Wednesday, August 24, 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/88029127534
Dial-In: 1-669-900-9128 - Webinar ID: 880 2912 7534

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 Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 1. CLOSED SESSION - 5:00 p.m.
## 2. CLOSED SESSION ITEMS FOR DISCUSSION

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
</tr>
</thead>
</table>

## 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Comments by Community Members</td>
<td>Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES</td>
</tr>
</tbody>
</table>
4. CLOSED SESSION

Subject 4.1 Recess to Closed Session
Meeting Aug 24, 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 Aug 24, 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 Aug 24, 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 Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 5. OPEN SESSION - 6:00 p.m.
Access Public
Type Discussion

6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Subject 7.1 AFT, Local 1493
Meeting Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS
8. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject  8.1 Comments by Community Members
Meeting  Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category  8. PUBLIC COMMENTS ON NON-AGENDA ITEMS
Access    Public
Type      Information

9. MINUTES

Subject  9.1 Approval of Minutes from the July 27, 2022 Regular Board Meeting
Meeting  Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category  9. MINUTES
Access    Public
Type      Information
TO:
FROM:
PREPARED BY:

10. NEW BUSINESS

Subject  10.1 Approval of Personnel Items
TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: Julie Johnson, Chief Human Resources Officer  
David Feune, Director, Human Resources  

**APPROVAL OF PERSONNEL ITEMS**

Staff presents in the attached report for the Board’s consideration recommendations for approval of new employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

**RECOMMENDATION**

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

**File Attachments**

APPROVAL OF PERSONNEL ITEMS_8-24-22.pdf (350 KB)

---

**Subject**  
10.2 Ratification of Successor Collective Bargaining Agreement Between San Mateo County Community College District and Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO

**Meeting** Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES  
**Category** 10. NEW BUSINESS  
**Access** Public  
**Type** Action  
**Recommended Action** It is recommended that the Board of Trustees accept and approve the attached agreement between the District and the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Local 829, Council 57, and adopt the new salary schedules included in the agreement.

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

**RATIFICATION OF SUCCESSOR COLLECTIVE BARGAINING AGREEMENT BETWEEN SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AND LOCAL 829, COUNCIL 57, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO**

Negotiations on a successor collective bargaining agreement were recently concluded with AFSCME, and a Tentative Agreement was ratified by the AFSCME membership on August 15, 2022. The Tentative Agreement (attached) is now...
submitted to the Board of Trustees for approval.

RECOMMENDATION

It is recommended that the Board of Trustees accept and approve the attached agreement between the District and the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Local 829, Council 57, and adopt the new salary schedules included in the agreement.

File Attachments
AFSCME 2022-2025 CBA - Tentative Agreement - FINAL.pdf (2,165 KB)

11. CONSENT AGENDA

<table>
<thead>
<tr>
<th>Subject</th>
<th>11.1 Adoption of Resolution No. 22-22 to Make Findings Allowing Continued Remote Meetings Under Brown Act</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES</td>
</tr>
<tr>
<td>Category</td>
<td>11. CONSENT AGENDA</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action (Consent)</td>
</tr>
</tbody>
</table>

Recommended Action: It is recommended that the Board of Trustees adopt Resolution No. 22-22 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. 22-22 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. 22-22 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. 22-22 - Brown Act Remote Meetings.pdf (298 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 11.2 Ratification of the Disposal of Surplus Personal Property
Meeting Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 11. CONSENT AGENDA
Access Public
Type Action
Preferred Date Aug 24, 2022
Absolute Date Aug 24, 2022
Fiscal Impact No

Recommended Action It is recommended that the Board of Trustees ratify the disposal by sale of the above listed surplus personal property.

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Yanely Pulido, Director, General Services
Bob Domenici, Purchasing Supervisor

RATIFICATION OF THE DISPOSAL OF SURPLUS PERSONAL PROPERTY

In accordance with Education Code Sections 81450 and 81452, personal property that becomes surplus to the needs of the District will be declared as such by the Board with the method of disposal dictated by the value of this personal property. In accordance with Board Policy 8.31, the Board delegates to the Chancellor or designee the responsibility to identify any District property which is to be disposed of for the purpose of replacement or because it is unsatisfactory, unsuitable, or no longer required for District/College use. Such property shall be considered surplus property and will be disposed of in compliance with state or local laws and regulations.
The equipment and vehicles sold during fiscal year 2021-2022 consisted mainly of:

- Vehicles from Skyline Bookstore and Skyline Facilities
- Outdated and Non-Operational Lab Equipment from CSM and Cañada College
- Non-Operational Plotter Printer from District Office
- Furniture from Skyline College Music and Cañada College
- Athletic Equipment from Skyline College Athletics
- Facilities Equipment from Skyline College Facilities

<table>
<thead>
<tr>
<th>Commodity</th>
<th>Surplus Sale Proceeds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Vehicle</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>Facilities Landscape Vehicles</td>
<td>$886.00</td>
</tr>
<tr>
<td>Lab Equipment</td>
<td>$682.00</td>
</tr>
<tr>
<td>Printer</td>
<td>$173.00</td>
</tr>
<tr>
<td>Furniture</td>
<td>$415.00</td>
</tr>
<tr>
<td>Athletic Equipment</td>
<td>$100.00</td>
</tr>
<tr>
<td>Facilities Equipment</td>
<td>$2,942.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$12,198.00</strong></td>
</tr>
</tbody>
</table>

A detailed list of the surplus property is attached.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratify the disposal by sale of the above listed surplus personal property.

File Attachments
Surplus Details FY22_bd .pdf (380 KB)
District Rules and Regulations, Section 8.27 (Records Management), provides for disposition of District records, including classification, retention and destruction in accordance with the California Education Code. After its review of District records, District staff requests the Board’s approval for the destruction of the records in Exhibit A. All of the listed records have outlived their usefulness and were kept for the period mandated by the Education Code.

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

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

RECOMMENDATION

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

File Attachments
List of Obsolete District Records - August 2022.pdf (410 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 11.4 Approval of Agreement with Sequoia Union High School District Regarding Middle College at Cañada College

Meeting Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 11. CONSENT AGENDA
Access Public
Type Action (Consent)
Preferred Date Aug 24, 2022
Absolute Date Aug 24, 2022
Fiscal Impact Yes
Dollar Amount $250,000.00
Budgeted Yes
Budget Source College One-Time funds
Recommended Action It is recommended that the Board of Trustees approve the Agreement between Sequoia Union High School District and San Mateo County Community College District regarding the Middle College at Cañada College effective July 1, 2022, through June 30, 2023.

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Kim Lopez, President, Cañada College
Dr. Chialin Hsieh, Interim Vice President of Instruction
APPROVAL OF AGREEMENT WITH SEQUOIA UNION HIGH SCHOOL DISTRICT REGARDING MIDDLE COLLEGE AT CAÑADA COLLEGE

The Sequoia Union High School District (High School District) entered into an agreement with the San Mateo County Community College District (College District) to establish a Middle College at Cañada College. In collaboration with the Superintendent of the High School District, the agreement permits students from the High School District to attend the Middle College at Cañada College. Middle College is an approach in which students take college classes while in high school and graduate with substantial college credits, usually one year or more, some graduating with an associate’s degree at the same time as graduating from high school.

The High School District will provide one (1) full-time Middle College/College & Career Executive Director and one (1) full-time Student Success Liaison. The responsibilities of these positions are to provide leadership and support in the implementation of the Memorandum of Understanding (MOU) between Cañada College, San Francisco State University, California State University, East Bay, and the Sequoia Union High School District. This MOU includes the expansion of the high school students participating in the Middle College program. The College District will reimburse the High School District for 50% of the personnel cost. The estimated fiscal impact is $250,000.

CA Ed Code 11300 supports the Middle College approach:

(a) The Legislature finds and declares that middle college high schools have proven to be a highly effective collaborative effort between local school districts and community colleges. The goal of the middle college high school is to select at-promise high school pupils who are performing below their academic potential and place them in an alternative high school located on a community college campus in order to reduce the likelihood that they will drop out of school before graduation.

(b) Each middle college high school shall be structured as a broad-based, comprehensive instructional program focusing on college preparatory and school-to-work curricula, career education, work experience, community service, and support and motivational activities.

(c) The specific design of a middle college high school may vary depending on the circumstances of the community college or school district. The basic elements of the middle college high school shall include, but not be limited to, the following:

1. A curriculum that focuses on college and career preparation.
2. A reduced adult-student ratio.
3. Flexible scheduling to allow for work internships, community service experience, and interaction with community college student role models.
4. Opportunities for experiential internships, work apprenticeships, and community service.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Agreement between Sequoia Union High School District and San Mateo County Community College District regarding the Middle College at Cañada College effective July 1, 2022, through June 30, 2023.

File Attachments
FY 22-23 Services Agreement _ SUHSD - Middle College _WORD - 2022 0819_Final.pdf (206 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.

12. OTHER RECOMMENDATIONS

Subject 12.1 Approval of Contract Award for Districtwide Shuttle Transportation Services to WeDriveU (5 Minutes)
To: Members of the Board of Trustees

From: Michael Claire, Chancellor

Prepared by: Yanely Pulido, Director, General Services

Approval of Contract Award for Districtwide Shuttle Transportation Services to WedriveU

The purpose of this Request for Proposal (RFP) was to solicit proposals from qualified well-established, qualified, responsible and responsive transportation providers to provide safe, convenient, and reliable shuttle transportation services. The shuttle transportation services will be scheduled between various community pick-up points and the District’s three colleges: Cañada College, College of San Mateo and Skyline College. The colleges intend for the shuttle program to create convenient connections for students and the community at no charge. The shuttles will be open to students, faculty, staff and community members who utilize the services available on all three campuses during fall, spring and summer classes. In addition, the shuttles will be available to those who come to campus to attend athletic, performing arts or other college events.

On April 26, 2022, the District issued RFP 86875 for a multi-year shuttle transportation services contract. An announcement for this business opportunity was released 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 26, and May 3, 2022. On June 1, 2022 the District received four (4) proposals from the following firms which were reviewed and evaluated using the following criteria: Firm qualifications and experience; vehicle types, safety, licensing and drivers; optional add-ons; claims, litigation, debarment and default history; and price based upon assumed routes, daily hours and schedules provided as part of the RFP:

The RFP Evaluation Committee was comprised of representatives from each college’s Administrative Services office, and CSM’s Student Life & Leadership Office. The committee evaluated the four proposals and invited the three highest ranked firms; Code 3 Entertainment Services, SP Plus Corporation and WeDriveU, to present to the committee. The three firms were formally interviewed on June 13, 2022 and were provided the opportunity to respond to additional requests for information to clarify and further explain their proposal.

At the conclusion of the evaluation and interview process, the committee determined that WeDriveU demonstrated to be the most qualified firm with the best understanding of the District’s goals and objectives, thus providing the best value to the District. The selection of WeDriveU was made for the following specific reasons; WeDriveU presented a comprehensive, well-organized and financially sound proposal for the District. The firm, an industry leader that specializes in shuttle service for hospitals, corporations, and universities, provided transportation to more than 7 million annual passengers in 2019. In addition, WeDriveU is headquartered locally, has been in operation since 1988, and has extensive experience operating institutional shuttle service in San Mateo County and the Bay Area. The firm offers technological capabilities to develop sophisticated client dashboards to track real-time shuttle operating performance, which will allow the colleges to make data-driven decisions to enhance the service’s safety, efficiency and reliability.

It is recommended that the Board of Trustees award RFP 86875 for Districtwide Shuttle Transportation Services to WeDriveU. It is also recommended that the Board of Trustees authorize the Chancellor, or his designee, to negotiate an agreement with WeDriveU for an initial term of two (2) years with three optional one-year renewals, with a final agreement to be presented to the Board for its consideration and approval.

Meeting Aug 24, 2022 - Regular Meeting of the Board of Trustees

Category 12. Other Recommendations

Access Public

Type Action

Preferred Date Aug 24, 2022

Absolute Date Aug 24, 2022

Fiscal Impact Yes

Budgeted Yes

Budget Source College Funds

Recommended Action It is recommended that the Board of Trustees award RFP 86875 for Districtwide Shuttle Transportation Services to WedriveU. It is also recommended that the Board of Trustees authorize the Chancellor, or his designee, to negotiate an agreement with WedriveU for an initial term of two (2) years with three optional one-year renewals, with a final agreement to be presented to the Board for its consideration and approval.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

Prepared by: Yanely Pulido, Director, General Services

APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE SHUTTLE TRANSPORTATION SERVICES TO WEDRIVEU

The purpose of this Request for Proposal (RFP) was to solicit proposals from qualified well-established, qualified, responsible and responsive transportation providers to provide safe, convenient, and reliable shuttle transportation services. The shuttle transportation services will be scheduled between various community pick-up points and the District’s three colleges: Cañada College, College of San Mateo and Skyline College. The colleges intend for the shuttle program to create convenient connections for students and the community at no charge. The shuttles will be open to students, faculty, staff and community members who utilize the services available on all three campuses during fall, spring and summer classes. In addition, the shuttles will be available to those who come to campus to attend athletic, performing arts or other college events.

On April 26, 2022, the District issued RFP 86875 for a multi-year shuttle transportation services contract. An announcement for this business opportunity was released 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 26, and May 3, 2022. On June 1, 2022 the District received four (4) proposals from the following firms which were reviewed and evaluated using the following criteria: Firm qualifications and experience; vehicle types, safety, licensing and drivers; optional add-ons; claims, litigation, debarment and default history; and price based upon assumed routes, daily hours and schedules provided as part of the RFP:

The RFP Evaluation Committee was comprised of representatives from each college’s Administrative Services office, and CSM’s Student Life & Leadership Office. The committee evaluated the four proposals and invited the three highest ranked firms; Code 3 Entertainment Services, SP Plus Corporation and WeDriveU, to present to the committee. The three firms were formally interviewed on June 13, 2022 and were provided the opportunity to respond to additional requests for information to clarify and further explain their proposal.

At the conclusion of the evaluation and interview process, the committee determined that WeDriveU demonstrated to be the most qualified firm with the best understanding of the District’s goals and objectives, thus providing the best value to the District. The selection of WeDriveU was made for the following specific reasons; WeDriveU presented a comprehensive, well-organized and financially sound proposal for the District. The firm, an industry leader that specializes in shuttle service for hospitals, corporations, and universities, provided transportation to more than 7 million annual passengers in 2019. In addition, WeDriveU is headquartered locally, has been in operation since 1988, and has extensive experience operating institutional shuttle service in San Mateo County and the Bay Area. The firm offers technological capabilities to develop sophisticated client dashboards to track real-time shuttle operating performance, which will allow the colleges to make data-driven decisions to enhance the service’s safety, efficiency and reliability.

It is recommended that the Board of Trustees award RFP 86875 for Districtwide Shuttle Transportation Services to WeDriveU. It is also recommended that the Board of Trustees authorize the Chancellor, or his designee, to negotiate an agreement with WeDriveU for an initial term of two (2) years with three optional one-year renewals, with a final agreement to be presented to the Board for its consideration and approval.
WeDriveU’s state-of-the-art technology will also facilitate better communication with District passengers, advising of service availability, modifications, or potential delays in real time. Lastly, WeDriveU understands the important role that sustainability has in the colleges’ shuttle program and this vendor is committed to transitioning its fleet of vehicles to electric and alternative fuel sources as new vehicles replace existing equipment.

**RECOMMENDATION**

It is recommended that the Board of Trustees award RFP 86875 for Districtwide Shuttle Transportation Services to WeDriveU. It is also recommended that the Board of Trustees authorize the Chancellor, or his designee, to negotiate an agreement with WeDriveU for an initial term of two (2) years with three optional one-year renewals, with a final agreement to be presented to the Board for its consideration and approval.

---

**APPOINTMENT OF MEMBERS TO CHANCELLOR SEARCH SCREENING COMMITTEE**

At its meeting on August 10, 2022, the Board of Trustees outlined a process for the selection of a new District Chancellor. The Board determined that there will be a screening committee, consisting of various stakeholder groups, including two community members, who will evaluate applications and conduct initial interviews. The Board also determined individual Trustees will make recommendations to the search consultant of community members and the consultant will contact all nominees to determine interest and availability. To adhere to the revised search schedule, the Board will make appointments of the community members to serve on the screening committee at its August 24, 2022 meeting.

**RECOMMENDATION**

It is recommended that the Board of Trustees make appointments of community members to serve on the Chancellor search screening committee.

---

**13. INFORMATIONAL REPORTS**

**Subject**  
13.1 Discussion of Chancellor Search Process (20 Minutes)

**Meeting**  
Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**  
13. INFORMATIONAL REPORTS

**Access**  
Public

**Type**  
Discussion

**TO:**  
Members of the Board of Trustees
DISCUSSION OF CHANCELLOR SEARCH PROCESS

At its meeting on August 10, 2022, the Board of Trustees outlined a process for the selection of a new District Chancellor and discussed position announcement, timeline and screening committee composition. The Board will continue the discussion of the Chancellor search process with the search consultant.

REVIEW OF POTENTIAL NEW POLICIES RELATING TO SB893 IMPLEMENTATION

Senator Josh Becker (13th CA Senate District) introduced Senate Bill 893 (SB 893), co-authored by Assembly members Kevin Mullin and Marc Berman, on behalf of the San Mateo County Community College District (SMCCCD) on January 31, 2022. SB 893 worked its way through the legislative process and has been passed by the State Senate (with amendments from committees) and is pending approval by the Assembly (with amendments from committees), which is expected in the coming days. After approval by the Assembly, the bill will return to the Senate for concurrence and then to the Governor for signature.

The bill is a five-year pilot program, and requires reporting to the California Community Colleges Chancellor’s Office, the California Department of Finance and the appropriate committees of the legislature of how the District has determined to use local unrestricted general funds to support implementation of the California College Promise, assist students with total cost of attendance, the fiscal impact of the pilot program and demographic information on the students served by the funds allowable under the Bill. Assuming passage by the legislature and approval by the governor, the Bill would be effective January 1, 2023.

Anticipating passage of the bill, the District is continuing the conversation with the Board of Trustees regarding considerations to inform policy development in order to have local policies ready for implementation of the bill’s provisions upon its effective date.
UPDATE ON DISTRICT FINAL BUDGET PREPARATION FOR FY 2022-2023

In accordance with State law, the Board of Trustees adopted the 2022-23 Tentative Budget on June 22, 2022. The Tentative Budget serves as the official budget until the final Adopted Budget is approved by the Board of Trustees. The Tentative Budget is 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 is also revised to reflect other revisions that occur up to the time that the 2022-23 Adopted Budget is presented to the Board of Trustees for approval on September 8, 2022.

File Attachments
Budget Slides 2022-23 August Budget Update.pdf (1,145 KB)

Subject 13.4 Discussion of Potential Revisions to Board Policy 1.15 – Officers of the Board (10 Minutes)

Meeting Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 13. INFORMATIONAL REPORTS
Access Public
Type Discussion
TO: Members of the Board of Trustees
FROM: Richard Holober, Board President

DISCUSSION OF POTENTIAL REVISIONS TO BOARD POLICY 1.15 – OFFICERS OF THE BOARD

At its meeting on August 10, 2022, the Board President expressed interest in revising the Board’s policy on election/rotation of officers. Suggested revisions are attached for the Board’s consideration.

File Attachments
Draft Revisions to Board Policy 1_15.pdf (140 KB)

Subject 13.5 Report on the Use of Public Agency Contracts for the Purchase of Materials, Equipment, Supplies and Services

Meeting Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 13. INFORMATIONAL REPORTS
Access Public
Type Informational
TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Yanely Pulido, Director, General Services
Bob Domenici, Purchasing Supervisor

REPORT ON THE USE OF PUBLIC AGENCY CONTRACTS FOR THE PURCHASE OF MATERIALS, EQUIPMENT, SUPPLIES AND SERVICES
California Public Contract Code Section 20652 authorizes the Board of Trustees, without advertising for bids, to contract for the lease or purchase of materials, supplies, equipment, automobiles and other personal property through contracts let by other public agencies (commonly referred to as “piggybacking” contracts) when it finds it is in the best interest of the District. Additionally, PCC sections 20653 and 20653.5 authorize the Board to purchase materials, equipment, supplies, or services under the same terms and conditions as are specified in contracts lawfully awarded by the Department of General Services pursuant to Section 14814 of the Government Code and the University of California or the California State University.

In accordance with District AP 8.15.3 (5), the attached list reflects this activity for the fiscal year ending June 30, 2022.

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>AGENCY</th>
<th>COMMODITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple</td>
<td>Glendale Unified School District</td>
<td>Computers, Licenses</td>
</tr>
<tr>
<td>Aruba Networks (Dasher)</td>
<td>NASPO</td>
<td>Network</td>
</tr>
<tr>
<td>B&amp;H Photo</td>
<td>Foundation for CCC</td>
<td>Audio &amp; Visual</td>
</tr>
<tr>
<td>BSN Sports</td>
<td>Omnia</td>
<td>Sports Apparel</td>
</tr>
<tr>
<td>CALCARD</td>
<td>California Department of General Services</td>
<td>Procurement Card Services</td>
</tr>
<tr>
<td>CDWG</td>
<td>Foundation for CCC</td>
<td>IT Hardware, Audio/Visual Equipment</td>
</tr>
<tr>
<td>Carahsoft</td>
<td>Quilt</td>
<td>Software</td>
</tr>
<tr>
<td>Carolina Biological</td>
<td>Sourcewell</td>
<td>Lab Supplies and Equipment</td>
</tr>
<tr>
<td>Computerland</td>
<td>NASPO</td>
<td>IT Hardware and Software</td>
</tr>
<tr>
<td>Deere &amp; Company</td>
<td>Sourcewell</td>
<td>Industrial Vehicles</td>
</tr>
<tr>
<td>Dell</td>
<td>NASPO</td>
<td>Computers, Hardware</td>
</tr>
<tr>
<td>DHE Computer</td>
<td>NCPA</td>
<td>Computers</td>
</tr>
<tr>
<td>Digital Sceptor</td>
<td>NASPO</td>
<td>IT Firewall Hardware &amp; Software</td>
</tr>
<tr>
<td>Downtown Ford</td>
<td>CMAS</td>
<td>Purchased Vehicles</td>
</tr>
<tr>
<td>Grainger</td>
<td>Foundation for CCC</td>
<td>Facilities Equipment, Tools &amp; Parts</td>
</tr>
<tr>
<td>Grey Wall Software, LLC</td>
<td>UC/CSU</td>
<td>Emergency Management &amp; Business</td>
</tr>
<tr>
<td>Home Depot U.S.A, Inc.</td>
<td>US Communities</td>
<td>Janitorial Supplies</td>
</tr>
<tr>
<td>iParq</td>
<td>Foundation for CCC</td>
<td>Parking Permit</td>
</tr>
<tr>
<td>IT Solutions</td>
<td>Omnia</td>
<td>Hardware/Software</td>
</tr>
<tr>
<td>KI</td>
<td>Foundation for CCC</td>
<td>Furniture</td>
</tr>
<tr>
<td>KYA Services LLC</td>
<td>Foundation for CCC</td>
<td>Athletic Equipment</td>
</tr>
<tr>
<td>Laerdal Medical</td>
<td>Foundation for CCC</td>
<td>Medical Equipment</td>
</tr>
<tr>
<td>Leslie Pool</td>
<td>Omnia Partners</td>
<td>Pool Chemicals</td>
</tr>
<tr>
<td>Life Fitness</td>
<td>Sourcewell</td>
<td>Athletic Equipment</td>
</tr>
<tr>
<td>Linguabee</td>
<td>CMAS</td>
<td>Interpreting Services</td>
</tr>
<tr>
<td>Lyft, Inc.</td>
<td>UCLA</td>
<td>Transportation Connection Network</td>
</tr>
<tr>
<td>Maverick Networks</td>
<td>NASPO</td>
<td>Phone Licenses</td>
</tr>
<tr>
<td>Mitel Business Systems</td>
<td>Sourcewell</td>
<td>Communications Network</td>
</tr>
<tr>
<td>Motorola Solutions</td>
<td>Sourcewell</td>
<td>Video &amp; Telecommunication</td>
</tr>
<tr>
<td>Office Depot</td>
<td>Foundation for CCC</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>One Diversified (formerly Compview)</td>
<td>CMAS</td>
<td>Audio/Visual Equipment</td>
</tr>
<tr>
<td>Parchment LLC</td>
<td>Foundation for CCC</td>
<td>Diploma/Certificate Services (Digital)</td>
</tr>
<tr>
<td>Presido Network Solutions</td>
<td>NASPO</td>
<td>Server Service</td>
</tr>
<tr>
<td>Pure Storage</td>
<td>NASPO</td>
<td>Modular Building</td>
</tr>
<tr>
<td>Sharp Electronics</td>
<td>NASPO</td>
<td>Printer Maintenance</td>
</tr>
<tr>
<td>VENDOR/One Workplace LLC</td>
<td>AGENCY</td>
<td>COMMODITY</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>Toyota Material Handling</td>
<td>NJPA</td>
<td>Industrial Vehicles</td>
</tr>
<tr>
<td>Turf and Industrial</td>
<td>US Communities</td>
<td>Facilities Utility Vehicles</td>
</tr>
<tr>
<td>Turf Star</td>
<td>Omnia</td>
<td>Synthetic Turf</td>
</tr>
<tr>
<td>Tymco</td>
<td>Sourcewell</td>
<td>Industrial Vehicle</td>
</tr>
<tr>
<td>Verizon</td>
<td>CALNET</td>
<td>Hotspot Devices, Cell Phone &amp; Serv</td>
</tr>
<tr>
<td>Xerox</td>
<td>UCOP</td>
<td>Copiers &amp; Papercut Licenses</td>
</tr>
</tbody>
</table>

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

**Meeting**  
Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**  
13. 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.

**SEPTEMBER**
- Final Adoption of Annual District Budget
- Discussion of Student Housing Grant Application
- Update on CRM

**OCTOBER**
- Discussion of Modifications to District COVID-19 Policies, Procedures and Protocols

**NOVEMBER**

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

**UNASSIGNED**
- Discussion of Employee Housing Program and Construction of More Units

**Subject**  
13.7 Report of Public Information Requests for July 2022

**Meeting**  
Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES

**Category**  
13. INFORMATIONAL REPORTS

**Access**  
Public

**Type**  
Informational
REPORT OF PUBLIC INFORMATION REQUESTS FOR JULY 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 July 2022.

File Attachments
Public Information Report - July 2022.pdf (162 KB)

14. COMMUNICATIONS

15. STATEMENTS FROM BOARD MEMBERS

16. RECONVENE TO CLOSED SESSION (if necessary)

Subject 16.1 Reconvened to Close Session
Meeting Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 16. RECONVENE TO CLOSED SESSION (if necessary)
Access Public
Type Procedural

17. RECONVENE TO OPEN SESSION (if necessary)

Subject 17.1 Reconvened to Open Session
Meeting Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 17. RECONVENE TO OPEN SESSION (if necessary)
Access Public
Type Procedural

Subject 17.2 Announcement of Reportable Action Taken In Closed Session (if necessary)
Meeting Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 17. RECONVENE TO OPEN SESSION (if necessary)
Access Public
Type Procedural

18. ADJOURNMENT

Subject 18.1 Adjourn
Meeting Aug 24, 2022 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category 18. ADJOURNMENT
<table>
<thead>
<tr>
<th>Access</th>
<th>Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Procedural</td>
</tr>
</tbody>
</table>