

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
April 7, 2020 – San Mateo, CA**

This was conducted remotely via Zoom. A video recording of the meeting can be accessed at:  
<https://smccd.edu/boardoftrustees/meetings.php>.

The meeting was called to order at 4:45 p.m.

Board Members Present: President Karen Schwarz, Vice President Thomas A. Nuris, Trustee Maurice Goodman, Trustee Richard Holober, Trustee Dave Mandelkern

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Schwarz said that during closed session, the Board will (1) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): one case and (2) Hold a Conference with Agency Labor Negotiator for Employee Organizations: AFT and CSEA.

**STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY**

None.

**RECESS TO CLOSED SESSION**

The Board recessed to closed session at 4:46 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 6:00 p.m.

Board Members Present: President Karen Schwarz, Vice President Thomas A. Nuris, Trustee Maurice Goodman, Trustee Richard Holober, Trustee Dave Mandelkern; Student Trustee Kaelynn Malani

Others Present: Interim Chancellor Michael Claire, Chief Financial Officer Bernata Slater, Skyline College Interim President Jannett Jackson, College of San Mateo Acting President Kim Lopez, Cañada College President Jamillah Moore, District Academic Senate President Jeremy Wallace

**PLEDGE OF ALLEGIANCE**

(*Time Stamp: 2:17*)

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

(*Time Stamp: 1:50*)

None.

**DISCUSSION OF THE ORDER OF THE AGENDA**

(*Time Stamp: 1:50*)

There were no adjustments to the order of the agenda.

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**  
**(Time Stamp: 2:47)**

None.

**NEW BUSINESS**

**Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (20-4-1A)**  
**(Time Stamp: 3:55)**

***Motion to Approve by:*** Vice President Nuris

***Second by:*** Trustee Holober

***Action:*** Approved unanimously, all members voting Aye

***Summary of Discussion:*** None.

***Public Comment:*** None.

**Re-Employment of Contract and Regular Faculty for the 2020-21 Academic Year (20-4-2A)**  
**(Time Stamp: 5:17)**

***Motion to Approve by:*** Trustee Holober

***Second by:*** Trustee Mandelkern

***Action:*** Approved unanimously, all members voting Aye

***Summary of Discussion:*** Trustees congratulated those faculty earning tenure.

***Public Comment:*** None.

**Other Recommendations**

**Ratification of Sole Source Services Agreement Between San Mateo County Community College District and Bay Area Biotechnology Education Community (BABEC) (20-4-100B)**  
**(Time Stamp: 6:51)**

***Motion to Approve by:*** Trustee Goodman

***Second by:*** Trustee Holober

***Action:*** Approved unanimously, all members voting Aye

***Summary of Discussion:*** None.

***Public Comment:*** None.

**Adoption of Resolution of Designation of Applicant's Agent for Non-State Agencies for Governor's Office of Emergency Services (20-4-101B)**  
**(Time Stamp: 7:50)**

***Motion to Approve by:*** Vice President Nuris

***Second by:*** Trustee Holober

***Action:*** Approved unanimously, all members voting Aye

***Summary of Discussion:*** None.

***Public Comment:*** None.

**Adoption of Resolution Specifically Designating Public Works Projects as an Essential Governmental Functions (20-4-102B)**

**(Time Stamp: 8:36)**

***Motion to Approve by:*** Trustee Holober

***Second by:*** Trustee Goodman

***Action:*** Approved unanimously, all members voting Aye

***Summary of Discussion:*** Staff requested to correct a typographical error in the resolution on the third page, it should read “NOW, THEREFORE, the Governing Board of the San Mateo County Community College District...”

Trustee Holober asked about the projects included on the list and the impact of the pandemic on local contractors. Vice Chancellor Jose Nunez reported that the projects on the list are the major, essential District projects and that there were other smaller, non-essential projects that have been put on hold. He further noted that because of the halt of most non-public works projects, the District’s contractors are getting better subcontractor support. He further added that on-site contractors all have safety plans in place.

***Public Comment:*** None.

**INFORMATION REPORTS**

**A Discussion of Implementing Online and Distance Learning Modalities and Supports During COVID-19 (20-4-1C)**

**(Time Stamp: 17:21)**

***Summary of Discussion:*** Vice Chancellor Aaron McVean facilitated the discussion of implementing online and distance learning modalities and supports during COVID-19.

Vice Chancellor Tom Bauer provided an update on support for students impacted by food insecurity. He reported that bookstore staff, working with campus points of contact, were contacting and then mailing food cards to the 713 students currently included in the program. He also reported that the District has partnered with Second Harvest Foodbank and last week, at College of San Mateo, the drive through food distribution center served 400 families. This week, they plan to serve 600 families. Vice President Nuris inquired about budget available to support the food card initiative. Vice Chancellor Bauer noted that based on the Board’s allocation of \$1 million in the budget, that there is funding available to continue through the end of the academic year.

Chief Technology Officer Daman Grewal provided an update on technology support for students. He reported that over the last few weeks, the District has provided nearly 200 Chromebooks and calculators and hotspots to students through a drive through process at CSM and now at all three campuses. He also noted that more than 70 laptops have been distributed to employees and other resources such as Canvas, VPN, Dropbox and Zoom are being supported for faculty and staff.

Dr. McVean reported that the results of a recent student survey indicated that 58% of respondents at Skyline, 47% of respondents at College of San Mateo and 45% of respondents at Cañada indicated that transitioning to online instruction was very or somewhat challenging. He said that the colleges and the IT teams are working collaboratively to route and rapidly respond to student IT issues.

Three panels presented information to the board relating to student services, instruction and students.

[\(Time Stamp: 40:58\)](#)

The first panel, relating to the student services, included Melissa Matthews, a counselor and Disability Resources Center coordinator at Skyline College; Arielle Smith, a general counselor at Academic Senate president at College of San Mateo; and Loraine Barrales-Ramirez, EOPS and CARE coordinator at Cañada College. Participants explained what things were like before the District transitioned to online modality, what it looks like to provide the same or similar services remotely, and what the biggest challenges as we work to address the needs of students.

Vice President Nuris noted that based on the additional student outreach and communication that was reported in the presentation, that he hoped those activities would continue after a return to normal operations.

[\(Time Stamp: 1:14:25\)](#)

The second panel, relating to instruction, included Bianca Rowden-Quince, a faculty instructional designer at Skyline College; Nick DeMello, a chemistry professor and distance education coordinator at Cañada College; Michelle Hawkins, a professor of music at Skyline College; Cassidy Ryan, a cosmetology and faculty coordinator at Skyline College; and Jeramy Wallace, a professor of English at College of San Mateo and District Academic Senate president. The panel discussed their experiences in converting courses to online modality, the training and support developed for and needed by faculty, the challenges they face and what is needed to complete in this modality for the remainder of the semester.

Trustee Mandelkern offered thanks and congratulations to the faculty for swiftly converting almost all of the District's courses to online modality and acknowledged the effort and challenges in doing so.

[\(Time Stamp: 1:45:38\)](#)

The third panel, relating to student experiences, included Max Gaines, a political science major at College of San Mateo and Associated Students president; Candela Graciarena, an English and psychology major at College of San Mateo and Associated Students vice president; Ariana Davarpanah, a political science major at College of San Mateo and a student senator; Karolyn Paz-Rubio, a psychology and cognitive science major and Associated Students president; Chili Montain, a biology major and Associated Students member at Cañada College; Rolando Mutul, a student at Skyline College; Mark Estrada, a psychology major at Skyline College and student senator; Hadasa Serrano, a psychology major at Skyline College; and Student Trustee Kaelynn Malani. The panelists discussed their experiences in taking courses online, the impact of transitioning courses in the middle of the semester, the challenges they have faced in online modality, the support services they use and the support they need to complete their courses this semester.

Trustee Goodman thanked all of the panelists for their continued efforts and commended them on their dedication to making the transition and he asked that there be an examination of possible fees that can be refunded – even if partially – to students. President Schwarz, Vice President Nuris and Trustees Holoher commented that they appreciated the level of candor from all of the panelists regarding their difficulties, concerns and challenges.

[Discussion of Chancellor Finalist Interviews \(20-4-2C\)](#)[\(Time Stamp: 2:32:45\)](#)

**Summary of Discussion:** Trustee Goodman and Trustee Holoher asked for the Board's feedback on the potential of holding the Board interviews with the chancellor finalists in person in a safe, socially distanced manner. Trustee Mandelkern suggested that candidate level of comfortability in traveling and meeting in

person be considered. Vice President Nuris suggested that doing so is inconsistent with the message the District and public health officials are telling students and employees. President Schwarz commented that she would appreciate meeting candidates in person but does not feel safe or comfortable in holding in-person interviews at this time. Trustee Goodman suggested that, based on the discussion and recent information, that holding interviews virtually is prudent, but that the process not be delayed for concern of losing finalists to other districts and causing a delay in the Skyline president search. After discussion, the Trustees agreed to continue with the chancellor search process using video technology.

Trustee Goodman reported that there were over 180 questions submitted to be used in the forum and those questions are being narrowed to between 12 – 15 questions which will be posed to candidates. He said the forums will be recorded, as to allow a fair process for all candidates, and then made available to the public for viewing and comment on the chancellor's search webpage. Trustees determined that finalist's interviews will be held on April 14. Trustee Hober suggested that the same level of scrutiny, as conducted in the past, be applied in conducting virtual site visits of finalist candidates. He also suggested a special closed session meeting be held to prepare interview questions. Trustees agreed to meet on April 13.

The Board acknowledged a written comment received from Michael Reiner.

**STATEMENTS FROM BOARD MEMBERS**

*(Time Stamp: 3:07:51)*

None.

President Schwarz announced that the next regular meeting of the Board of Trustees would be on April 22, 2020, conducted via Zoom.

**ADJOURNMENT**

The meeting adjourned by consent at 9:08 p.m.