



Wednesday, May 11, 2022
STUDY SESSION 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/84486596077>
Dial-In: 1-669-900-9128 - Webinar ID: 844 8659 6077

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.

2. CLOSED SESSION ITEMS FOR DISCUSSION

Subject **2.1 Conference with Labor Negotiator - Agency Designated Representative: Michael Claire - Employee Organizations: Unrepresented Employees; Agency Designated Representative: Mitchell Bailey - Employee Organizations: AFSCME; Agency Designated Representative: Randy Erickson and Richard Storti - Employee Organizations: AFT and CSEA**

Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

Subject **2.2 Conference with Legal Counsel - Potential Litigation: Significant Exposure to Litigation Pursuant to Gov. Code § 54956.9, Subd. (D)(2): Two Cases**

Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

Subject **2.3 Pursuant to Gov. Code § 54957: Public Employee Discipline/Dismissal/Release**

Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Subject **3.1 Comments by Community Members (3 minutes per speaker)**

Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Access Public

Type Information

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.

4. CLOSED SESSION

Subject	4.1 Recess to Closed Session
Meeting	May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	4. CLOSED SESSION
Access	Public
Type	Procedural

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

Subject	5.1 Call to Order / Roll Call / Pledge of Allegiance
Meeting	May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	5. OPEN SESSION - 6:00 p.m.
Access	Public
Type	Procedural

Subject	5.2 Announcement of Any Reportable Action Taken in Closed Session
Meeting	May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	5. OPEN SESSION - 6:00 p.m.
Access	Public
Type	Information, Procedural

Subject	5.3 Discussion of the Order of the Agenda
Meeting	May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	5. OPEN SESSION - 6:00 p.m.
Access	Public

Type Discussion

6. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject 6.1 Comments by Community Members

Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 6. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Access Public

Type Information

7. NEW BUSINESS

Subject 7.1 Adoption of Resolution No. 22-12 to Make Findings Allowing Continued Remote Meetings Under Brown Act (Time Allotted: 5 minutes)

Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 7. NEW BUSINESS

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees adopt Resolution No. 22-12 finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

ADOPTION OF RESOLUTION NO. 22-12 TO MAKE FINDINGS ALLOWING CONTINUED REMOTE MEETINGS UNDER BROWN ACT

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act. The original Executive Order provided that all provisions of the Brown Act that required the physical presence of members or other personnel as a condition of participation or as a quorum for a public meeting were waived for public health reasons. If these waivers fully sunsetted on October 1, 2021, legislative bodies subject to the Brown Act would have to contend with a sudden return to full compliance with in-person meeting requirements as they existed prior to March 2020, including the requirement for full physical public access to all teleconference locations from which board members were participating.

On September 16, 2021, the Governor signed AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor's Executive Orders addressing Brown Act compliance during shelter-in-place periods. AB 361 allows a local agency to continue to use teleconferencing under the same basic rules as provided in the Executive Orders when certain circumstances occur or when certain findings have been made and adopted by the local agency.

AB 361 also requires that, if the state of emergency remains active for more than 30 days, the agency must make findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules. The findings are to the effect that the need for teleconferencing persists due to the nature of the ongoing public health emergency and the social distancing recommendations of local public health officials. Effectively, this means that local agencies must agendize a Brown Act meeting once every thirty days to make findings regarding the circumstances of the emergency and to vote to continue relying upon the law's provision for teleconference procedures in lieu of in-person meetings.

AB 361 provides that Brown Act legislative bodies must return to in-person meetings on October 1, 2021, unless they choose to continue with fully teleconferenced meetings because a specific declaration of a state or local health emergency is appropriately made. AB 361 allows local governments to continue to conduct virtual meetings as long as there is a gubernatorially-proclaimed public emergency in combination with (1) local health official recommendations for social distancing or (2) adopted findings that meeting in person would present risks to health. AB 361 is effective immediately as urgency legislation and will sunset on January 1, 2024.

Because local rates of transmission of COVID-19 are still in the "substantial" tier as measured by the Centers for Disease Control, it is recommended that the Board avail itself of the provisions of AB 361 allowing continuation of online meetings by adopting findings to the effect that conducting in-person meetings would present an imminent risk to the health and safety of attendees. A resolution to that effect, and directing staff to return each 30 days with the opportunity to renew such findings, is attached hereto.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 22-12 finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees.

File Attachments

[Resolution No 22-12 - Brown Act.pdf \(113 KB\)](#)

Subject	7.2 Approval of Personnel Items (Time Allotted: 5 minutes)
Meeting	May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	7. NEW BUSINESS
Access	Public
Type	Action
Recommended Action	It is recommended that the Board of Trustees approve the personnel actions as outlined in the attached report.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Julie Johnson, Chief Human Resources Officer David Feune, Director, Human Resources

APPROVAL OF PERSONNEL ITEMS

Staff presents in the attached report for the Board's consideration recommendations for approval of 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.

RECOMMENDATION

It is recommended that the Board of Trustees approve the personnel actions as outlined in the attached report.

File Attachments
[Personnel Report 05-11-22.pdf \(202 KB\)](#)

Subject **7.3 Holding of a Public Hearing on Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO's Initial Contract Proposal to the District**

Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 7. NEW BUSINESS

Access Public

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

Notice is hereby given that the Board of Trustees will hold a public hearing on Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) initial contract proposal to the District, received by the Board of Trustees on April 27, 2022. At that meeting, the Board set a public hearing date for May 11, 2022.

DATE: Wednesday, May 11, 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 AFSCME '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
[AFSCME Sunshine Letter.pdf \(145 KB\)](#)

Subject **7.4 Acceptance of Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO's Initial Contract Proposal to the District (Time Allotted: 5 minutes)**

Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 7. NEW BUSINESS

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees accept the Local 829, Council 57, American Federation of State, County and Municipal Employees, 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 LOCAL 829, COUNCIL 57, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO'S INITIAL CONTRACT PROPOSAL TO THE DISTRICT

The Board of Trustees received an initial contract proposal from the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) to the District on April 27, 2022, and held a public hearing on the proposal at its meeting on May 11, 2022.

A copy of the AFSCME'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 Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO's initial contract proposal to the District.

File Attachments
[AFSCME Sunshine Letter.pdf \(145 KB\)](#)

Subject **7.5 Holding of Public Hearing on California School Employees Association, Chapter 33's Initial Contract Proposal to the District**

Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 7. NEW BUSINESS

Access Public

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 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 33'S INITIAL CONTRACT PROPOSAL TO THE DISTRICT

Notice is hereby given that the Board of Trustees will hold a public hearing California School Employees Association, Chapter 33's (CSEA) initial contract proposal to the District, received by the Board of Trustees on April 27, 2022. At that meeting, the Board set a public hearing date for May 11, 2022.

DATE: Wednesday, May 11, 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 CSEA '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.

<p>File Attachments CSEA Sunsine Proposal.pdf (43 KB)</p>
--

Subject **7.6 Acceptance of California School Employees Association, Chapter 33's Initial Contract Proposal to the District (Time Allotted: 5 minutes)**

Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 7. NEW BUSINESS

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees accept the California School Employees Association, Chapter 33'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 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 33'S INITIAL CONTRACT PROPOSAL TO THE DISTRICT

The Board of Trustees received an initial contract proposal from the California School Employees Association, Chapter 33 (CSEA) to the District on April 27, 2022, and held a public hearing on the proposal at its meeting on May 11, 2022.

A copy of the CSEA'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 California School Employees Association, Chapter 33's initial contract proposal to the District.

File Attachments

[CSEA Sunsine Proposal.pdf \(43 KB\)](#)

Subject 7.7 Ratification of New Instructional Adjunct Faculty Salary Schedules per the Terms in the San Mateo County Community College Federation of Teachers, AFT Local 1493 Collective Bargaining Agreement (Time Allotted: 5 minutes)

Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 7. NEW BUSINESS

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees ratify the Adjunct Faculty Salary Schedule Inst./Lecture (HI) and Adjunct Faculty Salary Schedule/Inst./Lab (HI) as prescribed in the 2019-2022 collective bargaining agreement with San Mateo Community College Federation of Teachers, AFT Local 1493, and attached to this report.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Julie Johnson, Chief Human Resources Officer

David Feune, Director, Human Resources

**RATIFICATION OF NEW INSTRUCTIONAL ADJUNCT FACULTY SALARY SCHEDULES PER THE TERMS IN
THE
SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, AFT LOCAL 1493 COLLECTIVE
BARGAINING AGREEMENT**

The 2019-2022 collective bargaining agreement (CBA) between the District and the San Mateo Community College Federation of Teachers, AFT Local 1493 was approved by the Board of Trustees on May 9, 2021. The CBA provides language on the construction of two step and column instructional adjunct salary schedules, one for lecture rate and one for lab rate. Per the CBA, these are to be designated in the salary schedules as the "Adjunct Faculty Salary Schedule Inst./Lecture (HI)" and the "Adjunct Faculty Salary Schedule/Inst./Lab (HI)". The Instructional Faculty Salary Schedule (HI) for special rates will not be converted to a step/column schedule. Per the CBA, the step and column schedules are to be established and applied as follows:

1. The instructional adjunct lecture and lab schedules for the 2021-22 fiscal year shall become the Masters column (Column 2) of the new step/column lecture and lab schedules.
2. The compensation values at each step (1-11) of the new lecture and lab schedules will be created at 1 (Base), 3 (MA +45), 4 (MA +60), and 5 (PhD) by applying the percentage differences between columns that exist at those steps on the full-time schedule.
3. The compensation values at steps past step 11 will be created by applying the percentage differences between the steps past 11 that exist at those steps and columns on the full-time schedule.

Per the CBA, these two schedules will be effective with the 2022-2023 academic year and replace the current HI Instructional Adjunct Faculty Salary Schedule.

The District has completed the preparation of the transitional salary schedules as described above and presents them in the attached document for the Board's consideration.

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Adjunct Faculty Salary Schedule Inst./Lecture (HI) and Adjunct Faculty Salary Schedule/Inst./Lab (HI) as prescribed in the 2019-2022 collective bargaining agreement with San Mateo Community College Federation of Teachers, AFT Local 1493, and attached to this report.

File Attachments

[New Instructional Adjunct Salary Schedules PER Terms in CBA.pdf \(154 KB\)](#)

8. STUDY SESSION

Subject	8.1 Discussion of District Enrollment Trends and Strategies for Enrollment Growth (Time Allotted: 90 minutes)
Meeting	May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	8. STUDY SESSION
Access	Public
Type	Discussion, Informational, Procedural

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

DISCUSSION OF DISTRICT ENROLLMENT TRENDS AND STRATEGIES FOR ENROLLMENT GROWTH

The Board has shared concern about the District's long-term decline in enrollment, which has been exacerbated by COVID-19. This Study Session is designed to be conversational and is organized as follows:

- I. Overview/Context (Chancellor Claire)
- II. Enrollment Trends (Vice Chancellor McVean)
 - a. Analysis and key findings
 - b. Board Discussion
- III. What potential students do we need to focus on? (Vice Chancellor McVean)
 - a. Board Discussion
- IV. Enrollment Management: College vs. District Roles (Chancellor Claire/College Presidents)
 - a. Board Discussion
- V. Discussion of College Plans
 - a. Skyline College (President Moreno)
 - b. CSM (President Taylor-Mendoza)
 - c. Cañada College (President Lopez)
 - d. Board discussion
- VI. Districtwide Strategies (Chancellor Claire, Vice Chancellor McVean, Vice Chancellor Bailey)
 - a. SB 893/San Mateo County Promise Program
 - b. Dual Enrollment/High School Transition
 - c. Promise Scholars Program: Full-time and Part-time model
 - d. Student Success Link Optimization
 - e. Districtwide Marketing Campaign

The District has prepared a report that provides data and trends at the District, county, state and national levels. In addition, the report summarizes overall districtwide strategies. Also, Cañada College has completed a preliminary draft of its *Educational Master Plan (EMP)*. Summary excerpts from the EMP are included to support the discussion of Cañada College plan. Additional materials from the colleges are being finalized will be appended to the Board report as soon as they are available.

File Attachments

[Addressing Enrollment Decline Report.pdf \(1,390 KB\)](#)

[Cañada College Enrollment Strategies.pdf \(293 KB\)](#)

9. COMMUNICATIONS

10. STATEMENTS FROM BOARD MEMBERS

11. RECONVENE TO CLOSED SESSION (if necessary)

Subject 11.1 Reconvened to Close Session

Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 11. RECONVENE TO CLOSED SESSION (if necessary)
Access Public
Type Procedural

12. RECONVENE TO OPEN SESSION (if necessary)

Subject 12.1 Reconvened to Open Session
Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 12. RECONVENE TO OPEN SESSION (if necessary)
Access Public
Type Procedural

Subject 12.2 Announcement of Reportable Action Taken In Closed Session (if necessary)
Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 12. RECONVENE TO OPEN SESSION (if necessary)
Access Public
Type Procedural

13. ADJOURNMENT

Subject 13.1 Adjourn
Meeting May 11, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 13. ADJOURNMENT
Access Public
Type Procedural