



Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 1. CLOSED SESSION - 5:00 p.m.  
Type Procedural

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

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**Subject 2.1 Pursuant to Gov. Code, §54957: Public Employee Discipline/Dismissal/Release**

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Type Discussion

**Subject 2.2 Conference with Legal Counsel - Anticipated Litigation: Significant Exposure to Litigation Pursuant to Subdivisions (d)(2), (4) and (h) of Section § 54956.9 - Number of potential cases: 4.**

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Type Discussion

**Subject 2.3 Conference with Legal Counsel - Potential Litigation: Initiation of Litigation Pursuant to Gov. Code, § 4956.9, Subd. (d)(4): One case**

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Type

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

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**Subject 3.1 Comments by Community Members**

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY  
Type Information

## **4. CLOSED SESSION**

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**Subject 4.1 Recess to Closed Session**

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 4. CLOSED SESSION  
Type Procedural

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

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

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 5. OPEN SESSION - 6:00 p.m.  
Type Procedural

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

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 5. OPEN SESSION - 6:00 p.m.  
Type Information, Procedural

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

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 5. OPEN SESSION - 6:00 p.m.  
Type Discussion

**6. RECOGNITION OF TRUSTEE THOMAS A. NURIS**

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**Subject 6.1 Adoption of Resolution No. 22-32 Honoring Trustee Thomas A. Nuris**

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 6. RECOGNITION OF TRUSTEE THOMAS A. NURIS  
Type Action

Fiscal Impact No

Budgeted No

Recommended Action It is recommended that the Board adopt Resolution No. 22-32, honoring Trustee Thomas A. Nuris.

TO: Members of the Board of Trustees

FROM: Mike Claire, Chancellor

PREPARED BY: Candice E. Bell, Executive Assistant to the Board

**ADOPTION OF RESOLUTION NO. 22-32 HONORING TRUSTEE THOMAS A. NURIS**

Thomas A. Nuris is concluding his service as a member of the San Mateo County Community College District Board of Trustees after serving one term to which he served as President in 2021. Trustee Nuris is a valued and respected leader in the District and community and his service is worthy of celebration and commemoration.

In recognition of his many years of public service in San Mateo County, Resolution No. 22-32 is presented to the Board for its consideration in honoring Trustee Nuris.

**RECOMMENDATION**

It is recommended that the Board adopt Resolution No. 22-32, honoring Trustee Thomas A. Nuris.

File Attachments



Type Information

## 10. APPROVAL OF MINUTES

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**Subject** 10.1 Approval of Minutes from August 30, 2022 Special Closed Session

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. APPROVAL OF MINUTES

Type Action

Recommended Action It is recommended that the Board of Trustees approve the presented minutes.

File Attachments  
[2022-08-30 Special Closed Session Minutes.pdf \(83 KB\)](#)

**Subject** 10.2 Approval of Minutes from September 13, 2022 Special Closed Session

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. APPROVAL OF MINUTES

Type Action

Recommended Action It is recommended that the Board of Trustees approve the presented minutes.

File Attachments  
[2022-09-13 Special Closed Session Minutes.pdf \(77 KB\)](#)

**Subject** 10.3 Approval of Minutes from September 20, 2022 Special Closed Session

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. APPROVAL OF MINUTES

Type Action

Recommended Action It is recommended that the Board of Trustees approve the presented minutes.

File Attachments  
[2022-09-20 Special Meeting Minutes.pdf \(87 KB\)](#)

**Subject** 10.4 Approval of Minutes from October 5, 2022 Special Closed Session

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. APPROVAL OF MINUTES

Type Action

Recommended Action It is recommended that the Board of Trustees approve the presented minutes.

File Attachments

## 11. NEW BUSINESS

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**Subject**                    **11.1 Approval of Personnel Items**

Meeting                    Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    11. NEW BUSINESS

Type                        Action

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

TO:                        Members of the Board of Trustees

FROM:                     Michael Claire, Chancellor

PREPARED BY:          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\\_11-30-22.pdf \(210 KB\)](#)

**Subject**                    **11.2 Adoption of Resolution No. 22-31 Fixing The Employer Contribution Under Section 22895 of the Public Employees' Medical and Hospital Care Act**

Meeting                    Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    11. NEW BUSINESS

Type                        Action

Recommended Action    It is recommended that the Board adopt Resolution No. 22-31, to fix the employer contributions.

TO:                        Members of the Board of Trustees

FROM:                     Michael Claire, Chancellor

PREPARED BY:          David Feune, Director, Human Resources

### ADOPTION OF RESOLUTION NO. 22-31 FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

#### Background

In June 2015, the Board adopted resolutions to inform CalPERS of the retiree health benefits that are to be provided to the District's employees pursuant to the District's collective bargaining agreements. CalPERS generally refers to the amount of benefits provided by the District as the "Employer Contribution." As a result of the adoption of these resolutions, the District now must inform CalPERS about any changes to the retiree benefits offered by the District that are calculated based on the District's medical cap for a single active employee or the lowest cost plan available. The adoption of a resolution is not required for employees who are eligible at time of retirement for medical benefits that

are either the choice of any medical plan available or the equivalent to the current cost of the Kaiser plan, also known as "Kaiser Cap". Furthermore, a resolution is not required should there be no change to the retiree benefits for a particular retiree group. As described below, some of the District's retirees, enrolled in a non-Medicare (basic enrollment) plan, are entitled to be paid an amount equivalent to the District's medical cap for a single active employee. Some of the District's retirees, whom are Medicare eligible and are currently enrolled in a Medicare plan, are to be paid an amount equivalent to the lowest cost available plan offered by the District. Resolutions inform CalPERS about what the District's medical cap for a single active employee amount is and which lowest cost plan is available.

The following is a brief description of the resolution for the AFSCME retiree group eligible to receive a contribution equivalent to either the District's medical cap for single active employees or the lowest cost plan available depending on whether or not the retiree is Medicare eligible:

- Resolution 22-31: AFSCME Group – "fixes" the employer contribution for retirees with twenty years of service, who were hired on or after July 1, 1992, to the District's medical cap for a single active (AFSCME) employee amount of \$814.00 per month. Effective January 1, 2022, there was a one-time increase in the single active cap by \$50 per month to \$864.00 per month retroactive to January 1, 2020. The District did not fix the resolution to increase the retiree amount at that time due to the temporary nature of the increase. Effective January 1, 2023, the single active cap increase by \$50.00 per month to \$864.00 per month was made permanent through negotiations. Once Medicare eligible, the District will pay for the lowest cost Medicare (supplemental) plan available which currently is United Healthcare. Effective January 1, 2023, Kaiser will become the lowest cost plan available. The first whereas clause in this resolution refers to "Vesting C" which is how CalPERS defines this retiree group in their system.

The changes to the employer contributions will be activated by CalPERS effective January 1, 2023, pursuant to receipt of these resolutions and CalPERS implementation procedures.

## RECOMMENDATION

It is recommended that the Board adopt Resolution No. 22-31, to fix the employer contributions.

File Attachments  
[Resolution 22-31\\_AFSCME.pdf \(136 KB\)](#)

## 12. CONSENT AGENDA

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<b>Subject</b>	<b>12.1 Setting December 14, 2022 as Date for Annual Organizational Meeting of the Board of Trustees</b>
Meeting	Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	Nov 30, 2022
Absolute Date	Nov 30, 2022
Fiscal Impact	No
Budgeted	No
Recommended Action	It is recommended that the Board of Trustees set December 14, 2022 as the date of its annual organizational meeting.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Candice E. Bell, Executive Assistant to the Board

**SETTING DECEMBER 14, 2022 AS DATE FOR**

## ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

The Board of Trustees is required to hold an organizational meeting within 15 days of the second Friday in December and must set the date for that organizational meeting at the Board's regular meeting held immediately prior to the first day of 15-day period.

As such, the staff recommends the Board of Trustees hold its organizational meeting at the Board's scheduled meeting on December 14, 2022.

### RECOMMENDATION

It is recommended that the Board of Trustees set December 14, 2022 as the date of its annual organizational meeting.

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

<b>Subject</b>	<b>12.2 Ratification of July and August 2022 District Warrants</b>
Meeting	Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. CONSENT AGENDA
Type	Action (Consent)
Recommended Action	It is recommended that the Board of Trustees approve the warrants issued during the period July 1, 2022 through August 31, 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 JULY AND AUGUST 2022 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of July and August 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.

File Attachments <a href="#">July and August 2022 Warrants.pdf (143 KB)</a>
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*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>12.3 Approval of Curricular Additions, Deletions and Modifications Cañada College, College of San Mateo, and Skyline College</b>
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Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. CONSENT AGENDA

Type Action (Consent)

Preferred Date Nov 30, 2022

Absolute Date Nov 30, 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: Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning

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

The addition of eight courses and one program to, and the deletion of four courses and two programs from, the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, six courses are proposed to be offered in the distance education mode.

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

Furthermore, thirty-five courses and three 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.

**RECOMMENDATION**

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 <a href="#">Brd 11-30-22_Attachment A_CAN.pdf (76 KB)</a> <a href="#">Brd 11-30-22_Attachment B_CSM.pdf (83 KB)</a> <a href="#">Brd 11-30-22_Attachment C_SKY.pdf (115 KB)</a>
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*Approval of Consent Agenda All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.*

**Subject 12.4 Adoption of the 2025-2026 Academic Calendar**

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 12. CONSENT AGENDA  
Type Action (Consent)  
Recommended Action It is recommended that the Board of Trustees adopt the 2025-2026 District Academic Calendar as detailed in this report.  
TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: Dr. Karrie Mitchell, Vice President of Planning, Research & Institutional Effectiveness

### **ADOPTION OF 2025-2026 ACADEMIC CALENDAR**

The District Academic Calendar addresses days of work for San Mateo County Community College District employees represented by AFT, CSEA, and AFSCME. The proposed calendar has been negotiated with AFT and provided to CSEA and AFSCME.

The proposed calendar (attached) is designed to begin the 2025-2026 academic year in mid-August with a completion of the Fall 2025 semester prior to the winter holidays. The following highlights the features of the calendar, which is attached in full to this report.

Fall 2025: Classes begin August 13, 2025

87 instructional days (including five (5) days of final examinations and three (3) professional growth flex days)

Semester ends December 15, 2025

Spring 2026: Classes begin January 12, 2026

88 instructional days (including five (5) days of final examinations and three (3) professional growth flex days)

Semester ends May 21, 2026

Summer 2026: All Summer Sessions are set to begin on June 8, 2026

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt the 2025-2026 District Academic Calendar as detailed in this report.

#### File Attachments

[2025-2026 Academic Calendar BOT 11 8 22.pdf \(93 KB\)](#)

[2025-2026 Academic Calendar Publishable 11 8 22.pdf \(190 KB\)](#)

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

**Subject 12.5 Approval of Agreement with WeDriveU for Shuttle Transportation Services for Skyline College**

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. CONSENT AGENDA

Type	Action (Consent)
Preferred Date	Nov 30, 2022
Absolute Date	Nov 30, 2022
Fiscal Impact	Yes
Dollar Amount	\$1,102,586.00
Budgeted	Yes
Budget Source	Grant and college funds
Recommended Action	It is recommended that the Board of Trustees approve a two-year agreement with WeDriveU, effective December 1, 2022 in the amount of \$1,102,586.00, with three optional one-year renewals.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Yanely Pulido, Director, General Services

#### **APPROVAL OF AGREEMENT WITH WEDRIVEU FOR DISTRICTWIDE SHUTTLE TRANSPORTATION SERVICES**

At its meeting of August 24, 2022, the Board approved the award of a contract to WeDriveU, to serve as the transportation provider to provide the District's three colleges safe, convenient, and reliable shuttle transportation services (Board Report 22-08-12.1).

Of the three colleges, Skyline College is the first to finalize its negotiations with WeDriveU and has opted to continue its current service configuration to commence in January 2023. This option will allow Skyline College to consider service modifications that best serve the students, but does not preclude the College from seeking cost-conserving measures in future years. Grant support from the San Mateo County Transportation Authority and College funding will continue to fund the cost of this service.

Price and service agreements for Cañada College and the College of San Mateo will be presented to the Board for its consideration and approval, upon finalization.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve a two-year agreement with WeDriveU, effective December 1, 2022 in the amount of \$1,102,586.00, with three optional one-year renewals.

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

**Subject** **12.6 Acceptance of Grant Funds from the U.S. Department of Education, ANNAPISI Grant Collaborative with SFSU, ARC Project to Support Asian American and Native American Pacific Islander Students**

Meeting	Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	Nov 09, 2022

Absolute Date Nov 30, 2022

Fiscal Impact Yes

Dollar Amount \$2,500,000.00

Budgeted No

Budget Source U.S. Department of Education

Recommended Action It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$1,742,500 from the U.S. Department of Education (SFSU) in order to support the Access, Relevance and Community for Transfer Students (ARC) as a district-wide collaborative with SFSU.

TO: Members of the Board of Trustees

FROM: Mike Claire, Chancellor

PREPARED BY: Dr. Aaron McVean, Vice Chancellor of Educational Services and Planning  
Dr. Diva Ward, Director of Grant Initiatives

**ACCEPTANCE OF GRANT FUNDS FROM THE U.S. DEPARTMENT OF EDUCATION, ANNAPISI GRANT COLLABORATIVE WITH SFSU, ARC PROJECT TO SUPPORT ASIAN AMERICAN AND NATIVE AMERICAN PACIFIC ISLANDER STUDENTS**

On October 13, 2022, the San Mateo County Community College District was notified by SFSU Project leads that the ANNAPISI collaborative grant application was awarded a in the total amount of \$2,500,000.00 (1,742,500 for SMCCCD) over five years from the U.S. Department of Education for ANNAPISI grant funds. The funds are to support our SMCCCD efforts to support our Asian-American and Native American Pacific Islander students to address several systemic barriers to higher education attainment for current and future students.

San Francisco State University (SFSU) and the three community colleges of San Mateo County Community College District (SMCCCD): Cañada College, College of San Mateo, and Skyline College, propose a cooperative arrangement development grant project. The four partnering institutions are AANAPISI institutions located in the San Francisco-Oakland-Hayward, California Metropolitan Statistical Area and share a history of partnership.

**Purpose and Overview:** SFSU and the SMCCCD colleges submit the proposal under the Asian American and Native American Pacific Islander-serving Institutions Program (AANAPISI) 84.031L – Part A to expand their institutional capacity to address an equity gap in college access, persistence, transfer, and completion. The ARC project aims to create an accessible and welcoming community for underserved AANAPI and low-income transfer students, strengthen transfer enrollment pathways from SMCCCD colleges, and integrate career-focused learning experiences.

Working together, the four institutions will implement a comprehensive set of supports including peer mentoring; faculty workshops and learning communities (LCs); student support communities and LCs; transfer-related events, workshops, and visits to SFSU; and establishing a central SFSU contact for transfer students enrolled in ARC LCs. The project will also address institutional barriers that impede student success and institutionalize learning between the community college and university spaces through a cross-college data sharing model and Annual Learning Institute.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$1,742,500.00 from the U.S. Department of Education ANNAPISI Grant in order for all three colleges (Canada College, College of San Mateo and Skyline College) to implement the programs and services outlined in the SFSU Collaborative Grant Project: Access, Relevance and Community (ARC) for Transfer Students.

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

**Subject** 12.7 College of San Mateo's Student Equity and Achievement (SEA) Plan 2022-2025

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. CONSENT AGENDA

Type Informational

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, President, College of San Mateo  
David Galvez, Director, Office Of Equity, College Of San Mateo

### COLLEGE OF SAN MATEO'S STUDENT EQUITY AND ACHIEVEMENT (SEA) PLAN 2022-2025

The SEA Program was established in 2018 by the merging of funding for three initiatives: the Student Success and Support Program; the Basic Skills Initiative; and Student Equity. Integrating these efforts into a single program advances our goal of demolishing once and for all the achievement gaps for students from traditionally underrepresented populations.

The SEA Program requires colleges to implement the Guided Pathways framework offering a clear path to a stated goal. It also requires that all students be provided with an education plan based on that goal and that outdated and inaccurate placement policies, keeping far too many from completing their goals in a timely manner, be tossed aside. Colleges must also maintain a student equity plan.

Equity plans are focused on boosting achievement as measured by specific "success indicators" (access; course completion; ESL and basic skills completion; degrees and certificates awarded; and transfer rates) and require each college to develop detailed goals and measures addressing disparities that are discovered.

#### RECOMMENDATION

It is recommended that the Board of Trustees adopt the College of San Mateo's 2022-2025 Student Equity and Achievement Plan.

File Attachments  
[College of San Mateo's Student Equity and Achievement \(SEA\) Plan \(2022-2025\).pdf \(116 KB\)](#)

### 13. OTHER RECOMMENDATIONS

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**Subject** 13.1 Setting of Board of Trustees Meeting Dates for 2023 (5 Minutes)

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Type Action

Preferred Date Nov 30, 2022

Absolute Date Nov 30, 2022

Fiscal Impact No

Budgeted No

Recommended Action It is recommended that the Board review the proposed Board of Trustees meeting dates and approve the calendar for 2023.

**TO:** Members of the Board of Trustees  
**FROM:** Michael Claire, Chancellor  
**PREPARED BY:** Candice E. Bell, Executive Assistant to the Board

### **SETTING OF BOARD OF TRUSTEES MEETING DATES FOR 2023**

The Board annually sets meeting dates for the next calendar year. Board Policy 1.40 states that "the regular meetings of the Board shall normally be held on the second and fourth Wednesday of each month" and that "the date, time and place of the regular meeting may be changed by action of the Board."

Traditionally, the Board holds only one meeting in May, August, November and December due to a large number of events and/or holidays. Additionally, the Board holds an annual retreat on the first Saturday in February rather than holding a meeting on the second Wednesday of the month.

On occasion, the Board may change a scheduled meeting date due to unforeseen circumstances. In such instances, the change will be noted in advance of the meeting.

The following shows proposed dates for the 2023 meetings. The Board will discuss this schedule and come to an agreement on any changes.

File Attachments  
[2023 Board of Trustees Meeting Dates.pdf \(81 KB\)](#)

**Subject** **13.2 Approval of Contract Award for Workers' Compensation Claim Administration to Sedgwick Claims Management Services (5 Minutes)**

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Type Action

Preferred Date Nov 30, 2022

Absolute Date Nov 30, 2022

Fiscal Impact Yes

Dollar Amount \$521,270.00

Budgeted Yes

Budget Source Fund 2 - Workers' Compensation Fund

Recommended Action It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a five-year contract in an amount not-to-exceed \$521,270 with Sedgwick Claims Management Services for the Workers Compensation Claim Administration RFP 86898.

**TO:** Members of the Board of Trustees

**FROM:** Michael Claire, Chancellor

**PREPARED BY:** Julie Johnson, Chief Human Resources Officer  
Yanely Pulido, Director of General Services

**APPROVAL OF CONTRACT AWARD FOR WORKERS' COMPENSATION CLAIM ADMINISTRATION TO  
SEDGWICK CLAIMS MANAGEMENT SERVICES**

The District has been self-funded for its Workers' Compensation coverage since July 1, 2006, and requires the services of a third-party administrator (TPA) of claims. Sedgwick Claims Management Services (Sedgwick) is the District's current provider for TPA services. Sedgwick has handled the Workers' Compensation claims since 2006 and their current contract expires on December 31, 2022.

The decision was made to issue a Request for Proposals (RFP) for workers' compensation claim administration services to ensure that the District was receiving the best value for the services. On September 22, 2022, the District issued RFP 86898 via the District's Online Vendor Portal (PlanetBids) to select a qualified and licensed third-party administrator (TPA), for administration of the District's self-insured workers' compensation program. 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 September 22 and 29, 2022. Proposals were due on October 18, 2022.

The District received five proposals from the following firms, which were reviewed and evaluated using the following criteria: cover letter, qualifications and experience, key personnel, project approach and schedule, price, and responsiveness, quality and completeness of proposal.

<b>Vendor Name</b>	<b>Price Proposal</b>
Pegasus Risk Management	\$611,295
PMA Management	\$360,000
Innovative Claims Solutions	\$359,614
Sedgwick Claims Management Services	\$521,270
TRISTAR Claims Management Services	\$494,577

The Evaluation Committee consisted of representatives from the District's Human Resources and Administrative Services Office, and the District's insurance wholesaler, AmWINS Specialty Casualty Solutions, LLC. After a careful analysis of fees, discounts, technology, TPA experience with community college clients, and management capability, the committee determined that Sedgwick Claims Management Services 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 award for this proposal would be for five years beginning January 1, 2023. Funding for this contract will come from the Workers Compensation Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a five-year contract in an amount not-to-exceed \$521,270 with Sedgwick Claims Management Services for the Workers Compensation Claim Administration RFP 86898.

**Subject** **13.3 Reappointment of Member to the District's Citizens' Bond Oversight Committee (5 Minutes)**

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Type Action

Recommended Action It is recommended that the Board of Trustees reappoint Anne Campbell to the Citizen's Bond Oversight Committee for a third two-year term.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

### **REAPPOINTMENT OF MEMBER TO THE DISTRICT'S CITIZENS' BOND OVERSIGHT COMMITTEE**

The Board of Trustees makes appointments of members to the District's Citizen's Bond Oversight Committee. The committee is charged with the responsibility to assure voters that the bond proceeds are expended only for construction, reconstruction, rehabilitation or replacement of college facilities in compliance with the ballot language approved by the voters, and that no funds are used for teacher or administrator salaries or other operating expenses.

At this time, one member of the committee, Anne Campbell, is eligible for re-appointment to a third two-year term. Ms. Campbell currently holds the seat designated for a representative from a senior citizens organization.

### **RECOMMENDATION**

It is recommended that the Board of Trustees reappoint Anne Campbell to the Citizen's Bond Oversight Committee for a third two-year term.

**Subject** 13.4 Approval of College of San Mateo College Education Master Plan (2023-2028)  
(15 Minutes)

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. OTHER RECOMMENDATIONS

Type Action (Consent)

Preferred Date Nov 30, 2022

Absolute Date Nov 30, 2022

Fiscal Impact No

Budgeted No

Recommended Action It is recommended that the Board approve the Education Master Plan for 2023-2028, including the updated mission, vision, and values statements from the College of San Mateo.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, President, College of San Mateo  
Dr. Hilary Goodkind, Dean of Planning, Research, Innovation and Effectiveness

### **APPROVAL OF COLLEGE OF SAN MATEO COLLEGE EDUCATION MASTER PLAN (2023-2028)**

In accordance with Title 5 regulations, the College of San Mateo is submitting CSM Forward 2028: Education Master Plan for the Board's review and approval. The Plan is attached to this report.

The College engaged our campus community in a process to create CSM Forward 2028. The process included multiple engagement sessions with leadership teams, feedback sessions with divisions and senates, and several all-campus feedback sessions. Research to support the planning process includes an environmental scan of the region highlighting social and economic changes that affect the college and its students, anti-racism survey results, presidents' 100-day reflections, and campus climate survey results. Six Institutional Priorities emerged from the process: 1) Antiracism/Equity; 2) Community Partnerships; 3) Effective Communication; 4) Strategic Planning; 5) Student Focused Support; and 6) Teaching and Learning. Integrated plans have been developed to support the implementation of CSM's institutional priorities. Integrated Plans are internal working documents that implement our institutional priorities in key areas of the college.



In accordance with Standard I.A., Mission, of the Accrediting Commission for Community and Junior Colleges (ACCJC), CSM reviewed and updated its mission statement. CSM updated its vision, mission, and values statements to reflect the College's continued commitment to equity and a liberatory education for all. The College's updated mission, vision, leadership commitments, and institutional priorities are aligned with the San Mateo County Community College District's five-year Strategic Plan (2021-2026).

## RECOMMENDATION

It is recommended that the Board approve CSM Forward 2028 for 2023-2028, including the updated mission, vision, and values statements.

### File Attachments

[FINAL\\_EMP Board Presentation\\_11\\_30\\_22 - Read-Only.pdf \(3,661 KB\)](#)

[FINAL\\_CSM\\_Ed\\_Master\\_Plan\\_11-14-22.pdf \(11,880 KB\)](#)

*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.*

## 14. INFORMATIONAL REPORTS

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**Subject**                      **14.1 Board of Trustees Self Evaluation (20 Minutes)**

Meeting                        Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                      14. INFORMATIONAL REPORTS

Type                            Informational

TO:                            Members of the Board of Trustees

FROM:                        Mike Claire, Chancellor

### BOARD OF TRUSTEES SELF EVALUATION

The Board is required to conduct a self-evaluation on an annual basis in accordance with Accreditation Standards. The Board discussed Board operations and norms at its Board retreat on June 25, 2022. Subsequent to the retreat, each Board member completed a regarding Board effectiveness. Staff has compiled the results of the questionnaire, which is included in the Board packet. The Board will discuss the results of the questionnaire as part of its self-evaluation process.

### File Attachments

[Board Self-Evaluation Instrument - compiled final results 2021-2022.pdf \(358 KB\)](#)

**Subject**                      **14.2 Update on Performance Auditor Recruitment (10 Minutes)**

Meeting                        Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                      14. INFORMATIONAL REPORTS

Type                            Informational

TO:                            Members of the Board of Trustees

FROM:                        Michael Claire, Chancellor

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

## UPDATE ON THE RECRUITMENT OF A PERFORMANCE AUDITOR / POLICY ANALYST

As background, the Board of Trustees approved the addition of a new position, Performance Auditor / Policy Analyst, to proactively assist the Board of Trustees and Chancellor in identifying strengths and weaknesses in various district programs, identifying best practices for the Board of Trustees to consider, including correcting shortcomings in district practices and programs. The Performance Auditor is a public policy professional who provides independent review and analysis of various college district programs and procedures, and who develops findings and recommendations for review by the Board of Trustees and Chancellor.

After an initial recruitment resulted in a failed search, the Board of Trustees directed staff on May 25, 2022 to engage CCSS, a professional search firm, to assist with a second recruitment to help ensure a diverse pool of qualified candidates. The second recruitment effort also resulted in a failed search.

Staff seeks Board direction related to re-engaging CCSS or another professional search firm to assist with a third attempt to fill the position. Below are proposals received from three search firms as potential options.

<b>Firm</b>	<b>Fee</b>	<b>Suggested Timeline</b>
Management Partners	\$25,900	4 months
CCSS	\$28,000	3 months
Isaacson Miller	\$60,000	5-6 months

### **Subject 14.3 Spring 2023 Marketing Efforts (20 Minutes)**

Meeting Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 14. INFORMATIONAL REPORTS

Type Informational

TO: Members of the Board of Trustees

FROM: Mike Claire, Chancellor

### **SPRING 2023 MARKETING EFFORTS**

The Board has shared its concern regarding the long-term the decline in District headcount and enrollment, which was amplified by the COVID-19 global pandemic. The purpose of this report is to update the Board on enrollment for Fall 2022, share preliminary enrollment trends for Spring 2023, and provide a summary of overall Districtwide marketing efforts for Spring 2023. Marketing and outreach efforts specific to each college will be discussed at a subsequent Board meeting. Finally, as part of the Chancellor's 2022-2023 goals, the Board has asked for the development of a long-term enrollment recovery plan. The preliminary outline for this plan will be shared at a subsequent Board meeting for Board discussion and feedback.

The District has engaged a firm to develop an overall marketing strategy, which includes content creation, ad buys and placement, and optimization of social media channels. Several success metrics were identified by the firm and these metrics were presented to the Board prior to the launch of the Fall 2022 campaign. Updated metrics are due to the District on December 1. The updated metrics will be shared with the Board at its December 14 meeting.

The most important metric of all is enrollment and the overall goal of the campaign was to stabilize enrollment for Fall 2022. There are factors other than marketing that impact enrollment. Regardless, it appears the District has been mostly successful in achieving this goal. The Fall 2021 unduplicated headcount was 17,470, while Fall 2022 unduplicated headcount is 17,232.

As of November 22, enrollment trends for Spring 2023 are promising. Staff cautions the Board that it is still early in the enrollment cycle for Spring 2023 to make any definitive conclusions. Nonetheless, FTES is up 6.3% relative to the same point in time last year; new first-time students have nearly doubled compared to the same time in the enrollment cycle for Spring 2022. Districtwide, unduplicated headcount is relatively flat at this point. The very latest enrollment data will be provided to the Board at the November 30th Board meeting.

The following summarizes the Districtwide marketing efforts for the Spring 2023 semester:

- Digital and print content emphasizing "free college" - same template message but tailored to each college

- First set of digital ads were launched 10/25; second set launched 10/27; third set launched 11/1. Placement and timing of ads are managed by the District's marketing consultant and additional digital ads leading up to the start of the semester will be strategically placed with regard to platform and timing. The District consultant will monitor metrics and adjust mix/timing, etc. as needed. The call to action on all content is to visit a landing page for more information.
- Free College FAQ page has launched : <https://smccd.edu/freecollege/>
- Free College messaging on the home pages of all three colleges has launched (see <https://canadacollege.edu>; <https://www.collegeofsanmateo.edu>; <https://skylinecollege.edu>)
- All employees were notified on 10/21
- All current students were notified on 10/25; current students have registration priority so it was important to get this message to them first (students have also been notified that the District is suspending the mandatory vaccination policy).
- The outreach coordinators have met with district personnel to discuss details of Free College in anticipation of a major outreach push in spring (particularly as we enter the Fall 2023 recruiting season for our high schools).
- Elected officials, city managers and superintendents, community partners, and high school counselors have received notification of free college.
- A postcard mailer, tailored to each college, was sent the week of 11/21. The mailer was sent to all households in San Mateo County
- A press release has been issued (timed with the start of Spring 2023 registration). Press coverage has been shared with the Board

Staff seeks discussion and input from the Board on Spring 2023 marketing activities and future marketing and outreach activities.

**Subject**                                **14.4 San Mateo County Community College District Anti-Racism Council Draft Resolution (10 Minutes)**

Meeting                                Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                                14. INFORMATIONAL REPORTS

Type                                        Informational

TO:                                        Members of the Board of Trustees

FROM:                                    Mike Claire, Chancellor

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT ANTI-RACISM COUNCIL DRAFT RESOLUTION**

The District Antiracism Council was established in Fall 2020 as an ad-hoc advisory committee to the chancellor. The District Antiracism Council has identified three areas of priority: Policy & Procedure; Curriculum and Instruction, and Equal Employment Opportunity. The District Antiracism Council has provided periodic updates of its work to the Board of Trustees, including a presentation at the September 22, 2021 Study Session.

In September 2022, the District Antiracism Council held a retreat to discuss its future direction and areas of focus for the coming year. One of the outcomes of the retreat was a recommendation to request a Board resolution to confirm the existence and purpose of the Antiracism Council and reaffirm the district's commitment to antiracism and anti-Blackness work. A draft Board resolution is attached to this report for Board review and consideration. The District Antiracism Council seeks input from the Board before a final draft is presented for Board action.

File Attachments  
[Final DRAFT Board of Trustees Resolution for Antiracism Council.pdf \(23 KB\)](#)

**Subject**                                **14.5 SMCCCD Class Size and Cancellations (15 Minutes)**

Meeting                                Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                                14. INFORMATIONAL REPORTS

Type                                        Informational

TO: Members of the Board of Trustees

FROM: Mike Claire, Chancellor

PREPARED BY: Dr. Aaron McVean, Vice Chancellor of Educational Services and Planning  
Dr. Tracy Huang, Director of Districtwide Research and Institutional Effectiveness

### SMCCCD CLASS SIZE AND CANCELLATIONS

The Board of Trustees of the San Mateo County Community College District (SMCCCD) at its meeting on September 8, 2022 requested information to inform a discussion about minimum class sizes guidelines codified in Board Policy, and how a potential change to that policy would impact class cancellations.

The current [Board Policy 6.04](#) on Minimum Class Size Guidelines is as follows:

1. "The District's Colleges will organize classes in as efficient a manner as possible consistent with good instructional practices and the needs of students
2. Classes with fewer than twenty (20) students will normally be canceled or merged with another section.
3. Certain classes with enrollments of twenty (20) or fewer, for example required sequential courses, single sessions required for a major, and classes in facilities which will not accommodate twenty (20) students, will be carefully reviewed in consultation with discipline faculty and, if offered, will be balanced against large classes."

This report provides data on course cancellation trends, estimated cost of those canceled courses, and student re-enrollment patterns.

File Attachments  
[SMCCCD\\_MinimumEnrollment\\_CancelledCourses.pdf](#) (222 KB)

**Subject**                    **14.6 Digital Media at CSM: The Next Generation of Media Makers (10 Minutes)**

Meeting                    Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    14. INFORMATIONAL REPORTS

Type                        Informational

TO:                         Members of the Board of Trustees

FROM:                     Michael Claire, Chancellor

PREPARED BY:         Dr. Jennifer Taylor-Mendoza, President, College of San Mateo  
                                  Dr. Carla Grandy, Interim Vice President, Instruction, College of San Mateo

### DIGITAL MEDIA AT CSM: THE NEXT GENERATION OF MEDIA MAKERS

College of San Mateo's Digital Media (DGME) program is training the next generation of media-makers in graphic design, web design, television broadcasting, audio and video production, and web programming. The DGME curriculum combines former college courses in [Broadcast & Electronic Media](#), [Graphic Design](#) and [Web/Multimedia](#). Recent changes to the curriculum in DGME mirror changes in the media industry where the areas of broadcast, multimedia, and graphics are merging in a variety of ways.

The Digital Media program offers opportunities for students to earn Associate degrees, transfer to four-year institutions, earn Certificates of Achievement and Certificates of Specialization, and gain knowledge and skills needed in the workplace. At the heart of the program is the commitment to provide students with real-life, hands-on experiences that will prepare them for immediate employment and for upper-division coursework. A practical curriculum offers real-world experience with current software applications and digital equipment.

The Digital Media program is housed in College Center Building 10, in a new and exciting state-of-the-art facility. The Digital Media facility includes smart classrooms, featuring the latest in audio/visual technology, the Digital Media Center with Apple iMac computers, and a supervised equipment center for students to borrow digital camcorders, digital recorders, and microphones for their projects.

The facility also houses several recording studios, available to digital audio and electronic music students. Among those are Studio A, a professional-level, rental and instructional space, which has a 400-square-foot live room, a separate control room, and an isolation booth with a baby grand piano; and Studio B, a smaller recording space, which features a control room and isolation booth suitable for voiceover recording.

## **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                    Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    17. RECONVENE TO CLOSED SESSION (if necessary)

Type                        Procedural

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

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

Meeting                    Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    18. RECONVENE TO OPEN SESSION (if necessary)

Type                        Procedural

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

Meeting                    Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    18. RECONVENE TO OPEN SESSION (if necessary)

Type                        Procedural

## **19. ADJOURNMENT**

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**Subject**                    **19.1 Adjourn**

Meeting                    Nov 30, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    19. ADJOURNMENT

Type                        Procedural