



**Wednesday, October 23, 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 City of East Palo Alto Council Chambers - 2415 University Avenue, East Palo Alto, CA 94303**

**Members of the Public may also participate via Zoom.**

**Zoom Meeting ID - <https://smccd.zoom.us/j/84525388700>**

**Dial-In: 1-669-900-9128 - Webinar ID: 845 2538 8700**

**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**

**Oct 23, 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 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: 4**

Meeting Oct 23, 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 2.2 Conference with Labor Negotiator - Agency Designated Representative: Randy Erickson and Julie Johnson Employee Organization: AFT**

Meeting Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

**Subject 2.3 Conference with Labor Negotiator - Agency Designated Representative: Randy Erickson and Julie Johnson Employee Organization: CSEA**

Meeting Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

**Subject 2.4 Conference with Labor Negotiator - Agency Designated Representative: Randy Erickson and Julie Johnson Employee Organization: AFSCME**

Meeting Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

**Subject** **2.5 Pursuant to Gov. Code §54956.8: Conference with Real Property Negotiators; Property: Open Space, San Mateo County; Agency Negotiators: Richard Storti Negotiating Party: SMCCCD; Consideration of License Terms**

Meeting Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

**Subject** **2.6 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 Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

**Subject** **2.7 Pursuant to Gov. Code §54957: Public Employee Performance Evaluation: Chancellor**

Meeting Oct 23, 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**

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

Meeting Oct 23, 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**

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

Meeting Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 4. CLOSED SESSION

Access Public  
Type Procedural

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

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**Subject** 5.1 Call to Order / Roll Call / Pledge of Allegiance  
Meeting Oct 23, 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 Oct 23, 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 Oct 23, 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**

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**Subject** 6.1 Chancellor and Chancellor's Cabinet  
Meeting Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES  
Access Public  
Type Informational

File Attachments  
[2024 BOT SELF EVAL RESULTS Redacted.pdf \(1,517 KB\)](#)  
[2024-2025 Board Goals.rev2.pdf \(172 KB\)](#)  
[SMCCCD President's Report to the Board 10 23 24.pdf \(3,255 KB\)](#)

### Admin Content

October Executive Board Report to be attached.

Melissa to announce the Self Eval Results (attached) is now affixed to item #13.1 on the August 28, 2024 Agenda.

Melissa to announce the Rev2 version of the Board Goals and Priorities is now affixed to Item #12.1 on the August 28, 2024 Agenda.

**Subject**                    **6.2 District Academic Senate**

Meeting                    Oct 23, 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                    Oct 23, 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                    Oct 23, 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                    Oct 23, 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                    Oct 23, 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 Oct 23, 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 September 11, 2024 Regular Meeting of the Board of Trustees (5 Mins.)**

Meeting Oct 23, 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/Board Clerk

### APPROVAL OF MINUTES FROM SEPTEMBER 11, 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  
[2024-09-11 Minutes.pdf \(207 KB\)](#)

## 10. NEW BUSINESS

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**Subject 10.1 Approval of Personnel Items**  
Meeting Oct 23, 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 10-23-24.pdf \(486 KB\)](#)

## 11. CONSENT AGENDA

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**Subject** 11.1 Curricular Additions, Deletions and Modifications - Cañada College

Meeting Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. CONSENT AGENDA

Access Public

Type Action (Consent)

Preferred Date Oct 23, 2024

Absolute Date Oct 23, 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.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Chialin Hsieh, Vice President, Instruction

**CURRICULAR ADDITIONS, DELETIONS AND MODIFICATIONS  
CAÑADA COLLEGE**

The modification of twenty-six courses and twenty-four programs from, the College catalogs are proposed by Cañada College.

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.

**File Attachments**

[Brd 24-10-23 Attachment A CAN.pdf \(131 KB\)](#)

**Admin Content**

*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.*

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<b>Subject</b>	<b>11.2 Curricular Additions, Deletions and Modifications - College of San Mateo</b>
Meeting	Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Oct 23, 2024
Absolute Date	Oct 23, 2024
Fiscal Impact	No
Budgeted	No
Recommended Action	It is recommended that the Board approve the attached curricular changes for the College of San Mateo catalog.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Danni Redding Lapuz, Acting Vice President, Instruction, College of San Mateo

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



The addition of one course to, and the inactivation of one course from, the College catalog is proposed by College of San Mateo at this time.

Furthermore, five courses and fourteen programs were modified.

Each of the proposed courses and programs has been reviewed by the appropriate Division Dean and approved by the College Curriculum or Instruction Committee, acting on behalf of the local Academic Senate. In addition, the Academic Senate President provides oversight with respect to the necessary role of the local Senate 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 College of San Mateo catalog.

### File Attachments

[Brd 24-10-23 Attachment A CSM.pdf \(107 KB\)](#)

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<b>Subject</b>	<b>11.3 Curricular Additions, Deletions and Modifications - Skyline College</b>
Meeting	Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Oct 23, 2024
Absolute Date	Oct 23, 2024
Fiscal Impact	No
Budgeted	No
Recommended Action	It is recommended that the Board approve the attached curricular changes for the Skyline College catalog.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Joe Morello, Vice President, Administrative Services, Skyline College

## **CURRICULAR ADDITIONS, DELETIONS AND MODIFICATIONS - SKYLINE COLLEGE**

The inactivation of nine courses and one program from, the Skyline College catalog are proposed by Skyline College at this time. Additionally, ten courses are proposed to be offered in the distance education mode.

Furthermore, thirty-nine courses and three programs were modified.

Each of the proposed courses and programs has been reviewed by the appropriate Division Dean and approved by the College Curriculum Committee, acting on behalf of the local Academic Senate. In addition, the Academic Senate President provides oversight with respect to the necessary role of the local Senate 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 Skyline College catalog.

File Attachments

[Brd 24-10-23 SKY.pdf \(97 KB\)](#)

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

**Subject** **11.4 Approval of Budget Augmentation and Contract Award for Purchase and Installation of New Portable Building for College of San Mateo B30 Renovation Project**

Meeting Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. CONSENT AGENDA

Access Public

Type Action (Consent)

Preferred Date Oct 23, 2024

Absolute Date Oct 23, 2024

Fiscal Impact Yes

Dollar Amount \$500,000.00

Budgeted Yes

Budget Source Local Funds

Recommended Action It is recommended that the Board of Trustees authorize the Chancellor, or designee, to augment the budget by \$500,000 and execute a contract with Global Modular, Inc. for the College of San Mateo Building 30 Renovation & New Portable Building Project (Bid #86948) in an amount not to exceed \$1,189,650.00.

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 BUDGET AUGMENTATION AND CONTRACT AWARD FOR THE PURCHASE AND INSTALLATION OF A NEW PORTABLE BUILDING FOR THE COLLEGE OF SAN MATEO BUILDING 30 RENOVATION PROJECT

At its regular meeting on February 28, 2024, staff recommended adopting a prudent approach to capital improvements in the near term as the District explores potential public funding opportunities. This approach involves pausing non-essential capital improvement plans and proceeding only with projects that are modest in cost or have substantial State funding available with a modest matching requirement. The College of San Mateo Building 30 Renovation project has been identified as high-priority due to health and safety issues and has been approved to move forward with a \$3 million budget.

Staff assessed the existing football locker room space and identified the most critical achievable features needed to provide the football team with an improved reconfiguration of the existing space. This reconfiguration will provide adequate room for one locker per player, meet ADA requirements, and ensure adequate ventilation for a safe environment. The building houses the College’s football and baseball headquarters, including locker rooms for both teams, coach offices, meeting rooms, and restroom/shower facilities. To accommodate the expansion of the football lockers, this project included the relocation of the baseball team room to a new portable building near the baseball field.

On March 27, 2024, the Board of Trustees approved a contract award for architectural services for the College of San Mateo Building 30 Renovation project. During the design development phase, the cost estimate to complete the project increased by \$500,000.

Baseball Modular	\$1,189,650	Formal Bid
Baseball Modular Infrastructure	\$300,000	Cost Estimate
1st FL / 2nd FL Lockers	\$839,970	Final Proposal
1st FL / 2nd FL Lockers Infrastructure	\$50,000	Cost Estimate
	\$2,379,620	
Contingency 10%	\$237,962	
Soft Cost	\$750,000	
Baseball Modular FF&E	\$100,000	Budget
	\$3,467,582	
Budget	\$3,000,000	
	\$467,582	

Facilities Planning, with the assistance of General Services, advertised this construction opportunity (Bid #86948) to B 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 September 6 and 12, 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. Eight (8) contractors attended the mandatory pre-bid conference held on September 18, 2024.

Five applicants submitted the prequalification packet and four were prequalified to bid on this project.

On October 1, 2024, the District received one (1) bid for the project as follows:

Contractor	Total Bid
Global Modular, Inc.	\$1,189,650.00

After completion of the initial due diligence review of the bid received, it was determined that Global Modular, Inc’s bid, was deemed the lowest responsive responsible bidder meeting 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 augment the budget by \$500,000 and execute a contract with Global Modular, Inc. for the College of San Mateo Building 30 Renovation & New Portable Building Project (Bid #86948) in an amount not to exceed \$1,189,650.00.

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<b>Subject</b>	<b>11.5 Ratification of July and August 2024 District Warrants</b>
Meeting	Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Recommended Action	It is recommended that the Board of Trustees approve the warrants issued during the period of July 1, 2024, through August 31, 2024, and ratify the contracts entered into leading to such payments.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor

#### **RATIFICATION OF JULY AND AUGUST 2024 WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of July and August 2024, respectively. The schedules include total warrants issued for the subject period in addition to warrant sequences. The District now seeks Board approval of the warrants listed in the attached exhibits.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the warrants issued during the period of July 1, 2024, through August 31, 2024, and ratify the contracts entered into leading to such payments.

#### File Attachments

[Exhibit A July 2024 Warrants.pdf \(160 KB\)](#)

[Exhibit B August 2024 Warrants.pdf \(141 KB\)](#)

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<b>Subject</b>	<b>11.6 Recommendation to Sunset District Second Loan Program</b>
Meeting	Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA

Access Public  
Type Action (Consent)  
Recommended Action Staff recommends sunsetting of District's second loan program.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

#### RECOMMENDATION TO SUNSET DISTRICT SECOND LOAN PROGRAM

For nearly 25 years, the District has offered a second loan program to certain categories of employees. In recent years, participation in the program has dwindled significantly, and there are currently only 6 loans currently outstanding. The median cost of a single-family home in San Mateo County is \$1.6M, reflecting a 33% increase in the last eight years. This dramatic increase in the cost of real property has eroded the utility of the District's program, which has a maximum loan amount of \$150,000 per eligible employee, who must be a first time buyer. Moreover, staff has determined that the program's terms requiring the sharing of property value appreciation with the District and triggers for balloon payments make this a much less attractive option to District employees than other second mortgage programs national and state level and from local banks and credit unions. In addition, staff believes that the cost of running this program is no longer feasible, given the low participation and that the program does not materially support the District's core mission.

#### RECOMMENDATION

Therefore, Staff recommends sunsetting the District's Second Loan program and ceasing the making of any future loans. All current participants will continue in the program pursuant to existing contractual obligations.

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**Subject 11.7 Approval of Grant-Funded Contract Award for Cañada College NSF and DHSI Grant Research Support Services to Terra Morris, A Sole Proprietor and Independent Contractor**

Meeting Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. CONSENT AGENDA

Access Public

Type Action (Consent)

Preferred Date Oct 23, 2024

Absolute Date Oct 23, 2024

Fiscal Impact Yes

Dollar Amount \$147,000.00

Budgeted Yes

Budget Source NSF and DHSI Grants

Recommended Action It is recommended that the Board of Trustees authorize the Chancellor, or her designee, to execute a three year contract with Terra Morris, a Sole Proprietor and Independent Contractor, for RFP #86851, in an amount not to exceed \$147,000, to fulfill certain federal grant requirements. The contract will be funded solely from NSF and DHSI federal grant funds. The term of this contract will be from November 1, 2024 through October 31, 2027.

TO: Members of the Board of Trustees

FROM: Melissa Moreno J.D., Chancellor

PREPARED BY: Kim Lopez, President, Cañada College  
Yanely Pulido, Director, General Services

**APPROVAL OF CONTRACT AWARD FOR CAÑADA COLLEGE NSF AND DHSI GRANT RESEARCH SUPPORT SERVICES TO TERRA MORRIS, A SOLE PROPRIETOR AND INDEPENDENT CONTRACTOR**

Cañada College has two active federal grants – one from the National Science Foundation (NSF) called “Trabajo,” and one from the U.S. Department of Education for Developing Hispanic Serving Institutions (DHSI) called “Pathways to Completion, or P2C” that have research, evaluation, and reporting requirements. College staff worked with the General Services Department to issue a Request for Proposals (RFP) to seek proposals from qualified external evaluators to provide the following services: (1) develop and implement a comprehensive annual evaluation plan; (2) communicate with project staff to set up focus-groups, interviews and collect necessary institutional data; (2) implement and measure the impact of student career exploration; (3) work to set-up and conduct focus groups and interviews; (4) create and present evaluation reports for the college and the granting agency NSF; and (5) support project staff in the development of peer reviewed papers and conference presentations.

On September 11, 2024, the District issued RFP 86851 for grant research support services aimed at working with culturally diverse populations to perform the evaluation services identified in the grants. The 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 on September 11 and 18, 2024. A total of 126 registered vendors were notified of the RFP through the District’s online bid portal, and nine prospective respondents showed interest in the project.

On September 27, the District received one proposal for this project.

<b>Firm</b>	<b>Proposal</b>
Terra Morris, Sole Proprietor	\$49,000 (per year)

The evaluation committee, comprising representatives from Cañada College, reviewed the proposal and concluded that it demonstrated the best understanding of the District’s objectives. The proposal was deemed to provide the necessary resources to deliver the required outcomes at a reasonable cost to the District by the required grant deadlines.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or her designee, to execute a three year contract with Terra Morris, a Sole Proprietor and Independent Contractor, for RFP #86851, in an amount not to exceed \$147,000, to fulfill certain federal grant requirements. The contract will be funded solely from NSF and DHSI federal grant funds. The term of this contract will be from November 1, 2024 through October 31, 2027.

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**Subject 11.8 Acceptance of Pacific Library Partnership (PLP) Innovation & Technology Grant Funds**

Meeting	Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Oct 23, 2024
Absolute Date	Oct 23, 2024
Fiscal Impact	No
Dollar Amount	\$8,078.00
Budgeted	No
Recommended Action	It is recommended that the Board of Trustees approve the acceptance of \$8,078 grant by the Pacific Library Partnership (PLP) Innovation & Technology Grant.

TO: Members of the Board of Trustees

FROM: Melissa Moreno J.D., Chancellor

PREPARED BY: Dr. Manuel A. Pérez , President, College of San Mateo  
Danni Redding Lapuz, Acting Vice President of Instruction, College of San Mateo

### **ACCEPTANCE OF PACIFIC LIBRARY PARTNERSHIP (PLP) INNOVATION AND TECHNOLOGY GRANT FUNDS**

CSM Library is part of the Peninsula Library System (PLS) local consortia under a larger Pacific Library Partnership (PLP) regional consortia that covers the Bay Area/Monterey. CSM submitted a grant proposal "Power Up! Secure Charging for Student Success at the CSM Library," which was selected and funded by the Pacific Library Partnership (PLP) Innovation & Technology Grant Program.

We are funded \$8,078 to support Library infrastructure by providing new technology charging stations. The charging stations will ensure fully charged cell phones and devices that support student success and access. This also provides added security that students can study and work at the Library for an extended period of time throughout the school day. The placement of the four (4) charging stations includes the Library's Main Floor, Mezzanine, Makerspace, and the Learning Center.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the acceptance of \$8,078 grant by the Pacific Library Partnership (PLP) Innovation & Technology Grant.

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

## **12. OTHER RECOMMENDATIONS**

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**Subject** **12.1 Adoption of Resolution 24-25 by the Governing Board Designating Staff to Sign Documents with the CA Department of Education and the CA Department of Social Services for the Purpose of Providing Child Care and Development Services for FY 2025-26 (5 Mins.)**

Meeting Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category	12. OTHER RECOMMENDATIONS
Access	Public
Type	Action
Recommended Action	It is recommended that the Board of Trustees adopt Resolution 24-25 designating staff to sign documents with the CA Department of Education and the CA Department of Social Services for the purpose of providing child care and development services for FY 2025-26.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor

**ADOPTION OF RESOLUTION NO. 24-25 BY THE GOVERNING BOARD DESIGNATING STAFF TO SIGN DOCUMENTS WITH THE CA DEPARTMENT OF EDUCATION AND THE CA DEPARTMENT OF SOCIAL SERVICES FOR THE PURPOSE OF PROVIDING CHILD CARE AND DEVELOPMENT SERVICES FOR FY 2025-26**

This annual resolution is needed to certify the approval of the Governing Board to enter into transactions, subsequent amendments, continued funding applications, contract documents, and authorize the designated personnel to sign documents with the CA Department of Education and the CA Department of Social Services for the purpose of providing child care and development services for FY 2025-26.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution 24-25 designating staff to sign documents with the CA Department of Education and the CA Department of Social Services for the purpose of providing child care and development services for FY 2025-26.

File Attachments  
[CDC Resolution.pdf \(97 KB\)](#)

<b>Subject</b>	<b>12.2 Adoption of Resolution No. 24-26 to Declare an Exemption Under the California Environmental Quality Act for Cañada College Child Development Center (5 Mins.)</b>
Meeting	Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. OTHER RECOMMENDATIONS
Access	Public
Type	Action (Consent)
Preferred Date	Oct 23, 2024
Absolute Date	Oct 23, 2024
Fiscal Impact	No
Budgeted	No



Recommended Action It is recommended that the Board adopt Resolution No. 24-26, declaring an exemption under the California Environmental Quality Act (CEQA) for the Cañada College Child Development Center project, thereby authorizing the District to file and post the necessary notices pursuant to CEQA.

TO: Members of the Board of Trustees  
FROM: Melissa Moreno, J.D., Chancellor  
PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor  
Marie Mejia, Director of Capital Projects

**ADOPTION OF RESOLUTION NO. 24-26 TO DECLARE AN EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT FOR CAÑADA COLLEGE CHILD DEVELOPMENT CENTER**

At its regular meeting on February 28, 2024, staff recommended adopting a prudent approach to capital improvements in the near term as the District explores potential public funding opportunities. This approach involves pausing non-essential capital improvement plans and proceeding only with projects that are modest in cost or have substantial State funding available with a modest matching requirement. The Cañada College Child Development Center has been identified as a high-priority project and has been approved to move forward.

The Cañada College Child Development Center project requires submission to the State for a categorical exemption from applicable sections of the California Environmental Quality Act (CEQA).

The State's planning approval process includes compliance with the reporting requirements of Section 6850 of CEQA. §15301, §15302, §15314 of the CEQA Guidelines provide for categorical exemptions for certain projects. Since this project involves the removal of three existing modular buildings and their replacement with two efficient prefabricated modular buildings, with minimal impact on traffic patterns, local utilities, and other environmental factors, the District seeks Board authorization, by adoption of Board Resolution to file the necessary Notices of Exemption for the project.

**RECOMMENDATION**

It is recommended that the Board adopt Resolution No. 24-26, declaring an exemption under the California Environmental Quality Act (CEQA) for the Cañada College Child Development Center project, thereby authorizing the District to file and post the necessary notices pursuant to CEQA.

File Attachments

[RESOLUTION NO 24-26 TO DECLARE AN EXEMPTION CDC.pdf \(81 KB\)](#)

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

**Subject** 12.3 Adoption of Resolution No. 24-27 for the Submittal of the Environmental Impact Report Notice of Determination Under the California Environmental Quality Act for Districtwide Student Housing at College of San Mateo (5 Mins.)

Meeting Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. OTHER RECOMMENDATIONS

Access Public

Type Action

Preferred Date Oct 23, 2024

Absolute Date Oct 23, 2024

Fiscal Impact No

Budgeted No

Recommended Action It is recommended that the Board adopt Resolution No. 24-27, submitting a Notice of Determination (NOD) under the CEQA for the Districtwide Student Housing at College of San Mateo project to the San Mateo County Clerk Recorder and the State Clearinghouse. This filing will document that an addendum has been prepared and that the District intends to proceed with the project. The filing of the NOD will initiate a 30-day period during which any parties opposed to the project may file a legal challenge under CEQA.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor  
Marie Mejia, Director of Capital Projects

**ADOPTION OF RESOLUTION NO. 24-27 FOR THE SUBMITTAL OF THE ENVIRONMENTAL IMPACT REPORT NOTICE OF DETERMINATION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT FOR DISTRICTWIDE STUDENT HOUSING AT COLLEGE OF SAN MATEO**

On December 2015, the District certified a Final Environmental Impact Report (EIR) for the 2015 Facilities Master Plan Amendment Project, which included planned improvements at each of the District’s three campuses. At College of San Mateo, the certified EIR analyzed several conceptual improvements, including a new gymnasium, a Center for Innovation and Emerging Technologies, the renovation of six existing buildings and the Corporation Yard, and the construction of up to seven renewable energy installations. No residential development was originally planned for College of San Mateo, and no buildings were planned for Lot 2.

On January 2023, the District submitted a grant application for the construction of a districtwide student housing facility to provide on-campus housing for low-income students attending any of the District’s three campuses. The District received approval for the grant in 2022. Originally, the project was proposed for Lot 1, but after a series of community forums raised concerns about its proximity to nearby homes, it was relocated to the southern portion of Lot 2.

Since the districtwide student housing facility was not included in the 2015 Facilities Master Plan Amendment Project, it is considered a proposed change or revision to the previously approved EIR. Under the California Environmental Quality Act (CEQA), when changes to projects previously analyzed in an EIR require a new discretionary decision, these changes must be assessed for their potential to cause new or more severe significant environmental impacts than previously analyzed (Pub. Resources Code, § 21166; CEQA Guidelines, §§ 15162–15164). The District prepared an addendum to the Certified EIR, providing substantial evidence for the administrative record to demonstrate that no changes to the significant findings in the Certified EIR have occurred, nor have any new or substantially more severe significant impacts been identified that would require a subsequent EIR due to the proposed districtwide student housing project.

**RECOMMENDATION**

It is recommended that the Board adopt Resolution No. 24-27, submitting a Notice of Determination (NOD) under the CEQA for the Districtwide Student Housing at College of San Mateo project to the San Mateo County Clerk Recorder and the State Clearinghouse. This filing will document that an addendum has been prepared and that the District intends to proceed with the project. The filing of the NOD will initiate a 30-day period during which any parties opposed to the project may file a legal challenge under CEQA.

File Attachments  
[RESOLUTION NO 24-27 DW Student Housing at CSM NOD.pdf \(78 KB\)](#)  
[2024 1014 BOARD DRAFT SMCCCD DW Student Housing Project Addendum.pdf \(2,521 KB\)](#)

**Subject** **12.4 Adoption of Resolution 24-28: Resolution in Honor of Filipino-American History Month (5 Mins.)**

Meeting Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. OTHER RECOMMENDATIONS

Access Public

Type Action

Preferred Date Oct 23, 2024

Fiscal Impact No

Budgeted No

Recommended Action It is recommended by administration and staff to adopt Resolution 24-28 in honor of Filipino-American History Month.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Melissa Moreno, J.D., Chancellor  
Candice E. Bell, Executive Assistant to the Board/Board Clerk

File Attachments

[2024-1023 Filipino American History Resolution 24-28.pdf \(75 KB\)](#)

**Subject** **12.5 Approval of Vendor Management Audit (5 Mins.)**

Meeting Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. OTHER RECOMMENDATIONS

Access Public

Type Action

Recommended Action Staff is recommending the Board of Trustees approve the 2024 Vendor Management Audit Report.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Houman Boussina

**APPROVAL OF VENDOR MANAGEMENT AUDIT**

On March 20, 2024 SMCCCD hired a Performance Auditor/Policy Analyst. On May 22, 2024, the Board of Trustees approved the FY24/25 Performance Audit Plan that included a Vendors Audit. On August 28, 2024, the Board of Trustees adopted Board Policy (BP) and Administrative Procedure (AP) 6401 to formally establish a Performance Audit Unit. For your consideration and approval is the final Vendor Management Audit Report, which includes three audit findings, recommendations and Management's response. Attached is the 2024 Vendor Management Audit Report.

In accordance with AP 6401, staff will return to the next Regular Meeting with a proposed implementation plan which will reflect the recommendations contained in the audit report.

## RECOMMENDATION

Staff is recommending the Board of Trustees approve the 2024 Vendor Management Audit Report.

File Attachments

[D Final PUBLIC Vendor Management Audit Redacted.pdf \(11,359 KB\)](#)

## 13. DISCUSSION ITEMS

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<b>Subject</b>	<b>13.1 East Palo Alto State of the City (10 Mins.)</b>
Meeting	Oct 23, 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: The Honorable Antonio Lopez, Mayor of East Palo Alto

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

Mayor Antonio Lopez will provide the Board of Trustees an East Palo Alto State of the City address.

<b>Subject</b>	<b>13.2 Update on Cañada College Partnerships in North Fair Oaks, Belle Haven, and East Palo Alto (45 Mins.)</b>
Meeting	Oct 23, 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: Kim Lopez, President of Cañada College

### **UPDATE ON CAÑADA COLLEGE PARTNERSHIPS IN NORTH FAIR OAKS, BELLE HAVEN AND EAST PALO ALTO**

The Cañada College Educational Master Plan 2022-2027 identifies several strategic initiatives that aim to strengthen our ties and services in our South San Mateo County communities, specifically in North Fair Oaks, Belle Haven, and East Palo Alto. Over the past year, Cañada College has expanded recruitment and services in these communities and hosted several community listening sessions to gather more information about the needs of those living in these communities. The College has also entered into the second year of our Memorandum of Understanding (MOU) with

the Boys and Girls Clubs of the Peninsula and the third year of our Living the Promise MOU with Sequoia Union High School District and the Ravenswood City School District. For more than 30 years, Cañada College has also partnered with JobTrain, an anti-poverty workforce development non-profit in Menlo Park, to offer classes and programs. This year, Cañada staff are working closely with the leadership of JobTrain to re-envision our academic pathways and support services in these locations as we prepare to move into JobTrain's new Center for Economic Mobility in East Palo Alto. The presentation will provide an update on our progress and future plans to expand access and services to our South San Mateo County communities.

File Attachments

[BOT Cañada Building for Impact Presentation FINAL-LINKVERSION \(003\).pdf \(4,890 KB\)](#)

**Subject** 13.3 SMCCCD Enrollment Report Fall 2024 (20 Mins.)

Meeting Oct 23, 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. Aaron McVean, Vice Chancellor of Educational Services and Planning  
Dr. Tracy Huang, Director of Districtwide Research and Institutional Effectiveness

### SMCCCD ENROLLMENT REPORT FALL 2024

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 investments in expanded high school and community outreach, and recruitment to increase the transition of high school students into higher education in the SMCCCD. These efforts resulted in an 8% increase in domestic student headcount for the Spring 2024 semester compared to Spring 2023.

Overall, the SMCCCD achieved an additional 6% increase in domestic student headcount for the Fall 2024 semester compared to Fall 2023. This follows a 16% increase in domestic student headcount achieved for Fall 2023 compared to Fall 2022. The number of first-time students has increased 61% from Fall 2022 to Fall 2024, and the District has seen an increase of 134% ( $n = 476$ ) in Returning Students who are coming back to higher education after some time away. **Taken together, the District's colleges have achieved a 24% ( $n = 3,425$ ) increase in unduplicated domestic student headcount from Fall 2022 to Fall 2024.**

File Attachments

[SMCCCD EnrollmentUpdateReport Fall2024-FINAL.pdf \(166 KB\)](#)  
[SMCCCD EnrollmentReportPresentation Fall2024-FINAL.pdf \(528 KB\)](#)

## 14. COMMUNICATIONS

## 15. STATEMENTS FROM BOARD MEMBERS

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

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<b>Subject</b>	<b>16.1 Reconvened to Close Session</b>
Meeting	Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	16. RECONVENE TO CLOSED SESSION (if necessary)
Access	Public
Type	Procedural

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

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<b>Subject</b>	<b>17.1 Reconvened to Open Session</b>
Meeting	Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	17. RECONVENE TO OPEN SESSION (if necessary)
Access	Public
Type	Procedural
<b>Subject</b>	<b>17.2 Announcement of Reportable Action Taken In Closed Session (if necessary)</b>
Meeting	Oct 23, 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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<b>Subject</b>	<b>18.1 Adjourn in Memory of Mariana Alexandra Reinoso-Barreto</b>
Meeting	Oct 23, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	18. ADJOURNMENT
Access	Public
Type	Procedural

### **ADJOURN IN MEMORY OF MARIANA ALEXANDRA REINOSO-BARRETO**

We adjourn today in honor of Mariana Alexandra Reinoso-Barreto, a beloved student of the College of San Mateo, who passed away on September 27, 2024. President Perez graciously attended the services for Mariana on behalf of all of us.

On behalf of the San Mateo County Community College District Board of Trustees, Administration, Faculty, Staff and Students we offer our sincerest condolences to her family and friends. We acknowledge that her absence from our SMCCCD community will leave a gaping hole in our hearts.

# A CELEBRATION OF LIFE

Celebración de la vida



EN MEMORIA AMOROSA

IN LOVING MEMORY

**MARIANA A. REINOSO BARRETO**

JANUARY 26, 2005 ~ September 27, 2024

Acompáñenos a recordar y honrar a nuestra  
querida hija, hermana, y amiga 🕊️

**jueves 10 de octubre 7:30pm**  
**309 37th Ave San Mateo 94403**  
**Iglesia transformación**