



Wednesday, February 28, 2024
REGULAR BOARD 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

Remote Location: 3214 East Colonial Drive, Orlando, Florida 32803

Members of the Public may also participate via Zoom.

Zoom Meeting ID - <https://smccd.zoom.us/j/84321945894>

Dial-In: 1-669-900-9128 - Webinar ID: 843 2194 5894

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 at 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 at 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 (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 Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 1. CLOSED SESSION - 5:00 p.m.
Type Procedural

2. CLOSED SESSION ITEMS FOR DISCUSSION

Subject 2.1 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: 2
Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Type Discussion

Subject 2.2 Conference with Labor Negotiator - Agency Designated Representative: Randy Erickson and Julie Johnson Employee Organization: AFT
Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Type Discussion

Subject 2.3 Pursuant to Gov. Code, §54957: Public Employee Discipline/Dismissal/Release (2 matters)
Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Type Discussion

Subject 2.4 Pursuant to Gov. Code, §54957: Public Employment (Performance Auditor/Policy Analyst)
Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Type Discussion

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Subject 3.1 Comments by Community Members
Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY
Type Information

4. CLOSED SESSION

Subject	4.1 Recess to Closed Session
Meeting	Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	4. CLOSED SESSION
Type	Procedural

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

Subject	5.1 Call to Order / Roll Call / Pledge of Allegiance
Meeting	Feb 28, 2024 - 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	Feb 28, 2024 - 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	Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	5. OPEN SESSION - 6:00 p.m.
Type	Discussion

6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Subject	6.1 Chancellor and Chancellor's Cabinet
Meeting	Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES
Type	Informational

File Attachments

[February 2024 SMCCCD President's Report to the Board.pdf \(1,107 KB\)](#)

Subject	6.2 District Academic Senate
Meeting	Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Type Informational

Subject 6.3 Student Trustee and/or Associated Student Body

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Type Informational

7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Subject 7.1 AFT, Local 1493

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type Information

Subject 7.2 CSEA, Chapter 33

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type Information

Subject 7.3 AFSCME, AFL-CIO, Local 829, Council 57

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type Information

8. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject 8.1 Comments by Community Members

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 8. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Type Information

9. APPROVAL OF MINUTES

Subject 9.1 Approval of Minutes from January 24, 2024 Regular Meeting of the Board of Trustees (5 Mins.)

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 9. APPROVAL OF MINUTES

Type Action

Preferred Date Nov 29, 2023
Fiscal Impact No
Budgeted No
Recommended Action It is recommended that the Board of Trustees approve the presented minutes.

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor
PREPARED BY: Candice E. Bell, Executive Assistant to the Board

**APPROVAL OF MINUTES FROM JANUARY 24, 2024 REGULAR MEETING
OF THE BOARD OF TRUSTEES**

Minutes are to specifically reflect reportable Actions taken by the Board of Trustees during the times at which they meet. Minutes do not have to reflect verbatim statements or comments by any Member of the Board, Faculty, Staff, and/or Community Member(s). We encourage all to visit the San Mateo County Community College District's website to view the recorded Board Meetings in order to review and/or hear detailed statements or comments.

RECOMMENDATION

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

File Attachments
[2024-01-24 Minutes.pdf \(152 KB\)](#)

Subject 9.2 Approval of Minutes from February 3, 2024 Study Session of the Board of Trustees (5 Mins.)

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 9. APPROVAL OF MINUTES

Type Action

Preferred Date Nov 29, 2023

Fiscal Impact No

Budgeted No

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

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor
PREPARED BY: Candice E. Bell, Executive Assistant to the Board

**APPROVAL OF MINUTES FROM FEBRUARY 3, 2024 STUDY SESSION
OF THE BOARD OF TRUSTEES**

Minutes are to specifically reflect reportable Actions taken by the Board of Trustees during the times at which they meet. Minutes do not have to reflect verbatim statements or comments by any Member of the Board, Faculty, Staff, and/or Community Member(s). We encourage all to visit the San Mateo County Community College District's website to view the recorded Board Meetings in order to review and/or hear detailed statements or comments.

RECOMMENDATION

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

File Attachments

[2024-02-03 Study Session Minutes.pdf \(130 KB\)](#)

10. NEW BUSINESS

Subject **10.1 Approval of Personnel Items (5 Mins.)**

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. 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 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_02-28-24.pdf \(456 KB\)](#)

Subject **10.2 Re-Employment of Contract and Regular Faculty for the 2024-2025 Academic Year (5 Mins.)**

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. NEW BUSINESS

Type Action

Recommended
Action

It is recommended that the Board of Trustees approve the re-employment of contract and regular faculty for the 2024-25 academic year.

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

RE-EMPLOYMENT OF CONTRACT AND REGULAR FACULTY FOR THE 2024-25 ACADEMIC YEAR

The academic employees in the attached report were evaluated during the 2023-24 academic year in accordance with District policy and collective bargaining agreement and are recommended for re-employment pursuant to the Board of Trustees' authority by the California Education Code.

RECOMMENDATION

It is recommended that the Board of Trustees approve the re-employment of contract and regular faculty for the 24-25 academic year.

File Attachments

[FY 24-25 Faculty Contract Renewals.pdf \(118 KB\)](#)

Subject **10.3 Holding of Public Hearing on District's Initial Contract Reopened Proposal to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO (5 Mins.)**

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. NEW BUSINESS

Type Action

Recommended Action It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor
PREPARED BY: Julie Johnson, Chief Human Resources Officer

HOLDING OF PUBLIC HEARING ON DISTRICT'S INITIAL CONTRACT REOPENER PROPOSAL TO THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO

Notice is hereby given that the Board of Trustees will hold a public hearing on the District's initial contract reopener proposal to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO, received by the Board of Trustees on February 3, 2024. At its February 3, 2024, meeting, the Board set a public hearing date for February 28, 2024.

DATE: Wednesday, February 28, 2024

TIME: 6:00 p.m.

LOCATION: SMCCCD District Office Board Room (3401 CSM Dr., San Mateo, CA 94402) or via Zoom

A copy of the District's proposal is attached and, by reference, made a part of this agenda item.

RECOMMENDATION

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

File Attachments

[District Sunshine Proposal for 2024 Reopener.pdf \(23 KB\)](#)

Subject	10.4 Acceptance of District's Initial Contract Reopened Proposals to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO (5 Mins.)
Meeting	Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	10. NEW BUSINESS
Type	Action
Recommended Action	It is recommended that the Board of Trustees accept the District's initial contract reopener proposal to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO.
TO:	Members of the Board of Trustees
FROM:	Melissa Moreno, J.D., Interim Chancellor
PREPARED BY:	Julie Johnson, Chief Human Resources Officer

ACCEPTANCE OF DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO

The Board of Trustees received an initial contract reopener proposal from the District to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO on February 3, 2024, and held a public hearing on the proposal at its meeting on February 28, 2024.

A copy of the District's proposal is attached and, by reference, made a part of this agenda item.

RECOMMENDATION

It is recommended that the Board of Trustees accept the District's initial contract reopener proposal to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO.

File Attachments

[District Sunshine Proposal for 2024 Reopener.pdf \(23 KB\)](#)

Subject **10.5 Holding of Public Hearing on Initial Contract Reopened Proposal from the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District (5 Mins.)**

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. NEW BUSINESS

Type Action (Consent)

Recommended Action It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

TO: Members of the Board of Trustees

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

PREPARED BY: Julie Johnson, Chief Human Resources Officer

HOLDING OF PUBLIC HEARING ON INITIAL CONTRACT REOPENER PROPOSAL FROM THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO TO THE DISTRICT

Notice is hereby given that the Board of Trustees will hold a public hearing on the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District, received by the Board of Trustees on February 3, 2024. At its February 3, 2024, meeting, the Board set a public hearing date for February 28, 2024.

DATE: Wednesday, March 23, 2022

TIME: 6:00 p.m.

LOCATION: SMCCCD District Office Board Room (3401 CSM Dr., San Mateo, CA 94402) or via Zoom

A copy of AFT's proposal is attached and, by reference, made a part of this agenda item.

RECOMMENDATION

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

File Attachments

[AFT Sunshine Proposals.pdf \(28 KB\)](#)

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

Subject **10.6 Acceptance of Initial Contract Reopened Proposal from the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District (5 Mins.)**

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. NEW BUSINESS

Type Action

Recommended Action It is recommended that the Board of Trustees accept the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO's initial contract reopener proposal to the District.

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor
PREPARED BY: Julie Johnson, Chief Human Resources Officer

**ACCEPTANCE OF INITIAL CONTRACT PROPOSAL FROM THE
SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN
FEDERATION OF TEACHERS, AFL-CIO TO THE DISTRICT**

The Board of Trustees received an initial contract reopener proposal from the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District on February 3, 2024. It held a public hearing on the proposal at its February 28, 2024 meeting.

A copy of AFT's proposal is attached and, by reference, made a part of this agenda item.

RECOMMENDATION

It is recommended the Board of Trustees accept the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO's initial contract reopener proposal to the District.

File Attachments
[AFT Sunshine Proposals.pdf \(28 KB\)](#)

11. AWARDS AND RECOGNITION

Subject **11.1 SMCCCD Tenured Faculty (5 Mins.)**
Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 11. AWARDS AND RECOGNITION
Type Discussion

TO: BOARD OF TRUSTEES
FROM: MELISSA MORENO, J.D., INTERIM CHANCELLOR
PREPARED BY: MELISSA MORENO, J.D., INTERIM CHANCELLOR

We invite the community to this inaugural District wide recognition of our newly tenured faculty.

File Attachments
[Chancellor's Tenure Letter 2024 \(1\).pdf \(226 KB\)](#)

Subject **11.2 California Community Colleges Chancellor's Office (CCCCO) Student Leadership Awards Nominees (5 Mins.)**
Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. AWARDS AND RECOGNITION
Type Discussion
TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor
PREPARED BY: Candice E. Bell, Executive Assistant to the Board/Board Clerk

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE (CCCCO) STUDENT LEADERSHIP AWARDS

The California Community Colleges Chancellor and Board of Governors will recognize and celebrate community college student leaders with the 2024 Student Leadership Award, and SMCCCD will be participating.

The Student Leadership Award was established through a resolution at the May 2020 Board of Governors meeting. The annual award recognizes community college student leaders who demonstrate the highest level of commitment to leadership and the Vision for Success. Nominations may be submitted from college administrators, classified staff, faculty, or students. Award recipients are selected by representatives from the California Community Colleges Board of Governors, the Student Senate for California Community Colleges, and the Chancellor's Office. Up to three award recipients will be selected, then announced and honored at the April 5 - April 7, 2024, Student Senate for California Community Colleges Spring General Assembly. Each recipient will receive a \$1,250 cash award and a commemorative certificate.

Each respective college campus administration and staff has nominated two (2) students who they believe exemplify the qualities deserving of this award. Chancellor's Cabinet voted (blind voting) on the top three (3) student nominees (one from each college) that were submitted to the CCCCCO on Friday, February 23rd.

The nominees being submitted for consideration are:

- College of San Mateo: Parker Nathaniel Guban
- Skyline College: Andy Casas Resendiz
- Cañada College: Chloe Knott

File Attachments

[Chloe nomination-form-2024.pdf \(210 KB\)](#)
[Andy Casas nomintaion - Skyline College .pdf \(210 KB\)](#)
[ParkerNathanaelGuban.Nomination.LSM\[28\].pdf \(209 KB\)](#)

12. CELEBRATORY RECESS

Subject 12.1 Celebratory Recess in Honor of SMCCCD Tenured Faculty and CCCCCO Student Leadership Award Nominees (10 Mins.)
Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 12. CELEBRATORY RECESS
Type

13. CONSENT AGENDA

Subject 13.1 Approval to Grant an Honorary Posthumous Associate Degree to Brittany K. Tello

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 13. CONSENT AGENDA
Type Action (Consent)
Preferred Date Feb 28, 2024
Absolute Date Feb 28, 2024
Fiscal Impact No
Recommended Action It is recommended that the Board of Trustees approve granting an honorary posthumous Associate in Arts Degree from Skyline College, with a major in Paralegal, Legal Assistant; Arts and Humanities to Brittany K. Tello.
TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor
PREPARED BY: Dr. Newin Paul C. Orante, President, Skyline College

APPROVAL TO GRANT AN HONORARY POSTHUMOUS ASSOCIATE DEGREE TO BRITTANY K. TELLO

Brittany K. Tello was very close to completing an Associate in Arts degree from Skyline College, with a major in Paralegal, Legal Assistant; Arts and Humanities. Ms. Tello lost her battle with cancer on July 18, 2023. Her loss was felt by many in the campus community. Brittany was described as a kind, caring, helpful, gregarious person who was a pillar of her Skyline College community.

Board Policy 2.80 states that:

1c. An Honorary Degree or a Presidential Medallion may be awarded in absentia and posthumously, but only upon recommendation to the Board of Trustees by the Chancellor in the case of extraordinary and compelling circumstances.

RECOMMENDATION

It is recommended that the Board of Trustees approve granting an honorary posthumous Associate in Arts Degree from Skyline College, with a major in Paralegal, Legal Assistant; Arts and Humanities to Brittany K. Tello.

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

Subject 13.2 Ratification of November and December District Warrants
Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 13. CONSENT AGENDA
Type Action (Consent)

Recommended Action It is recommended that the Board of Trustees approve the warrants issued during the period of November 1, 2023, through December 31, 2023, and ratify the contracts entered into leading to such payments.

TO: Members of the Board of Trustees

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

PREPARED BY: Peter Fitzsimmons, Interim Chief Financial Officer

Attached are warrants in excess of \$10,000 that were issued in the months of November and December 2023, respectively. The schedules include total warrants issued for the subject period in addition to warrant sequences.

File Attachments

[November Warrants.pdf \(152 KB\)](#)

[December Warrants.pdf \(154 KB\)](#)

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	13.3 Curricular Additions, Deletions and Modifications - Cañada College, College of San Mateo, and Skyline College
Meeting	Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	13. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	Feb 28, 2024
Absolute Date	Feb 28, 2024
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:	Melissa Moreno, J.D., Interim 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 seven courses, one program and one department to the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, eight courses are proposed to be offered in the distance education mode.

Seventeen courses and five programs 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, the courses and program will be deleted in the coming years.

Furthermore, fifty-one courses and six programs were modified, and two courses were reactivated.

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

[Brd 02-28-24 Attachment A CAN.pdf \(78 KB\)](#)

[Brd 02-28-24 Attachment B CSM.pdf \(97 KB\)](#)

[Brd 02-28-24 Attachment C SKY.pdf \(89 KB\)](#)

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	13.4 Curricular Additions, Deletions and Modifications - Community, Continuing, and Corporate Education (CCCE)
Meeting	Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	13. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	Feb 28, 2024
Absolute Date	Feb 28, 2024
Fiscal Impact	No
Budgeted	No
Recommended Action	It is recommended that the Board of Trustees approve the curricular additions for Community, Continuing and Corporate Education (CCCE).

TO: Board of Trustees

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

PREPARED BY: Dr. Aaron McVean, Educational Services and Planning
Perla Rumayor, Interim Executive Director of CCCE

Listed below are the planned, self-supporting Community, Continuing and Corporate Education (CCCE) program offerings at Cañada College, College of San Mateo and Skyline College for Spring and Summer 2024. The community services programs range widely and address a broad range of educational and enrichment needs. CCCE continues to offer programs in career and business, creative arts, health and wellness, food, languages, personal enrichment and home and garden, and we are continually reaching out to our constituent base for new ideas for programs of interest to them. Information about the proposed new programs listed here. All of the programs and courses offered below are not-for-credit. Classes offered through CCCE are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The Schedule includes classes offered on campus, off-site, and Online via zoom.

College of San Mateo

- **Retirement Readiness Review AKA Retirement Bootcamp** (*Two sessions of 3 hours*): Why is financial education important? It used to be that students were taught basic financial education in high school. However, this has gone by the wayside in recent years. With many companies eliminating and freezing pensions and moving towards individually-funded retirement plans, it is more important than ever for one to take charge of their personal financial future. By attending this course, you will be able to lay the groundwork for your personal financial plan. Whether your goal is to retire soon, or many years down the road, you will be able to create your own personal retirement plan. Even if you have already done some planning in the past, you will be able to restore confidence that you are on the correct path toward achieving your retirement goals.
- **Develop Powerful Public Speaking Skills** (*Three sessions of 3 hours*): Develop your public speaking skills in a comfortable supportive environment. If you plan on speaking at an event, at job interviews, in local government meetings, when pitching a new product idea, participating in a media interview, attending or testifying in court, or speaking in public for any reason---this is the class for you! This interactive class will cover many important topics that will help you plan your talk, handle anxiety, use visual presentations, employ effective body language—and more!
- **Introduction to Microsoft Word** (*Two sessions of 3 hours*): Learn how to use Microsoft Word effectively and correctly from the start with this hands-on class! You will learn how to create and enhance a document using formatting, bullet points, create numbered lists, use graphics, create a document template, use shortcuts for rapid document creation, and much more. Learn important tips and tricks to make document creation easy and fast.
- **Mastering Intermediate Word** (*Two sessions of 3 hours*): This hands-on class covers how to harness Intermediate Word skills. You will learn efficiency Word tips and tricks, shortcuts, and how to customize the Word application for your specific needs. This includes advanced formatting techniques, creating and using Word tables, generating automatic page numbers, creating and automatically employing frequently used text phrases, using the Styles feature, and how to control the printing formatting of documents. Additional features will be added based on the needs of the class participants.
- **Mastering Advanced Word** (*Two sessions of 3 hours*): This hands-on class provides training on many topics related to creating and working with long documents. This will include how to create a Table of Contents, create an Index, generate footnotes and endnotes, produce customized mass mailings using the Mail Merge feature, work with graphics, create multi-column newsletters, use Word's desktop publishing features, and add watermarks. Additional features will be added based on the needs of the class participants.
- **Intermediate & Advanced Excel** (*Two sessions of 3 hour*): Elevate your Excel expertise to a new high during this hands-on class. You will learn how to use additional Excel functions and formulas, work with Excel's data management and organizing features, analyze data using pivot tables, and create charts to display data visually.
- **Introduction to PowerPoint** (*Two sessions of 3 hours*): Learn how to use PowerPoint the way it was meant to be used – to help you deliver important and effective visual and graphic presentations. You will learn how to

plan and then create presentations that contain lists, bulleted data, graphics, and tables. You will learn how to format the slides, use designs and templates, and much more.

- **Intermediate PowerPoint** (*Two sessions of 3 hours*): Learn how to create and then deliver your presentations effectively. You will learn how to create and edit professional-looking presentations, how to use graphics and charts for effective visuals, how to add animation and slide transitions to engage your audience, how to add videos and action buttons to maintain audience attention, and much more.
- **Accent Reduction** (*Three sessions of 3 hours*): This class will help reduce accents for more effective communication. You will build your English speaking and reading skills. You will also improve your English grammar and learn commonly used American English idioms and phrases. You will learn effective emphasis in your speech, effective intonation, and the pace of your English speech. Additional effective skills will be covered based on the requests of class members.
- **How to Find a Job Using Effective Job Search Skills** (*Three sessions of 3 hours*): This class will introduce you to effective job search skills that will help you be more productive in your job search. You will learn how to search for jobs, how to use your contacts for finding available jobs, how to deal successfully with applicant tracking systems and Human Resources, how to write an effective resume, how to create a powerful LinkedIn profile, and how to successfully handle a job interview.
- **Holistic Health Life Coach** (*One session of 8 hours*): Taking Personal Training ideas and applying them to the whole person. Alternative forms of health care such as exercise, stress reduction, personal accountability, holistic treatments, nutrition, and relaxation are just a few of the elements studied to give trainers incite into the complexity of success. The day becomes a brainstorming session to create a new wellness business. (Certifying Exam will be administered at the end of the day)

Online Classes Via Zoom

- **Turning 65 and Confused about Medicare** (*One session of 60 minutes*): This class is offered to all individuals who are either Turning 65 and want to understand their Medicare enrollment options. We will discuss Medicare deadlines, understanding the 4 parts of Medicare, Medicare Supplement options, important Medicare deadlines, and how to delay your Medicare if you continue to work past the age of 65. This call will answer all your questions about the Medicare enrollment process.

RECOMMENDATION

It is recommended that the Board of Trustees approve the new youth programs for Community, Continuing, and Corporate Education to be offered for Spring and Summer 2024 at College of San Mateo.

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

Subject	13.5 Approval of Contract Renewal for District's Constituent Relationship Management (CRM) System to Salesforce, Inc. & Enrollment RX, LLC
Meeting	Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	13. CONSENT AGENDA
Type	Action

Preferred Date	Feb 28, 2024
Absolute Date	Feb 28, 2024
Fiscal Impact	Yes
Dollar Amount	\$3,153,810.00
Budgeted	Yes
Recommended Action	It is recommended that the Board of Trustees renew the five-year license subscription and services agreements for the Constituent Relationship Management (CRM) System for Student Success with Salesforce, Inc. in an amount not to exceed \$2,220,685.00; and with Enrollment Rx in the amount of \$407,490.00; and authorize a 20% allowance of \$525,635 to be used as needed for additional licenses or implementation services that may be required throughout the term of the agreements.

TO: Members of the Board of Trustees

FROM: Melissa Moreno J.D., Interim Chancellor

PREPARED BY: Dr. Aaron D. McVean, Vice Chancellor, Educational Services
and Planning
Daman Grewal, Chief Information Officer
Yanely Pulido, Director, General Services

APPROVAL OF CONTRACT RENEWAL FOR DISTRICT'S CONSTITUENT RELATIONSHIP
MANAGEMENT (CRM) SYSTEM
TO SALESFORCE, INC. & ENROLLMENT RX LLC

The Salesforce CRM (known as the Student Success Link; SSL) utilized by SMCCCD has transformed the student experience. Information that used to be stored in separate, unintegrated systems (e.g., SARS, Banner, spreadsheets, etc.) spread across multiple divisions within the colleges, is now centralized and integrated within the Student Success Link (SSL). This means that as a student moves through their educational journey, from application to admission, from financial aid to registration, their information follows them no matter which department or student service they access. Thus, any employee providing support has a complete picture of where the student has been, what they currently need, and where they are headed. Before the Student Success Link (SSL), a student would have to tell their story multiple times as they went from Admissions & Records to Counseling to Financial Aid, because each department used a specialized system that did not "talk" to any other departmental system.

In December 2018, the Board authorized the award and purchase of software and implementation services for its CRM project (Board Report No. 18-12-103B). The Board was informed that the ultimate costs of the project would also include ongoing costs of Salesforce, Marketing Cloud & Enrollment RX licensing and subscription fees, pricing of which was determined during initial scoping of the project in 2019. At its regular meeting on January 24, 2024, the Board received a comprehensive report and presentation on the implementation of the Salesforce CRM, the functionality of the SSL, and the impact it has had on the District and the student experience.

APPROVAL OF REVISION TO BOARD POLICY 2735 - BOARD MEMBER TRAVEL

The attached revision to Board Policy 2735 - Board Member Travel aligns conference meal expense reimbursement language with [Administrative Procedure 8.55.1](#), which states, "Only per-diem is permissible for qualified meals during approved travel."

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached revision to Board Policy 2735 - Board Member Travel.

File Attachments

[BP 2735 Board Member Travel Feb24 Revise.pdf \(35 KB\)](#)

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. OTHER RECOMMENDATIONS

Subject	14.1 Adoption of Resolution 24-04: Resolution in Honor of Black History Month (5 Mins.)
Meeting	Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	14. OTHER RECOMMENDATIONS
Type	Action
Recommended Action	It is recommended by administration and staff to adopt Resolution 24-04 in honor of Black History Month, to celebrate Black and African-American culture.
TO:	
FROM:	
PREPARED BY:	

File Attachments

[Resolution No 24-04 Honoring Black History Month.pdf \(106 KB\)](#)

Subject	14.2 Acceptance of the 2023-24 Mid-Year Budget Report and Approval of Budgetary Transfers and Income Adjustments for the Period Ending December 31, 2023 (10 Mins.)
Meeting	Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	14. OTHER RECOMMENDATIONS
Type	Action

Recommended Action It is recommended that the Board of Trustees accept the 2023-24 Mid-Year Budget Report and approve the budgetary transfers and income adjustments for the period ending December 31, 2023, as outlined in the report.

TO: Members of the Board of Trustees

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

PREPARED BY: Peter Fitzsimmons, Interim Chief Financial Officer

ACCEPTANCE OF THE 2023-24 MID-YEAR BUDGET REPORT AND APPROVAL OF BUDGETARY TRANSFERS AND INCOME ADJUSTMENTS FOR THE PERIOD ENDING DECEMBER 31, 2023

The purpose of the Mid-Year Budget Report is to provide information about the District's financial condition as of December 31, 2023. Reports routinely received separately by the Board, including the quarterly report on auxiliary operations, the quarterly district financial summary (CCFS-311Q), and the semi-annual request to approve adjustments to the budget as required by Title 5, are included in this comprehensive report.

The report consists of narrative outlining the fiscal activities of the District during the first half of 2023-24, as well as 2024-25 State budget news and preliminary budget planning information. Also included are year-to-date budget tables for each of the District's funds and supplemental information relating to the budget.

RECOMMENDATION

It is recommended that the Board of Trustees accept the 2023-24 Mid-Year Budget Report and approve the budgetary transfers and income adjustments for the period ending December 31, 2023, as outlined in the report.

File Attachments
[Mid Year Budget Report.pdf \(2,638 KB\)](#)

Subject 14.3 Approval of an Additional Campaign Spend with VisionPoint Marketing, LLC (10 mins.)

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 14. OTHER RECOMMENDATIONS

Type Action, Discussion

Recommended Action It is recommended that the Board of Trustees authorize the Chancellor to approve an additional campaign spend with VisionPoint Marketing, LLC, in an amount not to exceed \$71,220 for agency fees, and a media buy authorization of \$228,780 for the contract year (2024-25).

TO: Members of the Board of Trustees

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

PREPARED BY: David McLain, Interim Executive Director of Community and Government Relations

APPROVAL OF AN ADDITIONAL CAMPAIGN SPEND WITH VISIONPOINT MARKETING, LLC

On September 21, 2021, the District issued RFP #86863 for a multi-year agency of record for marketing 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 September 21, and 28, 2021. On October 4, 2021 the District received three (3) proposals from firms which were reviewed and evaluated. At the conclusion of the evaluation and interview process, the RFP Evaluation Committee determined that VisionPoint Marketing, LLC 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. At its meeting on October 27, 2021, the Board authorized the Chancellor to execute a three-year contract, with the option to renew for up to two (2) additional one-year terms, with VisionPoint Marketing, LLC for RFP #86863.

Based on the performance of the strategic marketing campaigns administered by VisionPoint Marketing, LLC over the past two years, the District is interested in renewing the contract as previously authorized by the Board. VisionPoint Marketing, LLC, will continue administering the District's college enrollment campaigns for the 2024-25 enrollment cycle, while elements of the District awareness campaign can be managed in-house on an as-needed basis. The college marketing teams will develop new copy and creative for the 2024-25 campaigns.

Attached is a presentation on the impact of the 2023-24 campaigns and the strategy for the next iteration. The packet includes the Proposal for Year 3, the comprehensive Final Campaign Report, and the planned presentation for the Board.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor to approve an additional campaign spend with VisionPoint Marketing, LLC, in an amount not to exceed \$71,220 for agency fees, and a media buy authorization of \$228,780 for the contract year (2024-25).

File Attachments

[SMCCCD General Enrollment Y3 022124.pdf \(773 KB\)](#)

[CLIENT FINAL San Mateo Y2 Final Campaign Report 021224.pdf \(7,262 KB\)](#)

[SMCCCD 2023-24 Campaign Report and Recs 2 22 24.pdf \(820 KB\)](#)

Subject	14.4 Approval of Non-Resident Tuition Fee, 2024-25 (10 Mins.)
Meeting	Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	14. OTHER RECOMMENDATIONS
Type	Action
Recommended Action	It is recommended that the Board of Trustees set the 2024-25 tuition fee at \$367 per semester unit. It is further recommended that the Board of Trustees not levy a capital outlay fee for 2024-25 and that no exemptions be made for foreign students enrolled in six units or less.

TO: Members of the Board of Trustees

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

PREPARED BY: Dr. Richard Storti, Interim President, College of San Mateo
Peter Fitzsimmons, Interim Chief Financial Officer

Education Code Section 76140 requires community college districts to establish the non-resident tuition fee for the forthcoming fiscal year no later than March 1 and also prescribes the basis for determining the fee. The non-resident tuition fee is charged to international students, out-of-state students, and undocumented students who do not meet the requirements of AB540. In addition to the non-resident tuition fee, these students also pay the \$46 per unit enrollment fee that resident students are assessed.

The non-resident tuition fee is comprised of two parts: the tuition fee and an assessment for capital outlay.

San Mateo County Community College District's (SMCCCD) fee for 2023-24 was \$359 per semester unit as approved by the Board of Trustees at their meeting of February 22, 2023. The tuition fee was set at \$358 and the capital outlay fee at \$1, for a total of \$359 (applicable to all non-resident students).

For 2024-25, the statewide average rate for tuition fee is \$406. Pursuant to the Education Code, the District has the following seven options for determining the 2024-25 non-resident tuition:

- A.1 District cost of \$610: The District's expense of education in the proceeding fiscal year increased by the projected increase in the Consumer Price Index divided by the total FTES (full-time equivalent students) in the preceding fiscal year.
- A.2 District cost with 10% or more non-credit FTES: This is not applicable to SMCCCD.
- B.1 Statewide average cost of \$406: The statewide expense of education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by the total FTES in the preceding fiscal year.
- B.2 Highest statewide average cost of \$414: The highest statewide average (Option B.1) for the succeeding fiscal year, current fiscal year, or past four fiscal years.
- C. Contiguous District of \$406: An amount not to exceed the fee established by the governing board of any contiguous district (see table for comparisons), which is further refined by Legal Opinion 07-01 issued by the State Chancellor's Office advising that districts may not set their fee amount less than their district's actual cost (Option A.1) or the statewide average cost (Option B.1), whichever is less. The fee adopted cannot be lower than \$406 as calculated by Option B.1.
- D. Between the statewide average (Option B.1) and the district cost (Option A.1): The fee adopted must be equal to or greater than the statewide average of \$406 (Option B.1) or equal to or less than \$610 (Option A.1).
- E. Comparable states average cost of \$432: No greater than the average non-resident tuition fees or public community colleges in at least 12 states comparable to the cost of living in California as determined by the U.S. Department of Labor.

On February 9, 2024, the State Chancellor's Office provided guidance allowing for the "gradual, moderate, and predictable" increase to the non-resident tuition fee calculation. This was done to address concerns that a two-year increase to non-resident tuition would be more than 35% for most of the Bay 10 community college districts if the statewide average was adopted. In the event that the non-resident fee calculations result in a significant year-over-year increase, districts may consider adopting a fee that represents a gradual and moderate increase over the prior year; however, doing so requires the adoption of a reasonable, phased implementation plan to reach the calculated fee over time. West Valley Mission Community College District and Foothill DeAnza Community College District are both exercising this guidance by adopting a tuition fee of \$367 with a five-year plan to reach the fee pursuant to the calculations provided by the Education Code by 2028-29.

Below is information as of February 21, 2024, provided by districts within the region.

District	Non Resident FTES FY 2022-23	Per State Formula	Proposed Fee Per Unit		Total Non Resident Fee Recommen
			Tuition Fee	Capital Outlay Fee	
Cabrillo CCD*	122.05	\$357	\$357	\$1	
Chabot/Las Positas CCD	375.86	\$459	\$358	\$2	
Contra Costa CCD	1527.94	\$373	\$373	\$10	
Foothill/DeAnza CCD* **	2087.29	\$410	\$367	\$0	
Ohlone CCD	480.24	\$393	\$393	\$7	
Peralta CCD	932.43	\$485	\$406	\$0	
San Francisco CCD*	493.81	\$454	\$406	\$0	
San Jose/Evergreen CCD	641.76	\$540	\$377	\$0	
West Valley Mission CCD*	343.61	\$545	\$367	\$0	
San Mateo County CCD	1017.57	\$610	\$367	\$0	
Statewide Average		\$406			

* SMCCCD contiguous districts

** Quarter Rate converted to semester rate

The recommendation of \$367 per semester unit reflects a 2.51% increase, or \$9, per semester unit, which mirrors the West Valley Mission Community College District and the Foothill DeAnza Community College District. This follows an increase of 23.4% in 2023-24 (as illustrated in the table below). Furthermore, the recommendation is part of a broader plan to reach the calculated statewide average fee of \$406 by 2028-29, which is representative of annual increases between 2.5% and 3% subject to annual adjustments based upon the afore-mentioned calculation options defined by the Education Code. Each subsequent increase will be brought forward to the Board of Trustees for adoption on or before March 1 annually, as required.

Academic Year	Non-Resident Percent Increase Capital Outlay			Total
	Tuition	from Prior Year	Fee	
2018-19	\$233	-	\$8	\$241
2019-20	\$265	13.7%	\$8	\$273
2020-21	\$288	8.7%	\$2	\$290
2021-22	\$307	6.6%	\$2	\$309
2022-23	\$290	-5.5%	\$2	\$292
2023-24	\$358	23.4%	\$1	\$359
2024-25 recommended	\$367	2.5%	\$0	\$367

Attached to this agenda item is a historical financial history for the International Student Program coupled with a recommendation that the District earmark any surplus non-resident tuition fee revenue to support the SB893 Free College strategic initiative for 2024-25.

Additionally, Education Code 76141(a) allows a district to levy a capital outlay fee on students who are non-residents and are also citizens of a foreign country. The maximum fee is determined by dividing the amount actually expended for capital outlay in the prior year by the total FTES. The 2024-25 SMCCCD Capital Outlay Fee can be set at any amount not to exceed the calculated rate of \$77. In order to remain competitive, District Administration recommends that the Board of Trustees not levy a capital outlay fee for 2024-25.

Upon analysis of these options, consideration to the guidance provided on February 9, 2024, and in discussion with the leadership of the international student program, District Administration recommends a total non-resident fee of \$367 per semester unit for 2024-25 in order to remain competitive and to support Board Policy 8.7, which states, in part, that the Board is committed to maintaining the lowest possible costs to students.

File Attachments

[SMCCCD International Education Budget Review FINAL.pdf \(200 KB\)](#)

Subject 14.5 Consideration of Near-Term Capital Improvement Projects (15 Mins.)

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 14. OTHER RECOMMENDATIONS

Type	Action
Fiscal Impact	Yes
Budgeted	Yes
Recommended Action	It is recommended that the Board of Trustees place the following CIP projects on hold: Canada College Performing Arts Technology & Environmental Modernization, CSM Library Renovation, CSM Kinesiology Modernization, Skyline College Boiler Replacement.

TO: Members of the Board of Trustees

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

PREPARED BY: Dr. Richard Storti, Acting President of College of San Mateo

At its regular meeting on October 25, 2023, staff provided a general historical perspective regarding three General Obligation Bond Measures, including the latest Measure H in 2014. The combination of these bonds and State match funding have allowed the District to advance three significant capital improvement programs resulting in the modernization of our campuses and provide spaces where our students and communities can thrive. Lack of Measure H funding moving forward means the District is no longer competitive when it comes to securing State funding for capital improvement projects given the District will not be able to responsibly provide the required match. As such, Staff's recommendation for a near-term strategy is to preserve Fund 4 balances in a fiscally prudent manner, to help the District bridge to near-future public funding opportunities. Below are the projects staff is recommending to pause along with the projects planned to move forward in the next two years.

Recommended Projects to Temporarily Pause

CSM B9 Library

One of the projects that has come before you for approval of the planning phase, CSM B9 Library renovation, has received formal approval from the State with an approved State funded amount of \$21.8 million. However, our required match for this project is now \$33.2 million. If the CSM Library Renovation project is cancelled, the District will forfeit \$21.8 million in State funding, but given our current fiscal pressures, it is staff's opinion that the match is too burdensome at this time.

CSM B8 Kinesiology

An initial project proposal has been submitted to the State as part of the Five Year Capital Outlay Plan. The total projected cost of the project is \$97 million with \$13 million in State funding and the remaining \$84 million from the District.

CAN B3 Performing Arts

An initial project proposal has been submitted to the State as part of the Five Year Capital Outlay Plan. The total projected cost of the project is \$39 million with \$19 million in State funding and the remaining \$20 million from the District.

SKY B1 Boiler Replacement

A final project proposal has been submitted to the State as part of the Five Year Capital Outlay Plan. The total project cost of the project is \$15 million with potential District cost of \$15 million.

Recommended Projects to Move Forward

CAN Child Development Center

The project has been identified by CAN as a high priority project. The College has budget funding to cover 85% of the total cost by committing \$11.5 million of the total project cost of \$13.5 million with the remaining commitment from the District of \$2 million.

CSM B30 Athletics Team House

The project addresses health and safety issues, and in particular, ventilation issues. The project budget of \$3 million is included in CSM's budget and covers 100% of renovation of the building and remedies ventilation issues.

CSM Beach Volleyball

The project has been approved by the Board of Trustees and funding for the entire project in the amount of \$2.5 million is included in CSM's budget without a need for District funds. Proceeding with the project addresses Title IX issues as Beach Volleyball is the only athletics program at CSM without an on-site facility. Currently, tournaments are held offsite at a rented facility. The project will save the College \$7K per year in rental fees and can generate up to \$100K per year in rental income.

SKY Sports Field Replacement

The project remedies safety concerns by replaced worn and aged sports fields at Skyline College that are at the end of their useful lives. The entire project cost of \$7 million is included in Skyline's budget without a need for District funding.

Districtwide Student Housing at CSM

The project has been approved by the Board of Trustees. Of the total project cost of \$66 million, \$56 million is State funded, with a modest match requirement of \$10 million, which is currently included in the District's budget. However, we anticipate an additional \$20 million in match may be needed as a result of cost escalations by the time construction begins.

Setting Aside a Bridge Fund

With available one-time funding in the amount of \$100 million for CIP, Scheduled Maintenance, and infrastructure repairs and replacements, and the District is not in a position to proceed with all of its near-term projects in a prudent and fiscally responsible manner. By pausing the four projects noted above, the shortfall is reduced considerably, allowing completion of the projects recommended to move forward above and maintaining funding for emergency repairs and maintenance as follows:

Existing Fund 4 Balance:	\$ 100,000,000
Reductions to Complete Identified Projects	
CAN CDC	(11,500,000)
CSM B30	(2,000,000)
CSM Beach Volleyball	(2,500,000)
SKY Fields	(7,000,000)
Student Housing	(10,000,000)
Scheduled Maintenance	(9,400,000)
Compliance	<u>(6,000,000)</u>
Remaining Balance to Bridge as Needed	<u>\$51,600,000</u>

Conclusion

Thus, Staff recommends following this prudent approach to capital improvements in the near-term as the District explore possible public funding opportunities. This means the District pauses on non-essential capital improvement plans and only move forward with those projects that are modest in cost, or where generous State funding is available with a modest match requirement.

Impacts of a "yes" vote in favor of this strategy: (1) it carries moderate risk in spending approximately half of our one-time funds to the tune of \$49 million; (2) it asks the Board to turn away \$21.8 million in State funding for the B9 Library; (3) it is a prudent choice that stretches our one-time local fund 4 as we explore public funding opportunities and provides a much needed contingency for scheduled maintenance and emergencies.

File Attachments

[CIP Near Term Plan Presentation to the BOT 2 28 24.pdf \(610 KB\)](#)

Subject **14.6 Report on 2024 Contractor Prequalification (5 Mins.)**

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 14. OTHER RECOMMENDATIONS

Type Discussion

TO: Members of the Board of Trustees

FROM: Melissa Moreno J.D., Interim Chancellor

PREPARED BY: Michele Rudovsky, Chief Facilities and Operations Officer
 Yanely Pulido, Director, General Services

REPORT ON 2024 CONTRACTOR PREQUALIFICATION PROGRAM

The District has required prequalification of prospective bidders on public works projects subject to public bidding requirements since April 2000, when the Board of Trustees approved use of Public Contract Code Section 20111.5. Under these provisions, only prequalified bidders are eligible to submit bids for District formal bids on public works construction projects over \$200,000. This initiative has provided the District's Capital Improvement Program (CIP) with a pool of highly qualified contractors using an extensive application process. This process has been refined through more than two decades of use, and continues to deliver a robust pool of reputable firms, an integral component of successful project delivery.

Planning for the 2024 prequalification process began in August 2023. Initial notifications of the application process were placed on the District's Facilities website, in legal advertisements, various trade journals, and in direct emails to current and previously prequalified contractors. In addition to the initial invitation, each registered contractor was invited by phone to encourage participation and remind contractors of the application deadline.

In continued effort to increase opportunities with qualified business enterprises that are small, locally owned, or owned by members underrepresented in their fields (women, minorities, veterans, disabled individuals, members of the LGBTQIA community), staff contacted several trades representatives, chambers of commerce, and professional organizations to assist in publicizing and enhancing interest in the District's contractor prequalification process. Staff held two virtual non-mandatory outreach and education workshops on October 10 and 24, 2023, to provide applicants an overview of the District's procurement solicitation methods, bid requirements, and information of the current construction contractor prequalification program. Eleven firms attended these non-mandatory workshops.

San Mateo County Community College District requires its prequalified contractors to meet certain applicable criteria, such as:

- Construction Experience/Work History
- Contractor's License/Department of Industrial Relations (DIR) Registration and Compliance
- Litigation and Arbitration History
- Disqualification from Previous Projects
- Compliance with Statutory Requirements
- Documented Safety Record
- Labor Code and Prevailing Wage Requirements
- Project Personnel
- Benefits and Retirement Programs
- Insurance Requirements and Bonding Information
- Financial Information

Submitted applications are reviewed for thoroughness and completeness. The contractor's license must be confirmed on the Contractors State License Board website. Other qualitative documents that staff reviews include: project experience, résumés of key personnel, certified financial statements, letter from a surety company confirming bonding capacity, claims and litigation history, and current certificates of insurance.

The deadline for application submission was November 14, 2023. A total of 108 applications were submitted for consideration for the 2024 prequalification process for formal bids on public works construction projects over \$200,000. This is a 14% increase from the 2023 pool of 100 submitted applications. As of February 13, 2024, staff has evaluated all submitted applications. Contractors were officially notified of their prequalification status promptly upon completion of the evaluation process. One hundred and five (105) firms met all published criteria and have been included in the 2024 pool as publicized on the District's Facilities website. Three (3) applications have been deemed ineligible either due to a deficiency in their submittal, exceeding the District's Experience Modification Rate (EMR) threshold or significant litigation/claims history. These firms have been notified of their standing and have been given the opportunity to appeal.

Attached is the list of the District's 2024 Prequalified Construction Contractor Pool for formal public works bids, along with a statistical report demonstrating the breadth and demographics of the pool.

File Attachments

[Attachment - Contractor Prequal Stat Report - Final.pdf \(968 KB\)](#)

[Attachment - 2024 Prequalified Construction Contractors for Formal Public Works Bids.pdf \(424 KB\)](#)

15. DISCUSSION ITEMS

Subject	15.1 Enrollment Report - Spring 2024 (5 Mins.)
Meeting	Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	15. DISCUSSION ITEMS
Type	Informational

TO: Board of Trustees

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

Following the passage of SB 893 in Fall 2022, the Board adopted policies in the Spring 2023 semester outlining the parameters for the Free Community College strategic initiative in the SMCCCD. At the same time, a strategic marketing campaign was developed and deployed to promote Free Community College across multiple platforms, including physical promotion (e.g., bus wraps), radio, and social media. Additionally, each of the three colleges has been focused on growth in dual enrollment and investment in high school outreach and recruitment to increase the transition of high school students into higher education in the SMCCCD. These efforts have resulted in an 8% increase in domestic student headcount for the Spring 2024 semester compared to Spring 2023. This follows a 16% increase in domestic student headcount achieved for Fall 2023 compared to Fall 2022. Taken together, the District's colleges have achieved a combined 12% ($n = 2,533$) increase in unduplicated domestic student headcount for the 2023-24 academic year.

File Attachments

[SMCCCD_EnrollmentReport_Spring_2024-FINAL.pdf \(182 KB\)](#)

16. COMMUNICATIONS

17. STATEMENTS FROM BOARD MEMBERS

18. RECONVENE TO CLOSED SESSION (if necessary)

Subject **18.1 Reconvened to Close Session**

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 18. RECONVENE TO CLOSED SESSION (if necessary)

Type Procedural

19. RECONVENE TO OPEN SESSION (if necessary)

Subject **19.1 Reconvened to Open Session**

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 19. RECONVENE TO OPEN SESSION (if necessary)

Type Procedural

Subject **19.2 Announcement of Reportable Action Taken In Closed Session (if necessary)**

Meeting Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 19. RECONVENE TO OPEN SESSION (if necessary)

Type Procedural

20. ADJOURNMENT

Subject **20.1 Adjourn**

Meeting	Feb 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	20. ADJOURNMENT
Type	Procedural