkern

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Schwarz said that during closed session, the Board will (1) hold a conference with legal counsel regarding three cases of anticipated litigation as listed on the printed agenda, (2) consider employee discipline, dismissal, release, (3) hold a conference with agency labor negotiator as listed on the printed agenda, and (4) conduct a public employee performance evaluation as listed in the printed agenda.

**STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY**

No statements at this time.

**RECESS TO CLOSED SESSION**

The Board recessed to closed session at 5:07 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 6:08 p.m.

Board Members Present: President Karen Schwarz, Vice President Thomas A. Nuris, Trustee Maurice Goodman, Trustee Richard Holober, Trustee Dave Mandelkern

Others Present: Interim Chancellor Michael Claire, Chief Financial Officer Bernata Slater, Skyline College Interim President Dr. Jannett Jackson, College of San Mateo Acting President Kim Lopez, Cañada College President Jamillah Moore, District Academic Senate President Jeramy Wallace

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

President Schwarz stated the Board took no reportable action during the closed session.

**DISCUSSION OF THE ORDER OF THE AGENDA**

President Schwarz stated a request was made to move agenda item **20-1-6A** (Approval of Revision to Miscellaneous Pay Rates Salary Schedule) to be considered before item **20-1-5A** (Approval of Personnel Items); no objections were made and the request was granted by the Board.

**AUDIT PRESENTATIONS**

**RECEIPT AND ACCEPTANCE OF THE 2018-19 DISTRICT AUDIT REPORT (20-1-100B)**

It was moved by Trustee Mandelkern and seconded by Trustee Nuris to receive and accept the audit report.

President Schwarz called on Chief Financial Officer Bernata Slater to introduce Colleen Goeser, Crowe LLP Audit Manager, to present the report. CFO Slater thanked everyone, gave a brief explanation as to how these reports are generated and why they are submitted and introduced Audit Manager Goeser to present the results of the audit. Audit Manager Goeser began by directing everyone's attention to page 93 of the District financial statements. She noted that the auditing firm issued an "unmodified opinion" for the financial statements; an unmodified opinion is essentially the gold standard of opinions, the highest an organization can receive from a financial statement standpoint. All materials were presented fairly within the statement and Audit Manager Goeser reported no difficulties or discrepancies were found when the audit firm reviewed the report. The audit was very smooth this year and the District Office and Financial Services were well prepared, as usual.

“Federal awards” was the next area Audit Manager Goeser spoke about, stating they tested the federal compliance for both the Student Financial Aid and TRIO clusters and issued an unmodified opinion in regards to the federal compliance of these major programs. The last area is related to “state awards” and Audit Manager Goeser stated the District was issued a “qualified opinion” based on their findings (a summary of which can be found on page 96), which is one step below the unmodified opinion. The qualified opinion issuance is not new and has been reported previously to the Board; the District has been monitoring it annually and it has no fiscal impact on the District itself.

**RECEIPT AND ACCEPTANCE OF THE 2018-19 KCSM AUDIT REPORT (20-1-101B)**

It was moved by Trustee Goodman and seconded by Trustee Mandelkern to receive and accept the audit report.

Audit Manager Goeser stated another unmodified opinion was issued for this report. The activity level was comparative to the previous year and no unusual transactions were documented or reported.

**RECEIPT AND ACCEPTANCE OF THE 2018-19 GENERAL OBLIGATION BOND FINANCIAL AND PERFORMANCE AUDIT REPORTS (20-1-102B)**

It was moved by Trustee Nuris and seconded by Trustee Holober to receive and accept the audit report.

Audit Manager Goeser stated this report is a little different because it is a performance report and it follows different procedures. The audit firm selected a sample of 36 expenditures and reviewed them for compliance; the conclusion can be found on page 3 of the audit report. The audit firm was able to determine that the District’s Measure H expenditures were in accordance with the regulations set by the Board of Trustees, the measure presented to voters and in compliance with Prop 39.

An audit was also performed on the Measure H financial statements themselves and audit opinions can be found on page 2 of the report; another unmodified opinion was issued in regards to these financial statements. There was a significant increase in assets, which was due to refunds received during the year and new bond issuances.

**RECEIPT AND ACCEPTANCE OF THE 2018-19 RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST AUDIT REPORT (20-1-103B)**

It was moved by Trustee Mandelkern and seconded by Trustee Holober to receive and accept the audit report.

Audit Manager Goeser stated on the top of page 2 of the report, the audit firm issued another unmodified opinion in regards to the trust. She also pointed out that within the notes of the financial statements on page 7 of the report, the District has a Net OPEB (Other Postemployment Benefits) asset, which is rare to see at the community college level (as most only have a Net OPEB liability).

Audit Manager Goeser thanked the Board for their time and asked if there were any questions; President Schwarz asked if there were any public questions regarding the reports. Maxine Turner, a member of the public, acknowledged the work and effort put into these audits and their reports when dealing with the financial records of a public agency such as the District. She stated that she believes since taxpayers are essentially paying for their services, we should get the best; to this extent, Ms. Turner said she believes the performance audit is terribly weak. She has never understood the difference between a performance and financial audit and pointed out the pages describing how to conduct a government-approved performance audit are longer than the performance audit we just received. In the future, Ms. Turner suggests all parties should learn from this because it is a tool both the District and public can use to manage and understand the great amount of money being spent from bond measures.

Trustee Mandelkern asked if this was Audit Manager Goeser first year in dealing with the District audit. Audit Manager Goeser stated she has been a member of the engagement team for several years now, but this is her first time presenting (and Crowe LLP’s fourth year serving as the District’s auditing agency). Trustee Mandelkern drew Audit Manager Goeser’s attention to page 9 of the KCSM audit report and the line stating “District support.” He noted the amount between 2018 and 2019 increased by about \$50,000 and asked if some light could be shed on this. Audit Manager Goeser stated there are several different types of expenditures affecting the general category of “District support” and would like to take a more in-depth look at the financial statements to see what particular category made it amount increase so much. CFO Slater stated it was most likely increases in staffing compensation and CalPERS benefits, but she would work with Audit Manager Goeser and follow-up; Trustee Mandelkern stated it would be beneficial to the Board to know this information.

Trustee Mandelkern also commented on the general obligation bond report, stating on page 6 it is mentioned that the District has investments in the County Treasury totaling just over \$200 million. Since the District has a history of losing money in investments with the County Treasury, Trustee Mandelkern asked if there was any audit performed to see if District cash was being held there in compliance with the County's investment policy and if there was any assessment to the degree of risk those funds were at. Audit Manager Goeser stated for their procedures, the audit firm was simply verifying and confirming the cash amount the District claims is being held due to Measure H matches what the County office says is being held with them. She also stated the risk assessment is a bit outside of their audit.

Trustee Holober asked if Audit Manager Goeser could provide a dollar and percentage amount in the 50% law shortfall. Audit Manager Goeser stated this explanation could be found beginning on page 83 of the financial statements. As of June 30, 2019, the District was at 42.24%; in order to reach the 50% threshold, the District would have needed to spend just over \$12 million in instructional salary costs. Trustee Holober also referenced the "District support" line in the KCSM audit report and requested more clarity on this item. Interim Chancellor Claire stated he believes this is just a disclosure item or an overhead pool allocation; he previously spoke with former Executive Vice Chancellor Kathy Blackwood regarding this, but will fully investigate. Trustee Mandelkern stated it does appear there was positive cash flow for the last two years and not a deficit.

Trustee Holober also commented on the Futuris Retirement Fund, stating it appears as though it is fully funded with an excess of \$12-13 million. He would like to know if we need to continue funding the trust if it is already fully funded with a surplus – have we reached the point where the funding has been done, so can it go on its own? CFO Slater stated the District will be discussing within the next few weeks how to proceed in this positive situation; the Trust has yet to close the pool on employees that are still eligible for benefits, which means the District still needs to charge itself a certain percentage to fund those employees who are still becoming newly eligible for benefits. CFO Slater stated the District could probably lower the 5% charge rate. In addition, the OPEB board will start a conversation on when the District can start charging "pay-as-you-go" towards the savings the District currently has in OPEB. Trustee Holober stated the District is adding new/current employees who will be future recipients as time passes, so the impact on the projection of costs should be going down. CFO Slater agreed, stating when the OPEB board meets with the actuary in the coming weeks, they would be the ones to provide the lowered cost rate.

Audit Manager Goeser ended her presentation by thanking Financial Services staff and the District for preparing the financial statements to go through an audit. She stated it is always a hands-on process and given the amount of unmodified opinions presented in their findings, it speaks to the District's commitment to accurate and quality reports with regards to its fiscal responsibility. President Schwarz appreciated Audit Manager Goeser's comments, stating it is always nice to hear those words of approval from an outside agency who specializes in this area.

All four motions carried, with all members voting Aye for each motion.

## **PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

### **PRESENTATION BY U.S. NAVAL SEA CADET CORPS, BAND OF THE WEST (20-1-3C)**

Millbrae Councilmember (and former mayor) Wayne Lee introduced the presentation, stating he was present to show his support for the U.S. Naval Sea Cadet Corps, Band of the West, to give thanks to Cañada College President Jamillah Moore for allowing them band to rehearse on the Cañada College campus and to provide an update to the Band's progress and activities. Councilmember Lee introduced Lieutenant Jo-Anne Dao of the United States Naval Sea Cadet Corps (NSCC); she is the commanding officer of the Band of the West and will be presenting.

Lieutenant Dao stated the NSCC is a youth organization sponsored by the United States Navy with no service obligation. The activities are reflecting of the Navy core values, which are honor, courage and commitment. The NSCC serves as a youth leadership program to help develop the leaders of tomorrow and they also promote healthy living through physical fitness and training. Lieutenant Dao also stated the Band of the West is the only band in the NSCC. A little over a year ago, the Band of the West found themselves without a place to drill, but through the efforts of President Moore and assistance of the Board of Trustees, the Band was given the opportunity to drill at the Flex Theater at Cañada College. Now that a year has passed, Lieutenant Dao wanted to come back to thank everyone and provide an example of the community service and support received through the District.



Currently, there are 35 sea cadets who are outstanding musicians, and there are four officers and ten instructors within the unit (which happens to be the largest unit in northern California). The cadets drill for about four to five hours every Saturday morning and there have been about 55 drills since arriving at Cañada College back in December 2018. This equates to over 200 hours, which go toward music and leadership training and community service. There have been eight public performances within the last year, including performing at both Memorial and Veteran's Day Ceremonies at the Golden Gate National Cemetery and the Navy Seal Tribute in Half Moon Bay. The Band of the West was center stage on the Marina Green in San Francisco for Fleet Week and they were invited to play at the commissioning ceremonies for the USS Tulsa and USS Oakland (later this year).

President Moore was thanked once again for allowing the Band of the West to drill on the college campus. Lieutenant Dao stated all of the support that has been shown to the Band of the West has gone right back into the community and to show the Band's appreciation and gratitude; she presented President Moore with a plaque. Councilmember Lee stated he always brings up the support the San Mateo County Community College District has shown the Band of the West and that they are based out of Cañada College.

Trustee Mandelkern thanked Councilmember Lee for bringing the possibility of assisting the Band of the West to the Board's attention a year ago. With the recent identification restrictions made to persons already in or wanting to join the armed forces, he questioned if the NSCC recruitment policy was open to all individuals, including those who identify as transgender; Lieutenant Dao stated it is open to everyone and Councilmember Lee stated aside from age, there are no limitations to joining. He also mentioned there is an awards ceremony on March 7<sup>th</sup> and everyone was invited to attend.

**CONTEMPORARY CONVERSATION REGARDING RACE, CLASS, GENDER, PRIVILEGE AND EQUITY:  
SAN MATEO COUNTY COMPLETE COUNT CENSUS EFFORTS (20-1-4C)**

Vice Chancellor/Chief of Staff Mitchell Bailey introduced the report regarding the 2020 Census, stating the District has been involved in the county's complete count efforts over the last several months. One of the main goals of the county's census efforts is to get as many people as possible involved and counted so that the San Mateo County community (and beyond) can achieve the proper funding for education, preschools, healthcare, social services, transportation, housing, etc. Unfortunately, there have populations in our county that historically get undercounted, so San Mateo County aggressively working to combat this issue. Vice Chancellor Bailey then introduced Melissa Vergara, Community Outreach Specialist for San Mateo County, to discuss the steps she and her colleagues are taking to achieve this goal.

Ms. Vergara gave a brief description on what the census is, but stated she would be focusing more on what is at stake for San Mateo County and what would happen if a severe undercount was to occur. She referenced her presentation, stating the pie charts break down how California receives its federal funding and how much. As of now, the county is still operating on data collected from the last census, which was a decade ago; San Mateo County (and the Bay Area as a whole) has changed dramatically in the last ten years. California is at risk for losing a congressional seat, so an accurate census count is critical to ensure accurate political representation.

Last year, the County participated in LUPA (Local Update of Addresses) and Ms. Vergara and her colleagues were able to find 300 residences within a 1.2-mile radius in North Fair Oaks that were not marked on a list provided by the Federal Census Bureau; doing the math, this 1.2-mile radius would have equated to \$6 million in potentially lost funds for San Mateo County. Luckily, those residents are now accounted for, but this example proves that there are likely many more individuals who are in residents that are not accurately listed. Ms. Vergara stated she works closely with the PUENTE program and in 2010, PUENTE reported that the census only registered 1,500 individuals in a coastal community, but in reality, there were around 5,000 individuals living in that community. She also pointed out one of the most unfortunate aspects of this reality is that these undercounted communities are usually the communities that need the additional resources.

Ms. Vergara stated the county is ramping up their outreach program and working with all of their funded partners to get as many people counted in the census as possible. She noted that one does not need to be a citizen – just being a resident of San Mateo County – to complete the census. Ms. Vergara also stated the U.S. Census Bureau has switched to a more online-based model to collect census data. Individuals can respond via the Census Bureau website, by mailing a paper form and/or by calling in; currently, there are 12 non-English languages supported via phone and 59 non-English languages supported via the internet site. If residents do not have access to the internet, Ms. Vergara stated there will be questionnaire assistance

centers and kiosks located throughout the county for them to still complete the census. Ms. Vergara also stated the Census Bureau is hiring; the office is in Redwood City and the positions available pay around \$30 an hour.

Trustee Mandelkern thanked Ms. Vergara for her presentation and asked what the District can do, especially because we have quite a few computers connected to the internet that are readily available. Community Outreach Specialist Vergara stated the District could turn some of the areas on campus into kiosks and that Skyline College is already in the process of staff training to make this happen. She continued to state even if it was just passive outreach (posters, flyers, etc.), that would be extremely helpful. Vice Chancellor Bailey stated the District and its colleges were already in the process of setting up libraries for this kind of use. Vice Chancellor Bailey also stated since we have great relationships with our community partners, it is essential to get them involved as another means of outreach.

Trustee Holober asked if international students who are current residents of the state of California can participate in the census. Ms. Vergara stated as long as individuals have an address and a residence, then yes, they should be counted. Trustee Holober pointed out the District has over 1,000 international students and believes most of them might not be aware of the need to complete the census.

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

Interim Chancellor Claire thanked Chief Financial Officer Slater, the Financial Services team, all the colleges and the KCSM unit for a “clean” audit across the board, stating it is quite an accomplishment.

Skyline College President Dr. Jannett Jackson thanked Trustee Nuris and Trustee Goodman for attending the Success Summit.

College of San Mateo Acting President Kim Lopez stated College of San Mateo is turning 100 years old in the year 2022; it is now the oldest post-secondary institution in the county of San Mateo. Acting President Lopez thanked Trustee Mandelkern for attending the first centennial committee meeting last week and mentioned there was a ribbon cutting ceremony on March 11<sup>th</sup> for Building 17 (Center for Equity, Leadership & Community).

Cañada College President Jamillah Moore extended an invitation to the Board to attend the 3<sup>rd</sup> Annual Awareness Summit on February 27<sup>th</sup>, where the topics of food insecurity and housing will be discussed.

District Academic Senate President Jeramy Wallace spoke on behalf of the faculty, stating they were all happy to be back for the Spring semester.

To present the student report, Interim Chancellor Claire introduced Karolyn Paz-Rubio and Matthew Nuez, President and Vice President (respectively) of the Associated Students of Cañada College. President Paz-Rubio and Vice President Nuez thanked everyone for their time and began their presentation by stating their student vision – community, change, mentorship and leadership. For this academic year, the Student Senate focused on four initiatives:

- Food – food surveys were sent out in Fall 2019 to address student concerns regarding the food variety/availability at the Grove and they will be reviewed this semester.
- Housing – concerns, stories and home stay experiences were collected from international students and Student Senate will work with Student Life this semester to improve the rooming and home finder programs.
- Sustainability – in Fall 2019, they wrote a zero-waste resolution, hoping to be zero-waste at Cañada College by the end of 2025 (they plan to present the resolution sometime this semester). In addition, they are pursuing the installation of more water bottle filling stations on campus, especially near the Middle College area.
- Parking – difficulties regarding the availability of parking spaces during high-traffic times has led the Student Senate to compose (and present sometime this semester) a resolution regarding the parking concerns and introduce a carpooling program to ease the burden.

President Paz-Rubio spoke about the numerous events that occurred last semester (such as Superhero Halloween, Campus MovieFest and Latinx Celebration) and stated there are many more planned for this semester. Vice President Nuez spoke

about the collaboration event with SparkPoint and how they were able to serve about 120 families with fresh produce and other groceries.

President Paz-Rubio and Vice President Nuez next spoke on Professional Development, stating members of the Student Senate attended several trainings and conferences throughout the academic year. They had a chance to collaborate with Skyline College for the first time and learn a lot about leadership. Last semester, the Student Senate also had the opportunity to collaborate with the Chicano Research Center in Stockton; they visited the organization and brought along several Bay Area community leaders to bond with the Stockton community leaders present at the event.

President Paz-Rubio and Vice President Nuez conclude by providing some of their recent highlights, including free printings, bus tokens for transportation, discounted meals and recognition by the Accrediting Commission for Community and Junior Colleges (ACCJC) for their work in Student Life.

Trustee Nuris thanked President Paz-Rubio, Vice President Nuez and the rest of the Student Senate and commended them on the great work they are doing for the college, its students and the community; he looks forward to seeing what they accomplish in the future. Both President Schwarz and Interim Chancellor Claire thanked the students as well for their outstanding report.

#### **STATEMENTS FROM OTHER REPRESENTATIVE GROUPS**

President Schwarz asked for statements and none were presented at this time.

#### **STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

Dr. Michael Reiner, a member of the public, issued handouts to the Board containing data from the District's scorecard and metrics. Dr. Reiner recounted how 2012 was a significant year for California community colleges; the Student Success Act was passed to improve completion and eliminate equity gaps. He noted it had been seven years since and over a billion dollars spent, with special consideration for underserved and minoritized populations and he questioned what had been achieved. Dr. Reiner stated an article from 2019 says California community colleges show little progress in student graduation and transfers; he believes this shows that money alone is not the answer. He stated that he believes these issues have implications for taxpayers and for students who attend the colleges in the hopes of building a brighter and better future. Using three-year, first-time, full-time students as a basis, Dr. Reiner stated the District average of 18.1% is below the national average of 25%. In addition, Dr. Reiner stated he was surprised to see the low three-year graduation rates for African-American students at Skyline College.

Dr. Reiner offered data that showed on average, the District has about 1,450 new first-time full-time students each year and only about 18% (around 265) of these students graduate after three year, meaning a little over 1,100 students are left behind. He believes that at this time, not enough research has been conducted to determine the success of the 265 students from the non-graduates and no studies have been conducted on the 1,100 students to figure out why the students have not completed their courses in three years.

#### **NEW BUSINESS**

##### **APPROVAL OF REVISION TO MISCELLANEOUS PAY RATES SALARY SCHEDULE (20-1-6A)**

It was moved by Trustee Nuris and seconded by Trustee Holober to approve the revision.

Trustee Holober thanked Director of Human Services David Feune for bringing this item back before the Board and made note of the questions/concerns previously raised about the joint employer. Director Feune stated staff did look into the concern and spoke with Vice Chancellor of Auxiliary and Community Services Tom Bauer, who was present to answer any questions. Vice Chancellor Bauer stated in Community Education, corporations will contract with the District and look for certain individuals with very specific training; he continued that the District will actually go out and find those individuals and contract them with either a standard services or short-term agreement. Regardless of what category they fall into, the District supervises them.

Trustee Holober then questioned the difference in the language in the Board report brought forth today being a different than the prior report, specifically the omission of the nature of the third party. Director Feune stated he spoke with Vice

Chancellor Bauer and found out the contract of these professional experts would be solely between the District and the expert – there is no third party.

The motion carried, all members voting Aye.

**APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (20-1-5A)**

It was moved by Trustee Holober and seconded by Trustee Goodman to approve the personnel report. The motion carried, all members voting Aye.

**APPROVAL OF REVISION TO EXECUTIVE SALARY SCHEDULE (20-1-7A)**

It was moved by Trustee Nuris and seconded by Trustee Holober to approve the revision.

Trustee Holober questioned if this reflects any wage increases that have been or will be implemented retroactive to July 2019. Director Feune stated the schedule does have the July 2019 rates included and the individuals affected did receive the revised pay rate.

Trustee Holober then questioned the pay rate of the eventual Chancellor and if the Board we were to hire this individual at Step One of the salary schedule, Trustee Holober indicated that he would not want that person receiving the negotiated 3% raise right off the bat in addition to their negotiated salary. Director Feune stated due to past practices, if the District was to pass a cost of living adjustment (COLA) of 3% for other positions, the Chancellor would receive that increase as well. Trustee Holober stated he is not comfortable with this.

Trustee Nuris stated since this is a new hire, he would be fine with continuing our normal practice as long as there would be specific provisions put in place; it would be an exception to the rule so that the entire schedule would not have to be reworked. Trustee Goodman stated the Board could have the person start at a lower rate with the expectation of the 3% increase. Trustee Mandelkern stated the Board could say the salary schedule would be effective July 1, 2020 and there would be no issue of the raise taking effect on July 1<sup>st</sup>. President Schwarz stated she would feel more comfortable with putting this in that person's contract and not assuming the District would have a Chancellor ready to go by July 1<sup>st</sup>. Trustee Nuris said he believes this clause does not need to be in the contract and the Board could come up with a more creative way to accommodate this one special need. President Schwarz stated this method would solve the issue raised by Trustee Holober.

Trustee Mandelkern requested clarification on the pay/step process; he assumes the individual would receive a step increase on a yearly basis, to which Director Feune said that was correct. Trustee Mandelkern then asked if a COLA was to go into effect, would that be applied on top of the already step-increased salary. Director Feune said yes and the COLA would be applied as it is with other employees in the District. Trustee Mandelkern stated he (and possibly the Board) does not necessarily anticipate that generous of a salary increase over the course of six years. Trustee Goodman, President Schwarz and Director Feune all agreed this was within the range that was discussed at a previous Board meeting; what is reflected for the first time in the draft schedule is the exact step increase amount per year. Trustee Mandelkern stated he has no problem with the range of pay, but takes issue with the individual having a baseline salary of \$375,000 (eventually) a year with possible yearly COLA increases on top of that. President Schwarz stated this has been the past practice and if the Board would make a change, it would need to modify it for all employees in the District. Trustee Holober stated in the past, there was only one step for the Chancellor position and that person would receive COLA increases on top of that amount. He said he believes the Board should allow the range to have room for negotiation. Trustee Goodman requested clarification on the understanding of both Trustee Holober and Trustee Mandelkern, asking if they were under the impression the range was for the search committee to use and not necessarily the actual salary for the Chancellor. Trustee Mandelkern stated he thought the person would get hired (and locked in) at a certain step and not receive automatic step-level pay increases each year. Director Feune stated another option is to create a separate salary schedule for the Chancellor position, but this could lead to a reporting issue with CalPERS. Trustee Nuris stated a range was defined and he has no problem with the Chancellor receiving the same raises other District employees receive; it is not out of line with the responsibility and type of work this person does.

Trustee Goodman asked what else needs to be done and if this item could wait until it gets closer to the chancellor selection date. Trustee Mandelkern agreed, stating he believes this could possibly wait until a later date. Interim Chancellor Claire asked to make a comment, stating these questions and discussion may be better suited for the Chancellor Search Committee consultant Dr. Joan Smith, as she could probably provide better answers and guidance on the issue at hand. Trustee Nuris stated he would agree with tabling the item for now; President Schwarz agreed as well, stating this item would not be voted on tonight and tabled for now. It will be brought back before the Board once the Board members who are on the search committee have had the opportunity to speak with Dr. Smith.

**APPROVAL OF CHANCELLOR SEARCH SCREENING COMMITTEE NOMINATIONS (20-1-8A)**

It was moved by Trustee Holober and seconded by Trustee Mandelkern to approve the nominations.

Trustee Goodman stated it was great news to see we were able to include former County Superintendent of Schools Anne Campbell and former state legislator Gene Mullin in the search committee. Trustee Holober asked if the District had publicized that the community representative positions were available. Trustee Goodman stated he spoke with Dr. Smith regarding the process. He provided those two names and they have now appeared on the committee. Trustee Holober stated that he has no problem with the selected individuals, but would have liked to have seen more diversity on the search committee and the community representative positions would have been the opportunity to do that.

The Board also discussed including one member of the Board on the committee; Trustee Holober nominated Trustee Goodman to serve on the committee and this was seconded by Trustee Mandelkern. The Board agreed.

Trustee Mandelkern also thanked CSEA President Annette Perot for listening to his concerns and moving forward with the inclusion of an AFSCME representative in the classified employee representatives.

The motion to approve the members of the chancellor search committee carried, all members voting Aye.

**APPROVAL OF CONSENT AGENDA**

President Schwarz stated the consent agenda consists of Board Reports 20-1-1CA, 20-1-2CA, 20-1-3CA, 20-1-4CA and 20-1-5CA. It was moved by Trustee Mandelkern and seconded by Trustee Nuris to approve the items on the consent agenda. The motion carried, all members voting Aye.

**Other Recommendations**

**CONSIDERATION OF BOARD MEMBER COMPENSATION (20-1-104B)**

It was moved by Trustee Nuris and seconded by Trustee Holober to consider an increase in Board member compensation.

Trustee Holober moved a 5% increase in Board member compensation. Trustee Mandelkern questioned what the average increase was for District employees as of July 2019; Vice Chancellor Bailey stated it was about 3.2%. Trustee Mandelkern stated he would object to the 5% increase and choose a 3.2% increase with respect to fairness for other District employees.

The motion carried, with Trustees Schwarz, Nuris, Goodman and Holober voting Aye and Trustee Mandelkern voting Nay.

**ADOPTION OF RESOLUTION SUPPORTING SAN MATEO COUNTY COMPLETE COUNT CENSUS EFFORTS (20-1-105B)**

It was moved by Trustee Mandelkern and seconded by Trustee Holober to adopt the resolution.

President Schwarz expressed her appreciation for the census presentation earlier.

The motion carried, all members voting Aye.

**NOMINATIONS FOR MEMBERSHIP ON THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD, 2020 (20-1-106B)**

It was moved by Trustee Goodman and seconded by Trustee Holober to discuss potential nominations.

There were no nominations for any Board members to serve on the CCCT Board and no need to vote on this item.

## **INFORMATION REPORTS**

### **2020 CONTRACTOR PREQUALIFICATION UPDATE (20-1-5C)**

Vice Chancellor of Facilities Planning, Maintenance and Operations Jose Nuñez stated he and Interim Director of General Services Yanelly Pulido prepared the report and were readily available if the Board had any questions.

Trustee Goodman thanked them for their report stated that as a diverse community the District should expect to have as many diverse contracting companies as possible (women, people of color, etc.) and would hope to see greater diversity in the future. Interim Director Pulido stated many outreach efforts have been conducted to achieve this goal, but internal policies may need to be revised for this to be realized. Trustee Holoher asked if we make special outreach efforts to attain the services of minority- and/or women-owned businesses. Interim Director Pulido stated at this moment the District complies with normal procedures by advertising and publicizing the opportunity and will consider this request when dealing with future contracting opportunities.

Trustee Mandelkern noted that the number of applicants for contracted jobs went down by about 13% and asked if there was a reason as to why; Vice Chancellor Nuñez stated he would find that information and follow up. Trustee Holoher stated this is a very important process and shares Trustee Goodman's concerns regarding diversity and extending the opportunity to women- and minority-owned businesses. Vice Chancellor Nuñez explained the process of attaining services from these contracting agencies and stated the District will make special efforts to reach out to these communities in the future. Vice Chancellor Nuñez agreed to modify the outreach process, noting that if modifications to the actual policy are needed those would be brought back.

Trustee Nuris questioned if we were doing anything to discourage these types of contracting agencies from doing business with us; Vice Chancellor Nuñez stated he could not think of any deterrents the District has that would affect the decisions of these agencies. President Schwarz stated she is well aware of this issue, noting her personal work history as a woman-owned business; it is the contractors and sub-contractors who sometimes have an issue or make the decision on the contracting agency. Trustee Mandelkern requested to receive better data on the metrics of the "declining to state" agencies. Vice Chancellor Nuñez pointed out Interim Director Pulido and her team contact these agencies to find out this information and other organizations throughout the Bay Area use the District's model for securing contractors. Trustee Goodman stated that he wants to be clear that this is about setting the tone for the future and following our own guidelines. He stated he believes the District's choices should reflect our communal diversity with future hires and actions. Trustee Mandelkern stated since we know there are other school districts using our practice model, could we possibly reach out to them to see who their respondents are and then compare data. Vice Chancellor Nuñez stated he has personal knowledge of the very small pool of contractors, but has no problem sharing the received data.

### **BOND OVERSIGHT COMMITTEE ANNUAL REPORT TO THE COMMUNITY (20-1-6C)**

The Board received the report. Trustee Mandelkern expressed his gratitude to the Bond Oversight Committee for the work they continue to do.

### **DISCUSSION OF POTENTIAL TOPICS FOR BOARD RETREAT AGENDA (20-1-7C)**

Interim Chancellor Claire thanked the Board for their feedback from the January 8<sup>th</sup> Board meeting and provided a handout of summarized topics for Board discussion. President Schwarz stated some of the topics could most definitely be moved to a study session or just even an update would work; Trustee Goodman stated the "CSU 2+2 Update" could happen at the next Board meeting. Trustee Mandelkern stated the "ensuring student success through support in non-academic areas: food, transportation and housing" topic could be combined with the "food/housing insecurity/mental health update." President Schwarz and Trustee Mandelkern both agreed that the dual enrollment topic could be a study session. The Board agreed to keep the "quantify the gap between the District's long-term funding outlook and long-term financial needs" topic, the "what is the vision of the Board?" topic and the Title IX update on the retreat agenda. Trustee Goodman requested to keep the "environmental strategic action plan/updated Facilities master plan" topic on the agenda. Trustee Holoher made note of the "systematic review of processes, policies, accountability, participatory governance, etc." topic, stating this was one of his concerns and it could be included under the "vision of the Board" umbrella topic. Trustee Goodman clarified, stating the Title IX update, the "environmental strategic action plan" and the systematic review could all be placed under the "vision of the Board" topic.

Trustee Mandelkern stated he does not want the same type of discussion held during Board meetings to occur during the retreat; he wants to see a realistic action plan moving forward. Interim Chancellor Claire stated this will be a time to talk about the vision of the Board; what is our current strategic plan and how do we align it with the Board's vision. Trustee Holober clarified his request for a systematic review, stating he would like to see details broken out to determine if we should be doing things differently. Trustee Mandelkern also requested to leave the last 30 minutes of the retreat agenda to prioritize which items could be addressed between now and when a new Chancellor is named or discussed after a permanent Chancellor has been decided on; President Schwarz agreed with this request.

Trustee Goodman addressed the environmental plan topic, stating it would be nice if Energy and Sustainability Manager Joe Fullerton and Vice Chancellor Nuñez could come in and engage the Board in a short conversation about what is happening, what it means to be "carbon neutral" by 2030 in regards to future projects, etc. It is the Board's responsibility to give them direction and we don't want to look back on a project with regret if we could steer them on the correct path now. Trustee Nuris believes the employees actually in the respective fields know what the goals of the Board are and with their input, he would like to know what our next level actions could be – essentially what is feasible at this point. Trustee Mandelkern stated he would like to know about the financial funding aspect of all the retreat agenda items.

Interim Chancellor Claire stated this should be a discussion *with* the Board, not after the fact. He continued to state that this should be the opportunity to really discuss what our next actions should be and the steps we all agree upon to make those actions a reality. Trustee Goodman stated the Board should prioritize what they want to focus on and the topics that don't make the retreat agenda should be turned into study sessions or information reports. President Schwarz is hopeful that the retreat will contain conversations instead of presentations. Trustee Mandelkern stated the Board would also appreciate in advance any materials/documents that need to be read.

#### **COMMUNICATIONS**

No communications were received at this time.

#### **STATEMENTS FROM BOARD MEMBERS**

Trustee Mandelkern congratulated Skyline College on the Success Summit. In addition to the centennial anniversary of the College of San Mateo, Trustee Mandelkern stated it is also the centennial anniversary of the District. He also recognized the birthday of Dr. Martin Luther King, Jr. and recited a quotation.

Trustee Nuris noted that he also had a great time at the Success Summit and enjoyed the various topics and speakers.

President Schwarz mentioned she received a poster about the truths on vaping from Cañada College and she would like to see this integrated throughout the whole District, not just one college.

#### **ADJOURNMENT OF BOARD OF TRUSTEES MEETING**

The Board adjourned by consensus at 8:41 p.m.

#### **RETURN TO CLOSED SESSION**

The Board returned to closed session at 8:50 p.m. to continue consideration of the closed session items listed on the printed agenda.

#### **RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 9:56 p.m.

#### **ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

President Schwarz said the Board took no reportable action during closed session.

Submitted by

Michael Claire, Secretary

Approved and entered into the proceedings of the May 13, 2020 meeting.

Thomas A. Nuris  
Vice President-Clerk



**BOARD REPORT NO. 20-5-1B**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Interim Chancellor  
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, (650) 574-6510

**CONTEMPORARY CONVERSATION REGARDING RACE, CLASS,  
GENDER, PRIVILEGE AND EQUITY:  
RECOGNIZING FIRST RESPONDERS DURING COVID-19**

Over the course of the last three years, the Board and the District have had focused conversations relating to race, class, gender, privilege and equity. The foundations of these conversations are manifested in the District's Strategic Plan and facilitated across the campuses in classrooms, programs, curriculum, policies, trainings and general awareness and actions.

With the outbreak of COVID-19 and the effect the response has had on our global society, communities across the globe have been impacted in countless and different ways. On the front lines of that response have been first responders, which have included fire fighters/paramedics/EMTs, police officers, nurses, doctors, respiratory therapists and a host of other public service and health professionals. Also on the front lines are workers at grocery stores, pharmacies, and in other essential businesses that care for those who are ill and provide vital services to entire communities during shelter-in-place orders.

Using this as context, the Board will continue their monthly conversation regarding race, class, gender, privilege and equity and will discuss how many of these first responders and essential workers are trained through programs at the colleges of the SMCCCD and are on the front lines in providing critical care and services to our community.

**BOARD REPORT NO. 20-5-1A**

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**

**Felicia Mazzi** Instructor, English As a Second Language Language Arts

New Contract I status academic employment, effective August 17, 2020, replacing Serena Chu-Mraz who resigned.

**Kolo Wamba** Instructor, Physics Science/Math/Technology

New Contract I status academic employment, effective August 17, 2020, replacing Adam Windham who resigned.

**2. Re-Employment**

None

**C. REASSIGNMENT THROUGH THE HIRING PROCESS**

**District Office**

**Juan Dennis Tordesillas** Facilities/Public Safety Executive Assistant Facilities/Public Safety

Reassigned from a full-time, 12-month Executive Assistant (Grade 201C of the Confidential Salary Schedule 50; salary range: \$75,420 - \$96,372) into this full-time, 12-month position at Grade 215C (salary range: \$89,424 - \$114,204) of the same salary schedule, effective April 27, 2020, replacing Carina Warne who was reassigned.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**

None

**E. CHANGES IN STAFF ALLOCATION****District Office**

1. Recommend a change in staff allocation to add one full-time, 12-month Senior Accounting Technician (Measure H) at Grade 28A (salary range: \$65,100 - \$83,148) of the Classified Salary Schedule (60) in Facilities, effective May 14, 2020. This is a temporarily funded position, effective May 14, 2020 through the expiration of the funding source.

**F. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE**

None

**H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION****1. Retirement****Cañada College**

**Richard Follansbee** Professor Science and Technology

Retirement effective May 22, 2020 with 22 years of District service. Eligible for District retiree benefits.

**Skyline College**

**Michael Fitzgerald** Professor Physical Education/Rec/Athletics

Retirement effective May 22, 2020 with 40 years of District service. Eligible for District retiree benefits.

**Raymond Jones** Director of Middle College Language Arts

Retirement effective June 30, 2020 with 31.5 years of District service. Eligible for District retiree benefits.

**Claire Muller-Moseley** Professor Science/Math/Technology

Retirement effective May 22, 2020 with 21.5 years of District service. 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**

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Science & Technology / STEM	1	05/15/2020	06/30/2020	<b>Consultant (Non-Instructional):</b> Update content creation for 2 days of workshops including development of presentations, workbooks, and assessments. All materials will be designed within the organizations (San Mateo Community College) brand standards including colors, logos, fonts, and any other requirements. Meeting with program team and key stakeholders for information gathering, a review of deliverables and objectives, program research and background, and review of materials prior to presentation.
College of San Mateo	Student Services / Health Center	1	07/01/2020	06/30/2021	<b>College Physician:</b> Plans, implements and leads professional College health care services in conjunction with the Director of Wellness Center and the nursing staff: provides medical advice and treatment in the College Health Center; writes prescriptions as needed; confers with medical plan providers and emergency medical personnel regarding follow-up care; sets up and maintains confidential documentation of treatment and services provided; completes required medical provider and emergency forms; makes presentations to organizations and other groups as assigned.

College of San Mateo	Personal Counseling & Wellness Services	1	08/19/2020	06/30/2021	<b>Personal Counseling Intern:</b> Personal Counseling Interns are available to offer counseling services to assist students in handling and managing pressing personal issues.
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**K. SHORT-TERM, NON-CONTINUING POSITIONS**

<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	Public Safety Department	6	05/14/2020	06/30/2020	<b>Public Safety Assistant:</b> To provide additional coverage (especially at access points) needed for Public Safety during the COVID-19 pandemic.

**BOARD REPORT NO. 20-5-2A**

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

**CONSIDERATION AND APPROVAL OF CHANCELLOR SALARY SCHEDULE**

At its meeting on November 6, 2019, the Board determined that a new salary schedule would be implemented with the hiring of a new chancellor. The Board has concluded this hiring process and a new chancellor has been named. As such, based on Board guidance, the attached chancellor salary schedule, which will be effective July 1, 2020, is attached for consideration.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached chancellor salary schedule, which will be effective July 1, 2020.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**Chancellor Salary Schedule**  
**Effective: July 1, 2020**

	<b>Pay Rate</b>
<b>Annual</b>	\$340,000
<b>Monthly</b>	\$28,333

**BOARD REPORT NO. 20-5-3A**

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

**CONSIDERATION AND APPROVAL OF CHANCELLOR EMPLOYMENT AGREEMENT**

The Board has concluded its search for a new chancellor for the District and has selected Michael Claire for this role.

The attached Employment Agreement to employ Michael Claire as Chancellor provides for a roughly three (3) year term of agreement, through June 30, 2023. He will stay at his current level of compensation (\$325,000) through June 30, 2020. Effective July 1, 2020, the annual compensation will be \$340,000. The chancellor will be eligible for further annual salary increases starting July 1, 2021. He will receive 225 hours of vacation annually, and can cash out up to 10 days of vacation annually. He will receive one (1) day per month of sick leave, and the same health and welfare benefits, including post-retirement medical benefits, as are generally provided to management personnel of the District. He was previously eligible to receive a \$20,000 annual annuity for the 2019-2020 fiscal year, and that amount will be honored, but for all future fiscal years, the annuity amount will be \$10,000 annually, effective July 1, 2020.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached chancellor employment agreement for Michael Claire.





## EMPLOYMENT AGREEMENT FOR CHANCELLOR

This Employment Agreement (the “Agreement”) is made and entered into effective this 13th day of May, 2020, by and between the Board of Trustees of the San Mateo County Community College District (referred to as either the “District” or the “Board”, as appropriate) and Michael Claire (referred to as either the “Chancellor” or the “Employee”). The Parties mutually agree to the following:

1. Position. The Board hereby employs the Employee as Chancellor of the District. The Chancellor is an academic employee as defined by Education Code section 87001(a), an educational administrator as defined by Education Code section 87002(b), and a management employee as defined by Government Code section 3540.1(g). This Agreement is entered into pursuant to and subject to Education Code section 72411(a).
2. Term. Employee’s term of employment as Chancellor shall commence May 13, 2020 and conclude June 30, 2023, unless extended or terminated as herein provided.
3. Powers and Duties.
  - a. Employee shall perform all of the powers and duties of the position of Chancellor of the District, as established by law, Board policies and procedures, and the applicable position description. Employee shall further efficiently and effectively manage the programs and operations of the District.
  - b. Under the direction of the Board, Employee shall have the primary responsibility to:
    - i. Provide leadership and direction to ensure that the laws and policies of the District are carried out;
    - ii. Implement the policies adopted by the Board of Trustees and make appropriate recommendations to the Board of Trustees;
    - iii. Periodically evaluate employees as provided for by California law, Board policy, or contract;
    - iv. Advise the Board of Trustees of all possible sources of funds which may be available to implement present or contemplated District programs;
    - v. Regularly and timely inform the Board of Trustees of the fiscal status of the District;
    - vi. Establish and maintain an appropriate community relations program; and

- vii. Perform such other duties, and assumed such other responsibilities, as the Board of Trustees may direct.
- c. Employee shall have the responsibility of initiating and directing all District programs, operations and activities, subject to approval by the Board. Employee shall have responsibility for all personnel matters, including selection, assignment, evaluation, and transfer of employees, subject to approval by the Board.

4. Salary.

- a. Employee's annual salary, effective July 1, 2020 and thereafter, shall be in accordance with the Chancellor Salary Schedule established and approved by the Board, a true and correct copy of which is attached hereto and incorporated herein as Exhibit "A.". For reference purposes, the initial salary, effective July 1, 2020, shall be \$340,000. Prior to July 1, 2020, the annual salary shall remain at \$325,000.
- b. Employee's annual salary shall be payable in twelve (12) equal monthly installments, each of which shall be equal to one-twelfth (1/12) of the per annum salary, with proration for a period of less than a full year or month of service.
- c. The Board retains the right to increase the Chancellor's annual salary during the term of this Agreement. Any such increase in salary shall be in the form of either an amendment to the Chancellor Salary Schedule (which may be approved unilaterally by the Board), or an amendment to this Agreement (which must be authorized by the Board and the Chancellor). A change in salary shall not constitute the creation of a new Agreement nor extend the termination date of this Agreement.
- d. Effective the 2021-2022 fiscal year, Employee shall be considered for compensation increases at the same time as such increases are generally provided to other management employees of the District
- e. In the event furlough days or other economic concessions are implemented by the Board, Employee shall be subject to the same general or across-the-board concessions as apply to management employees of the District, with a corresponding proportionate reduction in pay.
- f. The District shall report Employee's compensation to STRS as required by law. The District assumes no responsibility, and makes no representations, with respect to STRS' treatment of Employee's compensation, including, without limitation, determinations relating to final compensation and creditable compensation.

5. Professional Schedule and Vacation.

- a. Employee shall be required to render twelve (12) months of full and regular service to the District during each annual period covered by this Agreement, exclusive of holidays provided in the California Education Code and any additional local holidays granted by the Board to 12-month administrative employees.

- b. Employee shall earn and accrue 18.75 hours of vacation for each full month of service rendered (equating to 225 hours per year). Upon accruing 450 hours of vacation, the Chancellor shall cease to accrue vacation until such time as his accrued vacation total is reduced below 450 hours. During each fiscal year, Employee may elect in writing to cash out up to ten (10) days (80 hours) of vacation from his earned and accumulated vacation leave. Vacation cash out may occur at various times during the year, provided the total amount cashed out does not exceed ten (10) days in any fiscal year. Upon termination or expiration of this Agreement, the Chancellor shall be entitled to compensation for unused and accrued vacation days at his then current per-diem rate (i.e. salary divided by 260) for no more than that amount of unused vacation that may be accrued under this Agreement. The Chancellor shall obtain approval of the Board President prior to utilizing vacation.
  - c. Employee shall not perform outside work for compensation without prior Board approval.
6. Fringe Benefits.
- a. Sick Leave. Employee shall be provided with one (1) day per month sick leave. Earned sick leave may be accrued and accumulated as provided by the Education Code and Board policies and procedures, but has no cash value and shall not be cashed out.
  - b. Health and Welfare:
    - 1. During Employment. Employee shall be provided fringe benefits, including group health, medical, dental, vision and life insurance, on the same terms as such benefits are generally provided to management personnel of the District, subject to applicable eligibility requirements.
    - 2. Post-Retirement Medical. Employee has already vested in, and shall be eligible to receive, post-retirement medical benefits, on the terms set forth in the “Management Retiree Health and Welfare Benefits” document attached hereto and incorporated herein as Exhibit “B.” In particular, Employee commenced District employment as a faculty member on September 6, 1988, and, as such, is entitled to the post-retirement medical benefits described in Paragraph 1 of Exhibit “B,” subject to the limits in Paragraph 1.1 of Exhibit “B.”
  - c. Annuity. The District shall establish a deferred compensation vehicle for Employee through an annuity to be determined by the District in accordance with applicable law and District policy/procedure. The District shall contribute a total of \$20,000 for the 2019-2020 fiscal year (including any amounts contributed in connection with the Employee’s service as Interim/Acting Chancellor) and \$10,000 for each fiscal year thereafter into such annuity on a tax deferred basis. Vesting of the annuity shall be 100% after the completion of five years of service with the District,

commencing with the Employee's original hire date as President. As such, Employee is fully vested.

d. Professional/Educational Growth.

1. The Board encourages Employee to participate in professional and educational growth opportunities and training, and to promote the interests of the District before various governmental and constituency groups, consistent with the established budget of the District.
2. The Board shall pay, on behalf of the Chancellor, the membership expense of relevant local, state and national organizations.

e. Expense Reimbursement. The District shall reimburse Employee for actual and necessary expenses incurred by Employee in the performance of Employees' duties, in accordance with District policy and procedure (including, without limitation, Board Policy 8.55 and Administrative Procedure 8.55.1), subject to Board approval for out of state travel. There will be no reimbursement for travel incurred within District boundaries.

7. Evaluation.

- a. The Board and Employee shall jointly establish goals and objectives for each academic year of employment. If the Board and Employee are unable to jointly establish goals and objectives, the Board shall establish goals and objectives. The goals and objectives so established shall serve as the basis for the Board's evaluation of Employee.
- b. The Board shall at least annually evaluate in writing the performance of Employee and the working relationship between Employee and the Board. The evaluation format shall be jointly established by Employee and Board, though if no agreement is reached the Board shall establish the format.
- c. The Board's failure to establish objectives for, or to evaluate, Employee shall not constitute a basis to challenge any decision to terminate or not renew this Agreement.

8. Termination.

- a. Mutual Consent. This Agreement may be terminated by mutual agreement of the parties at any time.
- b. Termination by Employee. Employee may terminate this Agreement at any time upon sixty (60) calendar days prior written notice to the Board.
- c. Non-renewal of the Agreement by District. The Board may elect not to renew this Agreement for any reason by providing written notice to Employee six (6) months in advance of the expiration of this Agreement, in accordance with Education Code

section 72411 and other applicable law. Failure by the Board to issue a notice of non-renewal shall serve to extend this Agreement for one additional year under the same terms and conditions as are set forth herein. Employee shall provide the Board with written notice of the provisions of this Paragraph at least nine (9) months in advance of the expiration of this Agreement. The Employee's failure to do so shall constitute a material breach of this Agreement. In the event this Agreement is automatically extended for one additional year as provided by this paragraph, any salary increase provided for that year shall not exceed the limit established by Government Code sections 3511.1 and 3511.2.

- d. Termination Without Cause. Notwithstanding any other provision of law or of this Agreement, the Board may, unilaterally and without cause or a hearing, terminate this Agreement upon giving thirty (30) days prior written notice. In consideration for the exercise of this right, the District shall pay Employee, for the remainder of the unexpired term of this Agreement, or for 6 months plus one month for every year of District service, not to exceed twelve (12) months, whichever is less, a monthly sum equal to Employee's gross monthly salary at the salary rate in effect during his last month of service. In addition, Employee shall be entitled to receive health and welfare benefits at the District's expense for an amount of time commensurate with the amount of time to which Employee is entitled to the above described payment; provided that, if during this period, Employee finds other employment which provides health and welfare benefits, the District's obligation to provide health benefits shall cease. The parties agree that this paragraph is to be construed consistent with the requirements of Government Code section 53260 et seq. The sum owed to Employee pursuant to this Paragraph shall be offset by any amounts actually earned by Employee as a faculty member following the termination of this Agreement. The parties further agree that this sum constitutes liquidated damages in recognition of the extreme difficulty of determining actual damages to Employee resulting from the contract's termination without cause. These liquidated damages represent the Employee's sole and exclusive remedy for any and all damages, known or unknown, tort, contract or otherwise, flowing from the termination of Employee's employment with the District. The parties recognize that upon payment of the liquidated damages sum, the Employee will be foreclosed from bringing any action or proceeding of any nature against the District.
- e. Termination for Cause. This Agreement and the services of Employee may be terminated by the Board at any time for cause if Employee has materially breached the terms of this Agreement, engages in abuse of office (as defined in Government Code Section 53243 et seq.), has neglected to perform the duties under it, has engaged in insubordination, or has committed an act specified in Education Code Section 87732. The Board shall not terminate this Agreement under this section until a written statement of the grounds for termination has first been served upon the Chancellor. In lieu of any other hearing, the Chancellor shall then be entitled to a conference with the Board within ten (10) work days at which time the Chancellor shall be given a reasonable opportunity to address the Board's concerns. The Chancellor shall have the right, at his own expense, to have a representative of

his choice at the conference with the Board. The Board's determination following any such conference shall be final.

- f. Abuse of Office. Notwithstanding any other provision of this Agreement, and as mandated by Government Code section 53243 et seq., in the event Employee is convicted of a crime constituting "abuse of office," Employee shall reimburse the District to the fullest extent mandated by Government Code section 53243 et seq. (i.e. for paid leave time, criminal defense expenditures, or any cash settlement). In the event of such conviction, the District shall make no payments barred by Government Code section 53243 et seq. By way of example, in the event Employee is placed on paid administrative leave pending an investigation, Employee shall reimburse the pay received during that leave in the event he is convicted of a crime constituting "abuse of office."
  - g. Retreat Rights. Upon termination of this Agreement, Employee shall be entitled to retreat to a tenured faculty position for which he meets minimum qualifications, subject to and in accordance with all applicable requirements of Education Code Sections 87458 and 87458.1. The parties acknowledge that Employee is subject to the retreat rights provisions set forth in Education Code Section 87458.1, insofar as: (1) his initial date of hire within the District (i.e. September 6, 1988) precedes July 1, 1990; and (2) he has served without a break in service.
- 9. Applicable Law and Venue. This Agreement and the rights and obligations of the parties shall be construed and enforced in accordance with the laws of the State of California, as amended from time to time. The parties agree that, in the event of litigation, venue shall be the appropriate court located in San Mateo County, California.
  - 10. Agreement to Mediation. The parties agree that prior to initiation of any litigation over any dispute about matters covered by this Agreement, they will submit to voluntary mediation in accordance with procedures to be mutually agreed upon by them. Nothing herein shall be construed to relieve either party or be deemed to constitute a waiver by either party of their respective rights and obligations under Government Code section 810 et seq.
  - 11. Severability. If any term or provision of this Agreement is, to any extent, held by a court of competent jurisdiction to be invalid, or unenforceable, the remaining terms and provisions of this Agreement shall continue in full force and effect.
  - 12. Construction. This Agreement shall not be construed more strongly against either party regardless of who is responsible for its preparation.
  - 13. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, expressed or implied, not contained in this Agreement.
  - 14. No Assignment. This is an agreement for personal services. Employee may not assign or transfer any rights granted or obligations assumed under this Agreement.

15. Modification. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by written instrument executed by both parties.
16. Board Approval. The parties recognize that this Agreement is subject to Board approval, which must occur in open session during a regular public meeting.
17. Execution of Other Documents. The parties to this Agreement shall cooperate fully in the execution of any other documents and in contemplation of any additional action that may be necessary or appropriate to give full force and effect to the terms of this Agreement.

**IT IS SO AGREED:**

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_  
Karen Schwarz  
Board President

**ACCEPTANCE OF EMPLOYMENT AGREEMENT**

I have reviewed this Employment Agreement and I accept this Employment Agreement and the terms and conditions of that employment. I have not agreed to employment and/or contracted for employment with the governing board of any other school district or community college district which will, in any way, conflict with my duties in this position.

By: \_\_\_\_\_  
Michael E. Claire

Dated: \_\_\_\_\_

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**Chancellor Salary Schedule**  
**Effective: July 1, 2020**  
**Exhibit A**

	<b>Pay Rate</b>
<b>Annual</b>	\$340,000
<b>Monthly</b>	\$28,333





**EXHIBIT B**  
**MANAGEMENT RETIREE HEALTH AND WELFARE BENEFITS**

1. **RETIREE MEDICAL AND DENTAL BENEFITS:** The District will provide medical and dental benefits, as described in the benefits handbook available in the Office of Human Resources, to managers who were employed as regular faculty, classified or management employees by the District prior to January 1, 1987. The eligible retired manager, and that manager's spouse at the time of the manager's retirement, shall be eligible for continuation of benefits during the life of the retired manager, and, following the death of the retired manager, during the life of the un-remarried surviving spouse.
- 1.1 **Employed On or After 1/1/1987 and Prior to 9/8/1993:** For those employed as regular faculty, classified or management employees by the District on or after January 1, 1987, the maximum amount paid by the District for retiree medical benefits will be the amount the District would have been required to pay had the retiree selected the appropriate Kaiser Health Plan.
- 1.2 **Employed On or After 9/8/1993:** For managers whose first day of paid service as a regular faculty employee, classified employee or manager commences on or after September 8, 1993, the maximum amount paid by the District for retiree health benefits (medical and dental) shall be \$450/month until the manager becomes eligible for Medicare Part B. At that time, the District will then pay, for the manager only, the lowest cost medical plan available within the agreement between the parties.
- 1.3 **10 Years of Service Required – Employed Prior to 9/8/1993:** For those managers hired as a regular faculty employee, classified employee or manager prior to September 8, 1993, to be eligible for District-paid retiree medical and dental benefits, the retiree must have ten (10) full years of service with the District and be at least 55 years of age. For a year of service to be counted, the assignment must have been such that the manager was eligible for medical insurance benefits if such benefits were available to employees.
- 1.4 **20 Years of Service Required – Employed On or After 9/8/1993:** For those managers hired as a regular faculty employee, classified employee or manager whose first day of paid service commences on or after September 8, 1993, to be eligible for District-paid retiree medical and dental benefits, the retiree must have twenty (20) full years of service within the District, must be at least 55 years of age, must be currently employed by the District at the time of retirement, and the age at the time of retirement of the retiree (in full years), when added to the full years of service, must total 75 or more. For a year of service to be counted, the assignment must have been such that the manager was eligible for medical insurance benefits if such benefits were available to employees.\

**BOARD REPORT NO. 20-5-1CA**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

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

The addition of twenty-five courses and one program to and the deletion of four courses and two programs from the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, twenty-two courses are proposed to be offered in the distance education mode.

Eleven courses 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, these courses will be deleted in the coming years.

Furthermore, one hundred fifteen courses and thirteen programs were modified, and one program was reactivated.

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 Cañada College, College of San Mateo, and Skyline College catalogs.

San Mateo County Community College District

May 13, 2020

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

PREPARED BY: Tammy Robinson, Vice President, Instruction  
Cañada College

APPROVED BY: Candice Nance, Curriculum Committee Chair  
Cañada College

Diana Tedone, Academic Senate President  
Cañada College

Jamillah Moore, President  
Cañada College

## **PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE**

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **BUSINESS**

113 PERSONAL FINANCE (3.00) (day or evening)

Justification: This course on personal finance provides students with a basic understanding of money, financial literacy and the foundations for financial independence. The curriculum has been requested by students, counselors, and advisory board members. This course has been developed collaboratively with business faculty, math faculty, and our articulation officer with support for this course in CSU area credit. The course is also a selective course requirement for the Business Administration A.S. Degree program.

Prerequisite: MATH 110 or appropriate score on the College Placement Test or other multiple measures assessment.

Recommended Preparation: None.

Description: This course in personal finance leads students toward financial literacy and enables students to obtain the foundation for a lifelong understanding of the basics of finance including money management, tax planning, investing, and retirement planning. Students learn to apply and use financial models through critical thinking, quantitative reasoning, and developing problem-solving abilities. Emphasis is placed on learning the fundamental concepts of everyday finance with a hands-on approach.

Classification: AA/AS Degree; CSU transferable.

#### **KINESIOLOGY, ATHLETICS AND DANCE: AQUATICS**

127.1 SWIM STROKE DEVELOPMENT I (1.00) (day or evening)

Justification: Swim Stroke Development I introduces students to the foundational skills needed to perform the freestyle, breaststroke, backstroke and butterfly stroke. The course is the first of a series that examines swimming mechanics while also increasing overall fitness. Students are able to apply this course towards an AA Degree in Kinesiology. The new Cañada College Fitness and Wellness Center, including a state of the art aquatic facility (2 pools), opens spring 2021.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: A swimming course designed to expose students to the benefits of aerobic exercise through swimming. The focus is on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke. Must be able to swim one length without touching the bottom or side walls.

Classification: AA/AS Degree; CSU transferable.

#### 127.2 SWIM STROKE DEVELOPMENT II (1.00) (day or evening)

Justification: Swim Stroke Development II continues to build the fundamental skills needed to perform the freestyle, breaststroke, backstroke and butterfly stroke at a beginner to intermediate level. The course is the second of a series that examines swimming mechanics while also increasing overall fitness. Students are able to apply this course towards an AA Degree in Kinesiology. The new Cañada College Fitness and Wellness Center, includes a state of the art aquatic facility (2 pools), and opens spring 2021.

Prerequisite: AQUA 127.1

Recommended Preparation: None.

Description: Continuation of AQUA 127.1. A swimming course designed to expose students to the benefits of aerobic exercise through swimming. The focus is on the development of stroke mechanics including the free style, butterfly, back stroke, and breast stroke.

Classification: AA/AS Degree; CSU transferable.

### **KINESIOLOGY, ATHLETICS AND DANCE: DANCE**

#### 117.1 TAP DANCE I (1.00) (day or evening)

Justification: This course is being added in order to expand our course offerings that align with the planning of the upcoming new building. The class is a selective requirement for the Dance and Kinesiology Associate of Arts Degrees.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: This course covers beginning tap dance technique, tap vocabulary, dance combinations and rhythmic patterns while developing musicality and basic performance skills. Opportunities are available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations are developed over the course of the semester.

Classification: AA/AS Degree; CSU transferable.

117.2 TAP DANCE II (1.00) (day or evening)

Justification: This course is being added in order to expand our course offerings that align with the planning of the upcoming new building. The class is a selective requirement for the Dance and Kinesiology Associate of Arts Degrees.

Prerequisite: DANC 117.1

Recommended Preparation: None.

Description: Continuation of DANC 117.1. This course covers intermediate tap dance technique, tap vocabulary, dance combinations and rhythmic patterns while developing musicality and basic performance skills. Opportunities are available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations are developed over the course of the semester.

Classification: AA/AS Degree; CSU transferable.

117.3 TAP DANCE III (1.00) (day or evening)

Justification: This course is being added in order to expand our course offerings that align with the planning of the upcoming new building. The class is a selective requirement for the Dance and Kinesiology Associate of Arts Degrees.

Prerequisite: DANC 117.2

Recommended Preparation: None.

Description: Continuation of DANC 117.2. This course covers intermediate to advanced tap dance technique, tap vocabulary, dance combinations and rhythmic patterns while developing musicality and basic performance skills. Opportunities are available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations are developed over the course of the semester.

Classification: AA/AS Degree; CSU transferable.

117.4 TAP DANCE IV (1.00) (day or evening)

Justification: This course is being added in order to expand our course offerings that align with the planning of the upcoming new building. The class is a selective requirement for the Dance and Kinesiology Associate of Arts Degrees.

Prerequisite: DANC 117.3

Recommended Preparation: None.

Description: Continuation of DANC 117.3. This course covers advanced tap dance technique, tap vocabulary, dance combinations and rhythmic patterns while developing musicality and basic performance

skills. Opportunities are available to perform, in order to better appreciate tap dance. Choreography and improvisational group projects/presentations are developed over the course of the semester.

Classification: AA/AS Degree; CSU transferable.

#### 161.1 TANGO ARGENTINO I (1.00) (day or evening)

Justification: This course is being added in order to expand our course offerings that align with the planning of the upcoming new building. The class is a selective requirement for the Dance and Kinesiology Associate of Arts Degrees.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: This course is designed to introduce students to the essence of beginning level Argentine Tango (the dance of love) as well as basic improvisational skills. Viewing tango as a language, students develop musicality and focus on the connection between partners in order to dance confidently in social settings around the world.

Classification: AA/AS Degree; CSU transferable.

#### 161.2 TANGO ARGENTINO II (1.00) (day or evening)

Justification: This course is being added in order to expand our course offerings that align with the planning of the upcoming new building. The class is a selective requirement for the Dance and Kinesiology Associate of Arts Degrees.

Prerequisite: DANC 161.1

Recommended Preparation: None.

Description: Continuation of DANC 161.1. This course is designed to introduce students to the essence of intermediate level Argentine Tango (the dance of love) as well as basic improvisational skills. Viewing tango as a language, students develop musically and focus on the connection between partners in order to dance confidently in social settings around the world.

Classification: AA/AS Degree; CSU transferable.

#### 161.3 TANGO ARGENTINO III (1.00) (day or evening)

Justification: This course is being added in order to expand our course offerings that align with the planning of the upcoming new building. The class is a selective requirement for the Dance and Kinesiology Associate of Arts Degrees.

Prerequisite: DANC 161.2

Recommended Preparation: None.

Description: Continuation of DANC 161.2. This course is designed to introduce students to the essence of advanced level Argentine Tango (the dance of love) as well as basic improvisational skills. Viewing tango as a language, students develop musically and focus on the connection between partners in order to dance confidently in social settings around the world.

Classification: AA/AS Degree; CSU transferable.

161.4 TANGO ARGENTINO IV (1.00) (day or evening)

Justification: This course is being added in order to expand our course offerings that align with the planning of the upcoming new building. The class is a selective requirement for the Dance and Kinesiology Associate of Arts Degrees.

Prerequisite: DANC 161.3

Recommended Preparation: None.

Description: Continuation of DANC 161.3. This course is designed to introduce students to the essence of expert level Argentine Tango (the dance of love) as well as basic improvisational skills. Viewing tango as a language, students develop musically and focus on the connection between partners in order to dance confidently in social settings around the world.

Classification: AA/AS Degree; CSU transferable.

## **KINESIOLOGY, ATHLETICS AND DANCE: FITNESS**

128.1 CORE STRENGTH AND FUNCTIONAL TRAINING I (1.00) (day or evening)

Justification: This course is being added in order to expand our course offerings that align with the planning of the upcoming new building. The class is a selective requirement for the Kinesiology Associate of Arts Degree.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: Basic exercises incorporating a stability ball and other functional exercise equipment that build a foundation for functional movement, emphasizing core strength, while increasing whole body fitness, flexibility, stabilization, balance and coordination. The course is suitable for all fitness levels and prepares students for all types of physical activity from everyday movement to athletic engagement.

Classification: AA/AS Degree; CSU transferable.

128.2 CORE STRENGTH AND FUNCTIONAL TRAINING II (1.00) (day or evening)

Justification: This course is being added in order to expand our course offerings that align with the planning of the upcoming new building. The class is a selective requirement for the Kinesiology Associate of Arts Degree.

Prerequisite: FITN 128.1

Recommended Preparation: None.

Description: Continuation of Fitness 128.1. Intermediate level course incorporating exercises on stability ball and other functional fitness equipment that builds a foundation for functional movement, emphasizing core strength, while increasing whole body fitness, flexibility, stabilization, balance and coordination. The course is suitable for students at an intermediate fitness level and prepares participants for all types of physical activity from everyday movement to athletic engagement.

Classification: AA/AS Degree; CSU transferable.

301.1 SPINNING I (1.00) (day or evening)

Justification: This course is being added in order to expand our course offerings that align with the planning of the upcoming new building. The class is a selective requirement for the Kinesiology Associate of Arts Degree.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: A beginning level aerobic exercise class performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning.

Classification: AA/AS Degree; CSU transferable.

301.2 SPINNING II (1.00) (day or evening)

Justification: This course is being added in order to expand our course offerings that align with the planning of the upcoming new building. The class is a selective requirement for the Kinesiology Associate of Arts Degree.

Prerequisite: FITN 301.1

Recommended Preparation: None.

Description: Continuation of FITN 301.1. Intermediate level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning.

Classification: AA/AS Degree; CSU transferable.

301.3 SPINNING III (1.00) (day or evening)

Justification: This course is being added in order to expand our course offerings that align with the planning of the upcoming new building. The class is a selective requirement for the Kinesiology Associate of Arts Degree.

Prerequisite: FITN 301.2



Recommended Preparation: None.

Description: Continuation of FITN 301.2. Intermediate advanced aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to improve aerobic conditioning.

Classification: AA/AS Degree; CSU transferable.

### **KINESIOLOGY, ATHLETICS AND DANCE: INDIVIDUAL SPORTS**

#### 121.1 BADMINTON I (1.00) (day or evening)

Justification: Badminton I introduces students to the foundational skills needed to participate at a beginner to intermediate level. The course is the first of a series that examines and practices the basic fundamentals of badminton while also increasing general fitness. Students are able to apply this course towards an AA Degree in Kinesiology. The new Cañada College Fitness and Wellness Center opens spring 2021, and includes a state of the art gymnasium.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: A course designed to provide instruction and practice in the fundamentals of badminton: rules and strategies, grip, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles.

Classification: AA/AS Degree; CSU transferable.

#### 121.2 BADMINTON II (1.00) (day or evening)

Justification: Badminton II continues to build the mechanics, techniques, strategies and foundational skills needed to participate at an intermediate to advanced level. The course is the second in a series that enables students to increase overall fitness while practicing and playing badminton. Students are able to apply this course towards an AA Degree in Kinesiology. The new Cañada College Fitness and Wellness Center, including a state of the art gymnasium, opens spring 2021.

Prerequisite: INDV 121.1

Recommended Preparation: None.

Description: Continuation of INDV 121.1. Designed to provide instruction and practice in the fundamentals of badminton at an intermediate level: rules and strategies, grip, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles.

Classification: AA/AS Degree; CSU transferable.

### **KINESIOLOGY, ATHLETICS AND DANCE: VARSITY SPORTS**

#### 300 VARSITY BASKETBALL: WOMEN (1.50) (day or evening)

Justification: The addition of this course enables student-athletes to examine and practice the technical skills, mechanics, tactics and strategies of basketball needed to compete at the intercollegiate level. Students are able to apply this course towards an AA Degree in Kinesiology. Student body polling, per the CCCAA R-4 Statement of Compliance of Title IX Gender Equity, identified women's basketball to be among the top three intercollegiate sports of interest not currently offered. The new Cañada College Fitness and Wellness Center, with a state of the art basketball facility, opens spring 2021.

Prerequisite: Demonstrated ability. Student-athletes must be enrolled in 12 units.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: Consists of Intercollegiate Women's Basketball competition in the Coast Conference. The team also participates in regional tournaments, the Northern California playoffs and the state championships when qualified. May be repeated for credit up to 3 times.

Classification: AA/AS Degree; CSU transferable.

#### 350 WOMEN'S VARSITY BADMINTON (3.00) (day or evening)

Justification: The addition of this course enables student-athletes to examine and practice the mechanics of badminton while competing at the intercollegiate level. The new Cañada College Fitness and Wellness Center, with a state of the art gymnasium, opens spring 2021. Student body polling, per the CCCAA R-4 Statement of Compliance of Title IX Gender Equity, identified women's badminton to be among the top three intercollegiate sports of interest not currently offered. Students are able to apply this course towards an AA Degree in Kinesiology.

Prerequisite: Demonstrated ability. Student-athletes must be enrolled in 12 units.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: Consists of Intercollegiate Women's Badminton competition in the Coast Conference. The team also participates in regional tournaments, the Northern California playoffs and the state championships when qualified. May be repeated for credit up to 3 times.

Classification: AA/AS Degree; CSU transferable.

#### 400 WOMEN'S VARSITY WATER POLO (3.00) (day or evening)

Justification: Women's Varsity Water Polo examines the technical skills, mechanics, tactics and strategies of water polo at an advance to elite level. Students-athletes will practice and compete as team, representing the college. The new Cañada College Fitness and Wellness Center, including a state of the art aquatics facility, opens spring 2021. Students will be able to apply this course towards an AA Degree in Kinesiology.

Prerequisite: Demonstrated ability. Student-athletes must be enrolled in 12 units.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: Consists of Intercollegiate Women's Water Polo competition in the Coast Conference. The team also participates in regional tournaments, the Northern California playoffs and the state championships when qualified. May be repeated for credit up to 3 times.

Classification: AA/AS Degree; CSU transferable.

**PROPOSED CURRICULAR DELETIONS – CAÑADA COLLEGE**

**KINESIOLOGY, ATHLETICS AND DANCE: FITNESS**

128 CORE STRENGTH AND FUNCTIONAL TRAINING

Justification: This course is being deleted in order to create a family of courses. FITN 128 is being replaced by levels one and two (FITN 128.1 and 128.2) which are being added to the AA Degree in Kinesiology.

**PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE**

**KINESIOLOGY, ATHLETICS AND DANCE: DANCE**

220 Dance Conditioning

**PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE**

**COOPERATIVE EDUCATION**

670 Cooperative Education/Work Experience

**ENGLISH AS A SECOND LANGUAGE**

800 ESL Preparatory Course  
836 English Pronunciation  
914 Reading and Listening - Speaking IV

**FASHION DESIGN AND MERCHANDISING**

672 Cooperative Education: Internship

**HUMAN SERVICES**

672 Cooperative Education: Internship

**INTERIOR DESIGN**

672 Cooperative Education: Internship

**KINESIOLOGY, ATHLETICS AND DANCE: DANCE**

672 Cooperative Education: Internship

**KINESIOLOGY, ATHLETICS AND DANCE: TEAM SPORTS**

105 Advanced Baseball  
111.1 Basketball I

- 111.2 Basketball II
- 111.3 Basketball III
- 111.4 Basketball IV
- 132.1 Flag Football I
- 132.2 Flag Football II
- 132.3 Flag Football III
- 141.2 Soccer II
- 141.3 Soccer III
- 141.4 Soccer IV
- 148.1 Indoor Soccer I
- 148.2 Indoor Soccer II
- 148.3 Indoor Soccer III
- 148.4 Indoor Soccer IV
- 171.1 Volleyball I
- 171.2 Volleyball II
- 171.3 Volleyball III
- 171.4 Volleyball IV
- 183 Golf: Skill Development
- 184 Soccer: Skill Development and Conditioning
- 185 Expert Volleyball Training
- 187 Tennis: Skill Development and Conditioning

### **MEDICAL ASSISTING**

- 672 Cooperative Education: Internship

### **MUSIC**

- 210 Histories of Popular Music and Rock

### **PARALEGAL STUDIES**

- 241 Law Office Management
- 249 Introduction to the Legal System
- 250 Legal Research and Writing
- 251 Torts
- 252 Civil Litigation and Trial Preparation
- 254 Family Law
- 260 Advanced Legal Research and Writing
- 261 Legal Ethics
- 263 Intellectual Property Law
- 264 Contracts
- 267 Animal Law
- 269 Elder Law
- 272 Immigration Law
- 276 Electronic Litigation and Investigation
- 672 Cooperative Education: Internship

### **MULTIMEDIA ART AND TECHNOLOGY**

314	Introduction to Computer Graphics
325	Digital Painting
362	Introduction to Digital Photography
363	Advanced Digital Photography
366	Color Management and Theory
372	Digital Illustration
376	Introduction to Digital Imaging
378	Digital Page Layout
379	Introduction to Digital Animation
380	Advanced Digital Animation
385	Coding for Designers and Artists
389	Digital Media Careers
400	Motion Graphics
405	Storyboard Development for Animation and Interactive Media
416	Drawing For Animation
417	Principles of Animation
418	History of Animation
420	Introduction to 3D Modeling and Animation
421	Advanced 3D Modeling and Animation
422	Introduction to Rigging
431	Special Effects and Compositing
432	3D Environments and Hard Surface Modeling
433	Advanced Special Effects and Compositing
441	Introduction to Video Game Design
442	History of Video Games
443	Game Design Fundamentals
445	3D Game Scripting
446	Storytelling with Games
447	3D Level Design
450	Collaborative Game Production
451	Rapid Game Development
452	Advanced Game Design
455	Indie Game Development & Entrepreneurship

## **PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE**

### **BUSINESS**

113	Personal Finance
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### **MULTIMEDIA ART AND TECHNOLOGY**

447	3D Level Design
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### **MUSIC**

210	Histories of Popular Music and Rock
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## **PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE**

Cañada College proposes to offer a Certificate of Achievement, and/or Skills Certificate (up to 11.5 units, not state approved) in the following programs:

**EDUCATION AND HUMAN DEVELOPMENT: EARLY CHILDHOOD EDUCATION**

**Inclusion Support** – Certificate of Achievement (10 units)

**PROPOSED PROGRAM DELETIONS – CAÑADA COLLEGE**

**EDUCATION AND HUMAN DEVELOPMENT: EARLY CHILDHOOD EDUCATION**

**Inclusion Support** – Skills Certificate

Justification: The Inclusion Support Skills Certificate is being deleted in order to replace it with a Certificate of Achievement that provides students with foundational knowledge and skills for those working with children with disabilities (PreK-12) in either self-contained or inclusive learning environments. The new 10-unit certificate requires 4 courses, each of which targets key concepts and competencies integral to the Special Education profession, including but not limited to 1) characteristics of children with diverse disabilities as outlined by legislated categorical definitions and criteria; 2) curriculum adaptations and modifications; 3) Positive Behavior Support; and 4) culminating experience requiring observation and case-analysis. It will be submitted for State approval in the near future.

**PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE**

**BUSINESS**

**Business Administration** – AS Degree Program

**KINESIOLOGY, ATHLETICS AND DANCE**

**Dance** – AA Degree Program

**Kinesiology** – AA Degree Program

**Kinesiology** – Associate in Arts Degree for Transfer

**PROPOSED PROGRAM REACTIVATIONS – CAÑADA COLLEGE**

**SPANISH**

**Bilingualism and Biliteracy in English/Spanish** – Certificate of Achievement

San Mateo County Community College District

May 13, 2020

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

PREPARED BY: Mike Holtzclaw, Vice President, Instruction  
College of San Mateo

APPROVED BY: Teresa Morris, Chair, Curriculum Committee  
College of San Mateo

Arielle Smith, President, Academic Senate  
College of San Mateo

Kim Lopez, Acting President  
College of San Mateo

## **PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO**

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **CAREER AND LIFE PLANNING**

100 CAREER PLANING AND LIFE EXPLORATION (3) (day or evening; distance education)

Justification: The idea behind this course is to serve College of San Mateo bound students coming from our local feeder high schools. The course will look to serve 11th and 12th grade students to support their life and career planning as it relates to continuing education at the College of San Mateo. The course will support students exploration and confidence to better define what they would like to pursue as a career and in turn via post-secondary education.

Currently we offer career and counseling courses, however we would like to establish this course with the intention to serve primarily underrepresented high school students that are community college bound.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or ENGL 105

Description: This course is designed to help students demonstrate an understanding and appreciation for the impact and significance of career choices on their lifestyle and social experiences. Provides a comprehensive approach to life and career planning. Topics include evaluation of students' values, skills, personality and interests, an analysis of career research and exploration, and learning current job seeking skills. An intensive career investigation that encompasses decision-making, goal-setting, job search strategies, resume writing, and interviewing skills will be completed. Students will analyze the relationship between themselves, their life choices and the ongoing process of career planning and self-development.

Classification: AA/AS Degree; CSU

**PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO**

**BIOLOGY**

240 General Microbiology

**BUSINESS**

171 The Entrepreneurial Mindset

173 Sources of Financing

174 The Business Plan

**COOPERATIVE EDUCATION**

670 Cooperative Education/Work Experience

**ETHNIC STUDIES**

103 Asian Americans and US Institutions

**PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – COLLEGE OF SAN MATEO**

**CAREER AND LIFE PLANNING**

100 Career Planning and Life Exploration

**ETHNIC STUDIES**

103 Asian Americans and US Institutions

**PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO**

**ETHNIC STUDIES**

**Ethnic Studies** – Associate in Arts Degree

**MANAGEMENT**

**Facility Management** – Certificate of Specialization

**NURSING**

**Nursing** – Associate in Science Degree



San Mateo County Community College District

May 13, 2020

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

PREPARED BY: Dr. Jennifer Taylor-Mendoza, Vice President, Instruction  
Skyline College

APPROVED BY: Jessica Hurless, Curriculum Committee Chair  
Skyline College

Kathryn Browne, Academic Senate President  
Skyline College

Dr. Jannett Jackson, Interim President  
Skyline College

## **PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE**

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **AUTOMOTIVE TECHNOLOGY**

580 CAREERS IN AUTOMOTIVE TECHNOLOGY (1.0) (day or evening)

Justification: This is a soft skills class designed for Automotive students. This short course will provide students with valuable life and job skills. Additionally the students will have the opportunity to explore all automotive and transportation employment options.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to prepare students for careers in Automotive Technology. Career pathways, soft skills, safety standards, regulation of the automotive industry and labor law as applied to the automotive industry. Resume preparation, interview skills, on-the-job expectations and career options.

Classification: AA/AS Degree; not transferable.

#### **ELECTRONICS TECHNOLOGY**

231 BASIC APPLICE ELECTONICS MATHEMATICS (2.0) (day or evening)

Justification: This course is needed for the emerging Engineering Electronics Technology (EET) program. It is one of four courses that will comprise a first level certificate (to be developed). The college has been awarded an NSF ATE grant starting Fall 2020 in which the EET program and therefore ELEC 231 will be piloted.

Prerequisite: None.

Recommended Preparation: MATH 110 or equivalent.

Description: Introduction to mathematics for electronics. Covers basic principles including algebra, trigonometry, logarithms, graphing, and scientific calculator use as applied to DC/AC circuits.

Classification: AA/AS Degree; Certificate; CSU transferable.

## **INTERDISCIPLINARY STUDIES**

105 HONORS RESEARCH SEMINAR (2.0) (day or evening)

Justification: The interdisciplinary research seminar in the Honors Transfer Program is designed to provide a guided interdisciplinary research experience. Students will have the opportunity to collaborate and exchange ideas in the seminar, learning from each other in addition to the instructor of record.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Description: Introductory interdisciplinary research seminar for students admitted into the Honors Project program. Students learn to distinguish between various interpretive methodologies of the humanities disciplines, the social sciences, creative arts, and STEM. Working through an interdisciplinary seminar theme, students expand upon and deepen the content of a linked transfer course. Students comprehend fundamental interdisciplinary theory, and complete a distinct scholarly project that extends a content area of the chosen transfer course. Emphasis on peer collaboration, the fundamentals of research methodology, critical inquiry and effective written and oral presentation.

Classification: AA/AS Degree; CSU transferable.

## **PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE**

### **AUTOMOTIVE TECHNOLOGY**

680SB CAREERS IN AUTOMOTIVE TECHNOLOGY

Justification: This experimental course offering was replaced by permanent course AUTO 580.

### **PSYCHOLOGY**

108 PSYCHOLOGY IN PRACTICE

Justification: This course has not been offered in two decades and will not be offered in the future.

680SA SPORTS PSYCHOLOGY

Justification: This experimental course offering was replaced by permanent course PSYC 330.

## **PROPOSED CURRICULAR INACTIVATIONS – SKYLINE COLLEGE**

### **AMERICAN SIGN LANGUAGE**

121     Advanced Elementary Sign Language I

122 Advanced Elementary Sign Language II

### **BIOLOGY**

432 Fermentation Technology

### **FILIPINO**

111 Elementary Filipino I  
 112 Elementary Filipino II  
 121 Advanced Elementary Filipino I  
 122 Advanced Elementary Filipino II

### **PSYCHOLOGY**

665 Special Topics in Psychology

### **SPANISH**

121 Advanced Elementary Spanish I  
 122 Advanced Elementary Spanish II

## **PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE**

### **AMERICAN SIGN LANGUAGE**

100 American Sign Language I  
 110 American Sign Language II  
 111 American Sign Language IA  
 112 American Sign Language IB

### **ARABIC**

111 Elementary Arabic I  
 112 Elementary Arabic II

### **BIOLOGY**

310 Nutrition

### **CAREER AND LIFE PLANNING**

116 Deciding on a Major  
 137 Life and Career Planning

### **EDUCATION/CHILD DEVELOPMENT**

201 Child Development  
 211 Early Childhood Education Curriculum  
 333 Observation and Assessment

**FILIPINO**

110 Elementary Filipino

**FITNESS**

116.1 Body Conditioning I  
116.2 Body Conditioning II  
116.3 Body Conditioning III  
116.4 Body Conditioning IV  
334.1 Yoga I  
334.2 Yoga II  
334.3 Yoga III  
334.4 Yoga IV

**KINESIOLOGY**

100 Introduction to Kinesiology

**MATHEMATICS**

241 Applied Calculus I

**PHYSICAL EDUCATION**

301 Introduction to Personal Training

**PSYCHOLOGY**

201 Child Development  
268 Black Psychology

**SPANISH**

140 Advanced Intermediate Spanish  
160 Readings in Literature in Spanish

**PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE**

**BIOLOGY**

310 Nutrition

**CAREER AND LIFE PLANNING**

116 Deciding on a Major  
137 Life and Career Planning

**ELECTRONICS TECHNOLOGY**

231 Basic Applied Electronics Mathematics

**FITNESS**

- 116.1 Body Conditioning I
- 116.2 Body Conditioning II
- 116.3 Body Conditioning III
- 116.4 Body Conditioning IV
- 334.1 Yoga I
- 334.2 Yoga II
- 334.3 Yoga III
- 334.4 Yoga IV

**KINESIOLOGY**

- 100 Introduction to Kinesiology

**MATHEMATICS**

- 241 Applied Calculus I

**PHYSICAL EDUCATION**

- 301 Introduction to Personal Training

**SPANISH**

- 140 Advanced Intermediate Spanish
- 160 Readings in Literature in Spanish

**PROPOSED PROGRAM DELETIONS – SKYLINE COLLEGE****EDUCATION/CHILD DEVELOPMENT****Foundations in Early Childhood Education – Career Certificate**

Justification: The Education/Child Development faculty and the Business, Education and Professional Programs Division are requesting the deletion of the Foundations in Early Childhood Education career certificate and will be creating a new certificate that is in alignment with current industry standards in the coming year.

**PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE****ADMINISTRATION OF JUSTICE**

- Administration of Justice – Associate in Science Degree
- Administration of Justice – Certificate of Achievement

**RESPIRATORY CARE**

- Respiratory Care – Associate in Science Degree

**SURGICAL TECHNOLOGY**

Anesthesia Technology – Associate in Science Degree  
Anesthesia Technology – Certificate of Achievement  
Surgical Technology – Associate in Science Degree

**BOARD REPORT NO. 20-5-2CA**

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

PREPARED BY: Julian Branch, Director of Workforce Development, (650) 306-3428  
Jonathan Bissell, Executive Director, CCCE, (650) 574-6179

**APPROVAL OF MENLO PARK/CAÑADA COLLEGE CCCE COLLABORATIVE PROGRAMMING**

**Optician Program, Cañada College Menlo Park  
Continuing Education Certificate**

Program Summary

Cañada College, Workforce Development seeks to partner with Community, Continuing & Corporate Education (CCCE) to design and deliver a not-for-credit workforce programming that meets the needs of the communities we serve. The Optician Program at Cañada College is a three-month program that prepares students for their ABO Examination and leads to a Certificate of Completion. This includes instruction for students of anatomy of the eye, learn how to interpret prescription eye examinations, measure consumer pupillary distance, help select eyeglass frames; recommend lens design and lens treatments, create work orders, adjust eyewear to ensure good fit, repair or replace broken eyeglass frames, and business tasks by keeping patient records and maintaining inventory. Additionally, this program is being supported by Walmart Optical, Target Optical, Lens Crafter and Warbly Parker.

Upon completing the program, students will be prepared to take and pass the national ABO examination to obtain a license to practice in California. Students will receive a not-for-credit certificate of completion.

Students will have a selection of job opportunities through large to small optical retail locations, hospitals, private practices with optometrists and ophthalmologists. The program is set to run in the Fall 2020.

**Water Distribution and Treatment Program: Cañada College, Menlo Park  
Continuing Education Certificate**

Program Summary

Cañada College, Workforce Development seeks to partner with Community, Continuing & Corporate Education (CCCE) to design and deliver a not-for-credit workforce programming that meets the needs of the communities we serve. The Water Distribution and Treatment skills certificate is an online three-month online program that prepares students for California's State Water Resources Control Board, Drinking Water Operator Certification Program (DWOCP) Grade D1 & D2 (distribution) and Grade T1&T2 (Treatment) examinations as well as leads to a Certificate of Completion.

California's complex water and wastewater infrastructure relies upon the knowledge, skills and abilities of a relatively small, highly trained and competent workforce for round-the-clock operation. The large number of employees retiring from water treatment and distribution and wastewater treatment facilities in the next decade will create a significant shortage of skilled workers in the field. Students will be able to apply for entry level jobs at municipal water boards. Additionally, this program is being supported by Cal Water, and San Francisco Power, Water and Sewer. This program is set to run Summer 2020.

### **Short Term Cybersecurity Program Cañada College Menlo Park Continuing Education Certificate**

#### Program Summary

Cañada College, Workforce Development seeks to partner with Community, Continuing & Corporate Education (CCCE) to design and deliver a not-for-credit workforce programing that meets the needs of the communities we serve. The cybersecurity program will allow professionals with five years or more of work experience who were recently laid off to quickly upskill and be able to re-enter the job market as a cybersecurity specialist. The online three-month program will prepare students for an industry standard CompTIA Security certificate as well as leads to a Certificate of Completion and is set to launch Fall 2020. Additionally, this program is being supported by Facebook, Silicon Valley Bank and CISCO.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the collaborative programming between Cañada College and CCCE listed in this report.



**BOARD REPORT NO. 20-5-100B**

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations, (650) 358-6836  
Chris Strugar-Fritsch, Director of Capital Projects, (650) 378-7342

**APPROVAL TO REJECT ALL BIDS AND REBID COLLEGE RIDGE LEASE-LEASEBACK PROJECT, PHASE 2 AT SKYLINE COLLEGE**

On March 13, 2018, the San Bruno City Council gave final approval for the District’s Faculty and Staff Housing development project at Skyline College. This development, the third for the District, will include 30 apartments for faculty and staff housing. The development is being constructed in two phases; Phase I which consists of the horizontal improvements recently completed by another contractor, and Phase II, which consists of the construction of the 30-unit complex. On March 28, 2018, the Board authorized (Board Report 18-3-104B) the utilization of the Lease-Leaseback project delivery method for Phase II.

The Facilities Planning Department, with support from Swinerton Management & Consulting, advertised this construction opportunity (Bid #86820) to B licensed General Building contractors through the District’s online bid portal and a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on February 13 and 20, 2020. A total of five general contractors attended at least one of the two mandatory pre-proposal conferences held on February 18 and 24. Amid the initial impact of COVID-19 on the construction industry, the District extended the proposal due date from March 23 to April 13, 2020 to allow prospective bidders more time to prepare their proposals.

On April 13, 2020, the District received two proposals for this project as follows:

<b>Contractor</b>	<b>Cost Proposal Total</b>
Rodan Builders	\$19,391,000
W.E. Lyons Construction	\$22,384,000

Staff conducted its due diligence process to validate that proposals met the project’s minimum requirements and found that the lowest cost proposal exceeded the project budget target for construction costs by 39%. Therefore, Staff recommends the Board to reject all bids. Staff also recommends to put this project on temporary hold and re-bid the project when the construction market stabilizes and a larger pool of available bidders can foster more competition.

This project will be funded by proceeds from the sale of the six-acre segment of Parcel B.

**RECOMMENDATION**

It is recommended that the Board of Trustees reject all bids and authorize Facilities Planning to re-bid the College Ridge Project, Phase II at Skyline College.

**BOARD REPORT NO. 20-5-1C**

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

**DISCUSSION OF TIMELINE FOR COLLEGE OF SAN MATEO PRESIDENT SEARCH**

With the chancellor search having concluded, an executive search will now be required for the president of College of San Mateo. A draft timeline and process will be discussed with the Board relating to this future search.

**BOARD REPORT NO. 20-5-2C**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Interim Chancellor  
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, (650) 574-6510

**UPDATE ON CARES FUNDING ALLOCATION**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was approved by the Congress and signed into law by the President on March 27, 2020. The roughly \$2 trillion economic relief package included funds for institutions of higher education. Of those available funds, the three colleges of the San Mateo County Community College District collectively will receive approximately \$5.6 million.

Staff will provide the Board with an update on how these funds will be allocated to support students, and employee and organizational needs.

**BOARD REPORT NO. 20-5-3C**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Interim Chancellor  
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, (650) 574-6510

**DISCUSSION OF THE IMPACT OF COVID-19 ON THE FALL 2020 SEMESTER**

In mid-March, the District transitioned academic and business operations to online or remote modalities due to COVID-19. This operating model has been extended to include the summer 2020 academic term due to current conditions and health restrictions in the state and region.

As federal, state and local orders and guidance continue to evolve, and as planning is essential to ensure appropriate operations and services, staff will discuss with the Board the impact of COVID-19 on the fall 2020 semester.

**BOARD REPORT NO. 20-5-4C**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Interim Chancellor  
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, (650) 574-6510

**DISCUSSION OF 2020 BOARD ELECTION OUTREACH EFFORTS**

On June 14, 2017, the Board of Trustees voted unanimously to move to by-trustee area elections, effective with the November 2018 general election. On October 11, 2017, the Board approved a map of trustee area boundaries and set the election sequence for each trustee area district. Trustee Areas 2 and 4 were up for election in November 2018. To complete the final transition to by-trustee area elections, Areas 1, 3 and 5 are up for election in November 2020.

In 2018, the Board discussed the need to educate the public about the change in election type (from at-large to by-area). At that time, the Board approved an outreach plan that included a poster/ad that was used in newspaper promotions and as a flyer and general information piece that was shared with interested groups/individuals.

As the November 2020 election cycle will conclude the implementation of the new trustee election system and three of the trustee seats will be up for election, including one seat with no incumbent, staff recommends implementing a community education/outreach approach similar to what was conducted in 2018. A draft poster/ad is attached and the District's website has current election-related information.

**DRAFT**

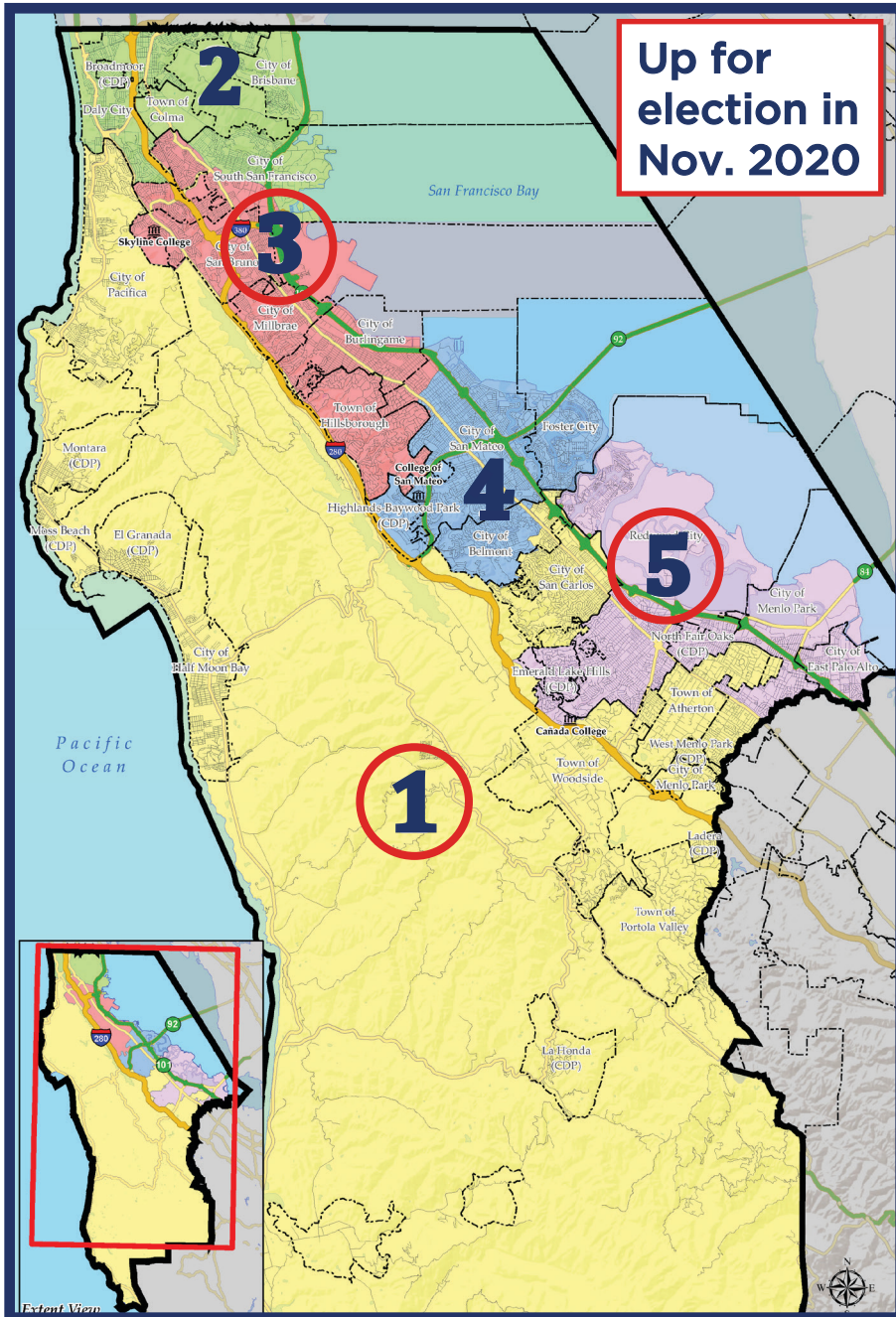


**SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT**

*Cañada College • College of San Mateo • Skyline College*

**The San Mateo County  
Community College District  
Board of Trustees is  
implementing the final transition  
phase of AREA ELECTIONS.**

**Board of Trustees Areas**



**Three Trustee Areas  
will be up for  
election in  
November 2020:  
Areas 1, 3 & 5**

**Interested in Running for  
the Board of Trustees?**

Individuals interested in seeking election to the San Mateo County Community College District Board of Trustees can access candidate information and filing deadlines at the San Mateo County Office of Elections at:

[www.smccare.org/elections](http://www.smccare.org/elections)

**About the San Mateo County  
Community College District**

The San Mateo County Community College District is comprised of Cañada College in Redwood City, College of San Mateo and Skyline College in San Bruno. Serving more than 30,000 students each year, the District offers world-class learning opportunities in more than 100 programs that prepare students for graduation, transfer, careers and personal enrichment.

For more information about the District, visit:

[www.smccd.edu](http://www.smccd.edu)

<b>Trustee Area Election Cycle:</b>	Area 1: 2020	Area 2: 2022
	Area 3: 2020	Area 4: 2022
	Area 5: 2020	