



Wednesday, July 27, 2022
REGULAR MEETING OF THE BOARD OF TRUSTEES

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Closed Session 5:00 p.m.; Open Session 6:00 p.m.
In person at 3401 CSM Drive, San Mateo, CA 94402

Members of the Public may also participate via Zoom.
Zoom Meeting ID - <https://smccd.zoom.us/j/87627804652>
Dial-In: 1-669-900-9128 - Webinar ID: 876 2780 4652

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

OBSERVING THE MEETING

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

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

PROVIDING PUBLIC COMMENT DURING THE MEETING ON NON-AGENDA ITEMS

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

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

PROVIDING PUBLIC COMMENT DURING THE MEETING ON AGENDA ITEMS

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

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

ACCOMMODATIONS

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

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

Subject	1.1 Call to Order / Roll Call
Meeting	Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	1. CLOSED SESSION - 5:00 p.m.

Access Public
Type Procedural

2. CLOSED SESSION ITEMS FOR DISCUSSION

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 Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type

Subject **2.2 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 Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type

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

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type

TO:

FROM:

PREPARED BY:

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

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type

Subject **2.5 Conference with Legal Counsel - Potential Litigation: Significant Exposure to Litigation Pursuant to Gov. Code, § 54956.9, Subd. (D)(2): One Case**

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Access Public
Type
TO:
FROM:
PREPARED BY:

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Subject 3.1 Comments by Community Members

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY
Access Public
Type Information

4. CLOSED SESSION

Subject 4.1 Recess to Closed Session

Meeting Jul 27, 2022 - REGULAR MEETING 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 Jul 27, 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 Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 5. OPEN SESSION - 6:00 p.m.
Access Public
Type Information, Procedural

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 9. 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

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.

File Attachments
[APPROVAL OF PERSONNEL ITEMS_7-27-22.pdf \(548 KB\)](#)

Subject 9.2 Approval of Amendment to Employment Agreement for Chief of Staff
Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 9. NEW BUSINESS
Access Public
Type Action
Recommended Action It is recommended that the Board of Trustees approve the amendment regarding salary provisions to the employment agreement for the Chief of Staff.
TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor

APPROVAL OF AMENDMENT TO EMPLOYMENT AGREEMENT FOR CHIEF OF STAFF

The District and Mitchell Bailey are parties to an Employment Agreement which was entered into on or about July 1, 2019, and recently amended and extended, through June 30, 2023, by Board action taken on or about June 25, 2022. The June 25, 2022 Amendment left salary provisions indefinite, in light of the requirement that salary provisions must be adopted at a regular meeting of the Board, pursuant to Government Code § 54956. A further amendment regarding salary provisions is attached to this report for the Board's consideration.

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment regarding salary provisions to the employment agreement for the Chief of Staff.

File Attachments
[Bailey Ammendment.pdf \(109 KB\)](#)

10. CONSENT AGENDA

Subject	10.1 Adoption of Resolution No. 22-18 to Make Findings Allowing Continued Remote Meetings Under Brown Act
Meeting	Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	10. 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, 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 22-18 - Brown Act.pdf \(113 KB\)](#)

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	10.2 Acceptance of Grant for Cañada College Digital Marketing Apprenticeship Program
Meeting	Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	10. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	\$500,000.00
Budgeted	Yes
Budget Source	California Community College Chancellor's Office
Recommended Action	It is recommended that the Board of Trustees accept a \$500,000 grant for the Cañada College Digital Marketing Apprenticeship Program through the Office of Workforce Innovation at the California Community College Chancellor's Office.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Kim Lopez, President, Cañada College Chialin Hsieh, Interim Vice President of Instruction, Cañada College

ACCEPTANCE OF GRANT FOR CAÑADA COLLEGE DIGITAL MARKETING APPRENTICESHIP PROGRAM

Cañada College is proposing to develop an apprenticeship program in Digital Marketing for domestic and international companies. Completers of the Apprenticeship program will become Journeyman Marketing Coordinators or Marketing Specialists, who will have access to medium to high-paying digital marketing careers throughout California.

The digital skills 'gap' has become more apparent during the COVID-19 pandemic. As many jobs moved online, the need for digital skills increased. Digital and data skills have been rising sharply since the onset of the pandemic, with eight of the top 10 most in-demand skills relating to marketing expertise. These include ad serving (84.6%), analytics (46.1%), and web content writing (30.3%). The top three fastest rising jobs are in social media, including social media coordinator increasing by 19%, community manager by 18.1%, and social media assistant by 16.5% (rand.org).

By the end of the pre-apprenticeship and apprenticeship program, students will be able to enter the workforce as digital marketing coordinators and specialists. These positions support marketing directors in increasing the efficiency and

effectiveness of a company's marketing strategy. Upon completing the program, students will receive a Meta Social Media Marketing Professional Certificate, Hootsuite Social Marketing Certification, and UC Davis – Search Engine Optimization (SEO) Specialization Certification. The program is set to launch in Spring 2023.

With funds from this grant, Cañada College will be able to create an apprenticeship in digital marketing and other disciplines in the college so we can further support students to transition into the workforce.

RECOMMENDATION

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

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	10.3 Acceptance of Grant for Cañada College Digital Marketing Pre-Apprenticeship Program
Meeting	Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	10. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	\$500,000.00
Budgeted	Yes
Budget Source	California Community College Chancellor's Office
Recommended Action	It is recommended that the Board of Trustees accept a \$500,000 grant for the Cañada College Digital Marketing Pre-Apprenticeship Program through the Office of Workforce Innovation at the California Community College Chancellor's Office.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Kim Lopez, President, Cañada College Chialin Hsieh, Interim Vice President of Instruction, Cañada College

ACCEPTANCE OF GRANT FOR CAÑADA COLLEGE DIGITAL MARKETING PRE-APPRENTICESHIP PROGRAM

Cañada College is proposing to develop the first Digital Marketing Pre-Apprenticeship cohort for transfer, with basic skills, to the newly registered Digital Marketing Apprenticeship program which will be established in Fall 2022 at Cañada College. This program will train 100 pre-apprentices and will transfer a minimum of 25 to the Cañada College DAS registered Digital Marketing program set to launch in Spring 2023. Community college students will bring equity and diversity to this employment industry sector.

The digital skills gap has become more apparent during the COVID-19 pandemic. As many jobs moved online, the need for digital skills increased. Digital and data skills have been rising sharply since the onset of the pandemic, with eight of the top 10 most in-demand skills relating to marketing expertise. These include ad serving (84.6%), analytics (46.1%), and web content writing (30.3%). The top three fastest rising jobs are all in social media, including social media coordinator increasing by 19%, community manager by 18.1%, and social media assistant by 16.5% (rand.org).

It is recommend that the Board of Trustees approve the budgetary transfers and income adjustments for the period January, 1, 2022, through May 31, 2022, and that the Board adopt Resolution No. 22-17, authorizing budgetary transfers for 2021-22, as listed and as needed for year-end closing activities.

File Attachments

[Board July 2022 BT Resolution.pdf \(154 KB\)](#)

[Board July 2022 Report.pdf \(143 KB\)](#)

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 10.5 Ratification of Site Use Permit with UNAVCO, Inc. at the College of San Mateo

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Access Public

Type Action (Consent)

Fiscal Impact No

Recommended Action It is recommended that the Board of Trustees ratify the renewal of the Site Use Permit Agreement with UNAVCO, Inc. for the GPS monument at College of San Mateo.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

RATIFICATION OF SITE USE PERMIT WITH UNAVCO, INC. AT COLLEGE OF SAN MATEO

On May 17, 2006 (Board Report No. 06-5-5CA), the Board approved the Site Use Permit with UNAVCO, Inc. for the installation of a global positioning system (GPS) monument, which measures ground shifts caused by earthquakes and slow fault slip between earthquakes, at College of San Mateo (CSM). UNAVCO manages the Network of the Americas under sponsorship of the National Science Foundation. The Permit, which had an initial five-year period with renewal options for two additional five-year terms, expired on February 28, 2022.

The District now seeks Board ratification of the Site Use Permit Agreement renewal with UNAVCO for another five-year period commencing on February 13, 2022 through February 12, 2027, with renewal options for two additional five-year terms. UNAVCO will provide to the District access to the archived GPS data and data products. In addition, members of UNAVCO and Earthscope are available to make presentations at the CSM's Geology and other related Science departments. The District or UNAVCO may terminate the agreement with a 30-day written notice.

No financial transactions will occur between the District and UNAVCO as a result of this agreement.

RECOMMENDATION

It is recommended that the Board of Trustees ratify the renewal of the Site Use Permit Agreement with UNAVCO, Inc. for the GPS monument at College of San Mateo.

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	10.6 Approval of Amendment Extending Contract with MV Transportation as Operator of Skyline Express Shuttle Service
Meeting	Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	10. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Jul 27, 2022
Absolute Date	Jul 27, 2022
Fiscal Impact	No
Dollar Amount	\$186,039.00
Budgeted	Yes
Budget Source	Fund 1 and San Mateo County TA and C/CAG Grant support
Recommended Action	It is recommended that the Board approve the amendment to extend the contract with MV Transportation in the amount of \$186,039 for a term beginning August 10, 2022 and concluding after December 31, 2022, for continued operation of the Skyline College Express Shuttle program.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Melissa Moreno, President, Skyline College Joseph Morello, Jr., Vice President, Administrative Services, Skyline College Yanely Pulido, Director of General Services

APPROVAL OF AMENDMENT EXTENDING CONTRACT WITH MV TRANSPORTATION AS OPERATOR OF SKYLINE EXPRESS SHUTTLE SERVICE

The San Mateo County Transportation Authority (TA) & the City and County Association of Governments of San Mateo County (C/CAG) awarded the San Mateo County Community College District continued grant funding in the amount of \$294,597 in support of the Skyline College Express Shuttle ("Shuttle") program in response to SMCCCD's renewal application submitted in Spring of 2020. To allow for continued COVID-19 ridership recovery, the TA and C/CAG extended grant funding in the amount of \$162,028 for use during fiscal year 2022-2023.

The Shuttle provides regular and direct access between the Daly City BART Station and Skyline College, and will create convenient first and last mile connections for all students and employees residing in Daly City, San Francisco, and East Bay vicinities.

The total cost of the extension is projected to be \$186,039. Per the District's proposal, SMCCCD will contribute \$113,716 of the overall projected expenditures to share in the support of this effort.

Approved by the SMCCCD Board of Trustees on February 26, 2020, Resolution (20-2-104B) articulated support for the Shuttle program and approved the submission of the grant proposal to seek funding, it also authorized its Chief Executive Officer to execute a funding agreement with the San Mateo County Transportation Authority to encumber any Measure A Local Shuttle Program funds and/or City/County Association of Governments to encumber Local Transportation Services Program funds.

Currently, an RFP process is underway which will determine the shuttle vendor for the District beginning during the Fall term. The contract amendment herein permits the current vendor, MV Transportation, to continue to serve SMCCD until a new vendor is selected and its vehicles and drivers are fully ready to commence route service. The current shuttle vendor, MV Transportation, was selected in 2014 through an RFP process conducted by the San Mateo County Transit District, the Peninsula Corridor Joint Powers Board and the Peninsula Traffic Congestion Relief Alliance (now known as Commute.org), and utilizes the same terms negotiated through Commute.org for the operation of two 28-seat, ADA accessible shuttles that meet CARB emission standards for a transit agency operated vehicle on this route. The terms of the contract with MV Transportation conforms to the TA's funding agreement mentioned above.

RECOMMENDATION

It is recommended that the Board approve the amendment to extend the contract with MV Transportation in the amount of \$186,039 for a term beginning August 10, 2022 and concluding after December 31, 2022, for continued operation of the Skyline College Express Shuttle program.

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	10.7 Adoption of Resolution No. 22-18 Designating District Agents for Grants
Meeting	Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	10. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	It is recommended that the Board adopt Resolution No. 22-18, designating the Executive Vice Chancellor of Administrative Services, Chief Facilities and Operations Officer or Director of Maintenance and Operations to act as the agents for any future grants/disasters as described in OES 130 for the next three (3) years from date of approval.
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

ADOPTION OF RESOLUTION NO. 22-18 DESIGNATING DISTRICT AGENTS FOR GRANTS

On July 25, 2018 (Board Report No. 18-7-6CA), the Board designated José D. Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations or Michele Rudovsky/Karen Pinkham, Facilities Managers, to act as the agents for grants filed with the Federal Emergency Management Agency (FEMA). The resolution has since expired and authorized agents need to be updated.

The universal resolution will designate agents to provide to the Governor's Office of Emergency Services for all matters pertaining to state disaster assistance as described in OES 130. It will be effective for all open and future grants/disasters up to three (3) years from date of approval.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 22-18, designating the Executive Vice Chancellor of Administrative Services, Chief Facilities and Operations Officer or Director of Maintenance and Operations to act as the agents for any future grants/disasters as described in OES 130 for the next three (3) years from date of approval.

Administrative File Attachments
AA Names for SMCCCD.pdf (94 KB)
CalOES 130 for SMCCCD.pdf (128 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.

11. OTHER RECOMMENDATIONS

Subject **11.1 Acceptance of 2022 Districtwide Facilities Master Plan (Time Allotted: 40 minutes)**

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 11. OTHER RECOMMENDATIONS

Access Public

Type Action

Fiscal Impact No

Recommended Action It is recommended that the Board of Trustees accept the 2022 Districtwide Facilities Master Plan.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

ACCEPTANCE OF 2022 FACILITIES MASTER PLAN

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

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

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

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

RECOMMENDATION

It is recommended that the Board of Trustees accept the 2022 Districtwide Facilities Master Plan.

File Attachments

2022_0727_BOT PPT Presentation.pdf (14,815 KB)

2022 0727 SMCCCD Districtwide FMP.pdf (57,571 KB)

Executive Content

Subject	11.2 Approval of Contract Award for College of San Mateo Building 19 Facelift Project (Time Allotted: 5 minutes)
Meeting	Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	11. OTHER RECOMMENDATIONS
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$7,873,919.00
Budget Source	Measure H 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 19 Facelift project, Bid #86851, in an amount not-to-exceed \$7,873,919.00, which includes an owner contingency of 10% of the base bid.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Dr. 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 19 FACELIFT PROJECT

The Project will update the classrooms, laboratories, and faculty offices to accommodate the academic needs of the architecture, engineering, and business technology programs. The work will include minor alterations, updating toilet rooms for ADA compliance, HVAC, electrical and low voltage network systems. This is not a full modernization of the facility. Instead, the project scope is to improve the operational and functional performance of the facility for the next ten years while funding is being secured to eventually demolish and reconstruct a new 50,000 sq. ft. emerging technologies facility.

HMC Architects 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 #86851) 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 June 9, 2022 and June 16, 2022. Ten (10) general contractors attended the mandatory pre-bid conferences and job walks held on June 16, 2022 and June 21, 2022.

On July 6, 2022 the District received four (4) bids for the project as follows:

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Contractor	Total Bid
Strawn Construction, Inc.	\$7,873,919.00
Rodan Builders, Inc.	\$8,281,800.00
Beals Martin, Inc.	\$8,554,277.00
W.E. Lyons Construction Co.	\$8,671,880.00

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 Measure H general obligation bonds 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 19 Facelift project, Bid #86851, in an amount not-to-exceed \$7,873,919.00, which includes an owner contingency of 10% of the base bid.

Subject	11.3 Approval of 2024-2028 Five-Year Capital Outlay Plan (Time Allotted: 10 minutes)
Meeting	Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	11. OTHER RECOMMENDATIONS
Access	Public
Type	Action
Fiscal Impact	No
Recommended Action	It is recommended that the Board of Trustees authorize submission of the District's 2024-2028 Five-Year Capital Outlay Plan to the California Community Colleges Chancellor's Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Dr. Richard Storti, Executive Vice Chancellor of Administrative Services Marie Mejia, Interim Director of Capital Projects

APPROVAL OF 2024-2028 FIVE-YEAR CAPITAL CONSTRUCTION PLAN

On July 28, 2021 (Board Report No. 21-7-103B), the Board authorized submittal of the District's 2023-2027 Five-Year Capital Construction Plan (5YCP), the related Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) to the California Community Colleges Chancellor's Office (CCCCO). The authorization was in accordance with the Community College Construction Act and both the Education Code Section 81800, *et seq.*, and State Administrative Manual 6610. The plan constitutes the first part of the capital outlay proposal process and was prepared according to current guidelines. The CCCCCO reviews and evaluates submitted plans for conformance to existing guidelines and potential for funding.

In preparing and submitting the 2024-2028 plan, the District maintains its priorities with regard to funding improvements for (1) buildings and facilities, (2) improvements and modifications to meet the needs of the physically limited, and (3) response to safety concerns.

The attached report is broken down into four (4) categories:

- I. FY 2019-2020 FPPs (CCCCO Approved in progress)
- II. FY 2023-2024 FPPs (CCCCO Approved to be considered in the Governor's budget)

III. FY 2025-2026 IPPs (Subject to CCCCCO approval and future funding)

IV. Locally Funded Current and Future Projects

Each project is described under these sections and this report is meant to give the Board and community an understanding of the projects anticipated to be implemented in the 2024-2028 timeframe.

RECOMMENDATION

It is recommended that the Board of Trustees authorize submission of the District's 2024-2028 Five-Year Capital Outlay Plan to the California Community Colleges Chancellor's Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.

File Attachments

[5-year Capital Construction Plan.pdf \(240 KB\)](#)

Subject **11.4 Adoption of Resolution No. 22-19 Regarding Fundraising Goal Request to San Mateo County Community Colleges Foundation (Time Allotted: 10 minutes)**

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 11. OTHER RECOMMENDATIONS

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees consider adoption of Resolution No. 22-19 regarding a fundraising goal request to the San Mateo County Community Colleges Foundation.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

ADOPTION OF RESOLUTION NO. 22-19 REGARDING FUNDRAISING GOAL REQUEST TO SAN MATEO COMMUNITY COLLEGES FOUNDATION

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

This matter was put forward as an action item at the Foundation Board meeting on November 16, 2021. After discussion, the Foundation Board opted to table the item until the District Board of Trustees meet to discuss and provide a consensus on clarification of the needs of the District and how the Foundation could support the request. The Board of Trustees discussed this matter at its meeting on March 23, 2022 and a resolution is attached outlining the fundraising goal request.

RECOMMENDATION

It is recommended that the Board of Trustees consider adoption of Resolution No. 22-19 regarding a fundraising goal request to the San Mateo County Community Colleges Foundation.

File Attachments

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

[Resolution No 22-19 Regarding Foundation Fundraising Goal.pdf \(124 KB\)](#)

Subject **11.5 Modification of Board Meeting Schedule for September 2022**

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 11. 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, 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.

12. INFORMATIONAL REPORTS

Subject **12.1 Update on Board Ad-hoc Committee on Board Operations (Time Allotted: 10 minutes)**

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 12. INFORMATIONAL REPORTS

Access Public

Type Discussion

To: Members of the Board of Trustees

From: Michael Claire, Chancellor

UPDATE ON BOARD AD-HOC COMMITTEE ON BOARD OPERATIONS

The Board formed an ad-hoc committee on Board Operations in 2021. Trustee Pimentel and Trustee Petrides agreed to serve on this committee. Trustee Pimentel and Trustee Petrides met with Chancellor Claire to discuss the scope and nature of the work and to brainstorm suggested areas of focus and recommendations.

The ad-hoc committee presented its initial recommendations to the full board at the November 10, 2021 Board meeting for comment and further direction. At that time the Board had no suggestions for any major revisions to the recommendations. The detailed recommendations of the ad-hoc committee on Board Operations are attached to this report for reference.

The Board, chancellor, and staff have responded to the various recommendations in the report. The ad-hoc committee on Board Operations requested an update from staff on progress on the recommendations and staff has provided a summary, which is attached.

In addition to completing the open items noted on the update, staff recommends the following actions based upon the attached update:

1. All Board Policies have been reviewed by an external consultant to ensure compliance with the most current laws and regulations. The next step in this project is to take all policy changes through the appropriate participatory governance process and to the Board for final approval. The goal of the administration is to have all Board Policies reviewed and refreshed by June 2023.
2. Several Board Policies are called out in the attached document. Review and approval of these policies should be prioritized.
3. The Board has expressed a strong interest in establishing Board norms. The Board held a retreat in June 2022 to discuss this matter. The facilitator has forwarded a report with recommendations and suggestions to the Chancellor. The Board may wish to consider reviewing these suggestions and establishing formal Board norms.
4. Staff recommends creating a Board Operations Manual so that Board Members can find information relevant to Board operations in one location.

File Attachments

[Board Operations Update.pdf \(134 KB\)](#)

[Memorandum from Ad-hoc Committee.pdf \(216 KB\)](#)

Subject 12.2 Update on Employee Second Loan Program (Time Allotted: 5 minutes)

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 12. INFORMATIONAL REPORTS

Access Public

Type Informational

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Chief of Staff

UPDATE ON EMPLOYEE SECOND LOAN PROGRAM

For the past 21 years, the District has provided a second loan program in order to help employees purchase a home in the Bay Area. To date, the District has made 43 loans; 36 of these loans have been paid back and seven (7) are still active/outstanding. In terms of dollars, the District has loaned \$3,049,376, of which, \$2,531,482 has been repaid.

There are two connected parts to the program: (1) the loan, and (2) a shared appreciation agreement. For the loan, the District will lend up to \$150,000 to an employee (based on certain conditions – see attached program guidelines/requirements). In addition, the District takes a stake in the equity of the home while the loan is outstanding and upon repayment of the loan, the employee pays the District a shared appreciation payment. If there is no appreciation to the home at the time of the loan payoff, then the District receives no shared appreciation payment. This is a shared risk, shared reward proposition. To date, the District has received \$396,482 from shared appreciation payments.

As additional history and context, in October 2014, the Board approved the expansion of the program to (1) increase the maximum loan amount to \$100,000 and (2) include home buyers who are not necessarily first-time home buyers, but who are purchasing a primary residence in the Bay Area (defined as within a 50-mile radius of the District). First time home buyers remain the program's priority. In February 2016, the Board approved increasing the maximum loan amount to \$150,000. Any employee who seeks to borrow more than \$50,000 must provide a dollar-for-dollar match for the amount above \$50,000 up to \$150,000. For example, if an employee wanted to borrow \$75,000, they would need to provide a match of \$25,000.

Below is a breakdown, by employee category, of employees taking loans, and the average loan amount by group.

Employee Category	Faculty	Classified Staff	Managers (non-administrators)	Administrators	ALL/TOTAL
# of Employees Taking Loans	17	12	6	7	42
Range Amount per Category	\$36,000 – \$114,000	\$50,000 – \$75,000	\$50,000 – \$150,000	\$50,000 – \$150,000	\$36,000 – \$150,000
Average Loan Amount per Category	\$62,264	\$58,333	\$93,648.17	\$104,141	\$72,604.19

File Attachments
[Second Loan Program Guidelines.pdf \(97 KB\)](#)

Subject **12.3 Report on Proposed Agenda Items for Future Meetings**

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 12. INFORMATIONAL REPORTS

Access Public

Type Informational

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, 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.

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 **12.4 Report of Public Information Requests for June 2022**

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 12. INFORMATIONAL REPORTS

Access Public

Type Informational

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Chief of Staff

REPORT OF PUBLIC INFORMATION REQUESTS FOR JUNE 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 June 2022.

File Attachments
[Public Information Report - June 2022.pdf \(169 KB\)](#)

13. COMMUNICATIONS**14. STATEMENTS FROM BOARD MEMBERS****15. RECONVENE TO CLOSED SESSION (if necessary)**

Subject **15.1 Reconvened to Close Session**

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 15. RECONVENE TO CLOSED SESSION (if necessary)

Access Public

Type Procedural

16. RECONVENE TO OPEN SESSION (if necessary)

Subject **16.1 Reconvened to Open Session**

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 16. RECONVENE TO OPEN SESSION (if necessary)

Access Public

Type Procedural

Subject **16.2 Announcement of Reportable Action Taken In Closed Session (if necessary)**

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 16. RECONVENE TO OPEN SESSION (if necessary)

Access Public

Type Procedural

17. ADJOURNMENT

Subject **17.1 Adjourn**

Meeting Jul 27, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

Category 17. ADJOURNMENT

Access Public

Type Procedural