

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
November 20, 2024 – San Mateo, CA**

**In-Person Location
3401 CSM Drive, San Mateo, CA 94402**

This meeting was conducted in person, as well as 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 5:02 p.m.

Board Members

Present: President John Pimentel, Vice President Michael Guingona, and Trustee Wayne Lee

Board Members

Absent: Trustee Richard Holoher (not present at time of roll call; arrived at 5:06 p.m.)

Board Members

Remote: Trustee Lisa Petrides

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Pimentel stated that during Closed Session, the Board will take up items as listed on the printed agenda including: (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; (2) Conference with Labor Negotiator - Agency Designated Representative: Randy Erickson and Julie Johnson Employee Organization: AFT; (3) Conference with Labor Negotiator - Agency Designated Representative: Randy Erickson and Julie Johnson Employee Organization: CSEA; (4) Conference with Labor Negotiator - Agency Designated Representative: Randy Erickson and Julie Johnson Employee Organization: AFSCME; (5) Pursuant to Gov. Code §54957: Public Employee Performance Evaluation: Chancellor; (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; and (7) Pursuant to Gov. Code §54957: Public Employee Evaluation: Performance Auditor/Policy Analyst

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

None.

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 5:04 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:06 p.m.

Board Members

Present: President John Pimentel, Vice President Michael Guingona, Trustee Wayne Lee, Trustee Richard Holoher, and Student Trustee Chloe Johnson

Board Members

Remote: Trustee Lisa Petrides (left meeting at 8:00 p.m.)

Others Present:

Chancellor Melissa Moreno, Executive Vice Chancellor Richard Storti, Skyline College Acting President Newin Orante, College of San Mateo President Dr. Manuel Alejandro Pérez, Cañada College President Kim Lopez, and District Academic Senate President David Eck

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

No action taken.

DISCUSSION OF THE ORDER OF THE AGENDA

Staff recommends moving Discussion Item 13.3 up in the agenda before Other Recommendations Item 12.7.

STATEMENTS FROM EXECUTIVES, ACADEMIC SENATE, AND STUDENT REPRESENTATIVES

- *Chancellor and Chancellor's Cabinet:* No statements.
- *District Academic Senate:* District Academic Senate President Eck stated there has been no Academic Senate meeting since the October 23rd Board Meeting. Eck reported that senate leaders attended the **plenary session of the** statewide Academic Senate for California Community Colleges.
- *Student Trustee and/or Associated Student Body:* No statements.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

- *AFT, Local 1493:* No statements.
- *CSEA, Chapter 33:* Juanita Celaya made a statement concerning the new way the District Participatory Governance Council (DPGC) is doing revisions to board policies and administrative procedures.
- *AFSCME, AFL-CIO, Local 829, Council 57:* No statements.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

The following individuals made comments on Non-Agenda Items:

- Rich Hedges – City Councilmember of the City of San Mateo; mentioned offering barbering and cosmetology services in the prison system.

APPROVAL OF MINUTES

Approval of Approval of Minutes from October 23, 2024 Regular Meeting of the Board of Trustees (9.1)

(Time Stamp: 1:16:25)

Motion to Approve by: Trustee Lee

Second by: Trustee Holober

Action: Approved unanimously by Roll Call Vote, with all Trustees voting aye.

Summary of Discussion: None.

Public Comment: None.

NEW BUSINESS

(Time Stamp: 1:16:53)

Approval of Personnel Items (10.1)

Motion to Approve by: Trustee Lee

Second by: Trustee Petrides

Action: Approved unanimously by Roll Call Vote, with all Trustees voting aye.

Summary of Discussion: None.

Public Comment: None.

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 (10.2)

Motion to Approve by: Trustee Lee

Second by: Vice President Guingona

Action: Approved unanimously by Roll Call Vote, with all Trustees voting aye.

Summary of Discussion: None.

Public Comment: Jessica Silver-Sharp made a comment.

APPROVAL OF CONSENT AGENDA

(Time Stamp: 1:18:04)

Curricular Additions, Deletions and Modifications - College of San Mateo (11.1)

Curricular Additions, Deletions and Modifications - Skyline College (11.2)

Curricular Additions, Deletions and Modifications - Cañada College (11.3)

Curricular Additions, Deletions and Modifications - Community, Continuing, and Corporate Education (CCCE) (11.4)

Motion to Approve by: Trustee Lee

Second by: Vice President Guingona

Action: Approved unanimously by Roll Call Vote, with all Trustees voting aye.

Summary of Discussion: None.

Public Comment: None.

OTHER RECOMMENDATIONS

[\(Time Stamp: 1:18:50\)](#)

Approval of Fiscal Strategy for Capital Improvement and Scheduled Maintenance Needs (12.1)

Motion to Approve by: Trustee Petrides

Second by: Trustee Lee

Action: Approved unanimously by Roll Call Vote, with all Trustees voting aye.

Summary of Discussion: Chancellor Moreno briefly presented this item. She presented the true needs of capital improvement and scheduled maintenance for the next 5 - 10 years, along with a strategy to meet the “big” and realistic needs of SMCCCD.

The Board approved the strategy but would like district administration to do thorough research in the expenditures that will be needed to complete the large construction and maintenance needs.

Public Comment: None.

Request Approval to Use \$6,945,000 of CIP Bridge Funds for Prioritized Projects (12.2)

Motion to Approve by: Vice President Guingona

Second by: Trustee Holober

Action: Approved unanimously by Roll Call Vote, with all Trustees voting aye.

Summary of Discussion: Chancellor Moreno provided a brief overview, while Executive Chancellor Storti presented the projects that the district is placing priority on for completion.

Public Comment: None.

Approval of CCCCCO MOU Establishing SMCCCD as a Founding Partner for the Digital Center for Innovation, Transformation and Equity (12.3)

Motion to Approve by: Trustee Lee

Second by: Vice President Guingona

Action: Approved unanimously by Roll Call Vote, with all Trustees voting aye.

Summary of Discussion: Vice Chancellor McVean presented a brief overview of this item.

Public Comment: None.

Approval of Implementation Plan for 2024 Vendor Management Audit (12.4)

Motion to Approve by: Vice President Guingona

Second by: Trustee Petrides

Action: Approved unanimously by Roll Call Vote, with all Trustees voting aye.

Summary of Discussion: Chancellor Moreno presented a draft of the implementation plan.

Public Comment: None.

Approval of Policy Review: Employment Changes and Authority (12.5)

Motion to Approve by: Trustee Lee

Second by: Vice President Guingona

Action: Approved unanimously by Roll Call Vote, with all Trustees voting aye.

Summary of Discussion: Chancellor Moreno introduced the district Performance Auditor/Policy Analyst Houman Boussina to share a brief policy review with the Board.

The Board directed the auditor to answer the question of whether Human Resources staff has a process in place to carry out or fulfill what the Board has approved.

Public Comment: None.

Approval of Policy Review: Whistleblower Hotline Program (12.6)

Motion to Approve by: Vice President Guingona

Second by: Trustee Holober

Action: Approved unanimously by Roll Call Vote, with all Trustees voting aye.

Summary of Discussion: Performance Auditor/Policy Analyst Houman Boussina shared a brief policy review with the Board.

Public Comment: None.

***** Note: Discussion Item 13.3 went before Item 12.7***

Adoption of Revised Board Policy 6.04 - Guidelines for Class Cancellation (12.7)

Motion to Approve by: Trustee Lee

Second by: Vice President Guingona

Action: The action was modified to approve both the Board Policy and the Administrative Procedure. Approved by Roll Call Vote, with 3 Trustees voting aye (Pimentel, Guingona, and Lee), 1 Trustee voting nay (Holober), and 1 Trustee absent (Petrides). Trustee Petrides left meeting at 8:00 p.m., so she did not place a vote.

Summary of Discussion: The discussion continued from item 13.3, of which the Board continued to ask questions for clarification. The Board wants to make certain that there will be no negative fiscal impact with cancelling or downsizing class numbers. It is clear that the policy is not set in stone and it can be changed or amended at any future point in time.

Public Comment:

Individuals that commented on this item:

- Todd Windisch
- Lisa Palmer
- Dave Eck

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

Motion to Approve by: Trustee Holober

Second by: Trustee Lee

Action: Approved by Roll Call Vote, with 4 Trustees voting aye and 1 Trustee absent.

Summary of Discussion: Chancellor Moreno provided a brief overview on this item.

Public Comment: None.

DISCUSSION ITEMS

District Financial Summary for the Quarter Ending September 30, 2024 (13.1)

[\(Time Stamp: 3:13:47\)](#)

Summary of Discussion: Executive Vice Chancellor Storti provided a brief overview on this item. He advised that Education Code requires the district to report quarterly results to the Chancellor's Office.

Public Comment: None.

Auxiliary Operations Financial Summary for the Quarter Ending September 30, 2024 (13.2)

[\(Time Stamp: 3:15:32\)](#)

Summary of Discussion: Executive Vice Chancellor Storti provided a brief overview of each of the auxiliary departments/operations.

The Board is glad to hear about the increase in membership at the fitness centers, and hopes the bookstores improve.

Public Comment: None.

Consideration of Class Cancellation Board Policy and Administrative Procedure (13.3)

[\(Time Stamp: 2:23:22\)](#)

****Note:** *This item was moved up in the agenda to go before Item 12.7.*

Summary of Discussion: Vice Chancellor McVean presented briefly on this item, and reminded the Board of the historical information shared with the Board multiple times. McVean explained the unprecedented collaborative effort between the administration and faculty which has resulted in a good compromise and mutually agreeable solution. District administration and staff asked the Board to review both the policy and procedure, and to consider taking action to approve them.

Public Comment:

Individuals that commented on this item:

- Monica Malamud
- Todd Windisch
- Lisa Palmer
- Gampi Shankar
- Dave Eck
- Cassidy Ryan

Introduction & Overview of College of San Mateo's KCSM Jazz 91.1 Radio Station (13.4)

[\(Time Stamp: 3:24:53\)](#)

Summary of Discussion: CSM President Manuel Perez introduced Vice President of Administrative Services Gerardo Ramirez who provided a short overview on this item. VP Ramirez introduced Dr.

Robert Franklin, Station Manager of KCSM Jazz 91.1. Dr. Franklin briefly presented on the radio station which is world-renowned.

The Board was pleased to hear of the progress and success of the radio station, and would like to visit the station in the near future.

Public Comment: None.

COMMUNICATIONS

No communications.

STATEMENTS FROM BOARD MEMBERS

- Trustee Lee congratulated College of San Mateo's football team on a successful and incredible season.
- President Pimentel stated the next meeting of the Board will be a Regular Board Meeting held on December 11, 2024, at the District Office Board Room.

RECESS TO CLOSED SESSION

Board recessed to Closed Session at 8:50 p.m.

RECONVENE TO OPEN SESSION

Board reconvened to Open Session at 9:20 p.m.

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

No action taken.

ADJOURNMENT

Meeting adjourned at 9:21 p.m.

Submitted by

Melissa Moreno, J.D., Secretary and Chancellor