



**Wednesday, June 22, 2022**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**Closed Session 4:00 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/87902315142>**  
**Dial-In: 1-669-900-9128 - Webinar ID: 879 0231 5142**

**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 - 4:00 p.m.**

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<b>Subject</b>	<b>1.1 Call to Order / Roll Call</b>
Meeting	Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	1. CLOSED SESSION - 4:00 p.m.

Access Public  
Type Procedural

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

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**Subject** **2.1 Conference with Legal Counsel - Existing Litigation - Jordan Chavez v. San Mateo County Community College District - San Mateo County Superior Court - Case No. 21-CIV-06647**

Meeting Jun 22, 2022 - REGULAR MEETING 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 Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

**Subject** **2.3 Conference with Labor Negotiator Agency Designated Representative: Mitchell Bailey Employee Organizations: AFSCME Agency Designated Representative: Randy Erickson and Richard Storti Employee Organizations: AFT and CSEA**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

**Subject** **2.4 Conference with Legal Counsel - Potential Litigation: Initiation of Litigation Pursuant to Gov. Code, § 4956.9, Subd. (d)(4): One case**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

**Subject** **2.5 Public Employee Performance Evaluation: Review of Goals - Chancellor; Evaluation - Chancellor**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public  
Type Discussion

**Subject 2.6 Pursuant to Gov. Code, §54957: Public Employee Discipline/Dismissal/Release**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public  
Type Discussion

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

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**Subject 3.1 Comments by Community Members**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Access Public  
Type Information

### **4. CLOSED SESSION**

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**Subject 4.1 Recess to Closed Session**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 4. CLOSED SESSION

Access Public  
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 Jun 22, 2022 - REGULAR MEETING 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 Jun 22, 2022 - REGULAR MEETING 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 Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

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

Access Public

Type Discussion

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## **6. SWEARING-IN OF STUDENT TRUSTEE**

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## **7. APPROVAL OF MINUTES**

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**Subject** **7.1 Approval of Minutes from the May 11, 2022 Study Session**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 7. APPROVAL OF MINUTES

Access Public

Type Action (Consent)

Recommended Action It is recommended that the Board approve the presented minutes from the Board of Trustees Study Session on May 11, 2022.

File Attachments  
[2022-05-11 Minutes.pdf \(245 KB\)](#)

*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** **7.2 Approval of Minutes from the May 25, 2022 Regular Board Meeting**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 7. APPROVAL OF MINUTES

Access Public

Type Action (Consent)

Recommended Action It is recommended that the Board approve the presented minutes from the Board of Trustees Regular Meeting on May 25, 2022.

File Attachments  
[2022-05-25 Minutes.pdf \(450 KB\)](#)

*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.*

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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                    Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    9. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Access                    Public

Type                    Information

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

Meeting                    Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    9. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Access                    Public

Type                    Information

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

Meeting                    Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    9. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Access                    Public

Type                    Information

## **10. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

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

Meeting                    Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    10. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Access                    Public

Type                    Information

## **11. NEW BUSINESS**

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**Subject**                    **11.1 Approval of Personnel Items (Time Allotted: 5 min.)**

Meeting                    Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    11. NEW BUSINESS

Access                    Public

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: Julie Johnson, 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  
Personnel Report - 06-22-22.pdf (1,305 KB)

## 12. CONSENT AGENDA

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<b>Subject</b>	<b>12.1 Adoption of Resolution No. 22-13 to Make Findings Allowing Continued Remote Meetings Under Brown Act</b>
Meeting	Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	12. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Recommended Action	It is recommended that the Board of Trustees adopt Resolution No. 22-13 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. 22-13 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. 22-13 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 22-13 - Brown Act.pdf \(113 KB\)](#)

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<b>Subject</b>	<b>12.2 Curricular Additions, Deletions and Modifications for Cañada College, College of San Mateo, and Skyline College</b>
Meeting	Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	12. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Jun 22, 2022
Absolute Date	Jun 22, 2022
Fiscal Impact	No
Budgeted	No
Budget Source	n/a
Recommended Action	It is recommended that the Board approve the attached curricular changes for the Cañada College, College of San Mateo, and Skyline College catalogs.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor

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

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

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

Nine courses and one program 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 and program will be deleted in the coming years.

Furthermore, 34 courses and 13 programs were modified.

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.

### **RECOMMENDATIONS**

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

#### File Attachments

[Brd 06-22-22\\_Attachment A\\_CAN.doc \(74 KB\)](#)

[Brd 06-22-22\\_Attachment B\\_CSM.doc \(82 KB\)](#)

[Brd 06-22-22\\_Attachment C\\_SKY.docx \(33 KB\)](#)

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<b>Subject</b>	<b>12.3 Approval of March and April 2022 Warrant Reports</b>
Meeting	Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	12. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Recommended Action	It is recommended that the Board of Trustees approve the warrants issued during the period March 1, 2022 through April 30, 2022 and ratify the contracts entered into leading to such payments.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Bernata Slater, Chief Financial Officer

### **RATIFICATION OF MARCH AND APRIL 2022 DISTRICT WARRANTS**



Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of March and April 2022 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

## RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period March 1, 2022 through April 30, 2022 and ratify the contracts entered into leading to such payments.

### File Attachments

[Exhibit A - March 2022 Warrants.pdf \(126 KB\)](#)

[Exhibit B - April 2022 Warrants.pdf \(131 KB\)](#)

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**Subject**                                **12.4 Authorization of Sole Source Purchase of Classroom Audio-Video Lecterns and Cabinets from Wood Tech, Inc. for Cañada Building 13 – Multiple Program Instructional Center Project**

Meeting                                Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                                12. CONSENT AGENDA

Access                                Public

Type                                Action (Consent)

Fiscal Impact                        Yes

Dollar Amount                        \$157,000.00

Budgeted                                Yes

Budget Source                        Measure H and local funds

Recommended Action                It is recommended that the Board of Trustees authorize a sole source purchase of custom AV lecterns from Wood Tech, Inc. in the amount not to exceed \$157,000, which includes an owner's allowance for incidentals.

TO:                                Members of the Board of Trustees

FROM:                                Michael Claire, Chancellor

PREPARED BY:                        Daman Grewal, Chief Technology Officer  
Yanely Pulido, Director, General Services

### **AUTHORIZATION OF SOLE SOURCE PURCHASE OF CLASSROOM AUDIO-VIDEO LECTERNS AND CABINETS FROM WOOD TECH, INC. FOR CAÑADA BUILDING 13 - MULTIPLE PROGRAM INSTRUCTIONAL CENTER PROJECT**

The Cañada College Building 13 Multiple Program Instruction Center Project includes accommodations for hybrid teaching and learning by providing instructors with the tools to teach in multiple modalities within the same instructional session. As part of this Project, ITS has engaged with Wood Tech to provide instructor lecterns. This lectern is custom designed to accommodate the District's classroom technology which also houses a fully secure and well-ventilated (AV) system cabinet.

On January 26, 2022, staff presented information on the due diligence conducted, supported by evidence, to justify a sole source procurement for the Districtwide Classroom Technology Upgrade to HyFlex Project (Board Rpt. No. 22-01-

03CA). Therefore, similar to that project, staff has determined that Wood Tech, Inc. is the sole source vendor with the only known product or service that will meet the specialized needs of the District and perform the intended function for the Cañada College Building 13 Multiple Program Instruction Center Project.

Wood Tech is a minority-owned and local company based out of Oakland, California, and it is one of Bay Area's best in making customized technology-based furniture. Additionally, Wood Tech is a Green company where sustainable and renewed wood is only used through its manufacturing, as well as environmentally safe components to assemble all of the custom-built lecterns.

The District intends to enter to purchase approximately 20 AV lecterns for a total cost of \$142,000 using Measure H and local funds.

## **RECOMMENDATION**

It is recommended that the Board of Trustees authorize a sole source purchase of custom AV lecterns from Wood Tech, Inc. in the amount not to exceed \$157,000, which includes an owner's allowance for incidentals.

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**Subject**                                **12.5 Rejection of Bid for Skyline College Buildings 3/7 Exhaust Fan and Building 7 HVAC Split Unit Replacement Project**

Meeting                                Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                                12. CONSENT AGENDA

Access                                Public

Type                                Action (Consent)

Fiscal Impact                        No

Budgeted                                Yes

Recommended Action                It is recommended that the Board of Trustees reject the bid and authorize Facilities to re-bid the Skyline College Buildings 3/7 Exhaust Fan and Building 7 HVAC Split Unit Replacement Project.

TO:                                Members of the Board of Trustees

FROM:                                Michael Claire, Chancellor

PREPARED BY:                        Richard Storti, Executive Vice Chancellor of Administrative Services  
Michele Rudovsky, Director of Maintenance and Operations

## **REJECTION OF BID FOR SKYLINE COLLEGE BUILDINGS 3/7 EXHAUST FAN AND BUILDING 7 HVAC SPLIT UNIT REPLACEMENT PROJECT**

Skyline College buildings 3 and 7 exhaust fan and building 7 heating, ventilating, and air-conditioning (HVAC) systems are antiquated and need to be replaced. The general scope of work for the project includes:

- Building 3: Replace exhaust fans and associated sound attenuator, ductwork, damaged electrical conduit, cables, etc. in the roof.
- Building 7: Replace exhaust fans and associated ductwork in the roof. Replace condensing units, line sets, TXVs, solenoid valves and evaporator coil associated with the air conditioning units CU-7-1 (AHU-7-1) and CU-7-2 (AHU-7-2).

The District's Facilities Planning department advertised this construction opportunity (Bid #86886) to C-20 licensed HVAC 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 May 5 and 12, 2022. Two (2) contractors attended the mandatory pre-bid conferences held on May 12 and 17, 2022.

On May 25, 2022, the District received one responsive (1) bid for the project as follows:

Contractor	Total Bid
O.C. McDonald Co., Inc	\$1,445,059

Staff conducted its due diligence process to validate that the proposal met the project's minimum requirements and found that the cost proposal exceeded the project budget target for construction costs by 208%. Therefore, staff recommends the Board to reject the bid. Staff also recommends to re-bid the project to foster more competition.

## RECOMMENDATION

It is recommended that the Board of Trustees reject the bid and authorize Facilities to re-bid the Skyline College Buildings 3/7 Exhaust Fan and Building 7 HVAC Split Unit Replacement Project.

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### **Subject 12.6 Approval of Request for Approval of Internal Borrowing**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 12. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action It is recommended that the Board of Trustees approve the internal borrowing of up to \$25 million for up to six months, as needed, for cash flow purposes for the period of July 1, 2022, through December 31, 2022. It is further recommended that the Board adopt Resolution No. 22-17 authorizing an inter-fund transfer for 2022-23 from the capital outlay fund to the unrestricted general fund.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Richard Storti, Executive Vice Chancellor

## **APPROVAL OF REQUEST FOR APPROVAL OF INTERNAL BORROWING**

Since the District achieved community-supported (i.e., basic-aid) status, it has not received general apportionment (Student Centered Funding Formula or SCFF) payments from the State. While in the past Tax Revenue Anticipation Notes (TRANS) were employed to assist the District with maintaining adequate cash balances to avoid cash flow disruption, the District's current cash balance, as well as investments, disqualifies the District from this short-term borrowing solution. Fortunately, the District has sufficient non-bond cash in its Capital Outlay Fund to meet the District's cash needs for 2022-23. Annually, staff requests the Board to adopt a resolution authorizing the District the ability to internally borrow up to \$25 million from the non-bond cash in the Capital Outlay Fund for no longer than a six-month period to mitigate any cash shortfalls in the General Fund during the fall pending receipt of the first influx of property tax receipts from the County of San Mateo in December. This request mirrors requests from prior years.

## RECOMMENDATION

It is recommended that the Board of Trustees approve the internal borrowing of up to \$25 million for up to six months, as needed, for cash flow purposes for the period of July 1, 2022, through December 31, 2022. It is further recommended that the Board adopt Resolution No. 22-17 authorizing an inter-fund transfer for 2022-23 from the capital outlay fund to the unrestricted general fund.

File Attachments  
[Brd Resolution to Move Funds 2022-23 - Reso. No. 22-17.pdf \(111 KB\)](#)

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**Subject**                    **12.7 Adoption of Resolution 22-14 Establishing 2022-23 Budget Limits**

Meeting                    Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    12. CONSENT AGENDA

Access                    Public

Type                    Action (Consent)

Recommended Action    It is recommended that the Board of Trustees adopt Resolution No. 22-14 in compliance with California Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) for establishment of the 2022-23 appropriations limit at \$210,660,280 as described in the attached Gann Limit Worksheet.

TO:                    Members of the Board of Trustees

FROM:                    Michael Claire, Chancellor

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

### **ADOPTION OF RESOLUTION 22-14 ESTABLISHING 2022-23 BUDGET LIMITS**

Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) requires that the Board establish, by resolution, its appropriations limit for each fiscal year. The Gann Limit Worksheet has been available in the Chancellor's Office since June 3, 2022, and provides the basis for approval of Resolution No. 22-14.

The appropriations limit for 2022-23 totaled \$192,525,926; however, was decreased to \$182,276,356 with the application of the price factor of 1.0755, as provided by the California State Department of Finance, and the population FTES change factor of .8803. The calculated appropriations subject to limit for 2022-23 is \$210,660,280 or \$28,383,924 higher than the appropriations limit of \$182,276,356. Per state law, the District will notify the Department of Finance to transfer surplus State Appropriation Limit authority from the State to the District per Government Code Section 7902.1(c); thereby increasing the appropriations limit for 2022-23 from \$182,276,356 to \$210,660,280.

## RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 22-14 in compliance with California Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) for establishment of the 2022-23 appropriations limit at \$210,660,280 as described in the attached Gann Limit Worksheet.

File Attachments  
[2022-23 GANN LIMIT WORKSHEET.pdf \(117 KB\)](#)  
[Resolution No. 22-14.pdf \(116 KB\)](#)

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<b>Subject</b>	<b>12.8 Approval of Contract Award for Districtwide Elevator Inspection and Maintenance Services with Kone, Inc.</b>
Meeting	Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	12. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Jun 22, 2022
Absolute Date	Jun 22, 2022
Fiscal Impact	Yes
Dollar Amount	\$570,000.00
Budgeted	Yes
Budget Source	Local Funds for Maintenance Services
Recommended Action	It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a five-year contract with Kone, Inc. for districtwide elevator inspection and maintenance services RFP 86876, in an amount not to exceed \$470,000 plus an annual \$20,000 allowance for the cost of any unforeseen minor repairs. If applicable, annual price adjustments for the fourth- and fifth-year contract periods may not exceed three percent (3%) of the annual average increase from the previous year in the United States Department of Labor Bureau of Labor Statistics Producer Price Index (PPI).
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Yanely Pulido, Director of General Services Bob Domenici, Supervisor, General Services

**APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE ELEVATOR INSPECTION AND MAINTENANCE SERVICES WITH KONE, INC.**

There are 45 vertical lift devices (40 elevators, 1 dumbwaiter and 4 chairlifts) districtwide. The District's inspection and maintenance service agreement with ThyssenKrupp Elevator Corporation will expire June 30, 2022. California Labor Code §7300 requires that elevator maintenance, repairs and construction be performed by qualified elevator mechanics, expertise beyond that of Facilities Department engineering staff. In order to achieve optimal performance and safety as well as to ensure that monthly preventive maintenance is performed on elevators, dumbwaiters and chairlifts, District Staff conducted a formal, detailed selection process for an elevator contractor to provide the following services:

- Monthly maintenance and inspection of existing elevators
- Entrapment rescues
- Minor repairs on items not covered in the maintenance contract
- Five-year load testing
- Consultation and serviceability reviews for new vertical lift devices to be installed in new or renovated facilities
- Training of District maintenance personnel on such topics as entrapment rescues, first responder training for elevator malfunctions, and elevator maintenance safety protocols.



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

## ANNUAL REVIEW AND APPROVAL OF INSTRUCTIONAL MATERIALS FEES

San Mateo County Community College District has developed an approval and annual review process for Instructional Material Fees to ensure that the District is in compliance with the California Code of Regulations (§59402) and Board Policy 8.70. The Board Policy states that students may only be required to pay for materials that are of continuing value to them outside of the classroom setting.

The Instructional Offices of Cañada College, College of San Mateo and Skyline College have reviewed the proposed instructional material fees for 2022-2023 to ensure compliance with the regulations and Board Policy 8.70. The fees are attached as Exhibits A, B and C respectively for the Board of Trustees to review and approve.

### RECOMMENDATION

It is recommended that the Board of Trustees approve the Annual Review of Instructional Material Fees.

#### File Attachments

[Instructional Material Fees\\_2022-23\\_Attachment A\\_CAN.pdf \(10 KB\)](#)

[Instructional Material Fees\\_2022-23\\_Attachment B\\_CSM.pdf \(165 KB\)](#)

[Instructional Material Fees\\_2022-23\\_Attachment C\\_SKY.pdf \(26 KB\)](#)

*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.*

<b>Subject</b>	<b>12.10 Approval of Contract Award for the 2022-2023 Student Accidental Injury Insurance Program with Cypress Risk Management, LLC</b>
Meeting	Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	12. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Jun 22, 2022
Absolute Date	Jun 22, 2022
Fiscal Impact	Yes
Dollar Amount	\$4,184,500.00
Budgeted	Yes
Budget Source	College General Funds
Recommended Action	It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a one-year contract, with an option to renew for up to four (4) additional one-year terms, with Cypress Risk Management, LLC as its Broker of Record for Student Accidental Injury Insurance Services RFP 86874; and approve Cypress Risk Management's 2022-2023 intercollegiate sports and student accident BASE insurance proposal in an amount not to exceed \$184,500.
TO:	Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Richard Storti, Executive Vice Chancellor of Administrative Services  
Yanely Pulido, Director, General Services

**APPROVAL OF CONTRACT AWARD FOR THE 2022-2023 STUDENT ACCIDENTAL INJURY INSURANCE PROGRAM WITH CYPRESS RISK MANAGEMENT, LLC**

The District has maintained a student accidental injury insurance program since 1961, providing coverage for all enrolled students of the District. In an effort to maintain best business practices and high-quality services for our students, while minimizing premium increases, the District conducts a periodic search for an insurance plan that can provide features equitable with previous years' plans at a reasonable cost. On April 25, 2022, the District issued a Request for Proposals (RFP) #86874 for Student Accidental Injury Insurance Services. An announcement for this business opportunity was released through the District's online bid portal and a formal notice was published in a local newspaper for two consecutive weeks on April 25, and May 2, 2022.

On May 17, 2022 the District received two proposals from the following firms which were reviewed and evaluated using the following criteria: cover letter/description of services; experience and ability; client responsiveness; references; proposed pricing; and responsiveness, quality and completeness of proposal.

<b>Firm</b>	<b>Fee Proposal</b>
Cypress Risk Management, LLC	BASE: \$184,500 / CAT \$115,000
Youth Insurance Agency, Inc. dba Student Insurance	(Non-Responsive)

After completion of the initial due diligence review of the two (2) submissions received, it was determined that Youth Insurance Agency's proposal was deemed non-responsive for failure to provide their proposed pricing as indicated in the RFP. An evaluation committee consisting of representatives from the Cañada, CSM and Skyline Athletics Department and the Office of the Executive Vice Chancellor of Administrative Services, evaluated the responsive proposal.

At the conclusion of the evaluation process, it was determined that Cypress Risk Management's proposal provides comparable coverage for the major features of the expiring policy and would provide the best services needed to execute the student accidental injury insurance benefit goals of the District. Cypress Risk Management will: support college staff, students and their families through the entire claim process (explanation of benefits, status of claims, and connects medical providers and insurance carriers); provide a variety of ways for claims to be submitted (e-mail, fax, online portal), and most importantly, their level of services will help reduce the amount of time that the college athletic trainers dedicate to manage injury claims, which will allow more time for the athletic trainers to work with student-athletes in terms of care and prevention of injuries.

In regards to proposed pricing, Cypress Risk Management's premium for the intercollegiate sports and student accident BASE insurance coverage is \$184,500, inclusive of a ten percent (10%) agent/broker commission, which is a 13.25% increase from 2021-2022 premium. Cypress Risk Management's premium for the intercollegiate sports and student accident Catastrophic (CAT) Insurance coverage is \$115,000, inclusive of a ten percent (10%) agent/broker commission, which is a 247.69% increase from 2021-2022 premium. The catastrophic insurance coverage quote is high due to the timing of the RFP, and the volume of submissions received by the underwriter; therefore, the underwriter used a manual rating for the District's quote. Staff is confident that a lower premium can be requested which will be based on the District's complete information, claims history, and loss runs. Staff will work with Cypress Risk Management as the District's Broker of Record to go back out to market to solicit additional quotes for the Catastrophic insurance coverage, which will be presented to the Board for its consideration and approval.

The annual costs for the basic and catastrophic coverages are funded by the college general fund budgets.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a one-year contract, with an option to renew for up to four (4) additional one-year terms, with Cypress Risk Management, LLC as its Broker of Record for Student Accidental Injury Insurance Services RFP 86874; and approve Cypress Risk Management's 2022-2023 intercollegiate sports and student accident BASE insurance proposal in an amount not to exceed \$184,500.



*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**

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**Subject**                               **13.1 Adoption of the 2022-23 Tentative Budget (Time Allotted: 30 min.)**

Meeting                               Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                               13. OTHER RECOMMENDATIONS

Access                                 Public

Type                                    Action

Recommended Action           It is recommended that the Board of Trustees adopt the 2022-23 Tentative Budget to comply with California Code of Regulations Section §58305.

TO:                                     Members of the Board of Trustees

FROM:                                 Michael Claire, Chancellor

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

#### **ADOPTION OF THE 2022-23 TENTATIVE BUDGET**

In accordance with State law, the 2022-23 Tentative Budget must be adopted by the Board of Trustees on or before July 1, 2022. The budget will be revised during the summer to reflect the needed changes resulting from passage of the State Budget and from the 2021-22 year-end close activities. The Tentative Budget also will be revised to reflect other revisions that occur up to the time that the 2022-23 Final Adopted Budget is presented to the Board of Trustees for approval on or before September 15, 2022.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt the 2022-23 Tentative Budget to comply with California Code of Regulations Section §58305.

File Attachments <a href="#">22.23 Tentative Budget w Fund Tables.pdf (946 KB)</a> <a href="#">2022-23 Tentative Slides FINAL.pdf (1,731 KB)</a>
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**Subject**                               **13.2 Adoption of Resolution No. 22-15 Calling for an Election to be Held on November 8, 2022, for the Election of Two Members of the Governing Board of the San Mateo County Community College District (Time Allotted: 5 min.)**

Meeting                               Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                               13. OTHER RECOMMENDATIONS

Access                                 Public

Type                                    Action

Recommended Action           It is recommended that the Board of Trustees adopt the attached resolution and order an election on November 8, 2022, for the purpose of electing one trustee for each of the Trustee Areas 2 and 4, and authorize the Chancellor to take all steps and perform all actions necessary to carry out, give effect to, and comply with the terms and intent of the resolution.

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

**ADOPTION OF RESOLUTION NO. 22-15 CALLING FOR AN ELECTION TO BE HELD ON NOVEMBER 8, 2022,  
FOR THE ELECTION OF TWO MEMBERS OF THE GOVERNING BOARD OF THE SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT**

With the attached resolution, the Board of Trustees orders an election on November 8, 2022, for the purpose of electing candidates to seats for Trustee Areas 2 and 4, with each elected member serving a four-year term. Further, the resolution requests the Board of Supervisors of the County of San Mateo to make available the services of the San Mateo County Chief Elections Officer & Assessor–County Clerk–Recorder as the County Elections Official for the purpose of rendering services in the conduct of the election to be held on November 8, 2022.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the attached resolution and order an election on November 8, 2022, for the purpose of electing one trustee for each of the Trustee Areas 2 and 4, and authorize the Chancellor to take all steps and perform all actions necessary to carry out, give effect to, and comply with the terms and intent of the resolution.

File Attachments  
[Resolution No 22-15 - 2022 Election.pdf \(115 KB\)](#)

**Subject** **13.3 Approval of Cañada College Educational Master Plan (2022-27) (Time Allotted: 15 min.)**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Access Public

Type Action, Discussion

Preferred Date Jun 22, 2022

Absolute Date Jun 22, 2022

Fiscal Impact No

Recommended Action It is recommended that the Board approve the Educational Master Plan for 2022-27, including the updated mission, vision and values statements from Cañada College.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Kim Lopez, President, Cañada College

**APPROVAL OF CAÑADA COLLEGE EDUCATIONAL MASTER PLAN (2022-27)**

In accordance with Title 5 regulations, Cañada College is submitting its Educational Master Plan (2022-27), including updated mission, vision and values statements, for the Board's review and approval. The Plan is attached to this report.

The College implemented a comprehensive, inclusive, participatory governance process in updating its five-year strategic plan for the College. Overseen by the College's Planning & Budgeting Council (PBC) and implemented by an Educational Master Planning (EMP) Task Force appointed by the PBC, the process included a detailed review of internal

data and assessments, a rigorous internal equity scan, including a campus cultural assessment conducted by a third-party consultant, as well as an environmental scan focused on demographic, social and economic changes in the region and beyond that affect the College and its students.

In accordance with Standard I.A., Mission, of the Accrediting Commission for Community and Junior College's (ACCJC), Cañada College also reviewed and updated its mission statement. In keeping with the College's priority of becoming an antiracist institution of higher education, the College also updated its vision and values statements to reflect the College's continued commitment to equity, antiracism, and social justice.

The College's updated mission, vision, values and strategic goal statements are in alignment with and in support of the San Mateo County Community College District's five-year Strategic Plan (2021-26). The College's proposed mission, vision and values statements are also in support of the District's Mission Statement and the Reaffirmation of Board of Trustees' Core Values and Principles.

## RECOMMENDATION

It is recommended that the Board approve the Educational Master Plan for 2022-27, including the updated mission, vision and values statements from Cañada College.

### File Attachments

[Can\\_EMP\\_2022\\_Final.pdf \(5,104 KB\)](#)

[CAN\\_EMP\\_Presentation\\_to\\_BOT\\_June\\_22\\_2022\\_Final.pdf \(3,847 KB\)](#)

**Subject** **13.4 Adoption of Resolution No. 22-16 Celebrating Pride Month (Time Allotted: 5 min.)**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Access Public

Type Action

Fiscal Impact No

Recommended Action It is recommended that the Board of Trustees adopt Resolution No. 12-16 celebrating Pride Month.

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-XX CELEBRATING PRIDE MONTH

With the attached resolution, the Board of Trustees recognizes Pride Month and celebrates the LGBTQIA+ community within the San Mateo County Community College District.

## RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 12-16 celebrating Pride Month.

### File Attachments

[Resolution - Pride 2022.pdf \(87 KB\)](#)

**Subject** **13.5 Modification of Board Meeting Schedule for September 2022 (Time Allotted: 5 min.)**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees modify its regular meeting calendar to change the meeting date for September 2022 to a date prior to September 15, 2022.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

### **MODIFICATION OF BOARD MEETING SCHEDULE FOR SEPTEMBER 2022**

At its meeting on December 15, 2021, the Board of Trustees adopted a calendar of regular meeting dates for 2022. Due to a technical oversight, there is a conflict with the meeting date set for September 2022, as the District's annual budget must be adopted by September 15. The Board's currently scheduled meeting is set to be held on September 28, 2022.

Due to the budget adoption date requirement, staff requests that the Board of Trustees modify its regular meeting calendar to change the meeting date for September 2022 to a date prior to September 15, 2022.

### **RECOMMENDATION**

It is recommended that the Board of Trustees modify its regular meeting calendar to change the meeting date for September 2022 to a date prior to September 15, 2022.

**Subject** **13.6 Approval of Tuition Increase for Preschool-Aged Childcare at Skyline College, Effective August 1, 2022 (Time Allotted: 5 min.)**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Access Public

Type Action

Preferred Date Jun 22, 2022

Absolute Date Jul 27, 2022

Fiscal Impact Yes

Dollar Amount \$57,184.00

Budgeted Yes

Budget Source                    State of California and Childcare fees

Recommended Action        It is recommended that the Board of Trustees approve the tuition increase consistent with the California Department of Education’s daily reimbursement rate for preschool-aged childcare effective August 1, 2022.

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

**APPROVAL OF TUITION INCREASE FOR PRE-SCHOOL AGED CHILDCARE AT SKYLINE COLLEGE, EFFECTIVE AUGUST 1, 2022**

The Skyline College Child Development Laboratory Center (CDLC) requests Board of Trustees approval for a proposed tuition increase for childcare services for preschool-aged children. The California Department of Education, Early Education Division sets daily reimbursement rates for state-funded childcare. The Child Development Laboratory Center tuition is slightly above the daily reimbursement rates. The state-funded rates for preschool-aged children has recently increased. In addition to the increases in daily reimbursement rates, the income ceilings for state-funded childcare eligibility has increased so that more families – students, staff and faculty – may now qualify for state-funded childcare services. The proposed tuition increase is competitive based on rates for childcare services in San Mateo and San Francisco Counties. Overall, this increase in revenue from both state-funded and tuition-based childcare will combine with significant financial support from Skyline College to the CDLC. This increase will not eliminate the cost to the colleges for providing childcare services for students, staff, and faculty.

Skyline College seeks Board approval to increase tuition for preschool-aged children, as indicated in the table below:

Tuition	<b>Preschool 3-5 years old</b>		
	State Reimbursement	Current Tuition	Proposed Tuition
Full-time (>5 hours per day)	\$ 82.08	\$ 65.00	\$ 85.00
Part-time (<5 hours per day)	\$ 49.67	\$ 55.00	\$ 65.00

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the tuition increase consistent with the California Department of Education’s daily reimbursement rate for preschool-aged childcare effective August 1, 2022.

**Subject**                                **13.7 Approval of Tuition Increase for Preschool-Aged Childcare at College of San Mateo, Effective August 1, 2022 (Time Allotted: 5 min.)**

Meeting                                Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                                13. OTHER RECOMMENDATIONS

Access                                    Public

Type                                        Action (Consent)

Preferred Date                        Jun 22, 2022

Absolute Date                         Jul 27, 2022

Fiscal Impact                         Yes

Dollar Amount                        \$82,917.00

Budgeted Yes

Budget Source State of California and Childcare fees

Recommended Action It is recommended that the Board of Trustees approve the tuition increase consistent with the California Department of Education’s daily reimbursement rate for preschool-aged childcare effective August 1, 2022.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, President, College of San Mateo  
Kristi Ridgway, Acting Vice President of Student Services, College of San Mateo

**APPROVAL OF TUITION INCREASE FOR PRE-SCHOOL AGED CHILDCARE AT COLLEGE OF SAN MATEO, EFFECTIVE AUGUST 1, 2022**

The Child Development Center (CDC) at the College of San Mateo requests Board of Trustees approval for a proposed tuition increase for childcare services for preschool-aged children. The California Department of Education, Early Education Division sets daily reimbursement rates for state-funded childcare. The Child Development Center tuition is slightly above the daily reimbursement rates. The state-funded rates for preschool-aged children has recently increased. In addition to the increases in daily reimbursement rates, the income ceilings for state-funded childcare eligibility has increased so that more families – students, staff and faculty – may now qualify for state-funded childcare services. The proposed tuition increase is competitive based on rates for childcare services in San Mateo and San Francisco Counties. Overall, this increase in revenue from both state-funded and tuition-based childcare will combine with significant financial support from the College of San Mateo to the CDC. This increase will not eliminate the cost to the colleges for providing childcare services for students, staff, and faculty.

College of San Mateo seeks Board approval to increase tuition for preschool-aged children, as indicated in the table below:

Tuition	<b>Preschool 3-5 years old</b>		
	State Reimbursement	Current Tuition	Proposed Tuition
Full-time (>5 hours per day)	\$ 82.08	\$ 65.00	\$ 85.00
Part-time (<5 hours per day)	\$ 49.67	\$ 55.00	\$ 65.00

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the tuition increase consistent with the California Department of Education’s daily reimbursement rate for preschool-aged childcare effective August 1, 2022.

*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 13.8 Approval of Contract Award for College of San Mateo Building 36 Mechanical Engineering Project (Time Allotted: 5 min.)**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Access Public

Type Action

Fiscal Impact                    Yes

Dollar Amount                    \$4,121,700.00

Budgeted                            Yes

Budget Source                    State and local funds

Recommended Action            It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a contract with Strawn Construction, Inc. for the College of San Mateo Building 36 Mechanical Engineering project, Bid #86880, in an amount not-to-exceed \$4,121,700.00, which includes an owner contingency of 10% of the base bid.

TO:                                    Members of the Board of Trustees

FROM:                                Michael Claire, Chancellor

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

**APPROVAL OF CONTRACT AWARD FOR COLLEGE OF SAN MATEO BUILDING 36 MECHANICAL ENGINEERING PROJECT**

College of San Mateo building 36 was designed per code requirements of 2004 and completed construction in 2006. The design team did not consider an increasing harsh environment in the future and did not anticipate temperatures exceeding 84 degrees. The original mechanical design did not tie the building to a central cooling plant. The building, with the exception of the planetarium, has no mechanical cooling beyond some limited direct and indirect evaporative cooling. The existing cooling system cannot meet the requirements for providing comfortable academic spaces.

This project will remove all evaporative cooling systems and extend the campus chilled water (CHW) piping, currently available in the ground next to the building, to all locations in the building where cooling is required. The work of scope includes: installation of a new CHW pumping system, replacement of several air handling units, the repair and replacement of the current lab exhaust system, and the upgrade of the current constant volume fume hood system to a variable air volume (VAV) system, including all modifications required to the lab control systems. Other work includes the modifications to upgrade the current building automation system for a better integration between the lab exhaust and the VAV ventilation system.

Salas O'Brien Engineers was hired to work with the College administration, faculty and staff, as well as with Facilities, to program and design the project to best meet ranked priorities within the established budget. The architect completed the design plans and specifications, submitted those to the Division of the State Architect (DSA), obtained final approval, and issued the DSA approved documents for bidding.

The Facilities Planning Department, with support from Swinerton Management & Consulting, advertised this construction opportunity (Bid #86880) to B licensed General Building contractors through the District's online bid portal and a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on April 25, 2022 and May 2, 2022. Eight (8) general contractors attended the mandatory pre-bid conferences and job walks held on May 3, 2022 and May 5, 2022.

On May 25, 2022 the District received three (3) bids for the project as follows:

<b>Contractor</b>	<b>Total Bid</b>
<b>Strawn Construction, Inc.</b>	<b>\$4,121,700.00</b>
Schembri Construction Co., Inc.	\$5,165,600.00
Angotti & Reilly, Inc.	\$6,023,760.00

Staff conducted its due diligence investigation of the bid results. Strawn Construction, Inc. was deemed the lowest responsive responsible bidder and meets all the requirements of the project.

This project will be funded by State and local funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a contract with Strawn Construction, Inc. for the College of San Mateo Building 36 Mechanical Engineering project, Bid #86880, in an amount not-to-exceed \$4,121,700.00, which includes an owner contingency of 10% of the base bid.

**Subject**                               **13.9 Approval of Contract Award for Athletic Sports Uniforms Purchase with Eastbay Inc. for College of San Mateo (Time Allotted: 5 min.)**

Meeting                               Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                               13. OTHER RECOMMENDATIONS

Access                                 Public

Type                                    Action

Preferred Date                       Jun 22, 2022

Absolute Date                       Jun 22, 2022

Fiscal Impact                       Yes

Dollar Amount                       \$480,345.00

Budgeted                             Yes

Recommended Action               It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a three-year contract with Eastbay Inc. for the purchase of athletic sports uniforms for College of San Mateo, RFP #86882, in an amount not to exceed \$480,345.

TO:                                    Members of the Board of Trustees

FROM:                                 Michael Claire, Chancellor

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

**APPROVAL OF CONTRACT AWARD FOR ATHLETIC SPORTS UNIFORMS PURCHASE WITH EASTBAY INC. FOR COLLEGE OF SAN MATEO**

The College of San Mateo (CSM) Athletics Department worked with General Services to determine the best and most efficient use of resources to provide uniforms and apparel to all College of San Mateo athletic teams. On April 29, 2022, the District issued a Request for Proposals (RFP) # 86882 to select a supplier to furnish and deliver athletic uniforms for all sports at CSM. An announcement for this business opportunity was released through the District's online bid portal and a formal notice was published in a local newspaper for two consecutive weeks on April 29, and May 6, 2022.

On May 17, 2022 the District received two proposals from the following firms which were reviewed and evaluated using the following criteria: experience and references, sample quality, use of recycled materials in development of their products, ability to meet or exceed required specifications, and cost.

<b>Firm</b>	<b>Total Proposal Fee</b>
Eastbay Inc.	\$480,345
BSN Sports LLC	\$812,793

An evaluation committee consisting of representatives from the CSM Athletics Department and General Services evaluated the proposals. It was determined that BSN Sports LLC proposal was deemed non-responsive for failure to provide a proposal for the Adidas brand and submit product samples as indicated in the RFP. At the conclusion of the evaluation process, it was determined that Eastbay Inc. can provide the service, quality of the product, and cost most beneficial to the department. The Eastbay proposal contained cost estimates for various standard uniform apparel and



samples from three top apparel providers: Adidas, Nike, and Under Armour. EastBay offers 5% product rebate on team apparel from all three suppliers. Additionally, Eastbay has an exclusive incentive program partnering with Adidas, the manufacturer of the Colleges' current uniform inventory. The Adidas' discounts, which will be of immediate benefit to CSM, include:

- 40% discount off the retail cost of uniforms and apparel,
- \$3,000 in product reward up front,
- Championship t-shirts,
- Coach of the year awards, and
- 10% product reward offer to spend on Adidas apparel of \$50,000 or more annually.

Lastly, Eastbay, Inc. is a nationally known vendor, whom the District has utilized in recent years, with a proven track record for quality of products and satisfactory services.

## RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a three-year contract with Eastbay Inc. for the purchase of athletic sports uniforms for College of San Mateo, RFP #86882, in an amount not to exceed \$480,345.

**Subject** **13.10 Approval of Contract Award for Districtwide SAP Business Intelligence and Data Dashboards with Alcove Insights, LLC (Time Allotted: 5 min.)**

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Access Public

Type Action

Fiscal Impact Yes

Dollar Amount \$599,675.00

Recommended Action It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a five-year contract with Alcove Insights, LLC for the Districtwide SAP BusinessObjects and Tableau data dashboards, RFP 86884, in an amount not-to-exceed \$599,675.

TO: Members of the Board of Trustees

FROM: Michael E. Claire, Chancellor

PREPARED BY: Aaron McVean, Vice Chancellor, Educational Services and Planning  
Yanely Pulido, Director, General Services

## APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE SAP BUSINESS INTELLIGENCE AND DATA DASHBOARDS WITH ALCOVE INSIGHTS, LLC

As part of the Districtwide Strategies of the previous 2015-2020 District Strategic Plan, the District implemented SAP BusinessObjects to establish a common research, reporting, and analytics infrastructure across the District in order to produce consistent, accurate, timely, and actionable data for use in Collegewide and Districtwide decision-making. In the 2018-19 academic year, the District Office and all three colleges—Skyline College, Cañada College, and College of San Mateo, fully implemented SAP BusinessObjects BI 4.2 as the common reporting platform for institutional research and institutional effectiveness. Subsequently, the District has continued to enhance the implementation and has transitioned from SAP BusinessObjects BI 4.2 to SAP BusinessObjects BI 4.3 SP1 with single-sign-on integration to enhance data security and access. Currently, there are 845 reports and 109 users in the District's SAP BusinessObjects BI 4.3 platform, including active users in each of the College PRIE Offices and the District who use SAP BusinessObjects as a primary data analysis tool. The District also uses the platform to publish data dashboards using the Tableau

interactive data visualization software. Each college has published data dashboards on student enrollment, course success, and select student outcomes data, with plans to add additional dashboards.

The maintenance of SAP BusinessObjects data infrastructure, development of reports in SAP BusinessObjects, and development and maintenance of Tableau data dashboards has been performed by Adam Lange LLC, an independent contractor, via sole source contract approved by the Board on June 20, 2020 (Board Report No. 20-6-102B) for two years in an amount not to exceed \$243,040.

On May 12, 2022, the District issued a Request for Proposals (RFP) 86884 via the District's Online Vendor Portal (PlanetBids) to select a qualified data analytics firm to 1) maintain the District's existing analytic infrastructure and business intelligence platform and 2) develop and maintain new and expanded reports and data dashboards for use in Collegewide and Districtwide decision-making. An announcement for this business opportunity was released through the District's online bid portal and a formal notice was published in a local newspaper for two consecutive weeks on May 12 and May 19, 2022. Proposals were due on May 24, 2022. Although several vendors reviewed the proposal, only one proposal was submitted by Alcove Insights, LLC. This single proposal was responsive and responsible.

The initial term of this contract shall be for five years, from July 1, 2022 through June 30, 2027.

The contract value is \$599,675.

## RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a five-year contract with Alcove Insights, LLC for the Districtwide SAP BusinessObjects and Tableau data dashboards, RFP 86884, in an amount not-to-exceed \$599,675.

## 14. INFORMATIONAL REPORTS

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<b>Subject</b>	<b>14.1 Discussion of Chancellor Search Process (Time Allotted: 15 min.)</b>
Meeting	Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	14. INFORMATIONAL REPORTS
Access	Public
Type	Discussion
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Mitchell Bailey, Vice Chancellor/Chief of Staff

### DISCUSSION OF CHANCELLOR SEARCH PROCESS

On June 2, 2022, Chancellor Claire announced that he would be retiring from his position and the District at the end of the next academic year in June 2023.

As a result of the announcement, it is appropriate that the Board of Trustees begin initial discussions about the process and timeline for selecting the District's next chancellor.

Board Policy 2.02 (attached) states, in part, that "In the case of a vacancy for the position of Chancellor, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations." As information, when the Board undertook the process for selecting a new chancellor, the Board engaged a search consultant and the consultant assisted the Board in determining a process and timeline. As further reference, also attached is the timeline used for the 2019-2020 chancellor search process.

#### File Attachments

[Board Policy No. 2\\_02.pdf \(26 KB\)](#)

[Previous Chancellor Search Timeline.pdf \(106 KB\)](#)

**Subject** 14.2 Report on Proposed Agenda Items for Future Meetings

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 14. INFORMATIONAL REPORTS

Access Public

Type Informational

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

#### **REPORT ON PROPOSED AGENDA ITEMS FOR FUTURE MEETINGS**

For planning purposes and to allow for Trustee engagement, below is a running list of known and potential agenda items for upcoming Board of Trustees meetings.

#### **JULY**

- Adoption of Facilities Master Plan

#### **AUGUST**

- Discussion of Foundation Fundraising Goal

#### **SEPTEMBER**

- Final Adoption of Annual District Budget

#### **OCTOBER**

#### **NOVEMBER**

#### **DECEMBER**

- Swearing-in of Newly Elected Trustees
- Election of Board Officers
- Adoption of Annual Meeting Calendar
- Presentation of Annual Audits

#### **UNASSIGNED**

- Modifications to District COVID-19 Policies, Procedures and Protocols
- Discussion of Student Housing Next Steps
- Discussion of Employee Housing Program and Construction of More Units

**Subject** 14.3 Report of Public Information Requests for May 2022

Meeting Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 14. INFORMATIONAL REPORTS

Access Public

Type Informational

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

#### **REPORT OF PUBLIC INFORMATION REQUESTS FOR MAY 2022**

Attached for the Board's information is a report on public information requests through the Public Records Act (PRA), media requests, and communications from the public for the Board received in the month of May 2022.

File Attachments  
[Public Information Report - May 2022.pdf \(163 KB\)](#)

## **15. COMMUNICATIONS**

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

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

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**Subject**                    **17.1 Reconvened to Close Session**

Meeting                    Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    17. RECONVENE TO CLOSED SESSION (if necessary)

Access                      Public

Type                         Procedural

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

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

Meeting                    Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    18. RECONVENE TO OPEN SESSION (if necessary)

Access                      Public

Type                         Procedural

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

Meeting                    Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    18. RECONVENE TO OPEN SESSION (if necessary)

Access                      Public

Type                         Procedural

## **19. ADJOURNMENT**

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**Subject**                    **19.1 Adjourn**

Meeting                    Jun 22, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category                    19. ADJOURNMENT

Access                      Public

Type                         Procedural