

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**STUDY SESSION OF THE BOARD OF TRUSTEES**  
**Wednesday, June 10, 2020**

**Closed Session at 5:00 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/95873594919>**

**Dial-In: 1-669-900-9128 – Webinar ID: 958 7359 4919**

**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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**5:00 p.m.      Call to Order**

**CLOSED SESSION ITEMS FOR DISCUSSION**

1. Conference with Labor Negotiators  
Agency Designated Representative: Mitchell Bailey and Laura Schulkind  
Employee Organizations: AFT and CSEA

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

**RECESS TO CLOSED SESSION**

**RECONVENE TO OPEN SESSION**

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

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

**SWEARING IN OF THE STUDENT TRUSTEE**

**DISCUSSION OF THE ORDER OF THE AGENDA**

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

**NEW BUSINESS**

- 20-6-1A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

**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.*

- 20-6-1CA Ratification of Chancellor's Recommendation to Hold All Classes, Services and Operations, with Limited Exceptions, Online or Remotely for Fall 2020 Semester
- 20-6-2CA Ratification of March and April 2020 District Warrants

**Other Recommendations**

- 20-6-100B Approval of Service Award for Student Trustee and Waiving of Service Requirement
- 20-6-101B Acceptance of Grant from the National Science Foundation to Cañada College
- 20-6-102B Approval of Contract with Adam Lange, LLC for the Development of SAP Business Objects and Data Dashboards
- 20-6-103B Approval to Execute an Amendment to the Agreement with Strata Information Group to Provide Information Technology Services
- 20-6-104B Approval of Renewal of Professional Services Agreement with EXOS Community Services to Operate the San Mateo Athletic Club in Partnership with the District

**STUDY SESSION**

- 20-6-1C A Discussion of Racial Injustice and Structural Racism
- 20-6-2C Budget Update in Advance of the FY 2020-2021 Tentative Budget

**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**

**BOARD REPORT NO. 20-6-1A**

TO: Members of the Board of Trustees  
FROM: Michael Claire, 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)**

**Cañada College**

**Mayra Arellano** Director of High School Transitions Student Services  
And Dual Enrollment (Grant Funded) (NP)

At its meeting on March 25, 2020, the Board approved this new full-time, 12-month academic supervisory assignment, effective July 1, 2020. Staff is requesting to change the effective date of this assignment from July 1, 2020 to June 15, 2020.

**District Office**

**Perla Rumayor** Interim Operations Manager Auxiliary and  
Community, Continuing & Corporate Education Community Services

Reassigned from Accounting Technician (Grade 24A of the Classified Salary Schedule 60; Salary Range: \$59,124 - \$75,600) into this classified supervisory exempt assignment at Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$83,412 - \$105,660, effective June 11, 2020. The position is currently vacant.

**Skyline College**

**Carla Grandy** Dean of Science/Math/Technology Science/Math/Technology

Reassigned from Director of Guided Pathways and Comprehensive Redesign (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$117,228 - \$148,464) into this administrative assignment at Grade AD of the Management Salary Schedule 20; Salary Range: \$162,108 - \$205,980, effective June 11, 2020, replacing Raymond Hernandez who will be retiring.

**B. PUBLIC EMPLOYMENT****1. New Hires (NP = New Position, \* = New Employee)****Cañada College**

**Kiran Malavade** Instructor, English Humanities and Social Sciences

New Contract I status academic employment, effective August 17, 2020, replacing David Clay who retired.

**College of San Mateo**

**Tamara (Tami) Hom\*** Counselor (EOPS/CARE Program) Counseling

New temporary full-time academic employment, effective for the 2020-2021 academic year.

**Skyline College**

**Beatriz Qura del Rio\*** Instructor, Respiratory Care Science/Math/Technology

New Contract I status academic employment, effective August 17, 2020, replacing Jerry Roper who resigned.

**Susanne Schubert\*** Instructor, Chemistry Science/Math/Technology

New temporary full-time academic employment, effective for the 2020-2021 academic year.

**Christopher Watters\*** Instructor, Kinesiology (NP) Kinesiology/Athletics/Dance

New Contract I status academic employment, effective August 17, 2020. This position was previously Board approved on January 8, 2020.

**2. Re-Employment****Cañada College**

**Melissa Alforja** TRIO SSS Counselor/Coordinator Student Services

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month), effective Fall semester 2020 through Spring semester 2021. The position was originally Board approved on September 11, 2013.

**College of San Mateo**

**Leonardo Cruz** Counselor (Promise Program) Counseling

Recommend approval of an extension for a temporary full-time academic position (10-month), effective Fall semester 2020 through Spring semester 2021. The position was originally Board approved on January 8, 2020.

**Doris Garcia** Counselor (Promise Program) Counseling

Recommend approval of an extension for a temporary full-time academic position (10-month), effective Fall semester 2020 through Spring semester 2021. The position was originally Board approved on August 21, 2019.

**Jorge Gomez** Counselor (Promise Program) Counseling

Recommend approval of an extension for a temporary full-time academic position (10-month), effective Fall semester 2020 through Spring semester 2021. The position was originally Board approved on August 21, 2019.

**Sun (Sunny) Martin** Counselor (Promise Program) Counseling

Recommend approval of an extension for a temporary full-time academic position (10-month), effective Fall semester 2020 through Spring semester 2021. The position was originally Board approved on September 12, 2018.

**Gilbert Perez Jr.** Counselor – Personal Counseling Counseling

Recommend approval of an extension for a temporary, categorically funded academic position (10-month), effective Fall semester 2020 through Spring semester 2021. The position was originally approved on September 12, 2018.

### Skyline College

**Christopher Collins** Distance Education Coordinator Academic Support & Learning Technologies

Recommend approval of an extension for a temporary academic position (10-month), effective Fall semester 2020 through Spring semester 2021. The position was originally approved on August 21, 2019.

**Jenny Le** Counselor (STEM) Counseling

Recommend approval of an extension for a temporary full-time academic position (10-month), effective Fall semester 2020 through Spring semester 2021. The position was originally Board approved on June 26, 2019. In addition, a correction is being made to Board Report No. 20-4-2A “re-employment of contract and regular faculty for the 2020-21 academic year.” Jenny Le is a temporary full-time faculty member and should not have been included on the report for re-employment to contract II for the 2020-21 academic year.

## **C. REASSIGNMENT THROUGH THE HIRING PROCESS**

### Skyline College

**Martin Marquez, Jr** Division Assistant Student Equity & Support Programs

Reassigned from a full-time, 12-month Admissions and Records Assistant III (Grade 24 of the Classified Salary Schedule 60; salary range: \$58,536 - \$74,884) into this full-time, 12-month position at Grade 27 (salary range: \$62,868 - \$80,220) of the same salary schedule, effective June 11, 2020, replacing Monique Hernandez who was reassigned.

## **D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**

**None**

**E. CHANGES IN STAFF ALLOCATION****Cañada College**

1. Recommend a change in staff allocation for the Retention Specialist (Funded by the STEM Grant) position from full-time, 12-month to full-time, 10-month at Grade 24 (salary range: \$48,780 - \$62,370) of the Classified Salary Schedule (60) in Science and Technology, effective June 11, 2020.
2. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator (Funded by the NSF Trabajo Grant) at Grade 27 (salary range: \$62,868 - \$80,220) of the Classified Salary Schedule (60) in Science and Technology, effective June 11, 2020. This is a temporarily funded position, effective June 11, 2020 through the expiration of the funding source.
3. Recommend a change in staff allocation to add one temporary full-time, 12-month Dean of Enrollment Services and Support Programs at Grade AD (salary range: \$162,108 - \$205,980) of the Management Salary Schedule (20) in Student Services, effective June 11, 2020.

**District Office**

1. Recommend a change in title of the Energy Management Coordinator position to Utility and Sustainability Coordinator at Grade 191S (salary range: \$83,064 - \$106,020) of the Classified Professional/Supervisory Salary Schedule (40) in Facilities, effective June 11, 2020. There is no change to the salary range.

**F. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE****College of San Mateo**

**Diego Fernandez Fernandez**

Instructional Aide II

Creative Arts/Social Sciences

Personal leave of absence without pay and without benefits, effective May 22, 2020 through July 21, 2020.

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

**Catherine Lipe**

Professor

Science and Technology

Retiring as Professor Emerita, effective May 22, 2020 with 13 years of District service. Not eligible for District retiree benefits.

**Carol Rhodes**

Professor

Science and Technology

Retiring as Professor Emerita, effective May 22, 2020 with 15 years of District service. Not eligible for District retiree benefits.

**District Office****Brian Horwitz**

Bookstore Operations Assistant

Auxiliary Services

Retirement effective May 29, 2020 with 23.25 years of District service. Eligible for District retiree benefits.

**Skyline College****Sylvia Aguirre-Alberto**

Professor

Counseling

Retiring as Professor Emerita, effective May 22, 2020 with 31 years of District service. Eligible for District retiree benefits.

**Rosemary Bell**

Professor

Social Science/Creative Arts

Retiring as Professor Emerita, effective December 19, 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	Workforce Development	7	07/01/2020	12/31/2020	<b>Professional Expert: Consultant (Non-Instructional)</b> As a result of COVID-19, consultants will conduct research on new program trends that will elevate the workforce needs retraining/upskilling during the current economic crisis and in compliance with BACCC standards and regional workforce guidelines. Work closely with content developers, media developers, third-party vendors and provide support to the Director of Workforce Development. Cultivate and expand



					community relationships/partnerships to develop and build advisory boards for the college and its faculty.
Cañada College	Workforce Development	9	07/01/2020	12/31/2020	<b>Professional Expert: Contract Education Instructor (not for credit)</b> Teach Board of Trustees approved not-for-credit courses. The short-term classes have also been approved by BACCC for regional development and community engagement. The courses are designed to provide entry-level workforce development support in order for completers to enter the workforce with upgraded skills sets. These short term community-based courses will be offsite.
College of San Mateo	Business/Technology	20	08/04/2020	06/30/2021	<b>Professional Expert: EMT Skills Proctor -</b> The Emergency Medical Technician (EMT) course requires the training and testing of manipulative skills for successful completion. The Fire Technology department will need professional experts to come in periodically to assist with this hands-on training and testing. Because these people are active public safety personnel and not always available to participate on scheduled skills days, we would like to build a pool of 20 individuals. In general, there would only be 1 - 3 professional experts scheduled to assist during a skills day, however the skills final requires 12 - 15 people to proctor the various stations.
Skyline College	Social Science / Creative Arts	3	08/19/2020	06/30/2021	<b>Professional Expert: Accompanist -</b> This position is for various music classes including: Voice I-IV (MUS 401-404), Voice for Musical Theater Production I-IV (MUS 410.1-410.4), Concert Choir I-IV (MUS 470.1-470.4), Vocal Jazz Ensemble I-IV (MUS 485.1-485.4), Applied Music/Studio Lessons I-IV (MUS 501-504)

Skyline College	Social Science / Creative Arts	32	08/19/2020	12/18/2020	<b>Professional Expert:</b> <b>Art Model</b> - Professional Modeling for Art Studio classes at Skyline College for fall 2020 semester.
Skyline College	Counseling / Health & Wellness Services	1	07/01/2020	12/31/2020	<b>Professional Expert:</b> <b>College Physician</b> - Provides a flexible combination of medical leadership and clinical practice. In conjunction with the Director of Student Support, Health & Wellness Services, the College Physician shares responsibility for the clinical integrity of Health Services.
Skyline College	Strategic Partnership & Workforce Development	4	07/01/2020	12/31/2020	<b>Professional Expert:</b> <b>Consultant</b> - to support the innovative Workforce Development and Job Placement panels, program development and student engagement activities.
Skyline College	Social Science / Creative Arts	5	08/19/2020	12/18/2020	<b>Professional Expert:</b> <b>Musicians</b> – accompany concerts and performances.
Skyline College	Counseling / Health & Wellness Services	2	07/01/2020	12/31/2020	<b>Professional Expert:</b> <b>Personal Counseling Intern</b> - Carries a therapeutic caseload of students, offers psycho-educational workshops for students, faculty and classified professionals.

#### 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>
Cañada College	Athletics	17	07/01/2020	06/30/2021	<b>Assistant Coaches:</b> These positions are needed to provide a variety of duties: Women's Soccer – 3 positions; Women's Volleyball – 2 positions; Women's Tennis - 1 position; Women's Golf - 1 position; Men's Soccer - 3 positions; Men's Basketball - 2 positions; Men's Baseball - 5 positions. Duties may include coaching, recruiting, film needs, record keeping, etc.
Cañada College	VPSS / TRIO Upward Bound	3	06/15/2020	08/31/2020	<b>Instructional Aide II:</b> This position will provide mentoring and instructional support services, including tutoring, to the TRIO Upward Bound summer

					program participants (low-income, first-generation, and at-risk high school students). Duties include facilitation workshops, record keeping, and reporting. This position will work closely with students and program staff to meet the objectives of the summer program
Cañada College	Academic Support & Learning Technology	4	07/01/2020	12/31/2020	<b>Instructional Aide II:</b> This position will support students enrolled in college level Math and English, with particular focus on accelerated course curriculum that is part of AB 705 implementation. Under supervision, this position will provide one-to-one and small group tutoring; assist program/lab coordinators in the development and application of supplemental subject area instruction; assist students in the use of instructional materials, e.g., computers, media; assist in the presentation of workshops and study groups, and related needs.
Cañada College	Student Services / Dream Center	1	07/11/2020	12/31/2020	<b>Program Services Coordinator:</b> This position will work to increase support for undocumented, AB540 and DREAMers at Cañada College. This will be accomplished by: growing outreach at High Schools and Adult schools; developing timely and relevant trainings and workshops; building community by providing a safe space for students to achieve their personal, professional and academic goals; during COVID19 by connecting students to campus and community resources. This position also coordinates the weekly Free Legal Clinic which helps students navigate thru the current uncertain political climate and also meets the CCCCO mandate to have a Dream Center Liaison.
College of San Mateo	Kinesiology / Athletics / Dance	40	07/01/2020	06/30/2021	<b>Assistant Coach:</b> These positions are needed to provide a variety of duties for all CSM athletic programs. Duties may include coaching, recruiting, film needs, record keeping, etc.

College of San Mateo	Enrollment Services Promise Scholars	1	07/01/2020	09/30/2020	<b>Retention Specialist – Promise:</b> <i>Previously requested position</i> This position is critical for Promise Scholars Programming. The position has daily interactions with our students with the most needs, including our probation students, and dismissal students. The position is key at ensuring our disengaged students re-engage with the program, and tracks the current cohort to ensure students are eligible for incentives. Current hiring is on hold due to the COVID-19 Crisis.
College of San Mateo	Financial Aid	1	06/11/2020	09/18/2020	<b>Financial Aid Assistant:</b> This person will be responsible for assisting veterans, undocumented, foster youth, low income students and parents on how to fill out Dependent and Independent verification forms, loan request forms, appeal and drop of income form via zoom, answers phone calls, emails and zoom inquiries from students, parents and community. Distribute and collects required application and forms from students via email and drobox, manage Dropbox account, manage Formstack documents, participate in weekly staff meetings via zoom, host small and large presentation to students on how to fill out financial aid application, FAFSA and Dream Act application. via zoom, use database and a variety of computer software to set up, maintain and monitor confidential and other student records and files, create flyers for workshop and assist other staff members.
Skyline College	BEPP / Auto	2	06/11/2020	12/31/2020	<b>Automotive Technician:</b> This position will provide day to day assistance in the Automotive Department. Current hiring is on hold due to the COVID-19 Crisis.
Skyline College	Academic Support & Learning Technology / TLC	6	07/01/2020	12/31/2020	<b>Instructional Aide II:</b> These positions have been an integral part of the Skyline College Learning Center. These positions will provide tutoring for higher level courses. Positions will cover

					hours throughout the day to ensure that The Learning Center has full tutoring staff for student support. Positions will assist with day-to-day oversight of the four tutoring labs, including training and upkeep of lab space.
Skyline College	TRIO Program / SESP	1	07/01/2020	12/31/2020	<b>Instructional Aide II:</b> This position will provide individualized and small group tutorial services to students in specific subject areas (i.e., Math, English, ESOL, Chemistry, Biology, Accounting and Social Science)
Skyline College	Social Science / Creative Arts	1	07/01/2020	12/31/2020	<b>Laboratory Technician – Art:</b> This position will maintain art studios in a safe, clean, and orderly condition in compliance with safety regulations; prepares demonstration set ups for lab classes, includes mixing and testing of chemicals and safe use of equipment and materials. Inventories equipment, supplies, and required lab materials to maintain adequate stock; sets up and maintains online tracking of equipment, supply purchases, equipment maintenance, storage, and disposal schedules. Provides logistical support art faculty and students in event planning, publicity, documenting and archiving, outreach, equipment check out, lab use, and maintaining inventories and records for art labs.
Skyline College	Kinesiology, Athletics, Dance	1	08/01/2020	12/31/2020	<b>Assistant Coach – Dance:</b> <i>Previously Requested Position</i> This position will provide functions that are integral to the Dance program and its promotion / operation. Duties include but are not limited to: assist with rehearsals, public relations, day of event management, coordination of student segments, publications, ticket office functions, website updates, outreach and sponsor solicitation. This position will serve the dance program at Skyline during the fall semester and in between the end of the fall and spring semesters.

Skyline College	Kinesiology, Athletics, Dance	1	08/01/2020	12/08/2020	<p><b>Assistant Coach - Men's Soccer:</b>  <i>Previously Requested Position</i>  This position will provide support necessary to head coach. Duties include but are not limited to; assist with game day preparation and follow-up, plan/supervise instructions/student-athletes, drive vans to and from contests and events, resolve student-athlete issues, aid in the recruitment and matriculation process, facilitate fundraising efforts, compile and submit statistics, scout opponents and film games/practices.</p>
Skyline College	Kinesiology, Athletics, Dance	1	08/01/2020	12/31/2020	<p><b>Assistant Coach - Sports Assistant Information:</b>  <i>Previously Requested Position</i>  This position will provide functions that are integral to the athletic program and its promotion. Duties include but are not limited to: assist with gathering information about programs/statistics, posting web-site content, event management, public address announcing and coordination of team pictures. Assistant will also engage in fundraising efforts so events can be streamed over the internet. This position will serve all intercollegiate programs at Skyline during the fall semester and winter break.</p>
Skyline College	Kinesiology, Athletics, Dance	1	08/01/2020	12/07/2020	<p><b>Assistant Coach - Women's Soccer</b>  <i>Previously Requested Position</i>  This position will provide support necessary to head coach. Duties include but are not limited to; assist with game day preparation and follow-up, plan/supervise instruction/student-athletes, drive vans to and from contests and events, resolve student-athlete issues, aid in the recruitment and matriculation process, facilitate fundraising efforts, compile and submit statistics, scout opponents and film games/practices.</p>
Skyline College	Kinesiology, Athletics, Dance	1	08/01/2020	12/08/2020	<p><b>Assistant Coach - Women's Volleyball:</b>  <i>Previously Requested Position</i></p>

					<p>This position will provide support necessary to head coach. Duties include but are not limited to; assist with game day preparation and follow-up, plan/supervise instruction/student-athletes, drive vans to and from contests and events, resolve student-athlete issues, aid in the recruitment and matriculation process, facilitate fundraising efforts, compile and submit statistics, scout opponents and film games/practices.</p>
<p>Skyline College</p>	<p>Kinesiology, Athletics, Dance</p>	<p>1</p>	<p>08/01/2020</p>	<p>12/15/2020</p>	<p><b>Assistant Coach – Wrestling:</b>  <i>Previously Requested Position</i>                  This position will provide support necessary to head coach. Duties include but are not limited to; assist with game day preparation and follow-up, plan/supervise instruction/student-athletes, drive vans to and from contests and events, resolve student-athlete issues, aid in the recruitment and matriculation process, facilitate fundraising efforts, compile and submit statistics, scout opponents and film games/practices.</p>

**BOARD REPORT NO. 20-6-1CA**

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

**RATIFICATION OF CHANCELLOR’S RECOMMENDATION TO HOLD ALL CLASSES,  
SERVICES AND OPERATIONS, WITH LIMITED EXCEPTIONS, ONLINE OR REMOTELY  
FOR FALL 2020 SEMESTER**

At its May 13, 2020 meeting, the Chancellor discussed with the Board the various factors relating to COVID-19’s short- and long-term impacts on District planning and operations, including the ability to safely and effectively deliver in-person instruction and support. Since mid-March, the District has been operating in an almost exclusively online/distance modality, transitioning academic and business operations to these formats.

As part of this discussion, the Chancellor expressed the need to move forward with operating in an almost exclusively online/remote environment for the fall 2020 semester. Limited exceptions for in-person instruction will be made on a case-by-case basis, including for select labs and essential infrastructure sectors (i.e. healthcare and emergency service fields) to address urgent community needs. Due to requirements for social distancing, classroom/lab sanitization procedures, and other health precautions, the number of people at SMCCCD campuses must be kept at a minimum.

The Board advised that the Chancellor’s recommendation was sound and appropriate and asked that the item be agendaized for the next meeting to ratify the recommendation.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratify the Chancellor’s recommendation to hold all classes, services and operations, with limited exceptions, online or remotely for the fall 2020 semester.



**BOARD REPORT NO. 20-6-2CA**

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

**RATIFICATION OF MARCH AND APRIL 2020 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of March and April 2020 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the warrants issued during the period March 1, 2020 through April 30, 2020 and ratify the contracts entered into leading to such payments.

BOARD REPORT NO. 20-6-2CA

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0083894	03/03/20	U.S. Bank National Association ND, .	\$ 352,298.21	Districtwide Procurement Card Payment
0083895	03/03/20	American Federation of Teachers	\$ 61,830.31	Monthly Union Dues
0083897	03/03/20	BankMobile Technologies, Inc.	\$ 136,519.60	Financial Aid Disbursement
0083898	03/03/20	W.E. Lyons Construction CO.	\$ 10,287.03	Cañada Building 9 Envelope Damage Repair Project
0083899	03/03/20	CalPERS	\$ 1,707,605.09	Monthly Health Insurance Premium
0083903	03/03/20	Corovan Moving & Storage Co.	\$ 26,266.34	Skyline Building Moving Services
0083909	03/03/20	Home Depot USA Inc.	\$ 12,864.72	CSM Facilities Custodial Supplies Purchases
0083912	03/03/20	LPA Inc.	\$ 131,112.00	Skyline Construction Project Design Development Services
0083915	03/03/20	One Workplace L. Ferrari, LLC	\$ 42,618.64	Skyline Furniture Purchase
0083917	03/03/20	Quality Education Consultants, LLC	\$ 13,310.70	Cañada Grant Related Consulting Services
0083921	03/03/20	Signet Testing Laboratories, Inc.	\$ 175,071.64	Cañada Construction Project Testing and Inspection Services
0083922	03/03/20	SM County Community College District	\$ 25,000.00	Replenish Flex Spending Account
0083923	03/03/20	SMCCCD Bookstore	\$ 33,039.77	Bookstore Monthly Student Fees Reimbursement and Payroll Deductions
0083926	03/03/20	TRANSMETRO	\$ 14,040.00	Cañada Student Shuttle Services
0083928	03/03/20	VALIC Retirement Services Company	\$ 299,411.77	Monthly Tax Sheltered Annuities
0083930	03/03/20	W.E. Lyons Construction CO.	\$ 195,453.60	Cañada Building 9 Envelope Damage Repair Project
0083941	03/05/20	Santamaria, Carlos J.	\$ 13,395.00	CSM Grant Related Consulting Services
0083945	03/05/20	C2G Civil Consultants Group Inc.	\$ 20,160.00	CSM Water Supply Tank Replacement Project
0083953	03/05/20	Metro Mobile Communications	\$ 41,790.99	Districtwide Portable Radios Purchase, Installation and FCC License
0083955	03/05/20	Netronix Integration, Inc.	\$ 23,358.88	Districtwide Security Systems Software Update
0083956	03/05/20	Noll & Tam Architects	\$ 27,223.75	Cañada Swing Space Architectural Services
0083968	03/05/20	W W Grainger Inc	\$ 14,913.12	Districtwide Maintenance Supply Purchases
0083970	03/05/20	Young Electric Company, Co.	\$ 23,198.00	Districtwide various Electrical Projects
0083976	03/10/20	AECOM Technical Services, Inc.	\$ 14,416.00	Cañada Construction Project Analysis of Baseline Schedules Consulting Services
0083979	03/10/20	BankMobile Technologies, Inc.	\$ 126,651.25	Financial Aid Disbursement
0083981	03/10/20	W.E. Lyons Construction CO.	\$ 48,709.72	Cañada Vista Envelope Damage Repair Project
0083992	03/10/20	McCarthy Holdings Inc.	\$ 1,107,053.00	Cañada Construction Project
0083994	03/10/20	One Workplace L. Ferrari, LLC	\$ 20,562.84	Skyline Furniture Purchase
0083996	03/10/20	Sally Swanson Architects, Inc.	\$ 12,366.25	Districtwide ADA Compliance Consulting Services
0083997	03/10/20	Sedgwick Claims Management Services, Inc.	\$ 36,515.77	Replenish Workers' Compensation Insurance Fund
0083998	03/10/20	Signet Testing Laboratories, Inc.	\$ 64,357.05	Cañada Construction Project Testing and Inspection Services
0083999	03/10/20	SM County Community College District	\$ 36,848.40	Replenish Flex Spending Account
0084001	03/10/20	SMCCCD Bookstore	\$ 12,725.68	Skyline Departmental Supplies Purchase
0084004	03/10/20	McCarthy Holdings Inc.	\$ 58,265.95	Cañada Construction Project
0084006	03/10/20	W.E. Lyons Construction CO.	\$ 925,484.62	Cañada Vista Envelope Damage Repair Project
0084007	03/10/20	Young Electric Company, Co.	\$ 44,582.00	District Office ITS Data Cabling Project
0084015	03/12/20	Coulter Construction Inc.	\$ 58,933.00	Skyline Construction Project
0084019	03/12/20	GRD Energy Inc.	\$ 15,760.00	Skyline Construction Project Commissioning Services
0084046	03/17/20	BankMobile Technologies, Inc.	\$ 159,356.48	Financial Aid Disbursement
0084048	03/17/20	Gordon Kenny Realty, Inc.	\$ 50,000.00	Cañada Vista and College Vista Operational Expenses Advancement
0084055	03/17/20	School Project for Utility Rate Reduction (SPURR)	\$ 94,858.34	Utilities
0084057	03/17/20	Sedgwick Claims Management Services, Inc.	\$ 23,098.57	Replenish Workers' Compensation Insurance Fund
0084084	03/24/20	Allana Buick & Bers, Inc.	\$ 75,157.50	Cañada and Skyline Construction Consulting Services
0084087	03/24/20	BankMobile Technologies, Inc.	\$ 221,286.51	Financial Aid Disbursement
0084088	03/24/20	Blach Construction Company	\$ 3,161,800.10	Cañada Construction Project
0084089	03/24/20	CIS, Inc	\$ 44,139.00	Cañada Construction Projects Inspection Services
0084090	03/24/20	Corovan Moving & Storage Co.	\$ 14,528.73	CSM Moving Services
0084091	03/24/20	Coulter Construction Inc.	\$ 37,791.00	Skyline Construction Project
0084095	03/24/20	Home Depot USA Inc.	\$ 31,229.39	CSM and Cañada Facilities Custodial Supplies Purchases
0084099	03/24/20	Linguabee LLC	\$ 22,233.45	Districtwide Student Sign Language Interpreting Services
0084103	03/24/20	Pacific Dining - Food Service Management	\$ 10,001.72	Districtwide Catering Services
0084104	03/24/20	R.F. MacDonald Co., Inc	\$ 16,000.00	CSM Boilers Maintenance Service
0084105	03/24/20	San Mateo County Schools Insurance Group	\$ 188,305.00	Monthly Dental and Vision Insurance Premiums
0084107	03/24/20	Sedgwick Claims Management Services, Inc.	\$ 13,505.71	Replenish Workers' Compensation Insurance Fund
0084116	03/24/20	XL Construction Corporation	\$ 1,355,839.32	Skyline Construction Project Retention Release
517483	03/03/20	NGI Capital, Inc.	\$ 15,295.00	Districtwide CRM System Development and Implementation Services
517501	03/03/20	C S E A	\$ 19,399.98	Monthly Union Dues
517552	03/03/20	VALIC	\$ 23,583.33	Monthly Tax Sheltered Annuities Employee Contribution
517563	03/05/20	City of San Bruno	\$ 20,399.16	Utilities
517572	03/05/20	Jostens, Inc.	\$ 10,415.63	Skyline Graduation Materials Purchase
517582	03/05/20	Salas O'Brien Engineers, Inc.	\$ 22,177.00	CSM HVAC Assessment Mechanical Engineering Services
517595	03/05/20	County of San Mateo	\$ 13,068.60	Districtwide Monthly Parking Income Allocation
517605	03/05/20	U.S. Postal Services	\$ 10,000.00	Skyline Postage Purchase
517613	03/10/20	B.T. Mancini Co. Inc.	\$ 46,841.00	CSM Flooring Project
517615	03/10/20	Bunton Clifford and Associates, Inc.	\$ 87,633.65	Cañada Construction Design Development Services
517617	03/10/20	City of Redwood City	\$ 25,000.00	Cañada Annual Membership Dues
517620	03/10/20	Constellation NewEnergy, Inc.	\$ 10,275.81	Utilities
517636	03/10/20	One Diversified, LLC	\$ 10,121.14	District ITS and Skyline Audio Video Systems Purchases
517663	03/10/20	The Guardian Life Insurance Company	\$ 56,205.01	Monthly Life Insurance Premium
517677	03/12/20	Notre Dame de Namur University	\$ 11,600.00	Cañada Basketball Gym Rental Fee
517683	03/12/20	Strata Information Group	\$ 66,164.00	Monthly Districtwide Professional & Management Services
517717	03/17/20	City of Redwood City	\$ 11,633.70	Utilities

BOARD REPORT NO. 20-6-2CA

Check Num	Check Date	Vendor Name	Check Amount	Description
517720	03/17/20	Constellation NewEnergy, Inc.	\$ 33,587.86	Utilities
517732	03/17/20	Minton Door Company	\$ 29,750.00	Cañada Automatic Door Operators Project
517751	03/17/20	Terracon Consultants, Inc.	\$ 16,035.00	Skyline Lead and Asbestos Abatement Services
517760	03/17/20	The McPhail Group	\$ 12,500.00	Institutional Review of Skyline Campus Climate Consulting Services
517762	03/24/20	Agbayani Construction Corporation	\$ 164,015.54	Skyline Construction Project
517767	03/24/20	Ash Enterprise International, Inc.	\$ 28,850.00	CSM Planetarium System Maintenance Services
517769	03/24/20	AT&T/MCI	\$ 12,150.56	Districtwide Telephone Services
517770	03/24/20	Atlas Pellizzari Electric, Inc.	\$ 17,599.00	Skyline Outdoor Light Poles Installation
517781	03/24/20	Calif Water Service Co	\$ 37,032.72	Utilities
517785	03/24/20	Constellation NewEnergy, Inc.	\$ 25,687.62	Utilities
517787	03/24/20	Dent Agency LLC	\$ 13,637.50	Districtwide Emergency Management Video Production Services
517790	03/24/20	Eastbay Inc	\$ 16,805.24	CSM Football Team Uniform Purchases
517793	03/24/20	Floyd, Kay A.	\$ 11,250.00	CSM Grant Related Consulting Services
517797	03/24/20	Grundfos CBS, Inc.	\$ 10,326.61	CSM Pool Pump Repairs
517813	03/24/20	MV Transportation, Inc.	\$ 23,924.79	Skyline Student Shuttle Services
517818	03/24/20	Pacific Gas & Electric Co	\$ 28,358.77	Utilities
517819	03/24/20	Pacific Gas & Electric Co	\$ 40,603.41	Utilities
517828	03/24/20	Rave Wireless Inc.	\$ 38,100.00	Districtwide Emergency and Disaster Alert System Setup, License and Service Fees
517846	03/24/20	Unstructured Plans, Inc.	\$ 25,000.00	Cañada Student Support Directional Video Productions

517859 03/24/20 Blach Construction Company \$ 163,146.85 Cañada Construction Project

District Payroll Disbursement (excluding Salary Warrants)

J2004699	03/04/20	Mass Mutual 457	46,798.12	Tax Annuity
J2004700	03/02/20	US Treasury - Federal Payroll Tax	2,244,737.27	Federal Payroll Tax
J2004700	03/02/20	EDD - State Payroll Tax	465,562.06	State Payroll Tax
J2004700	03/02/20	EDD - State Payroll Tax	18,332.70	State Tax-Disability Insurance
J2004749	03/16/20	US Treasury - Federal Payroll Tax	103,521.72	Federal Payroll Tax
J2004956	03/31/20	US Treasury - Federal Payroll Tax	2,240,468.23	Federal Payroll Tax
J2004956	03/31/20	EDD - State Payroll Tax	462,418.39	State Payroll Tax
J2004956	03/31/20	EDD - State Payroll Tax	17,321.69	State Tax-Disability Insurance
J2004704	03/10/20	PERS Retirement	1,323,971.54	PERS Retirement Advance
J2004706	03/10/20	State Teacher Retirement - Cash Balance	67,673.78	STRS Retirement-Cash Balance
J2004703	03/02/20	State Teacher Retirement - Defined Benefit	1,323,820.48	STRS Retirement-Defined Benefit 95%
J2004709	03/10/20	State Teacher Retirement - Defined Benefit	69,674.76	STRS Retirement-Defined Benefit Bal

SMCCCD Bookstores

120032	03/09/20	Cengage Learning	\$ 21,684.79	Purchase of Inventory
120056	03/09/20	InComm	\$ 24,077.50	Purchase of Inventory
120064	03/09/20	Marianna Industries Inc	\$ 29,734.52	Purchase of Inventory
120065	03/09/20	MBS Textbook Exchanges	\$ 21,035.79	Purchase of Inventory
120086	03/09/20	SM CC College District	\$ 266,572.10	Salaries and Benefits of December 2019
120092	03/09/20	Sysco Food Company of SF	\$ 12,528.70	Purchase of Inventory
120094	03/09/20	W.W. Norton & Company	\$ 11,766.49	Purchase of Inventory
120117	03/25/20	InComm	\$ 16,028.30	Purchase of Inventory
120128	03/25/20	Pacific Dining	\$ 19,654.00	Purchase of Inventory
120134	03/25/20	SM CC College District	\$ 245,307.23	Salaries and Benefits of January 2020
120141	03/25/20	Xerox Corporation	\$ 10,012.35	Purchase of Inventory
EFT 33020	03/23/20	CDTFA	\$ 11,339.42	Sales tax prepayment for February 2020
		Subtotal	21,785,347.92	96%
		Warrants Issued ≤ \$10,000	986,688.05	4%
		Total Non-Salary Warrants Issued	22,772,035.97	100%

District Accounts Paya	Ck#517465-517864, DD83890-84116	13,693,784.98
District Payroll	Ck#148766-149467, DD50195468-50197349	16,523,292.34
SMCCCD Bookstores	CK#120022 - 120141, EFT 33020	885,489.76
	Total Warrants Including Salaries March 2020	31,102,567.08

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
April 1 - 30, 2020  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0084121	04/01/20	U.S. Bank National Association ND, .	\$ 327,513.41	Districtwide Procurement Card Payment
0084123	04/01/20	American Federation of Teachers	\$ 60,703.14	Monthly Union Dues
0084125	04/01/20	BankMobile Technologies, Inc.	\$ 103,293.50	Financial Aid Disbursement
0084130	04/01/20	Coulter Construction Inc.	\$ 32,689.00	CSM Construction Project
0084134	04/01/20	Home Depot USA Inc.	\$ 23,455.75	Districtwide Facilities Custodial Supplies Purchases
0084136	04/01/20	LPA Inc.	\$ 122,917.50	Skyline Construction Documents Services
0084140	04/01/20	Noll & Tam Architects	\$ 18,761.25	Cañada Swing Space Architectural Services
0084142	04/01/20	One Workplace L. Ferrari, LLC	\$ 144,618.05	CSM Furniture Purchases
0084146	04/01/20	Siemens Industry, Inc.	\$ 33,754.50	CSM Fire Alarm Systems Annual Inspection Services
0084147	04/01/20	Signet Testing Laboratories, Inc.	\$ 31,885.45	Cañada Construction Project Testing and Inspection Services
0084150	04/01/20	Solutions-IL, Inc.	\$ 18,435.43	District ITS IBM Hardware and Software Maintenance Services
0084154	04/01/20	TRANSMETRO	\$ 10,296.00	Cañada Students Shuttle Services
0084156	04/01/20	VALIC Retirement Services Company	\$ 302,204.27	Monthly Tax Sheltered Annuities
0084171	04/07/20	Santamaria, Carlos J.	\$ 13,633.42	CSM Grant Related Consulting Services
0084182	04/07/20	Associated Std -Canada	\$ 25,748.65	Quarterly Student Fees Reimbursement
0084183	04/07/20	Associated Std-CSM	\$ 34,943.86	Quarterly Student Fees Reimbursement
0084184	04/07/20	Associated Std-Skyline	\$ 31,801.99	Quarterly Student Fees Reimbursement
0084185	04/07/20	BankMobile Technologies, Inc.	\$ 68,746.00	Financial Aid Disbursement
0084187	04/07/20	C2G Civil Consultants Group Inc.	\$ 36,000.00	CSM Water Supply Tank Replacement Project
0084188	04/07/20	CalPERS	\$ 1,703,109.04	Monthly Health Insurance Premium
0084198	04/07/20	Noll & Tam Architects	\$ 13,324.20	CSM Parking Lot Construction Documents Services
0084200	04/07/20	One Workplace L. Ferrari, LLC	\$ 59,507.54	CSM and District ITS Furniture Purchases
0084203	04/07/20	Quality Education Consultants, LLC	\$ 12,950.00	Cañada Grant Related Consulting Services
0084204	04/07/20	School Project for Utility Rate Reduction (SPURR)	\$ 55,617.00	Utilities
0084206	04/07/20	Sedgwick Claims Management Services, Inc.	\$ 56,653.12	Replenish Workers' Compensation Insurance Fund
0084207	04/07/20	Signet Testing Laboratories, Inc.	\$ 38,430.49	Cañada Construction Project Testing and Inspection Services
0084208	04/07/20	SM County Community College District	\$ 30,318.85	Replenish Flex Spending Account
0084211	04/07/20	SMCCCD Bookstore	\$ 196,010.17	Districtwide Bookstore Fees and Promise Program Expenses Reimbursement
0084238	04/14/20	Allana Buick & Bers, Inc.	\$ 62,521.50	Cañada Buildings and Canada Vista Construction Consulting Services
0084239	04/14/20	BankMobile Technologies, Inc.	\$ 159,320.74	Financial Aid Disbursement
0084241	04/14/20	CIS, Inc	\$ 51,587.00	Cañada Construction Project Inspection Services
0084244	04/14/20	Dell Marketing LP	\$ 44,377.39	Skyline and CSM Computer Purchases
0084252	04/14/20	Keenan & Associates	\$ 31,697.75	Cañada Earthquake Insurance Annual Premium
0084254	04/14/20	LPA Inc.	\$ 245,835.00	Skyline Construction Project Design Services
0084257	04/14/20	Oracle America, Inc.	\$ 15,030.77	Districtwide Software License Renewal and Support Services
0084262	04/14/20	Signet Testing Laboratories, Inc.	\$ 30,999.67	Cañada Construction Project Testing and Inspection Services
0084265	04/14/20	SMCCCD Bookstore	\$ 33,645.81	Cañada ECE Program Books Rental Program
0084266	04/14/20	Statewide Educational Wrap-Up Program	\$ 42,251.00	Cañada Builder's Risk Insurance Premium
0084275	04/21/20	American Federation of Teachers	\$ 50,407.89	Monthly Union Dues
0084276	04/21/20	BankMobile Technologies, Inc.	\$ 55,870.00	Financial Aid Disbursement
0084277	04/21/20	W.E. Lyons Construction CO.	\$ 37,923.92	Cañada Vista Envelope Damage Repair Project
0084280	04/21/20	Coulter Construction Inc.	\$ 229,135.44	CSM Building Modernization Project
0084285	04/21/20	Gordon Kenny Realty, Inc.	\$ 18,528.41	College Vista and Canada Vista Expenses Reimbursement
0084290	04/21/20	Noll & Tam Architects	\$ 11,276.00	CSM Parking Lot and Cañada Swing Space Design and Documents Services
0084297	04/21/20	SMCCCD Bookstore	\$ 10,483.90	CSM Bookstore Copy Print Monthly Billing
0084300	04/21/20	W.E. Lyons Construction CO.	\$ 720,554.44	Cañada Vista Envelope Damage Repair Project
0084312	04/28/20	Air Systems, Inc.	\$ 15,444.54	Skyline HVAC Repairs Projects
0084313	04/28/20	BankMobile Technologies, Inc.	\$ 44,004.50	Financial Aid Disbursement
0084314	04/28/20	Blach Construction Company	\$ 3,856,054.67	Cañada Construction Project
0084318	04/28/20	Coulter Construction Inc.	\$ 33,917.00	Cañada and Skyline Repair Projects
0084328	04/28/20	San Mateo County Schools Insurance Group	\$ 187,583.00	Monthly Dental and Vision Insurance Premiums
0084329	04/28/20	School Project for Utility Rate Reduction (SPURR)	\$ 24,948.80	Utilities
0084332	04/28/20	SMCCCD Bookstore	\$ 38,294.65	Cañada EOPS Program Textbooks Billing
0084333	04/28/20	Swinerton Builders	\$ 160,082.50	Construction Program Management Services
0084337	04/28/20	W.E. Lyons Construction CO.	\$ 122,430.25	Cañada Building 9 Envelope Damage Repair Project
517871	04/01/20	BankMobile Technologies, Inc.	\$ 13,483.20	Financial Aid Disbursement Annual Subscription Fee
517873	04/01/20	Bonneville International Corp.	\$ 30,000.00	Skyline Marketing Expenses
517881	04/01/20	CSW-Stuber-Stroeh Engineering Group, Inc.	\$ 17,836.00	Skyline ADA Topographic Survey and Mapping Services
517894	04/01/20	Jitterbit, Inc.	\$ 22,200.00	International Students Services Software Subscription
517898	04/01/20	LPAS, Inc.	\$ 35,303.75	Skyline Construction Project Architectural Design Services
517902	04/01/20	MV Transportation, Inc.	\$ 11,965.53	Skyline Student Shuttle Services
517904	04/01/20	NGI Capital, Inc.	\$ 13,412.50	Districtwide CRM System Development and Implementation Services
517906	04/01/20	OneLogin, Inc.	\$ 93,000.00	Districtwide Single Sign-On Software Annual License Fee
517924	04/01/20	C S E A	\$ 19,273.76	Monthly Union Dues
517929	04/01/20	Division of the State Architect	\$ 135,447.96	Skyline Construction Project Fees
517949	04/01/20	VALIC	\$ 22,783.33	Monthly Tax Sheltered Annuities Employee Contribution
517962	04/07/20	Crowd Control Warehouse LLC	\$ 12,937.93	Cañada Steel Barricade Purchases
517964	04/07/20	Daryl D. Jones, Inc.	\$ 15,923.12	Skyline Police Radio Receiver Installation
517978	04/07/20	LPAS, Inc.	\$ 11,763.75	Skyline Construction Project Architectural Services
517979	04/07/20	One Workplace Construction, LLC	\$ 25,992.38	Districtwide Modular Walls Installation Project

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 April 1 - 30, 2020  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
517990	04/07/20	Salas O'Brien Engineers, Inc.	\$ 26,958.75	CSM HVAC Assessment Mechanical Engineering Services
518004	04/07/20	County of San Mateo	\$ 11,331.10	Districtwide Monthly Parking Income Allocation
518005	04/07/20	The Guardian Life Insurance Company	\$ 56,286.30	Monthly Life Insurance Premium
518016	04/14/20	Automatic Door Systems, Inc.	\$ 18,234.00	Districtwide Classroom Security Hardware Replacement
518025	04/14/20	Bunton Clifford and Associates, Inc.	\$ 130,908.00	Cañada Construction Documents Services
518042	04/14/20	Digital Scepter Corporation	\$ 13,940.00	Districtwide VPN and Firewall Licenses Fees
518059	04/14/20	Hospitality Investment LLC	\$ 35,139.75	Skyline Student Equity Institute Academy Hosting Fees
518084	04/14/20	NGI Capital, Inc.	\$ 11,100.00	Districtwide CRM System Development and Implementation Services
518101	04/14/20	Robert Half International, Inc.	\$ 10,546.89	Cañada Temporary Professional Staffing Services
518113	04/14/20	The McPhail Group	\$ 12,500.00	Institutional Review of Skyline Campus Climate Consulting Services
518122	04/14/20	Folsom Lake Ford	\$ 75,303.96	Districtwide Public Safety Vehicle Purchases
518169	04/21/20	BEST Contracting Services, Inc.	\$ 131,506.13	Skyline SouthWall Waterproofing Project
518215	04/21/20	Community College Search Services	\$ 18,200.00	District Chancellor Recruiting Fees
518260	04/21/20	Floyd, Kay A.	\$ 12,000.00	CSM Grant Related Consulting Services
518261	04/21/20	FolgerGraphics, Inc.	\$ 10,207.03	Skyline Postcard Schedule Printing and Mailing Services
518367	04/21/20	National Public Radio, Inc.	\$ 10,300.00	KCSM FM Annual Distribution Interconnect Fee
518372	04/21/20	NGI Capital, Inc.	\$ 12,580.00	Districtwide CRM System Development and Implementation Services
518430	04/21/20	Sage Renewable Energy Consulting, Inc.	\$ 14,465.00	Districtwide Solar and Energy Storage Development Consulting Services
518431	04/21/20	Salas O'Brien Engineers, Inc.	\$ 25,377.50	CSM Mechanical System Engineering Study
518434	04/21/20	Salesforce.org	\$ 368,359.50	Districtwide ITS Software License Subscription
518436	04/21/20	San Francisco State University	\$ 36,819.47	Cañada Grant Related Expenses
518498	04/21/20	Verde Design Inc.	\$ 14,135.00	Skyline Portable Buildings Architectural Services
518531	04/21/20	Division of the State Architect	\$ 263,850.00	Skyline Construction Project Application Fee
518535	04/21/20	Coulter Construction Inc.	\$ 12,059.76	CSM Building Modernization Project
518547	04/28/20	AT&T/MCI	\$ 12,930.45	Districtwide Telephone Services
518582	04/28/20	City of Redwood City	\$ 18,145.80	Utilities
518583	04/28/20	City of San Bruno	\$ 57,238.97	Utilities
518586	04/28/20	Community College Search Services	\$ 17,500.00	Chancellor Recruiting Fees
518703	04/28/20	Pacific Gas & Electric Co	\$ 12,382.14	Utilities
518704	04/28/20	Pacific Gas & Electric Co	\$ 11,066.56	Utilities
518716	04/28/20	PlanetBids, Inc.	\$ 37,412.69	Districtwide Bidding Management System
518781	04/28/20	TLCD Architecture	\$ 23,927.50	CSM Theater Upgrade Design Services
518809	04/28/20	Division of the State Architect	\$ 27,678.72	CSM Construction Project Application Fee
518810	04/28/20	Division of the State Architect	\$ 43,220.00	CSM Construction Project Application Fee
518813	04/28/20	Blach Construction Company	\$ 198,546.63	Cañada Construction Services
518814	04/28/20	U.S. Postal Services	\$ 22,000.00	Districtwide "Here for you" Marketing
<b>District Payroll Disbursement (excluding Salary Warrants)</b>				
J2005073	04/01/20	Mass Mutual 457	52,398.12	Tax Annuity
J2005379	04/16/20	US Treasury - Federal Payroll Tax	108,564.28	Federal Payroll Tax
J2005379	04/16/20	EDD - State Payroll Tax	10,105.78	State Payroll Tax
J2005509	04/22/20	EDD - State Unemployment Payroll Tax	17,091.73	State Tax-Unemployment
J2005216	04/10/20	PERS Retirement	1,327,360.21	PERS Retirement Advance
J2005144	04/07/20	State Teacher Retirement - Cash Balance	63,641.76	STRS Retirement-Cash Balance
J2005086	04/02/20	State Teacher Retirement - Defined Benefit	1,316,212.59	STRS Retirement-Defined Benefit 95%
J2005145	04/07/20	State Teacher Retirement - Defined Benefit	57,050.09	STRS Retirement-Defined Benefit Bal
<b>SMCCCD Bookstores</b>				
120146	04/02/20	MBS Textbook Exchanges	\$ 27,661.41	Purchase of Inventory
120169	04/23/20	SM CC College District	\$ 227,963.39	Salaries and Benefits of February 2020
EFT 31457	04/29/20	CDTFA	\$ 14,040.48	Sales Tax Quarter Ended March 2020
			Subtotal	15,459,098.77 94%
			Warrants Issued ≤ \$10,000	965,690.44 6%
			<b>Total Non-Salary Warrants Issued</b>	<b>16,424,789.21 100%</b>
District Accounts Payal	Ck#517865-518814, DD84118-84339		13,281,265.26	
District Payroll	Ck#149468-150131, DD50197350-50199225		11,206,709.10	
SMCCCD Bookstores	CK#120142-120172, EFT 31457		303,727.39	
			<b>Total Warrants Including Salaries April 2020</b>	<b>24,791,701.75</b>

**BOARD REPORT NO. 20-6-100B**

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

**APPROVAL OF SERVICE AWARD FOR STUDENT TRUSTEE AND  
WAIVING OF SERVICE TERM REQUIREMENT**

The Student Trustee is eligible, at the Board's discretion, for a service award if they fulfilled the duties of the position for a 12-month period, in an amount equal to the total already earned during their 12-month term. Currently, the Student Trustee earns a maximum of \$397 per month for serving as Trustee.

Kaelynn Malani was sworn in as Student Trustee in March 2020 to fill the unexpired term of the prior student trustee. During her tenure, outgoing Student Trustee Malani served with distinction and dutifully represented the student body. As such, it is recommended that though she did not meet the full service period required in Board policy, that Kaelynn Malani be awarded a prorated service award for her tenure as student trustee.

To convey this service award to the outgoing Student Trustee, the Board, as permitted by Board Policy 2.06, would need to suspend Board Policy 1.05 relating to the Student Trustee (and available compensation) and waive the service term requirement.

**RECOMMENDATION**

It is recommended that the Board suspend the student trustee service term requirement in Board Policy 1.05 and authorize payment of a prorated service award to Kaelynn Malani as described above.

**BOARD REPORT NO. 20-6-101B**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: Mary Chries Concha Thia, College Business Officer, (650) 306-3243

**ACCEPTANCE OF GRANT FROM THE NATIONAL SCIENCE FOUNDATION  
TO CAÑADA COLLEGE**

Cañada College is the recipient of \$1,619,224 awarded by the National Science Foundation (NSF). The grant period of performance is from April 15, 2020 to March 31, 2025.

This grant is within the NSF program 19-540 Improving Undergraduate STEM Education: Hispanic-Serving Institutions. The official project title is *Improving Career Readiness of STEM Students Through Worksite Visits, Job Shadowing, and Internships during Their Early College Years*. Internally, we are calling it **TRABAJO** - Training and Research Activities for Better Access to Job Opportunities.

Activities of the grant focus on building student awareness, self-confidence, and motivation related to STEM careers. Three activities constitute a stepwise progression for students: class visits to work sites, job shadowing, and internships within industry. Equally important is the development of closer relationships with local businesses that can employ our students after they complete their bachelor degrees. This set of activities enables progressively bigger commitments by businesses, as they experience the competency of our students.

The project builds on other programs at Cañada, especially the Speaker series with professionals in a wide range of STEM careers. We plan to use our alumni network to help establish relationships with STEM employers. If successful, this career exploration program could be expanded to each of the new Interest Areas now established under Guided Pathways.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize acceptance of the grant funds of \$1,619,224 from the National Science Foundation.

**BOARD REPORT NO. 20-6-102B**

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  
Yanely Pulido, Interim Director, General Services, (650) 358-6863

**APPROVAL OF CONTRACT WITH ADAM LANGE, LLC FOR THE DEVELOPMENT OF SAP  
BUSINESS OBJECTS AND DATA DASHBOARDS**

The District Strategic Plan established a set of Districtwide Strategies to facilitate the implementation of the Strategic Goals. One strategy was to “Develop a robust and comprehensive research, planning and institutional effectiveness infrastructure Districtwide to produce actionable data for use in Districtwide decision-making.” As part of the implementation of that strategy, the District has established a Planning, Research, and Institutional Effectiveness (PRIE) Office. The District PRIE Office is overseeing the establishment of a common research, reporting, and analytics infrastructure in order to produce consistent, accurate, timely, and actionable data for use in Collegewide and Districtwide decision-making. The platform that is being implemented for this use is SAP BusinessObjects.

Adam Lange, LLC is an independent contracting firm that has been performing project-based work for the development of the SAP BusinessObjects infrastructure for Skyline College since 2015. Their technical expertise, responsiveness, and familiarity with the District data systems, structure, definitions, and warehouse are unparalleled. The firm expanded its work with the District to include the development of data dashboards to support the District Strategic Plan, as well as begin implementation of the SAP BusinessObjects platform with Cañada College in the 2017-18 academic year and College of San Mateo in 2018-19 academic year. This sole source contract will allow this work to continue seamlessly at all three Colleges and the District Office.

These services are purchased pursuant to Government code 53060, which allows the board to enter into contracts for special services and advice in financial, economic, accounting, engineering, legal, or administrative matters without competitive bidding.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the contract for services from Adam Lange, LLC for all three Colleges and the District Office for a period of two years in the amount not to exceed \$243,040, effective July 1, 2020. After the two-year period, the needs of the District will be reevaluated.



**BOARD REPORT NO. 20-6-103B**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, (650) 574-6510

**APPROVAL TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH  
STRATA INFORMATION GROUP FOR INFORMATION TECHNOLOGY SERVICES**

Strata Information Group (SIG) has been providing management and technical support services to the San Mateo County Community College District since May 1989. During this period, SIG has consistently completed its assignments on schedule and within budget, as directed by the Chancellor and the Administration of the District and has continued to manage the Department of Information Technology Services (ITS) effectively. In so doing, SIG personnel have demonstrated their ability to lead, direct and support in a collaborative manner the complex information technology environment of the District. SIG has also led numerous technology projects which directly support the strategic initiatives of the Colleges and District. Because of SIG's extensive experience in performing similar work for other colleges and universities, SIG staff provide the District with knowledge of best practices for the deployment and use of information technology to more effectively serve faculty, staff and students.

The SIG management team has provided leadership for the implementation of several major technology initiatives such as the Salesforce CRM implementation, and major network upgrades to improve performance, reliability and security.

Some of the major accomplishments by ITS over the past four years include:

- **COVID-19 Response:** ITS provided critical leadership in the transitioning of instruction, student support and work to online. ITS directed the implementation of the District's multiple COVID-19 initiatives such as providing loaner laptops to students, faculty and staff, secure network access and online tools to support teaching and learning.
- **Banner 9:** Banner 9 provides a new user interface and experience for faculty, staff and students which includes all-new tools, and improved functionality across all areas where Banner is used. Under the direction from SIG staff, the District was the first one in the State to transition to Banner 9 and successfully avoided many of the issues and business disruptions encountered by other Districts in the California Community College System.
- **Special Admit Application and Workflow:** ITS developed an automated workflow process for Concurrent and Middle College students to submit online applications and related forms through WebSMART which staff at the Colleges can easily review and approve electronically.
- **International Student Application:** Working with the International Student group and implementation partners, ITS helped develop and currently supports an international student application that integrates with Banner and provides a more efficient process in support of the growth of the International Program.

- **District Promise Scholarship Program:** ITS created an online application to the Scholarship Program and configured Banner to provide reports and information that more effectively supports the District Promise Scholarship processes.
- **Single Sign-On (SSO):** ITS implemented SSO for students using Canvas and for faculty and staff using Banner 9. Currently, ITS is in the process of integrating multiple 3rd party systems used by students and faculty and is now working on adding Salesforce and WebSMART to single sign-on.
- **Data Warehouse:** Providing a Scorecard and appropriate Metrics is one of the requirements of the District's Strategic Plan. To support this, ITS has worked closely with key stakeholders across the District to expand the comprehensiveness of the data available for reporting from the data warehouse.
- **Disaster Recovery and Business Continuity:** In response to the fires that are threatening the Bay Area each year, ITS is preparing to host critical systems such as Banner and the College websites in the cloud to ensure the District's ability to continue to operate, provide critical services and maintain communications with faculty, staff, students and the community.
- **Campus Building Construction:** Information technologies are a critical element in the design and construction of all new buildings and for the renovation of older buildings. Some of these technologies include smart classrooms, voice and data network services, video surveillance and security, fire alarm systems, HVAC systems, audio/visual systems, EAS, cell phone repeaters, digital signage, and others. ITS actively participates in all phases of design, planning and construction to ensure that the required standards for these technologies are followed.

In addition to management services, SIG has provided the District consulting resources to assist College and District staff with specialized IT projects when the District does not have the required technical expertise or knowledge. For example, SIG consultants assisted District staff to improve business processes for financial aid services, provide technical assistance with the use of DegreeWorks, assist with numerous functional and technical projects to improve the use of the Banner student system, as well as provide technical support to use best practices for maintaining the District's Banner environment.

The amendment to the agreement between SMCCCD and SIG that was approved by the Board on May 12, 2015 will expire June 30, 2020. It is recommended that the contract with SIG be extended for a period of two additional years with the option to renew for one year thereafter and terminating on June 30, 2023.

SIG understands that the District wants to hire its own Chief Technology Officer (CTO) and transition that position from SIG to the District. When the District employs its CTO, SIG will assist with the transition of duties and responsibilities to that individual.

SIG will continue to provide a full-time onsite Chief Technology Officer for a period of three (3) months as the District begins the process to hire its own CTO. In addition, SIG will provide a full-time Director of Administrative Information Systems for the entire term of the agreement. In addition to the Director of Administrative Information Systems, SIG will provide 1,200 hours of functional and technical consulting services each year of the agreement to assist the District with specialized support for Ellucian Banner, the post-coronavirus transition and other information technology projects as determined by the District.

The costs for the professional and management services provided by SIG to the District under the terms of this amendment will be \$705,000 for the first year and \$615,000 for subsequent years. All reimbursable expenses and travel costs are included. Either party can cancel this contract with 120 days written notice.

## **RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor to execute an amendment to the Agreement between the District and Strata Information Group for the provision of information technology management and related consulting services for the period July 1, 2020 through June 30, 2022, with the option to renew for one additional year thereafter ending on June 30, 2023. The amount of the amendment will be \$705,000 for the first year and \$615,000 for future years.

**BOARD REPORT NO. 20-6-104B**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Tom Bauer, Vice Chancellor, Auxiliary and Community Services,  
(650) 358-6782

**RENEWAL OF PROFESSIONAL SERVICES AGREEMENT WITH EXOS COMMUNITY SERVICES TO OPERATE THE SAN MATEO ATHLETIC CLUB IN PARTNERSHIP WITH THE DISTRICT**

On January 27, 2010, the Board of Trustees approved the recommendation for the District to enter into an agreement with Medifit Corporate Services to operate the San Mateo Athletic Club and Aquatic Center (SMAC) located on the campus of College of San Mateo for two years, with the option for three one-year renewals. The Board of Trustees renewed the contract with Medifit Corporate Services (now EXOS) effective July 1, 2015, for five years with the option of an additional five-year renewal.

SMAC has been closed since the initial March shelter-in-place order in compliance with orders from the San Mateo County Health Officer. Days following that decision, California announced a statewide shelter-in place and all face-to-face activities in the District were suspended. Despite that fact, over 80% of SMAC members indicated that they would continue paying their monthly dues to support the staff during this time. SMAC responded by creating 52 online courses that run each week so members can stay active and socially engaged.

During the shelter in place, the Vice Chancellor of Auxiliary and Community Services along with EXOS staff have worked collaboratively with the Kinesiology, Athletics and Dance (KAD) faculty at Cañada College and completed the programming of the main fitness floor of the Kinesiology and Wellness Building (B1) currently under construction at the college. The KAD faculty have asked if EXOS staff could continue to help them with the planning for some of their other spaces. Swinerton, the District's construction partners, has also requested that EXOS staff assist with updating the equipment list. The expertise of EXOS in these areas is significant and has been appreciated by both KAD faculty and Swinerton.

Staff acknowledges the Board's desire to review the professional services agreement concerning the San Mateo Athletic Club and Aquatic Center. Staff is committed to performing a thorough review and providing the Board with options and recommendations. At this time, we are at the end of the initial five-year term of the EXOS contract awarded by the Board in 2015. Unfortunately, the current COVID-19 crisis has disrupted the fitness industry. This creates difficulties in assessing options and/or developing a sufficient pool of potential service providers. For these reasons, staff requests that the Board renew the contract with EXOS for one year beginning July 1, 2020 through June 30, 2021. A one year time period provides sufficient time for staff to develop and assess options related to fitness operations.

**RECOMMENDATION**

It is recommended that the Board of Trustees renew the contract with EXOS for one year beginning July 1, 2020 through June 30, 2021 as authorized in the Board action in 2015.

**BOARD REPORT NO. 20-6-1C**

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

**A DISCUSSION OF RACIAL INJUSTICE AND STRUCTURAL RACISM**

Our nation continues to be divided by racism and inequality. Over the course of the last few months, the senseless and preventable deaths of Black Americans George Floyd, Ahmaud Arbery, Breonna Taylor, Sean Reed and Tony McDade have refocused national attention on the unavoidable truths and impacts of racial injustice throughout our country and in our communities. Untold numbers of people across the nation have joined in solidarity to declare that this behavior of brutality, bigotry, marginalization and oppression must end.

The Board will discuss the District's role in dismantling racism and discrimination in its classrooms, on its campuses, and in its policies, practices and procedures.

**BOARD REPORT NO. 20-6-2C**

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

**BUDGET UPDATE IN ADVANCE OF THE FY 2020-2021 TENTATIVE BUDGET**

Given recent economic developments at the national, state, and local levels, the Chancellor and Chief Financial Officer will provide an update with regards to the impacts to the San Mateo County Community College District in advance of the 2020-21 Tentative Budget, which will be presented to the Board of Trustees for adoption at their meeting of June 24, 2020.