



**Wednesday, March 23, 2022**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**Closed Session 5:00 p.m.; Open Session 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/86828204400>**  
**Dial-In: 1-669-900-9128 - Webinar ID: 868 2820 4400**

**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.**

**1. CLOSED SESSION - 5:00 p.m.**

**Subject**                    **1.1 Call to Order / Roll Call**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    1. CLOSED SESSION - 5:00 p.m.

Type                        Procedural

## **2. CLOSED SESSION ITEMS FOR DISCUSSION**

**Subject**                    **2.1 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**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    2. CLOSED SESSION ITEMS FOR DISCUSSION

Type                        Discussion

**Subject**                    **2.2 CONFERENCE WITH LABOR NEGOTIATOR - AGENCY DESIGNATED REPRESENTATIVE: MICHAEL CLAIRE - EMPLOYEE ORGANIZATIONS: AFSCME, AFT, CSEA, UNREPRESENTED EMPLOYEES**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    2. CLOSED SESSION ITEMS FOR DISCUSSION

Type                        Discussion

**Subject**                    **2.3 PURSUANT TO GOVERNMENT CODE 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    2. CLOSED SESSION ITEMS FOR DISCUSSION

Type

**Subject**                    **2.4 CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO GOV. CODE, § 54956.9, SUBD. (D)(2): ONE CASE**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    2. CLOSED SESSION ITEMS FOR DISCUSSION

Type                        Discussion

## **3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

**Subject**                    **3.1 Comments by Community Members**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Type                        Information

#### **4. CLOSED SESSION**

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**Subject**                    **4.1 Recess to Closed Session**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    4. CLOSED SESSION

Type                        Procedural

#### **5. OPEN SESSION - 6:00 p.m.**

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**Subject**                    **5.1 Call to Order / Roll Call / Pledge of Allegiance**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    5. OPEN SESSION - 6:00 p.m.

Type                        Procedural

**Subject**                    **5.2 Announcement of Any Reportable Action Taken in Closed Session**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    5. OPEN SESSION - 6:00 p.m.

Type                        Information, Procedural

**Subject**                    **5.3 Discussion of the Order of the Agenda**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    5. OPEN SESSION - 6:00 p.m.

Type                        Discussion

#### **6. MINUTES**

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**Subject**                    **6.1 APPROVAL OF MINUTES FROM THE JANUARY 26, 2022 REGULAR MEETING**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 6. MINUTES

Type Action

Preferred Date Mar 23, 2022

Absolute Date Mar 23, 2022

Recommended Action It is recommended that the Board of Trustees approve the minutes of the January 26, 2022 Board meeting.

File Attachments  
[2022-01-26 Minutes - REVISED.pdf \(290 KB\)](#)

**Subject 6.2 APPROVAL OF MINUTES FROM THE FEBRUARY 23, 2022 REGULAR MEETING**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 6. MINUTES

Type Action, Information

Recommended Action It is recommended that the Board of Trustees approve the minutes of the February 23, 2022 Board meeting.

File Attachments  
[2022-02-23 Minutes.pdf \(237 KB\)](#)

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

**Subject 7.1 RECOGNITION BY THE BOARD OF TRUSTEES OF DISTRICT AND COLLEGE CLASSIFIED EMPLOYEES OF THE YEAR AND SELECTION OF NOMINATION TO BE FORWARDED TO THE STATE CHANCELLOR'S OFFICE (20 Minutes)**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 7. PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

Type Discussion, Information

TO: Members of the Board

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**RECOGNITION BY THE BOARD OF TRUSTEES OF DISTRICT AND COLLEGE CLASSIFIED EMPLOYEES OF THE YEAR AND SELECTION OF NOMINATION TO BE FORWARDED TO THE STATE CHANCELLOR'S OFFICE**

The Classified Employee of the Year awards honor community college classified employees who demonstrate the highest level of commitment to the Vision for Success and equitable student outcomes. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. Award winners are selected by representatives from the California Community Colleges Board of Governors, Consultation Council and the Chancellor's Office. Up to six recipients will be announced and honored at the May 23, 2022 Board of Governors meeting.

Classified employees with a minimum of five years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: the Vision for Success and equitable student outcomes; professional ethics and standards; serving the institution's diverse student population through participation in professional and/or community activities; and serving as a leader beyond their local institution.

At the March 23, 2022 Board meeting, the San Mateo County Community College District Board of Trustees will honor each of the classified employees nominated by the Colleges and the District Office. The Board will also announce which nominee's information will be forwarded to the State Chancellor's Office.

**Subject** **7.2 PRESENTATION BY PROFESSOR RICHARD LOHMANN OF STUDENT BOOK OF PHOTOGRAPHY RELATING TO PANDEMIC EXPERIENCE (5 Minutes)**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 7. PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

Type Information

TO: Members of the Board

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

College of San Mateo Professor Richard Lohmann will present the Board of Trustees with copies of a book of photography from students in his class on their experiences during the pandemic.

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**8. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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**9. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS**

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**Subject** **9.1 AFT, Local 1493**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 9. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type Information

**Subject** **9.2 CSEA, Chapter 33**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 9. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type Information

**Subject**                    **9.3 AFSCME, AFL-CIO, Local 829, Council 57**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    9. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type                        Information

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

**Subject**                    **10.1 Comments by Community Members**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    10. STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Type                        Information

## **11. NEW BUSINESS**

**Subject**                    **11.1 APPROVAL OF PERSONNEL ITEMS (5 Minutes)**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    11. NEW BUSINESS

Type                        Action

Recommended Action    It is recommended that the Board of Trustees approve the attached Personnel Report.

TO:                         Members of the Board of Trustees

FROM:                     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.

Attached is the report with the recommended personnel items.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached Personnel Report.

File Attachments  
[Board Report 03-23-22 - open\\_FINAL REVISED.pdf \(257 KB\)](#)

**Subject** **11.2 HOLDING OF PUBLIC HEARING ON DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE LOCAL 829, COUNCIL 57, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO (5 Minutes)**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 11. NEW BUSINESS

Type Action

Recommended Action It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

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

Notice is hereby given that the Board of Trustees will hold a public hearing on the District's initial contract proposal to Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME), received by the Board of Trustees on February 23, 2022. At its February 23, 2022 meeting, the Board set a public hearing date for March 23, 2022.

**DATE:** Wednesday, March 23, 2022

**TIME:** 6:00 p.m.

**LOCATION:** SMCCCD District Office Board Room (3401 CSM Dr., San Mateo, CA 94402) or via Zoom at <https://go.boarddocs.com/ca/smccd/Board.nsf/Public>

A copy of the District's proposal is attached and by reference made a part of this agenda item.

**RECOMMENDATION**

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

File Attachments  
[Sunshine Proposal - District to AFSCME.pdf \(173 KB\)](#)

**Subject** **11.3 ACCEPTANCE OF DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE LOCAL 829, COUNCIL 57, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO (5 Minutes)**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 11. NEW BUSINESS

Type Action

Recommended Action It is recommended that the Board of Trustees accept the District's initial contract proposal to the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME).

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**ACCEPTANCE OF INITIAL CONTRACT PROPOSAL FROM THE DISTRICT TO THE  
LOCAL 829, COUNCIL 57, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES,  
AFL-CIO**

The Board of Trustees received an initial contract proposal from the District to the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) on February 23, 2022, and held a public hearing on the proposal at its meeting on March 23, 2022.

A copy of the District's proposal is attached and by reference made a part of this agenda item.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the District's initial contract proposal to the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME).

File Attachments  
[Sunshine Proposal - District to AFSCME.pdf \(173 KB\)](#)

**Subject 11.4 HOLDING OF PUBLIC HEARING OF DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 33 (5 Minutes)**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 11. NEW BUSINESS

Type Action

Recommended Action It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff



**HOLDING OF PUBLIC HEARING ON DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 33**

Notice is hereby given that the Board of Trustees will hold a public hearing on the District's initial contract proposal to the California School Employees Association, Chapter 33, received by the Board of Trustees on February 23, 2022. At its February 23, 2022 meeting, the Board set a public hearing date for March 23, 2022.

**DATE:** Wednesday, March 23, 2022

**TIME:** 6:00 p.m.

**LOCATION:** SMCCCD District Office Board Room (3401 CSM Dr., San Mateo, CA 94402) or via Zoom at <https://go.boarddocs.com/ca/smccd/Board.nsf/Public>

A copy of the District's proposal is attached and by reference made a part of this agenda item.

**RECOMMENDATION**

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

File Attachments  
[Sunshine Proposal - District to CSEA.pdf \(167 KB\)](#)

<b>Subject</b>	<b>11.5 ACCEPTANCE OF DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 33 (5 Minutes)</b>
Meeting	Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	11. NEW BUSINESS
Type	Action
Recommended Action	It is recommended that the Board of Trustees accept the District's initial contract proposal to the California School Employees Association, Chapter 33.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Mitchell Bailey, Vice Chancellor/Chief of Staff

**ACCEPTANCE OF INITIAL CONTRACT PROPOSAL FROM THE DISTRICT TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 33**

The Board of Trustees received an initial contract proposal from the District to the California School Employees Association, Chapter 33 on February 23, 2022, and held a public hearing on the proposal at its meeting on March 23, 2022.

A copy of the District's proposal is attached and by reference made a part of this agenda item.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the District's initial contract proposal to the California School Employees Association, Chapter 33.

File Attachments  
[Sunshine Proposal - District to CSEA.pdf \(167 KB\)](#)

**Subject**                    **11.6 HOLDING OF PUBLIC HEARING ON DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO (5 Minutes)**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    11. NEW BUSINESS

Type                        Action

Recommended Action    It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

TO:                         Members of the Board of Trustees

FROM:                     Michael Claire, Chancellor

PREPARED BY:          Mitchell Bailey, Vice Chancellor/Chief of Staff

**HOLDING OF PUBLIC HEARING ON DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO**

Notice is hereby given that the Board of Trustees will hold a public hearing on the District's initial contract proposal to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO, received by the Board of Trustees on February 23, 2022. At its February 23, 2022 meeting, the Board set a public hearing date for March 23, 2022.

**DATE:** Wednesday, March 23, 2022

**TIME:** 6:00 p.m.

**LOCATION:** SMCCCD District Office Board Room (3401 CSM Dr., San Mateo, CA 94402) or via Zoom at <https://go.boarddocs.com/ca/smccd/Board.nsf/Public>

A copy of the District's proposal is attached and by reference made a part of this agenda item.

**RECOMMENDATION**

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

File Attachments  
[Sunshine Proposal - District to AFT.pdf \(178 KB\)](#)

**Subject** **11.7 ACCEPTANCE OF DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO (5 Minutes)**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 11. NEW BUSINESS

Type Action

Recommended Action It is recommended that the Board of Trustees accept the District's initial contract proposal to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**ACCEPTANCE OF DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO**

The Board of Trustees received an initial contract proposal from the District to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO on February 23, 2022 and held a public hearing on the proposal at its meeting on March 23, 2022.

A copy of the District's proposal is attached and by reference made a part of this agenda item.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the District's initial contract proposal to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO.

File Attachments  
[Sunshine Proposal - District to AFT.pdf \(178 KB\)](#)

**Subject** **11.8 HOLDING OF PUBLIC HEARING ON INITIAL CONTRACT PROPOSAL FROM THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO TO THE DISTRICT (5 Minutes)**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 11. NEW BUSINESS

Type Action

Recommended Action It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**HOLDING OF PUBLIC HEARING ON INITIAL CONTRACT PROPOSAL FROM THE  
SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF  
TEACHERS, AFL-CIO TO THE DISTRICT**

Notice is hereby given that the Board of Trustees will hold a public hearing on the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District, received by the Board of Trustees on February 23, 2022. At its February 23, 2022 meeting, the Board set a public hearing date for March 23, 2022.

**DATE:** Wednesday, March 23, 2022

**TIME:** 6:00 p.m.

**LOCATION:** SMCCCD District Office Board Room (3401 CSM Dr., San Mateo, CA 94402) or via Zoom at <https://go.boarddocs.com/ca/smccd/Board.nsf/Public>

A copy of AFT's proposal is attached and by reference made a part of this agenda item.

**RECOMMENDATION**

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

File Attachments  
[AFT Proposal to District.pdf \(440 KB\)](#)

**Subject** **11.9 ACCEPTANCE OF INITIAL CONTRACT PROPOSAL FROM THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO TO THE DISTRICT (5 Minutes)**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 11. NEW BUSINESS

Type Action

Recommended Action It is recommended that the Board of Trustees accept the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO's initial contract proposal to the District.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**ACCEPTANCE OF INITIAL CONTRACT PROPOSAL FROM THE  
SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF  
TEACHERS, AFL-CIO TO THE DISTRICT**

The Board of Trustees received an initial contract proposal from the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District on February 23, 2022, and held a public hearing on the proposal at its meeting on March 23, 2022.

A copy of AFT's proposal is attached and by reference made a part of this agenda item.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO's initial contract proposal to the District.

File Attachments

[AFT Proposal to District.pdf \(440 KB\)](#)

**Subject**                    **11.10 RATIFICATION OF AGREEMENT REGARDING CONTRACT REOPENERS FOR CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 33 (5 Minutes)**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    11. NEW BUSINESS

Type                        Action

Recommended Action    It is recommended that the Board of Trustees ratify the attached agreement between the District and the California School Employees Association, Chapter 33 (CSEA) for the 2021-2022 re-openers.

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

**RATIFICATION OF AGREEMENT REGARDING CONTRACT REOPENERS FOR CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION, CHAPTER 33**

At the meeting of June 23, 2021, the Board adopted the initial contract proposal from the California School Employees Association, Chapter 33 (CSEA) for 2021-2022 re-openers. Negotiations on the 2021-2022 re-openers were recently concluded, and a Tentative Agreement, was ratified by the CSEA membership on March 18, 2022. The Tentative agreement (see attached) is now submitted to the Board of Trustees for approval.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratify the attached agreement between the District and the California School Employees Association, Chapter 33 (CSEA) for the 2021-2022 reopeners.

File Attachments  
[Ratification OF CSEA 2021-2022 Re-Openers.pdf \(910 KB\)](#)

**12. CONSENT AGENDA**

**Subject**                    **12.1 APPOINTMENT OF ALTERNATE MEMBER TO RETIREMENT BOARD OF AUTHORITY**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    12. CONSENT AGENDA

Type                        Action (Consent)

Recommended Action    It is recommended that the Board of Trustees appoint Chris Weidman as an alternate Classified Representative to the District's Retirement Board of Authority.

TO:                         Members of the Board of Trustees

FROM:                     Michael Claire, Chancellor

PREPARED BY:         Mitchell Bailey, Vice Chancellor/Chief of Staff

**APPOINTMENT OF ALTERNATE CLASSIFIED REPRESENTATIVE TO DISTRICT'S RETIREMENT BOARD OF AUTHORITY**

The District's Retirement Board of Authority was established by a resolution of the Board of Trustees. The objectives of the District in establishing a Trust for the pre-funding of its OPEB liabilities is to comply with the requirements of GASB Statements No. 43 and No. 45, and to create a retirement system that complies with the California Constitution and Government Code provisions related to such systems with a Governing Board (Retirement Board of Authority) consisting of officials of the District. The Retirement Board of Authority was established to manage, direct and control the Fiduciary, Trust Settlor and Administrative functions, such as consultants, actuaries, auditors and accountants, legal counsel, and financial advisors of the Trust.

Membership of the Board consists of the Districts Chief Financial Officer, Chief Human Resources Officer, District Controller, a Classified Representative from CSEA Chapter 33, and an Academic Representative from AFT 1493.

CSEA has asked for the appointment of an alternate representative, in the event the regularly appointed member is unable to participate in the Board's meetings. The Retirement Board Authority's by-laws permit the appointment of an alternate. CSEA has nominated Chris Weidman to serve as an alternate Classified Representative to the Retirement Board of Authority.

**RECOMMENDATION**

It is recommended that the Board of Trustees appoint Chris Weidman as an alternate Classified Representative to the District's Retirement Board of Authority.

*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.*

<b>Subject</b>	<b>12.2 DISPOSITION OF DISTRICT RECORDS FOR SKYLINE COLLEGE</b>
Meeting	Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	12. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	Mar 23, 2022
Absolute Date	Mar 23, 2022
Fiscal Impact	No
Budgeted	Yes
Budget Source	Fund 1
Recommended Action	It is recommended that the Board approve destruction of the obsolete records as shown on the attached list.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Dr. Melissa Moreno, President, Skyline College Joseph Morello, Jr., Vice President of Administrative Services, Skyline College

### **DISPOSITION OF DISTRICT RECORDS FOR SKYLINE 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

File Attachments

[Document Shredding Spreadsheet 03.08.22.pdf \(307 KB\)](#)

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

**Subject**                    **12.3 DISPOSITION OF RECORDS FOR CAÑADA COLLEGE AND COLLEGE OF SAN MATEO (CSM)**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    12. CONSENT AGENDA

Type                        Action (Consent)

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

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 AND COLLEGE OF SAN MATEO (CSM)**

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

CSM Financial Aid Files deemed classification 1 (permanent) are stored digitally in WebExtender.

### **RECOMMENDATION**

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

File Attachments  
[Document Shredding Spreadsheet 3-21-22\(70\).pdf \(107 KB\)](#)



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

**Subject**                    **12.4 APPROVAL OF CURRICULAR ADDITIONS, DELETIONS AND MODIFICATIONS COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    12. CONSENT AGENDA

Type                        Action (Consent)

Preferred Date            Mar 23, 2022

Absolute Date            Mar 23, 2022

Fiscal Impact            No

Budgeted                    No

Recommended Action    It is recommended that the Board approve the attached curricular changes for the College of San Mateo and Skyline College catalogs.

TO:                         Members of the Board of Trustees

FROM:                     Michael Claire, Chancellor

PREPARED BY:         Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning

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

The addition of 18 courses and three programs to, and the deletion of four courses from, the College catalogs are proposed by College of San Mateo and Skyline College at this time. Additionally, 24 courses are proposed to be offered in the distance education mode.

Twenty-three courses and four programs were assigned inactive status, which removes them from the catalog and schedule. Since they have not been deleted, they can be more easily reinstated at a later time. If reinstatement is unlikely, these courses will be deleted in the coming years.

Furthermore, 75 courses and 11 programs were modified, and three courses were reactivated.

Each of the proposed courses and programs has been reviewed by the appropriate Division Dean and approved by the College Curriculum or Instruction Committee, acting on behalf of the local Academic Senate. In addition, the Academic Senate Presidents provide oversight with respect to the necessary role of the local Senates in the review and approval process. The rigor of the approval process assures that each new course has substance and integrity in relation to its discipline and that it fills a clear student need not being served by existing course offerings.

## File Attachments

[3-23-22\\_Attachment B\\_SKY.pdf \(106 KB\)](#)
[3-23-22\\_Attachment A\\_CSM.pdf \(145 KB\)](#)

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

### **13. OTHER RECOMMENDATIONS**

<b>Subject</b>	<b>13.1 APPROVAL TO REJECT BID AND REBID CAÑADA COLLEGE BUILDING 8 GENERATOR UPGRADE PROJECT (5 Minutes)</b>
Meeting	Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	13. OTHER RECOMMENDATIONS
Type	Action
Preferred Date	Mar 23, 2022
Fiscal Impact	No
Budgeted	Yes
Budget Source	Local Funds
Recommended Action	It is recommended that the Board of Trustees reject the bid and authorize Facilities to re-bid the Cañada College Building 8 Generator Upgrade project.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Dr. Richard Storti, Executive Vice Chancellor of Administrative Services Michele Rudovsky, Director of Maintenance and Operations

#### **APPROVAL TO REJECT BID AND REBID CAÑADA COLLEGE BUILDING 8 GENERATOR UPGRADE PROJECT**

The Cañada College Building 8 Generator Upgrade Project is needed for ongoing emergency preparedness during planned and unplanned power outages on site to maintain emergency communication, provide a meeting space for emergency operations, and support ongoing online instructional continuity. In the recent past, the District has been subjected to weather related and PG&E Public Safety Power Shutoff power outages. Cañada Building 8 houses the campus administration, serves as the Emergency Operations Center during emergencies, contains the Information Technology Services main point of entry and computer servers, and supports the Department of Public Safety's intercampus communication devices UHF and DPS dispatch radios.

The general scope of work for this project includes:

- installation of a new 80KW outdoor generator, automatic transfer switch, and all associated wiring needed to connect the generator.
- relocation of the Building 8 manual transfer switch and installation of associated wiring and receptacles to support the Cañada Building 7 Facilities Maintenance Center (FMC).

- installation of a new emergency power circuit from Building 8 to the Grove kitchen walk in refrigerator in Building 5.

Facilities Planning advertised this construction opportunity (Bid #86870) to C-10 licensed electrical contractors through the District's online bid portal and a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on February 2 and February 9, 2022. One (1) electrical contractor attended the mandatory pre-bid conference held on February 9, 2022.

On February 24, 2022, the District received one (1) responsive bid for the project as follows:

Contractor	Total Bid
Atlas Pellizzari Electric, Inc	\$265,550

Staff conducted its due diligence process to validate that the proposal met the project's minimum requirements and found that the lowest cost proposal exceeded the project budget target for construction costs by 25%; therefore, staff recommends the Board to reject the bid. Staff also recommends to put this project on temporary hold and re-bid the project when the construction market stabilizes and a larger pool of available bidders can foster more competition.

This project will be funded by local funds.

### RECOMMENDATION

It is recommended that the Board of Trustees reject the bid and authorize Facilities to re-bid the Cañada College Building 8 Generator Upgrade project.

<b>Subject</b>	<b>13.2 ACCEPTANCE OF \$500,000 IN GRANT FUNDS FROM CALIFORNIA APPRENTICESHIP INITIATIVE TO IMPLEMENT AN EARLY CHILDHOOD APPRENTICESHIP PROGRAM (ECAP) AT SKYLINE COLLEGE (5 Minutes)</b>
Meeting	Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	13. OTHER RECOMMENDATIONS
Type	Action
Preferred Date	Mar 23, 2022
Absolute Date	Mar 23, 2022
Fiscal Impact	Yes
Dollar Amount	\$500,000.00
Budgeted	Yes
Budget Source	State of California
Recommended Action	It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$500,000 from the California Apprenticeship Initiative to support the implementation of an Early Childhood Education Apprenticeship Program (ECAP).
TO:	Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Melissa Moreno, President, Skyline College  
Danni Redding Lapuz, Interim Vice President of Instruction, Skyline College

**ACCEPTANCE OF \$500,000 IN GRANT FUNDS FROM CALIFORNIA APPRENTICESHIP INITIATIVE TO IMPLEMENT AN EARLY CHILDHOOD APPRENTICESHIP PROGRAM (ECAP) AT SKYLINE COLLEGE**

Skyline College has been awarded a \$500,000 grant from the California Apprenticeship Initiative to support the implementation of the Skyline College Early Childhood Apprenticeship Program (ECAP). The funding period is from April 1, 2022 until March 31, 2025.

The program will provide coursework and training for up to 20 apprentices per year. The combination of structured courses, paid work, wrap around supports and careful guidance through the state permit process should reduce time to completion for Early Childhood Education students by 50% as well as providing for a higher level of placement in the industry.

**Subject** **13.3 ACCEPTANCE OF \$200,000 IN GRANT FUNDS FROM THE CALIFORNIA COMMUNITY COLLEGE CHANCELLOR'S OFFICE INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE TO SUPPORT THE PEOPLE'S COLLEGE INITIATIVE (PCI) AT SKYLINE COLLEGE (5 Minutes)**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Type Action

Preferred Date Mar 23, 2022

Absolute Date Mar 23, 2022

Fiscal Impact Yes

Dollar Amount \$200,000.00

Budgeted No

Budget Source California Community College Chancellor's Office

Recommended Action It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$200,000 from the California Community College Chancellor's Office to support the People's College Initiative (PCI) via CCCO's Institutional Effectiveness Partnership Initiative.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Melissa Moreno, President, Skyline College  
Ingrid Vargas, Dean of Planning, Research, Innovation, and Effectiveness, Skyline College



regard to the value of oral health. A Dental Assistant Rover will be responsible for general clinic administrative work as well as completing lab work under the direction of the registered dental assistant. By the end of the eight-week program, students will have the ability to continue their students at the College of San Mateo's dental assistant program or enter the workforce. Upon completing the program students will receive a not-for-credit certificate of completion. The program is set to run in the Fall 2022.

## RECOMMENDATION

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

<b>Subject</b>	<b>13.5 APPROVAL OF SOLE SOURCE RENEWAL AGREEMENT WITH LINKEDIN CORPORATION (5 Minutes)</b>
Meeting	Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	13. OTHER RECOMMENDATIONS
Type	Action
Preferred Date	Mar 23, 2022
Absolute Date	Mar 23, 2022
Fiscal Impact	Yes
Dollar Amount	\$232,500.00
Budgeted	Yes
Budget Source	State of California Strong Workforce Program
Recommended Action	It is recommended that the Board of Trustees approve the sole source renewal agreement with LinkedIn Corporation for three years in an amount not to exceed \$232,500, with an option for a two-year renewal.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Melissa Moreno, President, Skyline College Danni Redding Lapuz, Interim Vice President of Instruction, Skyline College, Yanely Pulido, Director, General Services

## APPROVAL OF SOLE SOURCE RENEWAL AGREEMENT WITH LINKEDIN CORPORATION

On July 25, 2018 (Board Report No. 18-7-111B), the Board approved award of a sole source contract with LinkedIn Corporation for three years in an amount not to exceed \$232,500. As part of Strong Workforce Program, the three Colleges integrated the use of the LinkedIn Learning Platform with students across the various campuses. In addition to LinkedIn's well-known professional networking functionality, the service provides online training and professional development modules (Linked Learning Services). Renewal of the districtwide agreement with LinkedIn will provide more than 27,000 students with access to LinkedIn Learning services which are comprised of an Online Learning Library with over 10,000 courses and over 150 learning paths to assist students as they prepare for life

after college and address skills gaps they may have as they prepare for in-demand high wage careers.

While other vocational training platforms are available, no other vendor offers the unique combination of being able to validate and showcase completed training modules directly onto the LinkedIn professional network which is then directly accessible and searchable to potential employers. Job market search currency and competency via an established LinkedIn presence for each student is a core benefit that students will gain from this contract. For these reasons, a typical competitive RFP process would not produce an advantage.

This agreement will cover a [three-year period at a cost of \\$232,500](#). LinkedIn's emphasis on education and learning goes hand-in-hand with the company's primary role as a place where many people go to create and maintain their professional profiles publicly, and to look for jobs. Building on that as a place to also enhance our students' professional skills creates tremendous value for the students we serve and enhances their skill in pursuing life long learning and continued career advancement.

Funding for this agreement will be from California Community Colleges' Strong Workforce Program.

## RECOMMENDATION

It is recommended that the Board of Trustees approve the sole source renewal agreement with LinkedIn Corporation for three years in an amount not to exceed \$232,500, with an option for a two-year renewal.

<b>Subject</b>	<b>13.6 APPROVAL OF PROPOSED UPDATES TO BOARD POLICY 2710 (2.45) REGARDING CONFLICT OF INTEREST (15 Minutes)</b>
Meeting	Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	13. OTHER RECOMMENDATIONS
Type	Action
Recommended Action	It is recommended that the Board of Trustees approve revisions to Board Policy 2710 (2.45) as noted in the attached document.
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. The Board further reviewed the draft edits to the policy and administrative procedures and directed staff to further review and refine the documents.

Staff has further consulted with legal counsel on the proposed revisions and presents the attached draft revised policy and administrative procedures for the Board's consideration.

## RECOMMENDATION

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

File Attachments  
[BP 2\\_45 Revisions - V3.pdf \(144 KB\)](#)

**Subject**                    **13.7 APPOINTMENT OF AD-HOC ADVISORY COMMITTEE RELATING TO REQUEST FOR QUALIFICATIONS PROCESS FOR PERFORMANCE AUDIT (5 Minutes)**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    13. OTHER RECOMMENDATIONS

Type                        Action

Recommended Action    It is recommended that the Board of Trustees appoint an ad-hoc advisory committee to develop the scope of work in preparation of initiating an RFQ process and review proposals and make recommendations to the Board once proposals are received.

TO:                         Members of the Board of Trustees

FROM:                     Michael Claire, Chancellor

PREPARED BY:            Mitchell Bailey, Vice Chancellor/Chief of Staff

**APPOINTMENT OF AD-HOC ADVISORY COMMITTEE RELATING TO REQUEST FOR QUALIFICATIONS PROCESS FOR PERFORMANCE AUDIT**

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. This item was again discussed at the Board's meeting of February 23, 2022. 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.

**RECOMMENDATION**

It is recommended that the Board of Trustees appoint an ad-hoc advisory committee to develop the scope of work in preparation of initiating an RFQ process and review proposals and make recommendations to the Board once proposals are received.

**14. INFORMATIONAL REPORTS**

**Subject**                    **14.1 UPDATE ON STUDENT HOUSING GRANT APPLICATION (10 Minutes)**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    14. INFORMATIONAL REPORTS



Type Information  
 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

### **UPDATE ON STUDENT HOUSING GRANT APPLICATION**

In the FY 2022 state budget state budget, \$2 billion was allocated (over three years) to fund grants to support the development and expansion of affordable housing at California's community colleges and universities. Half of the funds (\$1 billion) were designated for the state's community colleges. The state Department of Finance was charged with designing and administering a grants process and making recommendations to the Joint Legislative Budget Committee (JLBC) about projects to fund.

At the direction of the Board of Trustees, staff submitted a grant application for \$98.5 million, which would have funded a project at the College of San Mateo (but serving students from Skyline College and Cañada College as well), for a 144,000 square feet student housing development, serving nearly 500 students. The District's application made a strong case for the need for these critical state dollars to build housing in the most expensive market in the country.

On March 1, 2022, the Department of Finance (DOF) issued the attached letter of recommendations to the JLBC. In their recommendations, they recommended that the San Mateo County Community College District be awarded a \$200,000 planning grant and they further determined that the District's proposal was ineligible for funding. District staff disagree with this assessment and recommendation of the Department of Finance and have met with DOF staff to better understand their evaluation of the District's grant.

At the Board's meeting, staff will share feedback received from DOF staff, additional information gathered about the process and recommendations, and a suggested path forward for the Board's consideration.

**Subject 14.2 DISCUSSION OF BOARD POLICIES AND DIRECTION ON EMPLOYEE HOUSING PROGRAM (20 Minutes)**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 14. INFORMATIONAL REPORTS

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

### **DISCUSSION OF BOARD POLICIES AND DIRECTION ON EMPLOYEE HOUSING PROGRAM**

In 2004, the District worked to establish the San Mateo County Colleges Education Housing Corporation, an IRS designated 501(c)(3) organization affiliated with the District for the purposes of managing the District's employee affordable housing program. The Housing Corporation was formed to create an arms-length relationship from the District and to provide independence from the employee-employer relationship and a tenant-landlord relationship.

The Housing Corporation is governed by a board of directors appointed by the District Board of Trustees. The Board of Directors is comprised of two trustees from the District Board of Trustees, a representative recommended by the District Academic Senate, a representative recommended by CSEA and outside professionals with knowledge and expertise in property management, housing, finance, law, etc. The Housing Board meets quarterly and is responsible for the general management and oversight of the District's employee housing assets and sets policies relating to rents, occupancy, eligibility, and the general use and maintenance of the assets, and provides for the general operation of the employee housing program.

The District's employee housing program assets currently include:

- **College Vista**, located on the College of San Mateo campus, is a two and three-story complex with 44 units. This complex opened in 2005.
- **Cañada Vista**, located at Cañada College, consists of two three-story residential buildings with 60 units. This complex opened in 2011.
- **College Ridge** at Skyline College, which has 30 units, is in the final construction phase and will be opening in late spring/early summer 2022.

Residents are eligible to live in the complexes for up to seven years and are charged affordable, below-market rental rates to allow for residents to save money to put toward a down payment for a home or for future housing needs.

At recent Housing Corporation Board of Directors meetings, the Board has asked that consideration and guidance be given by the District's Board of Trustees, including in the following areas:

- Understanding/clarifying the purpose of the employee housing program. After 17 years of operations, and the turnover of District Board of Trustees members and Housing Board of Directors members, views, perspectives, perceptions and understandings as to the program may have evolved and/or shifted. The Housing Board is interested in clarity on the Board of Trustees' view as to the purpose of the employee housing program in the current context.
- Understanding the vision of the District in constructing (or acquiring) additional employee housing complexes. With the addition of College Ridge, the employee housing program will have 134 units of housing to offer to employees. However, there are nearly 250 employees on the waitlist for units.
- Understanding the vision for affordability as it pertains to the setting of rental rates. Current rates are less than 50% of market rate. As the Housing Board works to set and adjust rental rates for units, they are interested in the perspective of the Board of Trustees as to perimeters as to how high or low those rates should be.

It is asked that the Board of Trustees consider and discuss the items referenced above.

File Attachments

[Employee Housing Discussion - Board Presentation.pdf \(795 KB\)](#)

**Subject**                    **14.3 UPDATE ON SUMMER AND FALL 2022 ENROLLMENT EFFORTS (40 Minutes)**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    14. INFORMATIONAL REPORTS

Type                        Information

TO:                         Members of the Board of Trustees

FROM:                     Michael Claire, Chancellor

PREPARED BY:            Mitchell Bailey, Vice Chancellor/Chief of Staff

## UPDATE ON SUMMER AND FALL 2022 ENROLLMENT EFFORTS

This report provides a summary and context of activities undertaken by the District and its three colleges relating to summer and fall 2022 enrollment activities. The District and colleges share the Board of Trustees' urgency in working to stem the tide of declining enrollment and equitably engage communities across the county to provide quality higher education and support services.

### File Attachments

[Update on Enrollment Activities.pdf \(686 KB\)](#)

**Subject**                    **14.4 2022 DISTRICTWIDE FACILITIES MASTER PLAN UPDATE (40 Minutes)**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    14. INFORMATIONAL REPORTS

Type                        Information

TO:                         Members of the Board of Trustees

FROM:                     Michael Claire, Chancellor

PREPARED BY:            Dr. Richard Storti, Executive Vice Chancellor  
Marie Mejia, Interim Director of Capital Projects

### 2022 DISTRICTWIDE FACILITIES MASTER PLAN UPDATE

The current SMCCCD Facilities Master Plan was approved by the Board in 2011 (Board Report 11-7-107B) and amended in 2015 (Board Report 15-1-104B). Existing law requires the governing board of each community college district to annually prepare for the Board of Governors a five-year plan for capital construction. These plans must be based on local educational master plans and facilities master plan for each college. The preparation of a facilities master plan is, in turn, necessary in preparing the Five-Year Capital Outlay Plans that districts submit annually to the Facilities Planning Unit at the State Chancellor's Office.

On May 2021, the District commissioned Steinberg Hart to develop the 2022 Facilities Master Plan (FMP) which will serve to inform the on-going educational and community physical plant needs for planning, design, and construction across the District's three colleges.

On November 2021, the Board was presented with an update (Board Report 21-11-02C). The master planning effort is proceeding as planned. Steinberg Hart has completed their review of previously completed physical assessments and analysis, site visits, multiple meetings with College's stakeholders, programmatic departments, students, and the community. These activities have laid a solid foundation upon which goals of the facilities master plan. They have identified and incorporated educational programmatic needs, identified issues that require creative solutions, developed options, reviewed the options with our College communities, and identified the viable solutions that will comprise the 2022 Facilities Master Plan. Steinberg Hart's presentation of their work completed to date will provide the opportunity to solicit Trustee feedback and direction.

Dependent on the ability to present the draft plans to each college and include all feedback, the master plan development process will be completed by April with the final 2022 Facilities Master Plan ready for adoption at the April or May trustee meeting.

The 2022 Districtwide Facilities Master Plan will be the basis and justification of new construction and/or modernization capital projects for the next 10-15 years.

**Subject**                    **14.5 DISCUSSION OF FOUNDATION FUNDRAISING GOAL (10 Minutes)**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    14. INFORMATIONAL REPORTS

Type                        Information

TO:                         Members of the Board of Trustees

FROM:                      Michael Claire, Chancellor

### **DISCUSSION OF FOUNDATION FUNDRAISING GOAL**

Last fall, the Chancellor sent a formal request to the Board of Directors of the San Mateo County Community Colleges Foundation (the Foundation) to consider developing a capital campaign with the goal of raising up to \$100M for an endowment fund. The annual earnings from the fund would be used to provide direct assistance to students participating in the District's Promise Scholars, as well as funding other College and District initiatives. A copy of the request is attached to this report.

This matter was put forward as an action item at the Foundation Board meeting on November 16, 2021. After discussion, the Foundation Board opted to table the item until the District Board of Trustees meet to discuss and provide a consensus on clarification of the needs of the District and how the Foundation could support the request.

Staff requests that the Board review the attached draft resolution and provide further direction.

#### File Attachments

[Chancellor's Letter to Foundation.pdf \(123 KB\)](#)

[DRAFT Resolution for SMCCCD BoT on \\$100M Capital Campaign.pdf \(126 KB\)](#)

## **15. COMMUNICATIONS**

## **16. STATEMENTS FROM BOARD MEMBERS**

## **17. RECONVENE TO CLOSED SESSION (if necessary)**

**Subject**                    **17.1 Reconvened to Closed Session**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    17. RECONVENE TO CLOSED SESSION (if necessary)

Type                        Procedural

## **18. RECONVENE TO OPEN SESSION (if necessary)**

**Subject**                    **18.1 Reconvened to Open Session**

Meeting                    Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    18. RECONVENE TO OPEN SESSION (if necessary)

Type Procedural

**Subject 18.2 Announcement of Reportable Action Taken In Closed Session (if necessary)**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 18. RECONVENE TO OPEN SESSION (if necessary)

Type Procedural

## **19. ADJOURNMENT**

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**Subject 19.1 Adjourn**

Meeting Mar 23, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 19. ADJOURNMENT

Type Procedural