Wednesday, November 6, 2024
STUDY SESSION OF THE BOARD OF TRUSTEES

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

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/87980896485
Dial-In: 1-669-900-9128 - Webinar ID: 879 8089 6485

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

OBSERVING THE MEETING
Members of the public who wish to observe the meeting in-person or remotely by accessing the link or calling the following telephone number above at the beginning of the meeting.

PROVIDING PUBLIC COMMENT DURING THE MEETING ON NON-AGENDA ITEMS
To make a comment regarding a non-agenda item, members of the public:
(1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or
(2) If remote, once in the Zoom meeting (via above link), can utilize the raise hand function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who raise their hand will be called upon in the order they appear.
(3) Members of the public making comment are reminded of the 3-minute time limit for comment. Reasonable time limits may be placed on public comment during an open meeting so that meetings can be concluded within a reasonable time.

PROVIDING PUBLIC COMMENT DURING THE MEETING ON AGENDA ITEMS
To make a comment regarding an item on the agenda, members of the public:
(1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or
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ACCOMMODATIONS
Persons with disabilities who require an accommodation or service should contact the Chancellor's Office at (650) 358-6877 at least 24 hours prior to the Board meeting.

1. CLOSED SESSION - 5:00 P.M.

Subject	**1.1 Call to Order / Roll Call**
Meeting	Nov 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category	1. CLOSED SESSION - 5:00 P.M.
Access	Public
Type	Procedural

2. CLOSED SESSION ITEMS FOR DISCUSSION

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: 1**
Meeting	Nov 6, 2024 - STUDY SESSION 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	Nov 6, 2024 - STUDY SESSION 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	Nov 6, 2024 - STUDY SESSION 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	Nov 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY
Access	Public

Type

4. CLOSED SESSION

Subject	**4.1 Recess to Closed Session**
Meeting	Nov 6, 2024 - STUDY SESSION 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	Nov 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	5. OPEN SESSION - 6:00 p.m.
Access	Public
Type	Procedural

Subject	**5.2 Discussion of the Order of the Agenda**
Meeting	Nov 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	5. OPEN SESSION - 6:00 p.m.
Access	Public
Type	Discussion

6. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject	**6.1 Comments by Community Members**
Meeting	Nov 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	6. PUBLIC COMMENTS ON NON-AGENDA ITEMS
Access	Public
Type	Information

PROVIDING PUBLIC COMMENT DURING THE MEETING ON NON-AGENDA ITEMS

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

7. NEW BUSINESS

Subject	**7.1 Approval of Personnel Items**
Meeting	Nov 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	7. 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_11-06-24.pdf (165 KB)](#)

8. STUDY SESSION

Subject	**8.1 Ethics Training for the Board of Trustees (45 Mins.)**
Meeting	Nov 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	8. STUDY SESSION
Access	Public
Type	

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

ETHICS TRAINING FOR THE BOARD OF TRUSTEES

The content of the required Ethics training is set out in the Government Code and will be presented by Eileen O'Hare-Anderson, Attorney Partner at Liebert Cassidy Whitmore (LCW). Training will include, among other items, Government Code section 1090 conflicts, the Political Reform Act conflicts, common law conflicts, gift limitations, incompatible offices, and transparency statutes.

Subject	**8.2 Overview of the District's Risk Management and Self-Insurance Program (20 Mins.)**
Meeting	Nov 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	8. STUDY SESSION
Access	Public
Type	Discussion

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor of Administrative Services
                       Yanely Pulido, Director of General Services
                       Roxanne Brewer, Executive Assistant to the EVC

OVERVIEW OF THE DISTRICT'S RISK MANAGEMENT / SELF-INSURANCE PROGRAM

To mitigate risk in a fiscally responsible manner, the District has employed various risk management programs over the years. Such programs have included participating in Joint Powers Agencies (JPA) and the current structure where the District acts as its own independent risk management and claims administrator while procuring primary lines of coverage above self-insured limits.

The primary insurance categories include Property, General Liability, Workers' Compensation, Cyber Liability, and Crime. The current structure provides a certain level of self-insurance for each category with additional excess liability coverage provided by outside insurance providers. The annual cost of primarily lines of coverage has escalated from $1.0 million in FY 2015/2016 to $4.0 million in FY 2023/2024. In addition, under the current model, administrative fees have ranged from $162K - $224 per year over the last 10 years.

Staff will provide the Board with a presentation on key elements of District's Insurance Program including:

- Overview of Types of Insurance
- History and Structure of the District's Risk Management / Insurance Program
- Cost of Insurance
- State of the Insurance Market
- Next Steps

File Attachments
[SMCCCD - Risk Management Program - BoardDocs v2 - Revised.pdf (1,797 KB)](#)

Subject	**8.3 Overview of the Facilities Master Plan and California Community Colleges Chancellor's Office Five-Year Capital Outlay Plan (20 Mins.)**
Meeting	Nov 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	8. STUDY SESSION
Access	Public

Type	Discussion

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

OVERVIEW OF THE FACILITIES MASTER PLAN AND CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE FIVE-YEAR CAPITAL OUTLAY PLAN

This report provides the Board of Trustees with an overview of the District Facilities Master Plan (FMP) and the California Community Colleges Chancellor's Office (CCCCO) Five-Year Capital Outlay Plan (5YCP). These essential planning tools guide facility development and capital projects for our district, aligning our campuses' infrastructure with the educational needs of students and the community. Both plans play a critical role in securing competitive funding, ensuring long-term sustainability, and maintaining a high-quality learning environment.

Facilities Master Plan

The Facilities Master Plan (FMP) serves as a strategic roadmap for districtwide facilities, addressing evolving needs over a 10–15-year period. It outlines the vision for campus development, including upgrades to existing structures, the addition of new facilities, and enhancements to support services and infrastructure. Developed with input from students, leadership, faculty, staff, and community members, the FMP aligns with both the colleges' educational master plan and District priorities, as well as broader community needs.

The FMP is updated every five years to reflect changes in educational programs, enrollment, and District goals. It also serves as a foundational tool in the pursuit of external funding, such as the California State 5YCP, by prioritizing projects that address immediate and future needs while enhancing the District's competitiveness in securing capital improvement funds.

California Community Colleges Chancellor's Office Five-Year Capital Outlay Plan

The CCCCO 5YCP is a competitive funding mechanism managed by the State Chancellor's Office to support infrastructure and capital projects for California Community Colleges. Aligned with the District FMP, the 5YCP offers an opportunity to secure state funds for prioritized facility needs.

The 5YCP plays an instrumental role in advancing large-scale projects, including the construction of new facilities and major renovations. By leveraging state funding combined with District resources, the 5YCP enables the District to achieve its long-term facility goals in a financially sustainable manner. Moreover, it positions the District to be competitive in future funding cycles, enhancing our capacity to explore additional capital improvement funding opportunities to meet evolving infrastructure needs.

Together, the FMP and 5YCP are essential to achieving the District's infrastructure and capital improvement goals. In alignment with our District's mission and values, these plans provide a framework for strategic development and responsible stewardship of District resources. As we continue to compete for state funding and explore future capital improvement funding opportunities, the Board's support and understanding of these plans are critical to advancing projects that will shape the District's campuses and expand our community impact.

File Attachments
[2024 1106 BOT Study Session Overview FMP 5YCP 2.pdf (1,679 KB)](#)

Subject	**8.4 Capital Project and Scheduled Maintenance Needs (20 Mins.)**
Meeting	Nov 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	8. STUDY SESSION

Access	Public
Type	Discussion

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

CAPITAL PROJECT AND SCHEDULED MAINTENANCE NEEDS

At its regular meeting on July 27, 2022, the Board of Trustees accepted the 2022 Facilities Master Plan (FMP). Steinberg Hart was commissioned by the District to lead the effort in developing the FMP. The process included site visits, multiple meetings with College and District stakeholders, programmatic departments, students, and community members. The 2022 FMP is intended to be the basis and justification of new construction and / or modernization of capital projects for 10-15 years.

Staff will provide an overview of projects included in the 2022 FMP, both new construction and modernization projects along with anticipated scheduled maintenance needs over the next ten years. In continuing with our current Facilities Master Plan, staff seeks the Board's input and guidance on potential new project initiatives that may align with emerging District needs or strategic goals. Although we are not at a formal review or update interval, we understand the value of staying adaptive to changing priorities, technological advancements, and opportunities that could further enhance our educational environments. Specifically, we seek input and guidance on facilities improvements or new construction ideas that reflect the Board's vision for supporting student success, campus modernization, and sustainability.

Staff recognizes that the utilization of existing facilities is an important factor when considering new capital outlay projects as under utilized facilities can be reconfigured to meet existing needs without constructing new facilities. While the 2022 FMP included an analysis of space utilization, the data was from 2019. Staff seeks Board direction in hiring a consultant to update the District's space utilization analysis to further inform capital improvement needs.

File Attachments
2022_0727 SMCCCD Districtwide FMP-compressed.pdf (8,756 KB)
2022_0727_BOT PPT Presentation-compressed.pdf (2,044 KB)
Project List from 2022 FMP.pdf (144 KB)
Projected Scheduled Maintenance Needs.pdf (112 KB)

Subject	**8.5 Capital Improvement Program (CIP) Funding Options (30 Mins.)**
Meeting	Nov 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	8. STUDY SESSION
Access	Public
Type	Discussion

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

CAPITAL IMPROVEMENT PROGRAM (CIP) FUNDING OPTIONS

At its regular meeting on October 25, 2023, the Board received a comprehensive historical overview of the District's capital improvement initiatives, funded in large part by three General Obligation Bond Measures, including the most recent Measure H passed in 2014. These bonds, along with State matching funds, enabled the District to carry out three major capital improvement programs, significantly modernizing our campuses and creating enhanced spaces for our students and communities to thrive.

With the depletion of Measure H funds, however, the District faces new challenges. Without Measure H as a funding source, our ability to meet the State's match requirement for capital improvement projects is compromised, placing us at a disadvantage in securing State funding for future projects. As such, Staff has recommended a near-term approach of preserving Fund 4 balances in a fiscally prudent manner, which will enable the District to bridge toward upcoming public funding opportunities as they arise.

At its meeting on February 28, 2024, the Board approved following a prudent approach to capital improvements in the near term as the District explores possible public financing opportunities. This approach entails pausing non-essential capital improvement plans and only moving forward with projects that are modest in cost or benefit from generous State funding with a modest match requirement. The Board also approved proceeding with the following projects: CAN CDC, CSM B30, CSM Beach Volleyball, SKY Fields, Student Housing at CSM, Scheduled Maintenance, and ADA Compliance while maintaining a Bridge Fund to support future projects in the amount of $51.6 million.

Based on the most recent analysis of the Capital Outlay Fund, staff recommends allowing each college to proceed with an additional project up to $3.0 million each while still maintaining a Bridge Fund of at least $50 million.

Staff seeks Board guidance on exploring outside financing options to meet Capital Improvement Project needs.

9. COMMUNICATIONS

10. STATEMENTS FROM BOARD MEMBERS

11. ADJOURNMENT

Subject	**11.1 Adjourn**
Meeting	Nov 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	11. ADJOURNMENT
Access	Public
Type	Procedural