



**Wednesday, November 20, 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/84755703110>
Dial-In: 1-669-900-9128 - Webinar ID: 847 5570 3110**

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

OBSERVING THE MEETING

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

PROVIDING PUBLIC COMMENT DURING THE MEETING ON NON-AGENDA ITEMS

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

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

PROVIDING PUBLIC COMMENT DURING THE MEETING ON AGENDA ITEMS

To make a comment regarding an item on the agenda, members of the public:

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

ACCOMMODATIONS

Persons with disabilities who require an accommodation or service should contact the Chancellor's Office (650) 358-6877 at least 24 hours prior to the Board meeting.

1. CLOSED SESSION - 5:00 p.m.

Subject **1.1 Call to Order / Roll Call**

Meeting **Nov 20, 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

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: 3

Meeting Nov 20, 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 Nov 20, 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 Nov 20, 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 Nov 20, 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 §54957: Public Employee Performance Evaluation: Chancellor
Meeting	Nov 20, 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	Nov 20, 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 Evaluation: Performance Auditor/Policy Analyst
Meeting	Nov 20, 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	Nov 20, 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	Nov 20, 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 Nov 20, 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 Nov 20, 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 Nov 20, 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 6.1 Chancellor and Chancellor's Cabinet

Meeting Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Access Public

Type Informational

File Attachments
[SMCCCD Presidents Report to BOT 11 20 24.pdf \(1,391 KB\)](#)

Admin Content

October Executive Board Report to be attached.

Subject 6.2 District Academic Senate

Meeting Nov 20, 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 Nov 20, 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

Subject 7.1 AFT, Local 1493

Meeting Nov 20, 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 Nov 20, 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 Nov 20, 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

Subject 8.1 Comments by Community Members

Meeting Nov 20, 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

Subject	9.1 Approval of Minutes from October 23, 2024 Regular Meeting of the Board of Trustees (5 Mins.)
Meeting	Nov 20, 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 OCTOBER 23, 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
[2024-10-23 Minutes.pdf \(205 KB\)](#)

10. NEW BUSINESS

Subject	10.1 Approval of Personnel Items (5 Mins.)
Meeting	Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	10. NEW BUSINESS
Access	Public
Type	Action (Consent)
Preferred Date	Nov 20, 2024
Absolute Date	Nov 20, 2024

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 11-20-24.pdf \(352 KB\)](#)

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

Subject 10.2 Adoption of Resolution Nos. 24-29 and 24-30 Fixing the Employer Contribution Under Section 22895 of the Public Employees' Medical and Hospital Care Act (5 Mins.)

Meeting Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. NEW BUSINESS

Access Public

Type Action

Preferred Date Nov 20, 2024

Absolute Date Nov 20, 2024

Recommended Action It is recommended that the Board adopt Resolution Nos. 24-29 and 24-30 to fix the employer contributions.

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

ADOPTION OF RESOLUTION NOS. 24-29 AND 24-30 FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

Background

In June 2015, the Board adopted resolutions to inform CalPERS of the retiree health benefits that are to be provided to District's employees pursuant to the District's collective bargaining agreements. CalPERS generally refers to the amount of benefits provided by the District as the "Employer Contribution." As a result of the adoption of these resolutions, the District now must inform CalPERS about any changes to the retiree benefits offered by the District that are calculated based on the District's medical cap for a single active employee or the lowest cost plan available. The adoption of a resolution is not required for employees who are eligible at time of retirement for medical benefits that are either the choice of any medical plan available or the equivalent to the current cost of the Kaiser plan, also known as "Kaiser Cap". Furthermore, a resolution is not required should there be no change to the retiree benefits for a particular retiree group. As described below, some of the District's retirees, enrolled in a non-Medicare (basic enrollment) plan, are entitled to be paid an amount equivalent to the District's medical cap for a single active employee. Some of the District's retirees, who are Medicare eligible and are currently enrolled in a Medicare plan, are to be paid an amount equivalent to the lowest cost available plan offered by the District. Resolutions inform CalPERS about what the District's medical cap for a single active employee amount is and which lowest cost plan is available.

The following is a brief description of the resolutions for the retiree groups eligible to receive a contribution equivalent to either the District's medical cap for single active employees or the lowest cost plan available depending on whether or not the retiree is Medicare eligible:

- Resolution 24-29: AFSCME Group – "fixes" the employer contribution for retirees with twenty years of service, who were hired on or after July 1, 1992, to the District's medical cap for a single active (AFSCME) employee amount of \$1,021.41 per month. Effective January 1, 2025, the single active cap will increase by \$91.49 per month to \$1,112.90 per month. Once Medicare eligible, the District will pay for the lowest cost Medicare (supplemental) plan available, which currently is Kaiser Permanente Senior Advantage. There is no change to this plan for 2025. The first whereas clause in this resolution refers to "Vesting C" which is how CalPERS defines this retiree group in their system.
- Resolution 24-30: Non-Represented/Classified Group (this includes CSEA) - "fixes" the employer contribution for retirees with at least 20 years of service, who were hired on or after July 1, 1992, to the District's medical cap for a single active (CSEA) employee amount of \$1,021.41 per month. Effective January 1, 2025, the single active cap will increase by \$91.49 per month to \$1,112.90 per month. Once Medicare eligible, the District will pay for the lowest cost Medicare (supplemental) plan available, which currently is Kaiser Permanente Senior Advantage. There is no change to this plan for 2024. The first whereas clause in this resolution refers to "Vesting C" which is how CalPERS defines this retiree group in their system.

The changes to the employer contributions will be activated by CalPERS effective January 1, 2025, pursuant to the receipt of these resolutions and CalPERS implementation procedures.

RECOMMENDATION

It is recommended that the Board adopt Resolution Nos. 24-29 and 24-30 to fix the employer contributions.

File Attachments

[Brd Resolution 24-29.pdf \(131 KB\)](#)

[Brd Resolution 24-30.pdf \(132 KB\)](#)

11. CONSENT AGENDA

Subject	11.1 Curricular Additions, Deletions and Modifications - College of San Mateo
Meeting	Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA
Access	Public
Type	Action (Consent)

Preferred Date	Nov 20, 2024
Absolute Date	Nov 20, 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 of Instruction, College of San Mateo

CURRICULAR ADDITIONS, DELETIONS AND MODIFICATIONS - COLLEGE OF SAN MATEO

The addition of seven courses and one program to, and the inactivation of one course from, the College catalog is proposed by College of San Mateo at this time. Additionally, five courses are proposed to be offered in the distance education mode.

Furthermore, thirty-one courses and one program 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 serviced 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 24-11-20 Attachment A CSM.pdf \(122 KB\)](#)

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	11.2 Curricular Additions, Deletions and Modifications - Skyline College
Meeting	Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Nov 20, 2024
Absolute Date	Nov 20, 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: Dr. Kristy Lisle, Interim Vice President of Instruction, Skyline College

CURRICULAR ADDITIONS, DELETIONS AND MODIFICATIONS - SKYLINE COLLEGE

The addition of one program to, and the inactivation of eight 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, fifty-six 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 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 24-11-20_SKY.pdf \(118 KB\)](#)

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 Curricular Additions, Deletions and Modifications - Cañada College
Meeting	Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Nov 20, 2024
Absolute Date	Nov 20, 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-four courses, six programs and the deactivation of one program 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 24-11-20 Attachment A CAN.pdf \(106 KB\)](#)

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.

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 Curricular Additions, Deletions and Modifications - Community, Continuing, and Corporate Education (CCCE)
Meeting	Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Nov 20, 2024
Absolute Date	Nov 20, 2024
Fiscal Impact	No
Budgeted	No

Recommended Action It is recommended that the Board of Trustees approve the curriculum for Community, Continuing and Corporate Education (CCCE) to be offered for Spring and Summer 2025.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning
Perla Rumayor, Director, Community, Continuing & Corporate Education (CCCE)

CURRICULAR ADDITIONS, DELETIONS AND MODIFICATIONS - COMMUNITY, CONTINUING, AND CORPORATE EDUCATION (CCCE)

Listed below are the planned, self-supporting Community, Continuing and Corporate Education (CCCE) program offerings at Cañada College, College of San Mateo and Skyline College for Spring and Summer 2025. The community service programs range widely and address a broad range of educational and enrichment needs. CCCE continues to offer programs in career and business, creative arts, health and wellness, food, languages, personal enrichment and home and garden, and we are continually reaching out to our constituent base for new ideas for programs of interest to them. All of the programs and courses offered below are not-for-credit. Classes offered through CCCE are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The Schedule includes classes offered on campus, off-site, and Online via zoom.

Online via zoom

- **Mindful Parenting** (*One session of 90 minutes*): Discover the power of Mindful Parenting, a course designed to equip you with tools for navigating some of the stresses of parenthood. In this course, you will learn to identify and manage your emotions during difficult moments, and gain insight into how these feelings shape your thoughts and actions as a parent. We will explore the mind-body connection and its impact on your daily functioning. And, you will walk away with a deepened understanding of what mindfulness truly means, while learning about practical strategies you can implement day-to-day.
- **Supporting your Child with Big Feelings** (*One session of 90 Minutes*): Supporting your Child with Big Feelings” is a course designed to equip you with tools to support your child in identifying emotions and engaging in emotional regulation. You will learn strategies to help foster a positive environment to support emotional well-being, and identify effective crisis management tools, including de-escalation strategies. Additionally, you will learn about how to seek out community resources so that your child can receive additional support if needed.
- **Supporting your Child for School Success** (*One session of 90 minutes*): Join us for “Supporting your Child for School Success,” a course designed to empower you and your child for a positive school experience. Learn to establish consistent evening and morning routines that foster smooth transitions into the school setting. Discover ways to encourage your child’s independence and self-advocacy, helping them navigate challenges with confidence. You will also learn strategies for managing school-related stressors and the importance of engaging with the school community. And, you can learn about school-based supports available when additional assistance is needed.

College of San Mateo

- **Financial Literacy Workshops: Empowering Your Financial Future** (*Three sessions of 2 hours*): This comprehensive financial education course is designed to empower individuals with the knowledge and tools necessary to achieve their financial goals and secure a prosperous future. Whether you are starting your financial journey or looking to enhance existing financial skills, this course covers essential concepts and strategies, including: building savings and wealth, increasing cash flow and manage debt, preparing with proper protection, your health and wealth, understanding asset accumulation strategies, fulfilling long-term goals.

New Youth Programs

- **Spring Break Storytelling Camp** (A two 1-week session: Session 1: March 31, 2025 to April 4, 2025 from 9am to 1pm. Session 2: April 7, 2025 to April 11, 2025 from 1pm to 5pm): This camp will be offered to youth entering 6th through 9th grades (ages 11-14) scheduled at College of San Mateo. Storytelling Camp offers students the opportunity to explore various creative writing techniques to build narratives through different forms. Students will experience the entire drafting process, from choosing genres, brainstorming ideas, building well-rounded characters, structuring storylines, and writing effective dialogue, to giving and receiving constructive workshop feedback from their peers. Both short and long forms such as narrative poems, short stories, novels, and scripts will be covered.
- **Spring Break Game Design Camp** (A two 1-week session: Session 1: March 31, 2025 to April 4, 2025 from 9am to 1pm. Session 2: April 7, 2025 to April 11, 2025 from 9am to 1pm): This camp will be offered to youth entering 6th through 9th grades (ages 11-14) scheduled at College of San Mateo. Game Design Camp offers children the opportunity to explore how games are made and to make some themselves. Students will think critically about how game mechanics influence their experience of play, and they will use this perspective to design their own games. They will have time to playtest each other's games, practicing giving and incorporating constructive feedback. The curriculum covers a range of game types, including board games, arcade games, and 3D games, as well as techniques like coding with blocks and using a 3D game engine.
- **AR (Augmented Reality) Game Design Camp** (Two-week session: June 16, 2025 to June 27, 2025 from 9am to 1pm): This camp will be offered to youth entering 6th through 9th grades (ages 11-14) scheduled at College of San Mateo. AR (Augmented Reality) Game Design Camp offers children the opportunity to explore the possibilities of Augmented Reality. In this course, you will use your smartphone and try different AR game possibilities. Learn what's possible and build your own game on top of the currently existing AR templates. At the end, you will learn some simple implementation of coding to modify your AR creations.
- **Unity Game Design Camp (Basic)** (Two-week session: July 7, 2025 to July 18, 2025 from 9am to 1pm): This camp will be offered to youth entering 6th through 9th grades (ages 11-14) scheduled at College of San Mateo. Unity Game Design Camp (Basic) offers children the opportunity to learn basic coding skills using Unity! In this camp, you will learn how to write simple code and basic coding skills, create your first game project, and use AI to assist your coding.
- **Unity Game Design Camp (Advanced)** (Two-week session: July 21, 2025 to August 1, 2025 from 9am to 1pm): This camp will be offered to youth entering 6th through 9th grades (ages 11-14) scheduled at College of San Mateo. Unity Game Design Camp (Advanced) offers children the opportunity to build upon your basic coding skills and combined with storytelling concepts, use Generative AI tools to create your own game. By the end, you will have developed your own game.

RECOMMENDATION

It is recommended that the Board of Trustees approve the curriculum for Community, Continuing and Corporate Education (CCCE) to be offered for Spring and Summer 2025.

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

Subject	12.1 Approval of Fiscal Strategy for Capital Improvement and Scheduled Maintenance Needs (15 Mins.)
Meeting	Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. OTHER RECOMMENDATIONS
Access	Public
Type	Action

Recommended
Action

Staff recommends approval of fiscal strategy for Capital Improvement and Scheduled
Maintenance Needs

TO: MEMBERS OF THE BOARD OF TRUSTEED

FROM: MELISSA MORENO, J.D., CHANCELLOR

APPROVAL OF FISCAL STRATEGY TO MEET CAPITAL IMPROVEMENT AND SCHEDULED MAINTENANCE NEEDS

Historical Perspective

Over the past two decades the San Mateo County Taxpayers have supported SMCCCD with the passing of three General Obligation Bond Measures, including the latest Measure H in 2014. These bonds have allowed the District to advance three significant capital improvement plans resulting in the modernization of our campuses and provide spaces where our students and communities can thrive. This funding helped us to complete approximately 80% of the need. Now that Measure H funding is soon expiring, we need to have a strategy for funding ongoing scheduled maintenance and any necessary future capital improvements.

On November 6, 2024, the Board of Trustees conducted a Study Session which included an update and discussion about the District's Capital Improvement Program and its Scheduled Maintenance Program. At that time, the Board of Trustees gave guidance to include a private financing option alongside continued exploration of public financing options as part of its strategy to fund the District's needs over the next five years.

The BIG Need: \$818 Million for Scheduled Maintenance and Capital Improvement for the Next Ten Years

Staff has identified \$223 million of scheduled maintenance needs over the next ten years, but the bulk of that need (\$157 million) will need to be spent in the next five years. In addition to schedule maintenance needs, Capital Improvement Project (CIP) needs identified in the 2022 Facilities Master Plan for the most viable and prioritized projects have a total projected cost of \$595 million in today's dollars. With assumed annual escalations in costs, the total need to complete the identified projects over a ten year period for CIP beginning in FY 2027/28 is \$1.3 billion.

Attached are the spreadsheets outlining the critical Scheduled Maintenance needs and the prioritized Capital Improvement Project needs.

Five Year Capital Outlay Plan and the Passage of State Bond (Proposition 2)

California voters approved Proposition 2 earlier this month which will provide K-14 districts with \$10 billion for capital improvement projects. Of the \$10 billion, \$1.5 billion will be allocated to California Community Colleges through its Five Year Capital Outlay Program. The District has submitted five Initial Project Proposals (IPPs) that have a strong possibility of receiving State funding up to 50% of the total project cost. The total estimated project cost of the District's IPPs (a subset of the total CIP need) is \$370 million (potentially \$185 million from the State and \$185 million from the District). Without sufficient resources to fund the local match, the District will be ineligible for funding from the State.

Funding Strategy to Meet the Scheduled Maintenance and Capital Improvement Needs of the District

I. Short-Term (Two Years): Bridge Fund and Private Financing

A. \$50 Million Plus Bridge Fund: Staff has already put into place a bridge fund to prudently stretch our dollars to meet the absolute prioritized needs. This fund has a current balance of \$55 million.

B. Private Financing: At its study session on November 6, 2024, the Board provided guidance to research private financing as a short-term solution to near-term needs, and consider this option in conjunction with a general obligation bond. Staff has begun the process of engaging in exploratory discussions with private lenders. One lender indicated financing would be possible for \$100 million. According to the lender, terms can be structured with fixed or variable interest rates. Once approved by the Board to proceed, rates would be locked for up to 45 days and funds would be available in 30-45 days. Funding could be provided as a lump sum payment or drawn in increments as needed. There would not be any repayment penalties. An example of terms assuming a \$100 million loan with fixed rates are as follows:

Repayment Term Interest Rate Annual Debt Service

10 years	5.0%	\$12.8 million
20 years	5.6%	\$ 8.3 million

To access other lenders, staff recommends partnering with a municipal advisor to assist with securing bids from different lenders as pricing can differ significantly among firms.

In addition, the District could consider accessing OPEB assets. As of November 14, 2024, the OPEB carried a total \$154.8 million, representing \$27 million over the actuarial calculated liability. Over the years the District has paid retiree benefits at a cost in excess of \$98.9 million. With Board approval, the District could begin to reimburse itself and reasonably withdraw from OPEB Trust to recoup these costs, as funds are needed.

II. Mid-Term (10 Years): Continue Exploration of General Obligation Bond

The Board of Trustees directed staff to explore a strategy of utilizing both private financing and local general obligations bonds with private financing used for a portion of CIP needs and local general obligation bonds used for CIP needs in excess of the private financing. The District plans to move forward with a selection of a municipal advisor (at no cost) that can provide the Board of Trustees guidance regarding the District's financial position with respect to a general obligation bond, and a clear understanding of the feasibility of moving forward with a general obligation bond as early as 2026, to meet the needs beyond \$150 million. Staff plans to bring a municipal advisor to the next Regular Board Meeting on December 11, 2024.

III. Long-Term (Beyond 10 Years): Self-Funded Capital Improvement and Scheduled Maintenance Fund

Staff recommends creating an internal self-funded CIP/SM account that sets aside excess funds that could produce gains over the next ten years such that the District could become independent of public financing in perpetuity for its major CIP and scheduled maintenance projects.

RECOMMENDATION

Staff recommends approval of this short-term, mid-term, and long-term fiscal strategy for CIP and Scheduled Maintenance needs.

File Attachments
[CIP Needs.pdf \(66 KB\)](#)
[2024 1120 2024-2034 Ten Year Project Look Ahead Plan Scheduled Maintenance-Prioritized-Final.pdf \(116 KB\)](#)

Subject	12.2 Request Approval to Use \$6,945,000 of CIP Bridge Funds for Prioritized Projects (10 Mins.)
Meeting	Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. OTHER RECOMMENDATIONS
Access	Public
Type	Action
Fiscal Impact	Yes
Budgeted	No
Budget Source	Fund 4 Bridge Fund
Recommended Action	It is recommended that the Board of Trustees approve using \$6,945,000 of CIP Bridge Funds to complete prioritized projects.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

REQUEST APPROVAL TO USE \$6,945,000 OF CIP BRIDGE FUNDS FOR PRIORITIZED PROJECTS

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.

At its study session on November 6, 2024, the Board received a report covering Capital Improvement Program (CIP) Funding Options and a current analysis of the Capital Outlay Fund. Each of the colleges have identified prioritized project needs that have a direct impact on health and safety and operational functionality. Staff recommends utilizing CIP Bridge funds in the amount of \$6,945,000 to complete the below projects while retaining a Bridge Fund balance of \$55,855,000:

CAN	Turf Replacement Project		\$4,000,000
CSM	Library Upgrades	\$1,000,000	
CSM	Planetarium Upgrades	410,000	
CSM	West Campus HVAC Upgrades	<u>560,000</u>	
	Total CSM		1,970,000
SKY	Instructional Equipment	\$ <u>975,000</u>	
	Total SKY		<u>975,000</u>
Total			<u>\$6,945,000</u>

RECOMMENDATION

It is recommended that the Board of Trustees approve using \$6,945,000 of CIP Bridge Funds to complete prioritized projects.

File Attachments
[Bridge Fund 11.20.24.pdf \(77 KB\)](#)

Subject	12.3 Approval of CCCC MOU Establishing SMCCCD as a Founding Partner for the Digital Center for Innovation, Transformation and Equity (5 Mins.)
Meeting	Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. OTHER RECOMMENDATIONS
Access	Public
Type	Action

TO: MEMBERS OF BOARD OF TRUSTEES

FROM: MELISSA MORENO, J.D., CHANCELLOR

APPROVAL OF CCCC MOU ESTABLISHING SMCCCD AS A FOUNDING PARTNER FOR THE DIGITAL CENTER FOR INNOVATION, TRANSFORMATION AND EQUITY

Chancellor Moreno met with California Community College Chancellor Sonya Christian, and Foothill-DeAnza Community College District (FHDA) Chancellor Lee Lambert to discuss the attached MOU that would establish SMCCCD as a Founding Partner for one of Chancellor Christian's initiatives for Vision 2030: [The Digital Center for Innovation, Transformation, and Equity.](#)

Artificial Intelligence, including Generative AI (GenAI), and other advanced technologies have the potential to catalyze innovation and the rapid development of a wide range of benefits to all Californians and the California economy, such as advances in economic development, workforce enablement, statewide innovation, and to push the bounds of human creativity and capacity. The California Community Colleges Board of Governors ("Board of Governors") approved Resolution No. 2024-17 encouraging the Chancellor's Office to establish the Digital Center in partnership with one or more community college districts, for the benefit of students, faculty, staff, and administrators of the California community colleges and for all Californians. The Digital Center is envisioned as a vehicle to rigorously evaluate technologies to improve student learning and education outcomes and reduce equity gaps, and to coordinate technology across the California community colleges in alignment with the State Chancellor's Vision 2030. FHDA has already joined the Chancellor's Office as a Principal Partner of the Digital Center and to act as the Digital Center's fiscal agent.

The Chancellor's Office is inviting Founding Partners to participate in the development and operation of the Digital Center to assist with alignment of efforts, resources, and expertise towards the common goals of the Digital Center. The Founding Partner will contribute district resources and promote the Digital Center to other community college districts, partners, donors, and the wider California community under the direction of the Principal Partners and consistent with the Principal Partners' Operating Agreement for the Digital Center.

Ways in which a Founding Partner can contribute varies. It is envisioned that SMCCCD would contribute both financial and in-kind district resources. As we move forward as a Founding Partner, contribution is based on the needs of the Digital Center and as determined by the Principal Partners. Financial contributions will include a minimum annual payment at the start of each calendar year with the remaining value per year to be through funds and/or in-kind contributions. In-kind contributions include staff time dedicated to projects, facilities for meetings, and existing technology resources to assist in developing additional resources to support and promote the Digital Center across the community colleges system. Development of additional resources may include networking, co-hosting events in the Founding Partner district, and joint fundraising with industry or philanthropic partners. And, founding partners may be asked to participate in Digital Center activities, including attending meetings, brainstorming, providing timely evaluations, testing and feedback, and sharing best practices and lessons learned.

Ways in which a Founding Partner benefits varies. The Founding Partner will be recognized in Digital Center publications, marketing materials, and at events, underscoring its commitment to student success, innovation, transformation and equity. The Founding Partner will have an opportunity to provide valuable insights to the Principal Partners on research and activities across the Digital Center, including but not limited to: Participating in pilot programs and/or testing and evaluating Digital Center initiatives, as appropriate, that will directly contribute to shaping innovative educational solutions, providing feedback to industry partners, and refining processes that could create operational efficiencies for the entire community college system; Sharing insights and perspectives on equitable implications of Digital Center initiatives and how they may impact access, support and success for underrepresented students and less-resourced community college districts; and Assisting with the development of training and professional development resources by the Digital Center to ensure that those offerings will enhance professional skills and knowledge for the broader community college population.

Next steps after the District signs an MOU is to receive a proposed operating agreement from the fiscal agent, with details on potential financial commitment, which will be brought to the Board of Trustees for approval at the

earliest opportunity.

File Attachments

[Founding Partner MOU \(San Mateo CCD\).pdf \(75 KB\)](#)

[2024-08-25 Digital Center Founding Partners San Mateo.pdf \(325 KB\)](#)

Subject	12.4 Approval of Implementation Plan for 2024 Vendor Management Audit (20 Mins.)
Meeting	Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. OTHER RECOMMENDATIONS
Access	Public
Type	Action
Recommended Action	Staff recommends approval of the Implementation Plan for 2024 Vendor Management Audit

TO: MEMBERS OF THE BOARD OF TRUSTEES

FROM: MELISSA MORENO, J.D., CHANCELLOR

APPROVAL OF IMPLEMENTATION PLAN FOR 2024 VENDOR MANAGEMENT AUDIT

At its Regular Meeting on October 23, 2024, the Board of Trustees approved the 2024 Vendor Management Audit. As provided for by Board Policy and Administrative Procedure 6401 (BP/AP 6401), the Board must consider an implementation plan for a previously approved audit or policy review at the next Regular Meeting of the Board of Trustees. At this time, the Chancellor presents its draft implementation plan for guidance, suggested revisions, and adoption.

RECOMMENDATION

Staff recommends approval of the Implementation Plan for 2024 Vendor Management Audit.

File Attachments

[2024-1120 PUBLIC DRAFT IMPLEMENTATION PLAN FOR VENDOR MANAGEMENT AUDIT_Redacted final_Redacted.pdf \(464 KB\)](#)

Subject	12.5 Approval of Policy Review: Employment Changes and Authority (5 Mins.)
Meeting	Nov 20, 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 Policy Review on Employment Changes and Authority.

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Chancellor
PREPARED BY: Houman Boussina, Performance Auditor/Policy Analyst

APPROVAL OF POLICY REVIEW: EMPLOYMENT CHANGES AND AUTHORITY

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 Policy Reviews. On August 28, 2024, the Board of Trustees adopted Board Policy (BP) 6401 and Administrative Procedure (AP) 6401 to formally establish a Performance Audit Unit. For your consideration and approval is the Policy Review on Employment Changes and Authority, which includes a Summary and Observations and Management's response. Attached is the Policy Review for your consideration.

In accordance with AP 6401, staff will return to the next Regular Meeting with a proposed implementation plan which will address the recommendations contained in the policy review.

RECOMMENDATION

Staff is recommending the Board of Trustees approve the 2024 Policy Review on Employment Changes and Authority.

File Attachments
[2024-1120_EmploymentChanges_PolicyReview_Final.pdf \(3,665 KB\)](#)

Subject 12.6 Approval of Policy Review: Whistleblower Hotline Program (5 Mins.)

Meeting Nov 20, 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 Policy Review on Whistleblower Hotline Program.

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Chancellor
PREPARED BY: Houman Boussina, Performance Auditor/Policy Analyst

APPROVAL OF POLICY REVIEW: WHISTLEBLOWER HOTLINE PROGRAM

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 Policy Reviews. On August 28, 2024, the Board of Trustees adopted Board Policy (BP) 6401 and Administrative Procedure (AP) 6401 to formally establish a Performance Audit Unit. For your consideration and approval is the Policy Review on Whistleblower Hotline Program, which includes a Summary and Observations and Management's response. Attached is the Policy Review for your consideration.

In accordance with AP 6401, staff will return to the next Regular Meeting with a proposed implementation plan which will address the recommendations contained in the policy review.

RECOMMENDATION

Staff is recommending the Board of Trustees approve the 2024 Policy Review on Whistleblower Hotline Program.

File Attachments
[2024-1120 Hotline PolicyReview Final.pdf \(4,482 KB\)](#)

Subject	12.7 Adoption of Revised Board Policy 6.04 - Guidelines for Class Cancellation (5 Mins.)
Meeting	Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. OTHER RECOMMENDATIONS
Access	Public
Type	Action
Preferred Date	Nov 20, 2024
Absolute Date	Nov 20, 2024
Fiscal Impact	Yes
Budgeted	Yes
Recommended Action	It is recommended that the Board of Trustees approve the revised Board Policy 6.04 as presented.

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

ADOPTION OF REVISED BOARD POLICY 6.04 - GUIDELINES FOR CLASS CANCELLATION

The District has been carefully considering its Board Policy and Administrative procedures that specify the criteria for making class cancellation decisions. The current permanent policy provides the guideline (based on minimum class size) to cancel classes with fewer than 20 students. It also requires the District to be efficient and it provides some guidance for flexibility. In addition, each of the campuses has created student-centered class cancellation guidance documents to support the flexibility of the current policy.

After working with the governance processes of the District, including the District Participatory Governance Council (DPGC) and District Academic Senate (DAS) in particular, a revised Board Policy and associated Administrative Procedure have been recommended to the Chancellor. In turn, the Chancellor is recommending the adoption of the revised Board Policy 6.04 - Guidelines for Class Cancellations.

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised Board Policy 6.04 as presented.

File Attachments

Subject **12.8 Adoption of Resolution 24-31: Resolution in Honor of Native American and Indigenous Peoples' Heritage Month (5 Mins.)**

Meeting Nov 20, 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 24-31 in honor of Native American and Indigenous Peoples' Heritage 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

[2024-1120 Native American Indigenous People Heritage Resolution 24-31.pdf \(103 KB\)](#)

13. DISCUSSION ITEMS

Subject **13.1 District Financial Summary for the Quarter Ending September 30, 2024 (10 Mins.)**

Meeting Nov 20, 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: Dr. Richard Storti, Executive Vice Chancellor
Peter Fitzsimmons, Chief Financial Officer

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2024

In accordance with Education Code Section 72413, the State Chancellor's Office requires the submission of a Quarterly Financial Status Report (CCFS-311Q) and a copy of the District's financial report.

Attached to the District's financial report are:

- Form CCFS-311Q for the quarter ending September 30, 2024, which was forwarded to the State Chancellor's Office on October 25, 2024
- Cash Flow Statement for the quarter ending September 30, 2024

File Attachments

[District Financial Summary for the Quarter Ending September 30, 2024.pdf \(466 KB\)](#)

Subject **13.2 Auxiliary Operations Financial Summary for the Quarter Ending September 30, 2024 (10 Mins.)**

Meeting Nov 20, 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: Dr. Richard Storti, Executive Vice Chancellor
Peter Fitzsimmons, Chief Financial Officer

AUXILIARY OPERATIONS FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2024

The following report covers the period of July 1, 2024, through September 30, 2024, for the associated student bodies; bookstores; cafeterias; athletic centers; and Community, Continuing, and Corporate Education (CCCE).

File Attachments

[2024-25 Q1 Auxiliary Report.pdf \(322 KB\)](#)

Subject **13.3 Consideration of Class Cancellation Board Policy and Administrative Procedure (10 Mins.)**

Meeting Nov 20, 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: Dr. Aaron McVean, Vice Chancellor of Educational Services and Planning

**CONSIDERATION OF CLASS CANCELLATION
BOARD POLICY AND ADMINISTRATIVE PROCEDURE**

The District has been carefully considering its Board Policy and Administrative procedures that specify the criteria for making class cancellation decisions. The current permanent policy provides the guideline (based on minimum class size) to cancel classes with fewer than 20 students. It also requires the District to be efficient and it provides some guidance for flexibility. In addition, each of the campuses has created student-centered class cancellation guidance documents to support the flexibility of the current policy.

After working with the governance processes of the District, including the District Participatory Governance Council (DPGC) and District Academic Senate (DAS) in particular, a revised Board Policy and associated Administrative Procedure have been recommended to the Chancellor. In turn, the Chancellor is recommending the adoption of the revised Board Policy and is presenting the drafted Administrative Procedure to the Board for consideration and feedback before making a final decision. The Board will receive a report and presentation.

File Attachments

[SMCCCD GuidelinesforClassCancellations_BPAP-FINAL.pdf \(416 KB\)](#)

Subject **13.4 Introduction & Overview of College of San Mateo's KCSM Jazz 91.1 Radio Station (10 Mins.)**

Meeting Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. DISCUSSION ITEMS

Access Public

Type

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Manuel Alejandro Perez, Ed.D., President of College of San Mateo

INTRODUCTION & OVERVIEW OF COLLEGE OF SAN MATEO'S KCSM JAZZ 91.1 RADIO STATION

KCSM Jazz 91.1 is an educational and public radio station that is located on the College of San Mateo campus. The radio station is a publicly-funded, non-profit organization that broadcasts commercial-free jazz music 24-hours a day. The station strives to be the public's first choice in jazz radio. The mission of KCSM Jazz 91.1 is to craft extraordinary jazz programming, delivering the music and its related history to inspire and enlighten jazz listeners and artists worldwide.

The Board will receive a presentation from the Station Manager, Dr. Robert Franklin, on the status of the station, its programming, and plans for growth.

14. COMMUNICATIONS

15. STATEMENTS FROM BOARD MEMBERS

16. RECONVENE TO CLOSED SESSION (if necessary)

Subject **16.1 Reconvened to Close Session**

Meeting Nov 20, 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)

Subject **17.1 Reconvened to Open Session**

Meeting Nov 20, 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 Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 17. RECONVENE TO OPEN SESSION (if necessary)

Access Public

Type Procedural

18. ADJOURNMENT

Subject **18.1 Adjourn**

Meeting Nov 20, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 18. ADJOURNMENT

Access Public

Type Procedural