

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 23, 2022
Closed Session at 5:00 p.m.; Open Session at 6:00 p.m.

In Person at 3401 CSM Drive, San Mateo, CA 94402

Members of the Public may also participate via Zoom.
Zoom Meeting ID - <https://smccd.zoom.us/j/83511800103>
Dial-In: 1-669-900-9128 – Webinar ID: 835 1180 0103

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

Observing the Meeting

Members of the public who wish to observe the meeting in-person or remotely by accessing the link or calling the following telephone number above at the beginning of the meeting.

For individuals who attend the meeting in person, face coverings will be required while in-doors at the District Office for all individuals, regardless of COVID-19 vaccination status.

Providing Public Comment During the Meeting on NON-AGENDA Items

To make a comment regarding a non-agenda item, members of the public:

- (1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or
- (2) If remote, once in the Zoom meeting (via above link), can utilize the "raise hand" function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who "raise their hand" will be called upon in the order they appear.
- (3) Members of the public making comment are reminded of the 3-minute time limit for comment.

Providing Public Comment During the Meeting on AGENDA Items

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

- (1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or
- (2) If remote, once in the Zoom meeting (via above link), can utilize the "raise hand" function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who "raise their hand" will be called upon in the order they appear.
- (3) Members of the public making comment are reminded of the 3-minute time limit for comment.

Accommodations

Persons with disabilities who require an accommodation or service should contact the Chancellor's Office at (650) 358-6877 at least 24 hours prior to the Board meeting.

5:00 p.m. Call to Order / Roll Call

CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel – Existing Litigation
Cal'Landrea Glenn v. San Mateo County Community College District (Cañada College)
U.S.D.C. (Northern District) Case No. C20-06951-JCS
2. Conference with Labor Negotiator
Agency Designated Representative: Michael Claire
Employee Organizations: AFSCME, AFT, CSEA, Unrepresented Employees

3. Pursuant to Government Code 54957: Public Employee Discipline/Dismissal/Release

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

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

- 10.1 Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel
(Time Allotted: 5 minutes)
- 10.2 Re-Employment of Contract and Regular Faculty for the 2022-2023 Academic Year
(Time Allotted: 5 minutes)
- 10.3 Approval of the Allocation of Total Compensation and Adoption of New Salary Schedules for Employees in the San Mateo County Community College Federation of Teachers, Local 1493, AFT, AFL-CIO Bargaining Unit *(Time Allotted: 5 minutes)*
- 10.4 Proposed New Board Policy Relating to the CalSTRS Reduced Workload Program
(Time Allotted: 5 minutes)

Approval of Consent Agenda

All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.

- 11.1 Disposition of Records for Cañada College
- 11.2 Acceptance of the 2021-2022 CAI: New and Innovative Grant for the Cañada College Extended Reality Pre-Apprenticeship Program
- 11.3 Acceptance of the 2021-2022 CAI: New and Innovative Grant for the Cañada College Extended Reality Apprenticeship Program

- 11.4 Ratification of District Warrants for November and December 2021.
- 11.5 Approval of Proposed Updates to Board Policy 2401 (2.60) Regarding Board Policies and Administrative Procedures
- 11.6 Receipt of District's Initial Contract Proposal to the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO and Setting of a Public Hearing
- 11.7 Receipt of District's Initial Contract Proposal to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO and Setting of a Public Hearing
- 11.8 Receipt of the District's Initial Contract Proposal to the California School Employees Association, Chapter 33 and Setting of a Public Hearing
- 11.9 Receipt of Initial Contract Proposal from the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District and Setting of a Public Hearing
- 11.10 Endorsement of SB 893

Other Recommendations

- 12.1 Acceptance of 2021-2022 Mid-Year Budget Report and Approval of Budgetary Transfer and Income Adjustments for the Period Ending December 31, 2021
(Time Allotted: 5 minutes)
- 12.2 Creation of and Appointment of Board Members to an Ad-Hoc Advisory Subcommittee on Planning for the FY 2022-2023 District Budget *(Time Allotted: 5 minutes)*
- 12.3 Approval of Non-Resident Tuition Fee, 2022-2023 *(Time Allotted: 5 minutes)*
- 12.4 Approval of Proposed Updates to Board Policy 2710 (2.45) Regarding Conflict of Interest
(Time Allotted: 10 minutes)
- 12.5 Appointment of Member to the San Mateo County Colleges Educational Housing Corporation Board of Directors *(Time Allotted: 5 minutes)*
- 12.6 Consideration of Board Member Compensation *(Time Allotted: 5 minutes)*

INFORMATION ITEMS

- 13.1 Districtwide Student Housing Development Update *(Time Allotted: 25 minutes)*
- 13.2 Discussion of Secondary Uses of the Canada College Kinesiology and Wellness Building (CAN B1) *(Time Allotted: 15 minutes)*
- 13.3 2022 Contractor Prequalification Update *(Time Allotted: 10 minutes)*
- 13.4 Discussion of Performance Auditor/Policy Analyst Position Recruitment
(Time Allotted: 10 minutes)

- 13.5 Discussion on Process Engaging a Consultant to Conduct a Performance Audit of District Personnel Policies and Actions Related to Groups of Non-Bargaining Unit Administrative, Professional, Supervisory, and Executive Personnel *(Time Allotted: 10 minutes)*
- 13.6 Sunshine of Administrative Procedure 5.01.1 – Additional Responsibilities Pay for Non-Represented Employees *(Time Allotted: 5 minutes)*
- 13.7 Discussion of Board Professional Development *(Time Allotted: 10 minutes)*

COMMUNICATIONS

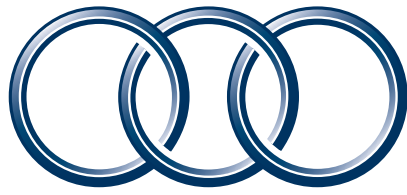
STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

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

ADJOURNMENT



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Cañada College • College of San Mateo • Skyline College

Combined Report of the College Presidents





CAÑADA COLLEGE STUDENT LEADER RECEIVES YOUTH OF THE YEAR HONOR



Cañada College Student Leader, Xitlali Curincita, was recently selected as the [Boys & Girls Clubs of the Peninsula's 2022 Youth of the Year](#). Xitlali will go on to represent the Boys & Girls Clubs of the Peninsula at the national competition. Youth of the Year is the Boys & Girls Club of America's signature effort to foster a new generation of leaders, fully prepared to live and lead in a diverse, global and integrated world economy.

The Boys & Girls Clubs of the Peninsula's 2022 Youth of the Year is an award presented to those who have made an outstanding impact in their community. The selection process for this award is extremely competitive. Candidates must present a series of four speeches to multiple panelists on the interview team. Xitlali was one of 12 students who competed for the award after being nominated by her coaches from Future Grads, a college preparatory program held in the Boys & Girls Club.

Xitlali is in her senior year of high school. In addition, she serves as President of the Associated Students of Cañada College and is a part of the Middle College High School program. Outside of Cañada College, she has volunteered as a tutor in her local library with Project READ as well as other organizations such as the Pomeroy Recreation & Rehabilitation Center. She attributes her time spent in the community to helping her discover that

her purpose is to support her community. She is extremely community focused, which has helped her to stand out as a nominee.

The Youth of the Year event, described by Xitlali, was fancy and glamorous. There were hairdressers, make-up artists and event planners to prepare the candidates for the event. Many well-known people attended including Andre Iguodala (professional basketball player for the Golden State Warriors), John Donahoe (CEO and President of Nike) and Eric Yuan (CEO of Zoom). The final four nominees presented their speeches to the panelists, each sharing their own community building stories. After this, each nominee had one-on-one interviews where they were asked questions about their experience in helping others at the Boys & Girls Club.

With this award, Xitlali will receive a \$1,000 scholarship and special recognition for the work she has done for her community over the past four years. Xitlali describes her recognition as a win for her entire community and she is determined to show others that anyone can achieve this honor. She attributes much of her work ethic to her grandparents who constantly reminded her of her roots and why it's important to work hard. Her grandparents were highlighted throughout her speech, and she talked about how they have reminded her of her culture. She takes so much pride in her indigenous roots, as her name translates to "Star Goddess." She says that she wants to inspire others as her grandparents inspired her, along with her little brother who constantly gives her reassurance. She is also extremely grateful for the Cañada College community for their extra support through this competition.

After Cañada College, Xitlali plans to attend a four-year university and, so far, she has been accepted to University of San Francisco, Loyola Marymount University and California State University, East Bay. She plans to major in Political Science where she aspires to become a politician and help the entire nation but especially underrepresented communities.

Xitlali remarked that the best part of the Youth of the Year experience was meeting new people, networking with them and learning from them. She also would like to put these skills back into helping her community. Xitlali's community will be cheering her on as she advances through the Youth of the Year National competition.

CAÑADA CONDUCTING FIVE-YEAR MASTER PLANNING PROCESS



In Spring 2021, Cañada College began the important year-long process of developing a new [Educational Master Plan \(EMP\)](#) to provide direction to the college instruction and support service areas on what we want to accomplish over the next five years. The EMP ensures the College is serving a changing community effectively. It is also the guide to all other college planning and is a critical part of the accreditation cycle. In addition, it prompts the College community to review its college mission, vision and values as well as update strategic goals and strategies to achieve the College's mission. A [Task Force](#) made up of faculty, staff, students and administrators is leading an inclusive, data-informed, equity and antiracism-focused EMP planning process.

Over the past year, Cañada's EMP Task Force has met regularly to evaluate the College's progress on the last EMP, review internal and external scans as well the results of a community perceptions questionnaire. The Task Force has led college-wide discussions on a broad range of topics that allowed campus stakeholders to re-visit the college's mission, vision and values. At the College's annual Leadership Retreat and at the August and October 2021 and January 2022 College Flex Days, the campus community participated in a variety of meaningful ways to enable broad-based participation and input. Most recently, the campus community came together on Zoom on February 11 for a Community Forum to re-consider the ways the world has shifted over the last five years and to discuss the pressing problems and significant opportunities that Cañada needs to strategically address in order to achieve its mission and remain effective over the next five years.

The next steps in the planning process include an Educational Master Planning Retreat on March 11 before finalizing the first draft of the EMP. From there, the draft will be presented to the Planning and Budgeting Council (PBC) and at the all-college session at the April 21 Flex Day. In May, the Task Force plans to present the EMP to the PBC for 2022-2027 for approval.

College of San Mateo

PARTNERSHIP WITH LYFT EXPANDS ACADEMIC ACCESS FOR CSM COASTSIDE STUDENTS



CSM is excited to announce the first program of its Coast to College plan: Lyft Rides for CSM Coastside Students. The pilot program was born out of discussions during the December 2021 Transportation Task Force meeting which blossomed into a full partnership between Lyft and CSM. The goal of this program is to address the transportation issues commonly cited by students in the coastal communities.

A [program](#) webpage and [registration form](#) are available, allowing interested students to review program details and sign up. Those who are approved to access the new service are eligible for a daily, free roundtrip Lyft ride between CSM and 11 different designated locations throughout Half Moon Bay, El Granada, Moss Beach, and Montara. Service hours are Monday through Friday from 7 am to 9 pm and rides begin on Tuesday, February 22.

Current CSM student and Half Moon Bay resident, Basilio Rico Serrano (Chilo), knows how difficult accessing the campus can be for those living on the coast. When told about the pilot

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program, he said, "I wish this service was available when I started attending CSM. To be honest, it was really hard to get to school using the bus because sometimes they did not stop at the college, so I needed to take a second bus to get there. I believe students are still having the same problem now."

"Having transportation for Coastside students is a huge benefit because public transportation is limited," says Norma Miramontes, MidPen Resident Services coordinator for the Moon Ridge Housing Community. "Students will no longer be reliant on others for transportation, [and will be] saving money and time for families."

The partnership with Lyft signals the first of several programs focused on increasing equitable access for Coastside residents to College of San Mateo.

COLLEGE 1 STUDENTS SHARE ENGAGING RESEARCH PRESENTATIONS



Past College 1 students share their research in College Center pre-pandemic.
Photo credit: Allie Fasth

Launched in fall 2017, CSM's College 1 course sets first-time students up for academic success by helping them successfully transition to college life. Developed as a seminar course and part of a cohort model for students enrolled in the College's Promise Scholars Program (PSP), the UC/CSU transferable course is also available to other CSM students each fall semester.

Students in the course get experience utilizing the library for research, while also learning to examine, develop and utilize student success principles and self-management tools. Course assignments emphasize group work, peer learning, and

lifelong learning strategies, structured around a shared reading experience to develop critical reading and thinking strategies.

This past semester, these College 1 students read *Black Man in a White Coat: A Doctor's Reflections on Race and Medicine* by Dr. Damon Tweedy. In his memoir, Dr. Tweedy addresses the question of whether physicians and, more importantly, all patients, are treated equally. He does this by examining race and its interactions with medicine at all levels of his medical training. His goal for *Black Man in a White Coat* was to 'paint a fuller picture of the experiences of black patients, as well as that of the black doctors who navigate between the black community and the predominately white medical world.'

At the conclusion of the shared reading, students used what they learned in the memoir to produce their team capstone projects. They analyzed how racial discrimination affects every part of our health care system and all people as they engage with it, patients and doctors alike. They presented their projects to their peers and shared with the larger campus community via the [College 1 webpage](#) in early February.

One group project titled [Racial Discrimination in Healthcare](#) was developed by a group of first-year PSP students. Kaylie Corbett, a member of that group says, "College 1 taught me how to work with other students on a college level. It's a different environment from high school and having College 1 to help me transition was a positive influence."

College 1 is also unique in that it brings faculty from a variety of different disciplines, including classified staff, who work closely with the college's learning communities to develop each semester's curriculum in collaboration.

Director of Pathways and Promise Allie Fasth, one of the creators of the College 1 course, says, "College 1 brings together educators in an interdisciplinary space where we get to work together at curriculum building and supporting brand new CSM students both inside and out of the classroom."

In preparation for teaching College 1, faculty attend the annual College 1 Institute the summer before teaching the course. During the Institute, guest speakers share information as the curriculum is developed around the next shared reading assignment. The Institute provides a unique professional development space, where the faculty practice their own

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metacognitive research skills and practice the College 1 classroom motto of “make the invisible visible for the students” on each other and themselves.

“Teaching College 1 is an incredible experience,” says PSP Program Services Coordinator and College 1 faculty Priscilla Menjivar. “I have the opportunity to support the development of our first-time Promise Scholars, while also teaching them how to navigate the higher education system. My students continue to remain in close contact with their Promise family—peers, staff, and faculty, and it wouldn’t be possible without College 1.”

For more information on the College 1 and the Promise Scholars Program, please visit the [College 1 webpage](#).



SKYLINE STUDENT SPOTLIGHT: CHRISTIAN CARLO-CEGUERRA



Chris Carlo-Ceguerra, is a creative writer studying journalism at Skyline College, and the current Focal Point Editor for the Skyline View, Skyline College’s fully student-run newspaper. Chris is passionate about enriching the humanities and social sciences, and his mission as a future media practitioner is to create fair and accurate media representation for people of color and for the underrepresented members of the LGBT community.

Last year, Chris was one of the creators of a collaborative podcast between Energize Colleges and the Journalism department, called The Green Experience. With his experience and skills in journalism, from working as features editor with The Skyline View, summer internships, and the Kababayan and Promise Scholars Program, Chris brought his talents to the podcast and helped create a program that will continue for years to come. Chris’ episodes covered topics such as environmental and sustainability literacy, sustainable consumerism, and the first-hand experiences of how sustainability is a normal practice in everyday life outside of the US and what we can learn from those experiences.

Through these podcast episodes he engaged his listeners and challenged them to think about their own personal choices and habits, and how they can change for the better. Chris’ positive energy and passions are only amplified through his work in journalism. Whether his future path takes him to UC Berkeley in media studies or to SFSU in journalism or broadcasting, he will inspire readers, viewers, and listeners through his work.

SKYLINE DRIVE-THRU COMMUNITY MARKET LARGEST IN SILICON VALLEY!



This past week marked the 70th Skyline College Free Drive-Thru Community Market! At this most recent weekly grocery distribution event we served 987 families (down from 1,015 families from the previous week). We are now officially the largest grocery distribution partner of Second Harvest of Silicon Valley, which means that we are currently distributing more groceries than any other site in San Mateo and Santa Clara counties!

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Our distribution is a collaboration between the SparkPoint program, Public Safety and Facilities teams, but we couldn't do it without the consistent support of student and community volunteers. Volunteer support is crucial to provide this support to our community and we are still seeking volunteers each week! If you are interested in volunteering, please sign up through the [Second Harvest Food Bank website](#).

Be advised: Lot C and Lot F will continue to be closed in order to host the Skyline College Free Community Market.

Every week each household or family receives almost 50 lbs. of groceries, including milk, eggs, pasta, rice, fresh produce, canned goods and dry goods, as well as a protein item (ham, chicken, turkey, etc.). Second Harvest Food Bank calculates that over 2.9 million pounds of groceries have been distributed since our program started in September 2020 and that we have offset over \$5.3 million in grocery costs for the most at-risk members of our local community. A special thanks goes to SMCCCD employees from SparkPoint, Public Safety, and Facilities, as well as the wonderful volunteers who make this event possible every week.

This event is held at Skyline College every Wednesday at 11:00 a.m. - 1:00 p.m. and has been extended through May 2022. All staff, volunteers and participants adhere to all COVID-19 Health and Safety Protocols at all times.

- Only drive-thru pickups will be served
- All participants must remain in their cars at all times and wear a mask
- Open to students and the community
- No I.D required to pick up food
- Please call (650) 738-7970 for weather and air quality closure updates
- Please use Skyline Blvd. entrance (turn left and enter Lot C)

If you have any questions please email us at skylinesparkpoint@smccd.edu.

Article by Chad Thompson

BOARD REPORT NO. 10.1

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Marie Billie, Interim Chief Human Resources Officer
David Feune, Director, Human Resources

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

None

B. PUBLIC EMPLOYMENT

College of San Mateo

Diego Baldonado*	Theatre Events Manager	Administrative Services
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New full-time, 12-month classified employment (Grade 34 of the Classified Salary Schedule 60; Salary Range: \$81,420 - \$104,124), effective March 21, 2022, replacing Helen Souranoff who retired.

Lizette Fontana*	Storekeeper	Business & Technology
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New full-time, 12-month classified employment (Grade 19 of the Classified Salary Schedule 60; Salary Range: \$56,412 - \$72,000), effective February 24, 2022, replacing Oksana Brinson who was reassigned.

Helen Hweg*	Visual Communications Coordinator	Community Relations And Marketing
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New full-time, 12-month classified employment (Grade 30 of the Classified Salary Schedule 60; Salary Range: \$73,968 - \$94,392), effective February 25, 2022. This position was previously vacant.

Skyline College

Mario Acuna Melendez*	Office Assistant II Passport Acceptance	Global Learning Programs and Services
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New part-time (48%), 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$26,449.92 - \$33,719.04), effective February 24, 2022, replacing Muang Pharn who was previously Board approved but unable to accept the position.

Re-Employment**District Office****Ana Pulido**

Interim Director of Public Affairs

Chancellor's Office

At its meeting on January 27, 2021, the Board approved the temporary position "Director of Public Affairs" at Grade 195E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (salary range: \$149,122 - \$188,586), through June 30, 2022. Staff is requesting to extend this position through June 30, 2023 and extend Ms. Pulido's interim assignment.

C. REASSIGNMENT THROUGH THE HIRING PROCESS

None

D. TRANSEER/ADMINISTRATIVE REASSIGNMENT**Skyline College****Elizabeth Tablan**

Program Services Coordinator

Strategic Partnerships and
Workforce Development

Transferred from a Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) for the Center for Career and Workforce Programs at Skyline College into this full-time, 12-month position for Dual Enrollment at Skyline College at the same grade level of the same salary schedule, effective February 24, 2022. This position was previously Board approved on December 15, 2021.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

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

1. Recommend a change in staff allocation to add one Instructional Designer position (Faculty Salary Schedule 80) in the Academic Support and Learning Technologies Division, effective July 1, 2022. (*Justification Attachment #01*)
2. Recommend a change in staff allocation to add one Dean of Kinesiology, Athletics and Dance position (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580) in the Kinesiology, Athletics and Dance Division, effective February 24, 2022. (*Justification Attachment #02*)

3. Recommend a change in staff allocation to add one Dean of Enrollment Services and Support Programs position (Grade AD of the Management Salary Schedule 20; Salary Range: \$169,668 - \$215,580) in the Enrollment Services and Support Programs Division, effective February 24, 2022. *(Justification Attachment #03)*
4. Recommend a change in staff allocation to add one full-time, 12-month Retention Specialist position (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) in the Humanities and Social Science Division, effective February 24, 2022. *(Justification Attachment #04)*

College of San Mateo

5. Recommend a change in staff allocation to add one full-time, 12-month Senior Planning and Research Analyst position (Grade 210S of the Classified Professional/Supervisory Salary Schedule 40; Salary Range: \$104,832-\$133,800) in the Planning, Research and Institutional Effectiveness Department, effective February 24, 2022. *(Justification Attachment #05)*
6. Recommend a change in staff allocation to add one Counselor position (Faculty Salary Schedule 80) for the Learning Communities in the Counseling Division, effective February 24, 2022. *(Justification Attachment #06)*
7. Recommend a change in staff allocation to add one Counselor position (Faculty Salary Schedule 80) for the Disability Resource Center in the Counseling Division, effective February 24, 2022. *(Justification Attachment #07)*

Skyline College

8. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) for Basic Needs in the Counseling Division, effective February 24, 2022. *(Justification Attachment #08)*
9. Recommend a change in staff allocation to add two Counselor positions (Faculty Salary Schedule 80) for the Promise Scholars Program in the Counseling Division, effective February 24, 2022. *(Justification Attachment #09)*
10. Recommend a change in staff allocation to add one Counselor position (Faculty Salary Schedule 80) for Veterans in the Counseling Division effective February 24, 2022. *(Justification Attachment #10)*
11. Recommend a change in staff allocation to add one Surgical Technology Instructor position (Faculty Salary Schedule 80) in the Science, Technology, Engineering and Math Division, effective February 24, 2022. *(Justification Attachment #11)*
12. Recommend a change in staff allocation to add two Ethnic Studies Instructor positions (Faculty Salary Schedule 80) in the Social Science and Creative Arts Division, effective February 24, 2022. *(Justification Attachment #12)*
13. Recommend approval of a temporary increase in staff allocation for one 10-month position in the Kinesiology, Athletics and Dance Division, effective May 2, 2022 through June 10, 2022. The increase in allocation will support athletes returning to campus for assessment and training.

Allocation

Athletic Trainer

Incumbent

Kayla Crittendon

of Days

30 days

G. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Cañada College

Faye Soler Financial Aid Technician Enrollment Services

Retired effective January 30, 2022, with 44.5 years of District service. Eligible for District retiree benefits.

District Office

Jose Nunez Vice Chancellor of Facilities and Operations Facilities

Retiring as Vice Chancellor Emeritus effective February 28, 2022, with 21.5 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

Cañada College

Marcela Grant Assistant Project Director Science and Technology

Resignation effective February 7, 2022, with 7 years of District service.

College of San Mateo

Jeremiah Sims Director of Equity President's Office

Resignation effective February 28, 2022, with 5.5 years of District service.

Shelvina Singh Office Assistant II Office of Vice President of Student Services

Resignation effective February 4, 2022, with 2 years of District service.

District Office

Felicia Ward Donor Relations Manager Foundation

Resignation effective February 11, 2022, with 2.5 years of District service.

Skyline College

Jenny Yang

Financial Aid Technician

Enrollment Services

Resignation effective February 11, 2022, with 9.5 years of District service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

Skyline College

Henri Morris

Cosmetology

Business Education and
Professional Programs

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee’s validation of equivalent academic qualification to teach in the Cosmetology discipline.

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	Business, Design & Workforce	1	03/01/2022	06/30/2022	<p>Professional Expert: Consultant: Will research 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, student assistants and provide support to the Dean of Business, Design, & Workforce. Cultivate and expand community relationships/partnerships. Requesting Manager: Hyla Lacefield</p>

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	Business, Design & Workforce (Guided Pathways)	1	03/01/2022	06/30/2022	<p>Program Services Coordinator: This position involves the planning and implementation of career explorations programs and supports. Under the direction of the Dean of Business, Design & Workforce and Director of Student Support, coordinates, and implements services, such as student recruitment, orientation, job skills preparation and internship placement, special events, tours, individual and specialized programs and other support current and potential program participants. The primary responsibility will be to develop relationships with industry partners that result in opportunities for class visits to worksites, job shadowing with professionals and internships in a variety of career fields. Requesting Manager: Hyla Lacefield</p>
College of San Mateo	Math and Science – Nursing	1	02/24/2022	06/30/2022	<p>Laboratory Technician: This is a technical position involving organization, coordination and maintaining supplies, equipment and instructional support services for the Nursing Skills Lab. Extensive interactions with faculty, students, and other college personnel to provide safety and procedural information concerning laboratory operations. The position is being requested while the Lab Coordinator classification is being reviewed by the District and CSEA. Requesting Manager: Charlene Frontiera</p>
Skyline College	Enrollment Services / Financial Aid	1	02/24/2022	06/30/2022	<p>Financial Aid Technician: Position is being requested to assist with the processing of HERRF funds to students. Requesting Manager: William Minnich</p>

New Position - Executive Summary

Organization: Cañada College

Position Title: Instructional Designer

Position Classification & Salary Range: Faculty. Salary Schedule 80, Grade XX

Position Funding Source: General Fund, Fund 1

Position Description:

This position will provide primary support for several core areas of the colleges distance education/online learning efforts including: support course review efforts, coordinate faculty training and professional development programs including the Quality Online Teaching & Learning program (QOTL), provide leadership as part of the colleges DE leadership team, and support curriculum review efforts specific to DE courses.

Role & Responsibilities:

the Instructional Designer will 1) Provide hands-on consulting with faculty on course design, course development, learning objectives, classroom management, active learning, assessment methods and teaching strategies for face-to-face, hybrid and online courses, 2) Present on-campus and online structured professional development training and learning opportunities for faculty and classified staff through individual consultation, programs and workshops. Through professional development training activities, promote mastery of technology skills and pedagogy to design and deliver successful online courses and support services, 3) Participate in assessment of online courses to ensure regular effective contact between instructor and student is included in all distance education courses. This position is a key member of the colleges DE team and is responsible for facilitating the continuous improvement of online teaching training and pedagogy.

Rationale/Justification for the Position:

The college is currently understaffed in the DE area at a time when we are seeing unprecedented growth in student demand for more flexible course-taking options. Additionally, our faculty need support, training, and mentoring as they implement new teaching modalities and pedagogical approaches. Cañada is the only college in the district without this critically important position. This position is aligned with

SMCCCD Board goals #3 and #5 and is also aligned with Cañada College's goal #1 - addressing student completion and success.

Process Used:

Submitted as ongoing position request for the fall 2020 DE program review resource request cycle and again for the 2021-22 DE program review request cycle, where this position was approved for funding through the college process. This position has also been prioritized for approval by the college Academic Senate in 2021 and is cited in the 2021-2023 DE Strategic Plan.

New Position Executive Summary

Organization: Cañada College

Position Title: Dean/Athletic Director - Kinesiology, Athletics, and Dance (KAD)

Position Classification & Salary Range: Management. Salary Schedule 20, Grade AD

Position Funding Source: General Fund, Fund 1

Position Description:

Reporting to the Vice President of Instruction, the Kinesiology, Athletics, and Dance (KAD) Dean/Athletic Director (AD) is responsible for planning, developing, coordinating, and evaluating instructional and intercollegiate athletics programs designed to ensure student success. The Dean/AD works closely with the Vice President of Instruction, the Vice President of Student Services, faculty, classified staff, and appropriate District personnel to improve, expand and deliver integrated instructional degree, athletics, and certificate programs. The Dean/AD ensures compliance with the California Community College Athletic Association's (CCCAA) rules and regulations governing college athletics.

Role & Responsibilities:

The Dean/AD provides leadership, planning, coordination, direction, and support for all Kinesiology, Athletics, and Dance Division activities. The Dean/AD coordinates program evaluation and works in collaboration with instructional and student support programs to ensure the effective use of college resources. The Dean/AD provides leadership in fiscal management and supervises all matters related to division personnel, including hiring, evaluating, and promoting professional development. The Dean/AD represents the College in all matters pertaining to intercollegiate athletics in accordance with the California Community College Athletic Association's (CCCAA) Constitution and Bylaws and oversees student-athlete eligibility processes in compliance with NCAA transfer guidelines.

Rationale/Justification for the Position:

The Kinesiology, Athletics, and Dance (KAD) Division is committed to embracing and advancing a diverse community of students to pursue self-development, educational attainment, and health. As the responsible administrator, the Dean/AD works with faculty and staff to ensure an inclusive, learner-centered environment that promotes students' well-being and supports them in meeting their transfer or job placement goals. The Dean/AD will manage various programs and intercollegiate athletics teams. The Dean/Athletic Director will work collaboratively with faculty and staff to align KAD division growth, innovation, and service to the community with the College's institutional goals and priorities.

Process Used:

- The KAD Dean/Athletic Director was submitted through the College's comprehensive program review process during the following cycles: 2017-18, 2018-19, 2019-20, 2020-21, 2021-22.

New Position – Executive Summary

Organization: Cañada College

Position Title: Dean of Enrollment Services and Support Programs

Position Classification & Salary Range: Management, Salary Schedule 20, Grade AD

Position Funding Source: General Fund, Fund 1

Position Description:

Responsible to the Vice President of Student Services for the coordination, integration and supervision of student admission and enrollment, registration and records policies and services, financial aid, special programs (i.e. Health Center, Dream Center, Veterans Services, SparkPoint), and/or other key areas of student services as assigned. The Dean ensures the various enrollment services units and other College departments collaboratively produce program outcomes that bring integrated services to students and the community.

Role & Responsibilities:

The primary responsibility of the Dean of Enrollment Services & Support Programs is to plan, provide leadership for, organize and direct the establishment of an organizational culture for enrollment services and strategies based on strong team building and systematic collaboration among student and college services, including admissions and records, enrollment, financial aid, special programs and/or other key services as assigned. The Dean will collaborate with other College and District administrators in order to plan and implement policies, procedures, programs, and activities that demonstrate quality consistent service to students as they navigate college enrollment and student services. The Dean will report directly to the Vice President of Student Services and will serve as a critical member of the College Cabinet.

Rational/Justification for the Position:

The Dean of Enrollment Services & Support Program serves as technical advisor to review and resolve matters of regulatory interpretation related to the enrollment services, financial aid, and broader student services compliance areas of the college. This position directs and participates in the research, data compilation and regular reporting – including annual program plans – that directly impact all service areas that support college access, enrollment, registration, and completion.

Process Used:

Full review and discussion through Cañada College's position prioritization request process in November and December 2021, as part of its annual integrated planning and budgeting cycle.

New Position - Executive Summary

Position Title: Retention Specialist (College for Working Adults)

Position Classification & Salary Range: Classified. Salary Schedule 60, Grade 24

Position Funding Source: General Fund, Fund 1

Position Description:

The primary responsibility of the Retention Specialist is to support outreach and the retention of students in specific programs designed to foster student success. Under direction, the employee performs a variety of preparatory work and planning and develops strategies to support and enhance student completion and success. Public contact is extensive and primarily includes students, faculty and staff, but can also include vendors and staff in other educational institutions and agencies, for the purpose of exchanging subject matter and procedural information. A high degree of independent judgment and creativity is required to resolve a wide variety of minor and occasional major problems that may arise. Consequences of errors in judgment can be moderately costly in public relations and employee time; however, supervisory controls are available to limit the risk of serious error. A Retention Specialist can perform a wide variety of duties within the scope of the classification. A Retention Specialist can direct the work of student assistants, clerical staff, and instructional aides, as assigned.

Role & Responsibilities:

Exchanges information with students, faculty and staff regarding subject-matter, resources, materials, policies and procedures associated with the classroom or laboratory setting or college programs and services. Confers with faculty regarding curriculum, computer hardware, software and other learning tools, student assignments and progress, tests, student test scores, alternate learning methods and other technical information related to the services and programs provided. Attends meetings, conferences and workshops to obtain current subject-matter, procedural and other information. Participates in division and department planning activities. Makes presentations to small and large groups to publicize the services and programs as assigned. Assists with outreach and retention of students into specific programs, including developing strategies to enhance student completion and success. Provide encouragement and support to students who are undecided about a major by providing information regarding specific majors. Proactively meets with students to monitor their progress. Tracks student involvement in on-campus support resources, including academic counseling and development of student educational plans, as well as support services relating to financial aid, scholarships, internships, transfer, including completion of transfer admission guarantees. Assists in planning an academic support structure to include workshops, study groups, tutoring, program activities, accompanying students to off-campus events, and other support services to enhance student retention and success. Works with faculty advisors and student leaders of clubs to develop programs that promote academic success. Uses a variety of computer software to organize and maintain learning resources and related data, compose and prepare correspondence, reports, publicity and other materials; sets up and maintains online and manual files; enters, modifies and retrieves a variety of statistical and other data for special and regular reports. Trains and leads the work of student assistants, clerical and other staff as assigned.

Rationale/Justification for the Position:

The Retention Specialist position will support Cañada College's goal to promote educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success. The Retention Specialist position is critical to the college's efforts to build and expand on guided pathways. This position will provide consistent retention support to our Human Behavior and Culture pathway. Guided Pathways aims to increase the rate at which underrepresented students earn college credentials, degrees and credentials in fields of high economic value, while also closing gaps for low-income students, students of color, returning adults, students with disabilities, and other groups with inequitable outcomes.

Process Used:

Review and discussion at Cañada College Cabinet and pending 12/15 Planning & Budgeting Committee/2022 Presentation.

Position Title: Senior Planning and Research Analyst

Organization: College of San Mateo

Position Classification and Salary Range: Salary Schedule 40, Grade 210S

Position Funding Source: (General Fund, Fund 3, Special Allocation, Grant, etc.)

TBD

Position Description

Brief description including key responsibilities, who the position reports to, etc.

CSM PRIE serves the college and collaborates extensively with sister college PRIE offices as well as the district PRIE office to enhance our efforts and coordinate a streamlined approach to our work. All PRIE offices collaborate bimonthly on strategy and implementation through the District Research Planning Council. College PRIE Deans meet weekly to coordinate and collaborate on common projects. The PRIE offices have strong working relationships that allow for collaborative efficiency balanced with service to our respective colleges.

Under the direction of the Dean of Planning, Research, Innovation, and Effectiveness (PRIE), the Senior Research Analyst independently performs a variety of advanced level professional activities involved in the planning, design, implementation, and dissemination of research and evaluation studies that support the college's decision-making, strategic plan, program planning processes, and other measures of institutional effectiveness. Leads, designs, develops and conducts complex research assignments using advanced social science research principles, methodologies, and statistical analyses. Assists the Dean of PRIE with the coordination of campus research for guided pathways, AB705 implementation, grant funded projects, statewide student success initiatives, and other college research projects and priorities as assigned. Provides functional coordination of the work of Planning and Research Analyst(s) and support staff. The Senior Research Analyst will also serve as a primary contact in the functional coordination and collaboration of research activities with its SMCCCD sister colleges. Performs other related duties as assigned.

Rationale/Justification for the Position

Include whether this is to meet a District and/College strategic goal, to address an operational or safety need, required by law or grant, board directive, etc.

PRIE needs this position to keep pace with the growing number of initiatives, programs, and mandates, which have resulted in increased research requests, reports, and

communication. These demands, of which many require primary research and/or custom analysis, originate both from within the college and externally from the Board of Trustees, the District Office, and the state chancellor's office. The Senior Research Analyst will manage the workflow and balance of research requests, compliance reporting, inter-district demands for reporting, and associated communication.

Factors which have contributed to PRIE's workload growth include:

- COVID-19 pandemic, which has upended the college's day-to-day operations, which has required thoughtful adjustments to and interpretations of reports which under normal conditions have been routine and/or automated, and which has required quick turn-around of data and analysis for decision-making
- A growing number of statewide community college initiatives and state mandated reports to increase student success (e.g., Guided Pathways/College redesign, SEA/Equity, AB 705, AB 19, AB 288, Chancellor's Office Call to Action around Social Justice, etc.)
- Increased districtwide research collaboration and coordination, which has created a need for methodological oversight to ensure cross-college data integrity (e.g., the District Office, Board of Trustee requests, CARES/HEERF distributions, grant reporting, and District Strategic Plan)
- Increased data integration resulting in an increasingly complex research and data mining environment (WARE, Banner, SAP, CRM...)
- Cultivation of a data-informed campus culture, resulting in increased demands for data to inform decision-making. Since the implementation of [CSM research request process](#) in 2019 that tracks research requests, we have doubled our research productivity from 100 to over 200 requests per year.
- Concurrent with increased data demand are growing numbers of college-wide data users, requiring more personalized support and consultation to make sense of data nuances and limitations
- Oversight of research products for quality control and data integrity
- Evaluation of the College's strategic goal metrics and Education Master Plan (EMP)
- Reporting for grants/awards and provide research support

Process Used

Brief description of the process used, note approval from the participatory governance process if appropriate. For new CSEA positions also note whether the position was brought through the LMC

The Senior Research Analyst position has been proposed, reviewed, and approved through participatory governance, specifically the annual collegewide resource request process, which weighs all human and material resource requests against the needs of the college. This position

is not new to the district; it was approved by the Board for Skyline College in May of 2021. CSM would also like to add the role.

New Position – Faculty

Organization: College of San Mateo

Position Title: General Counselor (Learning Communities)

Position Classification & Salary Range: Initial placement with a Master's degree can range from \$77,964 up to \$97,836 per year; and a Ph.D. can range from \$89,340 to \$104,448 per year.

Position Funding Source: General Fund, Fund 1

In 2021, SMCCD received approximately \$1.6 M of additional state funding to hire new full-time faculty. The funding is intended to be used to increase district's percentage of full-time faculty toward meeting the 75 percent full-time faculty goal. Of the \$1.6 M, CSM received approximately \$582K to be used to hire 4.0 FTE of additional faculty. The Learning Communities Counselor is 1.0 FTE of the 4.0 FTE.

Position Description:

The College of San Mateo seeks a full-time, tenure track faculty member in both Counseling and Academic Support and Learning Technologies. The ideal candidate will share the College's commitment to educating a racially and socioeconomically diverse student population. This is a full-time, 10-month (30 hours per week) faculty counseling position supervised by the Dean of Counseling, Advising and Matriculation.

Role & Responsibilities:

1. Provide counseling services to Learning Community students, including academic, vocational, career, and personal counseling
2. Work in partnership with Academic Support and Learning Technology Division Dean to develop and plan program activities and assess program needs
3. Participate in Counseling and Academic Support and Learning Technology Division meetings
4. Provide crisis intervention counseling as needed to assist students dealing with issues that could interfere with their academic success
5. Assist students in clarifying their educational goals, developing student educational plans (SEPs), and selecting courses
6. Establish and maintain connections with college programs and community agencies that would benefit Learning Community students
7. Assist in developing and preparing program Learning Community Program Review and Student Learning Outcomes and Service Area Outcomes
8. Develop and teach Counseling, Career and College Planning courses
9. Develop and facilitate student success/faculty development workshops
10. Collaborate with faculty (instructional and counseling) and staff to encourage student utilization of counseling, college success services, and resources available to them
11. Develop, implement, or partner in initiatives related to student success and collaborate with programs, such as Guided Pathways, EOPS/CARE, DRC, Promise Scholars and Veterans in order to maximize student success
12. Participate in the implementation of transfer and matriculation activities at the college
13. Participate in outreach activities, events and classes both on and off campus, at local high schools, adult schools and community agencies

14. Participate in planning and teaching of Dual Enrollment courses on or off campus
15. Utilize and keep abreast of advanced counseling methods and student development theories which include integrating technology to support student learning and career objectives
16. Participate in meetings, conferences, trainings, and other professional development activities to maintain the expertise required to provide accurate and reliable information and support to Learning Community faculty, staff and students.
17. Participate in shared governance institutional committees
18. Perform other duties as required by contract, collective bargaining agreement, and general institutional needs as assigned

Rationale/Justification for the Position:

Since their inception, the CSM Umoja and MANA learning communities have served hundreds of students of color. As a result of these learning communities, the graduation and transfer rates of African American and Pacific Islander students has increased substantially. For example, according to the 2012 update of the CSM Educational Master Plan and the 2013 DIAG Annual Report, only 0.8% of CSM transfers were African American, well below the population's portion of the CSM student body. More specifically, during the 2009-10 AY, only three (3) African American students from CSM transferred to a CSU or UC. Since Umoja's inception in 2014, an average of nine (9) Umoja students have graduated and transferred *per year*, essentially tripling the college's totals. MANA has very similar data. Umoja and MANA have achieved this academic excellence with the help of adjunct or partially reassigned full-time counselors. As a result, the Umoja and MANA counselors have struggled with availability for students and program needs. (e.g. attending field trips and classes, being present in the Village, etc.). Due to the success of our learning communities that serve our students of color, multiple communities have begin to emerge i.e. Katipunan (Filipinx emerging LC) and Brothers Empowering Brothers. To support the growth of our learning communities and have dedicated faculty within this area, we need a fulltime Learning Community Counselor. A full-time, tenure-track counselor would create consistency for the students, further strengthen the support network of the ethnic learning communities and support with outreach and retention efforts to increase the number of students served.

Process Used:

This position was requested and approved through the College of San Mateo's Resource Request process which also included program review for this year.

New Position – Faculty

Organization: College of San Mateo

Position Title: Disability Resource Center Counselor

Position Classification & Salary Range: Initial placement with a Master's degree can range from \$77,964 up to \$97,836 per year; and a Ph.D. can range from \$89,340 to \$104,448 per year.

Position Funding Source: General Fund, Fund 1

In 2021, SMCCD received approximately \$1.6 M of additional state funding to hire new full-time faculty. The funding is intended to be used to increase district's percentage of full-time faculty toward meeting the 75 percent full-time faculty goal. Of the \$1.6 M, CSM received approximately \$582K to be used to hire 4.0 FTE of additional faculty. The DRC Counselor is 1.0 FTE of the 4.0 FTE.

Position Description:

The College of San Mateo seeks a full-time, tenure track Disability Resource Center Counselor. The ideal candidate will share the College's commitment to educating a racially and socioeconomically diverse student population. This is a full-time, 10-month (30 hours per week) faculty counseling position supervised by the Dean of Counseling, Advising and Matriculation working in the Disability Resource Center.

Role & Responsibilities:

1. Provide professional, academic/vocational, personal, and disability-related counseling
2. Assist students experiencing academic difficulty in maximizing their success
3. Develop education plans, monitor student progress, and conduct follow-up activities
4. Be knowledgeable of, and maintain contact with social, health, and community agencies
5. Use technology tools as it relates to counseling functions
6. Communicate effectively orally and in writing with students, faculty, staff, and the community
7. Attend and participate in case management, department, and counseling meetings
8. Teach guidance courses as needed
9. Act as a consultant regarding student performance and retention
10. Interpret placement and career assessment results
11. Conduct college orientations and workshops related to student success and development
12. Coordinate and provide tours for high school seniors with disabilities
13. Verify student eligibility for DSPP programs and services
14. Identify functional limitations
15. Determine reasonable accommodations

Rationale/Justification for the Position:

The counselor to student ratio recommendation for DRC students is approximately 300 students to 1 DRC Counselor. CSM's DRC currently far exceeds this recommendation with only one full-

time Counselor to support our approximate population of 1,000 DRC students. We are doing a disservice to our students who have learning differences, mental health difficulties, and many other challenges that would benefit greatly from additional support from our DRC Counselors.

Having an additional DRC Counselor will expand counseling to include more wrap-around services to close the equity gaps in achievement and persistence for DRC students. The DRC Counselor will allow for much-needed additional in-person/Zoom meetings with students. As it stands, the DRC counselors are focused on intakes and SEPS for compliance without the availability to offer more support services. We will be able to increase counselor availability for DRC students for accommodation needs, disability-related counseling, class issues, meeting with faculty, and for relationship-building opportunities. We will offer more DRC presence and representation on campus committees resulting in more disability awareness and referrals for services. We will expand campus-based partnerships to increase the utilization of DRC services by Asian, Filipino, and Pacific Islanders student populations. We will foster student belongingness and a sense of community to address gaps in persistence by hosting more faculty-driven events, and re-establishment of a club relating to disability in an effort to build connections for group and self advocacy.

Process Used:

This position was requested and approved through the College of San Mateo's Resource Request process which also included program review for this year.

New Position - Executive Summary

Organization: Skyline College

Position Title: Program Services Coordinator – Basic Needs

Position Classification & Salary Range: Classified Salary Schedule 60 Grade 27

Position Funding Source: 31284 2340 2130 649008

Position Description:

This position reports to the Director of SparkPoint and is supported by the Counseling Division. The position is the connection for our basic needs identified students to resources including but not limited to housing support, food insecurity resources, and personal counseling. The position is dedicated to connecting and supporting our basic needs identified students including our housing and food insecurity students to on and off campus resources.

Rationale/Justification for the Position:

AB 132 requires each California Community College to establish the position of Basic Needs Coordinator and designate a dedicated staff person. The Bill requires a basic needs coordinator to act as a broker in identifying, supporting, and linking students to on and off campus housing, food, mental health and other basic needs services and resources.

Process Used:

Approved through classified prioritization process and in consultation with College Cabinet

New Position - Executive Summary

Organization: Skyline College

Position Title: Promise Scholars Counselor – 2 Positions

Position Classification & Salary Range: Regular faculty schedule - Salary Schedule 80

Position Funding Source: General Fund, Fund 1 (one-Time Money through SMCCCD Free College Initiative)

Position Description:

This position works in collaboration with and is supervised by the Director of the Promise Scholars program and the Dean of Counseling. The Promise Scholars Program is a central component of the Board of Trustees Free SMCCCD initiative and is focused on increasing 2-year and 3-year degree and certificate completion for participating students, with an overall aim of increasing the overall college 2-year and 3-year degree and certificate completion rates. The program supports equity and anti-racist goals by ensuring more students have access to the resources they need to complete their college journey and aims to remove barriers to completion by providing counseling, financial, and academic support for up to three full years. These counseling positions are a critical component in providing the support necessary to meet the prescribed outcomes for the program.

Rationale/Justification for the Position:

The Promise Scholars Program is currently set up to serve 750 students, but SMCCCD District Office has directed the program to begin expansion, and build-out the staffing needed to jump to serve 950 Student in Fall 2022, 1,250 students in Fall 2023, and 1,500 students in Fall of 2024. This is a significant expansion, and, due to ASAP Model replication requirements regarding counseling maximum caseloads (1:130 ratio), requires significant investment in counseling faculty. This full-time position request is additionally important because the program, given the caseload model, 3-year support for students, and focus on completion, requires stable and consistent relationships between counseling faculty and their caseload of students. Because of the importance of this relationship, it is critical to ensure the majority of students are served by full-time faculty, who tend to serve long-term at the college, rather than adjunct faculty, who typically serve in these roles for a maximum of 1-2 years.

In addition, based on internal/projected numbers (we are awaiting institutional confirmation for 2019 cohort), the program has supported students in graduating at rates far exceeding -- more than doubling -- historical 2-year graduation rates. Skyline College's historical 2-year rate has hovered between 6-8% in the last several years, and PSP's Fall 2018 cohort completed a 22% 2-year graduation rate, and almost 27% completion (combined graduation and transfer) rate. The Promise Scholars Program, since its inception, has dramatically increased student graduation rates at the 2-year and 3-year mark. The expansion of the program offers a unique opportunity to ensure more students benefit from the program and succeed in completing their educational goals at Skyline within 2-3 years.

Process Used:

Approved through the campus faculty prioritization process

New Position - Executive Summary

Organization: Skyline College

Position Title: General Counselor – Veterans

Position Classification & Salary Range: Regular faculty schedule - Salary Schedule 80

Position Funding Source: General Fund, Fund 1

Position Description:

This position reports to the Dean of Counseling. Since 2018 there has been increase of over 20% enrollment of Veteran students and the need will only continue to increase. Currently have 330 self-identified veterans/military connected students. Veteran students have many regulatory requirements to meet in regards to their educational planning that requires a lot of follow up with students. This FT dedicated counselor position will better position our team to provide proactive support and monitor and support student success through their educational journey. This position specifically supports Educational planning, counseling to support students navigate challenges on and off campus, monitoring student progress, proactively engaging students that most need the support and may include teaching Counseling discipline courses.

Rationale/Justification for the Position:

Veteran students are one the most unique student populations comprised of multiple racial demographics and at times very intense challenges associated with having served in the military. Some of the more intense challenges include adjusting to "civilian life", post-traumatic stress disorder, and other mental health challenges. Veteran identified enrollment numbers are continuing an upward trend in enrollment. This is despite the negative implications COVID-19 has had on enrollment as whole. It is reasonable to expect that as we return to campus and in person classes Veteran enrollment is likely to grow even more further increasing the need to have FT counselor lead the support for Veteran students.

Process Used:

Approved through the campus faculty prioritization process

New Position: Executive Summary

Organization: Skyline College

Position Title: Surgical Technology Faculty

Position Classification and Salary Range: Certificated Faculty, 100% F.T.

Position Funding Source: General Fund

Position Description:

The primary responsibility of the Surgical Technology Faculty is to provide Clinical Coordination and Lab Skills Instruction for the Surgical Careers' Programs (Surgical Technology Program, Anesthesia Technology Program, and Central Services Technology Program). This individual will be the liaison between the ST Careers' Programs and the Hospitals/Clinical Affiliates to assign the students to clinical practice(s) and to keep involve in their progress and their hands-on performance. This employee will also keep the SMCCD educational agreements up to date, working in collaboration with the SMCCD Executive Chancellor's Office in this matter.

Rationale/Justification for the Position:

The Surgical Technology Faculty play a key role in overseeing the day-to-day activities of the students in the healthcare setting. His/her responsibilities include students' clinical rotation placement, communicating with different departments and key personnel-staff, attending periodic meetings, ensuring adequate patient care, assisting the students when practicing procedures, manage the budget and resources, implement policies and procedures, prepare reports, among others. The role of the clinical coordinator has become vital in the success of schools of allied health professions. The expanded role provides for college' representation at each site, improves the lines of communication between the college and each site, and allows for regular visits to each clinical site.

Process Used:

This position was identified by the Department through their Annual Program Plan as a priority position and prioritized by the STEM Division. It was then presented to the campus and FTEFAC Committee at Skyline and prioritized as a top position by the committee and confirmed by the President.

New Position: Executive Summary

Organization: Skyline College

Position Title: Ethnic Studies Professor

Position Classification and Salary Range: Certificated Schedule 80

Position Funding Source: (General Fund, Fund 3, Special Allocation, Grant, etc.) General Funding

Position Description

This position is for a fulltime/tenured track faculty for the Ethnic Studies department within the Social Science and Creative Arts Division (SSCA).

Rationale/Justification for the Position

This will meet the GE requirement for students to graduate, complete degrees and transfer within SSCA and other Division disciplines. The State of California approved AB1460 which requires California State Universities (CSUs) to provide Ethnic Studies at each campus. Student graduating in the 2024-2025 academic year must complete a minimum of one 3-unit course in Ethnic Studies. This position will report to the Dean of Social Science and Creative Arts.

Process Used

This position was approved by the faculty in SSCA and presented by the Dean of Social Science and Creative Arts to the Full Time Equivalent Faculty Allocation Committee (FTEFAC). It was then approved by the FTEFAC and recommended and approved by the Academic Senate and the College President.

BOARD REPORT NO. 10.2

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Marie Billie, Interim Chief Human Resources Officer
David Feune, Director, Human Resources

**RE-EMPLOYMENT OF CONTRACT AND REGULAR FACULTY
FOR THE 2022-23 ACADEMIC YEAR**

The academic employees on the attached report were evaluated during the 2021-22 academic year in accordance with District policy and collective bargaining agreement and are recommended for re-employment pursuant to the Board of Trustee's authority by the California Education Code.

RECOMMENDATIONS

- A. It is recommended that the following Contract I employees be re-employed in Contract II status for the 2022-23 academic year:

Deborah Baker	Lynsey Hemstreet	Hellen Pacheco
Herlene Grace Beltran	Jennifer Howze-Owens	Javier Silva
Julieth Diaz Benitez	Simantini Karve (previously Joshi Aditi)	Shannon Spring
Marcus Chacon	Michael Limm	Jessica Tohmc
Christopher Collins	Elizabeth Llamas	Philip Tran
Rachel Cunningham	Kiran Malavade	Brandon Williams
Eddy Harris	Jose Manzo	Kathy Zarur

- B. It is recommended that the following Contract II employees be re-employed in the first year of Contract III/IV status for the 2022-23 academic year:

Aricka Bueno	Julie Luu	Beatriz Qura Del Rio
Leonardo Cruz	Sunny Martin	Susanne Schubert
Manuel Delgado	Felicia Mazzi	Kolo Wamba
Andrea Fuentes	Gilbert Perez	Christopher Watters
Doris Garcia	Shawn Perisho	Adria Otte
Jorge (Andy) Gomez	Christina Shih	

- C. It is recommended that the following first-year Contract III/IV employees be advanced to their second year of Contract III/IV status for the 2022-23 academic year:

Briana Avila	Lezlee Inman	Angel Pilar
Michelle Beatty	Ramakrishnan Kalyanaraman	Joshua Rhodes
Kenny Gonzalez	Althea Kippes	Kimberly Salido
Alex Guiriba	Mandy Lucas	Janice Sapigao
Emilie Hein	Ame Maloney	Gampi Shankar
Katie Hern	Athena Nazario	

- D. It is recommended that the following second-year Contract III/IV employees be advanced to Regular (Tenure) status beginning with the 2022-23 academic year:

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

BOARD REPORT NO. 10.3

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Marie Billie, Interim Chief Human Resources Officer
David Feune, Director, Human Resources

**APPROVAL OF THE ALLOCATION OF TOTAL COMPENSATION AND ADOPTION OF
NEW SALARY SCHEDULES FOR EMPLOYEES IN THE SAN MATEO COMMUNITY
COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AFT, AFL-CIO BARGAINING UNIT**

Per the District's total compensation formula, the District's employee groups are notified of their respective available funds to collectively allocate within their group. AFT received a compensation amount for fiscal year 2021-2022 according to the "total compensation" formula in the collective bargaining agreement effective July 1, 2019 through June 30, 2022. AFT decided to allocate the available compensation to salary resulting in a 0.52% increase. The increase in salary is effective August 16, 2021. Paychecks in March will reflect the increase in salary and retroactive payments for August 2021 through February 2022 will be processed in April 2022. The allocation of available compensation to AFT is now submitted to the Board of Trustees for approval.

RECOMMENDATION

It is recommended that the Board of Trustees approve the allocation of available compensation as indicated above for the San Mateo Community Federation of teachers, Local 1493, AFT, AFL-CIO and adopt the attached salary schedules.

San Mateo County Community College District
Regular Salary Schedule (80)
Effective: 16-AUG-2021

Grade	1	2	3	4	5
Step	<u>Base</u>	<u>MA</u>	<u>MA w/45</u> <u>Units</u>	<u>MA w/60</u> <u>Units</u>	<u>PhD/EdD</u> <u>/ID</u>
1	74580	78372	80280	83016	89808
2	78372	82152	84072	86868	93588
3	82152	85980	87888	90672	97392
4	85968	89796	91692	94524	101160
5	89760	93564	95484	98340	104988
6	93552	97380	99300	102180	108780
7	97356	101160	103080	106032	112596
8	101148	104976	106884	109872	116376
9	104964	108780	110700	113712	120216
10	104964	108780	110700	113712	120216
11	108768	112572	114492	117528	123972
12	108768	112572	114492	117528	123972
13	108768	112572	114492	117528	123972
14	113592	117444	119376	122508	128976
15	113592	117444	119376	122508	128976
16	113592	117444	119376	122508	128976
17	113592	117444	119376	122508	128976
18	118668	122508	124464	127644	134148
19	118668	122508	124464	127644	134148
20	118668	122508	124464	127644	134148
21	118668	122508	124464	127644	134148
22	118668	122508	124464	127644	134148
23	122496	126348	128304	131520	137976
24	122496	126348	128304	131520	137976
25	126156	130152	132156	135468	142128

The above dollar amounts are annual salaries, based upon services performed on 175 days of the college year for full-time employees on a regular academic year contract.

**San Mateo County Community College District
Adjunct Faculty Salary Schedule Non-Inst. (AJ)
Effective: 16-AUG-2021**

Step	Laboratory	Special
1	71.80	51.86
2	76.47	55.03
3	81.10	58.35
4	85.28	61.62
5	89.37	64.90
6	93.54	67.74
7	98.02	70.64
8	102.49	73.47
9	106.67	76.46
10	109.92	78.75
11	113.20	81.11

Note: Compensation for the summer session is based on the
Salary Schedule in effect during the previous semester.

**San Mateo County Community College District
Adjunct Faculty Salary Schedule Inst. (HI)
Effective: 16-AUG-2021**

Step	Lecture	Laboratory	Special
1	87.88	75.48	54.51
2	93.03	80.41	57.88
3	98.22	85.26	61.35
4	103.46	89.65	64.80
5	108.40	93.96	68.23
6	113.89	98.38	71.21
7	118.85	103.03	74.27
8	123.90	107.75	77.22
9	128.99	112.15	80.40
10	132.88	115.56	82.81
11	136.88	119.03	85.27

*Note: Compensation for the summer session is based on the
Salary Schedule in effect during the previous semester.*

**San Mateo County Community College District
Regular Faculty Salary Schedule (OL)
Effective: 16-AUG-2021**

Step	Lecture	Laboratory	Special
1	73.24	62.71	45.38
2	77.67	66.72	48.19
3	82.14	71.04	51.11
4	86.79	75.35	54.22
5	91.45	79.21	57.25
6	95.76	83.03	60.32
7	100.62	86.95	62.96
8	105.04	91.06	65.66
9	109.49	95.22	68.25
10	114.00	99.14	71.02

Note: Compensation for the summer session is based on the Salary Schedule in effect during the previous semester.

BOARD REPORT NO. 10.4

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Marie Billie, Interim Chief Human Resources Officer
David Feune, Director, Human Resources

PROPOSED NEW BOARD POLICY RELATING TO THE CALSTRS REDUCED WORKLOAD PROGRAM

The CalSTRS Reduced Workload Program, also known as the Phase-In Retirement Plan as stated in Article 10.2 of the American Federation of Teachers, Local 1493 (AFT) Collective Bargaining Agreement and governed by Education Code 22713, allows CalSTRS Defined Benefit Program members who meet eligibility requirements to reduce their workload from a full-time basis to a part-time basis that is at least 50 percent of the time the employer requires for a full-time basis.

For each school year, the member's workload is reduced in accordance with this program, the member will be paid for the reduced work schedule, but the member's CalSTRS contributions will be based on an amount the member would have contributed if the member had performed creditable service for that position on a full-time basis. The member will receive a full year of service credit and for each year the member participates in the Reduced Workload Program. The member will also be entitled to have their final compensation calculated based on the final compensation the member would have earned if they had worked full-time.

The Reduced Workload Program has been in place with our District for over 30 years, however, CalSTRS is requiring a formal Board policy per Education Code 87483. An approved Board policy will allow for the District to continue to provide the Reduced Workload Program to our faculty. This is critical at this time as we currently have eight participants in the program.

RECOMMENDATION

It is recommended that the Board approve attached Board Policy 3.95.

Board Policy
San Mateo County Community College District

Subject: NEW – BP 3.95 Reduced Workload Program
Revision Date: XX
Policy Reference: Education Code 22713 and 87483
San Mateo County College Federation of Teachers, Local 1493, Article 10.2

The San Mateo County Community College District reduced workload policy establishes eligibility and participation requirements for academic employees who wish to teach less than full time and are at least 55 years of age.

I. Eligibility Requirements

- A. Academic employees may participate if they are 55 years of age or older.
- B. The academic employee must have at least ten years of service credit prior to the date of participation.
- C. The academic employee must have been employed to perform creditable service in a full-time position for five consecutive years without a break in service immediately preceding the request.
 - 1. For the purpose of qualification, absence due to illness, bereavement, or any other approved leave of absence does not constitute a break in service.

II. Participation Requirements

- A. Before the first year of participation in the program, an academic employee who is a member of CalSTRS must submit a written request to participate in the Reduced Workload Program to the Human Resources Office prior to the start of the school term and shall include the percentage reduction and effective date. As long as the eligibility requirements are met, the request will be granted.
- B. The Reduced Workload Program forms must be submitted to CalSTRS and CalSTRS must verify the academic employee's eligibility prior to the beginning of the school year.
- C. The total amount of time in which a member reduces his or her workload shall not exceed 10 school years.
- D. The reduced workload must be equal to or greater than a 50 percent contract. The academic employee and the District may mutually agree to change the percentage of the reduced workload program prior to the beginning of any subsequent school year.
- E. The academic employee shall be paid a salary that is a pro rata share of the salary which would have been earned had the academic employee not elected the Reduced Workload Program.
- F. The salary paid must be at least half the salary the member would have earned on a full-time basis.
 - 1. If the academic employee does not work at least one-half the time the District requires for full-time, the employee's service credit will be calculated on actual time worked.

- G. The academic employee must receive all other benefits a regular full-time academic employee would normally receive.
- H. The District and the academic employee must each contribute to CalSTRS a percentage of the full-time compensation the academic employee would have earned if employed on a full-time basis, which is adjusted each fiscal year by CalSTRS.
- I. If the academic employee retires or terminates employment before the end of a school year, the academic employee's agreement under the Reduced Workload Program will be revoked for the school year in which the agreement was terminated. The academic employee will receive service credit only for the part-time service actually performed that school year.

BOARD REPORT NO. 11.1

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

DISPOSITION OF DISTRICT RECORDS FOR CAÑADA COLLEGE

District Rules and Regulations, Section 8.27 (Records Management), provides for disposition of District records, including classification, retention and destruction in accordance with the California Education Code. After its review of District records, District staff requests the Board's approval for the destruction of the records in Exhibit A. All of the listed records have outlived their usefulness and were kept for the period mandated by the Education Code.

For the Board's information, the record types are summarized as follows:

- Class 1: Permanent Records
- Class 2: Optional Records – Optional records not required to be maintained permanently, but deemed worthy of further preservation. These records shall be retained as Class 2 records until reclassified as Class 3
- Class 3: Disposable Records

RECOMMENDATION

It is recommended that the Board approve destruction of the obsolete records as shown on the attached list.

List of Records to be Disposed For Canada College

Department	Bldg./Room	Contact	Ext.	Email	Year of Record	Record Title	Number of Boxes
ASLT	5-226	Yesenia Haro	3155	haroy@smccd.edu	2001-2012	High School Transcripts	1
ASLT	5-226	Yesenia Haro	3155	haroy@smccd.edu	2013-2014	High School Transcripts & MC Application Prompt Essays	1
ASLT	5-226	Yesenia Haro	3155	haroy@smccd.edu	2013-2014	MC applications w/ supporting docs.. Rec letter, HS transcripts/MC Registration Agreement	1
ASLT	5-226	Yesenia Haro	3155	haroy@smccd.edu	2012-2018	MC students/parents surveys, 2012 MC applications, 2013, HS transcripts, 2013-2014 MSCCD & SUHSD Agreement, 2014 MC applications, 2015 minor concert medical emergency form, print emails, bookstore reports, US. Bank Sttements 2011-2012, Excused Absence call logs, 2018 Canada college applications	1
ESL/CBET	3-147	Diana Espinoza Osuna	3488	espinozaosunad@smccd.edu	2012	CBET and ESL Program Spring 2012 CBET Registration	2
ESL/CBET	3-147	Diana Espinoza Osuna	3488	espinozaosunad@smccd.edu	2008	CBET and ESL Program Spring 2008 CBET Registration	2
Learning Center	9-220	Jonathan MacSwian	3468	macswaini@smccd.edu	2009-2016	Tutoring Documents (session records, G#, LCTR698 sheets, etc)	10
Library	9-308	Paul Gaskins	3429	gaskins@smccd.edu	2017	Bank statements, detailed invoices, student records and other information	1
Total Boxes							19

BOARD REPORT NO. 11.2

TO: Members of the Board
FROM: Michael Claire, Chancellor
PREPARED BY: Kim Lopez, Interim College President
Tammy Robinson, Vice President, Instruction

ACCEPTANCE OF THE 2021-2022 CAI: NEW AND INNOVATIVE GRANT FOR THE CAÑADA COLLEGE EXTENDED REALITY PRE-APPRENTICESHIP PROGRAM

Cañada College is starting a new Extended Reality Pre-Apprenticeship Program that will be the first pre-apprentice program in the technology register with DAS. Cañada College will train 100 pre-apprentices and will transfer a minimum of 25 to the Foothill-De Anza DAS registered XR Developer Apprentice program. Community college students will bring equity and diversity to this employment industry sector.

Cañada College is proposing to develop the first XR Developer Pre-Apprenticeship cohort for transfer, with basic skills, to the newly registered XR Developer Apprenticeship program established 4/2021(DAS File #100545) at Foothill-De Anza.

Cañada College will develop the first pre-apprenticeship program in Unity Developer (XR) Certification, the software skill to build virtual reality (VR) and augmented environments (AR). This will support entry into the tech field for populations currently being served by California Community Colleges (CCC), including traditional community college students, dislocated workers and recent four-year graduates interested in entering tech fields. According to the California Community College Chancellor's Office, 57% of CCC students are younger and predominantly students of color (75%). In addition, Cañada College will recruit economically disadvantaged student populations for the Extended Reality (XR) pre-apprenticeship program that will link to an already established and registered XR Developer Program Design and Extended Reality (XR) apprenticeship program. These online apprenticeship and pre-apprenticeship programs will increase the diversity of XR Developers and Designers who will continue to create virtual reality and augmented reality content for gaming and other non-tech companies, educational institutions, and the technology industry.

RECOMMENDATION:

It is recommended that the Board of Trustees accept \$500,000 for the Cañada College Extended Reality Pre-Apprenticeship Program through the Office of Workforce Innovation at the California Community College Chancellor's Office.

BOARD REPORT NO. 11.3

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Kim Lopez, Interim College President
Tammy Robinson, Vice President, Instruction

ACCEPTANCE OF THE 2021-2022 CAI: NEW AND INNOVATIVE GRANT FOR THE CAÑADA COLLEGE EXTENDED REALITY APPRENTICESHIP PROGRAM

Cañada College is proposing to develop a strong pathway for transfer to the newly-registered XR Developer Apprenticeship program at Foothill-De Anza College (DAS File #100545) established in April 2021, and will serve as the project's Local Education Agency. By partnering with Cañada College's newly proposed Pre-Apprentice program, and collaborating with CCC Game Design programs/graduates, completers of the Foothill-De Anza Apprenticeship program will become Journeyman XR Developers, who will have access to high paying XR Developer and UX Designer careers throughout California.

New, online, innovative, and non-traditional training is in high demand throughout California, especially in the technology industry. Unity Developer (XR) Certification, a software skill to build virtual reality (VR) and augmented environments (AR) is the wave of the future for the use of design technology supporting industry expansion and growth. Currently, there are 6,690 annual job openings in California alone in this field and 224,000 jobs projected nationally by 2030. There is a considerable unmet labor market demand for these workers, with annual openings of 35,700 positions nationwide (BLS.gov).

Entry-level salaries range from \$65,000-\$80,000, a living wage, even in the Bay Area. Hourly wages start at approximately \$30 per hour. XR job posts seeking augmented reality (AR) or virtual reality (VR) engineers jumped 1,400% in 2019, according to Hired.com, *2020 State of Software Engineers Report*. Hiring demand for gaming engineers swelled 146% in 2019.

Cañada College will design an Extended Reality (XR) pre-apprenticeship program for economically disadvantaged student populations that allows transfer to this already established and registered XR Developer Apprentice Program. With funds from this grant, Cañada College will train and admit the first XR Developer Apprentices under the new registered XR Developer Apprenticeship program (DAS File #100545). For this program, all apprentices will be assigned to Foothill College and complete all Related Supplemental Instruction (RSI) with Foothill Instructors. Cañada College staff will oversee apprenticeship placement, develop RSI with XR industry and support students through this program.

RECOMMENDATION

It is recommended that the Board of Trustees accept \$500,000 for the Cañada College Extended Reality Apprenticeship Program through the Office of Workforce Innovation at the California Community College Chancellor's Office.

BOARD REPORT NO. 11.4

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Bernata Slater, Chief Financial Officer

RATIFICATION OF NOVEMBER AND DECEMBER 2021 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of November and December 2021 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 November 1, 2021 through December 31, 2021 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 November 1 - 30, 2021
 WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Dat	Vendor Name	Check Amount	Description
Various Monthly and Quarterly Payments for Operating Expenses				
0089079	11/02/21	U.S. Bank National Association ND, .	196,677.42	Districtwide Procurement Card Payment
0089087	11/02/21	American Federation of Teachers	67,584.85	Monthly Union Dues
0089094	11/02/21	CalPERS	1,781,164.71	Monthly Health Insurance Premium
0089115	11/02/21	SMCCCD Bookstore	70,038.53	Monthly Bookstore Fees Reimbursement and Loan to Own Payments
0089123	11/02/21	VALIC Retirement Services Company	318,064.66	Monthly Tax Sheltered Annuities Employee Contribution
0089162	11/09/21	School Project for Utility Rate Reduction (SPURR)	48,689.70	Utilities
0089163	11/09/21	Sedgwick Claims Management Services, Inc.	43,968.85	Replenish Workers' Compensation Insurance Fund
0089165	11/09/21	SM County Community College District	32,522.97	Replenish Flex Spending Account
0089170	11/09/21	The Guardian Life Insurance Company	60,535.82	Monthly Life Insurance Premium
0089198	11/16/21	Collegiate Enterprise Solutions, LLC	24,152.80	Interim CHRO Services
0089239	11/23/21	Collegiate Enterprise Solutions, LLC	24,152.80	Interim CHRO Services
0089242	11/23/21	Enterprise FM Trust	11,491.52	Districtwide Monthly Car Lease Payment
0089258	11/23/21	San Mateo County Schools Insurance Group	177,371.65	Monthly Dental and Vision Insurance Premiums
0089259	11/23/21	Schneider Electric Buildings Americas, Inc.	18,649.75	Districtwide Maintenance and Service for Facilities Management System
0089260	11/23/21	School Project for Utility Rate Reduction (SPURR)	27,098.48	Utilities
528720	11/02/21	City of Redwood City	19,358.55	Utilities
528818	11/02/21	C S E A	17,839.24	Monthly Union Dues
528819	11/02/21	Calif State Teachers Retirement System	14,547.00	Monthly Tax Sheltered Annuities Employee Contribution
528890	11/09/21	NGP VAN, Inc.	12,457.90	KCSM Giving Platform Monthly Services
528894	11/09/21	Pacific Gas & Electric Co	59,193.13	Utilities
528967	11/16/21	Constellation NewEnergy, Inc.	138,641.36	Utilities
529038	11/23/21	City of San Bruno	52,726.90	Utilities
529085	11/23/21	Pacific Gas & Electric Co	20,697.42	Utilities
529087	11/23/21	Pacific Gas & Electric Co	37,561.41	Utilities
529121	11/23/21	Pacific Gas & Electric Co	44,397.35	Utilities
District Payroll Disbursement (excluding Salary Warrants)				
J2201713	11/01/21	EDD - State Payroll Tax	567,519.55	State Payroll Tax
J2201713	11/01/21	EDD - State Payroll Tax	25,367.48	State Tax-Disability Insurance
J2201713	11/01/21	US Treasury - Federal Payroll Tax	2,498,288.88	Federal Payroll Tax
J2201697	11/04/21	State Teacher Retirement - Defined Benefit	1,495,707.77	STRS Retirement-Defined Benefit 95%
J2201702	11/05/21	State Teacher Retirement - Cash Balance	79,783.20	STRS Retirement-Cash Balance
J2201790	11/09/21	Empower 457	47,691.10	Tax Annuity
J2201777	11/10/21	PERS Retirement	1,569,640.13	PERS Retirement Advance
J2201765	11/16/21	US Treasury - Federal Payroll Tax	81,065.66	Federal Payroll Tax
J2201789	11/16/21	State Teacher Retirement - Defined Benefit P&I	62,614.39	STRS Retirement-Defined Benefit Penalty & Interest
J2201703	11/18/21	VALIC 457	30,448.33	Tax Annuity
J2201775	11/21/21	State Teacher Retirement - Defined Benefit	61,816.38	STRS Retirement-Defined Benefit Bal
J2201886	11/29/21	PERS Retirement	18,898.88	PERS Retirement Balance
Student Financial Aid Disbursements, Food Insecurity and Promise Scholars Program Incentives				
0089090	11/02/21	BankMobile Technologies, Inc.	1,861,527.50	Financial Aid Disbursement
0089141	11/09/21	BankMobile Technologies, Inc.	521,229.12	Financial Aid Disbursement
0089193	11/16/21	BankMobile Technologies, Inc.	916,434.50	Financial Aid Disbursement
0089216	11/16/21	Tango Card Nebraska, Inc.	39,650.00	CSM Promise Scholars Program and Food Insecurity Grant Gift Cards Purchase
0089233	11/23/21	BankMobile Technologies, Inc.	258,628.00	Financial Aid Disbursement
0089266	11/23/21	Tango Card Nebraska, Inc.	19,450.00	Skyline Promise Scholars Program Gift Cards Purchase
0089267	11/23/21	Tango Card Nebraska, Inc.	44,800.00	Cañada Food Insecurity Grant and Promise Scholars Program Gift Cards Purchase
Construction Projects				
0089093	11/02/21	Build Group Inc.	100,761.49	CSM Theater Upgrade Project
0089117	11/02/21	Strawn Construction Inc.	62,978.33	Skyline Construction Project
0089142	11/09/21	Build Group Inc.	405,661.64	Cañada Construction Project
0089144	11/09/21	Cornerstone Earth Group, Inc.	25,146.90	CSM Construction Projects Geotechnical Consulting Services
0089168	11/09/21	Strawn Construction Inc.	18,222.05	Skyline Construction Projects Retention Release
0089169	11/09/21	Swinerton Builders	79,974.00	Construction Program Management Services
0089209	11/16/21	One Workplace L. Ferrari, LLC	22,389.80	Cañada Outdoor Furniture Purchase
0089238	11/23/21	CIS, Inc	20,360.00	Districtwide Construction Projects Inspection Services
0089240	11/23/21	Coulter Construction Inc.	41,114.00	Skyline Construction Project

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 November 1 - 30, 2021
 WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Dat	Vendor Name	Check Amount	Description
0089257	11/23/21	Robert A. Bothman, Inc.	163,238.50	CSM Water Tank Replacement Project
0089262	11/23/21	Signet Testing Laboratories, Inc.	10,592.45	Cañada Testing and Inspection Services
528731	11/02/21	Galeb Paving, Inc.	109,840.75	CSM Parking Lot Construction Project
528743	11/02/21	JKL Construction Services, Inc.	29,298.00	Skyline Exhaust Fans Replacement Project
528765	11/02/21	One Diversified, LLC	12,503.75	Districtwide AV Equipment Purchases
528878	11/09/21	LPAS, Inc.	16,024.50	Skyline Construction Projects Professional Services
528954	11/09/21	Build Group Inc.	21,350.61	Cañada Construction Project
529001	11/16/21	Studio W Associates, Inc.	29,837.62	Cañada Construction Project Administration Services
529047	11/23/21	Denali, Inc.	13,986.40	Cañada Construction Project Hazmat Inspection, Testing and Monitoring Services
529052	11/23/21	ENGEO Incorporated	10,657.00	Skyline College Ridge Housing Project Environmental Consulting Services
529059	11/23/21	Guzman Construction Group, Inc.	1,363,758.24	Skyline College Ridge Housing Construction Project
529097	11/23/21	Reliable Concepts Corporation	28,759.44	Cañada and Skyline Construction Projects
529101	11/23/21	Salas O'Brien Engineers, Inc.	17,127.50	CSM Construction HVAC Services
529107	11/23/21	Steinberg Hart	101,050.00	Districtwide Facilities Master Plan Consulting Services
529109	11/23/21	Studio W Associates, Inc.	39,354.56	Cañada Construction Project Administration Services
529122	11/23/21	Guzman Construction Group, Inc.	71,776.75	Skyline College Ridge Housing Construction Project
SMCCCD Bookstores				
EFT 43113	11/08/21	CDTFA	14,811.95	Sales Tax Payment Qtr3 2021
120834	11/16/21	Cengage Learning	18,510.69	Purchase of Inventory
120849	11/16/21	John Wiley & Sons Inc	19,160.01	Purchase of Inventory
120853	11/16/21	MacMillan Publishing USA	73,014.41	Purchase of Inventory
120856	11/16/21	McGraw Hill Education PE	49,315.00	Purchase of Inventory
120857	11/16/21	McGraw Hill Companies	39,894.90	Purchase of Inventory
120867	11/16/21	Redshelf	174,879.90	Purchase of Inventory
120874	11/16/21	Skyline Bookstore GAP	12,049.63	Purchase of Inventory
120875	11/16/21	SM CC College District	400,226.35	Salaries and Benefits August and September 2021
Other				
0089092	11/02/21	BOV Embroidery, Inc.	26,902.72	Districtwide Facilities Uniforms Purchase
0089098	11/02/21	Dell Marketing LP	10,982.02	Districtwide Computers Purchases
0089111	11/02/21	Schools Excess Liability Fund	154,322.20	Districtwide Liability Insurance Premium
0089140	11/09/21	Associated Std-Skyline	100,000.00	Interbank Transfer
0089147	11/09/21	Energy Mechanix, Inc.	16,779.13	Skyline Heating Coils Replacement and Installation
0089156	11/09/21	Leslie's Poolmart, Inc.	10,060.44	CSM Pool Supplies Purchases
0089167	11/09/21	SMCCCD Bookstore	508,739.00	HEERF II Revenue Loss for FY22 First Quarter
0089194	11/16/21	BLX Group LLC	11,000.00	Annual Bond Arbitrage Calculation Service Fees
0089195	11/16/21	Carolina Biological Supply Company	62,951.07	Skyline Instructional Chemistry Kits
0089205	11/16/21	Chen, Gang	24,300.00	International Students Recruitment Services Fees
0089208	11/16/21	Office Depot	14,709.92	Districtwide Emergency Preparedness & Grant-Related Expenses
0089217	11/16/21	TK Elevator Corporation	24,080.01	Districtwide Elevators Maintenance Services
0089237	11/23/21	CDW LLC	13,620.49	Districtwide Directory Project
0089256	11/23/21	Oracle America, Inc.	27,997.70	Districtwide ITS Cloud Infrastructure Services
528789	11/02/21	Sowski, Mona C.	10,000.00	Skyline Executive Leadership Consulting Services
528842	11/09/21	Bay Area Community Resources	14,000.00	Skyline Sustainability Fellow Services
528849	11/09/21	Campus Bookstore Consulting Corporation	13,500.00	Districtwide Bookstore Consulting Services
528861	11/09/21	DHE Computer Systems, LLC	310,253.85	CSM Computers Purchase
528865	11/09/21	Fluke Electronics Corporation	21,960.00	Districtwide Network Support Renewal Services
528886	11/09/21	McKesson Medical-Surgical Inc.	10,405.44	Cañada Medical Supplies Purchase
528914	11/09/21	sim2grow, LLC	16,140.00	CSM Nursing Medication Administration System
528950	11/09/21	Hunter Pyle Law	34,000.00	Settlement Payment
528960	11/16/21	Balanced Body Inc.	36,916.50	CSM PE Athletic Equipment Purchase
528987	11/16/21	One Diversified, LLC	22,701.02	Districtwide AV Equipment Purchases
528990	11/16/21	Paul Graham Drilling and Service Company	93,276.00	Half Moon Bay Oil Well Removal Services
528994	11/16/21	Reliable Concepts Corporation	18,485.00	Skyline Window Film Installation
529010	11/16/21	County of San Mateo	224,000.00	Sewer Tax Fees
529024	11/23/21	Atkinson, Andelson, Loya, Rudd and Romo	52,241.83	HR Related Legal Services
529032	11/23/21	California Stainless Mfg. Inc.	11,008.00	Skyline Dark Room Equipment Purchase
529043	11/23/21	Container Solutions Inc.	16,481.25	Skyline Dry Containers Purchase
529049	11/23/21	DHE Computer Systems, LLC	18,577.43	CSM Computers Purchase
529061	11/23/21	INET Inc	11,020.00	Districtwide Parking Permit Management System Services
529082	11/23/21	One Diversified, LLC	10,519.48	Districtwide IT Equipment Purchases
529094	11/23/21	Pillsbury Winthrop Shaw Pittman LLP	55,737.55	District HR and BOT Legal Services
529095	11/23/21	Presidio Networked Solutions Group LLC	87,934.96	Districtwide ITS Server Replacement Implementation Services
529108	11/23/21	Strategic Energy Innovations	16,760.00	Districtwide Sustainability Fellowship Program Services (Replacement Check)
529115	11/23/21	Voler Strategic Advisors, Inc.	10,000.00	Districtwide Strategic Communication Support Consulting Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 November 1 - 30, 2021
 WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Dat	Vendor Name	Check Amount	Description
		Subtotal	19,260,135.77	96%
		Warrants Issued ≤ \$10,000	<u>885,961.09</u>	4%
		Total Non-Salary Warrants Issued	<u>20,146,096.86</u>	100%
District Accounts Paya	Ck#528704-529139, DD89073-89274		12,693,079.87	
District Payroll	Ck#159718-160064, DD50232021-50233904		15,547,405.67	
SMCCCD Bookstores	CK#120828-120887 , EFT 94241, 433133		<u>893,884.92</u>	
	Total Warrants Including Salaries November 2021		<u>29,134,370.46</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
December 1 - 31, 2021
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
Various Monthly and Quarterly Payments for Operating Expenses				
0089278	12/01/21	U.S. Bank National Association ND, .	207,767.49	Districtwide Procurement Card Payment
0089280	12/01/21	American Federation of Teachers	70,785.39	Monthly Union Dues
0089285	12/01/21	CalPERS	1,776,373.35	Monthly Health Insurance Premium
0089309	12/01/21	The Guardian Life Insurance Company	69,195.87	Monthly Life Insurance Premium
0089313	12/01/21	VALIC Retirement Services Company	325,165.32	Monthly Tax Sheltered Annuities Employee Contribution
0089724	12/07/21	School Project for Utility Rate Reduction (SPURR)	42,333.94	Utilities
0089727	12/07/21	SM County Community College District	25,723.53	Replenish Flex Spending Account
0089730	12/07/21	SMCCCD Bookstore	288,158.22	Monthly Bookstore Fees Reimbursement
0089777	12/14/21	School Project for Utility Rate Reduction (SPURR)	22,443.60	Utilities
0089817	12/21/21	American Federation of Teachers	58,428.09	Monthly Union Dues
0089825	12/21/21	Collegiate Enterprise Solutions, LLC	24,152.80	Interim CHRO Services
0089831	12/21/21	Enterprise FM Trust	11,473.87	Districtwide Monthly Car Lease Payment
0089845	12/21/21	School Project for Utility Rate Reduction (SPURR)	30,157.03	Utilities
0089861	12/21/21	VALIC Retirement Services Company	322,847.62	Monthly Tax Sheltered Annuities Employee Contribution
529151	12/01/21	Constellation NewEnergy, Inc.	16,418.36	Utilities
529197	12/01/21	C S E A	18,581.80	Monthly Union Dues
529198	12/01/21	Calif State Teachers Retirement System	19,647.00	Monthly Tax Sheltered Annuities Employee Contribution
529696	12/14/21	Calif Water Service Co	58,716.50	Utilities
529697	12/14/21	Calif Water Service Co	33,682.84	Utilities
529701	12/14/21	City of San Bruno	18,655.04	Utilities
529702	12/14/21	Constellation NewEnergy, Inc.	29,270.21	Utilities
529724	12/14/21	Pacific Gas & Electric Co	37,764.66	Utilities
529784	12/21/21	AT&T/MCI	11,996.67	Districtwide Telephone Services
529797	12/21/21	Constellation NewEnergy, Inc.	58,493.64	Utilities
529830	12/21/21	Pacific Gas & Electric Co	22,194.50	Utilities
529831	12/21/21	Pacific Gas & Electric Co	14,400.11	Utilities
529860	12/21/21	C S E A	18,394.20	Monthly Union Dues
529862	12/21/21	Calif State Teachers Retirement System	14,147.00	Monthly Tax Sheltered Annuities Employee Contribution
District Payroll Disbursement (excluding Salary Warrants)				
J2202010	12/01/21	Empower 457	50,891.10	Tax Annuity
J2202013	12/01/21	VALIC 457	31,348.33	Tax Annuity
J2201878	12/01/21	US Treasury - Federal Payroll Tax	2,504,497.74	Federal Payroll Tax
J2201878	12/01/21	EDD - State Payroll Tax	573,824.24	State Payroll Tax
J2201878	12/01/21	EDD - State Payroll Tax	28,645.48	State Tax-Disability Insurance
J2202015	12/03/21	State Teacher Retirement - Defined Benefit	1,501,937.35	STRS Retirement-Defined Benefit 95%
J2202019	12/07/21	State Teacher Retirement - Cash Balance	87,204.80	STRS Retirement-Cash Balance
J2202050	12/09/21	State Teacher Retirement - Defined Benefit	86,792.99	STRS Retirement-Defined Benefit Bal
J2202028	12/10/21	PERS Retirement	1,548,763.61	PERS Retirement Advance
J2202095	12/13/21	US Treasury - Federal Payroll Tax	72,199.19	Federal Payroll Tax
J2202316	12/20/21	VALIC 457	35,648.33	Tax Annuity
J2202334	12/20/21	US Treasury - Federal Payroll Tax	2,264,253.52	Federal Payroll Tax
J2202334	12/20/21	EDD - State Payroll Tax	519,031.16	State Payroll Tax
J2202334	12/20/21	EDD - State Payroll Tax	15,556.08	State Tax-Disability Insurance
J2202282	12/20/21	PERS Retirement	18,829.02	PERS Retirement Balance
J2202310	12/21/21	Empower 457	47,140.42	Tax Annuity
J2202270	12/23/21	State Teacher Retirement - Cash Balance	47,657.22	STRS Retirement-Cash Balance
Student Financial Aid Disbursements, Food Insecurity and Promise Scholars Program Incentives				
0089283	12/01/21	BankMobile Technologies, Inc.	154,365.00	Financial Aid Disbursement
0089708	12/07/21	BankMobile Technologies, Inc.	202,699.00	Financial Aid Disbursement
0089729	12/07/21	SMCCCD Bookstore	16,439.39	Cañada EOPS Textbooks Purchases
0089731	12/07/21	Tango Card Nebraska, Inc.	31,050.00	Skyline Food Insecurity Grant Gift Cards Purchase
0089755	12/14/21	BankMobile Technologies, Inc.	345,858.00	Financial Aid Disbursement
0089781	12/14/21	SMCCCD Bookstore	27,954.50	Cañada EOPS Program Textbooks Purchases
0089782	12/14/21	SMCCCD Bookstore	68,296.38	Cañada Promise Program and Departmental Supplies Purchases
0089784	12/14/21	Tango Card Nebraska, Inc.	33,150.00	Skyline Food Insecurity Grant Gift Cards Purchase
0089785	12/14/21	Tango Card Nebraska, Inc.	36,600.00	Cañada Promise Scholars Program and CSM Food Insecurity Grant Gift Cards Purchase
0089819	12/21/21	BankMobile Technologies, Inc.	479,317.32	Financial Aid Disbursement
0089855	12/21/21	Tango Card Nebraska, Inc.	19,950.00	Skyline Promise Scholars Program Gift Cards Purchases
0089856	12/21/21	Tango Card Nebraska, Inc.	61,000.00	CSM Promise Scholars Program and Cañada Food Insecurity Grant Gift Cards Purchase

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
December 1 - 31, 2021
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
Construction Projects				
0089705	12/07/21	Allana Buick & Bers, Inc.	11,465.00	Cañada Construction Project Monitoring and Observation Services
0089726	12/07/21	Signet Testing Laboratories, Inc.	15,033.70	Cañada Testing and Inspection Services
0089756	12/14/21	Build Group Inc.	671,198.03	Cañada Construction Project
0089758	12/14/21	CIS, Inc	29,840.00	Cañada and CSM Construction Projects Inspection Services
0089783	12/14/21	Swinerton Builders	365,154.00	Construction Program Management Services
0089820	12/21/21	Blach Construction Company	80,153.39	Cañada Construction Project
0089823	12/21/21	Build Group Inc.	142,816.33	Cañada Construction Project
0089827	12/21/21	Coulter Construction Inc.	64,127.00	Cañada Construction Project
0089843	12/21/21	Robert A. Bothman, Inc.	229,620.70	CSM Water Tank Replacement Project
0089854	12/21/21	Swinerton Builders	143,034.00	Construction Program Management Services
529662	12/07/21	Reliable Concepts Corporation	24,820.00	Skyline Construction Project
529743	12/14/21	Studio W Associates, Inc.	29,837.62	Cañada Construction Project Administration Services
529768	12/14/21	Build Group Inc.	35,326.22	Cañada Construction Project
529815	12/21/21	Guzman Construction Group, Inc.	1,010,395.68	Skyline College Ridge Housing Construction Project
529846	12/21/21	Steinberg Hart	46,000.00	Districtwide Facilities Master Plan Consulting Services
529884	12/21/21	Robert A. Bothman, Inc.	12,085.30	CSM Water Tank Replacement Project
529886	12/21/21	Guzman Construction Group, Inc.	53,178.73	Skyline College Ridge Housing Construction Project
SMCCCD Bookstores				
120926	12/13/21	SM CC College District	184,159.57	Salaries and Benefits October 2021
Other				
0089281	12/01/21	Apple Computer, Inc	11,387.54	CSM Computers Purchases
0089289	12/01/21	Corovan Moving & Storage Co.	17,885.08	Skyline Relocation Services
0089290	12/01/21	Dell Marketing LP	20,384.43	Skyline and Cañada Computers Purchases
0089306	12/01/21	SMCCCD Bookstore	15,469.98	Skyline Departmental Supplies Purchases
0089706	12/07/21	Ann Kennedy Group, Inc.	11,500.50	Districtwide Bond Related Website and Program Management Services
0089714	12/07/21	Funnelback Inc.	37,500.00	Districtwide Software Shared Hosted Services (Replacement Check)
0089733	12/07/21	W W Grainger Inc	28,880.45	Skyline Facilities Materials and Equipment Purchases
0089747	12/14/21	Santamaria, Carlos J.	11,802.08	CSM Grant Related Consulting Services
0089752	12/14/21	Ann Kennedy Group, Inc.	14,879.00	Districtwide Bond Related Website and Program Management Services
0089753	12/14/21	Associated Std -Canada	50,000.00	Interbank Transfer
0089765	12/14/21	CCube Co., Ltd.	14,493.50	SVIEP GOL Tuition and Cohort Group Marketing Fees
0089766	12/14/21	Keenan & Associates	10,000.00	Districtwide Safe Colleges Group Consulting Fees
0089769	12/14/21	Netronix Integration, Inc.	26,692.13	Skyline and Cañada Replacement Security Cameras Purchase and Installation Services
0089776	12/14/21	Schneider Electric Buildings Americas, Inc.	18,649.75	Districtwide Maintenance and Service for Facilities Management System
0089807	12/21/21	Santamaria, Carlos J.	11,802.08	CSM Grant Related Consulting Services
0089816	12/21/21	Alcove Insights, LLC	10,625.00	Districtwide Consulting and Reporting Services
0089818	12/21/21	Apple Computer, Inc	49,062.45	Districtwide Computers Purchases
0089821	12/21/21	BLVD Residential	59,000.00	College Vista Operational Expenses Advancement
0089828	12/21/21	CWDL CPAs	10,350.00	Districtwide Independent Audit Services
0089838	12/21/21	Linguabee LLC	11,630.92	Skyline Student Sign Language Interpreting Services
0089839	12/21/21	Netronix Integration, Inc.	16,300.16	CSM Security Cameras Purchase and Installation Services
529149	12/01/21	Comm College League/Calif	33,199.00	Skyline Annual Online Subscriptions Renewal Fees
529158	12/01/21	Henry Schein Inc.	21,368.11	Facilities Emergency Preparedness Supplies
529181	12/01/21	Presidio Networked Solutions Group LLC	10,585.17	Skyline Networking Equipment Purchase
529623	12/07/21	25th Hour Communications, Inc.	90,000.00	Districtwide Digital Marketing Services
529631	12/07/21	Burning Glass International, Inc.	11,000.00	CSM Alumni Dashboard License Fee
529634	12/07/21	Corezon Corporation	10,000.00	Cañada Surplus Furniture Removal Services
529648	12/07/21	National Public Radio, Inc.	11,980.00	KCSM FM Annual Distribution Interconnect Fee
529661	12/07/21	Relation Insurance Services - Education, Inc.	128,605.00	CSM International Students Health Insurance Premium
529713	12/14/21	Helix Electric, Inc.	16,681.00	Cañada Exterior Cameras Replacement Project
529718	12/14/21	Miramar Farms, Inc.	13,580.00	Skyline Grant Related Event Services
529727	12/14/21	Paul Graham Drilling and Service Company	33,060.69	Half Moon Bay Oil Well Removal
529732	12/14/21	Relation Insurance Services - Education, Inc.	80,920.00	Skyline International Students Health Insurance Premium
529741	12/14/21	Sowiski, Mona C.	10,000.00	CSM Executive Leadership Consulting Services
529746	12/14/21	The Hive for Active Learning and Digital Transformati	41,288.00	Cañada Student Developer Training Certification Services
529764	12/14/21	Dannis Woliver Kelley	21,320.40	District Governance/Board Legal Services
529766	12/14/21	Nossaman, LLP	15,000.00	District Legislative Advocacy Services
529767	12/14/21	Pillsbury Winthrop Shaw Pittman LLP	94,389.52	District HR BOT Legal Services
529770	12/14/21	U.S. Postal Services	20,000.00	Cañada Postage Purchase

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 December 1 - 31, 2021
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
529775	12/21/21	22 Miles Inc.	14,249.33	Cañada Digital Signage and Mapping Equipment and Software Purchase
529785	12/21/21	Bay Area Bioscience Education Community	12,500.00	Skyline Grant Related Consulting Services
529794	12/21/21	Comm College League/Calif	51,859.10	Districtwide Turnitin and LSP Subscription Fees
529809	12/21/21	Fallen Leaf Films	25,847.00	CSM Video Recording and Editing Services
529819	12/21/21	Jesse Urrutia	19,500.00	CSM Marketing Video Production Services
529891	12/21/21	U.S. Postal Services	42,000.00	Districtwide Postage for Spring 2022 Ad Campaign
		Subtotal	18,993,741.46	92%
		Warrants Issued ≤ \$10,000	<u>1,718,876.82</u>	8%
		Total Non-Salary Warrants Issued	<u>20,712,618.28</u>	100%
District Accounts Payab	Ck#529140-529894, DD89275-89869		10,974,887.76	
District Payroll	Ck#160065-160399, DD50233905-50235794		17,641,467.34	
SMCCCD Bookstores	CK#120888-120931, EFT 43541		<u>260,800.12</u>	
	Total Warrants Including Salaries December 2021		<u>28,877,155.22</u>	

BOARD REPORT NO. 11.5

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**APPROVAL OF PROPOSED UPDATES TO BOARD POLICY 2401 (2.60) REGARDING
BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

At its January 26, 2022 meeting, the Board of Trustees reviewed proposed edits to Board Policy 2401 (2.60) regarding Board Policies and Administrative Procedures and generally were favorable of the proposed edits, and directed that the revised policy be presented for approval at its next meeting.

Additional, minor edits have been made to the policy and it is presented for the Board's consideration.

RECOMMENDATION

It is recommended that the Board of Trustees approved the proposed edits to Board Policy 2401 (2.60) as outlined in the attached document.

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. ~~2410 2.06~~ (BP-
~~24102.60~~)

BOARD POLICY
San Mateo County Community College District

Subject: BP 2.06 Board Policies and Administrative Procedures
Revision Date: 12/11; 7/17; 4/19; ~~X/22~~
Policy Reference: Education Code Section 70902; ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7 and I.C.5

The Board of Trustees may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

1. The policies adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All District employees shall be expected to know and shall be held responsible for observing all provisions of law pertinent to their job responsibilities and activities as District employees.
- ~~2.~~ Any policy may be suspended by a majority vote of the Board, which vote shall be taken by roll call and shall be entered in the minutes of the meeting.
- ~~2.3.~~ Policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.
- ~~3.4.~~ The policies governing the District may be amended by a majority vote of the Board at any meeting. Amendment shall be made by repeal of the existing rule and, if required, the enactment of a new rule.
- ~~4.5.~~ The administration, in conjunction with the appropriate constituencies, will review each policy on a six-year schedule in accordance with the accreditation cycle. Any changes required will be brought to the appropriate consultative group and to the Board of Trustees for approval.
- ~~5.6.~~ Board Policy policies 2.05 and 2.08 2510 (Participation in Local Decision-Making) assigns responsibility to the Academic Senate to advise the Board on eleven different areas of "academic and professional" matters. Policy changes which impact any of the eleven areas will be reviewed by the Academic Senate prior to being sent to the Board for approval.
- ~~6.~~ Board Policy 2510 (Participation in Local Decision-Making) ~~policy 2.08~~ assigns responsibility to the District Participatory Governance Council (DPGC) to advise the Board on seven different governance matters. Policy changes which impact any of these seven areas will be reviewed by the DPGC before being sent to the Board for approval.
7. Administrative procedures are to be issued by the District Chancellor as statements of method to be

used in implementing board policy. Such administrative procedures shall be consistent with the intent of board policy. Administrative procedures may be revised as deemed necessary by the District Chancellor.

8. The District Chancellor shall, on an annual basis, provide each member of the Board with any administrative procedure revisions since the last time they were provided. Newly created administrative procedures will be provided to the Board at the time of creation. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

~~7.9.~~ Administrative procedures implementing Board-adopted policies shall be developed by designated administrators subject to approval of the Chancellor. Procedures shall be consistent with and not in conflict with policies adopted by the Board.

~~8.10.~~ Board policies and administrative procedures will utilize the numbering and titling system recommended by the Community College League of California.

11. Board policies will only reference the "Chancellor (~~or designee~~)" as the responsible party for implementing Board policies and developing administrative procedures, as the District Chancellor is the primary employee of the governing board.

~~9.12.~~ Copies of all board policies and administrative procedures shall be readily available to District employees through the District Chancellor.

13. Board policies and administrative procedures will be posted on the District's website.

Also see AP 2410 Board Policies and Administrative Procedures and BP 2430 Delegation of Authority to the District Chancellor.

BOARD REPORT NO. 11.6

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor for Administrative Services
Mitchell Bailey, Vice Chancellor/Chief of Staff

RECEIPT OF DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE LOCAL 829, COUNCIL 57, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO AND SETTING OF A PUBLIC HEARING

The current collective bargaining agreement between the District and the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) expires on June 30, 2022. The parties wish to negotiate a successor agreement.

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

(a) All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.

(b) Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

(c) After the public has had the opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.

As required by the Educational Employment Relations Act, staff is submitting the accompanying District proposal to the Board prior to holding a public hearing on the proposal.

RECOMMENDATION

It is recommended that the Board receive the initial proposal from the District to the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO and set a public hearing on the proposal for March 23, 2022, the next regularly scheduled business meeting of the Board.

**San Mateo County Community College District Initial Proposal for the
Successor Agreement with the
Local 829, Council 57, American Federation of State, County and
Municipal Employees, AFL-CIO**

February 23, 2022

GENERAL FRAMEWORK

The District recognizes that the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO contract expires on June 30, 2022, and is prepared to negotiate any and all provisions of the contract for inclusion in a successor agreement.

The concepts upon which the District wishes to negotiate any items in the contract are reinforced by the following concepts and values:

- Alignment with the District's commitment to 'Students First' as manifested in the District's Strategic Plan
- Commitment to an equity-minded environment and culture that embraces and promotes diversity and inclusion, reinforces an anti-racist framework, supports students and employees in achieving their potential, and embodies the fulfillment of a social justice mission
- Fiscally responsible, prudent and economically sustainable

As such, the District offers the following initial bargaining proposals:

Global: The District intends to submit proposals that bring the appropriate dates and duration of the agreement current (including Article 17 – Duration), correcting grammatical and numbering errors, eliminating expired sections, and replacing or removing outdated terms.

Article 2: Membership Dues or Services Fees

The District has an interest in modify the language regarding Agency Shop/Dues deductions per Janus and California law.

Article 3: Definitions

The District has an interest in revising certain definitions for clarity and accuracy regarding overtime assignments.

Article 4: Organizational Rights

The District has an interest in updating the language regarding required Contact and unit member information per AB 119 and California law.

Article 7: Holidays

The District has an interest in revising language for clarity and accuracy and updating list of holidays and compensation for employee required to work on holidays.

Article 8: Pay and Allowances

The District has an interest in revising language relating to the total compensation formula and various allowances, stipends, and differentials in a fiscally prudent manner to ensure the District is able to maintain appropriate operations and attract and retain qualified personnel across the District and revising language for clarity and accuracy regarding initial placement.

Article 9: Health and Welfare Benefits

The District has an interest in revising language relating to the total compensation formula in a fiscally prudent manner to ensure the District is able to maintain appropriate operations and attract and retain qualified personnel across the District and revising language for clarity and accuracy regarding initial placement.

Article 10: Leaves

The District has an interest in revising language for clarity and accuracy, in including medical verification for absences and to bring this section into legal compliance.

Article 12: Grievance Procedure

The District has an interest in revising language for clarity of process in the process, updating grievance forms, as well as adding procedures for further discussion and review for resolution and evaluate the continuing need for the Binding Arbitration Pilot Program.

Article 15: Miscellaneous

The District has an interest in revising language for clarity and accuracy, including bringing the language into compliance with the law regarding contracting out of services, substitutes, recruiting, and overtime, as well as to bring the language into conformance with current practices.

Article 16: Disciplinary Procedures

The District has an interest in revising language for clarity and accuracy to reflect the steps in the process and progressive discipline.

Article 18: Layoffs, Seniority, Bumping Rights and Re-Employment

The District has an interest in revising language for clarity and accuracy and bring the provisions into compliance with legal requirements.

The District reserves the right to add to or modify its proposals during the negotiation process consistent with the procedure set forth in Government Code section 3547(d).

BOARD REPORT NO. 11.7

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor for Administrative Services
Mitchell Bailey, Vice Chancellor/Chief of Staff

RECEIPT OF DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO AND SETTING OF A PUBLIC HEARING

The current collective bargaining agreement between the District and the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO expires on June 30, 2022. The parties wish to negotiate a successor agreement.

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

(a) All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.

(b) Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

(c) After the public has had the opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.

As required by the Educational Employment Relations Act, staff is submitting the accompanying District proposal to the Board prior to holding a public hearing on the proposal.

RECOMMENDATION

It is recommended that the Board receive the initial proposal from the District to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO and set a public hearing on the proposal for March 23, 2022, the next regularly scheduled business meeting of the Board.

**San Mateo County Community College District
Initial Proposal for the Successor Agreement with the
San Mateo Community College Federation of Teachers, Local 1493,
American Federation of Teachers, AFL-CIO**

February 23, 2022

GENERAL FRAMEWORK

The District recognizes that the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO contract expires on June 30, 2022, and is prepared to negotiate any and all provisions of the contract for inclusion in a successor agreement.

The concepts upon which the District wishes to negotiate any items in the contract are reinforced by the following concepts and values:

- Alignment with the District's commitment to 'Students First' as manifested in the District's Strategic Plan
- Commitment to an equity-minded environment and culture that embraces and promotes diversity and inclusion, reinforces an anti-racist framework, supports students and employees in achieving their potential, and embodies the fulfillment of a social justice mission
- Fiscally responsible, prudent and economically sustainable

As such, the District offers the following initial bargaining proposals:

Global

The District intends to submit proposals that bring the appropriate dates and duration of the agreement current (including Article 23 – Duration), correcting grammatical and numbering errors, eliminating expired sections, and replacing or removing outdated terms.

Article 2: Organizational Rights

The District has an interest in updating the language regarding access to copies of Board agendas on website; required Contact and unit member information Per AB 119; and to modify Agency Shop/Dues deductions per Janus and California law.

Article 3: Payroll Deduction for Union Dues

The District has an interest in modifying the language regarding Agency Shop/Dues deductions per Janus and California law.

Article 6: Workload

The District has an interest in revising language for clarity and accuracy regarding requirements, obligations and responsibilities, release and reassigned time, course requirements and management, and overload.

Article 7: Hours of Employment

The District has an interest in revising language for clarity and accuracy regarding office hours and communications with students, presences on campus, scheduling, and professional responsibilities.

Article 8: Pay and Allowances

The District has an interest in revising language relating to the full- and part-time faculty, including using a total compensation formula and various allowances in a fiscally prudent manner to ensure the District is able to maintain appropriate operations and attract and retain qualified personnel across the District and revising language for clarity and accuracy regarding initial placement.

Article 9: Health and Welfare Benefits

The District has an interest in revising language relating to the full- and part-time faculty, including using a total compensation formula in a fiscally prudent manner to ensure the District is able to maintain appropriate operations and attract and retain qualified personnel across the District and revising language for clarity and accuracy. The District also has an interest in providing clarification regarding the entitlement of retirees and dependents to post-retirement benefits.

Article 10: Retirement

The District has an interest in updating the language regarding Reduced Workload to conform with Education Code requirements.

Article 11: Leaves of Absence

The District has an interest in updating the language to bring into conformance with statutory requirements.

Article 12: Transfers and Reassignments

The District has an interest in revising language for clarity of process for requesting and approval of transfers in conformance with applicable law.

Article 14: Layoffs

The District has an interest in updating the language to bring into conformance with statutory requirements

Article 17: Grievances

The District has an interest in updating the language to clarify meetings and procedures during grievance process and to evaluate whether to continue the binding arbitration pilot program.

Article 19: Part-Time Employment

The District has an interest in revising language for clarity of process and bringing into compliance with statutory requirements and management rights.

Article 20: Faculty Service Areas

The District has an interest in updating the language to bring it into conformance with statutory requirements and clarify procedures for obtaining FSAs.

Article 21: Miscellaneous Provisions

The District has an interest in updating and clarifying language regarding timeline for successor negotiations.

Article 24: Handling of Informal Complaints and Formal Misconduct Investigations of Unit Members

The District has an interest in revising language for clarity of process and bringing into compliance with statutory and management rights regarding investigations and paid administrative leave.

Article 25: Discipline

The District has an interest in revising language for clarity of process and bringing into compliance with statutory and management rights regarding the discipline of faculty members.

Appendix G: Evaluation Procedures

The District has an interest in revising language for clarity of process regarding the metrics used for evaluations, performance improvement plans, frequency of evaluations, and requirements for tenured-track, tenured, and part-time faculty. The District also has an interest in including expectations and evaluations criteria for faculty on released and reassigned time.

MOU / New Article: Distance Education: The District has an interest in revising language for clarity and accuracy regarding scheduling, office hours, and definitions of Distance Education to meet emerging modes of instruction.

The District reserves the right to add to or modify its proposals during the negotiation process consistent with the procedure set forth in Government Code section 3547(d).

BOARD REPORT NO. 11.8

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor for Administrative Services
Mitchell Bailey, Vice Chancellor/Chief of Staff

RECEIPT OF DISTRICT’S INITIAL CONTRACT PROPOSAL TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 33 AND SETTING OF A PUBLIC HEARING

The current collective bargaining agreement between the District and the California School Employees Association, Chapter 33 expires on June 30, 2022. The parties wish to negotiate a successor agreement.

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

(a) All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.

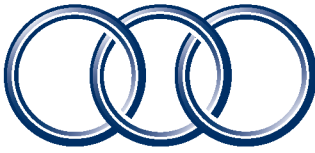
(b) Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

(c) After the public has had the opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.

As required by the Educational Employment Relations Act, staff is submitting the accompanying District proposal to the Board prior to holding a public hearing on the proposal.

RECOMMENDATION

It is recommended that the Board receive the initial proposal from the District to the California School Employees Association, Chapter 33 and set a public hearing on the proposal for March 23, 2022, the next regularly scheduled business meeting of the Board.



San Mateo County Community College District Initial Proposal for the Successor Agreement with the California School Employees Association, Chapter 33

February 23, 2022

GENERAL FRAMEWORK

The District recognizes that the California School Employees Association, Chapter 33 contract expires on June 30, 2022, and is prepared to negotiate any and all provisions of the contract for inclusion in a successor agreement.

The concepts upon which the District wishes to negotiate any items in the contract are reinforced by the following concepts and values:

- Alignment with the District's commitment to 'Students First' as manifested in the District's Strategic Plan
- Commitment to an equity-minded environment and culture that embraces and promotes diversity and inclusion, reinforces an anti-racist framework, supports students and employees in achieving their potential, and embodies the fulfillment of a social justice mission
- Fiscally responsible, prudent and economically sustainable

As such, the District offers the following initial bargaining proposals:

Global

The District intends to submit proposals that bring the appropriate dates and duration of the agreement current (including Article 21 – Duration), correcting grammatical and numbering errors, eliminating expired sections, and replacing or removing outdated terms.

Article 2: Membership Dues or Services Fees

The District has an interest in updating the language regarding changes per Janus and California law.

Article 7: Holidays

The District has an interest in revising language for clarity, applicability, and accuracy, and to update the list of holidays.

Article 8: Pay and Allowances

The District has an interest in revising language relating to the total compensation formula and various allowances, stipends and differentials in a fiscally prudent manner to ensure the District is able to maintain appropriate operations and attract and retain qualified personnel across the District and revising language for clarity and accuracy regarding initial placement.

Article 9: Health and Welfare Benefits

The District has an interest in updating and clarifying language regarding entitlement to benefits, and revising the language to reflect a total compensation formula in a fiscally prudent manner to ensure the District is able to maintain appropriate operations and attract and retain qualified personnel across the District and revising language for clarity and accuracy regarding initial placement.

Article 14: Performance Evaluation Procedures

The District has an interest in revising language for clarity of process, including performance improvement plans and corrective action.

Article 19B: Layoffs

The District has an interest in revising language for clarity and accuracy and to bring the provisions into compliance with legal requirements.

The District reserves the right to add to or modify its proposals during the negotiation process consistent with the procedure set forth in Government Code section 3547(d).

BOARD REPORT NO. 11.9

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor for Administrative Services
Mitchell Bailey, Vice Chancellor/Chief of Staff

RECEIPT OF INITIAL CONTRACT PROPOSAL FROM THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO TO THE DISTRICT AND SETTING OF A PUBLIC HEARING

The current collective bargaining agreement between the District and the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO (AFT) expires on June 30, 2022. The parties wish to negotiate a successor agreement.

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

(a) All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.

(b) Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

(c) After the public has had the opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.

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

RECOMMENDATION

It is recommended that the Board receive the initial proposal from the the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District and set a public hearing on the proposal for March 23, 2022, the next regularly scheduled business meeting of the Board.



**SAN MATEO COMMUNITY COLLEGE
FEDERATION OF TEACHERS**

Advocating for faculty since 1963

February 14, 2022

To: Marie Billie, Acting Chief Human Resources Officer
San Mateo County Community College District

From: Joaquín J. Rivera, Chief Negotiator
San Mateo Community College Federation of Teachers, AFT Local 1493,
AFL-CIO

Re: Contract Proposals for the 2022-2025 Contract of Academic Employees in the
San Mateo County Community College District

Please transmit these contract proposals to the Board of Trustees in order to initiate negotiations for a new contract.

AFT Proposals 2022-25 Contract

New language in bold (except Article and section Titles and section numbers)
Deleted language in strikethrough

ARTICLE 1: RECOGNITION

1.7 COMMUNICATION WITH MEMBERS: The district will not communicate with unit members regarding negotiations.

ARTICLE 2: ORGANIZATIONAL RIGHTS

2.6 REASSIGNED TIME FOR UNION BUSINESS: The Union will receive the equivalent of ~~24~~ **18** FLCs per semester of reassigned time for organizational activities. In addition, the District shall provide the equivalent of ~~24~~ **18** FLCs per semester for the purpose of negotiations and the processing of grievances. The Union will notify the District as early as possible of the name(s) of the person(s) who will be credited with this reassigned time so that necessary modifications of schedules may be made. In addition, the Union can buy up to an additional nine (9) FLCs per semester.

2.7 AGENCY SHOP

~~2.7 AGENCY SHOP: The District agrees to continue to grant AFT Local 1493 an agency shop, subject to the terms and conditions outlined below.~~

~~2.7.1 The Union shall have a lawful notification to fee payers, informing them of their obligation under this provision of the contract and shall furnish the District with a current copy of such notification, or any amendments to such notification. The Union shall maintain a lawful appeal process including a hearing before a neutral decision maker for challenging all or part of the agency fee, and procedures to hold in escrow any fees that are reasonably in dispute.~~

~~2.7.2 Those employees in the bargaining unit not wishing to join the Union may choose to pay only an agency (service) fee not to exceed the amount permitted by law.~~

~~2.7.3 In accordance with Government Code Section 3546.3, employees who, for religious reasons, object to joining or financially supporting employee organizations may instead donate their agency fee to one of the following "non-religious, non-labor organization or charitable fund exempt from taxation under Section 501 (3) of Title 26 of the Internal Revenue Code." Employees are responsible for furnishing proof of contributions to the District and to AFT Local 1493.~~

- ~~1. The Foundation for the SMCCCD~~
- ~~2. Peninsula Community Foundation~~
- ~~3. Peninsula Open Space Trust~~
- ~~4. The American Red Cross~~

~~5. United Way 2.7.4~~

~~The Union will give each member of the unit a form to complete on which they can indicate whether they want to join the Union, pay only the agency fees or object to payment based on religious belief. In the event an employee fails to indicate a choice, the agency fee will be assessed.~~

~~2.7.5 The Union is responsible for all required notifications to employees of their obligations under this Article and resolution of all employee disputes related to their obligations, including all costs related to such notifications and resolutions.~~

~~2.7.6 The Union agrees it shall reimburse the District for any and all litigation costs and attorney fees and shall hold the District harmless from any liability arising from any and all claims, demands, lawsuits or any other actions arising from any implementation or compliance with the Article, or District reliance on any list, notice, document, certification or authorization furnished under this Article by the Union.~~

~~2.7.7 The District and AFT Local 1493 agree that implementation of this Agency Shop agreement is intended to be consistent with all federal, state and local laws and regulations applicable to such agreements.~~

ARTICLE 6: WORKLOAD

Define the role of faculty coordinators

ARTICLE 7: HOURS OF EMPLOYMENT

Faculty may elect to perform at least half of their hours of employment remotely.

Faculty members who are assigned to direct or coordinate programs that involve direction of programs that require significant responsibilities outside of the academic year, may be assigned to either an eleven (11) or twelve (12) month school year through mutual agreement between AFT and the District. The additional months will be paid at the same monthly rate as in the 10-month salary schedule.

7.6 Full-time counseling faculty shall **perform** ~~be present on campus while performing assigned duties, unless an alternate location is assigned or approved, a minimum of thirty (30) hours per week, twenty-two (22) hours of which are for scheduled professional counseling duties and eight (8) hours of which are for performing other professional duties~~ (as outlined in Appendix D2-A2) Regular and contract counselors shall also be responsible for developing and fulfilling a professional responsibilities plan, as described in Article 6, with a minimum value of 5 points. ***Both full-time and part-time counselors shall be required to conduct no more than 50% of their scheduled counseling appointments in person. Online counseling appointments and other professional duties, including "prof time" and the completion of the Professional Responsibilities Plan, shall be carried out at***

a time and place appropriate for the activity. For the purposes of calculating adjunct load, non-ancillary fulltime weekly duties are 30 hours. “Scheduled Counseling Duties” means any of the following:

- Scheduled or drop-in counseling appointments with students *conducted in person*;
- *Scheduled or drop-in counseling appointments with students conducted remotely*;
- Group appointments with students *conducted in person*;
- Group appointments with students *conducted remotely*;
- Working with students in class, in collaborations with instructional faculty;
- Program coordination, student workshops, or case management activities, so long as they are approved or assigned by the dean;
- Counseling observations for evaluations; or
- Additional duties as approved or assigned by the dean that directly support students.

Hours are prorated for regular and contract counselors with less than a full-time assignment. Part-time counselor load assignments shall include 1 hour of “other professional duties” time for every 3 FLCs of counselor duties.

Recognizing that counselors demonstrate flexibility in responding to student needs, Counselors shall have autonomy over “prof time” and shall not be required to schedule their prof time hours each week.

Coordination is recognized as a critical and necessary function of specific counselor assignments. Coordination is defined as any responsibilities of leading and organizing a program, initiative or project outside of the primary responsibilities of counselor duties (as outlined in Appendix D2-A1). The assignment of coordination time is mutually agreed upon by the dean and the counselor as commensurate and appropriate to the counselor assignment. *For adjunct counselors and full-time counselors carrying an overload, coordination shall be paid at the non-instructional laboratory rate.*

ARTICLE 8: PAY AND ALLOWANCES

8.14 LARGE CLASS PAY: A large class for the purpose of additional compensation under the terms of this Article is defined as having **40** ~~70~~ or more students enrolled at census.

Deans will engage in a collaborative process with department faculty to determine which courses can be appropriately designated as “large classes”. Eligible courses are those that meet general education, UC, and CSU requirements, those that meet graduation requirements, major requirements, and vocational courses required for a certificate, degree, or transfer. (Ineligible courses are television courses, open skills labs, Cooperative Education, all matriculation activities, team sports, team taught courses, independent study, and all courses numbered in the 600’s and 700’s.

Assignment to teach a large class is voluntary.

~~Additional compensation is at the special rate of pay and does not affect the FLC for the course. The compensation is consideration for the extra time needed for required paperwork.~~

~~Additional weekly compensation for large classes:~~

~~70-94 students 3 hours~~

~~95-119 students 4 hours~~

~~120-144 students 5 hours~~

~~145-169 students 6 hours~~

~~AFT and the District agree to the above for a trial period of four (4) semesters beginning with the Fall 2005 semester. This agreement may be extended by mutual consent.~~

~~This shall remain in effect until June 30, 2015.~~

Teaching large classes result in additional preparation time and/or time grading, time, spent with individual students, etc. Faculty with such assignments shall be granted additional credit for such classes. Credit for oversize classes will be granted on the basis of actual enrollment on the first census for the class. Credit for oversize classes will be assigned using the following formula:

Number of Students	Lecture Hour Equivalent
40 or less	1.0
41- 55	1.2
56- 70	1.4
71- 85	1.7
86- 100	2.1
101- 115	2.5
116- 130	2.9
131- 145	3.3
146- 160	3.7

Hourly salaries of adjunct part-time teaching oversized classes will be multiplied by the appropriate Lecture Hour Equivalent as listed above.

This section also applies to online courses.

Compensate faculty for TBA Hours at the appropriate hourly rate.

Compensate part-time faculty for attending division meetings, attending committee meetings, and doing other professional responsibilities outside of teaching (e.g. program review, annual plans, SLO, etc.)

Part-time faculty and overload will get paid for holidays if they are assigned to work on that day of the week.

Teaching HyFlex or in multiple modalities concurrently will be voluntary. Full time faculty who voluntarily teach HyFlex, or who teach two concurrently scheduled sections in different modalities will have their course loaded at 1.5 the regular load. Hourly salaries of adjunct part-time teaching HyFlex, or who teach two concurrently scheduled sections in different modalities will be multiplied by 1.5. For Hyflex or concurrently scheduled sections in different modalities, the maximum total enrollment will not exceed 20 students. Faculty may agree to exceed the 20 student maximum if an assistant approved by the faculty member is hired to help manage a larger class.

COMPENSATION

Increase salaries as follows:

1. Wage increases for all full and part-time faculty as follows:
 - 2% effective with the beginning of the fall semester 2022
 - 2% effective with the beginning of the fall semester 2023
 - 2% effective with the beginning of the fall semester 2024
2. If the assessed valuation of property, as determined by the San Mateo County Assessor's Office Local Combined Roll prepared by the County Assessor's Office, increases by more than 2% for 2022-23, 2023-24 or 2024-25, 80% of the assessed valuation increase above 2% will be added to the 2.0% compensation increases stated above effective with the beginning of the fall semester of that year. For example, if the assessed valuation increases by 8.0%, then 80% of the 6%, i.e. 4.8%, will be added to the 2% of the given year.

For the 2023-24 academic year, the District will achieve the 85% pro-rata pay for instructional part-timers.

Pay part-time faculty by load rather than hourly.

ARTICLE 9: HEALTH AND WELFARE BENEFITS

Increase the Medical Cap as follows for each year of the agreement:

Single	\$100 per month
2 party	\$200 per month
Family	\$300 per month

Improve health care benefits for part-time faculty.

Increase coverage for dental plan.

Part-time faculty will be included in the District's dental and vision plans.

ARTICLE 11: LEAVES OF ABSENCE

11.9 **MATERNITY/CHILD BONDING LEAVE:** The Board of Trustees shall grant **one month of paid** maternity and/or child bonding leave ~~without pay~~ to members of the unit **who qualify** in accordance with the Family Medical Leave Act, the California Family Rights Act, and the District Policy on Leaves of Absence. Accumulated sick leave may be used for any period of time **after the one month of paid leave** that the employee must be absent from work as prescribed by the physician in accordance with the provisions of the Family Medical Leave Act and the California Family Rights Act.. Such leave shall run concurrently with sick leave, extended leave and any other leave granted under the provisions of this Agreement. As with other leave without pay, no sick leave benefits shall accrue to employees on an unpaid portion of maternity/child bonding leave.

11.16 **Public Service Leave (new)** Every unit member who is elected or appointed to a public office, either Local, State or Federal or who serves as an elected officer of any local community college district public employee organization, or of any statewide or national public employee organization, shall have the right, upon request, to a paid leave of absence of up to ten (10) days in any academic year without loss of compensation for the purpose of enabling the employee to attend periodic, stated, special, or regular meetings of the body of the organization on which the employee serves.

ARTICLE 12: TRANSFERS AND REASSIGNMENTS

12.1 ASSIGNMENT OF EMPLOYEES: Each member of the unit is assigned by Board action. Within Board authorization, the Chancellor has the authority to assign all employees as to location of assignment **at one of the three campuses (Cañada, CSM, Skyline)** and specific hours of employment in harmony with conditions specified in this Agreement. An employee gains status and employment rights as an employee of the District, but not as an employee of a specific college.

12.1.1 Off-campus work locations can be assigned only if agreed to by the employee.

Article 13: PROFESSIONAL DEVELOPMENT LEAVE PROGRAM

13.3 **LEVEL OF FUNDING FOR PROGRAM:** The level of funding will be ~~two one~~ percent (2 ~~1~~%) of the District budget for regular academic and third- and fourth-year tenure track academic employees of the unit plus \$50,000 from a combination of Partnership for Excellence and Faculty Development funds, to the extent those funds are available, for extended leaves.

13.8 TYPES OF ACTIVITIES FOR SHORT- AND LONG-TERM LEAVE PROJECTS:

13.9 TYPES OF ACTIVITIES FOR LONG-TERM LEAVE PROJECTS AND EXTENDED LEAVES:

For leaves of a full semester or an academic year, activities will be considered according to one or more of the following categories, all categories being considered equally:

- a. Retraining of applicant to allow for future new assignment in a needed area;
- b. Study, project or activity that provides an applicant with opportunities to upgrade skills and knowledge for current or future assignments;
- c. Study, project or activity for the improvement of curriculum, educational delivery, student personnel services or other support services;
- d. Study, project or activity for development or revision of certificate or degree program; e. Study, project or activity related to feasibility or revision of new or existing programs.
- e. Will not pay for tuition reimbursement except as indicated above, nor for tuition for coursework that results in faculty moving to a higher column in the salary schedule.**

ARTICLE 18: SUMMER SESSION EMPLOYMENT

18.1 CONTRACT ARTICLES THAT APPLY DURING SUMMER SESSION:

Add Article 19: Part-Time Employment

ARTICLE 19: PART-TIME EMPLOYMENT

19.2.4 When feasible, each College Division will make reasonable efforts to provide part-time faculty with ~~the same or similar faculty load~~ as an assignment of at least the same or similar faculty load **as the highest load ever assigned to each part-time faculty, in the previous term,** ~~if~~ **provided that** the part-time faculty member has received two (2) consecutive satisfactory evaluations or has been given an assignment for six (6) semesters with no negative evaluations.

19.2.6 If, during any semester, there are more part-time faculty members than there are available assignments, and if all of the criteria for determining assignments that are defined in 19.2.1 and 19.2.2 above have been met to the satisfaction of the appropriate administrator then the remaining available assignments shall be offered to those part-time faculty members who are most senior according to the Seniority Lists as described in 19.1, with the most senior part-timers being offered at least the same faculty load as **the highest load each part-timer ever had in the previous term,** before a part-time faculty member with less seniority is offered an assignment.

19.2.9 After assignments have been determined as provided in all preceding sections of this article, if there are any remaining classes to be assigned, or if additional classes become

available at any time, As provided in 19.2, 19.2.4, 19.2.6 and 19.2.8, when additional classes become available, after all the criteria for determining assignments that are defined in 19.2.1 and 19.2.2 have been met classes will be offered to the most senior part-time faculty members until their faculty load request is met (not to exceed 67% of full time or as prescribed by law.)

APPENDIX F: FACULTY LOAD CREDIT (FLC) ALLOCATION

Increase all lab assignment schedules to 1 FLC per hour.

English Composition Classes:

With 20 students maximum per class ~~1.00~~ **1.25** FLC per hour

~~With four composition classes assigned and 26 students maximum per class at census~~ **1.25** FLCs per hour

Coaching

Sports	Fall FTE (FLC)	Spring FTE (FLC)	Summer FTE (FLC)
Tier 1 Sports (Season of Sport)			
Football (Fall)	1.0 FTE (15)	1.0 FTE (15)	.213 FTE (3.2 - 12 hrs/wk)
Baseball (Spring)	1.0 FTE (15)	1.0 FTE (15)	.213 FTE (3.2 - 12 hrs/wk)
Softball (Spring)	1.0 FTE (15)	1.0 FTE (15)	.213 FTE (3.2 - 12 hrs/wk)
M/W Basketball (Fall/Spring)	1.0 FTE (15)	1.0 FTE (15)	.213 FTE (3.2 - 12 hrs/wk)
M/W Soccer (Fall)	1.0 FTE (15)	1.0 FTE (15)	.213 FTE (3.2 - 12 hrs/wk)
Volleyball (Fall) - Paired with Tier 2 Beach Volleyball in Spring	1.0 FTE (15)	NA	.213 FTE (3.2 - 12 hrs/wk)
M/W Track & Field (Spring) - Paired with Tier 2 Cross Country in Fall	NA	1.0 FTE (15)	.213 FTE (3.2 - 12 hrs/wk)
Tier 2 Sports (Season of Sport)			
Beach Volleyball (Spring) - Paired with Tier 1 Volleyball in Fall	NA	0.7 FTE (10.5)	NA
M/W Cross Country (Fall) - Paired with Tier 1 Track & Field in Spring	0.7 FTE (10.5)	NA	NA
Water Polo (Fall) - Paired with Tier 2 Swim in Spring	0.7 FTE (10.5)	NA	.1067 FTE (1.6 - 6 hrs/wk)
M/W Swim (Spring) - Paired with Tier 2 Water Polo in Fall	NA	0.7 FTE (10.5)	.1067 FTE (1.6 - 6 hrs/wk)
Badminton (Spring)	0.7 FTE (10.5)	0.7 FTE (10.5)	.1067 FTE (1.6 - 6 hrs/wk)
Golf (Women-Fall; Men-Spring)	0.7 FTE (10.5)	0.7 FTE (10.5)	.1067 FTE (1.6 - 6 hrs/wk)
Wrestling (Fall)	0.7 FTE (10.5)	0.7 FTE (10.5)	.1067 FTE (1.6 - 6 hrs/wk)
Tennis (Spring)	0.7 FTE (10.5)	0.7 FTE (10.5)	.1067 FTE (1.6 - 6 hrs/wk)

APPENDIX G: EVALUATIONS

Revise the language to clarify areas of confusion and add revised evaluation forms.

Add the following language for tenure review:

Where a faculty member has actual service of at least 75 percent of a fulltime load for the Academic Year less ten (10) days, that year shall count toward the acquisition of tenure.

Incorporate the MOU on Distance Education into the main contract with relevant updates, and add language on intellectual property.

New Language:

I. Add the following language on class assignment:

Class Assignment

Before teaching schedules are assigned, each faculty member shall be provided an opportunity to present in writing his/her schedule preferences with regard to courses to be taught, day and evening classes (minimization of time period between the Instructor's first and last class each day and maximization of the time period between the end of the Instructor's last class one day and the beginning of the Instructor's first class the following day), off-campus classes, number of different course preparations, maximum consecutive hours of lecture/laboratory hours, the desire for overload, and room preferences. The faculty member should also have the right to present their preferences regarding modality of instruction (in-person/online/hybrid/HyFlex).

The administrator shall not arbitrarily disregard the faculty member's preferences. When the work assignment for each teaching faculty member is prepared, primary consideration will be given to the preferences, qualifications, seniority, experience, and job performance of the faculty member. At the request of the affected faculty member(s), the administrator will put in writing the reasons for denying the preference and forward the response to the affected faculty member(s) and a copy to the Union. If the faculty member, after discussing the schedule with his/her administrator, is not satisfied, he/she may appeal to the appropriate Vice President.

The assignment for a regular teaching faculty member shall be limited to a maximum of three (3) different preparations during any semester unless the faculty member agrees to accept additional preparations or additional preparations are needed to complete the employee's full annual load. Laboratories that are part of a lecture course and are delivered separately from the lecture course constitute a different preparation than the lecture course.

II. Add the following language on class cancellation:

XX.X CLASS CANCELLATION: Scheduled classes shall be cancelled only after written notification by the appropriate administrator/designee is sent to the instructor. The written notification is to be issued on or around twenty days before the first day of instruction. No class shall be cancelled more than 20 days prior to the first day of the class.

XX.X.1 Without the Consent of the Instructor

XX.X.1.1 A class may be cancelled within twenty (20) days before the class starts if the enrollment is less than 10 students;

XX.X.1.2 During the first two weeks of instruction, a class may be cancelled if enrollment is less than 12 students;

XX.X 1.3 Classes shall not be cancelled after the second week of instruction without the consent of the instructor.

XX.X.2 With the Consent of the Instructor: Classes may be cancelled with the consent of the instructor at any time.

XX.X REASSIGNMENT OF FACULTY WITH CANCELED CLASSES

XX.X.1 A faculty member, whose regular load (1.0) has been displaced through cancellation the immediate dean shall consult and agree on the alternative(s) to complete the faculty member's regular load.

XX.X.2 If no agreement can be reached between the dean and the faculty member, the faculty member may choose among any unstaffed instructional assignment in one of the faculty members FSA's.

XX.X.3 If no such unstaffed instructional assignment which falls within the normal work assignment exists, then the faculty member and the division Dean will collaboratively choose an instructional assignment in one of the faculty members FSA's.

XX.X.4 If none of the above is chosen, the dean may assign any instructional assignment to the faculty member in one of his/her FSA's.

XX.X.5 In the situation where the above alternatives do not exist or are not chosen, the faculty member shall work with the dean a plan to make up the deficit within three (3) years.

III. Add the following new articles:

Article XX: Academic Freedom

1. The District and AFT are unequivocally and unalterably committed to the principle of academic freedom in its true sense which includes freedom to study, freedom to learn and freedom to teach and provide educational professional services to students. Freedom of expression and academic freedom support the District's belief in inquiry, informed debate and the search for truth. Freedom of expression and academic freedom are necessary to provide students and employees with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting ideas and opinions.

2. Academic freedom encompasses the right of an instructor to teach and discuss in the classroom unpopular and controversial subjects, and for counselors, librarians and other academic employees to provide relevant and appropriate student services.

3. Interference with or censure of an academic employee by District officials or by outside individuals or groups because of the faculty member's introduction of unpopular and

controversial subjects or provision of relevant and appropriate educational professional services to students is precluded by the principle of academic freedom.

4. The parties acknowledge the fundamental need to protect faculty from censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching or other educational functions. The District's faculty have the right to express their opinions on issues directly or indirectly related to their professional activities, and any other issues, whether these opinions are expressed in the classroom, in shared governance or labor relations matters, elsewhere on campus, at college-related functions or in other media or settings. The rights of academic freedom and freedom of expression apply to the reasonable use of District computing resources, including e-mail and internet access.

5. Employment by the District does not in any way restrict or limit the Federal First Amendment and California Constitutional rights of expression that faculty enjoy as members of their communities. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking on behalf of the District.

6. Protecting freedom of expression and academic freedom is the responsibility of the college community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones which are presented in a spirit of free and open dialogue and debate.

7. Academic freedom does not include use of discriminatory, discourteous, offensive, abusive conduct or language while in performance of District employment.

8. Faculty members shall maintain the exclusive right and responsibility to determine the grades they assign on the basis of their professional judgment. The grades given to each student for any course of instruction taught shall be determined by the instructor of the course, and the determination of the student's grade by the instructor--in the absence of mistake, fraud, bad faith, or incompetence--shall be final.

Article XX: Reasonable Accommodation

1. The Parties agree that they are required to provide reasonable accommodations for persons with disabilities in order to comply with the provisions of the Americans with Disabilities Act and the Fair Employment and Housing Act, as amended by the Prudence Kay Poppink Act.

2. If there is a conflict between a proposed accommodation and this Agreement, the District will notify the Union and, upon request, meet with the Union within ten (10) business days to attempt to resolve the issue. The parties may extend this time limit by mutual agreement. During the reasonable accommodation process, an employee has the right, upon request, to Union representation.

3. When an employee requests an accommodation pursuant to the ADA and the Fair Employment and Housing Act, as amended by the Prudence Kay Poppink Act, the District shall meet with the employee and, at the request of the employee, with the employee's Union representative. The District will inform the employee and the representative of the status of the employee's request for an accommodation and of the resolution of the request. As necessary, and on a case-by-case basis, the District will meet with the Union representative to review problems concerning reasonable accommodation.

4. Human Resources shall maintain files on formal reasonable accommodation requests that include information related to: status of accommodation requests and the resolution of closed accommodation requests.

5. Following a reasonable period of time after the employee has submitted the information required for a reasonable accommodation but not later than thirty days, the District shall provide a written response to the employee's request. The written response shall include an update on the status of the employee's request. When the District grants an accommodation, the District shall provide a written description of the accommodation to the employee. If no accommodation is granted, upon request the District shall provide a written reason for the denial to the employee. If no accommodation in the current assignment is possible, the District shall evaluate alternative job assignments for possible accommodation. While the employee's request for reasonable accommodation is pending, the District shall make every reasonable effort to provide a modified work duty assignment. A reasonable accommodation decision is appealable to the Chief Human Resources Officer or through the grievance process. The Union and the employee shall elect only one of these appeal options. The election is irrevocable. If the District determines the Union and/or the employee filed both an internal complaint and a grievance regarding the same reasonable accommodation decision, the District shall promptly contact both the Union and the affected employee to notify them that they must elect one process or another.

Article XX: ADDITIONAL FACULTY RIGHTS

EVALUATION OF ADMINISTRATORS: Annual Evaluations of administrators with responsibility for instruction or student services will include an opportunity for the faculty within the unit, division, or college to provide anonymous performance feedback. College administration and/or Human Resources will oversee the evaluation process, evaluation content, and all other matters related to the evaluation of administrators.

Add language that teaching in the dual enrollment program is voluntary.

BOARD REPORT NO. 11.10

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

ENDORSEMENT OF SB 893

Last year, at the direction of the Board, staff worked with Senator Becker’s office to pursue legislation that would provide greater flexibility in the use of local funds to support District initiatives that support student access, success and completion. As a result, SB 659 was introduced and sought to (1) provide greater flexibility to local community college districts to waive fees for eligible students; and (2) provide greater flexibility to community college districts to use local funding to assist students with their total cost of attendance (i.e. books, materials, food, housing, transportation, etc.) and increase the number of students participating in the College Promise programs (at SMCCCD, the Promise Scholars Program). The bill, at that time, applied to all community college districts in the state, and did not seek additional state funding or resources, simply the flexibility to use existing local resources of community college districts to support student needs.

Last spring, SB 659 processed through the California Senate’s Education Committee and was halted in the Senate Appropriations Committee. At that time, the Board of Trustees directed staff to work with Senator Becker’s office to re-craft the Bill to make it apply only to the SMCCCD, in hopes of resolving any issues that prevented passage at that time. Unfortunately, the Bill did not clear the Appropriations Committee. The Board then directed staff to work to have the Bill re-introduced at the next available opportunity.

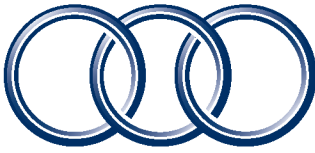
On February 1, 2022, Senator Becker, with co-sponsorship from Assemblymembers Mullin and Berman, re-introduced the SMCCCD-only bill, now enrolled as SB 893. The Bill is set to be heard in the Senate Education Committee in early March.

Staff recommends the Board of Trustees again formally endorse this legislation and authorize the attached letter to be transmitted to Senator Becker’s office.

The full text of the Bill is attached for reference.

RECOMMENDATION

It is recommended that the Board of Trustees endorse SB 893.



DRAFT

The Honorable Josh Becker
Senator
California State Senate
State Capitol, Room 3076
Sacramento, CA 95814

RE: Support for SB 893

Dear Senator Becker:

On behalf of the San Mateo County Community College District (SMCCCD) Board of Trustees, we are writing to convey support of your legislation – SB 893. We believe that this Bill will provide our district with flexibility to serve more students and provide for their basic needs which may currently inhibit enrollment, persistence and completion.

SB 893 is a win-win-win for students, our district and the state. By allowing the SMCCCD to use local funds to support students' basic needs and to have the flexibility to charge less than the currently required state fee rate of \$46 per credit unit (including charging \$0), we can make attending college as less financially burdensome as possible for students in need of assistance. Further, by permitting the SMCCCD to supplement the California College Promise Program with local funds, this will increase the number of students eligible for the benefits and participation in the program without any additional cost to the state.

At the SMCCCD, the flexibility to use unrestricted general fund dollars to support students will have significant impacts throughout our community and will allow our district to bridge inequities throughout our county by making college more accessible and affordable for students, particularly those in marginalized and underrepresented communities. Though San Mateo County is economically prosperous in comparison to other areas of the state, there are significant opportunity, economic and educational gaps within our community. The flexibility to use local funds to support these communities will have life-changing impacts on students. For example, the SMCCCD's enhanced version of the California College Promise program – SMCCCD Promise Scholars program – receives some state funding through AB19 and is able to use some non-general fund dollars to supplement the program locally, but our demand outpaces our allowable funding. In fact, with current received and allowable resources, the SMCCCD is able to serve 2,000 students through our Promise Scholars program, though we have a need to serve between 4,000 to 6,000 students.

With SB 893, the SMCCCD would be permitted to waive (or charge less) fees and use its local funds to provide for total cost of attendance matters including books and supplies and for basic needs such as

food, transportation and housing. This permissibility would also reconcile any issues relating to any potential gift of public funds concerns.

It is important to recognized that nothing in SB 893 increases any state funding for the SMCCCD nor does it commit the state to allocate any additional resources to our district. In fact, the Bill clearly places the burden of using the allowable flexibility on our district and further requires our Board of Trustees to adopt appropriate and necessary policies relating to qualifications for students who would be eligible for reduced fees.

SB 893, if passed, would be an important and impactful tool for our district to address local inequities in serving the broader needs of students. It is for this and the reasons addressed above that the San Mateo County Community College District supports SB 893.

Should you have any questions, or need any additional information from the SMCCCD that would clarify and support the impact of SB 893, please let us know.

Sincerely,

Richard Holober
Board President

Michael E. Claire
Chancellor

Introduced by Senator Becker

(Coauthors: Assembly Members Berman and Mullin)

January 31, 2022

An act to add Sections 76302, 76303, and 76396.5 to the Education Code, relating to community colleges.

LEGISLATIVE COUNSEL'S DIGEST

SB 893, as introduced, Becker. Community colleges: San Mateo County Community College District: California College Promise.

Existing law establishes the California Community Colleges, under the administration of the Board of Governors of the California Community Colleges, as one of the segments of public postsecondary education in this state. Existing law requires community college districts to charge students an enrollment fee of \$46 per unit per semester.

This bill would authorize the San Mateo County Community College District to charge students an enrollment fee less than \$46 per unit per semester. If the San Mateo County Community College District charges a fee rate less than \$46 per unit per semester, the bill would require the governing board of the community college district to adopt a policy that establishes eligibility requirements for fee rate modifications, as specified, and a requirement to prepare a fiscal impact statement, including a 3-year projection of the fiscal impact of fee rate modifications on the community college district, as specified. The bill would specify that the San Mateo County Community College District is not eligible for state reimbursement for the difference between the fee rate charged and the \$46 per unit per semester enrollment fee. The bill would require the San Mateo County Community College District to only provide the fee rate modification to students who reside within the boundary of the community college district.

Existing law establishes the California College Promise, to be administered by the Chancellor of the California Community Colleges. Existing law requires the chancellor to distribute funding, upon appropriation by the Legislature, to community college districts to fund colleges that meet prescribed requirements. Existing law authorizes a community college that receives funding under the program to, among other things, waive some or all of the fees for up to 2 academic years for first-time students who are enrolled in 12 or more semester units or the equivalent at the college and complete and submit either a Free Application for Federal Student Aid or a California Dream Act application.

This bill would authorize the San Mateo County Community College District to use existing funds for the implementation of the California College Promise, and to provide assistance to students for the total cost of attendance. The bill would define total cost of attendance for a student attending a community college as including all items prescribed in a specified federal statute. The bill would require the San Mateo County Community College District to only use local unrestricted general funds for purposes of implementing the California College Promise for students who reside within the boundary of the community college district.

This bill would make legislative findings and declarations as to the necessity of a special statute for the San Mateo County Community College District.

Vote: majority. Appropriation: no. Fiscal committee: yes.
State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 76302 is added to the Education Code,
2 to read:
3 76302. Notwithstanding subdivisions (a) and (b) of Section
4 76300, the governing board of the San Mateo County Community
5 College District may charge a fee rate less than that prescribed by
6 subdivision (b) of Section 76300 if all of the following
7 requirements are met:
8 (a) The governing board of the community college district adopts
9 a policy that establishes eligibility requirements for fee rate
10 modifications, including a provision that grants priority to students
11 with the greatest financial need for fee rate modifications when

1 other fee rate modifications are not provided to those students.
2 The policy shall include a requirement to prepare a fiscal impact
3 statement, including a three-year projection of the fiscal impact
4 of fee rate modifications on the community college district. The
5 fiscal impact statement shall be presented at a public meeting of
6 the governing board of the community college district and made
7 available to the public.

8 (b) The community college district is not eligible for state
9 reimbursement for the difference between the fee rate charged by
10 the community college district and the fee rate prescribed by
11 subdivision (b) of Section 76300 unless provided for elsewhere.

12 (c) The community college district only provides the fee rate
13 modification to students who reside within the boundary of the
14 community college district.

15 SEC. 2. Section 76303 is added to the Education Code, to read:

16 76303. The total cost of attendance for a student attending a
17 community college shall be defined to include all items prescribed
18 in Section 108711 of Title 20 of the United States Code.

19 SEC. 3. Section 76396.5 is added to the Education Code, to
20 read:

21 76396.5. (a) (1) In addition to funding received pursuant to
22 subdivision (b) of Section 76396, the San Mateo County
23 Community College District may use existing funds to support the
24 implementation of this article and to provide assistance to students
25 for the total cost of attendance.

26 (2) The San Mateo County Community College District may
27 only use local unrestricted general funds for the purposes described
28 in this section for students who reside within the boundary of the
29 community college district.

30 (b) For purposes of this section, “total cost of attendance” has
31 the same meaning as specified in Section 76303.

32 SEC. 4. The Legislature finds and declares that a special statute
33 is necessary and that a general statute cannot be made applicable
34 within the meaning of Section 16 of Article IV of the California
35 Constitution because of the unique circumstances of the San Mateo
36 County Community College District that necessitate greater
37 flexibility in the use of local resources to support students basic

- 1 needs and removal of financial barriers for students to access higher
- 2 education in a high cost-of-living region.

O

BOARD REPORT NO. 12.1

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor of Administrative Services

**ACCEPTANCE OF 2021-22 MID-YEAR BUDGET REPORT AND APPROVAL OF
BUDGETARY TRANSFER AND INCOME ADJUSTMENTS FOR THE PERIOD ENDING
DECEMBER 31, 2021**

The purpose of the Mid-Year Budget Report is to provide information about the District's financial condition as of December 31, 2021. Reports routinely received separately by the Board, including the quarterly report of Auxiliary Operations (Associated Students; Bookstore; Cafeteria; San Mateo Athletic Club; and Community, Continuing, and Corporate Education), the quarterly District Financial Summary (CCFS-311Q Report and District Cash Flow Summary), and the semi-annual requests to approve adjustments to the budget as required by Title 5, are included in this comprehensive report.

The document consists of narrative outlining the fiscal activities of the District during the first half of 2021-22, as well as 2022-23 State budget news, and preliminary District budget planning information. Also included are year-to-date budget tables for each of the District's funds and supplemental information relating to the budget.

RECOMMENDATION

It is recommended that the Board of Trustees accept the 2021-22 Mid-Year Budget Report and approve the budgetary transfers and income adjustments for the period ending December 31, 2021, as outlined in the report.



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

FISCAL YEAR 2021-2022

**MID-YEAR
BUDGET
REPORT**

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2021-2022 Mid-Year Budget Report

BOARD OF TRUSTEES

Richard Holober, President

Lisa Petrides, Vice President-Clerk

Maurice Goodman

Thomas A. Nuris

John Pimentel

Ashley Garcia, Student Trustee

Michael E. Claire, Chancellor

Richard Storti, Executive Vice Chancellor for Administrative Services

Bernata Slater, Chief Financial Officer

Peter Fitzsimmons, District Budget Officer

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2021-22 MID-YEAR BUDGET SUMMARY

This mid-year report provides information about the status of the San Mateo County Community College District's (District) Unrestricted General Fund, as well as summary information about other District funds. It also provides an overview of the Governor's budget proposal for fiscal year 2022-23.

STATE NEWS

Governor Gavin Newsom released his state budget proposal on January 10, 2022. Under the proposal, the Governor projects a \$45.7 billion surplus, which will provide \$16.1 billion in additional funding for K-14 education. This is likely to change in the May Revision, in part, because the State is exceeding its appropriation (GANN) limit and any funds above this limit are constitutionally required to be allocated evenly between schools and tax refunds.

The proposal establishes a "Higher Education Compact and Roadmap" with specific metrics to be included in the May Revision. The vision contains an overarching goal of achieving 70% post-secondary degree and certificate attainment by 2030 by:

- Improving education outcomes
- Improving student success
- Advancing equity
- Increasing intersegmental collaboration
- Supporting workforce preparedness and high-demand career pipelines

Highlights pertaining to California Community Colleges are listed below. Specific impacts to the District as a community-supported (basic aid) district is yet to be fully determined pending the availability of more details; however, some estimates are provided:

On-Going

- \$409.4M to fund a 5.33% cost-of-living-adjustment (COLA) for the Student-Centered Funding Formula (used by apportionment districts) while permanently extending the hold harmless provision by using FY 2024-25 as the funding floor and applying statutory COLA commencing in FY 2025-26 and integrating an unduplicated first-generation student metric in the supplemental allocation – the District is not eligible for this funding as a community-supported (basic aid) district
- \$51.3M to fund a 5.33% COLA for certain categorical programs - the District will receive COLA for CalWORKs, DSPS, EOPS, and the Mandated Cost Block Grant
- \$200M for part-time faculty health insurance claims – the District estimates to receive \$.2M
- \$100M to augment Student Success Completion Grants
- \$25M to modernize technology and to protect sensitive data (*see below for one-time additional allocation*)
- \$10M increase to support the administration of financial aid – the District estimates to receive \$.1M
- \$10M increase for the NextUp program from 20 districts to 30 districts
- \$10M to implement equal employment opportunity best practices
- \$1.1M to expand the African American Male Education Network and Development (A2MEND) student charters

One-Time

- \$387.6M to address deferred maintenance and energy efficiency projects – the District estimates to receive \$5.8M
- \$150M to support retention and enrollment strategies by engaging and connecting with former students who may have withdrawn due to the pandemic; with current and prospective students who are hesitant to remain or to enroll while expecting districts to offer at least 50% of courses in-person for the 2022-23 academic year provided that this approach is consistent with student demand and public health guidelines
- \$130M to support health-care focused vocational pathways in Adult Ed over three years
- \$105M to implement a common course numbering system
- \$75M to modernize technology and to protect sensitive data (for a total of \$100M per the afore-mentioned on-going allocation)
- \$65M to implement transfer reforms per AB 928
- \$25M to implement program pathways mapping technology
- \$20M for emergency financial assistance grants to AB540 students
- \$20M to implement a pathways grant program to incentivize public-private partnerships to prepare students for high-skilled fields in education, STEM, and healthcare
- \$5M to support the Teacher Credentialing Partnership program
- \$.2M to study best practices associated with the Umoja program

The Governor is proposing \$16 billion to, in part, buy down the State’s share of the unfunded liabilities within CalSTRS and CalPERS over the next three years; however, this proposal will not provide any direct relief to employer contributions. Projected employer rate increases of 2.18% and 2.49%, respectively, are significant as noted below.

Pension System	2020-21	2021-22	2022-23
CalSTRS Employer Rate	16.15%	16.92%	19.10%
CalPERS Employer Rate	20.70%	22.91%	25.40%

The Governor’s proposal is the beginning of the budget process, with an expectation that the legislature will introduce their budget priorities over the coming months with the goal of a compromise leading to an adopted state budget effective July 1, 2022.

Additional details on the Governor’s proposed budget can be found at: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/Budget-News>

COMMUNITY AND DISTRICT STATUS

The District continues to be community-supported, receiving no state apportionment as it is mainly funded by local property taxes and student enrollment fees. The District continues to receive state funding from Proposition 55 (Education Protection Account) of \$100 per FTES. This funding source, passed by voters in 2016, is an extension of the personal income tax portion of Proposition 30. Additionally, the District receives funds for categorical

programs and both state and federal financial aid for students. It is essential that the District maintain stable funding in order to continue its mission to serve and support the local community and its students.

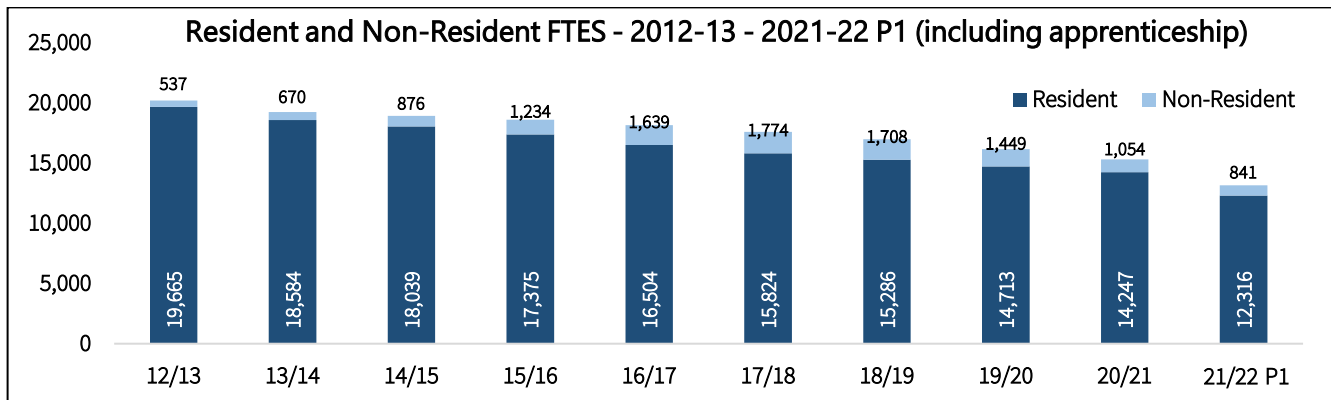
As a community-supported district, where property taxes represent approximately 85% of the total Unrestricted General Fund revenue, administration pays particularly close attention to the local economy and commercial/residential real estate markets. The pandemic continues to cause financial hardships for many residents and small businesses throughout San Mateo County, the State of California, and the entire nation. These impacts are evidenced via college enrollment trends, unemployment rates, certain sectors of the economy, and supply chains while exacerbating the equity gap.

San Mateo County’s unemployment rate was 3.1% in November 2021 as compared to the statewide rate of 6.9% and the national rate of 4.2%.¹ While interest rates remain relatively low and the stock market relatively high, resident home prices continue to surge. Inflation too is surging primarily due to low inventory levels attributed to supply chain disruptions brought about by the pandemic while demand remains high. This trend is expected to continue in the short term. On average, residential properties are on the market for less than 17 days and selling 10% over the original list price.² Although the county experienced an increase in demand for single-family homes during the pandemic, business assets including commercial airline property at the San Francisco International Airport and other business property throughout the county continue to be impacted by the pandemic.³ Accordingly, district administration anticipates relatively flat to slightly lower year-over-year property tax revenue increases over the next three years and will incorporate any new information in the District’s 2022-23 Tentative Budget to be presented to the Board of Trustees for adoption in June 2022. As of this writing, the on-going property tax assumptions are noted below and will continue to be revised as additional information becomes available.

2021-22	2022-23	2023-24	2024-25
4.94%	5.41%	5.00%	4.75%

District Enrollment Trend

The chart below represents enrollment trends for the past 10 years including apprenticeship. The decline in enrollment is partially attributed to a stable economy as evidenced by the County’s low unemployment rate with a significant decline beginning FY 2019-20 due to the pandemic. For further details, please see the FTES Analysis contained within this report.



¹ <https://www.bls.gov/news.release/pdf/empsit.pdf>6.9

² <https://chriseckert.us/market-report/real-estate-market-report-san-mateo-county-area-december-2021/>

³ <https://www.smcacre.org/new-site-press-release/san-mateo-countys-2021-22-property-assessment-roll-reaches-record-high-after>

Cash Flow

The District receives property taxes, which are distributed by the County primarily in December and April, and drives the District's resource allocation model. The District does not anticipate issuing Tax Revenue Anticipation Notes (TRANS) to smooth cash flow.

Increased Costs

The District prepares for increases in health costs as medical insurance rate increases take effect each January. Annual movements on the salary schedule for all employees generally add a 1% to 1.5% cost to the expenditure budget. Changes to expenditures for employee benefits will be included in the 2022-23 Tentative Budget.

The employer contribution rate for 2022-23 for the Public Employees Retirement System (PERS) is projected to be 25.40% (up from 22.91% for 2021-22). The PERS Board will adopt an official rate at their meeting in May. The employer PERS rate is projected to begin to decrease incrementally to 22.50% by 2026-27 per School Services of California, Inc.

The employer contribution rate for 2022-23 for the California State Teachers Retirement System (STRS) is projected to be 19.10% (up from 16.92% for 2021-22). The employer STRS rate is projected to remain flat through 2026-27 per School Services of California, Inc.

Operational costs such as utilities and insurance are also projected to increase. Similar to changes to personnel costs, operational costs will be updated and included in the 2022-23 Tentative Budget.

COVID-19 Impact

The pandemic continues to have a significant financial impact on the District. Fortunately, federal dollars (Higher Education Emergency Relief Funds - HEERF) have been received to mitigate much of the impact and to provide direct aid to students. Below is a summary of these dollars through December 31, 2021:

	HEERF			
	Funding	Expenses - Direct Aid	Expenses - Institutional	Available Balance
Skyline	\$ 16,533,712	\$ 9,793,161	\$ 1,787,020	\$ 4,953,531
Canada	\$ 8,065,173	\$ 4,516,079	\$ 621,062	\$ 2,928,032
CSM	\$ 12,473,413	\$ 6,717,001	\$ 1,452,858	\$ 4,303,554
Districtwide	\$ 7,422,714	\$ -	\$ 5,468,140	\$ 1,954,574
TOTAL	\$ 44,495,012	\$ 21,026,241	\$ 9,329,080	\$ 14,139,691

The districtwide funding was provided by the colleges to fund revenue losses (i.e., institutional expenses) associated with the pandemic. \$648,479 (combined with \$12,334 from the Foundation) represent the expense to retire all eligible student debt to increase access to students impacted by the pandemic. The remaining funds are to backfill revenue losses associated with pandemic-related student refunds; the financial impact of enrollment declines on auxiliary services (i.e., bookstores, community education, and cafeterias); and enrollment fees.

In addition to the federal dollars, the District has expended \$730,795 as of December 31, 2021 on COVID-19 mitigation from the Unrestricted General Fund.

Free College Initiative

The 2021-22 Budget included an initial allocation of \$6.75 million in one-time funding to support the implementation of the District's Free Community College Initiative. The allocation is designed for the expansion of three critical components of the initiative: Promise Scholars Program (PSP), Dual Enrollment, and Open Educational Resources (OER) / Zero Textbook Cost programs. Each of the colleges submitted budget requests outlining resources needed to achieve the stated expansion goals through 2023-24. The resources requested totaled over \$20 million. The initial allocation has been distributed as follows:

	Free College Initiative			
	PSP	Dual Enrollment	Zero Cost Textbook	Total
Skyline	\$ 1,451,273	\$ 1,060,756	\$ 257,738	\$ 2,769,767
Canada	\$ 679,123	\$ 553,615	\$ 353,558	\$ 1,586,296
CSM	\$ 794,182	\$ 601,561	\$ 638,318	\$ 2,034,061
Contingency				\$ 359,876
TOTAL	\$ 2,924,578	\$ 2,215,932	\$ 1,249,614	\$ 6,750,000

In general, the vast majority of the funds allocated will go towards supporting the infrastructure for each of the programs, including dedicated program service coordinators, retention specialists, counselors, and faculty resource librarians while incentivizing faculty participation in OER development efforts. The District will continue to work to identify on-going resources to sustain the infrastructure required.

This effort, along with the \$2 million financial support from San Mateo County to expand the District's PSP; the annual \$1 million allocated towards food insecurity from the District coupled with funds received from the State of California for food and housing insecurity; and Senate Bill 893, if passed into law, will catapult the District as a leader in supporting social equity by breaking down financial barriers that prevent access to higher education.

SMCCCD 2022-23 Budget Planning

The Board of Trustees approved the 2022-23 Budget and Planning Calendar in January 2022. The current resource allocation model was implemented in 2015-16, primarily to address the District’s community-supported status. It reflects District priorities which focuses on serving students and community needs. The District has convened a workgroup primarily comprised of members of the District Committee on Budget and Finance to conduct a comprehensive review and to make recommendations for updates to the allocation model.

<i>District Committee on Budget and Finance</i>	
Anthony Burrola, <i>AFSCME Representative</i>	Steven Lehigh, <i>AFT Representative</i>
Diana Castro, <i>Student Representative</i> <i>Cañada College</i>	Vincent Li, <i>Academic Senate Representative</i> <i>College of San Mateo</i>
Daryan Chan, <i>Academic Senate Representative</i> <i>Cañada College</i>	Joe Morello, <i>Vice President of Administration</i> <i>Skyline College</i>
Jia Chung, <i>Interim Budget Officer</i> <i>College of San Mateo</i>	Micaela Ochoa, <i>Vice President of Administration</i> <i>College of San Mateo</i>
Mary Chries Concha Thia, <i>Budget Officer</i> <i>Cañada College</i>	Ludmila Prisecar, <i>Interim Vice President of Administration</i> <i>Cañada College</i>
Tania Farjat, <i>Student Representative</i> <i>College of San Mateo</i>	Bernata Slater, <i>Chief Financial Officer</i> <i>District Office</i>
Judy Hutchinson, <i>Budget Officer</i> <i>Skyline College</i>	Richard Storti, <i>Executive Vice Chancellor</i> <i>District Office</i>
Nick Kapp, <i>Academic Senate Representative</i> <i>Skyline College</i>	Vacant, <i>CSEA Representative</i>
	Max Wong, <i>Student Representative</i> <i>Skyline College</i>

2021-22 MID-YEAR BUDGET STATUS

Fund 1 Revenues

The revenue recognized to date is **\$111,251,073** or **50.75%** of the total adopted revenue budget, excluding transfers in/other sources.

Unrestricted General Fund Revenue	2021-22 Budget	12/31/2021 Actuals	% of Total Budget
Property Tax / RDA / Enrollment Fees	\$194,934,391	\$100,286,647	51.45%
Proposition 55 (EPA)	1,414,825	723,202	51.12%
Lottery / Mandated Cost	2,819,306	1,488,041	52.78%
State STRS / Faculty	10,298,684	1,928,808	18.73%
Apprenticeship	490,215	254,912	52.00%
Non-Resident Tuition	6,478,425	5,449,113	84.11%
Interest Income	2,500,000	825,393	33.02%
Miscellaneous / Local Other	286,285	294,958	103.15%
Total Revenue	\$219,222,131	\$111,251,073	50.75%

Fund 1 Expenditures

The expenditures to date are **\$89,692,260** or **37.49%** of the total adjusted expenditure budget, excluding transfers out/other outgo.

Unrestricted General Fund Expenditure	2021-22 Budget	12/31/2021 Actuals	% of Total Budget
Cañada College	\$40,756,236	\$15,296,061	37.53%
College of San Mateo	64,566,001	24,755,977	38.34%
Skyline College	66,746,577	25,345,398	37.97%
District Office/ Facilities	42,322,192	18,386,497	43.44%
Central Services	24,876,758	5,908,327	23.75%
Total Expense	\$239,267,764	\$89,692,260	37.49%

The financial tables in this report include actual expenditures for each fund and location as of December 31, 2021. Note that, in addition to Districtwide expenditures, Central Services also serves as a holding account for some allocations to be transferred to the sites during the fiscal year. Additionally, the District began the fiscal year with a 15% contingency reserve (\$33.1 million) which is reflected in the beginning fund balance.

Transfer of Funds

Title 5 regulations require the Board to approve transfers between expenditure classifications made after final adoption of the budget. District Policy 8.11 specifies that budgetary transfers will be authorized only when expenditures in certain object accounting classifications are in excess of the amounts budgeted and when there are amounts in other object classifications that will not be required for expenditures in those classifications. In addition, District Policy 8.02 requires a report on funds accepted on behalf of the District. The resulting changes to the final adopted budget are submitted to the Board semi-annually.

The following paragraphs summarize transfers submitted by the District units to realign individual line-item account classifications and to provide flexibility within budget allocations. All budget transfer detail is maintained in the Banner finance system, providing necessary documentation to support the summary report submitted to the Board for approval. Increases and decreases in major line item object accounts are shown for both income and expenditures.

General Fund (Unrestricted) – Fund 1

Adjust EXPENDITURE amounts in the following classifications:

1000	Academic Salaries	\$20,623
2000	Classified Salaries	618,457
3000	Employee Benefits	372,206
4000	Supplies and Materials	2,569,279
5000	Operating Expenses	(1,796,744)
6000	Capital Outlay	269,586
7000	Other Outgo	<u>374,047</u>
Total		\$2,427,454

Adjust REVENUE amounts in the following classifications:

8600	State Revenues	\$7,021,061
8800	Local Revenues	(5,393,688)
8900	Other Sources	<u>800,081</u>
Total		\$2,427,454

In addition to accounting for increases in revenues, changes in expenditure budgets are a result of realignments within the sites as well as redistribution of funds from Central Services to site holding accounts.

Changes in revenue budgets are primarily the result of increases from the State for faculty, entrepreneurial activities at the colleges coupled with backfilling the colleges to support the PSP, correcting a categorization of state revenues as local revenues, and transfers to the Unrestricted General Fund to support the Equity Institute (Year 3 of 3).

General Fund (Restricted) – Fund 3

Adjust EXPENDITURE amounts in the following classifications:

1000	Academic Salaries	\$(977,572)
2000	Classified Salaries	1,994,012
3000	Employee Benefits	889,519
4000	Supplies and Materials	1,811,326
5000	Operating Expenses	(6,382,658)
6000	Capital Outlay	2,400,065
7000	Other Outgo	<u>4,892,372</u>
Total		\$4,627,064

Adjust REVENUE amounts in the following classifications:

8100	Federal Revenues	\$3,467,506
8600	State Revenues	686,482
8800	Local Revenues	561,155
8900	Other Sources	<u>(88,079)</u>
Total		\$4,627,064

Increases in the Restricted General Fund budget occur as a result of increases to state categorical programs to match actual allocations and the receipt of grants after the adoption of the budget. Augmentations to specially funded programs in the Restricted General Fund is located on Page 55.

Capital Outlay Projects Fund – Fund 4

Adjust EXPENDITURE amounts in the following classifications:

2000	Classified Salaries	\$495,774
3000	Employee Benefits	197,330
4000	Supplies and Materials	123,929
5000	Operating Expenses	3,453,183
6000	Capital Outlay	4,289,174
7000	Other Outgo	<u>800,000</u>
Total		\$9,359,390

Capital Outlay Fund revisions reflect accounting for increases to revenues, changes in expenditure budgets related to the redefinition of various projects and realignment within account classifications.

Adjust REVENUE amounts in the following classifications:

8600	State Revenues	\$7,644,446
8800	Local Revenues	785,589
8900	Other Sources	<u>929,355</u>
Total		\$9,359,390

Revenue increased as a result of the receipt of deferred / scheduled maintenance resources from the State, the receipt of redevelopment agency funds, the allocation of earned interest, and transfers in from other funds.

Trust Fund (Student Aid) – Fund 7

Adjust EXPENDITURE amounts in the following classification:

7500	Financial Aid	\$3,117,405
7600	Payments to Students	<u>28,668</u>
Total		\$3,146,073

Increases in the Trust Fund budget occurred as a result of transfers from the Restricted General Fund (specially funded programs) to pay Federal and State Financial Aid awards and scholarships to eligible students.

Adjust REVENUE amounts in the following classifications:

8900	Other Sources	<u>\$3,146,073</u>
Total		\$3,146,073

OTHER FUNDS

SELF-INSURANCE FUND (FUND 2)

The Self Insurance Fund (Page 47) provides for the payment of claims, deductible amounts, administrative costs and related services; purchase of excess insurance; and other purposes as defined by the Education Code. Mid-year expenditures of \$3,204,733 include salary costs and insurance premiums. Transfers into the fund are from the General Fund for insurance premium costs. The District is self-insured for worker's compensation insurance and maintains a balance in this fund for future costs of existing claims.

DEBT SERVICE FUND (FUND 25)

The purpose of a Debt Service Fund (Page 51) is to account for the accumulation of resources for, and the payment of, general long-term debt and long-term leases. SMCCCD's debt consists of the general obligation bonds for capital outlay. Revenue comes from local property taxes.

RESTRICTED GENERAL FUND (FUND 3)

The Restricted General Fund (Page 56) includes all specially funded programs which are restricted in their use by law, regulations, donors, or other outside federal, state and local agencies. Included in the Restricted General Fund are the Health Services and Parking Programs.

Health Services Fund

Mid-year Health Services fee revenue decreased from \$630,881 in 2020-21 to \$486,169 in 2021-22. The \$144,712 decrease is attributed to declining enrollment primarily associated with the pandemic. For all students, the current health fee is \$21 per primary semester term and \$18 per summer term, which is unchanged from the prior year.

Parking Fund

Mid-year parking fee revenue increased slightly from \$26,966 in 2020-21 to \$43,067 in 2021-22, which is attributed to the transition from the campus closures. There remains a significant reliance on the Unrestricted General Fund to support the Parking Fund.

The 2021-22 parking fee for a full semester remained at 2020-21 levels or \$58 per primary term; \$106 per two-term semester (fall and spring) parking permit; \$29 per summer term permit; and \$3 for daily-use permits.

In accordance with state law, students eligible for a California Promise Grant (formerly known as the Board of Governor's Fee Waiver) pay \$30 per primary semester term and \$25 per summer term for a parking permit. The rates for these students remain unchanged.

CAPITAL PROJECTS FUND (FUND 4)

The Capital Projects Fund is a restricted fund and reflects funding carryover for projects approved but not completed in prior years as well as newly funded projects. A project list can be found on pages 58-59. Project expenditures as of December 31, 2021 were \$20,344,911.

The Bond Construction Fund, a sub-account of the Capital Projects Fund, was established for the deposit of proceeds from the sale of bonds. Deposits are used to meet the costs of property acquisition, facilities planning, inspections, surveys, new construction, modernization, and new equipment.

Capital Improvement Program

In November 2014, voters in San Mateo County voted (66.4% favorable) to approve Measure H, a \$388 million bond measure that allows the District to move towards completion of the modernization/construction/reconstruction projects as envisioned in the 2015 Facilities Master Plan Amendment that was approved by the Board of Trustees in January 2015. The District received its first Measure H bond issuance of \$127 million in June 2015 and the second and final issuance of \$261 million in December 2018. To date, the funds have generated interest of \$12.76 million, which increased the Measure H budget from \$388 million to \$400.76 million. As of December 31, 2021, the District has expended \$326.97 million and committed \$15.5 million of Measure H funds – 85.5 percent of the total authorization.

The following is a list of site-specific activities that have been recently completed or are currently in design, pre-construction, or construction phases. Construction dates listed reflect currently planned schedules as of December 31, but are subject to change.



Completed Projects – The following projects were completed during the fiscal year:

- Building 9 Reconfiguration
- Buildings 9 & 22 Roof Replacement

Active Construction Projects – The following projects are under construction:

- Building 1N Kinesiology and Wellness Center Fitness Equipment (equipment anticipated to be installed Spring 2022)
- Building 13 Multiple Program Instructional Center (anticipated completion – December 2022)
- Building 16 & 18 Swing/Secondary Effects (anticipated completion – post Building 13, December 2022)
- Building 5 The Grove Furniture Refresh (college funded, anticipated completion – Summer 2022)
- Building 22 Swing Spaces, Classroom Upgrades and Public Safety Department Relocation (anticipated completion - March 2022)

Future State Capital Outlay Funded Project – The following project have been submitted for future State Capital Outlay funding noting that this project may be withdrawn if the District is unable to identify matching dollars:

- Building 3 Performing Art Center Technology and Environmental Modernization (Initial Project Proposal – IPP) - Pending Review

College of San Mateo

Active Construction Projects – The following projects are under construction:

- Water Supply Tank Replacement (anticipated completion – Spring 2022)
- Building 3 Theatre Modernization (anticipated completion – Spring 2022)

Projects In Planning – The following projects are in the planning and design stage:

- Building 19 Facelift (currently @ DSA)
- Building 36 Mechanical Engineering Upgrade
- Building 5 Healthcare Center Relocation (college funded)
- Sand Volleyball (college funded)

Future State Capital Outlay Funded Projects – The following projects have been submitted for future State Capital Outlay funding noting that these projects may be withdrawn if the District is unable to identify matching dollars:

- Building 9 Library Modernization (Final Project Proposal - FPP) – Pending Review for 2022-23
- Building 8 Kinesiology Modernization (Initial Project Proposal - IPP) – Pending Review
- Building 19 Emerging Technologies Modernization (Initial Project Proposal – IPP) – Pending Review



Completed Projects – The following projects were completed during the fiscal year:

- Building 6 Fireside Furniture Refresh and Technology Upgrade
- Building 1 Social Science and Creative Arts Building Facelift Phase 1 – Ceramics Lab, Piano/Midi Lab, Animation Lab, Sculpture Lab, 25 offices, Co-gen demo, Restroom Demo, and Practice Room Refresh

Active Construction Project – The following project is under construction:

- Building 1 Social Science and Creative Arts Building Facelift Phase 2 (anticipated completion – Spring 2023)

Project In Planning – The following project is in the planning and design stage:

- Building 2 Workforce and Economic Development Prosperity Center (currently @ DSA, anticipated completion Fall 2023)

Future State Capital Outlay Funded Projects – The following projects have been submitted for future State Capital Outlay funding noting that these projects may be withdrawn if the District is unable to identify matching dollars:

- Building 1 Visual and Performing Arts Modernization (Initial Project Proposal - IPP) – Pending Review
- Building 5 Learning Resource Center Technology and Environmental Modernization (Initial Project Proposal - IPP) - Pending Review
- Building 19 Pacific Heights Modernization (Initial Project Proposal) – Pending Review



Completed Projects – The following projects were completed during the fiscal year:

- Half Moon Bay Oil Well Removal
- Districtwide Firewall Network Switch Replacement
- Districtwide Information Telephone System Upgrades
- Districtwide UPS Device (MDF/IDF) Replacement

Active Districtwide Projects – The following projects are under construction:

- Districtwide Video Camera Replacement (anticipated completion – Spring 2022)
- College Ridge Employee Housing Complex at Skyline College (anticipated completion – Summer 2022)
- Districtwide ADA Transition (10-year plan)

Projects in Planning – The following projects are in the planning and design stage:

- Districtwide Facilities Master Plan (anticipated completion – Spring 2022)
- Districtwide Student Housing Development

AUXILIARY and ENTERPRISE FUNDS (FUND 5)

AUXILIARY OPERATIONS

The impact of the campus closures due to the pandemic on auxiliary services has resulted in significant revenue losses and increased operational costs. Combined with lower enrollment, fewer face-to-face classes, increased personnel costs, and supply chain delays, auxiliary services has had to draw on its reserves. While the short-term impact is significant, the long-term financial outlook is more optimistic for the San Mateo Athletic Club, the cafeterias, and event rental operations; however, the sustainability of the bookstores will be challenging at best.

Bookstores

The following data reflect bookstore operations for the first six months of the fiscal year beginning July 1, 2021 through December 31, 2021, and includes a small portion of summer 2021, as well as the fall 2021 semester sales.

Bookstore Sales	2021-22	2020-21	\$ Change	% Change
Regular Merchandise Sales	\$1,620,026	\$1,788,987	\$(168,961)	-9.44%
Computer Products Sales	28,270	13,386	14,884	111.20%
Total Merchandise Sales	\$1,648,295	\$1,802,372	\$(154,077)	-8.55%
Textbook Rental Income	24,072	41,429	(17,357)	-41.90%
Production Service Income	64,545	28,317	36,228	127.94%
Total Sales	\$1,736,912	\$1,872,119	\$(135,207)	-7.22%

Regular merchandise sales have decreased moderately (9.44%) this year compared to last year as textbook sales continue to decline while the adoption of Inclusive Access (IA) materials increase. Textbook sales are down over last year due to a number of factors including the decline in enrollment, faculty transitioning to on-line materials, and less expensive inclusive access materials that are sold by the bookstores at lower prices and smaller margins. Similarly, textbook rental fee revenue declined this year over last year (41.9%) as the program has matured and

enrollment has declined. It is important to note that as more faculty choose options other than traditional textbooks for use in the classroom, textbook sales and rentals will continue to decline. Production service sales (generated from the operation of the copy centers located in each bookstore) is ahead of last year (127.94% or \$36,228) in part due to increased print jobs related to the pandemic, as well as, printing customized graphic tee shirts, sweatshirts, and hats and increased outreach to local schools in an effort to generate additional revenue. Computer product sales experienced an increase (127.94% or \$14,884) but with margins at 10% or lower and the volume of sales in relation to regular merchandise, the impact of the increase is modest.

Comparative figures through December 31st are shown below:

Bookstore Recap	2021-22	2020-21	\$ Change	% Change
Operations				
Sales				
Merchandise Sales	\$1,648,295	\$1,802,372	\$(154,077)	-8.55%
Textbook Rental Income	24,072	41,429	(17,357)	-41.90%
Production Service Income	65,545	28,317	36,228	127.94%
Total Sales	\$1,736,912	\$1,872,119	\$(135,207)	-7.22%
Less: Cost of Sales	1,283,342	1,342,088	(58,746)	-4.38%
Gross Profit from Operations	\$453,570	\$530,031	\$(76,461)	-14.43%
Total Operating Expenses	1,156,956	1,060,689	92,267	9.08%
Net Income/(Loss) from Operations	\$(703,386)	\$(530,659)	\$(172,727)	-32.55%
Other Income	34,940	31,559	3,381	10.71%
Net Operation Profit/(Loss)	\$(688,446)	\$(499,100)	\$(169,346)	-33.93%
Non Operational Income/(Expenses)				
Non Operational Income	\$543,091	\$44,186	\$489,905	1129.11%
Investments - Adjust to Market	-	-	-	0.00%
Non Operational Expenses				
Admin Salary & Benefits	93,094	86,816	6,278	7.23%
Other Expenses	34,901	34,257	643	1.88%
College Support	-	-	-	0.00%
Total Non-Operational Income/(Expenses)	\$415,096	\$(76,888)	\$491,984	639.87%
Net Change in Fund Balance	\$(253,350)	\$(575,988)	\$322,368	56.01%

Cost of goods sold decreased (4.38%) this year-to-date largely due to the increased volume of IA materials required by faculty. Total direct operating expenses increased (9.08%) over this same period compared to last year. Decreases were realized in all merchandise categories except production services and computer product sales. One of the strongest merchandise categories, coffee and convenience sales, which are the most profitable sales in the bookstore, had been completely eliminated during the summer months when the bookstores were serving students primarily on-line. The Bookstores returned to face-to-face operations in fall for those students who were on campus. While the Bookstores reopened the coffee and convenience shops, the number of students on campus were not sufficient to make a significant impact on sales.

The Bookstores have faced numerous headwinds in recent years which include declining enrollment, reduced sales of textbooks, significantly shrinking margins on Inclusive Access materials which are replacing traditional textbooks at a rapid rate, increasing salary and benefit costs as well as a changing marketplace impacting the sales of school and office supply sales. This is not unique to the District's bookstores and staff is commended for managing through the headwinds for several years by adding and increasing sales in coffee and convenience

items and being active in providing food insecurity support along with the District’s dining partner. Unfortunately, the trajectory for the Bookstores is not sustainable in its current form and will require that the District consider all options to ensure operations continue sustainably while meeting the needs of students and staff.

Cafeterias

Beverage, Snack, and Food Service Vendors:

- The District’s beverage vending service partner is Pepsi Bottling Group. The contract was awarded effective July 1, 2017, ending on June 30, 2024 with the option of renewing for three one-year terms at the discretion of the District.
- The District’s snack vending partner is Compass Group USA through its Canteen Vending Services Division. The contract was originally effective July 1, 2017, and ended on June 30, 2020 with the option of renewing for two one-year terms. This contract was not renewed as scheduled due to the campus closures. Upon the commencement of return to campus began, the contract was reinstated beginning August 1, 2021 and ending on June 30, 2022, with the option for a one-year renewal.
- The District’s food service partner is Pacific Dining Services. The contract was awarded on July 1, 2017 originally ending on June 30, 2022 with an option for one five-year renewal at the discretion of the District. This contract was extended for a period of eighteen (18) months since services were not performed due to the campus closures. The contract extension term begins on July 1, 2022 and ends on December 31, 2023. The option for a one five-year renewal at the discretion of the District remains.

All of the commission dollars from the Pepsi and Canteen vending machines located throughout the District is returned directly to the colleges’ Associated Student Body for use with approved student-related activities.

Comparative figures through December 31st are shown below:

Cafeteria Recap	2021-22	2020-21	\$ Change	% Change
Operations				
Revenues				
Food Service Income	\$-	\$-	\$-	0.00%
Interest Income	2,949	4,988	(2,039)	-40.88%
Event Rental	25,410	500	24,910	4982.00%
Total Revenues	\$28,359	\$5,488	\$22,871	416.75%
Expenditures	\$86,585	\$61,752	\$24,833	40.21%
Net Change in Fund Balance	\$(58,226)	\$(56,264)	\$(1,962)	-3.49%

FOOD SERVICE INCOME	2021-22	2020-21	\$ Change	% Change
PACIFIC DINING				
Skyline	\$-	\$-	\$-	0.00%
Skyline Events	-	-	-	0.00%
Cañada	-	-	-	0.00%
CSM	-	-	-	0.00%
CSM Events	-	-	-	0.00%
Total Food Service Income	\$-	\$-	\$-	0.00%

Compared to the second quarter of 2020-21, food service income from cafeteria sales remains at zero while income from events held in the Bayview Dining Room at College of San Mateo and the Farallon Room at Skyline College increased to \$25,410 as the community begin to book and hold events again. The District issued numerous refunds of deposits for events that were to be held in 2020, 2021, and 2022. The District continues to

fund salary and benefit costs of district staff, as well as, equipment expenses. The District has been drawing on the cafeteria fund cash reserve for this purpose.

The Cafeteria Fund has sufficient reserves to get through this fiscal year. The reduction in enrollment combined with the increase in on-line only classes will continue to put financial pressure on the operation's financial performance.

San Mateo Athletic Club and Aquatic Center

Operating as an enterprise through Auxiliary and Community Services, the San Mateo Athletic Club (SMAC) has been a self-sustaining, community-centered, fee-based operation offering numerous service options to the San Mateo campus community and the community-at-large. The concept of a multi-use space enables the District to maximize the use of facility resources and consequently create a revenue stream that will supplement the facility budgetary needs, including equipment maintenance and replacement, and has gained the attention of other community colleges throughout the State. SMAC provides the community broader access to the College of San Mateo and demonstrates in a tangible way that the District is a community-based organization serving a wide spectrum of educational and training opportunities.

In January 2022, the San Mateo Athletic Club and Aquatic Center transitioned to a fully-operated District function, with all services provided by District employees. The facility has also been renamed as the College of San Mateo Athletic Center and operates as such.

Comparative figures through December 31st are shown below:

San Mateo Athletic Club and Aquatic Center				
Income Statement Part 1 - Operational Revenues and Expenses	2021-22	2020-21	\$ Change	% Change
Operating Revenues				
Registration & Membership	\$1,118,101	\$573,919	\$544,182	94.82%
Personal Training	151,431	71,871	79,560	110.70%
Aquatics	179,878	66,768	113,110	169.41%
Parking	13,842	9,806	4,037	41.17%
Group Exercise	98,805	68,101	30,704	45.09%
Retail	8,119	2,976	5,142	172.76%
Other Income	3,222	(5)	3227	64545.00%
Total Operating Revenue	\$1,573,398	\$793,436	\$779,962	98.30%
Operating Expenses **	\$1,545,127	\$1,530,388	\$14,740	.96%
Operational Income/(Loss) before District and College Support	\$28,271	\$(736,952)	\$765,223	103.84%
District Support Income				
Interest Income on Investments	\$20,905	\$23,019	\$(2,114)	-9.18%
Operating Expenses charge back to District	24,917	28,607	(3,690)	-12.90%
Total District Support Income	\$45,822	\$51,626	\$(5,804)	-11.24%
District Support Expense				
District Salaries and Benefits	311,211	225,515	85,696	38.00%
Equipment Use Fee & Depreciation	29,894	29,894	-	0.00%
Miscellaneous Expenses	3,309	12,002	(8,693)	-72.43%
Pool Maintenance	14,267	-	14,267	100.00%
Total District Support Expense	358,681	267,410	91,271	34.13%
Net Income/(Loss) after District Support prior to College Support	\$(284,587)	\$(952,736)	\$668,148	70.13%
College Support				
College Academic Program Support***	\$24,917	\$28,607	\$(3,690)	-12.90%
District Support / College Non- Academic Program Support (e.g. PSP, CCCE, etc.)	-	770,000	(770,000)	-100.00%
Total Non-Operational College Support Expense	\$24,917	\$798,607	\$(773,690)	-96.88%
Net Income/(Loss) to Reserve	\$(309,505)	\$(1,751,343)	\$1,441,838)	82.33%

** Operating expenses include the salary and benefit costs of EXOS staff only.

*** College Academic Program Support - This expense represents the expenses related to materials that are purchased by SMAC and used by the academic programs including sweat towels, laundry supplies, restroom supplies, etc. and is calculated on total usage of the space.

The financial performance of SMAC continues to be impacted by the pandemic. As more members returned with the relaxing of pandemic-related restrictions, SMAC has returned to an operational surplus of \$28,271 through the second quarter of the fiscal year compared to a loss of \$736,952 for the same period last fiscal year.

Since opening the doors in 2010, SMAC has generated a total net operational income of over \$8 million dollars through December 31, 2021. These funds are used by the District to support an array of operational programs and other expenses including employee salaries and benefits (classified, AFSCME, and administration), depreciation, equipment costs, pool maintenance, equipment repair, and sponsorships of college programs. Also included is direct support to students through established college programs. These district expenses continued to be supported by SMAC throughout the pandemic. The allocation of these expenses this fiscal year resulted in a net loss to \$309,505 compared to a loss of \$1,751,343 compared to the same period last year.

A new operational model began on January 1, 2022, transitioning the operation in-house. Regular reports will be made to the Board of Trustees on the progress of the new operation.

Community, Continuing and Corporate Education

Community, Corporate and Continuing Education (CCCE) exists to create impact for San Mateo County residents, families, businesses, nonprofits, governmental agencies, and international students seeking increased educational opportunities within the District. The four channels through which this impact is achieved are the Bay Area Pathways Academy (BAPA), Silicon Valley Intensive English Program (SVIEP), Community Education, and Corporate Education.

Comparative figures through December 31st are shown below:

Community, Continuing & Corporate Education (with SVIEP)	2021-22	2020-21	\$ Change	% Change
Operating Revenues	\$445,312	\$501,078	\$(55,765)	-11.13%
Operating Expenditures				
Salaries and Benefits	\$509,855	\$530,073	\$(20,218)	-3.81%
Other Operating Expenses	\$105,941	\$167,051	\$(61,110)	-36.58%
Total Operating Expenses	\$615,796	\$697,124	\$(81,328)	-11.67%
Net Operating Profit/(Loss) before College Support Income	\$(170,484)	\$(196,047)	\$25,563	13.04%
Other Income/Support	\$29,643	\$461,217	\$(431,574)	-93.57%
Net Change in Fund Balance	(\$140,841)	\$265,170	\$406,011	-153.11%

Profitability for CCCE in the first and second quarters has previously been driven by strong performance in both the Bay Area Pathways Academy (BAPA) and Corporate Education due to strong community engagement and employer buy-in to their high-impact programming. The pandemic-fueled shift to online classes for summer camp resulted in significantly lowered enrollments and revenues for BAPA, as many parents opted to wait for a return to in-person camps. While Corporate Education has previously experienced relatively strong revenues in the first two quarters, this year's first and second quarter results have evidenced a slowdown in client demand for training, with many companies focused instead on return-to-work and hybrid work initiatives. SVIEP online enrollments showed an improvement due to cumulative marketing efforts to overseas partners, although in-person classes have not yet rebounded – similar to the in-person enrollment challenges being experienced by Intensive English programs throughout the Bay Area and country as a result of the pandemic. SVIEP has provided strong support for the District's Global Online Learning (GOL) program and continues to be a vital partner in the District's international student recruitment strategies.

Financial support was provided from HEERF II to cover a portion of one-time revenue losses. Despite this support, CCCE has drawn \$140,481 from the fund balance during the first six months of 2021-22. Cost savings in the form of salary savings of approximately \$247,932 is expected by June 30, 2022 due to time and effort being directly provided to the District's International Student Program by the Intensive English Program Coordinator and Manager. Accordingly CCCE is expected to end 2021-22 with a slight surplus.

As described in the narrative below, CCCE continues to focus on community impact during the pandemic, even while navigating revenue declines. In the face of ongoing pandemic-related challenges, CCCE continues to pivot on multiple fronts to align with the continued realities of the current environment.

Silicon Valley Intensive English Program (SVIEP)

SVIEP was created to serve as an in-house matriculation pipeline for international students who do not meet the language proficiency requirements for the colleges, and who would otherwise be turned away to private partner language schools that feed into other competitive institutions.

Since its inception in 2016, SVIEP has successfully matriculated over 120 students to the colleges, yielding a significant financial benefit for the District. Students in SVIEP are those who do not meet the admission requirements to the colleges because their English skills were not sufficient for admission. The program brought these students to a level of proficiency that enabled them to matriculate to one of the three colleges.

SVIEP is continuing its development of hybrid on-campus and online SVIEP classes, as well as online GOL cohorts and online SVIEP cohorts of students seeking to improve their English and matriculate to the colleges. Additionally, SVIEP will continue to provide support to the District's University College Partnership program through outreach and engagement with international partners.

Community Education

Community Education continues to leverage not-for-credit programming and registration capabilities to support the colleges in piloting programs with affordable workforce-designed offerings open to the community. This enhanced level of partnership with the colleges supports both college and community workforce goals. Community Education is also working to identify new not-for-credit professional certifications that are non-duplicative to bolster community impact and revenue growth.

Bay Area Pathways Academy (BAPA)

BAPA continues to redesign the structure, timing and pricing of an in-person summer 2022 camp experience, with offerings reflective of pre-pandemic program popularity as well as a post-pandemic need for flexibility by parents and students. BAPA will also continue to offer new online programming pathways for students wishing to participate in an online environment.

Corporate Education

Corporate Education is positioning itself to engage in new statewide training opportunities through an Employment Training Panel subcontractor partnership with Butte College as part of the 2021-2023 Up-Skill California Contract Education program administered by the Employment Training Panel. Funding is scheduled for allocations beginning December 17, 2021, of which the Up-Skill California Northern Regional Workforce Training Center, Butte College, will receive \$1.5 million. CCCE has subcontracted with Butte College to receive a

portion of this allocation (ranging from \$100K to \$500K) in the coming year once regional planning to define the allocation is complete. These efforts will focus on providing training to newly-hired and newly-promoted workers in priority sector, government, and non-profit organizations. New statewide employee and worker training programs include collaborative projects in Amazon Web Services, Cybersecurity, and Utility Vegetation Management training. Additionally, Corporate Education is working to scale provisions of incumbent worker training and coaching from existing local clients to both state and national partners. This approach is anticipated to prove effective and provide a stronger revenue stream.

ASSOCIATED STUDENTS



The following report covers the period July 1, 2021 through December 31, 2021, for the Associated Student Bodies (ASB). The Student Bodies represent student interests at each of the colleges.

Net income comparing fiscal years 2021-22 and 2020-21 are listed below:

Associated Students - Cañada	2021-22	2020-21	\$ Change	% Change
Net Income for the year	\$42,010	\$22,068	\$19,942	90.37%
Beginning Fund Balance, July 1	\$370,009	\$341,582	\$28,428	8.32%
Ending Fund Balance, Dec 31	\$412,019	\$363,650	\$48,370	13.30%

Associated Students - CSM	2021-22	2020-21	\$ Change	% Change
Net Income for the year	\$71,016	\$42,818	\$28,198	65.86%
Beginning Fund Balance, July 1	\$380,236	\$319,079	\$61,157	19.17%
Ending Fund Balance, Dec 31	\$451,252	\$361,897	\$89,355	24.69%

Associated Students - Skyline	2021-22	2020-21	\$ Change	% Change
Net Income for the year	\$49,853	\$29,063	\$20,790	71.54%
Beginning Fund Balance, July 1	\$669,780	\$603,707	\$66,073	10.94%
Ending Fund Balance, Dec 31	\$719,633	\$632,769	\$86,863	13.73%

ASB Income/Revenue Source

Activity card sales are the major source of income for the Associated Students. Payment of the Student Body Fee supports many student-sponsored activities and programs and entitles students to a photo-ID student body card. Year-over-year income increased due to the increased number of students taking face-to-face classes.

ASB Expenditures

In general, expenditures of the ASBs include normal operating expenses (e.g., office supplies, activity cards, student assistant salaries, and other miscellaneous expenses) as well as student programs, scholarships, and club

assistance supporting campus life. Generally the average cost per event increased this fiscal year because of the transition from virtual events to face-to-face events.

The following table summarizes the number of events organized by the ASB at each college and also a comparison of total expenditures.

Associated Students	2021-22		2020-21			
Activities Vs Expenditure Analysis	# of Events	Expenditure	# of Events	Expenditure	\$ Change	% Change
Cañada College ASB	19	\$8,430	32	\$10,556	\$(2,125)	-20.14%
College of San Mateo ASB	11	\$19,455	9	\$2,589	\$16,866	651.44%
Skyline College ASB	24	\$28,510	33	\$26,895	\$1,614	6.00%

ASB Cañada College

At Cañada College, there were nineteen ASB organized events and activities in the first two quarters of this fiscal year as compared to thirty-two events during the same period of time last year. The overall expenditures have decreased by 20.14%, or \$2,125, as compared to last year.

ASB College of San Mateo

At the College of San Mateo, there were eleven ASB organized events and activities in the first two quarters of this fiscal year as compared to nine events during the same period of time last year. The overall expenditures have increased by 651.44%, or \$16,866, as compared to last year.

ASB Skyline College

At Skyline College, there were twenty-four ASB organized events and activities in the first two quarters of this fiscal year as compared to thirty-three events during the same period of time last year. The overall expenditures have increased by 6%, or \$1,614, as compared to last year.

CHILD DEVELOPMENT FUND (FUND 6)

College of San Mateo and Skyline College each operate a Child Development Center (CDC) under General Center and State Preschool Child Development agreements with the California Department of Education. Cañada College currently does not operate a center.

The Child Development Fund (Page 69) is a special revenue fund that is used to account for the activities of these on-campus preschool programs that serve children of students, faculty, and staff. The primary source of revenue is State funding for children who qualify for subsidized care and Board-approved fees assessed for non-subsidized children. As directed by the Board of Trustees, program deficits up to \$200,000 per site in this fund continue to be funded by former redevelopment property tax funds. Program deficits in excess of this direction are funded by the respective college.

Local revenues for the first six months of the fiscal year are \$56,861, which is up \$43,605 from the \$13,256 during the same period last year due to transition from the campus closures.

TRUST FUNDS (STUDENT FINANCIAL AID FUND 7)

Awards for fall 2021 are reflected in this report and total \$18,558,110, an increase of \$10,398,101 over the same period last year. The increase is due to disbursements associated with HEERF made during the first six months of the fiscal year. Additional awards will be processed during the second half of the year. The Student Financial Aid Fund can be found on Page 73.

The fund does not include Federal Work Study payments, which are considered wages for work rather than financial assistance in the form of aid. Work Study funds are maintained in the Restricted General Fund.

RESERVE FUND FOR POST-RETIREMENT BENEFITS / HOUSING LOAN (FUND 8)

The Reserve Fund for Post-Retirement Benefits was established to lessen the burden on the Unrestricted General Fund associated with the liability associated with other post-employment benefits (OPEB). In 2010, the District began to assess itself an amount to cover the future retiree medical benefit costs for employees. This assessment was reduced from 5% to 3% of payroll effective 2020-21. These charges appear as part of a benefit expense across all funds and are transferred into this fund. Amounts from the Reserve Fund for Post-Retirement Benefits have been transferred periodically to the Futuris Trust. At this point in time, the OPEB liability is fully-funded per the actuarial calculation dated June 30, 2021. For 2021-22 the District will not be transferring any dollars to the trust given its funding status and will use the resources set aside in Fund 8 to fully pay the “pay-as-you go” medical expenses for 2021-22.

The District established a Government Accounting Standards Board (GASB 45) irrevocable trust (Futuris Trust) for other post-employment benefits. An actuarial calculation was completed as of June 30, 2021 determining an OPEB liability of \$117 million. The trust had a total portfolio value of \$157 million ending June 30, 2021. Given the current fully-funded status, the Administration will continue to engage with the trust’s Retirement Board of Authority (RBOA) and the District’s actuary, Total Compensation Services, with regards to drawing down funds from the trust to cover some or all of the costs associated with post-employment benefits beginning in 2022-23 while considering potential cost increases of medical benefits, employee and retiree demographics, and market fluctuations with the goal of maintaining a fully-funded status.

The Reserve Fund for Post-Retirement Benefits can be found on Page 77.

BUDGET TABLES

Fund Chart

2021-2022 Adoption Budget

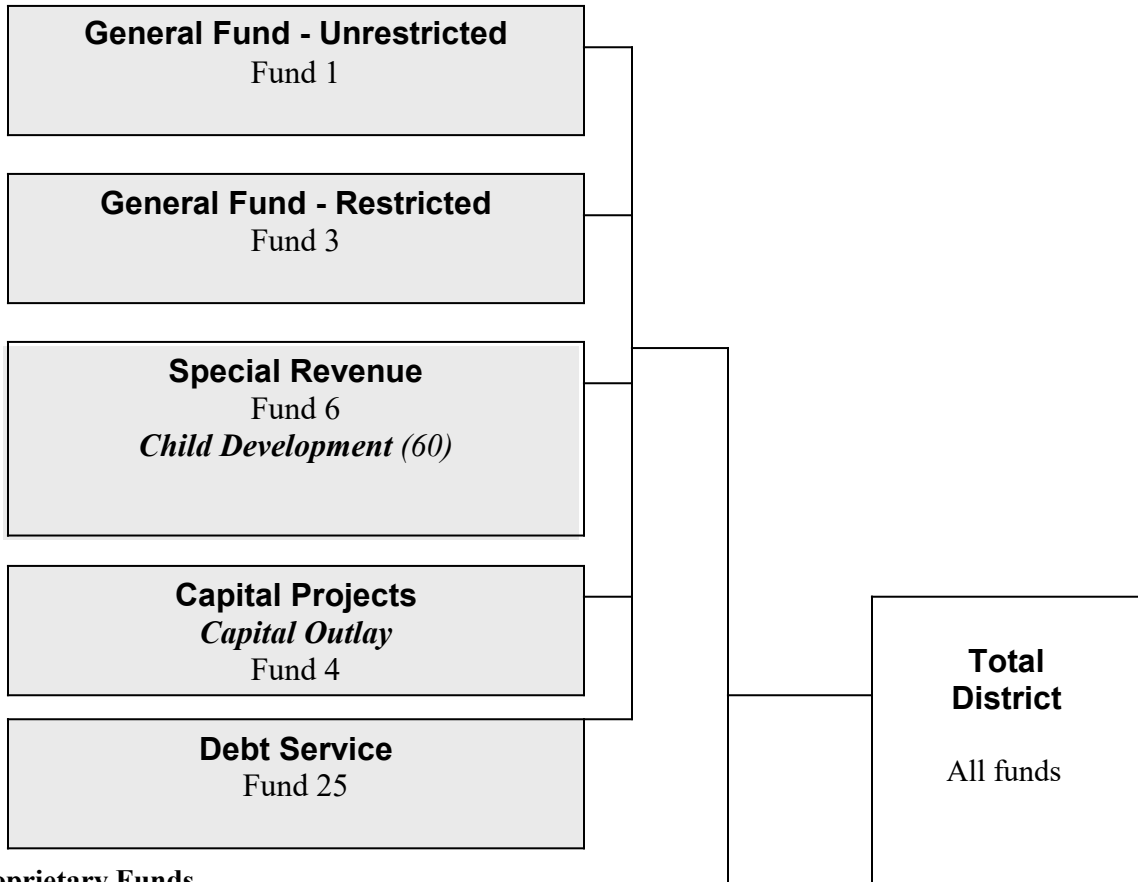
2021-2022 Second Quarter Actuals



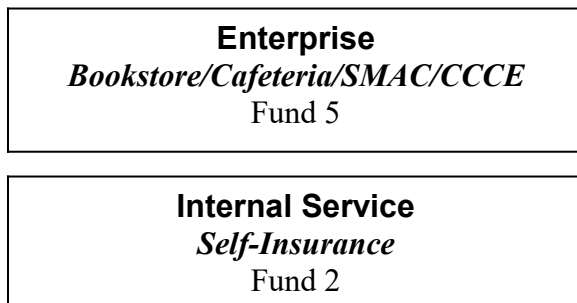
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San Mateo County Community College District Funds

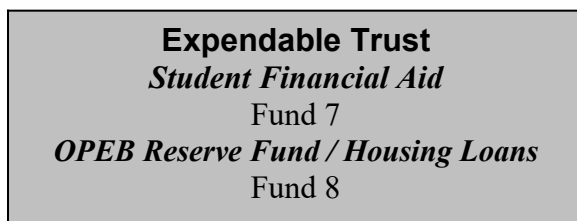
Governmental Funds



Proprietary Funds



Fiduciary Funds



**San Mateo County Community College District
2021-2022
Final Budget - All Funds**

Governmental Funds				
Total General Fund		Special Revenue	Capital Projects	Debt Service
Unrestricted	Restricted	Child	Capital Outlay	Debt Service

Revenue

1	Federal Revenue	\$0	\$24,185,206	\$52,000	\$0	\$0
2	State Revenue	8,817,562	34,800,988	237,000	25,963,416	0
3	Local Revenue	210,404,569	8,590,504	396,280	1,898,000	61,145,704
4	Total Revenue	\$219,222,131	\$67,576,698	\$685,280	\$27,861,416	\$61,145,704

Expenses

5	Cost of Sales	\$0	\$0	\$0	\$0	\$0
6	Certificated Salaries	83,073,018	11,461,193	255,070	1,000	0
7	Classified Salaries	55,221,159	13,531,568	687,959	1,516,667	0
8	Employee Benefits	48,691,035	8,761,858	414,335	710,627	0
9	Materials & Supplies	4,805,907	3,458,576	59,000	2,380,000	0
10	Operating Expenses	44,488,519	30,493,027	39,640	4,760,000	0
11	Capital Outlay	957,623	899,240	0	60,860,000	0
12	Total Expenses	\$237,237,261	\$68,605,462	\$1,456,003	\$70,228,294	\$0

Transfers & Other

13	Transfers In	\$0	\$10,131,559	\$770,723	\$0	\$0
14	Other Sources	0	0	0	0	0
15	Transfers Out	(12,611,549)	0	0	(1,400,000)	0
16	Contingency/Deficit	0	0	0	0	0
17	Other Out Go	(80,000)	(9,102,794)	0	0	(61,145,704)
18	Total Transfers/Other	(\$12,691,549)	\$1,028,765	\$770,723	(\$1,400,000)	(\$61,145,704)

Fund Balance

19	Net Change in Fund Balance	(\$30,706,679)	\$0	(\$0)	(\$43,766,878)	\$0
20	Beginning Balance, July 1 Adjustments to Beginning	63,855,933	22,998,805	0	235,990,507	59,112,355
21	Balance	0	0	0	0	0
22	Net Fund Balance, 6/30	\$33,149,254	\$22,998,805	(\$0)	\$192,223,629	\$59,112,355

***Note: Minor differences in dollar amounts due to rounding*

**San Matlo County Community Colligl District
2021-2022
Final Budget - All Funds**

Proprietary Funds					Fiduciary Funds			Total District All Funds
Enterprise Funds				Internal Service	Expendable Trusts			
CCC Education	Bookstore	Cafeteria	San Mateo Athletic Club	Self- Insurance	Trust Fund (Student Aid)	OPEB Reserve / Housing Loan		
\$0	\$0	\$0	\$0	\$0	\$22,684,246	\$0	\$46,921,452	1
0	0	0	0	0	1,320,000	0	71,138,966	2
1,475,000	5,000,000	150,000	1,324,240	0	1,825,000	0	292,209,297	3
\$1,475,000	\$5,000,000	\$150,000	\$1,324,240	\$0	\$25,829,246	\$0	\$410,269,715	4
\$0	\$3,200,000	\$0	\$0	\$0	\$0	\$0	\$3,200,000	5
0	0	0	0	0	0	0	94,790,281	6
823,000	1,550,000	59,459	390,959	45,337	0	0	73,826,108	7
264,004	659,240	22,110	164,815	21,529	0	8,039,487	67,749,040	8
31,000	12,000	0	0	0	0	0	10,746,483	9
281,000	500,000	100,000	1,760,026	3,179,267	0	16,000	85,617,479	10
0	0	0	0	0	0	0	62,716,863	11
\$1,399,004	\$5,921,240	\$181,569	\$2,315,800	\$3,246,133	\$0	\$8,055,487	\$398,646,254	12
\$0	\$0	\$0	\$0	\$3,109,267	\$0	\$0	\$14,011,549	13
0	538,382	0	0	1,323,147	0	3,716,199	5,577,728	14
0	0	0	0	0	0	0	(14,011,549)	15
0	0	0	926,579	0	0	0	926,579	16
0	0	0	0	0	(25,829,246)	-	(96,157,744)	17
\$0	\$538,382	\$0	\$926,579	\$4,432,414	(\$25,829,246)	\$3,716,199	(\$89,653,437)	18
\$75,996	(\$382,858)	(\$31,569)	(\$64,981)	\$1,186,281	\$0	(\$4,339,288)	(\$78,029,976)	19
404,230	5,837,343	643,662	1,276,204	7,197,104	81,380	12,385,120	409,782,643	20
0	0	0	0	0	0	0	0	21
\$480,226	\$5,454,485	\$612,093	\$1,211,223	\$8,383,385	\$81,380	\$8,045,832	\$331,752,667	22

**San Mateo County Community College District
2021-2022
Second Quarter Actuals - All Funds**

Governmental Funds				
Total General Fund		Special Revenue	Capital Projects	Debt Service
Unrestricted	Restricted	Child Development	Capital Outlay	Debt Service

Revenue

1	Federal Revenue	\$0	\$8,070,580	\$26,918	\$0	\$0
2	State Revenue	4,562,186	11,411,800	48,476	3,975,112	28,347
3	Local Revenue	106,688,887	2,896,837	56,861	783,707	32,545,124
4	Total Revenue	\$111,251,073	\$ 22,379,217	\$ 132,255	\$ 4,758,819	\$ 32,573,472

Expenses

5	Cost of Sales	\$0	\$0	\$0	\$0	\$0
6	Certificated Salaries	35,932,871	5,524,925	139,872	0	0
7	Classified Salaries	24,729,142	7,272,073	308,515	824,100	0
8	Employee Benefits	20,834,809	4,452,842	189,935	338,658	0
9	Materials & Supplies	889,832	1,287,066	32,867	346,335	0
10	Operating Expenses	7,044,944	1,843,785	0	2,836,434	0
11	Capital Outlay	260,662	1,326,258	0	13,799,384	0
12	Total Expenses	\$89,692,260	\$21,706,949	\$671,189	\$18,144,911	\$0

Transfers & Other

13	Transfers In	\$1,487,672	\$5,899,119	\$538,934	\$792,142	\$0
14	Other Sources	351	0	0	93,302	0
15	Transfers Out	(8,447,395)	(4,136,174)	0	(2,200,000)	0
16	Contingency	0	0	0	0	0
17	Other Out Go	(110)	(2,073,612)	0	0	(52,371,274)
18	Total Transfers/Other	(\$6,959,482)	(\$310,667)	\$538,934	(\$1,314,556)	(\$52,371,274)

Fund Balance

19	Net Change in Fund Balance	\$14,599,331	\$361,600	\$0	(\$14,700,647)	(\$19,797,803)
20	Beginning Balance, July 1 Adjustments to Beginning	63,855,933	22,998,805	0	235,990,507	59,112,355
21	Balance	0	0	0	0	0
22	Net Fund Balance, Dec 31	\$78,455,264	\$23,360,405	\$0	\$221,289,860	\$39,314,552

***Note: Minor differences in dollar amounts due to rounding.*

**San Mateo County Community College District
2021-2022
Second Quarter Actuals - All Funds**

Proprietary Funds					Fiduciary Funds			
Enterprise Funds				Internal Service	Expendable Trusts			
CCC Education	Bookstore	Cafeteria	San Mateo Athletic Club	Self-Insurance	Trust Fund (Student Aid)	OPEB Reserve / Housing Loan	Total District All Funds	
\$0	\$0	\$0	\$0	\$0	\$13,341,507	\$0	\$21,439,005	1
0	0	0	0	0	645,940	0	20,671,862	2
445,312	1,806,204	28,359	1,619,220	0	624,024	2,695	147,497,231	3
\$ 445,312	\$ 1,806,204	\$ 28,359	\$ 1,619,220	\$0	\$14,611,472	\$ 2,695	\$189,608,097	4
\$0	\$1,283,342	\$0	\$0	\$0	\$0	\$0	\$1,283,342	5
0	0	0	0	0	0	0	41,597,668	6
373,968	774,542	37,610	222,587	104,280	0	0	34,646,817	7
135,887	314,206	11,055	88,624	56,353	0	3,604,130	30,026,498	8
6,148	5,880	0	0	0	0	0	2,568,128	9
99,793	190,324	37,920	1,617,514	3,044,099	0	9,590	16,724,403	10
0	0	0	0	0	0	0	15,386,304	11
\$615,796	\$2,568,294	\$86,585	\$1,928,725	\$3,204,733	\$0	\$3,613,720	\$142,233,160	12
\$0	\$0	\$0	\$0	\$2,919,629	\$3,146,073	\$0	\$14,783,569	13
29,643	508,739	0	0	655,431	0	1,668,891	2,956,358	14
0	0	0	0	0	0	0	(14,783,569)	15
0	0	0	0	0	0	0	0	16
0	0	0	0	0	(18,558,110)	0	(73,003,107)	17
\$29,643	\$508,739	\$0	\$0	\$3,575,060	(\$15,412,037)	\$1,668,891	(\$70,046,749)	18
(\$140,841)	(\$253,351)	(\$58,226)	(\$309,505)	\$370,327	(\$800,565)	(\$1,942,134)	(\$22,671,812)	19
404,230	5,837,343	643,662	1,276,204	7,197,104	81,380	12,385,120	409,782,643	20
0	0	0	0	0	0	0	0	21
\$263,389	\$5,583,992	\$585,436	\$966,699	\$7,567,431	(\$719,185)	\$10,442,986	\$387,110,831	22

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UNRESTRICTED GENERAL FUND (Fund 1)

The Unrestricted General Fund is maintained to account for those monies that are not restricted in their use by external sources. This is one of the largest of the funds and the one we most commonly think of when discussing the budget.

Proposition 30 (EPA) funds are included as part of Fund 1. The site allocation budgets are shown in detail following the General Fund pages in this section.

In general, there are no external restrictions imposed on the use of these monies; however, the District's Board of Trustees may designate portions of this fund as special allocations or set-asides for specific purposes. Examples of these designated allocations include the set aside for Faculty Professional Development or Classified Staff Development, which provides financing for efforts to enhance staff development skills.

San Mateo County Community College District

Unrestricted General Fund (Fund 1) - Cañada

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Income					
1 Federal Income	\$0	\$0	\$0		1
2 State Income	261,963	261,963	133,905	51%	2
3 Local Income	3,177,272	3,392,560	2,701,375	80%	3
4 Total Income	\$3,439,235	\$3,654,523	\$2,835,280	78%	4
Expenses					
5 Certificated Salaries	\$15,172,853	\$16,855,025	\$7,938,213	47%	5
6 Classified Salaries	7,377,946	8,496,967	3,490,065	41%	6
7 Employee Benefits	7,929,382	8,324,291	3,711,450	45%	7
8 Materials & Supplies	230,153	1,663,993	36,791	2%	8
9 Operating Expenses	6,923,467	5,412,630	116,158	2%	9
10 Capital Outlay	0	3,330	3,384	102%	10
11 Total Expenses	\$37,633,801	\$40,756,236	\$15,296,061	38%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$141,452		12
13 Other Sources	0	0	(4)		13
14 Transfers Out	(913,412)	(1,406,183)	(526,382)	37%	14
15 Contingency	0	0	0		15
16 Other Out Go	0	3,010,239	3,010,239	100%	16
17 Total Transfers/Other	(\$913,412)	\$1,604,056	\$2,625,305	164%	17
Fund Balance					
18 Net Change in Fund Balance	(\$35,107,978)	(\$35,497,657)	(\$9,835,476)		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	(\$35,107,978)	(\$35,497,657)	(\$9,835,476)		21

San Mateo County Community College District

Unrestricted General Fund (Fund 1) - CSM

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Income					
1 Federal Income	\$0	\$0	\$0		1
2 State Income	399,649	399,649	204,285	51%	2
3 Local Income	6,229,084	6,972,100	5,274,974	76%	3
4 Total Income	\$6,628,733	\$7,371,749	\$5,479,259	74%	4
Expenses					
5 Certificated Salaries	\$25,915,920	\$29,428,931	\$13,567,989	46%	5
6 Classified Salaries	11,387,995	12,584,226	5,096,349	40%	6
7 Employee Benefits	12,012,023	11,959,920	5,823,598	49%	7
8 Materials & Supplies	430,426	587,511	128,316	22%	8
9 Operating Expenses	9,323,017	9,928,347	106,246	1%	9
10 Capital Outlay	20,174	77,066	33,479	43%	10
11 Total Expenses	\$59,089,555	\$64,566,001	\$24,755,977	38%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$319,940		12
13 Other Sources	0	0	256		13
14 Transfers Out	(989,851)	(1,666,054)	(1,391,679)	84%	14
15 Contingency	0	0	0		15
16 Other Out Go	0	4,876,197	4,876,087	100%	16
17 Total Transfers/Other	(\$989,851)	\$3,210,143	\$3,804,604	119%	17
Fund Balance					
18 Net Change in Fund Balance	(\$53,450,673)	(\$53,984,108)	(\$15,472,115)		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	(\$53,450,673)	(\$53,984,108)	(\$15,472,115)		21

San Mateo County Community College District

Unrestricted General Fund (Fund 1) - Skyline

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Income					
1 Federal Income	\$0	\$0	\$0		1
2 State Income	425,311	425,311	217,402	51%	2
3 Local Income	5,088,798	5,631,709	4,181,838	74%	3
4 Total Income	\$5,514,109	\$6,057,020	\$4,399,240	73%	4
Expenses					
5 Certificated Salaries	\$25,405,196	\$30,144,643	\$13,747,368	46%	5
6 Classified Salaries	10,898,574	12,296,760	5,324,175	43%	6
7 Employee Benefits	12,381,095	12,610,363	6,041,584	48%	7
8 Materials & Supplies	3,207,925	2,805,237	85,926	3%	8
9 Operating Expenses	8,419,527	8,835,898	124,950	1%	9
10 Capital Outlay	40,699	53,675	21,395	40%	10
11 Total Expenses	\$60,353,016	\$66,746,577	\$25,345,398	38%	11
Transfers & Other					
12 Transfers In	\$0	\$800,000	\$1,026,280	128%	12
13 Other Sources	0	0	18		13
14 Transfers Out	(990,046)	(1,693,620)	(754,481)	45%	14
15 Contingency	0	0	0		15
16 Other Out Go	(80,000)	5,075,037	5,075,037	100%	16
17 Total Transfers/Other	(\$1,070,046)	\$4,181,417	\$5,346,854	128%	17
Fund Balance					
18 Net Change in Fund Balance	(\$55,908,953)	(\$56,508,140)	(\$15,599,304)		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	(\$55,908,953)	(\$56,508,140)	(\$15,599,304)		21

San Mateo County Community College District
Unrestricted General Fund (Fund 1) - District Office

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Income					
1	Federal Income	\$0	\$0	\$0	1
2	State Income	327,902	327,902	167,610	51% 2
3	Local Income	0	63,717	63,217	99% 3
4	Total Income	\$327,902	\$391,619	\$230,827	59% 4
Expenses					
5	Certificated Salaries	\$1,218,132	\$1,254,461	\$639,265	51% 5
6	Classified Salaries	21,584,776	21,629,627	10,661,943	49% 6
7	Employee Benefits	11,006,545	10,984,141	5,112,621	47% 7
8	Materials & Supplies	490,820	2,071,912	618,206	30% 8
9	Operating Expenses	5,552,421	5,506,002	1,260,361	23% 9
10	Capital Outlay	725,550	876,048	94,101	11% 10
11	Total Expenses	\$40,578,244	\$42,322,192	\$18,386,497	43% 11
Transfers & Other					
12	Transfers In	\$0	\$0	\$0	12
13	Other Sources	0	81	81	100% 13
14	Transfers Out	(498,369)	(547,686)	(468,024)	85% 14
15	Contingency	0	0	0	15
16	Other Out Go	0	1,257,005	1,257,005	100% 16
17	Total Transfers/Other	(\$498,369)	\$709,401	\$789,062	111% 17
Fund Balance					
18	Net Change in Fund Balance	(\$40,748,711)	(\$41,221,173)	(\$17,366,608)	18
19	Beginning Balance, July 1	0	0	0	19
20	Adjustments to Beginning Balance	0	0	0	20
21	Net Fund Balance, June 30	(\$40,748,711)	(\$41,221,173)	(\$17,366,608)	21

San Mateo County Community College District

Unrestricted General Fund (Fund 1) - Central Services

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Income					
1 Federal Income	\$0	\$0	\$0		1
2 State Income	7,402,737	14,423,797	3,838,984	27%	2
3 Local Income	195,909,415	188,950,796	94,467,483	50%	3
4 Total Income	\$203,312,152	\$203,374,593	\$98,306,467	48%	4
Expenses					
5 Certificated Salaries	\$15,360,917	\$5,414,080	\$40,036	1%	5
6 Classified Salaries	3,971,868	830,557	156,610	19%	6
7 Employee Benefits	5,361,990	5,184,525	145,557	3%	7
8 Materials & Supplies	446,583	314,494	20,593	7%	8
9 Operating Expenses	14,270,087	12,922,243	5,437,229	42%	9
10 Capital Outlay	171,200	210,859	108,303	51%	10
11 Total Expenses	\$39,582,645	\$24,876,758	\$5,908,327	24%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$0		12
13 Other Sources	0	0	0		13
14 Transfers Out	(9,219,871)	(7,708,143)	(5,306,829)	69%	14
15 Contingency	0	0	0		15
16 Other Out Go	0	(14,218,478)	(14,218,478)	100%	16
17 Total Transfers/Other	(\$9,219,871)	(\$21,926,621)	(\$19,525,307)	89%	17
Fund Balance					
18 Net Change in Fund Balance	\$154,509,636	\$156,571,214	\$72,872,834		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$154,509,636	\$156,571,214	\$72,872,834		21

San Mateo County Community College District
Unrestricted General Fund (Fund 1) - Total District

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Revenue					
1	\$0	\$0	\$0		1
2	8,817,562	15,838,622	4,562,186	29%	2
3	210,404,569	205,010,882	106,688,887	52%	3
4	\$219,222,131	\$220,849,504	\$111,251,073	50%	4
Expenses					
5	\$83,073,018	\$83,097,141	\$35,932,871	43%	5
6	55,221,159	55,838,138	24,729,142	44%	6
7	48,691,035	49,063,240	20,834,809	42%	7
8	4,805,907	7,443,147	889,832	12%	8
9	44,488,519	42,605,121	7,044,944	17%	9
10	957,623	1,220,977	260,662	21%	10
11	\$237,237,261	\$239,267,764	\$89,692,260	37%	11
Transfers & Other					
12	\$0	\$800,000	\$1,487,672	186%	12
13	0	81	351	434%	13
14	(12,611,549)	(13,021,685)	(8,447,395)	65%	14
15	0	0	0		15
16	(80,000)	0	(110)		16
17	(\$12,691,549)	(\$12,221,604)	(\$6,959,482)	57%	17
Fund Balance					
18	(\$30,706,679)	(\$30,639,865)	\$14,599,331		18
19	63,855,933	63,855,933	63,855,933		19
20	0	0	0		20
21	\$33,149,254	\$33,216,068	\$78,455,264		21

San Mateo County Community College District

**Unrestricted General Fund (Fund 11002) - Cañada
Education Protection Account (EPA)**

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Income					
1 Federal Income	\$0	\$0	\$0		1
2 State Income	261,963	261,963	133,905	51%	2
3 Local Income	0	0	0		3
4 Total Income	\$261,963	\$261,963	\$133,905	51%	4
Expenses					
5 Certificated Salaries	\$188,145	\$188,145	\$104,219	55%	5
6 Classified Salaries	0	0	0		6
7 Employee Benefits	73,818	73,818	36,909	50%	7
8 Materials & Supplies	0	0	0		8
9 Operating Expenses	0	0	0		9
10 Capital Outlay	0	0	0		10
11 Total Expenses	\$261,963	\$261,963	\$141,128	54%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$0		12
13 Other Sources	0	0	0		13
14 Transfers Out	0	0	0		14
15 Contingency	0	0	0		15
16 Other Out Go	0	0	0		16
17 Total Transfers/Other	\$0	\$0	\$0	0%	17
Fund Balance					
18 Net Change in Fund Balance	\$0	\$0	(\$7,223)		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$0	\$0	(\$7,223)		21

San Mateo County Community College District

**Unrestricted General Fund (Fund 11002) - CSM
Education Protection Account (EPA)**

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Income					
1	Federal Income	\$0	\$0	\$0	1
2	State Income	399,649	399,649	204,285	51% 2
3	Local Income	0	0	0	3
4	Total Income	\$399,649	\$399,649	\$204,285	51% 4
Expenses					
5	Certificated Salaries	\$305,801	\$305,801	\$195,106	64% 5
6	Classified Salaries	0	0	0	6
7	Employee Benefits	93,848	93,848	69,097	74% 7
8	Materials & Supplies	0	0	0	8
9	Operating Expenses	0	0	0	9
10	Capital Outlay	0	0	0	10
11	Total Expenses	\$399,649	\$399,649	\$264,202	66% 11
Transfers & Other					
12	Transfers In	\$0	\$0	\$0	12
13	Other Sources	0	0	0	13
14	Transfers Out	0	0	0	14
15	Contingency	0	0	0	15
16	Other Out Go	0	0	0	16
17	Total Transfers/Other	\$0	\$0	\$0	0% 17
Fund Balance					
18	Net Change in Fund Balance	\$0	(\$0)	(\$59,918)	18
19	Beginning Balance, July 1	0	0	0	19
20	Adjustments to Beginning Balance	0	0	0	20
21	Net Fund Balance, June 30	\$0	(\$0)	(\$59,918)	21

San Mateo County Community College District

**Unrestricted General Fund (Fund 11002) - Skyline
Education Protection Account (EPA)**

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Income					
1	Federal Income	\$0	\$0	\$0	1
2	State Income	425,311	425,311	217,402	51% 2
3	Local Income	0	0	0	3
4	Total Income	\$425,311	\$425,311	\$217,402	51% 4
Expenses					
5	Certificated Salaries	\$313,130	\$313,130	\$136,196	43% 5
6	Classified Salaries	0	0	0	6
7	Employee Benefits	112,181	112,181	46,898	42% 7
8	Materials & Supplies	0	0	0	8
9	Operating Expenses	0	0	0	9
10	Capital Outlay	0	0	0	10
11	Total Expenses	\$425,311	\$425,311	\$183,094	43% 11
Transfers & Other					
12	Transfers In	\$0	\$0	\$0	12
13	Other Sources	0	0	0	13
14	Transfers Out	0	0	0	14
15	Contingency	0	0	0	15
16	Other Out Go	0	0	0	16
17	Total Transfers/Other	\$0	\$0	\$0	17
Fund Balance					
18	Net Change in Fund Balance	\$0	\$0	\$34,308	18
19	Beginning Balance, July 1	0	0	0	19
20	Adjustments to Beginning Balance	0	0	0	20
21	Net Fund Balance, June 30	\$0	\$0	\$34,308	21

San Mateo County Community College District

**Unrestricted General Fund (Fund 11002) - District Office
Education Protection Account (EPA)**

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date
Income				
1 Federal Income	\$0	\$0	\$0	1
2 State Income	327,902	327,902	167,610	51% 2
3 Local Income	0	0	0	3
4 Total Income	\$327,902	\$327,902	\$167,610	51% 4
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	204,565	\$204,565	114,515	56% 6
7 Employee Benefits	123,337	123,337	61,623	50% 7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	0	0	0	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$327,902	\$327,902	\$176,138	54% 11
Transfers & Other				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	0	0	0	13
14 Transfers Out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	0	0	0	16
17 Total Transfers/Other	\$0	\$0	\$0	17
Fund Balance				
18 Net Change in Fund Balance	\$0	\$0	(\$8,528)	18
19 Beginning Balance, July 1	0	0	0	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$0	\$0	(\$8,528)	21

San Mateo County Community College District

**Unrestricted General Fund (Fund 11002) - Total District
Education Protection Account (EPA)**

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Revenue					
1	\$0	\$0	\$0		1
2	1,414,825	1,414,825	723,202	51%	2
3	0	0	0		3
4	\$1,414,825	\$1,414,825	\$723,202	51%	4
Expenses					
5	\$807,076	\$807,076	\$435,521	54%	5
6	204,565	204,565	114,515	56%	6
7	403,184	403,184	214,526	53%	7
8	0	0	0		8
9	0	0	0		9
10	0	0	0		10
11	\$1,414,825	\$1,414,825	\$764,562	54%	11
Transfers & Other					
12	\$0	\$0	\$0		12
13	0	0	0		13
14	0	0	0		14
15	0	0	0		15
16	0	0	0		16
17	\$0	\$0	\$0	0%	17
Fund Balance					
18	\$0	(\$0)	(\$41,360)		18
19	0	0	0		19
20	0	0	0		20
21	\$0	(\$0)	(\$41,360)		21

INTERNAL SERVICE FUND (Fund 2)

This fund is used to account for the financing of tangible goods provided by one department or agency to other departments or agencies on a cost-reimbursement basis. The Self-Insurance Fund is the fund designated to account for revenue and expense of the District's self-insurance programs, including both Property and Liability and Workers' Compensation insurance needs.

An amount is transferred into this fund each year from the Unrestricted General Fund in anticipation of estimated losses. This is a reserve for current and future losses; it may or may not be depleted during the year.

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San Mateo County Community College District

Internal Service - Self-Insurance Fund (Fund 2)

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Revenue					
1	Federal Revenue	\$0	\$0	\$0	1
2	State Revenue	0	0	0	2
3	Local Revenue	0	0	0	3
4	Total Revenue	\$0	\$0	\$0	0%
Expenses					
5	Certificated Salaries	\$0	\$0	\$0	5
6	Classified Salaries	45,337	45,337	104,280	230%
7	Employee Benefits	21,529	21,529	56,353	262%
8	Materials & Supplies	0	0	0	8
9	Operating Expenses	3,179,267	3,179,267	3,044,099	96%
10	Capital Outlay	0	0	0	10
11	Total Expenses	\$3,246,133	\$3,246,133	\$3,204,733	99%
Transfers & Other					
12	Transfers In	\$3,109,267	\$3,109,267	\$2,919,629	94%
13	Other Sources	\$1,323,147	1,323,147	655,431	50%
14	Transfers Out	0	0	0	14
15	Contingency	0	0	0	15
16	Other Out Go	0	0	0	16
17	Total Transfers/Other	\$4,432,414	\$4,432,414	\$3,575,060	81%
Fund Balance					
18	Net Change in Fund Balance	\$1,186,281	\$1,186,281	\$370,327	18
19	Beginning Balance, July 1	7,197,104	7,197,104	7,197,104	19
20	Adjustments to Beginning Balance	0	0	0	20
21	Net Fund Balance, June 30	\$8,383,385	\$8,383,385	\$7,567,431	21

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DEBT SERVICE FUND (Fund 25)

The Debt Services Fund is used to account for the accumulation of resources for, and the payment of general long-term debt.

The fund which is used to record transactions related to the receipt and expenditure of the general obligation bond is called the Bond Interest Redemption Fund.

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San Mateo County Community College District

Debt Service Fund (Fund 25)

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date
Revenue				
1 Federal Revenue	\$0	\$0	\$0	1
2 State Revenue	0	0	28,347	2
3 Local Revenue	61,145,704	61,145,704	32,545,124	53%
4 Total Revenue	\$61,145,704	\$61,145,704	\$32,573,472	53%
Expenses				
5 Certificated Salaries	\$0	\$0	\$0	5
6 Classified Salaries	0	0	0	6
7 Employee Benefits	0	0	0	7
8 Materials & Supplies	0	0	0	8
9 Operating Expenses	0	0	0	9
10 Capital Outlay	0	0	0	10
11 Total Expenses	\$0	\$0	\$0	0%
Transfers & Other				
12 Transfers In	\$0	\$0	\$0	12
13 Other Sources	0	0	0	13
14 Transfers Out	0	0	0	14
15 Contingency	0	0	0	15
16 Other Out Go	(61,145,704)	(61,145,704)	(52,371,274)	86%
17 Total Transfers/Other	(\$61,145,704)	(\$61,145,704)	(\$52,371,274)	86%
Fund Balance				
18 Net Change in Fund Balance	\$0	\$0	(\$19,797,803)	18
19 Beginning Balance, July 1	59,112,355	59,112,355	59,112,355	19
20 Adjustments to Beginning Balance	0	0	0	20
21 Net Fund Balance, June 30	\$59,112,355	\$59,112,355	\$39,314,552	21

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RESTRICTED GENERAL FUND (Fund 3)

The Restricted General Fund is maintained to account for those monies that are restricted in their use by law, regulations, donors, or other outside Federal, State, and Local agencies.

Examples of restricted sources of monies include Extended Opportunity Programs and Services (EOPS), Matriculation, Disabled Students Programs & Services (DSPS), State Instructional Equipment, Federal Work-Study Program, KCSM grants and donations, Parking (includes parking permit and parking citation revenue), and Health Services.

A complete list of these specially funded programs showing project budgets which may not coincide with the fiscal year budget are detailed on the following pages.

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San Mateo County Community College Distric

2021-22 FUND 3 BUDGET REVENUE ADJUSTMENTS - SPECIALLY FUNDED PROGRAM

July 1, 2021 - December 31, 20

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>District Office</u>	<u>Total</u>
30038	Child Dev Consrtn Fed/St Yosemite	Federal		13,800			13,800
30143	TRIO Upward Bound - 9/1/17 to 8/31/22	Federal		312,480			312,480
30148	HSI STEM Skyline - 10/01/18 to 09/30/23	Federal			749,877		749,877
30159	TRIO SSS Canada	Federal		275,105			275,105
30160	TRIO SSS Skyline	Federal			590,821		590,821
30165	ARPA - HEERF III Institutional	Federal	(1,153,620)	(654,142)	(1,167,108)	2,974,870	-
30166	ARPA - HEERF III - MSI	Federal		315,483	609,940		925,423
30167	HSI - Title V STEM CSM 2021-2026	Federal	600,000				600,000
31229	Cabrillo CCD Strong Workforce, RJV	State			2,126		2,126
31272	Immediate Action Student Outreach	State	395,836	217,739	495,433	(1,000,000)	109,008
31283	Student Mental Health Services 21-22	State	176,257	233,527	205,657	(300,000)	315,441
31284	Basic Needs Center 21-22	State	187,378	170,724	201,805	(300,000)	259,907
32083	United Way of the Bay Area	Local			80,000		80,000
32099	The Grove Fdtn. - SKY CTE Scholars	Local			200,000		200,000
32106	UWBA-SparkPoint Canada	Local		35,000			35,000
32141	UWBA-SparkPoint CSM	Local	45,000				45,000
32146	Tipping Point Community	Local			200,000		200,000
35045	Financial Aid Admin Cost Allow	Local	430	320	405		1,155
35062	Promise Scholarship Program - Skyline	Local			532,066		532,066
35063	Promise Scholarship Program - Canada	Local		215,288			215,288
35064	Promise Scholarship Program - CSM	Local	676,203				676,203
35067	Promise Scholarship Prog - District	Local				(1,514,119)	(1,514,119)
39001	Parking	Local				2,483	2,483
Total 2021-2022 Fund 3 Budget Revenue Adjustments			<u>927,484</u>	<u>1,135,324</u>	<u>2,701,022</u>	<u>(136,766)</u>	<u>4,627,064</u>

San Mateo County Community College District

Restricted General Fund (Fund 3) - Total District

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date		
Revenue						
1	Federal Revenue	\$24,185,206	\$27,652,712	\$8,070,580	29%	1
2	State Revenue	34,800,988	35,487,470	11,411,800	32%	2
3	Local Revenue	8,590,504	9,151,659	2,896,837	32%	3
4	Total Revenue	\$67,576,698	\$72,291,841	\$22,379,217	31%	4
Expenses						
5	Certificated Salaries	\$11,461,193	\$10,483,621	\$5,524,925	53%	5
6	Classified Salaries	13,531,568	15,525,580	7,272,073	47%	6
7	Employee Benefits	8,761,858	9,651,377	4,452,842	46%	7
8	Materials & Supplies	3,458,576	5,269,902	1,287,066	24%	8
9	Operating Expenses	30,493,027	24,110,369	1,843,785	8%	9
10	Capital Outlay	899,240	3,299,306	1,326,258	40%	10
11	Total Expenses	\$68,605,462	\$68,340,155	\$21,706,949	32%	11
Transfers & Other						
12	Transfers In	\$10,131,559	\$10,043,480	\$5,899,119	59%	12
13	Other Sources	\$0	0	0		13
14	Transfers Out	0	(4,136,174)	(4,136,174)	100%	14
15	Contingency	0	0	0		15
16	Other Out Go	(9,102,794)	(9,858,991)	(2,073,612)	21%	16
17	Total Transfers/Other	\$1,028,765	(\$3,951,686)	(\$310,667)	8%	17
Fund Balance						
18	Net Change in Fund Balance	\$0	\$0	\$361,600		18
19	Beginning Balance, July 1	22,998,805	22,998,805	22,998,805		19
20	Adjustments to Beginning Balance	0	0	0		20
21	Net Fund Balance, June 30	\$22,998,805	\$22,998,805	\$23,360,405		21

CAPITAL PROJECTS FUND (Fund 4)

The District's Capital Outlay Fund is used to account for construction and acquisition of major capital improvements. Included are the acquisition or construction of all major fixed assets. In addition, site improvements, buildings, and equipment purchased as part of a large facility project are included.

The Revenue Bond Construction Fund, which is included as a sub-account of the Capital Projects Fund, has been established for the deposit of proceeds from the sale of revenue bonds. The deposits are used to meet the costs of property acquisition, facilities planning, inspections, surveys, new construction, modernization, and new equipment.

**2021-2022 Capital Projects Financial Summary
Budget Expenditures as of December 31, 2021**

LOCATION	PROJECT NAME	FUND NUMBER	BEGINNING BALANCE	EXPENDITURE YTD	ENCUMBRANCE	AVAILABLE BALANCE
CAÑADA	CAN Housing Maintenance Reserve	40303	706,852.94	1,250.00	0.00	705,602.94
CAÑADA	CAN Housing Capital Reserve	40305	906,817.01	0.00	0.00	906,817.01
CAÑADA	CAN Yr21-22 SMSR exp. 06/2023	43342	389,917.00	59,547.00	0.00	330,370.00
CAÑADA	CAN Instructional Equipment	43383	2,520,655.50	20,611.92	283,480.67	2,216,562.91
CAÑADA	CAN Ergonomics	44335	25,000.00	0.00	6,868.31	18,131.69
CAÑADA	CAN Solar Photovoltaic System	44345	350,361.10	20,857.40	0.00	329,503.70
CAÑADA	CAN Bldg 13 Multiple Program Inst. Ctr.	44348	8,135,000.00	1,672,893.98	6,462,106.02	0.00
CAÑADA	CAN B13 Mult Prog Inst Ctr (College)	44349	1,000,000.00	0.00	0.00	1,000,000.00
CAÑADA	CAN Small Projects	44350	250,000.00	0.00	37,354.61	212,645.39
CAÑADA	CAN Bldg 1 Kinesiology and Wellness	45309	3,026,039.39	1,398,272.73	1,030,309.35	597,457.31
CAÑADA	CAN Bldg 23N Math/Science/Tech	45310	4,500.47	0.00	4,500.47	0.00
CAÑADA	CAN Bldg 13 Multiple Program Inst. Ctr.	45317	13,745,938.76	643,908.12	7,951,239.84	5,150,790.80
CAÑADA	CAN Bldg 22 Swing Space	45318	1,679,386.00	705,295.07	182,723.20	791,367.73
CAÑADA	CAN Bldgs 16/18 Secondary Effects	45319	2,758,359.79	0.00	4,195.00	2,754,164.79
CAÑADA	CAN Bldg 9 Reconfiguration	45320	1,426,813.35	341,441.61	42,304.05	1,043,067.69
CAÑADA	CAN Small Projects	45322	81,057.42	12,299.00	0.00	68,758.42
CSM	CSM Housing Maintenance Reserve	40403	717,235.30	1,250.00	394.00	715,591.30
CSM	CSM Housing Capital Reserve	40405	5,713,512.02	0.00	0.00	5,713,512.02
CSM	CSM Fire Pump Replacement	42406	575,816.90	37,466.61	2,264.00	536,086.29
CSM	CSM Instructional Equipment	43483	1,548,553.96	117,733.37	112,801.61	1,318,018.98
CSM	CSM Yr21-22 SMSR exp. 06/2023	43491	6,050,268.00	0.00	0.00	6,050,268.00
CSM	Ergonomic office furniture (completion)	44435	15,397.13	278.41	664.53	14,454.19
CSM	CSM Bldg 36 Mechanical Engineering	44459	1,112,052.00	316,402.50	383,243.50	412,406.00
CSM	CSM B10 Bayview Furniture Refresh	44460	15.98	0.00	0.00	15.98
CSM	CSM Water Supply System Upgrade	44461	4,718,969.50	1,697,725.30	2,997,161.50	24,082.70
CSM	CSM B19 Facelift	44462	473,871.84	0.00	0.00	473,871.84
CSM	CSM B34 Chiller Plant RCx	44463	140,242.00	0.00	0.00	140,242.00
CSM	CSM Capital Improvement Projects	44464	1,000,000.00	0.00	0.00	1,000,000.00
CSM	CSM Small Capital Projects	44465	973,119.13	112,645.60	69,532.31	790,941.22
CSM	CSM B10 Emergency Generator	44466	150,000.00	3,534.88	116,985.03	29,480.09
CSM	CSM Bldg 3 Modernization	45407	215,899.26	5,710.00	203,535.03	6,654.23
CSM	CSM Bldg 19 Center for Emerging Tech.	45409	6,139,131.01	94,119.05	661,414.82	5,383,597.14
CSM	CSM Edison Lot	45414	808,265.85	122,634.34	192,209.97	493,421.54
CSM	CSM Water Supply System Upgrade	45415	1,180,986.10	689,278.67	892,225.80	(400,518.37)
CSM	CSM Small Projects	45422	22,819.97	(28,572.30)	3,807.30	47,584.97
DISTRICTWIDE	General Capital Projects	40000	4,593,309.91	0.00	0.00	4,593,309.91
DISTRICTWIDE	College Contingency	40001	40,830,424.30	1,800,000.00	0.00	39,030,424.30
DISTRICTWIDE	College One Time Fd Reserve	40006	7,318,098.43	0.00	0.00	7,318,098.43
DISTRICTWIDE	Aux Services Use Fee	40007	81,230.40	0.00	0.00	81,230.40
DISTRICTWIDE	DW Construction Planning Internal Svc Fund	40009	1,705.14	296.58	0.00	1,408.56
DISTRICTWIDE	DW ADA Transition Plan	40010	26,795,514.03	34,621.98	0.00	26,760,892.05
DISTRICTWIDE	DW Roadway / Lot Improvements	40011	2,500,000.00	253,287.52	5,626.60	2,241,085.88
DISTRICTWIDE	DO Capital Improvements/Equip	40012	1,549,316.18	17,032.09	88,601.67	1,443,682.42
DISTRICTWIDE	Facilities Master Plan	41107	977,557.50	536,359.00	439,807.50	1,391.00
DISTRICTWIDE	DW Athletic Fields Replacement	42103	15,497.25	15,497.25	0.00	0.00
DISTRICTWIDE	Redevelopment Program	43001	5,291,184.44	400,000.00	0.00	4,891,184.44
DISTRICTWIDE	DO Yr21-22 SMSR exp. 06/2023	43113	200,000.00	0.00	0.00	200,000.00
DISTRICTWIDE	Property Management	44001	5.66	0.00	0.00	5.66
DISTRICTWIDE	Student Housing	44005	10,000,000.00	0.00	0.00	10,000,000.00
DISTRICTWIDE	District Facilities Projects	44102	5,412,905.00	392,988.24	896,078.63	4,123,838.13
DISTRICTWIDE	District Funded FCI Contingency	44103	5,060,958.19	0.00	0.00	5,060,958.19
DISTRICTWIDE	District Facility Improvements	44106	28,196.00	13,255.68	821.25	14,119.07
DISTRICTWIDE	Energy Efficiency Projects Fund	44108	1,630,535.59	17,160.20	59,747.80	1,553,627.59
DISTRICTWIDE	DW LT Service/Support/Maint	44111	491,201.13	141,135.74	23,981.14	326,084.25
DISTRICTWIDE	HMB Idle Well Termination	44113	119,746.69	144,249.50	497.19	(25,000.00)
DISTRICTWIDE	DW IT Firewal and Related Security	44115	768,710.42	352,920.67	0.00	415,789.75
DISTRICTWIDE	DW CIP3 Master	45000	206,958.68	0.00	0.00	206,958.68
DISTRICTWIDE	DW CIP3 Planning	45001	15,027,576.52	178,168.31	565,936.22	14,283,471.99
DISTRICTWIDE	DW UPS Device(MDF/IDF) Replacement	45003	694.60	694.60	0.00	0.00
DISTRICTWIDE	DW Telephone System Replacement	45006	8,250.11	13,422.30	0.00	(5,172.19)
DISTRICTWIDE	DW Server Replacement	45009	275,693.37	88,541.24	77,927.83	109,224.30
DISTRICTWIDE	DW Video Camera Replacement	45016	404,802.42	109,325.75	247,965.54	47,511.13
DISTRICTWIDE	DW Classroom Projection Screen Replacement	45017	86,942.93	0.00	29,845.97	57,096.96
DISTRICTWIDE	DW Technology Replacement	45019	67,686.22	29,713.81	31,932.66	6,039.75
DISTRICTWIDE	DW ADA Transition Plan	45024	1,903,551.99	0.00	0.00	1,903,551.99

* NOTE: All negative budget and expenditures reflect prior year corrections. Budgets for projects with negative balances will be revised in the next quarter.

**2021-2022 Capital Projects Financial Summary
Budget Expenditures as of December 31, 2021**

LOCATION	PROJECT NAME	FUND NUMBER	BEGINNING BALANCE	EXPENDITURE YTD	ENCUMBRANCE	AVAILABLE BALANCE
<i>DISTRICTWIDE</i>	<i>Facilities Excellence (Foundation)</i>	46112	0.00	3,032.65	0.00	(3,032.65)
SKYLINE	SKY Bldg 1 Facelift	41226	1,042,000.00	0.00	0.00	1,042,000.00
SKYLINE	SKY Bldg 6 Servery	42206	393,092.74	576.18	2,044.14	390,472.42
SKYLINE	SKY Housing	42210	17,401,470.18	6,287,094.83	9,217,620.42	1,896,754.93
SKYLINE	SKY Small Projects	42211	1,933,916.18	87,384.30	89,608.12	1,756,923.76
SKYLINE	SKY Yr21-22 SMSR exp. 06/2023	43248	1,004,261.00	138,774.13	92,452.12	773,034.75
SKYLINE	SKY Instructional Equipment	43283	802,738.25	31,460.08	436.46	770,841.71
SKYLINE	SKY Ergonomics	44235	397.13	0.00	0.00	397.13
SKYLINE	SKY B6 Fireside Project	44244	127,393.40	58,000.23	50,051.13	19,342.04
SKYLINE	SKY B2 Wrkfrce/Econ Dev (College)	44247	3,000,000.00	0.00	0.00	3,000,000.00
SKYLINE	SKY Bldg 2 Workforce/Econ Dev't	45207	17,088,960.55	79,263.53	1,941,177.19	15,068,519.83
SKYLINE	SKY Portable Replacement	45219	13,365.77	13,365.77	0.00	0.00
SKYLINE	SKY Bldg 19 Swing Space	45220	960,934.21	713,482.37	204,120.76	43,331.08
SKYLINE	SKY Small Projects	45222	656.08	656.84	0.00	(0.76)
SKYLINE	SKY Bldg 1 Facelift	45223	11,470,247.25	328,266.00	1,256,229.51	9,885,751.74
SKYLINE	SKY Bldg 3 Gym and Dance Floor Replacement	45224	231,111.00	18,300.00	1,820.00	210,991.00
	TOTAL		255,681,651.52	20,344,910.63	36,965,650.77	198,371,090.12

* NOTE: All negative budget and expenditures reflect prior year corrections. Budgets for projects with negative balances will be revised in the next quarter.

San Mateo County Community College District

Capital Projects Fund (Fund 4) - Total District

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Revenue					
1	\$0	\$0	\$0		1
2	25,963,416	33,607,862	3,975,112	12%	2
3	1,898,000	2,683,589	783,707	29%	3
4	\$27,861,41	\$36,291,45	\$4,758,81	13%	4
Expenses					
5	\$1,000	\$1,000	\$0	0%	5
6	1,516,667	2,012,441	824,100	41%	6
7	710,627	907,957	338,658	37%	7
8	2,380,000	2,503,929	346,335	14%	8
9	4,760,000	8,213,183	2,836,434	35%	9
10	60,860,000	65,149,175	13,799,384	21%	10
11	\$70,228,29	\$78,787,68	\$18,144,91	23%	11
Transfers & Other					
12	\$0	\$836,053	\$792,142	95%	12
13	0	93,302	93,302	100%	13
14	(1,400,000)	(2,200,000)	(2,200,000)	100%	14
15	0	0	0		15
16	0	0	0		16
17	(\$1,400,000)	(\$1,270,645)	(\$1,314,556)	103%	17
Fund Balance					
18	(\$43,766,878)	(\$43,766,878)	(\$14,700,647)		18
19	235,990,507	235,990,507	235,990,507		19
20	0	0	0		20
21	\$192,223,62	\$192,223,62	\$221,289,86		21

ENTERPRISE FUND AUXILIARY FUND (Fund 5)

The District maintains enterprise funds. These funds account for operations that the Board requires to be self-supporting. These funds are maintained independently of other District funds to facilitate the entrepreneurial nature of the activities involved and also provide the necessary flexibility to report the retail and operational requirements of these self-supporting services.

The Bookstore Fund is used to account for revenues received and expenses made to operate the District's bookstores. The Cafeteria Fund is used to account for revenues received and expenses related to contracted food service and vending operations of the District. The San Mateo Athletic Club (SMAC) accounts for revenues received and expenses related to the operations of the athletic club and aquatic center. The Community, Continuing, and Corporate Education (CCCE) is the newest addition to the enterprise funds with the goal of increasing and meeting educational opportunities and needs in San Mateo County.

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San Mateo County Community College District

Enterprise Fund - Bookstore (Fund 5)

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Income					
1	Federal Income	\$0	\$0	\$0	1
2	State Income	0	0	0	2
3	Local Income	5,000,000	4,000,000	1,806,204	45% 3
4	Total Income	\$5,000,000	\$4,000,000	\$1,806,204	45% 4
Expenses					
5	Cost of Sales	\$3,200,000	\$2,800,000	\$1,283,342	46% 5
6	Classified Salaries	1,550,000	1,550,000	774,542	50% 6
7	Employee Benefits	659,240	659,240	314,206	48% 7
8	Materials & Supplies	12,000	12,000	5,880	49% 8
9	Operating Expenses	500,000	400,000	190,324	48% 9
10	Capital Outlay	0	0	0	10
11	Total Expenses	\$5,921,240	\$5,421,240	\$2,568,294	47% 11
Transfers & Other					
12	Transfers In	\$0	\$0	\$0	12
13	Other Sources	538,382	538,382	508,739	94% 13
14	Transfers Out	0	0	0	14
15	Contingency	0	0	0	15
16	Other Out Go	0	0	0	16
17	Total Transfers/Other	\$538,382	\$538,382	\$508,739	17
Fund Balance					
18	Net Change in Fund Balance	(\$382,858)	(\$882,858)	(\$253,351)	18
19	Beginning Balance, July 1	5,837,343	5,837,343	5,837,343	19
20	Adjustments to Beginning Balance	0	0	0	20
21	Net Fund Balance, June 30	\$5,454,485	\$4,954,485	\$5,583,992	21

San Mateo County Community College District

Enterprise Fund - Cafeteria (Fund 5)

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Income					
1	\$0	\$0	\$0		1
2	0	0	0		2
3	150,000	50,000	28,359	57%	3
4	\$150,000	\$50,000	\$28,359	57%	4
Expenses					
5	\$0	\$0	\$0		5
6	59,459	59,459	37,610	63%	6
7	22,110	22,110	11,055	50%	7
8	0	0	0		8
9	100,000	60,000	37,920	63%	9
10	0	0	0		10
11	\$181,569	\$141,569	\$86,585	61%	11
Transfers & Other					
12	\$0	\$0	\$0		12
13	0	0	0		13
14	0	0	0		14
15	0	0	0		15
16	0	0	0		16
17	\$0	\$0	\$0		17
Fund Balance					
18	(\$31,569)	(\$91,569)	(\$58,226)		18
19	643,662	643,662	643,662		19
20	0	0	0		20
21	\$612,093	\$552,093	\$585,436		21

San Mateo County Community College District

Enterprise Fund - CSM Athletic Center

	2021-22 Adoption Budget	2021-22 Adjusted Budget*	2021-22 Actual To Date	% To Date	
Revenue					
1	\$0	\$0	\$0		1
2	0	0	0		2
3	1,324,240	2,935,274	1,619,220	55%	3
4	\$1,324,240	\$2,935,274	\$1,619,220	55%	4
Expenses					
5	\$0	\$0	\$0		5
6	390,959	1,480,999	222,587	15%	6
7	164,815	469,134	88,624	19%	7
8	0	0	0		8
9	1,760,026	1,976,026	1,617,514	82%	9
10	0	0	0		10
11	\$2,315,800	\$3,926,159	\$1,928,725	49%	11
Transfers & Other					
12	\$0	\$0	\$0		12
13	0	0	0		13
14	0	0	0		14
15	926,579	926,579	0	0%	15
16	0	0	0		16
17	\$926,579	\$926,579	\$0	0%	17
Fund Balance					
18	(\$64,981)	(\$64,306)	(\$309,505)		18
19	1,276,204	1,276,204	1,276,204		19
20	0	0	0		20
21	\$1,211,223	\$1,211,898	\$966,699		21

*Approved by Board of Trustees on December 15, 2021

**Operating expenses includes salaries and benefits paid by EXOS through December 31, 2021

San Mateo County Community College District
Enterprise Fund
Community, Continuing, and Corporate Education (Fund 5)

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Income					
1	Federal Income	\$0	\$0	\$0	1
2	State Income	0	0	0	2
3	Local Income	1,475,000	1,080,000	445,312	41% 3
4	Total Income	\$1,475,000	\$1,080,000	\$445,312	41% 4
Expenses					
5	Certificated Salaries	\$0	\$0	\$0	5
6	Classified Salaries	823,000	554,000	373,968	68% 6
7	Employee Benefits	264,004	151,000	135,887	90% 7
8	Materials & Supplies	31,000	14,000	6,148	44% 8
9	Operating Expenses	281,000	209,000	99,793	48% 9
10	Capital Outlay	0	0	0	10
11	Total Expenses	\$1,399,004	\$928,000	\$615,796	66% 11
Transfers & Other					
12	Transfers In	\$0	\$0	\$0	12
13	Other Sources	0	0	29,643	13
14	Transfers Out	0	0	0	14
15	Contingency	0	0	0	15
16	Other Out Go	0	0	0	16
17	Total Transfers/Other	\$0	\$0	\$29,643	17
Fund Balance					
18	Net Change in Fund Balance	\$75,996	\$152,000	(\$140,841)	18
19	Beginning Balance, July 1	404,230	404,230	404,230	19
20	Adjustments to Beginning Balance	0	0	0	20
21	Net Fund Balance, June 30	\$480,226	\$556,230	\$263,389	21

SPECIAL REVENUE FUND (Fund 6)

This fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Special Revenue Funds encompass activities not directly related to the educational program of the College but that provide a service to students—and which may provide non-classroom instructional or laboratory experience for students and incidentally produce revenue and non-instructional expense.

The District maintains one such fund, the Child Development Fund, which is used to account for the activities of the child development centers at the Colleges.

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San Mateo County Community College District
Child Development Fund (Fund 6) - Total District

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Income					
1 Federal Income	\$52,000	\$52,000	\$26,918	52%	1
2 State Income	237,000	237,000	48,476	20%	2
3 Local Income	396,280	396,280	56,861	14%	3
4 Total Income	\$685,280	\$685,280	\$132,255	19%	4
Expenses					
5 Certificated Salaries	\$255,070	\$255,070	\$139,872	55%	5
6 Classified Salaries	687,959	687,959	308,515	45%	6
7 Employee Benefits	414,335	414,335	189,935	46%	7
8 Materials & Supplies	59,000	59,000	32,867	56%	8
9 Operating Expenses	39,640	39,640	0	0%	9
10 Capital Outlay	0	0	0		10
11 Total Expenses	\$1,456,003	\$1,456,003	\$671,189	46%	11
Transfers & Other					
12 Transfers In	\$770,723	\$770,723	\$538,934	70%	12
13 Other Sources	0	0	0		13
14 Transfers out	0	0	0		14
15 Contingency	0	0	0		15
16 Other Out Go	0	0	0		16
17 Total Transfers/Other	\$770,723	\$770,723	\$538,934	70%	17
Fund Balance					
18 Net Change in Fund Balance	(\$0)	\$0	\$0		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	(\$0)	\$0	\$0		21

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EXPENDABLE TRUST FUND (Fund 7)

Student Financial Aid

Funds of this type account for assets held by the District as a trustee. Funds in this category include financial aid such as Federal Student Aid, PELL/SEOG, Cal Grants and EOPS Direct Aid to Students.

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San Mateo County Community College District

Student Aid Fund (Fund 7) - Total District

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date		
Revenue						
1	Federal Revenue	\$22,684,246	\$22,684,246	\$13,341,507	59%	1
2	State Revenue	1,320,000	1,320,000	645,940	49%	2
3	Local Revenue	1,825,000	1,825,000	624,024	34%	3
4	Total Revenue	\$25,829,246	\$25,829,246	\$14,611,472	57%	4
Expenses						
5	Certificated Salaries	\$0	\$0	\$0		5
6	Classified Salaries	0	0	0		6
7	Employee Benefits	0	0	0		7
8	Materials & Supplies	0	0	0		8
9	Operating Expenses	0	0	0		9
10	Capital Outlay	0	0	0		10
11	Total Expenses	\$0	\$0	\$0		11
Transfers & Other						
12	Transfers In	\$0	\$3,146,073	\$3,146,073	100%	12
13	Other Sources	0	0	0		13
14	Transfers out	0	0	0		14
15	Contingency	0	0	0		15
16	Other Out Go	(25,829,246)	(28,975,320)	(18,558,110)	64%	16
17	Total Transfers/Other	(\$25,829,246)	(\$25,829,247)	(\$15,412,037)	60%	17
Fund Balance						
18	Net Change in Fund Balance	\$0	(\$1)	(\$800,565)		18
19	Beginning Balance, July 1	81,380	81,380	81,380		19
20	Adjustments to Beginning Balance	0	0	0		20
21	Net Fund Balance, June 30	\$81,380	\$81,380	(\$719,185)		21

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RESERVE FUND FOR POST-RETIREMENT BENEFITS AND EMPLOYEE HOUSING LOAN (Fund 8)

Also an Expendable Trust, the Reserve for Post- Retirement Benefits was established to reflect the District's liability that has already been incurred and continues to incur as employees earn the right to health benefits upon retirement.

This Fund has been generated by transfers made from the Unrestricted General Fund. Effective July 2009, these transfers come from all funds and are now charged as part of the benefit expense in those funds. The goal is to eventually have enough funds in this reserve to pay the ongoing costs of retiree benefits.

Fund 8 also accounts for the District Employee Housing Loan Program for first-time homebuyers that supplement the employees' down payment savings up to \$150,000 and a closing cost grant for \$1,000.

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San Mateo County Community College District

Reserve Fund for Post Retirement Benefits / Housing Loan (Fund 8)

	2021-22 Adoption Budget	2021-22 Adjusted Budget	2021-22 Actual To Date	% To Date	
Revenue					
1	Federal Revenue	\$0	\$0	\$0	1
2	State Revenue	0	0	0	2
3	Local Revenue	0	0	2,695	3
4	Total Revenue	\$0	\$0	\$2,695	#DIV/0!
Expenses					
5	Certificated Salaries	\$0	\$0	\$0	5
6	Classified Salaries	0	0	0	6
7	Employee Benefits	8,039,487	8,039,487	3,604,130	45% 7
8	Materials & Supplies	0	0	0	8
9	Operating Expenses	16,000	16,000	9,590	60% 9
10	Capital Outlay	0	0	0	10
11	Total Expenses	\$8,055,487	\$8,055,487	\$3,613,720	45%
Transfers & Other					
12	Transfers In	\$0	\$0	\$0	12
13	Other Sources	\$3,716,199	3,716,199	1,668,891	45% 13
14	Transfers out	0	0	0	14
15	Contingency	0	0	0	15
16	Other Out Go	0	0	0	16
17	Total Transfers/Other	\$3,716,199	\$3,716,199	\$1,668,891	45%
Fund Balance					
18	Net Change in Fund Balance	(\$4,339,288)	(\$4,339,288)	(\$1,942,134)	18
19	Beginning Balance, July 1	12,385,120	12,385,120	12,385,120	19
20	Adjustments to Beginning Balance	0	0	0	20
21	Net Fund Balance, June 30	\$8,045,832	\$8,045,832	\$10,442,986	21

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SUPPLEMENTAL INFORMATION

FTE Analysis

Cash Flow Summary

Second Quarter CCFS-311Q Report

San Mateo County Community College District
FTES Analysis

	Annual 2016-17	Annual 2017-18	Annual 2018-19	Annual 2019-20	Annual 2020-21	P1 2021-22
College of San Mateo						
Resident						
Fall & Spring	5,187	5,016	4,842	4,600	4,342	4,013
Fall & Spring (N/C*)	3	3	2	1	1	0
Summer	654	649	639	636	900	679
Summer (N/C*)	0	0	0	0	0	0
Total, Resident	5,844	5,668	5,483	5,237	5,242	4,693
Apprenticeship	94	99	101	109	108	98
Flex-time	5	5	6	13	12	7
Non-Resident						
Fall & Spring	881	966	886	682	421	335
Fall & Spring (N/C*)	1	1	0	0	0	0
Summer	64	79	74	54	58	37
Summer (N/C*)	0	0	0	0	0	0
Total, Non-Resident	946	1,046	960	736	478	372
Total, College of San Mateo	6,889	6,818	6,550	6,096	5,841	5,170
Cañada College						
Resident						
Fall & Spring	3,203	2,933	2,836	2,701	2,550	2,188
Fall & Spring (N/C*)	0	0	0	7	3	0
Summer	460	456	439	424	501	430
Summer (N/C*)	4	0	0	2	2	0
Total, Resident	3,667	3,389	3,275	3,134	3,056	2,619
Apprenticeship	0	0	0	0	0	0
Flex-time	6	5	5	5	3	3
Non-Resident						
Fall & Spring	255	225	248	232	183	166
Fall & Spring (N/C*)	0	0	0	1	0	0
Summer	30	42	35	33	31	17
Summer (N/C*)	0	0	0	0	0	0
Total, Non-Resident	285	267	283	266	214	183
Total, Cañada College	3,958	3,661	3,563	3,405	3,273	2,805

*N/C = Non-credit

San Mateo County Community College District
FTES Analysis

	Annual 2016-17	Annual 2017-18	Annual 2018-19	Annual 2019-20	Annual 2020-21	P1 2021-22
Skyline College						
Resident						
Fall & Spring	5,911	5,784	5,580	5,383	4,770	3,994
Fall & Spring (N/C*)	46	34	24	27	5	1
Summer	918	829	800	788	1,036	893
Summer (N/C*)	5	5	2	4	0	1
Total, Resident	6,880	6,652	6,406	6,202	5,811	4,889
Apprenticeship	3	2	2	4	1	2
Flex-time	4	4	7	8	13	5
Non-Resident						
Fall & Spring	369	408	414	400	305	251
Fall & Spring (N/C*)	3	3	2	2	1	0
Summer	35	50	50	46	55	35
Summer (N/C*)	0	0	0	0	0	0
Total, Non-Resident	407	461	466	448	361	286
Total, Skyline College	7,294	7,119	6,881	6,661	6,187	5,182
District						
Resident						
Fall & Spring	14,301	13,733	13,258	12,684	11,662	10,196
Fall & Spring (N/C*)	49	37	26	35	9	1
Summer	2,032	1,934	1,878	1,848	2,436	2,003
Summer (N/C*)	9	5	2	6	2	1
Total, Resident	16,391	15,709	15,164	14,573	14,109	12,200
Apprenticeship	97	101	103	113	109	101
Flex-time	15	14	18	26	29	15
Non-Resident						
Fall & Spring	1,505	1,599	1,548	1,314	909	752
Fall & Spring (N/C*)	4	4	2	3	1	0
Summer	129	171	159	133	144	90
Summer (N/C*)	0	0	0	0	0	0
Total, Non-Resident	1,638	1,774	1,709	1,449	1,054	841
Total, District	18,141	17,598	16,994	16,162	15,302	13,157

*N/C = Non-credit

San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING DECEMBER 31, 2021

	<u>GENERAL FUND</u>	<u>Payroll Fund</u>	<u>GENERAL RESTRICTED FUND</u>	<u>INSURANCE & Debt Services FUND</u>	<u>CAPITAL OUTLAY FUND</u>	<u>CHILD CARE FUND</u>	<u>STUDENT AID FUND</u>	<u>POST-RETIREMENT RESERVES</u>
Reg. Cash Balance in County Treasury	34,429,828.94	5,978,909.02	21,975,085.19	68,188,887.72	238,116,121.42	2,999.22	63,407.35	-
Cash inflow from operations:								
Year-to-date Income	112,739,096.06		28,278,335.95	36,148,531.51	5,644,263.94	671,189.00	17,757,544.87	1,671,586.03
Accounts Receivable	5,323,161.04	(9,050.58)	7,232,993.36	130,472.90	502,489.01	258,320.92	561,985.41	145,120.52
Advances / Prepaid	693,474.07	120,502.75	199,865.36	7,828.35	290,509.53			54,077.80
Cash awaiting for deposit	87,385.19							
Total Income	153,272,945.30	6,090,361.19	57,686,279.86	104,475,720.48	244,553,383.90	932,509.14	18,382,937.63	1,870,784.35
Cash outflow for operations:								
Year to date expenditure	98,139,765.04		27,916,735.55	55,576,007.01	20,344,910.63	671,189.00	18,558,109.96	3,613,719.87
Deferred Income	5,346,525.00		(999,012.59)		13,634.00			176.70
Account Payable	1,285,887.50	2,146,169.57	2,547,614.26	61,425.35	7,305,610.95	300,507.58	1,141,472.00	
Cash Balance From Operations	48,500,767.76	3,944,191.62	28,220,942.64	48,838,288.12	216,889,228.32	(39,187.44)	(1,316,644.33)	(1,743,112.22)
Other Cash inflow								
Medical Flex Plan / Revolv. Fund	-							
TRANS	-							
Trusts (JPA & 3CBG)								
Beg. Investment Balance								
LAIF Balance	615.67							
County Pool Balance	-							11,777,997.74
Special Bond								-
C.O.P. & Others	31,146,192.67				5,000.00			-
Total Beg. Balance	31,146,808.34				5,000.00			11,777,997.74
Y.T.D. Investment Balance								
LAIF Balance	616.39							
County Pool Balance	-							9,744,644.48
Special Bond								-
C.O.P. / Bank CD	31,423,925.03				5,000.00			-
Y.T.D. Balance	31,424,541.42				5,000.00			9,744,644.48
Net Cash changes from Investment	(277,733.08)							2,033,353.26
Net changes from unrealized gain / (loss)								
Cash Balance in County Treasury	48,223,034.68	3,944,191.62	28,220,942.64	48,838,288.12	216,889,228.32	(39,187.44)	(1,316,644.33)	290,241.04
Net Cash (Excluding TRANS & Trusts)	48,223,034.68	3,944,191.62	28,220,942.64	48,838,288.12	216,889,228.32	(39,187.44)	(1,316,644.33)	290,241.04

Quarterly Financial Status Report, CCFS-311Q
ENTER OR EDIT CURRENT DATA

Record Updated

CHANGE THE PERIOD ▼

Fiscal Year: 2021-2022

District: (370) SAN MATEO

Quarter Ended: (Q2) Dec 31, 2021

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
Closed for edits after Feb 16, 2022					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	219,222,131	220,849,504	111,251,073	219,827,475
A.2	Other Financing Sources (Object 8900)	0	800,081	1,488,023	3,145,187
A.3	Total Unrestricted Revenue (A.1 + A.2)	219,222,131	221,649,585	112,739,096	222,972,662
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	237,237,260	239,267,764	89,692,260	188,401,609
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	12,691,549	13,021,685	8,447,505	32,443,789
B.3	Total Unrestricted Expenditures (B.1 + B.2)	249,928,809	252,289,449	98,139,765	220,845,398
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-30,706,678	-30,639,864	14,599,331	2,127,264
D.	Fund Balance, Beginning	63,855,933	63,855,933	63,855,933	63,855,933
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	63,855,933	63,855,933	63,855,933	63,855,933
E.	Fund Balance, Ending (C. + D.2)	33,149,255	33,216,069	78,455,264	65,983,197
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.3%	13.2%	79.9%	29.9%
SAVE EDITS »»					

II. Annualized Attendance FTES: This data is being captured in CCFS-320 and is no longer required here.

G.1	Annualized FTES (excluding apprentice and non-resident)				
-----	---	--	--	--	--

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Amount as of the Specified Quarter Ended	
H.1	Cash, excluding borrowed funds	80,388,169
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	80,388,169

IV. Has the district settled any employee contracts during this quarter? For first quarter reporting, has the district settled any employee contracts during the fourth quarter of the prior fiscal year or during the first quarter of the current year?

Yes No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1:						
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS »»

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

2000 Characters Remaining

d. Did any contracts settled in this time period cover part-time, temporary faculty?

Yes No

d.1

Does the contract include minimum standards for the terms of reemployment preference and evaluation for part-time, temporary faculty in order to remain eligible to receive Student Equity and Achievement Program funds*?

Yes No

**As a condition for receiving Student Equity and Achievement Program funds, negotiations between districts and the exclusive representative for part-time, temporary faculty must include minimum standards for the terms of reemployment preference and evaluation as outlined in Education Code section 87482.3. Education Code section 78222(d)(2) links the negotiation requirement to the receipt of funds for the Student Equity and Achievement Program.*

d.2

Does the collective bargaining agreement achieve parity between compensation for full-time and part-time, temporary faculty?

Yes No

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

Yes No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year? Yes No
Next year? Yes No

Describe the problem(s) and action(s) to be taken. If the district is projecting deficit spending (a negative value for section I.C above) or an ending unrestricted general fund balance less than 10% of annual expenditures (section I.F.1 above), please identify the primary factors contributing to deficit spending and/or describe the district's reserve balance management strategy. Provide additional information as needed to CCFS311admin@cccco.edu.

2000 Characters Remaining

«« EXIT WITHOUT SAVING SAVE EDITS »»

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
ccfs311admin@cccco.edu

BOARD REPORT NO. 12.2

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**CREATION OF AND APPOINTMENT OF BOARD MEMBERS TO AN AD-HOC ADVISORY
SUBCOMMITTEE ON PLANNING FOR THE FY 2022-2023 DISTRICT BUDGET**

At prior meetings, the Chancellor has suggested and the Board has generally been favorable to the creation of an ad-hoc advisory subcommittee of the Board to advise the administration on proposals for the FY 2022-2023 budget.

Staff is working on the FY 2022-2023 District budget in advance of its presentation of a tentative budget for the Board's consideration in June 2022. The timing is appropriate for the creation an ad-hoc advisory subcommittee, and the Chancellor requests the Board's consideration of this matter.

RECOMMENDATION

It is recommended that the Board of Trustees (1) create an ad-hoc advisory subcommittee on planning for the FY 2022-2023 District Budget, and (2) appoint two Board members to serve on the ad-hoc committee.

BOARD REPORT NO. 12.3

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Richard Storti, Executive Vice Chancellor

APPROVAL OF NON-RESIDENT TUITION FEE, 2022-2023

Education Code Section 76140 requires community college districts to establish the non-resident tuition fee for the forthcoming fiscal year no later than March 1 and also prescribes the basis for determining the fee. The non-resident tuition fee is charged to international students, out-of-state students, and undocumented students who do not meet the requirements of AB540. In addition to the non-resident tuition fee these students also pay the \$46 per unit enrollment fee that resident students are assessed.

The non-resident tuition fee is composed of two parts: the tuition fee and an assessment for capital outlay.

San Mateo County Community College District's fee for the 2021-22 fiscal year was \$309 per semester unit (Board Report No. 21-02-03CA). The tuition fee was set at \$307 and the capital outlay fee at \$2 for a total of \$309 (applicable to all non-resident students).

For 2022-23, the statewide average rate for tuition fee is \$332. Pursuant to the Education Code, the District has the following seven options for determining non-resident tuition:

- A.1 District cost of \$474: The District's expense of education in the preceding fiscal year increased by the projected increase in the Consumer Price Index divided by the total FTES in the preceding fiscal year.
- A.2 District cost with 10% or more noncredit FTES: This is not applicable to SMCCCD.
- B.1 Statewide average cost of \$332: The statewide expense of education in the preceding fiscal year increased by the projected percent increase of the Consumer Price Index divided by the statewide total FTES in the preceding year.
- B.2 Highest statewide average cost of \$332: The highest statewide average (Option B.1) for the succeeding fiscal year, current fiscal year, or past four fiscal years.
- C. Contiguous District: An amount not to exceed the fee established by the governing board of any contiguous district (see Table 1 below for comparisons).
- D. Between the statewide average (Option B.1) and the district cost (Option A.1): The fee adopted must be greater than the statewide average of \$332 and less than the district cost of \$474.
- E. Comparable states average cost of \$443: No greater than the average non-resident tuition fees of public community colleges in at least 12 states comparable in cost of living to California as determined by the U.S. Department of Labor.

Additionally, Education Code Section 76141(a) allows a district to levy a capital outlay fee on students who are non-residents and are also citizens of a foreign country. The maximum fee is determined by dividing the amount actually expended for capital outlay in the prior year by the total FTES (full-time equivalent students). The 2022-23 District capital outlay fee can be set at any amount not to exceed the calculated rate of \$177.52. In order to remain competitive, District Administration recommends continuing to charge \$2 for 2022-23.

Upon analysis of these options and in discussion with the leadership of the international student program, District administration recommends a total non-resident tuition fee of \$292 per semester unit for 2022-23 in order to remain competitive and to support Board Policy 8.7, which states, in part, that the Board is committed to maintaining the lowest possible costs to students. This rate is comprised of a \$290 (Option C) tuition fee (which also matches contiguous districts: Chabot/Las Positas, Foothill/DeAnza, Peralta, and San Francisco), which is a decrease of \$17 or 5.5% from 2021-22, and a \$2 capital outlay fee per semester.

For comparison purposes, the proposed 2022-23 rates for other local community college districts in the region are shown below:

District	Non Resident FTES FY 2020-21	Per State Formula	Proposed Fee Per Unit		Total Non-Resident Fee Recommended
			Tuition Fee	Capital Outlay Fee	
Chabot/Las Positas CCD*	340.13	\$330	\$290	\$2	\$292
Contra Costa CCD	1463.52	\$290	\$290	\$10	\$300
Foothill/DeAnza CCD* **	2616.19	\$344	\$290	\$0	\$290
Ohlone CCD*	427.28	\$272	\$294	\$1	\$295
Peralta CCD*	914.04	\$395	\$290	\$7	\$297
San Francisco CCD*	613.45	\$450	\$290	\$2	\$292
San Jose/Evergreen CCD	544.07	\$481	\$290	\$5	\$295
West Valley Mission CCD	286.14	\$454	\$290	\$0	\$290
San Mateo County CCD	1451.66	\$474	\$290	\$2	\$292
Statewide Average		\$332			
Comparable 12 State Average		\$443			

Table 1

* SMCCCD contiguous districts

** Quarter Rate converted to semester rate

RECOMMENDATION

It is recommended that the Board set the 2022-2023 tuition fee at \$290 per semester unit. It is further recommended that the Board levy a capital outlay fee of \$2 per semester unit and that no exemptions be made for foreign students enrolled in six units or less, bringing the total non-resident tuition fee to \$292 per semester unit for 2022-2023.

BOARD REPORT NO. 12.4

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**APPROVAL OF PROPOSED UPDATES TO BOARD POLICY 2710 (2.45)
REGARDING CONFLICT OF INTEREST**

At its meeting on January 26, 2022, staff presented the Board of Trustees with proposed updates to Board Policy 2710 (2.45) regarding conflict of interest and associated Administrative Procedures 2710 and 2712. The Board generally agreed with the proposed edits and asked that two additional items be considered in the policy:

1. Prohibition of gifts of any amount from those doing business with or seeking to do business with the District; and
2. Clarifying circumstances in which gifts would be permissible (i.e. conferences, dinners, etc.).

Staff has drafted additional language to address the above requests and those are included in the attached draft (highlighted in yellow).

Also attached to this policy are the edits to the associated Administrative Procedures that the Chancellor will effectuate upon adoption of revisions to this Board Policy.

For reference, Trustees will find the following documents attached, with recommended staff edits noted in red text:

- Attachment #01: Board Policy 2710 (old number 2.45) - Conflict of Interest
- Attachment #02: Administrative Procedure 2710 (old number 2.45.1) - Conflict of Interest
- Attachment #03: Administrative Procedure 2712 (old number 2.45.2) - Conflict of Interest Code

RECOMMENDATION

It is recommended that the Board of Trustees approve revisions to Board Policy 2710 (2.45) as noted in the attached document.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.45 (BP 2710)**

**BOARD POLICY
San Mateo County Community College District**

Subject: ~~BP 2.45~~ Conflict of Interest
Revision Date: 5/12; 1/17; ~~X/22~~
Policy References: Government Code Sections 1090, et seq., 1126, 87200, et seq.; Title 2, Sections 18730 et seq.

1. In compliance with law, the Board of Trustees shall adopt a Conflict of Interest Code and shall periodically review the list of designated employees required to complete financial disclosure forms. The Chancellor shall designate a filing Officer for conflict of interest matters and that person shall perform related duties as required by law.
2. Each Board member and each designated employee under the District's Conflict of Interest Code shall annually file a statement of economic interest with the filing officer identified by the administrative procedures disclosing those interests in investments, real property, and income that are designated as reportable under the Conflict of Interest Code.
 - a. Such persons designated above are prohibited from receiving or accepting gifts of any value from any individual, business, organization or entity doing business with or seeking to do business with the District or are otherwise subject to this policy and associated Administrative Procedures.
 - a-b. Exceptions are permissible for gifts as provided as part of an official District function for which the District is a member of an organization hosting an event (i.e. conference) or the District is a sponsor of an event hosted by an organization. In such cases, the remaining provisions of this policy apply, including the reporting requirements of filing statements of economic interest.
- ~~2.3.~~ A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her/their duties as an officer of the District.
- ~~3.4.~~ No Board member nor any employee of the District shall make, participate in making or, in any way, attempt to use his/~~or~~her/their position to influence a governmental decision in which he/~~or~~she/they know(s) or has reason to know that he/~~or~~she/they has/have a financial interest.
- ~~4.5.~~ Board members and employees shall not be financially interested in any contract made by them in their official capacity or in any body or board of which they are members. A Board member shall not be considered to be financially interested in a contract if his/her/their interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.
- ~~5.6.~~ A Board member who has a remote interest in any contract considered by the Board shall disclose his/~~or~~her/their interest during a Board meeting and have the disclosure noted in the official board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

7. In compliance with law and regulation, the District Chancellor shall establish administrative procedures to provide for disclosure of assets or income of Board members who may be affected by their official actions and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest and shall, as necessary, obtain legal advice should a potential conflict of interest occur.
8. Administrative procedures established by the District Chancellor shall also include provisions for mandatory training for those employees required to complete financial disclosure forms as prescribed in Section 1 of this policy.
- 6.9. Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

Also see BP 2200 Board Duties and Responsibilities, AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Code, BP/AP 2715 Code of Ethics/Standards of Practice, BP/AP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board, BP/AP 3050 Institutional Code of Ethics, and BP/AP 3300 Public Records.

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.45.1 (AP 2710)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: ~~AP 2.45.1~~ Conflict of Interest
Revision Date: 9/12; ~~X/22~~
References: Government Code Sections 1090 et seq., 1099, 1126, 87100 et seq., 87103, 87105, 87200-87210, 87300-87302, 87406.3, 89501-89503 and 89506; Title 2 Sections 18700 et seq. and 18730 et seq.; Education Code Section 72103 et seq.; 2 Code of Federal Regulations Part 200.318 subdivision (c)(1); and other citations as listed below

1. Incompatible Activities (Government Code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to their duties as officers or employees of the District. A Board member shall not simultaneously hold two public offices that are incompatible as defined in Government Code Section 1099. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

2. Financial Interest (Government Code Sections 1090 et seq.)

Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make by them in their ~~official~~ capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if his/her/their interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he/she/they has/have only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her/their minor child.

3. No Employment Allowed (Education Code Section 72103 subdivision (b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

4. Financial Interest in a Decision (Government Code Sections 87100 et seq.)

If a Board member or employee determines that he/she/they has/have a financial interest in a decision, as

AP 2.45.1 Conflict of Interest (continued)

described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- a. Publicly identify the financial interest in detail sufficient to be understood by the public;
- b. Recuse himself/~~or~~ herself/themselves from discussing and voting on the matter;
- c. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

5. **Gifts** (Government Code Section 89503)

- a. Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.
- b. Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her/their statement of economic interests.
- c. The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.
- d. Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506. A gift of travel does not include travel provided by the District for Board members and designated employees.
- e. Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).
- f. Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her/their statement of economic interests. The term "honorarium" does not include (1) earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches, or (2) any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

6. **Representation** (Government Code Section 87406.3)

Elected officials and the District Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

AP 2.45.1 Conflict of Interest (continued)

7. The District will follow all guidelines contained in Title 5, Sections 18730 et seq.

8. **Contracts Supported by Federal Funds** (2 Code of Federal Regulations Part 200.318 subdivision (c)(1))

No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he/she/they has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, Board member, or agent, any member of his/her/their immediate family, his/her/their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by Board members, employees, or agents of the District.

Also see BP 2200 Board Duties and Responsibilities, BP 2710 Conflict of Interest, AP 2712 Conflict of Interest Code, BP/AP 2715 Code of Ethics/Standards of Practice, BP/AP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board, BP/AP 3050 Institutional Code of Ethics, and BP/AP 3300 Public Records.

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.45.2 (AP 2712)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 2.45.2 Conflict of Interest Code
Revision Date: 9/12; 8/16; 8/18
References: Government Code Sections 87103(e), 87300-87302, 89501 and 89503; Title 2
Section 18730

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation, along with the designation of employees and the formulation of disclosure categories in the Appendix attached to this procedure, constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

**CONFLICT OF INTEREST CODE OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

The Political Reform Act, Government Code Sections 8100, et. seq., requires state and local government agencies to adopt Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Adm. Code Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice hearings. Therefore, the terms of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the San Mateo County Community College District (Hereinafter "Agency").

Pursuant to Section 18730(b)(4)(B) of the Standard Code, all designated employees shall file statements of economic interests with the agency, which shall make and retain a copy and forward the originals to the code reviewing body, which shall be the filing officer.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to Title 2, Division 6 of the California Administrative Code, Section 18277, the County Clerk for the County of San Mateo shall be the official responsible for receiving and retaining statements of economic interests filed with the Board of Supervisors.

Section 1. Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees

The persons holding positions listed in Section 13 are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Section 3. Disclosure Categories

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economics interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and

(C) The filing officer is the same for both agencies.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in Section 13 specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his/her/their statement of economic interests those economic interests he/she/they has which are of the kind described in the disclosure categories to which he/she/they is assigned in Section 13. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he/she/they foreseeably can affect materially through the conduct of his/her/their office.

Section 4. Statements of Economic Interests

Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

Section 5. Statements of Economic Interests

Time of Filing

- (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- (C) Annual Statements. All designated employees shall file statements no later than April 1.
- (D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5. Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/she/they did not make or participate in the making of, or use his/her/their position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/her/their appointment. Such persons shall not file either an assuming or leaving office statement.

- (A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:
1. File a written resignation with the appointing power; and
 2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she/they did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code Section 81004.

² See Government Code Section 81010 and Title 2 Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

Section 6. Contents of and Period Covered by Statements of Economic Interests

- (A) Contents of Initial Statements.** Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.
- (B) Contents of Assuming Office Statements.** Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
- (C) Contents of Annual Statements.** Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.
- (D) Contents of Leaving Office Statements.** Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

- (A) Investments and Real Property Disclosure.** When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:
1. A statement of the nature of the investment or interest;
 2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
 3. The address or other precise location of the real property;
 4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).
- (B) Personal Income Disclosure.** When personal income is required to be reported,⁵ the statement shall contain:
1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
 2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of ten percent or greater.

⁵ A designated employee's income includes his/her/their community property interest in the income of his/her/their spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);

3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/she/they is a director, officer, partner, trustee, employee, or in which he/she/they holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 8. Prohibition on Receipt of Honoraria

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her/their statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

(B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

Section 8.1. Prohibition on Receipt of Gifts in Excess of \$470

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$470 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her/their statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Section 8.2. Loans to Public Officials

- (A) No elected officer of a state or local government agency shall, from the date of his/her/their election to office through the date that he/she/they vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she/they holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (C) No elected officer of a state or local government agency shall, from the date of his/her/their election to office through the date that he/she/they vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she/they holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (E) This section shall not apply to the following:
1. Loans made to the campaign committee of an elected officer or candidate for elective office.
 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
 3. Loans from a person which, in the aggregate, do not exceed \$500 at any given time.
 4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3. Loan Terms

- (A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/her/their election to office through the date he/she/they vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his/her/their spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 8.4. Personal Loans

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9. Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his/her/their official position to influence the making of any governmental decision which he/she/they knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her/their immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$470 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3. Legally Required Participation

No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her/their participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her/their participation legally required for purposes of this section.

Section 9.5. Disqualification of State Officers and Employees

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her/their official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/her/their immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

Section 10. Disclosure of Disqualifying Interest

When a designated employee determines that he/she/they should not make a governmental decision because he/she/they has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel

Any designated employee who is unsure of his/her/their duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his/her/their agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000- 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

DESIGNATED CATEGORIES

CATEGORY 1. A designated employee assigned to Category 1 is required to disclose investments that may foreseeably be materially affected by any decision made or participated in by the designated employee. All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within in the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.

CATEGORY 2. A designated employee assigned to Category 2 is required to disclose interests in real property that may be materially affected by any decision made or participated in by the designated employee. All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the District.

CATEGORY 3. A designated employee assigned to Category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his-~~or~~/ her/their position. All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.

CATEGORY 4. A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management that may be materially affected by any decision made or participated in by the designated employee. All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

CATEGORY 5. All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the District.

CATEGORY 6. All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the Designated Employee's Department.

TRAINING

1. Each employee designated in Appendix A shall participate in a training on Board Policy 2712 (2.45) and Administrative Procedures 2710 (2.45.1) and 2712 (2.45.2) on an annual basis. Trainings will be coordinated by the District Chancellor's office.
 2. Each employee designated in Appendix A shall participate in a training on the filing of financial disclosure statements (Form 700) on an annual basis. Trainings will be coordinated by the District Chancellor's office.
- 1.—

APPENDIX A

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
DESIGNATED OFFICIALS AND EMPLOYEES**

Designated Positions, and the Disclosure Categories assigned to them, are as follows:

Designated Positions	Disclosure Category
Board of Trustees	1,2,3,4, <u>5,6</u>
Chancellor	1,2,3,4, <u>5,6</u>
Deputy Chancellor	1,2,3,4
Executive Vice Chancellor	1,2,3,4, <u>5,6</u>
<u>College Presidents</u>	<u>1,2,3,4,5,6</u>
Vice Chancellors	1,2,3,4, <u>5,6</u>
Chief of Staff	1,2,3,4, <u>5,6</u>
College Presidents	1,2,3,4
Consultants*	1,2,3,4
All Other Administrators <u>on Salary Schedule 20</u>	1,3,4, <u>5,6</u>
<u>Controller</u>	<u>1,2,3,4,5,6</u>
<u>District Budget Director</u>	<u>1,2,3,4,5,6</u>
<u>Facilities Manager</u>	<u>1,3,4,6</u>
Bookstore Managers	1,3,4, <u>6</u>
Student Life and Leadership Manager/Director of Student Development	1,3,4, <u>6</u>
Coordinators of Library Services	1,3,4, <u>6</u>
Buyers and Senior Buyers, Purchasing	1,3,4, <u>6</u>
<u>Consultants*</u>	<u>1,2,3,4,5,6</u>

* The Chancellor, or designee, shall review the duties and authority of all consultants retained by the District. Those consultants who, within the meaning 2 CA. Code of Regulations 18700(a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the District shall maintain a list of such consultants for public inspection in the same manner and location as this

AP 2.45.2 Conflict of Interest Code (continued)

Conflict of Interest Code.

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The District Chancellor or designee may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based on that description, a statement of the extent of disclosure requirements. The District Chancellor’s or designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

Also see BP 2200 Board Duties and Responsibilities, BP/AP 2710 Conflict of Interest, BP 2715 Code of Ethics/Standards of Practice, BP/AP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board.

August 2018

BOARD REPORT NO. 12.5

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**APPOINTMENT OF MEMBER TO THE SAN MATEO COUNTY COLLEGES
EDUCATIONAL HOUSING CORPORATION BOARD OF DIRECTORS**

The Bylaws of the Educational Housing Corporation stipulate that appointments to its board of directors be made by the San Mateo County Community College District Board of Trustees. The Housing Corporation Bylaws further stipulate that, “One Director shall be recommended for membership by the Academic Senate of the District [...].”

Professor Kate Williams Browne serves as the Academic Senate recommended member of the Housing Corporation Board of Directors and her term expires in March 2022. As such, the District Academic Senate has informed the District that Professor Jessica Marshall is recommended by the Senate to replace Professor Brown on the Housing Board of Directors. Professor Marshall is a faculty member in the anthropology department at Cañada College and is a resident at College Vista.

RECOMMENDATION

It is recommended that the Board of Trustees appoint Professor Jessica Marshall to the Educational Housing Corporation Board of Directors for a four-year term beginning on April 1, 2022 and ending on March 31, 2026.

BOARD REPORT NO. 12.6

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

CONSIDERATION OF BOARD MEMBER COMPENSATION

SB 214, which was adopted by the Legislature and signed by the Governor in October 2001, allows the Board to adopt a 5% increase in compensation on an annual basis. Any increase that is approved by the Board is effective as of the date approved by the Board and may not be retroactive.

In January of 2009, 2010, 2011 and 2012, the Board discussed implementation of the 5% annual compensation increase and unanimously agreed to bypass an increase because of the economic climate. Subsequently, the Board has approved a 5% increase in Board member compensation each year.

The current monthly compensation for Board members is \$834.

RECOMMENDATION

Board determined.

BOARD REPORT NO. 13.1

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor of Administrative Services
Mitchell Bailey, Vice Chancellor/Chief of Staff

DISTRICTWIDE STUDENT HOUSING DEVELOPMENT UPDATE

On October 13, 2021 (Board Report no. 21-10-02C), staff presented various scenarios and funding options for the Board's consideration relating to the development of student housing for the District. The Board directed staff to pursue newly-available state funding to construct student housing. The application was completed and submitted to the California Department of Finance on October 31, 2022. Applicants expect to receive a response from the State approximately April 2022. On October 27, 2021 (Board Report no. 21-10-03C), staff shared with the Board details of the application for state student housing funds including a preliminary Total Project Budget of \$108.5 million, a program of 144,000 gross square feet intending to house 500 students including 45 students with families and a proposed location on the College of San Mateo campus.

On January 26, 2022 (Board Report no. 22-01-106B), the Board authorized the Chancellor, or his designee, to execute a contract with LPA, Inc. for design services for the Districtwide Student Housing Project. In an effort to conserve critical planning time, staff executed an initial pre-planning professional services agreement in January and held a design kick off meeting on January 5, 2022. During the month of January, the District's housing committee and the design team have engaged in weekly programming and design workshops to better define the room types that will best serve the District's students and have begun initial review of potential site and building configurations.

At this meeting, staff will share the design progress to date and invite the Board's discussion about its preferred direction for student housing.

Attached to this report are preliminary concepts relating to building program and site configuration that will be reviewed with the Board.

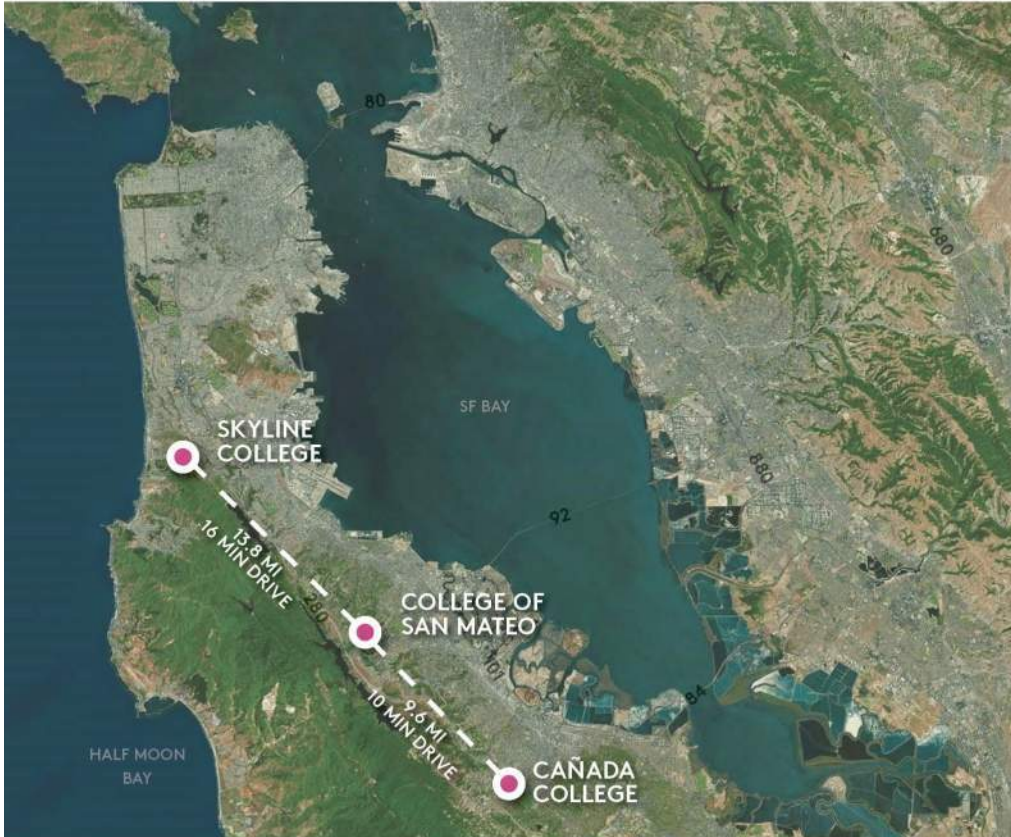


SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Board Meeting | February 23, 2022

Vibrant, Inclusive, Safe and Inviting Community

HOUSING FOR THREE CAMPUSES



Project Goals —

- 450 Student Beds
- 45 Family Apartments
- 60-100 Parking Stalls
- Development of the 3.8 acre site
- **Construction Costs \$81.5M** (2022)
- **Total Project Cost \$108.5M**

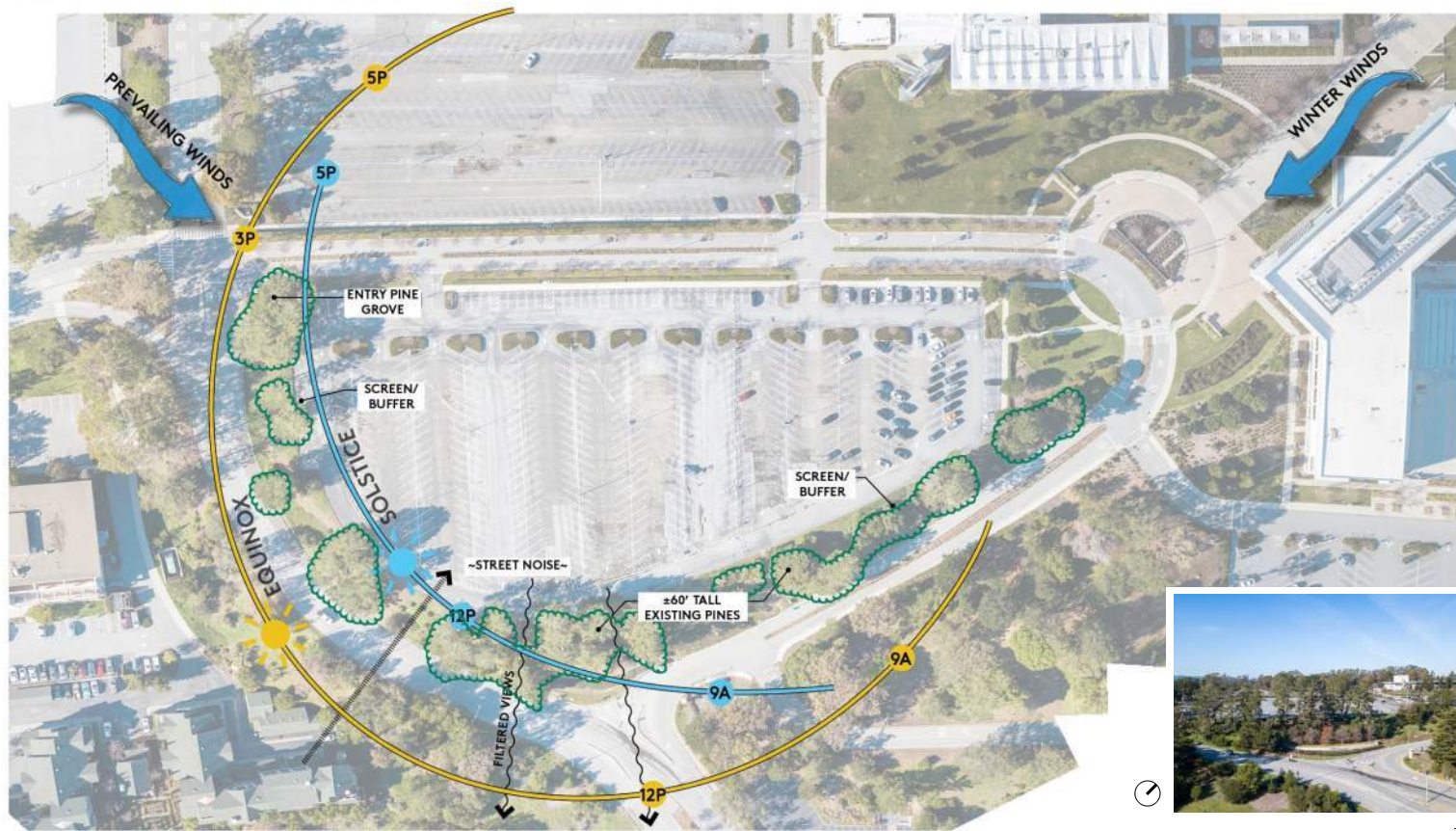
Preliminary Project Vision:

To create a vibrant, inclusive, and affordable student community that has a welcoming sense of home and campus connection

CAMPUS AND AMENITIES CONNECTIONS



SITE CLIMATE + OBSERVATIONS



PROGRAM (145,236 GSF)

• Traditional Suites	74 Double Occupancy	148 beds
Group Bathroom	10 bathrooms / total	
	<hr/>	
	74 Units	148 beds
• Co-Living Units	10 Single Occupancy	20 beds
	58 Double Occupancy	232 beds
Co-Living Kitchens, Lounge	12 kitchens total / 3 per floor	
	<hr/>	
	68 Units	252 beds
• Student Apartments	50 Studio Apartments	50 beds
	<hr/>	
	50 Units	50 beds
• Family Apartments	45 Apartments	
	10 1-Bd	
	35 2-Bd	
	<hr/>	
	45 Units	

UNIT TYPES | TRADITIONAL DORMS

BUILDING AMENITIES

First Floor Program:

- Reception
- Office
- Mail and Package Area
- Lobby Lounge
- Lobby Restroom

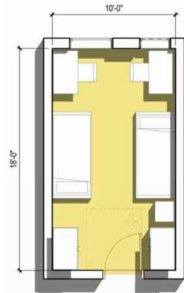
Typical Floor Program:

- (3) Lounges with Kitchens
- (1) Floor Laundry
- (2) Study Rooms, 6-8 Person
- (2) Phone Rooms, 1-2 Person



GROUP KITCHEN / DINING LOUNGE

TRADITIONAL DORMS



DORM
180 SF
90 SF / PERSON



**ALL GENDER, ACCESSIBLE,
CLUSTER BATHROOMS**
255 SF
8 STUDENTS

UNIT TYPES | CO-LIVING

BUILDING AMENITIES

First Floor Program:

- Reception
- Office
- Mail and Package Area
- Lobby Lounge
- Lobby Restroom

Typical Floor Program:

- (3) Lounges with Kitchens
- (1) Floor Laundry
- (2) Study Rooms, 6-8 Person
- (2) Phone Rooms, 1-2 Person



GROUP KITCHEN / DINING LOUNGE

CO-LIVING



SEMI-SUITE DOUBLES
500 SF
106 SF / PERSON



SEMI-SUITE SINGLES
500 SF
213 SF / PERSON



SEMI-SUITE WITH
KITCHENETTES
540 SF

UNIT TYPES | APARTMENTS

BUILDING AMENITIES

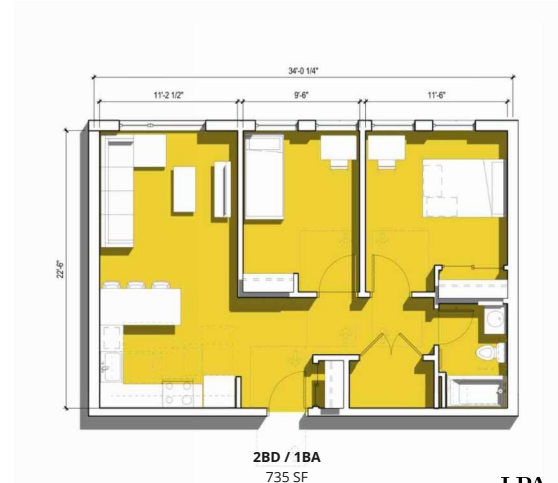
Typical Floor Program:

- Group Study Room (6-8 Person)

First Floor Program:

- Lobby Lounge

STUDENT / FAMILY APARTMENTS



DESIGN OPTION 1A



MAIN IDEAS

Short Term Parking (~52 stalls) on south edge of site

Internal Pedestrian Circulation

Three buildings that provide different scales for outdoor programs

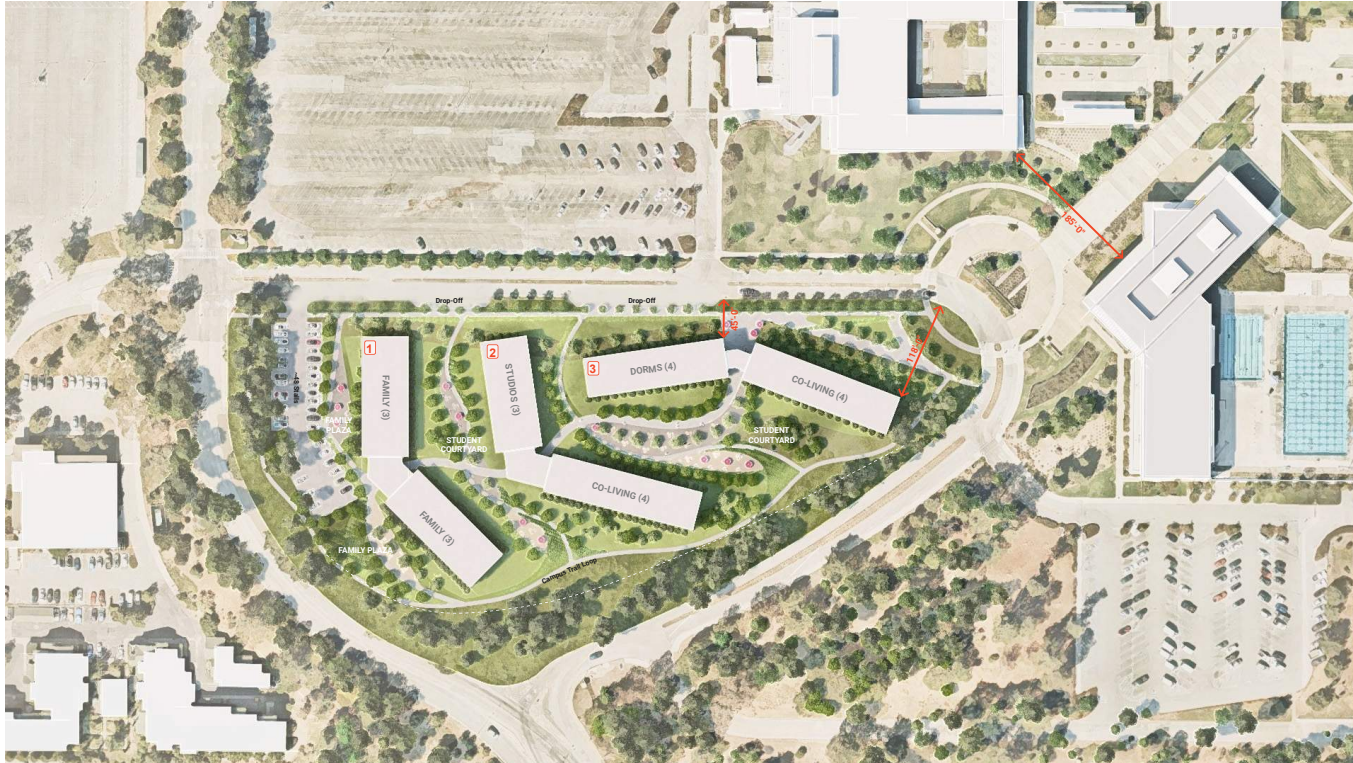
Student housing gathered around central plaza that unifies housing neighborhood

Family Housing on south side to provide privacy and safety to younger kids

Extension of campus circulation around the site to create a campus loop with trails and paths



DESIGN OPTION 1B



MAIN IDEAS

Short Term Parking (~48 stalls) on south edge of site

Internal Pedestrian Circulation

Three buildings that provide different scales for outdoor programs

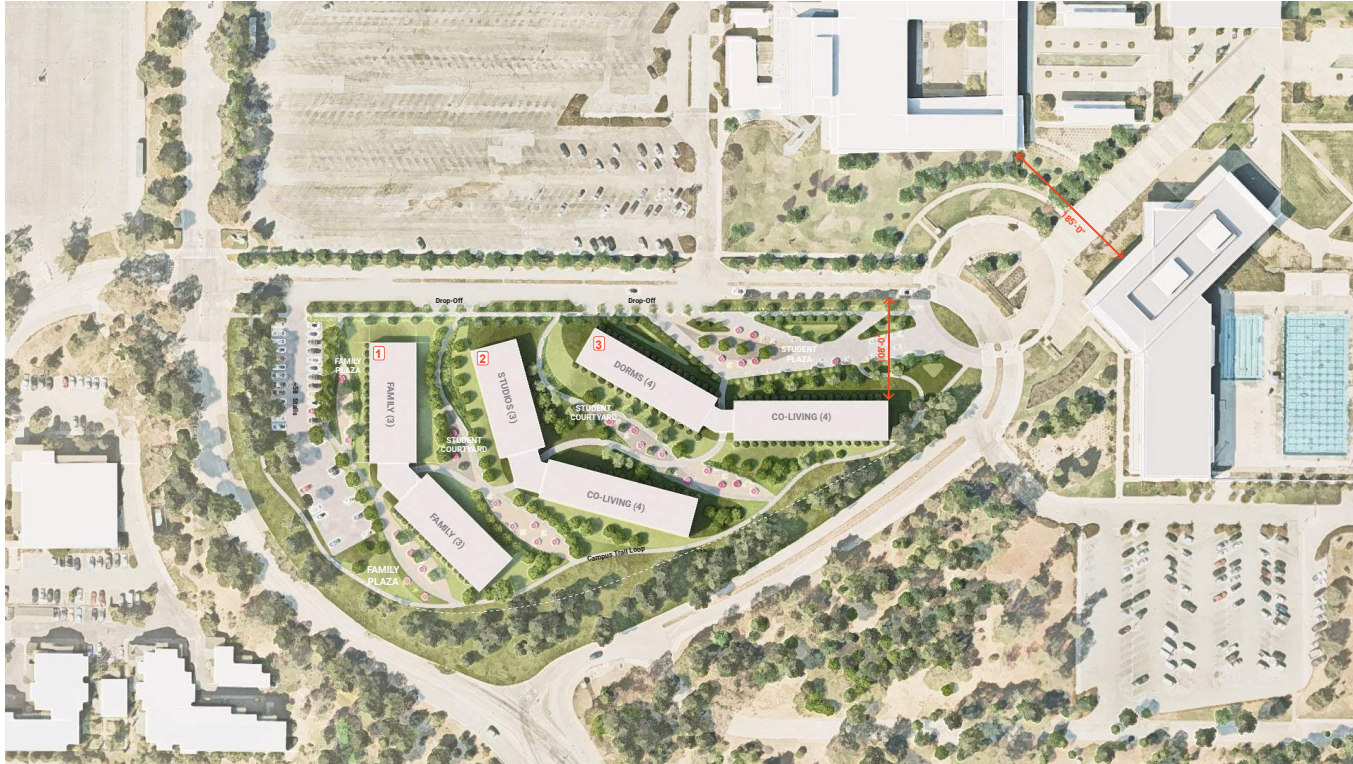
Large setback from the Ceremonial Circle to continue cohesive green space around campus gateway

Central Plaza internal to housing neighborhood

Building orientation optimizes for solar orientation and views from wings



DESIGN OPTION 1C



MAIN IDEAS

Short Term Parking (~58 stalls) on south edge of site

Internal Pedestrian Circulation

Three buildings that provide different scales for outdoor programs

Large setback from the Ceremonial Circle to continue cohesive green space around campus gateway

Central gathering plaza at gateway of housing neighborhood

Building orientation optimizes for solar orientation and views from wings



DESIGN OPTION 1A



AXON - LOOKING NORTH



CSM DRIVE

DESIGN OPTION 1B



AXON - LOOKING NORTH



CSM DRIVE

DESIGN OPTION 1C



AXON - LOOKING NORTH



CSM DRIVE

DESIGN OPTIONS SUMMARY



DESIGN OPTION 1A



DESIGN OPTION 1B



DESIGN OPTION 1C

PROGRAM: IN-UNIT KITCHENS

SMCCD PROGRAM - Tight Balance Kitchen in Co-Living				
STUDENT DORM SUITES - Traditional	UNITS	BEDS	NSF	TOTAL NSF
Double Occupancy	74	148	180	13,320
Triple Occupancy	0	0	200	-
Group Bathroom for 8 students	10	0	255	2,550
Dorm Lounges (kitchens / dining / lounge) For 4 stories, 1 Kitchen per floor for dorms only	4		800	3,200
STUDENT DORM SUITES - Co-Living				
Single Occupancy (w/ shared bath)	10	20	540	5,400
Double Occupancy (w/ shared bath)	58	232	540	31,320
Co-Living Lounges (lounge / no kitchens) For 4 stories that is 2 'blocks' per floor or 60 students per floor	8		450	3,600
TOTAL	156	400		
Floor Laundry (1 per floor)	4		300	1,200
Study Rooms (6-8 person)	4		200	800
Phone Rooms (2 person)	8		50	400
All Gender Restrooms (1 per floor)	4		70	280
Janitor / Storage (1 per floor)	4		100	400
IDF / Electrical (1 per floor)	4		100	400
1st Floor Program				
Reception	1		150	150
Office	1		150	150
Mail and Package area	1		700	700
Lobby / Lounge	1		700	700
Lobby RR	1		70	70
RD Apartment	1		850	850
TOTAL NSF				65,490
APPROX. GSF FACTOR	70%			85,137

STUDENT APARTMENTS	UNITS	BEDS	NSF	TOTAL NSF
Studios	50	50	270	13,500
TOTAL	50	50		
Bldg Laundry	1		300	300
Janitor / Storage (1 per bldg)	1		100	100
IDF / Electrical (1 per floor)	4		100	400
1st Floor Program				
Lobby / Lounge	1		600	600
Mail and Package Area	In central Building			
Group Study Room	4		200	800
FAMILY APARTMENTS		BEDS	NSF	TOTAL NSF
1 Bedroom / 1 Bath	10	10	480	4,800
2 Bedroom / 1 Bath	35	35	750	26,250
TOTAL	45	45		
TOTAL NSF				46,750
APPROX. GSF FACTOR	70%			60,775
ALL BUILDINGS TOTALS	251	495		145,912



KITCHENETTE IN EVERY DORM
540 SF

IN-UNIT KITCHENS SUMMARY

1. Kitchen Units in each co-living unit:

- Reduces communal group kitchen count from 12 to 4 (one per floor needed for dorms)
- Adds 136 co-living room kitchens
- Adds square footage: 526 nsf / 676 gsf

2. Pros/ Cons:

- Pro: Lower janitorial maintenance; students clean up kitchens themselves
- Pro: Student lifestyle privacy & flexibility
- Con: Potentially higher service maintenance: repairs for fixture increases (sink faucets and drains, cooktops, exhaust fans...)
- Con: Reduced social connection and community fabric from loss of communal dining (students seclude themselves within their rooms)
- Con: Related higher initial cost may impacts other project budget decisions

3. The higher costs associated with in-unit kitchens result from the following.

- Additional millwork
- Additional plumbing and electrical infrastructure
- Additional kitchen plumbing and electrical fixtures
- Additional mechanical ductwork and shafts related to the kitchen exhaust
- Additional square footage

4. Schedule/ Risk: If the additional associated costs exceed the budget, a VE effort could require redesign and potentially impact the project schedule.

BOARD REPORT NO. 13.2

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor for Administrative Services

**DISCUSSION OF SECONDARY USES OF THE CAÑADA COLLEGE
KINESIOLOGY AND WELLNESS BUILDING (CAN B1)**

The Kinesiology and Wellness building (CAN B1) at Cañada College is a state-of-the-art facility encompassing 85,000 square feet plus an activated roof totaling 30,000 square feet. The building includes classrooms, two pools (instructional aquatics pool and competition pool with spectator area), basketball courts with retractable seating, running track, student locker facilities, fitness areas, exercise rooms, and offices. The building was completed in 2021 and houses the Cañada College Kinesiology, Athletics, and Dance Division. While the primary use of the facility is to house academic programs and services for students, potential exists to operate a member supported center, subject to scheduling availability, as a way of increasing student involvement and employment opportunities, providing public access, and generating resources for College initiatives and equipment replacement reserves.

Operating a member supported fitness center offers many opportunities, including employment of students, training / internship opportunities for students interested in fitness related careers, support of student wellness, public use of pools and fitness areas, fitness programs for disadvantaged communities, and revenue to support College initiatives and provide funding for equipment replacement reserves. Also, running a second member-supported center provides economy of scale opportunities since some managerial functions can be spread across two entities.

Renting portions of the building for short periods to community members or community / civic groups during inactive periods offers the potential of serving community and civic groups, generating revenue to support College initiatives and providing funding for equipment replacement reserves.

Staff supports secondary uses of the CAN B1 as noted above and requests Board discussion and direction.

BOARD REPORT NO. 13.3

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Yanely Pulido, Director, General Services

2022 CONTRACTOR PREQUALIFICATION UPDATE

The District has required prequalification of prospective bidders on public works projects subject to public bidding requirements since April 2000, when the Board of Trustees approved use of Public Contract Code Section 20111.5. Under these provisions, only prequalified bidders are eligible to submit bids for District formal bids on public works construction projects over \$200,000. This initiative has provided the District's Capital Improvement Program (CIP) with a pool of highly qualified contractors using an extensive application process. This process has been refined through more than two decades of use, and continues to deliver a robust pool of reputable firms, an integral component of successful project delivery.

Planning for the 2022 prequalification process began in September 2021. Notifications of the application process were placed on the District's Facilities website, in legal advertisements, various trade journals, in direct emails to previously prequalified contractors, and other informal outreach efforts by individual staff members.

In continued effort to increase opportunities and foster relationships with qualified business enterprises that are small, locally owned, or owned by members underrepresented in their fields (women, minorities, veterans, disabled individuals, members of the LGBTQIA community), staff contacted several trades representatives, chambers of commerce, and professional organizations to assist in publicizing and enhancing interest in the District's contractor prequalification process. Staff held two virtual non-mandatory outreach and education workshops on October 11 and 13, 2021, to provide applicants an overview of the District's procurement solicitation methods, bid requirements, and information of the current construction contractor prequalification program. Seven firms attended these non-mandatory workshops. Staff will continue to foster these relationships to ensure that qualified businesses have fair and equal accessibility to District procurement and contracting opportunities.

San Mateo County Community College District requires its prequalified contractors to meet certain applicable criteria, such as:

- Construction Experience/Work History
- Contractor's License/Department of Industrial Relations (DIR) Registration and Compliance
- Litigation and Arbitration History
- Disqualification from Previous Projects
- Compliance with Statutory Requirements
- Documented Safety Record
- Labor Code and Prevailing Wage Requirements
- Project Personnel
- Benefits and Retirement Programs
- Insurance Requirements and Bonding Information
- Financial Information

Submitted applications are reviewed for thoroughness and completeness. The contractor's license must be

confirmed on the Contractors State License Board website. Other qualitative documents that staff reviews include: project experience, certified payroll examples, résumés of key personnel, certified financial statements, letter from a surety company confirming bonding capacity, claims and litigation history, and current Certificates of Insurance.

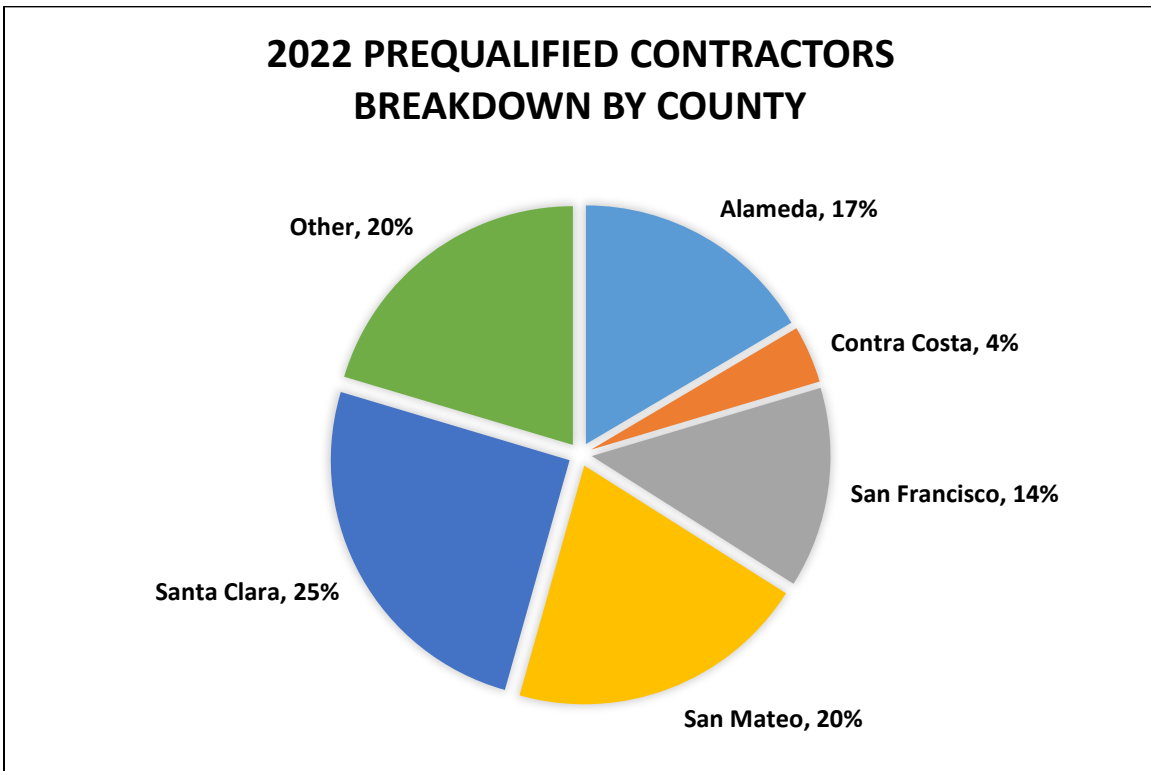
The deadline for application submission was November 15, 2021. A total of 110 applications were submitted for consideration for the 2022 prequalification process for formal bids on public works construction projects over \$200,000. This is a 11% decrease from the 2021 pool of 123 submitted applications. As of January 25, 2022, staff has evaluated the 110 submitted applications. Contractors were officially notified of their prequalification status promptly upon completion of the evaluation process. One hundred and three (103) firms met all published criteria and have been included in the 2022 pool as publicized on the District's Facilities website.

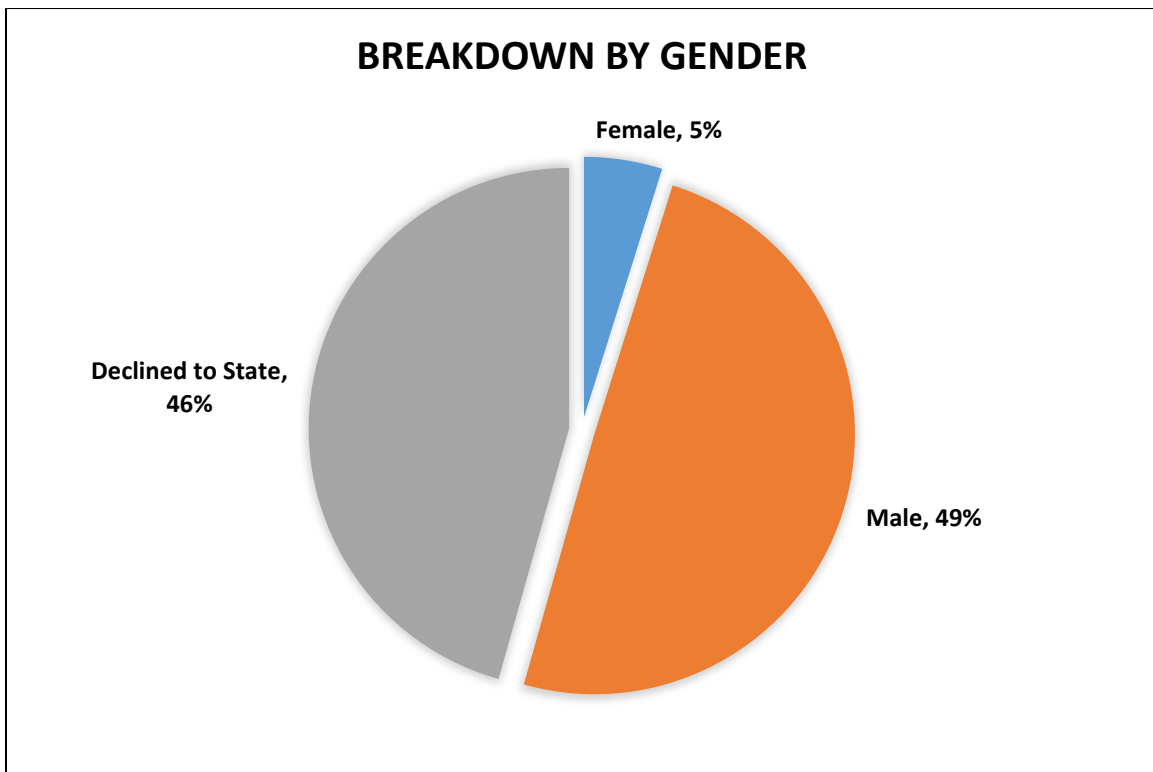
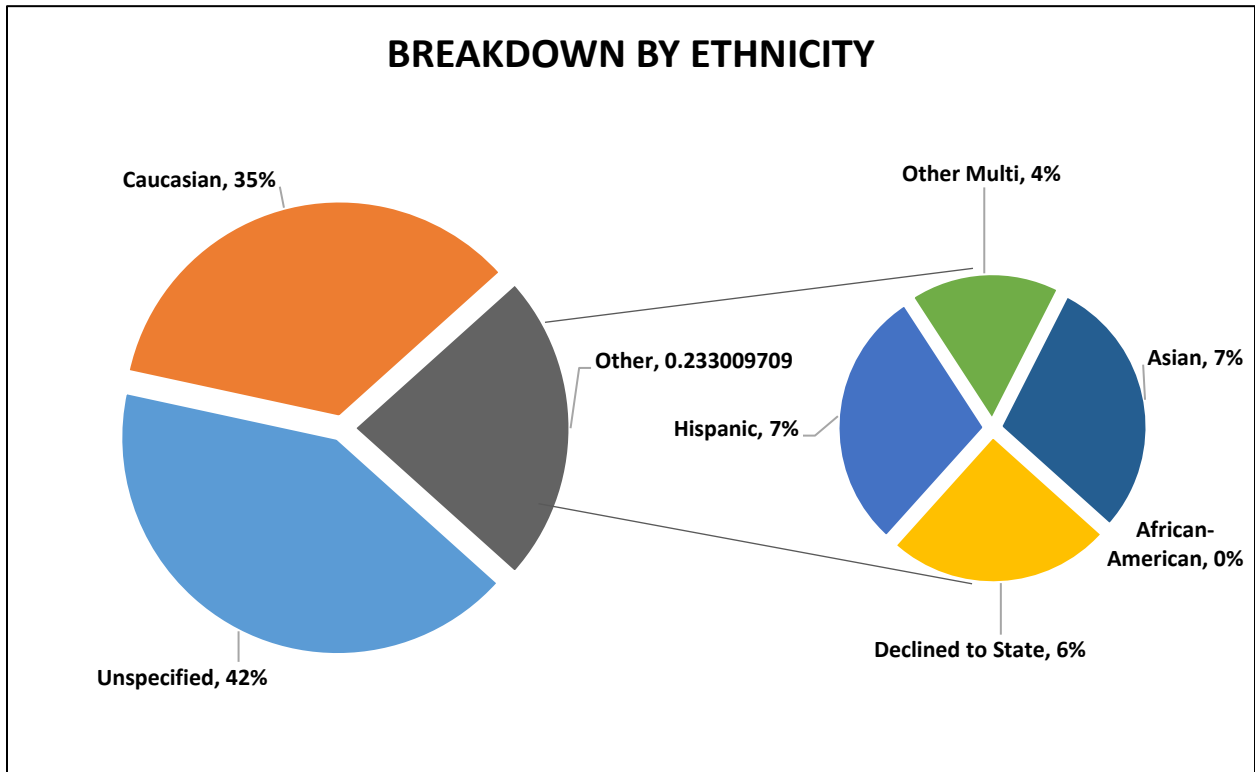
Seven (7) applications have been deemed ineligible either due to a deficiency in their submittal, exceeding the District's Experience Modification Rate (EMR) threshold or significant litigation/claims history. These firms have been notified of their standing and have been given the opportunity to appeal.

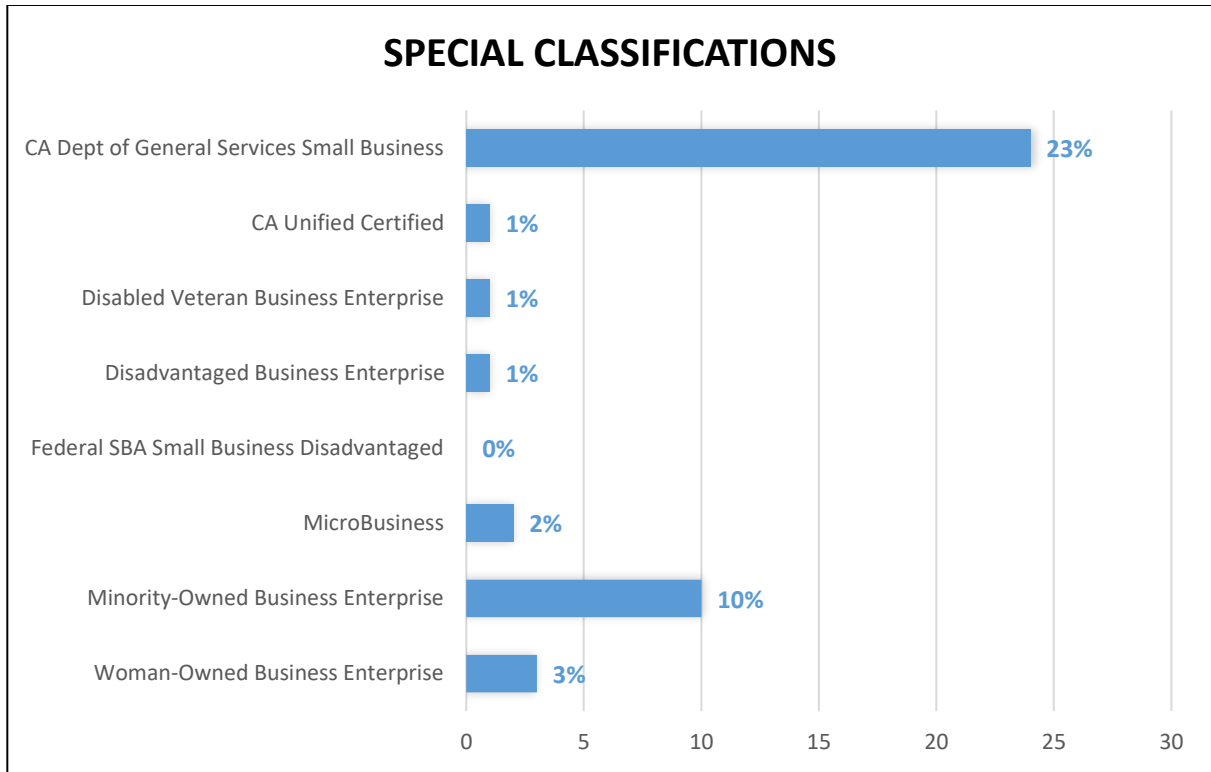
The following statistics demonstrate the license types, breadth and demographics of the current pool of 109 valid applicants who have been prequalified for 2022. (NOTE: Some applicants may have more than one type of license classifications):

Construction Contractor's License Classification Summary	
#	License Type
47	A – General Engineering Contractor
69	B – General Building Contractor
2	C2 – Insulation and Acoustical Contractor
11	C4 – Boiler, Hot Water Heating and Steam Fitting Contractor
2	C6 – Cabinet, Millwork and Finish
5	C7 – Low Voltage Systems Contractor
7	C8 – Concrete Contractor
3	C9 – Drywall Contractor
21	C10 – Electrical Contractor
2	C12 – Earthwork and Paving Contractors
1	C13 – Fencing Contractor
3	C15 – Flooring and Floor Covering Contractors
7	C16 – Fire Protection Contractor
2	C17 – Glazing Contractor
14	C20 – Warm-Air Heating, Ventilating and Air-Conditioning Contractor
5	C21 – Building Moving/Demolition Contractor
1	C22 - Asbestos Abatement
2	C23 - Ornamental Metal
9	C27 – Landscaping Contractor
1	C29 – Masonry
4	C31 - Construction Zone Traffic Control Contractor
5	C33 – Painting and Decorating Contractor
14	C36 – Plumbing Contractor
3	C38 – Refrigeration Contractor
5	C39 – Roofing Contractor

4	C42 – Sanitation System Contractor
7	C43 – Sheet Metal Contractor
2	C46 - Solar
2	C51 – Structural Steel
1	C53 – Swimming Pool Contractor
1	C57 – Water Well Drilling Contractor
1	C60 - Welding
3	C61 – Limited Specialty
1	D30 – Pile Driving and Pressure
1	D49 – Tree Service
5	ASB – Asbestos Certification
11	HAZ - Hazardous Substance Removal Certification







BOARD REPORT NO. 13.4

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**DISCUSSION OF PERFORMANCE AUDITOR/ POLICY ANALYST
POSITION RECRUITMENT**

At its meeting on January 26, 2022, the Board of Trustees made modifications to the internal auditor position description and re-titled the position as Performance Auditor/Policy Analyst.

The Board will discuss a proposed recruitment process for this position.

BOARD REPORT NO. 13.5

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

DISCUSSION ON PROCESS FOR ENGAGING A CONSULTANT TO CONDUCT A PERFORMANCE AUDIT OF DISTRICT PERSONNEL POLICIES AND ACTIONS RELATED TO GROUPS OF NON-BARGAINING UNIT ADMINISTRATIVE, PROFESSIONAL, SUPERVISORY, AND EXECUTIVE PERSONNEL

At its meeting on January 26, 2022, the Board of Trustees agreed to engage a third-party consultant to conduct a performance audit of District personnel policies and actions related to groups of non-bargaining unit administrative, professional, supervisory and executive personnel. The Board further agreed that conducting a Request for Qualifications (RFQ) process prior to conducting a Request for Proposals (RFP) process was advisable to ensure that potential consultants fully met the Board's expectation for the project.

The Board will further discuss the process to initiate this performance audit.

BOARD REPORT NO. 13.6

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**SUNSHINE OF ADMINISTRATIVE PROCEDURE 5.01.1 – ADDITIONAL RESPONSIBILITIES
PAY FOR NON-REPRESENTED EMPLOYEES**

For purposes of efficiency, cost-savings and operational need, it is necessary, from time to time, to assign certain non-represented employees responsibilities in addition to those in their regular position. In such cases, depending on duration, complexity and involvement, additional pay may be appropriate for these additionally assigned duties.

To facilitate the process for these circumstances, Administrative Procedure 5.01.1 has been developed. And consistent with recent revisions to Board Policy 2401 (2.60), this administrative procedure is being provided for the Board's information.

CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 5.01.1

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: Additional Responsibilities Pay for Non-Represented Employees

Revision Date: NEW

1. When a permanent, full-time, non-represented employee is assigned to perform significant additional responsibility of a higher salary range classification exceeding 20 working days (approximately one month), or to perform special project(s) or additional duties on a temporary basis or in the absence of another employee exceeding 20 working days, then the employee may be eligible for additional compensation.
2. The pay is temporary and typically should not last beyond one year. Requesting parties should complete classification studies, if any, independent of pay requests. An employee cannot receive an interim-detail-acting pay and additional responsibilities pay at the same time.
3. Managers/Organization Administrators are responsible for closely monitoring additional responsibilities pay in order to prevent any under/over payments. It is the responsibility of the employee and their Manager/Organization Administrator to notify Human Resources when there are changes that would no longer qualify the employee to receive the pay. Additional Responsibilities pay is not meant to be permanent or pensionable.
4. Process for Initiating the request for Additional Responsibilities Pay:
 - a. The employee, the manager, and/or the organization administrator can initiate the request for additional responsibility pay. The individual initiating the request must submit the Personnel Action Form (PAF) with attached written documentation indicating when the additional responsibilities were assigned to the employee and the period the employee is performing the additional responsibilities, not to exceed any 12-month period.

In circumstances where retroactive pay is requested, the manager or organization administrator must provide written documentation attached to the PAF that supports the identified start date for the additional responsibilities pay. The manager and the organization administrator will need to document what additional duties will be required of the employees, and verify that those duties are not typically performed by the employee's classification.

- b. Upon submission of the PAF to Human Resources, Additional information may be required to support the request. Once approved, the additional responsibilities pay will be good for up to one year from the date of approval inclusive of any retroactive period that has been requested/approved.
 - c. If approved Human Resources, the employee shall be notified within a reasonable time period and be compensated at the percent categories below at the time of approval. The percent category will be decided in consultation with the Chancellor and/or college President, with the Governing

AP 5.01.1 Additional Responsibilities Pay for Non-Represented Employees (continued)

Board's approval. This percent increase of the salary will remain at the amount at the time of approval regardless of pay increases. The employee shall be compensated in accordance with the schedule below:

- i. 5% of the employee's base salary at the time approval for additional duties that are limited/project based.
 - ii. 10% of the employee's base salary at the time of approval for additional duties that are impacting several areas in the college and/or the district office.
 - iii. 15% of the employee's base salary at the time of approval for additional duties that are impacting collegewide or districtwide responsibilities.
- d. If the employee wishes to appeal the decision, the employee must submit a written appeal articulating new and/or additional information that was not considered earlier to the Head of Human Resources. The decision of the Head of Human Resources should be final.
 - e. Approved requests for additional responsibilities pay will be presented to the Board of Trustees for consideration as part of the regular personnel report. Action by the Board of Trustees is required before additional pay is deemed granted.

BOARD REPORT NO. 13.7

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

DISCUSSION OF BOARD PROFESSIONAL DEVELOPMENT

The Board has expressed an interest in on-going professional development activities. The Board will discuss the possibility of holding a Board retreat to review and discuss Board best practices and norms, and also to receive refresher training on the Brown Act.