

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
February 24, 2021 – 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 5:08 p.m.**

Board Members Present: President Thomas A. Nuris, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Lisa Petrides, Trustee John Pimentel

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Nuris said that during closed session, the Board will take up items as listed on the printed agenda, including: (1) Hold a Conference with Labor Negotiators for Employee Organizations: AFT and CSEA; (2) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): One case; (3) Hold a Conference with Legal Counsel – Anticipated Litigation: Initiation of litigation pursuant to Gov. Code: § 54956.9, subd. (c): One Case; (4) Consideration of Employee Discipline, Dismissal, Release; and (5) Consideration of Ratification of November and December 2020 Confidential District Warrants.

**ANNOUNCEMENT OF SPECIAL CLOSED SESSION ITEMS FOR DISCUSSION**

President Nuris said that jointly with the regular closed session meeting, the Board would hold a special closed session and will take up items as listed on the printed agenda, including: (1) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): One case.

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

Jessica Silver-Sharp and Timothy Rottenberg, adjunct faculty members at Skyline College, spoke about part-time faculty pay parity.

**RECESS TO CLOSED SESSION**

The Board recessed to closed session at 5:12 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 6:28 p.m.

Board Members Present: President Thomas A. Nuris, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Lisa Petrides, Trustee John Pimentel, Student Trustee Jade Shonette

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

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

***(Time Stamp: 01:14:40)***

President Nuris stated that no reportable actions were taken in Closed Session.

## **DISCUSSION OF THE ORDER OF THE AGENDA**

*[\(Time Stamp: 01:14:50\)](#)*

President Nuris announced that staff asked that Agenda Items 21-02-09 and 21-02-10 pertaining to Board minutes from September 23 and October 14 be removed, as there was an error in the minutes. Revised minutes will be presented at their next meeting. President Nuris further announced that staff asked that Agenda Item 21-02-02C, a Discussion of 2021 General Obligation Refunding Bonds Issued in an Aggregate Principal Amount of \$187 Million, be moved up in the agenda to be presented immediately following discussion on the order of the agenda. The Board agreed to the reordering of agenda items.

## **INFORMATIONAL ITEMS**

### **Discussion of 2021 General Obligation Refunding Bonds Issued in an Aggregate Principal Amount of \$187 Million (21-02-02C)**

*[\(Time Stamp: 01:16:05\)](#)*

**Summary of Discussion:** Chief Financial Officer Bernata Slater said that there is an opportunity to take advantage of historically low interest rates and refinance the District's general obligation bonds. The resulting savings would go 100% to the taxpayers. The transaction would be similar to refinancing a mortgage to take advantage of lower interest rates. John Sheldon, underwriter and managing director at Morgan Stanley, presented the proposal. Chris Lynch, the District's bond counsel, was on hand to answer questions. Should the Board decide to move forward, staff will present the necessary documents at the March 10 board meeting for board approval.

Mr. Sheldon said that based on current market conditions, the District can efficiently refund about \$161 million of its outstanding general obligation bonds, most of which are in the 4-5% interest rate range. Current rates are about 3%. Depending on rates when the District refinances, this will save taxpayers as much as \$28 million over the next 25 years.

Trustee Pimentel asked if it is possible to refinance more quickly to take advantage of maximum savings to the taxpayers. Sheldon advised that even if the Board met earlier, rating agencies are busy and unlikely to rate the bonds before March 10.

Vice President Holober asked what the District is doing in order not to call the bonds that are callable between 2022 and 2028. Mr. Sheldon advised that the proceeds of the reissued bonds are held in escrow during the transaction and used to make payments on the old bonds. The new bonds are structured such that they mature and pay interest to investors in a similar fashion as the original bonds, but at lower interest rates for taxpayers.

President Nuris said the will of the Board seems to be to move forward with the transaction and suggested that staff come back with the item for possible Board action in its meeting on March 10.

**Public Comment:** Maxine Turner asked about the cost of the refinancing, and are the projected savings the net of the cost of reissuance of the bonds.

## **PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

### **Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity: Celebrating Black History Month (21-02-01C)**

*[\(Time Stamp: 01:48:25\)](#)*

**Summary of Discussion:** Chancellor Claire noted that this topic is too important to squeeze into a routine agenda item and proposed bringing it back for a future Board study session. He asked the

College Presidents to summarize their Black History Month events and anti-racism efforts.

Skyline College President Melissa Moreno said that the college held a three-part discussion series called “Belonging at Skyline, Fostering a Culture of Place.” Discussions focused on the book *Belonging: A Culture of Place*, by Bell Hooks, and the documentary film *I Am Not Your Negro*, written by James Baldwin. The commemoration ends with a panel discussion called “Legacy: A Celebration of Black Excellence,” about how to manifest a legacy for the next generations. The College is engaging in intergroup dialogue as a way to support difficult conversations about race and other topics. President Moreno said she is currently participating in Skyline College’s Equity Training Series.

Trustee Goodman asked if a training program could be created for the Board on equity and anti-racism. President Moreno and Chancellor Claire said that the District Anti-Racism Council is working on such a training program for employees and that the Board could participate in that. CSM Interim President Kim Lopez said that the District Anti-Racism Council is putting together a three-part program, called the Ideal Program, that is envisioned as a professional development program for all District employees, which also would be appropriate for the Board.

CSM Interim President Kim Lopez said that she attended the event presented by Cañada College with Dr. Cornel West, which she found a moving way to begin Black History Month. CSM professor Jeremy Wallace facilitated a panel discussion on James Baldwin, the Capitol riot, and what it means to be an American. CSM also presented two student forums, moderated by faculty members Rudy Ramirez and Tatiana Irwin, and Director of Equity Dr. Jeremiah Sims, that discussed anti-blackness and working toward social justice.

Cañada College President Jamillah Moore discussed the event the College presented to kick off Black History Month, with Dr. Cornel West and Rick Nejera, on the shared history between LatinX and African Americans. The event was well attended and significant in the way it helped to acknowledge the isolation experienced by students of color, and to provide hope for those students. President Moore said the event raised \$5,000 to support student basic needs. The Associated Students of Cañada College held a Black Excellence Event featuring a movie based on Madame C.J. Walker. The event “Black Minds, Black Scholars, Black Lives: Creating Sustainable Change Together,” encouraged people to come together and communicate.

Vice President Holober said he attended the Cornel West and Rick Nejera event and was impressed by its warmth and positivity. Trustee Petrides said she also attended the event and was impressed with the richness and depth of the student questions. Board President Nuris said that Board members agree that the discussion is about more than celebrating Black History Month, but recognizing the circumstances of the world today and current events. The District needs to build on this momentum, and continue to offer community education about cultural awareness and equity. Student Trustee Jade Shonette said the Cañada College Black Student Union is celebrating Black History for the rest of the semester, with events every few weeks. Trustee Goodman said he recently presented on Black History Month to the San Mateo County Board of Supervisors. He said this experience reinforced the need to recognize the obligation we all have to make change, fight racism and systems of oppression, and continue to do the work to ensure students see themselves as people who matter to this District. He discussed the different emotional responses evoked by the phrase “Black Lives Matter,” and the way recent events have illustrated the racial disparity that has always existed in America.

**Public Comment:** None

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

*[\(Time Stamp: 02:20:35\)](#)*

Chancellor Claire reported that longtime Cañada College professor Jane Weidman passed away. He asked that the Board meeting be adjourned in her memory, to which President Nuris agreed.

Chancellor Claire also noted that there are five finalist candidates for President of College of San Mateo. There will be open forums in March. He also recognized Trustee Pimentel for his work on championing an item previously discussed with the Board, which has resulted in SB 659, a bill crafted by the District in partnership with Senator Becker to build greater flexibility in the use of unrestricted Fund 1 dollars, collection of fees, and support basic student needs. Trustee Pimentel has worked with State Senator Becker on suggestions for drafting the bill, which was introduced last week. The Chancellor also informed the Board that has decided to fill the position of Board Clerk.

## **STATEMENTS FROM OTHER REPRESENTATIVE GROUPS**

*[\(Time Stamp: 02:26:05\)](#)*

- ***AFT, Local 1493:*** Timothy Rottenberg, part-time faculty member at Skyline College and part-time representative for AFT Local 1493, spoke about the desire to have a load-based, mirrored salary schedule for part-time instructors.
- ***AFSCME, AFL-CIO, Local 829, Council 57:*** Joe Puckett recognized facilities leaders and staff for their outstanding work. AFSCME Business Agent Tina Acree advocated for the creation of an independent auditor reporting to the Board.

## **STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

*[\(Time Stamp: 02:32:54\)](#)*

- Michael Phipps, adjunct faculty member at Skyline College, spoke about the issue of salary parity for the District's part-time faculty.
- Sam Chung, a SMAC member, spoke on behalf of age-group swimmers and frustrations working with the District Emergency Operations Center.
- Lucia Lachmayr, English instructor at Skyline College, advocated salary parity for part-time faculty.

## **MINUTES**

*[\(Time Stamp: 02:44:55\)](#)*

### **Approval of the Minutes of the June 24, 2020 Regular Meeting (21-02-01)**

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

***Second by:*** Trustee Goodman

***Action:*** Approved. Trustees Nuris, Goodman and Holober voting Aye. Trustees Petrides and Pimentel abstaining from the vote.

***Summary of Edits or Corrections:*** None.

**Approval of the Minutes of the July 2, 2020 Special Closed Session Meeting (21-02-02)**

*Motion to Approve by:* Vice President Holober

*Second by:* Trustee Goodman

*Action:* Approved. Trustees Nuris, Goodman and Holober voting Aye. Trustees Petrides and Pimentel abstaining from the vote.

*Summary of Edits or Corrections:* None.

**Approval of the Minutes of the July 8, 2020 Study Session (21-02-03)**

*Motion to Approve by:* Vice President Holober

*Second by:* Trustee Goodman

*Action:* Approved. Trustees Nuris, Goodman and Holober voting Aye. Trustees Petrides and Pimentel abstaining from the vote.

*Summary of Edits or Corrections:* None.

**Approval of the Minutes of the July 22, 2020 Regular Meeting (21-02-04)**

*Motion to Approve by:* Vice President Holober

*Second by:* Trustee Goodman

*Action:* Approved. Trustees Nuris, Goodman and Holober voting Aye. Trustees Petrides and Pimentel abstaining from the vote.

*Summary of Edits or Corrections:* None.

**Approval of the Minutes of the August 13, 2020 Special Closed Session Meeting (21-02-05)**

*Motion to Approve by:* Vice President Holober

*Second by:* Trustee Goodman

*Action:* Approved. Trustees Nuris, Goodman and Holober voting Aye. Trustees Petrides and Pimentel abstaining from the vote.

*Summary of Edits or Corrections:* None.

**Approval of the Minutes of the August 19, 2020 Regular Meeting (21-02-06)**

*Motion to Approve by:* Vice President Holober

*Second by:* Trustee Goodman

*Action:* Approved. Trustees Nuris, Goodman and Holober voting Aye. Trustees Petrides and Pimentel abstaining from the vote.

*Summary of Edits or Corrections:* None.

**Approval of the Minutes of the September 3, 2020 Special Study Session (21-02-07)**

*Motion to Approve by:* Vice President Holober

*Second by:* Trustee Goodman

*Action:* Approved. Trustees Nuris, Goodman and Holober voting Aye. Trustees Petrides and Pimentel abstaining from the vote.

*Summary of Edits or Corrections:* None.

**Approval of the Minutes of the September 9, 2020 Regular Meeting (21-02-08)**

*Motion to Approve by:* Vice President Holober

*Second by:* Trustee Goodman

*Action:* Approved. Trustees Nuris, Goodman and Holober voting Aye. Trustees Petrides and Pimentel abstaining from the vote.

*Summary of Edits or Corrections:* None.

**Approval of the Minutes of the October 28, 2020 Regular Meeting (21-02-11)**

*Motion to Approve by:* Trustee Goodman

*Second by:* Vice President Holober

*Action:* Approved. Trustees Nuris, Goodman and Holober voting Aye. Trustees Petrides and Pimentel abstaining from the vote.

*Summary of Edits or Corrections:* None.

**Approval of the Minutes of the November 18, 2020 Regular Meeting (21-02-12)**

*Motion to Approve by:* Vice President Holober

*Second by:* Trustee Goodman

*Action:* Approved. Trustees Nuris, Goodman and Holober voting Aye. Trustees Petrides and Pimentel abstaining from the vote.

*Summary of Edits or Corrections:* None.

**Approval of the Minutes of the December 14, 2020 Regular Meeting (21-02-13)**

*Motion to Approve by:* Trustee Petrides

*Second by:* Trustee Pimentel

*Action:* Approved. All Trustees voting Aye.

*Summary of Edits or Corrections:* None.

**NEW BUSINESS**

**Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (21-02-01A)**

*(Time Stamp: 02:49:52)*

*Motion to Approve by:* Trustee Pimentel

**Second by:** Trustee Petrides

**Action:** Approved. Trustees Nuris, Holober, Petrides, and Pimentel voting Aye. Trustee Goodman abstaining from the vote.

**Summary of Discussion:** None.

**Public Comment:** None.

**NEW BUSINESS: Approval of Consent Agenda**

**(Time Stamp: 02:50:36)**

**Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College (21-02-01CA)**

**Approval of Accrediting Commission for Community and Junior Colleges (ACCJC) Follow-up Report for College of San Mateo (21-02-02CA)**

**Ratification of November and December 2020 District Warrants (21-02-04CA)**

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

**Second by:** Trustee Petrides

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

**Summary of Discussion:** None.

**Approval of Non-resident Tuition Fee, 2021-2022 (21-02-03CA)**

**Motion to Approve by:** Trustee Goodman

**Second by:** Vice President Holober

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

**Summary of Discussion:** Trustee Pimentel asked what the mission is of the International Students Program. Chancellor Claire, President Moreno, Interim President Lopez, and President Moore discussed the importance of international students as part of the global mission in each of the College's mission statements and the role they play in enriching the campus community. Student Trustee Shonette said she is an international student from the Bahamas and that international students bring a great deal to the District. Provost of International Education Jing Luan said ACCJC accreditation Standards 2 and 3 require internationalization of campuses. He said the program includes mostly students of color, many students who are part of honors programs, and that it brings economic impact to the community. Vice Chancellor Aaron McVean spoke about the campus culture and experience that is made possible by the presence of international students. The program is attractive to faculty who want to be part of a global campus culture.

Vice President Holober discussed the history of the growth and rationale for the program. He suggested that the Board hold a comprehensive review soon of the value and cost of the program. Trustee Goodman asked that the Board also consider the benefit of the program to the District's students. Trustee Pimentel asked about the rationale for limiting the capital outlay fee to \$2 per unit for non-resident students. CFO Slater said the fee is kept low to stay competitive in the region. Trustee Pimentel asked if all three categories of non-resident students (out-of-state, undocumented, and international) are required to be charged the same fees, which CFO Slater said is the case. Vice President Holober asked if most of the District's undocumented students are also AB 540 students.

Vice Chancellor McVean stated the sensitivities around students reporting their citizenship status prevents the District from having an accurate count.

## **NEW BUSINESS: Other Recommendations**

### **Ratification of Chancellor’s Recommendation to Hold All Classes, Services and Operations, with Limited Exceptions, Online or Remotely for Summer 2021 Term and Fall 2021 Semester (21-02-101B)**

[\*\(Time Stamp: 03:12:05\)\*](#)

*Motion to Approve by:* Vice President Holober

*Second by:* Trustee Goodman

*Action:* Approved unanimously, all members voting Aye

*Summary of Discussion:* Chancellor Claire said that the District faculty, classified staff, and students have been working together on the recommendation to remain primarily online through fall. The timing is necessary because the Fall 2021 schedule of classes is being set now. Neighboring community college districts will also be taking the same cautious approach with reopening. The District’s plan for reopening will be brought to the Board in a future item.

Vice Chancellor McVean presented the results of a recent survey of instructional faculty. Nearly 60% say we should stay in the same teaching modality for Fall 2021, and about 60% are “uncomfortable” or “very uncomfortable” with returning to in-person teaching in the fall. Concerns mostly focus on vaccination and the safety of returning to campuses. He said the approach this fall will be a gradual return of classes that are hard to teach online or classes that serve specific populations of students such as ESL learners.

District Academic Senate President Jeramy Wallace reiterated that the faculty and administration have been working collaboratively on this recommendation, and that the faculty have endorsed the recommendation. He said that the faculty support the return of more face to face instruction in areas that are difficult to teach online such as performing arts and STEM.

In response to a question from Vice President Holober, Vice Chancellor McVean said that enrollment headcount for the spring semester is up 1.5% from last year, but that overall units taken is down 10%, meaning that students are taking fewer units. Vice President Holober asked whether we are researching enrollment at districts teaching in-person, but the Chancellor answered that few if any districts are teaching primarily in-person.

Trustee Pimentel said that the faculty and staff have done a “heroic” job converting to online education, the health and safety of our faculty, staff and students is of utmost importance, and that he supports online education through summer. He suggested that, given the recent positive direction in testing and vaccination, it is premature to recommend online instruction for fall. He suggested the recommendation be split into two parts, so that a decision on fall term can be made after more data is available.

Chancellor Claire said the problem is that fall courses are being set up now and must be coded as online or in-person, and that employees are just not ready yet to return to campuses. District Academic Senate President Wallace said that it caused major problems when the District delayed its decision about the Fall 2020 teaching modality, with the fall schedule being released just before registration began. He also said it is far easier to go from online modality to in-person if conditions improve, than to start face-to-face and have to convert to online during the term.

Vice Chancellor McVean pointed out there is now a weekly recovery planning meeting to identify



what students, programs and services can come back and under what circumstances, as conditions allow.

**Public Comment:** None.

**Approval to Continue Accommodation for Students Impacted by Extraordinary Conditions – Fee Refunds (21-02-102B)**

**(Time Stamp: 03:39:43)**

**Motion to Approve by:** Trustee Goodman

**Second by:** Vice President Holober

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

**Summary of Discussion:** None.

**Public Comment:** None.

**Adoption of Districtwide American with Disabilities Act (ADA) Self-Evaluation and Transition Plan (21-02-103B)**

**(Time Stamp: 03:40:25)**

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

**Second by:** Trustee Petrides

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

**Summary of Discussion:** Vice Chancellor José Nuñez said that the Board received a full report of the District ADA Self-Evaluation and Transition Plan in August 2020. The report evaluated barriers to accessibility in physical facilities as well as programs. Since then, the District made the report available for public comment, held webinars, and collected public comments.

**Public Comment:** None.

**Consideration of Board Member Compensation (21-02-104B)**

**(Time Stamp: 03:42:08)**

**Motion by:** Vice President Holober to approve a five percent (5%) increase

**Second by:** Trustee Goodman

**Action:** Approved, with Trustees Nuris, Holober, Goodman and Petrides voting Aye, and with Trustee Pimentel voting Nay.

**Summary of Discussion:** Vice President Holober clarified that the motion is for a 5% increase. Chief of Staff Mitchell Bailey said that current monthly Trustee compensation is \$794.

**Public Comment:** None.

**Appointment of Board Member to the Educational Housing Corporation Board of Directors (21-02-105B)**

**(Time Stamp: 03:43:44)**

**Motion by:** Trustee Pimentel to nominate Vice President Holober to serve on the Housing Corporation Board of Directors

**Second by:** Trustee Goodman

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

**Summary of Discussion:** Chief of Staff Bailey explained that two members of the District Board of Trustees are traditionally appointed to serve on the Educational Housing Corporate Board. The retirement of Trustee Karen Schwartz in December leaves a vacancy. Meetings are quarterly. In response to a question from Trustee Petrides, Chief of Staff Bailey said that the board sets policy and oversees operations of the District's two employee housing locations.

Vice President Holober suggested periodically reports from the trustees serving on the Educational Housing Corporation Board to the San Mateo County Community College District Board, with which President Nuris agreed.

**Public Comment:** None.

**Appointment of Student Representative to the Bond Oversight Committee (21-02-106B)**

**(Time Stamp: 03:48:22)**

**Motion by:** Trustee Petrides to approve the appointment of student Anna Mahoney to the Bond Oversight Committee.

**Second by:** Trustee Pimentel

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

**Summary of Discussion:** None.

**Public Comment:** None.

**Acceptance of 2020-21 Mid-Year Budget Report and Approval of Budgetary Transfers and Income Adjustments (21-02-107B)**

**(Time Stamp: 03:49:43)**

**Motion to Approve by:** Trustee Pimentel

**Second by:** Trustee Goodman

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

**Summary of Discussion:** None.

**Public Comment:** None.

**Authorization to Renew Contract with Constellation NewEnergy, Inc. for Purchase of Electricity (21-02-108B)**

**(Time Stamp: 03:50:41)**

**Motion to Approve by:** Trustee Pimentel

**Second by:** Vice President Holober

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

**Summary of Discussion:** None.

**Public Comment:** None.

**Approval of Sole Source Resolution No. 21-02 Designating a Specific “Material, Product, Thing or Service on Construction Projects” in Order to Maintain a Uniformity of Specific Physical Monitoring and Access Systems throughout the District (21-02-09B)**

*(Time Stamp: 03:51:24)*

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

***Second by:*** Trustee Petrides

***Action:*** Role-call vote passed unanimously, all members voting Aye

***Summary of Discussion:*** Trustee Pimentel noted that while he would typically be skeptical of sole-sourcing contracts, in this case it is appropriate. In response to a question from Vice President Holober, Vice Chancellor Nuñez said that this action formalizes the processes already in place and brings the District into compliance.

***Public Comment:*** None.

**INFORMATIONAL ITEMS**

**Discussion of 2021-2022 Preliminary Budget (21-02-03C)**

*(Time Stamp: 03:55:29)*

***Summary of Discussion:*** Chancellor Claire stated the Board last year requested input earlier in the budgeting process, and the District is at the first step of that process now. CFO Slater presented the preliminary budget. Current-year highlights include supporting students and staff during the pandemic, serving up to 2,000 Promise Scholars Program students, providing direct support to students with food insecurities, and supporting the community through the Second Harvest food distribution. Pandemic-related costs to the general fund will be about \$4.4 million. Revenue losses are expected to be about \$9.15 million.

CFO Slater said the Governor’s budget is fairly flat this year, though there is continued uncertainty due to the pandemic. She summarized the state budget proposal for community colleges.

2021-22 budget assumptions include a property tax increase of 3.67% and an enrollment increase with the return to campuses in the spring. The general fund budget of \$208.4 million for 2020-21 will change to \$217.2 million in 2021-22, an increase of about \$8.8 million. The District is again setting aside \$700,000 toward compliance with the 50% law, for a total investment of \$1.4 million over a two-year period.

Planned 2021-22 initiatives include continued support of the Promise Scholars Program for up to 2,000 students, one final year of support of \$800,000 for the Equity Institute, \$1 million for the Food Insecurity Initiative, and continued COVID-19 mitigation. Unknowns include property taxes, interest revenue, enrollment, insurance rates, operating costs of Cañada Building 1, negotiations, and state and federal funding changes or stimulus funds.

Looking at 2022-23 and out, possible factors include declines in property taxes, resident and non-resident tuition and enrollment levels, insurance rates, long-term COVID-19 mitigation, personnel costs, and the possibility of a new federal free college program.

Vice Holober asked about the process of budget-planning during the fiscal year and how that planning relates to changes in actual expenses. Pointing out that the six-month actual expenses appear to be less than budgeted expenses, the District could be facing a significant carryover.

Former Vice Chancellor Kathy Blackwood said that the District's revenue does not come in evenly over the year and that the budget includes significant unpaid obligations from prior fiscal years. This means that the District's six-month actuals cannot be used to project fiscal year actuals accurately. Vice President Holober suggested doing quarterly or semi-annual budget reviews. He also asked for a review of funded positions vs. cost savings from personnel vacancies. Chancellor Claire said he agrees with the need to track these expenses more accurately, while also planning for future calls on District funds such as upcoming ADA mitigation.

Responding to questions from Trustees Pimentel and Petrides about how and when Trustees can provide input or revisit funding priorities, Chancellor Claire said that budget planning and input process begins with the District strategic plan. Vice Chancellor McVean said the update of the strategic plan is nearly complete and that reports will be coming forward to the Board about setting priorities for the next five years.

*Public Comment:* None.

**Discussion of Allocation of Higher Education Emergency Relief Fund (HEERF) Funds (21-02-04C)**  
*(Time Stamp: 04:47:55)*

***Summary of Discussion:*** Vice Chancellor McVean reported that the District will receive stimulus funds from a second round of federal stimulus funding, called the Higher Education Emergency Relief Fund (HEERF II). The District also received federal CARES Act stimulus funding in 2020. The District allocated 75% of CARES Act funds directly to students, using the rest to fund pandemic-related expenses such as faculty professional development.

The District will be receiving \$13.3 million in HEERF II funding in 2021, which is nearly twice the funding received under CARES. Of the HEERF II funds, \$8.3 million will be distributed to students in the form of financial aid. About 80% of the financial aid will go to students during the spring semester, and 20% in the fall. About \$5 million will be used to offset pandemic-related expenses at the College and District levels.

In response to a question from Trustee Petrides, Vice Chancellor McVean clarified that the stimulus funds are sent directly to students as financial aid, and that these funds are in addition to whatever financial aid the student was already receiving.

*Public Comment:* None.

**2021 Contractor Prequalification Update (21-02-05C)**  
*(Time Stamp: 04:57:12)*

***Summary of Discussion:*** Vice Chancellor Nuñez said that, in response to Trustee Goodman's request in January, General Services has reached out to 20 local chambers of commerce as well as many builder's exchanges and other professional organizations to invite a more diverse set of contractors to prequalify for District work. Trustee Petrides asked how the outreach affected the pool of applicants. Director of General Services Yanelly Pulido said there was an overall increase in applications, though we do not yet have metrics on whether there was an increase in diversity. General Services will continue to work to develop increased outreach to more potential contractors. Vice President Holober recommended also reaching out to Black and Asian American engineers associations. Vice Chancellor Nuñez agreed, and noted that the exchanges are the primary source of information for contractors.

*Public Comment:* None.

**Discussion of Future Study Session and Information Report Topics (21-02-06C)**[\(Time Stamp: 05:06:41\)](#)

*Summary of Discussion:* The Board agreed to table this item for consideration at a future meeting.

*Public Comment:* None.

**District Financial Summary for Quarter Ending September 30, 2020 (21-02-07C)**[\(Time Stamp: 05:14:57\)](#)

*Summary of Discussion:* President Nuris noted the report has been received by the Board.

*Public Comment:* None.

**Auxiliary Operations Financial Summary for Quarter Ending September 30, 2020 (21-02-08C)**[\(Time Stamp: 05:15:31\)](#)

*Summary of Discussion:* Trustee Pimentel asked the Chancellor to communicate with the board regarding upcoming staff and faculty salary increases during a time of flat to declining enrollment. Vice President Holober asked why the Board had not been asked to approve Board-directed expenses for the Promise Scholars Program. Chancellor Claire said his recollection is that the expense was presented in the budget last year, but that he would follow up with confirmation. Vice President Holober also asked about the deficits incurred by San Mateo Athletic Club while its revenues have dropped during COVID-19. Vice Chancellor Tom Bauer said that SMAC is collecting dues from about half of its members, while staffing costs are mostly fixed. EXOS had reduced its management fee when SMAC closed early in the pandemic, but has restored its regular fee with the return to providing onsite operations.

President Nuris acknowledged Board receipt of the report.

*Public Comment:* None.

**COMMUNICATIONS**[\(Time Stamp: 05:22:23\)](#)

No communications to the Board have been received.

**STATEMENTS FROM BOARD MEMBERS**[\(Time Stamp: 05:23:08\)](#)

*Trustee Pimentel:* Trustees Pimentel noted that he and Vice President Holober have had a robust discussion on creating an internal auditor position. Staff are developing a job description and scope of work that can be presented to the Board. President Nuris said he had understood that a needs assessment would first be done to determine whether the position was needed. Trustees Pimentel and Holober clarified that the scope of work for the position would constitute a needs assessment. Trustee Petrides said she also thought the Board had agreed that there was a need for an internal auditor, and that the Board committee would be studying the extent of that need and how to address it with staff or consultant options. Trustee Goodman agreed that there is a need, and that we are looking at possible solutions now. He said we should consider how other districts are approaching the issue. Vice President Holober said the internal auditor proposal will be brought to the Board at its next study session.

**President Nuris:** None.

**Vice President Holober:** Noted that it is good to see that we are allowing members of the public to appear on video during Zoom Board meetings. Is it possible also to allow members of the public to be able to see all the audience members? In response, District staff activated a Zoom feature allowing attendees to see the number of people in the audience. Further study will be necessary to allow audience members to be able to see each other on Zoom.

**Trustee Goodman:** None.

**Trustee Petrides:** None.

**Student Trustee Shonette:** None.

President Nuris announced that the next meeting of the Board of Trustees would be on March 10, 2021, conducted via Zoom.

**RECONVENE TO CLOSED SESSION**

**(Time Stamp: 05:36:28)**

The Board recessed to Closed Session at 10:46 p.m.

**RECONVENE TO OPEN SESSION**

**(Time Stamp: 07:26:00)**

The Board reconvened to Open Session at 12:35 a.m.

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION (if necessary)**

President Nuris announced that the Board of Trustees voted unanimously to approve the stipulated amount of the Worker's Comp claim for a total payment of \$122,032.74. There were no further reportable actions taken in Closed Session.

**ADJOURNMENT**

The meeting adjourned by consent at 12:36 a.m. in the memory of Jane Weidman.

Submitted by

Michael Claire, Secretary