



**Wednesday, July 24, 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**

**Members of the Public may also participate via Zoom.  
Zoom Meeting ID - <https://smccd.zoom.us/j/82180216559>  
Dial-In: 1-669-900-9128 - Webinar ID: 821 8021 6559**

**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.**

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**Subject** 1.1 Call to Order / Roll Call  
Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 1. CLOSED SESSION - 5:00 p.m.  
Access Public  
Type Procedural

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

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**Subject** 2.1 Conference with Labor Negotiator - Agency Designated  
Representative: Randy Erickson and Julie Johnson Employee  
Organization: AFT  
Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Access Public  
Type Discussion

**Subject** 2.2 Conference with Labor Negotiator - Agency Designated  
Representative: Randy Erickson and Julie Johnson Employee  
Organization: CSEA  
Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Access Public  
Type Discussion

**Subject** 2.3 Pursuant to Gov. Code, §54957: Public Employment (Performance  
Auditor/Policy Analyst)  
Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Access Public  
Type Discussion

**Subject** 2.4 Pursuant to Gov. Code §54956.9 (d)(2), (d)(4), and (h): Conference  
with Legal Counsel - Anticipated Litigation: Significant Exposure to  
Litigation - Number of Potential Cases: 1  
Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public  
Type Discussion

TO:

FROM:

PREPARED BY:

**Subject 2.5 Pursuant to Gov. Code §54956.8: Conference with Real Property Negotiators; Property: Commercial Property, San Mateo County; Agency Negotiators: Richard Storti Negotiating Party: SMCCCD; Consideration of Offer and Price**

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

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

**Subject 3.1 Comments by Community Members**

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Access Public

Type Information

### **4. CLOSED SESSION**

**Subject 4.1 Recess to Closed Session**

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 4. CLOSED SESSION

Access Public

Type Procedural

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

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

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Access Public

Type Procedural

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

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Access Public

Type Information, Procedural

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

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Access Public

Type Discussion

## **6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

**Subject 6.1 Chancellor and Chancellor's Cabinet**

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Access Public

Type Informational

### Admin Content

October Executive Board Report to be attached.

**Subject 6.2 District Academic Senate**

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Access Public

Type Informational

**Subject 6.3 Student Trustee and/or Associated Student Body**

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Access Public  
Type Informational

## **7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS**

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**Subject 7.1 AFT, Local 1493**

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Access Public

Type Information

**Subject 7.2 CSEA, Chapter 33**

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Access Public

Type Information

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

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Access Public

Type Information

## **8. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

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**Subject 8.1 Comments by Community Members**

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 8. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Access Public

Type Information

## **9. APPROVAL OF MINUTES**

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**Subject 9.1 Approval of Minutes from May 22, 2024 Regular Meeting of the Board of Trustees (5 Mins.)**

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 9. APPROVAL OF MINUTES  
Access Public  
Type Action  
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., Chancellor  
PREPARED BY: Candice E. Bell, Executive Assistant to the Board

**APPROVAL OF MINUTES FROM MAY 22, 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  
[2024-05-22 Minutes.pdf \(274 KB\)](#)

**Subject 9.2 Approval of Minutes from June 26, 2024 Regular Meeting of the Board of Trustees (5 Mins.)**  
Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 9. APPROVAL OF MINUTES  
Access Public  
Type Action  
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., Chancellor

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

## APPROVAL OF MINUTES FROM JUNE 26, 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  
[2024-06-26 Minutes.pdf \(257 KB\)](#)

## 10. NEW BUSINESS

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<b>Subject</b>	<b>10.1 Acceptance and Approval of Revised 2024 Board of Trustees Meeting Dates (5 Mins.)</b>
Meeting	Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	10. NEW BUSINESS
Access	Public
Type	Action
Preferred Date	Jul 26, 2023
Absolute Date	Jul 26, 2023
Fiscal Impact	No
Budgeted	No
Recommended Action	It is recommended that the Board of Trustees approve the revised 2024 Board of Trustees Meeting Dates.

TO: Members of the Board of Trustees

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

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

## ACCEPTANCE AND APPROVAL OF REVISED 2024 BOARD OF TRUSTEES MEETING DATES

During the Regular Meeting of the Board of Trustees, board members expressed interest in holding meetings off-site. These areas include districts of San Mateo County to which each Trustee represents. Attached is a revised calendar to reflect the October board meeting will be held at an off-site location.

### RECOMMENDATION

It is recommended that the Board of Trustees approve the revised 2024 Board of Trustees Meeting Dates.

File Attachments

[2024 Board of Trustees Meeting Dates - REVISED.pdf \(20 KB\)](#)

<b>Subject</b>	<b>10.2 Setting of Board of Trustees Meeting Dates for 2025 (5 Mins.)</b>
Meeting	Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	10. NEW BUSINESS
Access	Public
Type	Action
Preferred Date	Jun 28, 2023
Absolute Date	Jun 28, 2023
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 2025.

TO: Members of the Board of Trustees

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

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

### **SETTING OF BOARD OF TRUSTEES MEETING DATES FOR 2025**

During the Regular Board Meeting on June 26, 2024, the Board discussed the draft schedule and requested the schedule to reflect two (2) off-site meeting locations (one for each semester). The following shows meeting dates for 2025.

### **RECOMMENDATION**

It is recommended that the Board review the proposed Board of Trustees meeting dates and approve the calendar for 2025.

File Attachments

[2025 Board of Trustees Meeting Dates.pdf \(20 KB\)](#)

<b>Subject</b>	<b>10.3 Approval of Salary Adjustments for FY 24-25 for Employees in the San Mateo Community College Federation of Teachers, Local 1493, AFT, AFL-CIO Bargaining Unit (5 Mins.)</b>
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Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 10. NEW BUSINESS  
Access Public  
Type Action  
Recommended Action It is recommended that the Board of Trustees approve and adopt the attached FY 24-25 salary schedules for employees in the San Mateo Community College Federation of Teachers, Local 1493, AFT, AFL-CIO bargaining unit.

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

**APPROVAL OF SALARY ADJUSTMENTS FOR FY 24-25 FOR EMPLOYEES IN THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AFT, AFL-CIO BARGAINING UNIT**

At its meeting on November 29, 2023, the Board approved the tentative agreements (TAs) ratified by the AFT membership on November 17, 2023, and the corresponding FY22-23 and FY23-24 salary schedules reflecting the approved increases. Staff recommends the approval of the FY24-25 salary schedules reflecting the approved increases. The recommended increases are as follows:

- A 3% salary adjustment effective August 12, 2024, on the Regular Faculty Schedule (80), the Adjunct Faculty Salary Schedule Non-Instructional (AJ), and the Regular Faculty Schedule (OL).
- A 5.5% salary adjustment effective August 12, 2024, on the Instructional Laboratory Adjunct Faculty Salary Schedule (HB), the Instructional Lecture Adjunct Faculty Salary Schedule (HC), and the Instructional Special Adjunct Faculty Salary Schedule (HI).

**RECOMMENDATION**

It is recommended that the Board of Trustees approve and adopt the attached FY 24-25 salary schedules for employees in the San Mateo Community College Federation of Teachers, Local 1493, AFT, AFL-CIO bargaining unit described above.

File Attachments

- [HB Instructional LABORATORY Adjunct Faculty Salary Schedule - FY2425.pdf \(106 KB\)](#)
- [HC Instructional LECTURE Adjunct Faculty Salary Schedule - FY2425.pdf \(93 KB\)](#)
- [HI Instructional SPECIAL Adjunct Faculty Salary Schedule - FY2425.pdf \(76 KB\)](#)
- [OL Regular Faculty Salary Schedule - FY2425.pdf \(91 KB\)](#)
- [AJ Non-Instructional Adjunct Faculty Salary Schedule - FY2425.pdf \(126 KB\)](#)
- [80 Regular Faculty Salary Schedule - FY2425.pdf \(79 KB\)](#)

**Subject 10.4 Approval of Personnel Items (5 Mins.)**  
Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 10. NEW BUSINESS

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

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., 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\\_07-24-24.pdf \(647 KB\)](#)

**11. CONSENT AGENDA**

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<b>Subject</b>	<b>11.1 Acceptance of Gifts and Donations by the District: 2016 Nissan Leaf for the Skyline College Automotive Program</b>
Meeting	Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Jul 24, 2024
Absolute Date	Jul 24, 2024
Fiscal Impact	Yes
Dollar Amount	\$6,250.00
Budgeted	No



Dollar Amount \$200,000.00

Budgeted No

Budget Source California Community College Chancellor's Office

Recommended Action It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$200,000 from the California Community College Chancellor's Office to support Professional Development at Cañada College via CCCO's Institutional Effectiveness Partnership Initiative.

To: Members of The Board of Trustees

From: Dr. Melissa Moreno, Chancellor

Prepared by: Kim Lopez, Cañada College President  
Chialin Hsieh, Vice President of Instruction

**ACCEPTANCE OF GRANT FUNDS FROM THE CALIFORNIA COMMUNITY COLLEGE CHANCELLOR'S OFFICE  
INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE TO SUPPORT PROFESSIONAL DEVELOPMENT AT CAÑADA COLLEGE**

Cañada College is requesting seed funding to launch a campus-wide professional development endeavor to transform our campus climate into an equity-minded and antiracist college learning culture and workplace experience. Students, faculty, staff, and administrators will work together to achieve our Educational Master Plan College Goal #2: Cañada College transforms its culture into equity-minded and antiracist, especially in the following objectives:

- Support innovative teaching that creates a more equitable and antiracist learning environment
- Create and sustain an inclusive, antiracist, and equity-minded campus culture.

The IEPI grant will support the following:

- Faculty Professional Development to implement antiracist, equity-minded pedagogy, and classroom practices.
- General professional development for all employee groups:
  - Provide opportunities for all employees to participate in diversity, equity, and inclusion training to create a more inclusive and welcoming campus environment for students and colleagues from diverse backgrounds.
  - Develop and implement an online repository (with easy access and distribution and ongoing updates) of comprehensive training modules covering business operations and college processes.
  - Identify point persons responsible for maintaining, revising, and delivering the materials.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$200,000 from the California Community College Chancellor's Office to support Professional Development at Cañada College via CCCO's Institutional Effectiveness Partnership Initiative.

File Attachments

[Canada SMCCD 24-25 IEPI Seed Grant Agreement\\_200K\\_6.26.2024.pdf \(497 KB\)](#)

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

**Subject** **11.3 Approval of Contract Award for Districtwide Water Treatment Program and Chemicals for Cooling and Heating Systems**

Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. CONSENT AGENDA

Access Public

Type Action (Consent)

Fiscal Impact Yes

Dollar Amount \$194,650.00

Budgeted Yes

Recommended Action It is recommended that the Board of Trustees authorize the Chancellor, or their designee, to execute a five-year contract with Global Water Technology for Districtwide Water Treatment Program and Chemicals for Cooling and Heating Systems RFP 86933, effective September 1, 2024 through June 30, 2029. The total amount of the contract is estimated to be \$194,650. Annual pricing of \$38,930 shall be guaranteed for the first two years, and if applicable, annual price adjustments for the third through fifth year contract periods may not exceed the annual average increase from the previous year's United States Department of Labor Bureau of Labor Statistics Producer Price Index (PPI).

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D. Chancellor

PREPARED BY: Yanely Pulido, Director of General Services  
Bob Domenici, Supervisor, General Services

**APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE WATER TREATMENT PROGRAM AND CHEMICALS FOR COOLING AND HEATING SYSTEMS**

The cooling and heating systems at each of the college campuses and District Office require routine maintenance services and minor repairs in order to achieve optimal performance and safety. To ensure that preventive maintenance is performed on the cooling and heating systems on a timely basis, District Staff conducted a Request for Proposal (RFP) process to solicit proposals from qualified cooling and heating system contractors to provide the following services:

- Monthly maintenance, inspection and minor repairs of existing cooling and heating systems
- Provide chemical products for the cooling and heating systems
- Consultation to further improve the chemical feed during operation, reduce chemical inventory, reduce chemical inventory and improve safety
- Emergency on-call services

On June 10, 2024, the District issued RFP 86933 for a multi-year maintenance contract water treatment program and chemicals for the cooling and heating systems. 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 June 10th and 17th, 2024. On June 24, 2024 the District received five (5) proposals from the following contractors:

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Evaluation Criteria	Weight	Points Awarded				
		CCI Chemical Company	Western Allied	Global Water Technology	ACCO Engineered Systems	San Joaquin Chemicals Inc.
Cover Letter & Service Description	10%	Non-Responsive	Non-Responsive	4.2	4.0	4.0
Experience of Key Personnel	20%			3.7	3.7	3.8
Price Proposal	35%			3.7	2.3	2.5
Scope of Services Tasks	35%			3.3	2.8	3.0
<b>Weighted Totals:</b>	<b>100%</b>	--	--	<b>3.6</b>	<b>2.9</b>	<b>3.1</b>

After completion of the initial due diligence review of the proposals received, it was determined that CCI Chemical Company and Western Allied proposals, was deemed non-responsive for failure to submit all of the required proposal contents as indicated in the RFP. With oversight by the General Services Department, the RFP Evaluation Committee consisting of representatives from the Facilities Maintenance & Operations Department evaluated the responsive proposals using the criteria identified in the table above. At the conclusion of the evaluation process, it was determined that Global Water Technology demonstrated to be the most qualified contractor with the best understanding of the District’s goals and objectives, thus providing the best value to the District.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or their designee, to execute a five-year contract with Global Water Technology for Districtwide Water Treatment Program and Chemicals for Cooling and Heating Systems RFP 86933, effective September 1, 2024 through June 30, 2029. The total amount of the contract is estimated to be \$194,650. Annual pricing of \$38,930 shall be guaranteed for the first two years, and if applicable, annual price adjustments for the third through fifth year contract periods may not exceed the annual average increase from the previous year’s United States Department of Labor Bureau of Labor Statistics Producer Price Index (PPI).

Admin Content

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**12. OTHER RECOMMENDATIONS**

<b>Subject</b>	<b>12.1 Approval of Interim Board Policy and Administrative Procedure 3510 - Workplace Violence (5 Mins.)</b>
Meeting	Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. OTHER RECOMMENDATIONS
Access	Public
Type	Action (Consent)

Recommended Action

It is recommended that the Board of Trustees approve the attached interim Board Policy and Administrative Procedure 3510 - Workplace Violence.

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

**APPROVAL OF INTERIM BOARD POLICY AND ADMINISTRATIVE PROCEDURE 3510 - WORKPLACE VIOLENCE**

The attached interim Board Policy and Administrative Procedure 3510—Workplace Violence aligns with the District's policy and procedure reorganization. Interim Board Policy 3510 updates current Board Policy 2.28, and Interim Administrative Procedure 3510 replaces and provides the necessary legal updates to the current Administrative Procedure 2.28.2.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached interim Board Policy and Administrative Procedure 3510 - Workplace Violence.

File Attachments

[Interim BP 3510 Workplace Violence.pdf \(394 KB\)](#)  
[Interim AP 3510 Workplace Violence.pdf \(62 KB\)](#)

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**Subject**                    **12.2 Approval of Contract Award for Construction Services for Skyline College Distributed Antenna System Implementation Phase 2 - Low Voltage Cabling Installation (5 Mins.)**

Meeting                    Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    12. OTHER RECOMMENDATIONS

Access                    Public

Type                    Action (Consent)

Preferred Date            Jul 24, 2024

Absolute Date            Jul 24, 2024

Fiscal Impact            Yes

Dollar Amount            \$635,418.00

Budgeted                    Yes

Budget Source local funds

Recommended Action It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a contract with Helix Electric, Inc. for the Skyline College Distributed Antenna System Implementation, Phase 2 – Low Voltage Cabling Installation Project (Bid #86918R) in an amount not to exceed \$635,418.00.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Marie Mejia, Director of Capital Projects  
Yanely Pulido, Director of General Services

**APPROVAL OF CONTRACT AWARD FOR CONSTRUCTION SERVICES FOR SKYLINE COLLEGE DISTRIBUTED ANTENNA SYSTEM IMPLEMENTATION PHASE 2 – LOW VOLTAGE CABLING INSTALLATION**

On November 29, 2023, the Board of Trustees approved a contract award for Skyline College Distributed Antenna System (DAS) Implementation Project – Phase 1 Integrator to design a DAS system that will improve and optimize cellular service to all buildings on campus for safety and convenience of campus occupants.

The Skyline College Distributed Antenna System Implementation, Phase 2 – Low Voltage Cabling Installation Project generally consists of furnishing and installing specified cabling/wiring to connect Owner-installed DAS devices with equipment per contract documents and coordinated with the Phase 1 Integrator Contractor.

Facilities Planning, with the assistance of General Services, advertised this construction opportunity (Bid #86918R) to C-10 Electrical and C-7 Low Voltage Systems licensed contractors through the District’s online bid portal. A formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on July 2 and 9, 2024. Five (5) contractors attended the mandatory pre-bid conference held on July 10, 2024.

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), 341 registered vendors were notified of the bid through the District’s online bid portal.

On July 16, 2024, the District received three (3) bids for the project as follows:

Contractor	Total Bid
Cocconi Electric	\$557,687.62
Helix Electric, Inc.	\$635,418.00
Young Electric	\$667,669.00

After completion of the initial due diligence review of the bids received, it was determined that Cocconi Electric’s bid, although the lowest cost, was deemed non-responsive for failure to submit all of the required bid documents in conformance with the bid requirements. Staff conducted its full due diligence investigation of the bid results and deemed Helix Electric, Inc. the lowest responsive responsible bidder and meets all the requirements of the project.

This project will be funded out of local funds.

**RECOMMENDATION**



It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a contract with Helix Electric, Inc. for the Skyline College Distributed Antenna System Implementation, Phase 2 – Low Voltage Cabling Installation Project (Bid #86918R) in an amount not to exceed \$635,418.00.

*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.*

### **13. DISCUSSION ITEMS**

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<b>Subject</b>	<b>13.1 Report on the Development of Workplace Violence Prevention Plan (10 Mins.)</b>
Meeting	Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	13. DISCUSSION ITEMS
Access	Public
Type	Discussion

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

#### **REPORT ON THE DEVELOPMENT OF A WORKPLACE VIOLENCE PREVENTION PLAN**

As a result of California Senate Bill 553 (SB 553), all employers that fall within the scope of California Labor Code (LC) 6401.7 and LC 6401.9, are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP). The primary objective of the WVPP is to prevent workplace violence as follows: (1) establish and maintain an effective WVPP; (2) provide a safe working environment; (3) establish policies, training, and communications to improve workplace violence prevention; and (4) provide written records of workplace violence incidents and investigations, in accordance with the WVPP.

Staff is in the process of developing and implementing a WVPP in a manner that is consistent with the District's obligations under Title IX of the Education Amendments of 1972 ("Title IX"), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), related policies and procedures, and as a standalone policy designed to work with the existing SMCCCD Injury and Illness Prevention Program (IIPP), required by 8 CCR § 3203.

SMCCCD is committed to a culture of safety and violence prevention. These policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety of SBCCD's employees.

File Attachments

[FINAL\\_WVPP\\_Presentation to BOT\\_7\\_24\\_24.pdf \(973 KB\)](#)

<b>Subject</b>	<b>13.2 Update on Districtwide Student Housing at College of San Mateo (15 Mins.)</b>
Meeting	Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. DISCUSSION ITEMS  
 Access Public  
 Type Informational

TO: Members of the Board of Trustees  
 FROM: Melissa Moreno, J.D., Chancellor  
 PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor  
 Michele Rudovsky, Chief Facilities and Operations Officer  
 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: \$65.8M (State: \$55.9M, District: \$9.9M)  
 Size of Project: 81,015 GSF with 310 student beds

**Status of Higher Education Grant Program**

The Legislature passed the higher education Senate Bill (SB) 155, which creates the statewide lease revenue bond to support 13 community college student housing projects that will convert from a cash grant to state financing. SB 155 authorizes the State Public Works Board (SPWB) to issue up to \$804.7 million in state lease revenue bonds to support the 13 approved projects. It requires specified lease agreements between the state and districts to support the projects.

SB 155 also requires operating agreements between the SPWB, Board of Governors, and participating community college that include, among other things, performance expectations of the parties related to the acquisition, design, and construction/renovation of the project.

Additionally, SB 155 allows the SPWB to approve a reduction in the project’s bed count. A scope reduction in excess of 10% shall be reported by SPWB to the Joint Legislative Budget Committee.

**Project Status / Budget**

To decrease cost overruns caused by change in location, inflation, escalation, schedule slippage, code changes and on-going technology / systems infrastructure changes, the architects have been directed to explore options to decrease the bed count by 10%.

	1/25/23 Grant Application	12/21/23 Schematic Design Cost Estimate	4/30/24 Design Development Cost Estimate	6/28/24 50% Construction Drawings Cost Estimate	SB 155 - 10% Bed Count Reduction (Passed 6/22/24)
State	\$55.9M	\$55.9M	\$55.9M	\$55.9M	\$55.9M
District	\$9.9M	\$32M	\$28M	\$28M	TBD
<b>Total Project Cost</b>	<b>\$65.8M</b>	<b>\$87.9M</b>	<b>\$83.9M</b>	<b>\$83.9M</b>	<b>TBD</b>
Construction Cost Estimate	\$49,589,000	\$72,004,200	\$67,388,100	\$67,834,400	TBD

**Project Schedule:**



The report below will review additional details regarding the Food Insecurity Support Program.

File Attachments

[Student Food Insecurity Program Update\\_7-24-24.pdf \(230 KB\)](#)

[Student Food Insecurity PPT\\_7-24-24.pdf \(373 KB\)](#)

**Subject**                      **13.4 First Read of Board Policy and Administrative Procedure 6410 - Performance Audits (10 Mins.)**

Meeting                        Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                      13. DISCUSSION ITEMS

Access                         Public

Type                            Discussion

TO:                              Members of the Board of Trustees

FROM:                          Melissa Moreno, J.D., Chancellor

PREPARED BY:            Julie Johnson, Chief Human Resources Officer

**FIRST READ OF BOARD POLICY AND ADMINISTRATIVE PROCEDURE 6410 - PERFORMANCE AUDITS**

The proposed Board Policy and Administrative Procedure 6410 - Performance Audits aims to outline the authority and scope of the performance audit function for the San Mateo County Community College District and provide standards and guidelines for the Performance Audit Unit. The policy and procedure provide the Board of Trustees and Chancellor with an independent assessment of the quality of the District's internal controls and administrative processes and recommendations and suggestions for continuous improvement.

File Attachments

[Proposed BP 6401 Performance Audits.pdf \(65 KB\)](#)

[Proposed AP 6401 Performance Audits.pdf \(74 KB\)](#)

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**14. COMMUNICATIONS**

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**15. STATEMENTS FROM BOARD MEMBERS**

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**16. RECONVENE TO CLOSED SESSION (if necessary)**

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**Subject**                      **16.1 Reconvened to Close Session**

Meeting                        Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                      16. RECONVENE TO CLOSED SESSION (if necessary)

Access                         Public

Type                            Procedural

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**17. RECONVENE TO OPEN SESSION (if necessary)**

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**Subject** **17.1 Reconvened to Open Session**  
Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 17. RECONVENE TO OPEN SESSION (if necessary)  
Access Public  
Type Procedural

**Subject** **17.2 Announcement of Reportable Action Taken In Closed Session (if necessary)**  
Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 17. RECONVENE TO OPEN SESSION (if necessary)  
Access Public  
Type Procedural

## **18. ADJOURNMENT**

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**Subject** **18.1 Adjourn**  
Meeting Jul 24, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 18. ADJOURNMENT  
Access Public  
Type Procedural