



**Wednesday, August 9, 2023  
STUDY SESSION OF THE BOARD OF TRUSTEES**

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

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

**Members of the Public may also participate via Zoom.  
Zoom Meeting ID - <https://smccd.zoom.us/j/83717114701>  
Dial-In: 1-669-900-9128 - Webinar ID: 837 1711 4701**

**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.**

**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. Reasonable time limits may be placed on public comment during an open meeting so that meetings can be concluded within a reasonable time.**

**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. Reasonable time limits may be placed on public comment during an open meeting so that meetings can be concluded within a reasonable time.**

**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.**

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<b>Subject</b>	<b>1.1 Call to Order / Roll Call</b>
Meeting	Aug 9, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	1. CLOSED SESSION - 5:00 p.m.

Type

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

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**Subject**                    **2.1 Conference with Labor Negotiator - Agency Designated Representative: Randy Erickson and Richard Storti Employee Organizations: AFT**

Meeting                    Aug 9, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category                    2. CLOSED SESSION ITEMS FOR DISCUSSION

Type                         Discussion

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

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**Subject**                    **3.1 Comments by Community Members**

Meeting                    Aug 9, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category                    3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Type                         Information

### **PROVIDING PUBLIC COMMENT DURING THE MEETING ON CLOSED SESSION ITEMS**

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

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- (3) Members of the public making comment are reminded of the 3-minute time limit for comment.

## **4. CLOSED SESSION**

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**Subject**                    **4.1 Recess to Closed Session**

Meeting                    Aug 9, 2023 - STUDY SESSION 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                    Aug 9, 2023 - STUDY SESSION 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 Aug 9, 2023 - STUDY SESSION 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 Aug 9, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES  
Category 5. OPEN SESSION - 6:00 p.m.  
Type Discussion

**6. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

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**Subject 6.1 Comments by Community Members**

Meeting Aug 9, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES  
Category 6. PUBLIC COMMENTS ON NON-AGENDA ITEMS  
Type Information

**PROVIDING PUBLIC COMMENT DURING THE MEETING ON NON-AGENDA ITEMS**

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

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- (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.

**7. NEW BUSINESS**

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**Subject 7.1 Approval of Personnel Items (5 mins.)**

Meeting Aug 9, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES  
Category 7. 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: Melissa Moreno, J.D., Interim 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 and 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 08-09-23.pdf \(194 KB\)](#)

## 8. STUDY SESSION

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**Subject**                    **8.1 Brown Act Presentation and Discussion (20 mins.)**

Meeting                    Aug 9, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category                    8. STUDY SESSION

Type                        Discussion

TO:                        Members of the Board of Trustees

FROM:                    Melissa Moreno, J.D., Interim Chancellor

### BROWN ACT PRESENTATION AND DISCUSSION

County Counsel will present information regarding AB 2449 and the Brown Act. In particular, laws controlling remote attendance by Board members and other remote options will be addressed. The attorneys will be available to answer questions from the board to ensure remote participation is in compliance with the law.

File Attachments  
[2023-0809 Teleconference Meetings After AB 361 JDN.pdf \(111 KB\)](#)

**Subject**                    **8.2 Update on Districtwide Student Housing at College of San Mateo (30 mins.)**

Meeting                    Aug 9, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category                    8. STUDY SESSION

Type                        Discussion

TO:                        Members of the Board of Trustees

FROM:                    Melissa Moreno, J.D., Interim Chancellor

PREPARED BY:            Dr. Richard Storti, Acting President, College of San Mateo  
Michele Rudovsky, Chief Facilities and Operations Office  
Marie Mejia, Director of Capital Projects

### UPDATE ON DISTRICTWIDE STUDENT HOUSING AT COLLEGE OF SAN MATEO

## Background

At the direction of the Board of Trustees, staff prepared and submitted an application for State funding to construct a student housing facility located at CSM. The project scope is as follows:

Total Project Budget: \$66M (State: \$56 million, District: \$10 million)

Size of Project: 81,015 GSF with 310 student beds

Projected Rents: \$475 -\$920 / month

### **Status of Application Award**

The Legislature passed the higher education trailer bill AB 117 which includes higher education student housing provisions. The bill also includes the provision to modify the funding mechanism for the Higher Education Student Housing Grant Program, shifting the fund source for prior, newly-authorized, and future student housing construction projects from State General Fund to local revenue bonds issued by community colleges. Using the local revenue bond financing mechanism, AB 117 authorized seven (7) new community college student housing projects, including SMCCCD, for a total collective worth of \$464.1 million.

### **Project Status**

To meet the project schedule included in the application, architectural firm (HPI Architects) was approved by the Board on May 24, 2023 to begin the design process with a limit of \$50K (per contract) until formal State approval for the project is granted. Now that the project has been included in the passing of AB 117, design work has been fast tracked to meet the schedule. HPI Architects will be providing an update on the status of the preliminary plan phase.

### **Project Schedule:**

Preliminary Plans (Schematic/Design Development): June - October 2023

Working Drawings (Construction Documents): November 2023 - February 2024

Plan Check Review by DSA (2 increments): February - October 2024

Construction Start (Increment 1 - Utilities/Underground): June 2024

Construction Start (Increment 2 - Structure): November 2024

Construction Completion: August 2026

Testing/Move-in: August - December 2026

Open for Spring 2027 Semester

#### **File Attachments**

[2023 0804 SMCCCD - Districtwide Student Housing at College of San Mateo FINAL.pdf \(25,005 KB\)](#)

<b>Subject</b>	<b>8.3 SMCCCD Fall 2023 Enrollment Update (20 mins.)</b>
Meeting	Aug 9, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	8. STUDY SESSION
Type	Discussion
TO:	Members of the Board of Trustees
FROM:	Melissa Moreno, J.D., Interim Chancellor
PREPARED BY:	Dr. Aaron McVean, Vice Chancellor of Educational Services and Planning

**SMCCCD FALL 2023 ENROLLMENT UPDATE**

At its regular meeting on April 26, 2023, the Board received a presentation on enrollment trends and targets based on its adoption of policies for Free Community College as authorized by SB 893. Those policies narrowed the focus of Free College to support students with an educational goal of degree, certificate, and transfer. Based on that discussion, the Board adopted an enrollment target of +15% Districtwide for the Fall 2023 semester. The District is cautiously optimistic that this target will be achieved if the current enrollment trend continues through the census date for the Fall semester.

The included report provides a brief update on general enrollment trends and projections for the upcoming Fall 2023 semester that begins on August 16, 2023. Registration for the Fall 2023 semester began on May 3<sup>rd</sup> with Priority Registration, and has continued throughout the summer after Open Registration began on May 17<sup>th</sup>. The included report below compares the current Fall 2023 semester enrollment trend with the same registration day for Fall 2019 and Fall 2022. At the time of this report, July 30, 2023, duplicated headcount of Fall 2023 is up 23% from Fall 2022 inclusive of all categories of student enrollment status (e.g., First-Time, Continuing, etc.).

File Attachments  
[SMCCCD EnrollmentUpdateReport Fall2023-FINAL.pdf \(221 KB\)](#)

**Subject**                    **8.4 Chancellor Search Process and Timeline (60 mins.)**

Meeting                    Aug 9, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category                    8. STUDY SESSION

Type                        Discussion

TO:                         Members of the Board of Trustees

FROM:                     Melissa Moreno, J.D., Interim Chancellor

PREPARED BY:        Julie Johnson, Chief Human Resources Officer

### **CHANCELLOR SEARCH PROCESS AND TIMELINE**

At its Regular Board meeting on July 26, 2023, the Board of Trustees requested a Study Session on the *Chancellor Search Process and Timeline*. The Board asked for an historical context of the selection process, best practices of selecting a chancellor, a draft timeline, and bids from search consultants. The following report and attachments are meant to provide information to help the Board make decisions about the process and whether to engage a consultant.

#### **Chancellor Selection Procedures**

In 2002, the Board of Trustees appointed a Chancellor to a four-year term without an open recruitment process. Due to this long-term appointment, a complaint was made to the State Chancellor's office which resulted in the State Chancellor's Office and the District entering into a four-year employment monitoring agreement to demonstrate the District's commitment to open recruitment and shared governance. As a result, in July, 2005, the District created the Chancellor Selection Procedures in line with Title 5 regulations governing recruitments, screening and selection procedures, as well as Equal Employment Opportunity regulations.

#### **Recent Chancellor Searches**

More recently, in 2019 and 2022, the board led two permanent Chancellor searches and opted to retain the consultant Community College Search Services (CCCS) to assist in the search process.

#### **Review of Search Firms**

At this meeting, the Board will review proposals from the following search firms and provide staff with guidance:

- AGB Search
- PPL, Inc.
- RH Perry

## Review of Search Process

Attached for the Board's review is Board Policy 2.10, Administrative Procedure 2.10.1, and the Chancellor Selection Procedures. In addition, attached is the best practice from the Community College League of California (CCLC) publication: *Conducting a Successful CEO Search*. The Board will review and provide guidance to staff for revisions to the Chancellor Selection Procedures.

## Review Draft Timeline

Attached is a draft timeline for an anticipated July 1, 2024, start date. Staff requests further guidance on the draft timeline.

## Recommendations

It is recommended that the Board provide:

1. Guidance to staff to plan for consultant interviews and selection at the next Regular Meeting on August 23, 2023;
2. Guidance for approval of a tentative timeline at the next Regular Meeting on August 23, 2023;
3. Guidance for revisions to the Chancellor Selection Procedures.

### File Attachments

[2023-0809 Draft Chancellor Search Timeline.pdf \(135 KB\)](#)

[2005 Chancellor Selection Procedures.pdf \(119 KB\)](#)

[cclc ceo\\_search.pdf \(7,565 KB\)](#)

[BP 2 10.pdf \(18 KB\)](#)

[AP 2 10.1.pdf \(16 KB\)](#)

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## 9. COMMUNICATIONS

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### 10. STATEMENTS FROM BOARD MEMBERS

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### 11. RECONVENE TO CLOSED SESSION (if necessary)

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**Subject**                    **11.1 Reconvened to Close Session**

Meeting                    Aug 9, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category                    11. RECONVENE TO CLOSED SESSION (if necessary)

Type                        Procedural

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### 12. RECONVENE TO OPEN SESSION (if necessary)

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**Subject**                    **12.1 Reconvened to Open Session**

Meeting                    Aug 9, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category                    12. RECONVENE TO OPEN SESSION (if necessary)

Type                        Procedural

**Subject**                    **12.2 Announcement of Reportable Action Taken In Closed Session (if necessary)**

Meeting                    Aug 9, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category                    12. RECONVENE TO OPEN SESSION (if necessary)

Type                        Procedural

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## 13. ADJOURNMENT

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<b>Subject</b>	<b>13.1 Adjourn</b>
Meeting	Aug 9, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	13. ADJOURNMENT
Type	Procedural