

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STUDY SESSION OF THE BOARD OF TRUSTEES
Wednesday, January 8, 2020
Closed Session at 5:00 p.m.; Open Meeting at 6:00 p.m.
District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items and potential or existing litigation. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are tape recorded; tapes are kept for one month.*

Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.

5:00 p.m. Call to Order

CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases
2. Employee Discipline, Dismissal, Release
3. Conference with Labor Negotiator
Agency Negotiator: Mitchell Bailey
Employee Organizations: AFT and CSEA
4. Public Employee Performance Evaluation: Review of Goals – Interim Chancellor

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

RECESS TO CLOSED SESSION

RECONVENE TO OPEN SESSION

6:00 p.m. Call to Order / Roll Call / Pledge of Allegiance

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

20-1-1 [Approval of the Minutes of the November 20, 2019 Regular Meeting](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

20-1-1A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

20-1-2A [Approval of Revisions to Student Assistant Salary Schedule](#)

20-1-3A [Approval of Revision to Miscellaneous Pay Rates Salary Schedule](#)

20-1-4A [Adoption of the 2020-2021 Academic Calendar](#)

STUDY SESSION

20-1-1C [Update on Districtwide Construction Projects](#)

INFORMATIONAL ITEMS

20-1-2C [Discussion of Potential Topics for Board Retreat Agenda](#)

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

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

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
November 20, 2019, San Mateo, CA**

The meeting was called to order at 5:00 p.m.

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Goodman said that during Closed Session, the Board will (1) hold a conference with legal counsel regarding two cases of anticipated litigation as listed on the printed agenda, (2) consider public employee discipline, dismissal, release, (3) hold a conference with the agency labor negotiator as listed on the printed agenda, and (4) consider ratification of confidential district warrants.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 5:03 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:20 p.m.

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

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 ALLEGIENCE

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

President Goodman said the Board took no reportable action during closed session.

DISCUSSION OF THE ORDER OF THE AGENDA

President Goodman said "Statements from Other Representative Groups" will be heard immediately following approval of the minutes of previous meetings.

ANNOUNCEMENT

President Goodman said there was a request to adjourn the meeting in memory of Al Acena, who passed away on October 28. Mr. Acena was an employee at College of San Mateo for 41 years, beginning as a history faculty member and later serving as the Dean of the Social Sciences Division. He was also the advisor for the Alpha Gamma Sigma honor society. The Board agreed to adjourn the meeting in memory of Mr. Acena.

MINUTES

**APPROVAL OF THE MINUTES OF THE OCTOBER 10, 2019 STUDY SESSION
(19-11-1)**

It was moved by Vice President Schwarz and seconded by Trustee Holober to approve the minutes as presented. The motion carried, all members voting Aye.

**APPROVAL OF THE MINUTES OF THE OCTOBER 23, 2019 REGULAR MEETING
(19-11-2)**

It was moved by Trustee Nuris and seconded by Trustee Holober to approve the minutes as presented. The motion carried, all members voting Aye.

APPROVAL OF THE MINUTES OF THE OCTOBER 27, 2019 SPECIAL CLOSED SESSION (19-11-3)

It was moved by Trustee Holober and seconded by Vice President Schwarz to approve the minutes as presented. The motion carried, all members voting Aye.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Rosemary Nurre, Accounting Professor at College of San Mateo, said compensation is not the cause of the impasse between the District and faculty; rather, the root cause is a lack of trust and respect. She said her motto is “It’s the right thing to do” and doing the right thing for her and colleagues has included serving on committees, enhancing programs, increasing the number of degrees and certificates, increasing the number of students served, developing outside partnerships, providing career guidance to students, and reaching out to historically underrepresented students. She said faculty are always looking for ways to improve the student experience, but she questions whether the excessive workload is sustainable. Professor Nurre said College of San Mateo was recently recognized as one of the top 150 community colleges in the country, due in large part to the efforts and accomplishments of faculty. She said faculty want fair and equitable treatment and they are asking the Board to do the right thing.

Dr. Michael Cross, Professor of English at Skyline College, said teachers at community colleges have dedicated their lives to service. He said he cares about his students and social justice. He said he has never worked with so many intelligent and dedicated individuals, but also has never seen so many talented humans hammered to the ground by work, desiccated by compassion fatigue and hamstrung by a lack of self-care. Dr. Cross said he mostly works 12 to 13 hour days and works on weekends as well, affecting his family life. He said his teaching load, class preparation and office hours constitute a full-time job. In addition, he spends 70 to 80 hours of grading for each essay assignment, handles administrative duties and tries to be an active member of his department. He said his colleagues are spread so thin that it is impossible to do their jobs well. Professor Cross suggested that the District approach human capacity differently, approaching faculty with the care and concern that are afforded to students, with jobs designed for a marathon rather than a sprint.

Timothy Rottenberg, Adjunct Instructor of Government and Economics at the Skyline College Middle College, said he was one of the founding faculty members of the Skyline College Middle College program. He said he also teaches with the Aim High Summer Program for Bay Area youth. He is the faculty advisor of the Model UN Debate Team and an adjunct faculty representative on the Academic Senate. He said that like many part-time faculty in the District, he holds down multiple part-time jobs throughout the year to make ends meet. He said the ongoing contract negotiations have opened his eyes to a number of issues of inequity that exist within the District, the most important of which is part-time salary parity. He said that according to numbers provided to AFT by the District, approximately 600 of 900, or 35 percent, of faculty in the District are classified as part-time or adjunct. A typical adjunct faculty member earns anywhere from \$0.62 to \$0.66 for every \$1.00 that a full-time faculty member earns, a difference of approximately 35 percent on average. He said that in contrast, part-timers at the Foothill-De Anza District earn only 16 percent less than their full-time colleagues and adjuncts at City College of San Francisco expect to earn 12 percent less than their full-time colleagues. He said he believes they provide the same high quality instruction and support to students as full-time time faculty do. Mr. Rottenberg said it is important to understand that students are beginning to feel the impact of the drawn-out contract negotiations as well. He asked the Board to consider not only the words of faculty members, but the impact that is reverberating onto students as well.

Dr. Patty Dilko Hall, Professor of Early Childhood Education (ECE) at Cañada College, said she has completed 21 years of service at Cañada College and has served as president of the college Academic Senate and the District Academic Senate. She described the extreme and long-lasting effects that the lack of an investigation and due process clause in the contract has had on her. Her statement included the following:

On August 12, 2016, Professor Val Goines, my colleague and ECE Coordinator, died unexpectedly. The three faculty members in the ECE Department agreed that I should take the role of department coordinator because I was the senior and only tenured faculty member and had previously coordinated a program on campus. Apparently, others did not agree but did not tell me about their concerns. During the semester, communications deteriorated. The situation was exacerbated by a dean who told me she was happy with my work while concurrently telling a colleague that she wanted her to lead the department. What happened in an ordinary co-worker dispute was bungled by an inept administrator. On March 15, via email, Vice Chancellor Whitlock notified me that I was under investigation for discriminating against a co-worker based on age, race, marital status and gender. Vice Chancellor Whitlock refused to provide any details and said he could not speak with me for three weeks because he was leaving the country. He said he was the only

investigator available to work on my case. On March 20, my dean and a Human Resources representative notified me that I was on administrative leave and must relinquish my classes and leave campus immediately. I was prohibited from speaking with District employees and being on District property. I was given no timeline, no details on the allegations and no further support. I told my students I was on emergency leave but could tell them nothing further. These students were still going through the loss of Professor Goines. They were worried and concerned about me, themselves, the department and the future of their classes. Over the next two and one-half months, I waited in terror. I was invited to speak with Vice Chancellor Whitlock but the private attorney I had felt compelled to hire and the AFT attorney advised me to get details about the allegations prior to meeting with him. Vice Chancellor Whitlock repeatedly told me that I was entitled to no information nor to any due process. He had completed his investigation and was prepared to judge my actions. I felt betrayed and afraid for my job, my professional reputation and my future. My attorney told me that as long as I was being paid, the District could leave me in limbo for years. That night, I fell apart and sobbed for hours. How could the institution to which I had dedicated my career abandon me? Why weren't my colleagues and I given the support we needed to deal with the trauma, grief and workload created by Professor Goines' death? How could a dean lie to me and my co-worker and get away with it with no consequence to herself? Why didn't the vice president step in to mediate the conflict? How could the District allow a power hungry administrator to trash me without due process? Wasn't my 18 years of exemplary service worth anything? What would happen to a less senior faculty member or a part-time faculty member in my situation? Why was I assumed guilty until proven innocent and when would the nightmare end? On May 1, after a 90 minute lecture on how much my co-worker had allegedly suffered at my hands, during which legal representatives were barred from speaking, Vice Chancellor Whitlock stated that he found no wrongdoing on my part and that he found me credible and earnest. Yet, he was not ready to allow me to go back to work. Subsequent to that meeting, the District's attorney advised Vice Chancellor Whitlock to return me to my teaching duties because they feared that if he did not do so, I would be able to claim damages. My co-worker requested the department coordinator position and was granted it. While I am a happy person with a great family and friends and a life filled with joy and opportunity, when I returned to my regular duties in the fall, I experienced panic attacks during meetings. I was under the care of my physician and a therapist and they both reminded me that the public trauma I had experienced would take time to recover from. Many individuals on campus have reached out to me, including the president. This situation has affected everyone around me – co-workers, students, my family, friends, etc. I am just now feeling confident enough to re-engage in campus conversations. However, the injustice continues. Being here tonight makes my trauma and anger public in a way that is extremely uncomfortable for me. I have a degree in human resource management and in my experience of running a business, I would never conduct an investigation like that. But absent a clear policy and set of procedures, our institution yielded to the abusive overreach of administrators and failed to protect and honor all parties. I do not want anyone to have to deal with the uncertainties I had to deal with. I know I did nothing wrong, yet I also know that conflicts among co-workers are inevitable. I expect my employer to do the right thing and provide us with a fair, mutually developed investigation policy, allowing for due process and progressive discipline when necessary.

Bridget Fischer, Professor of Art at Skyline College and Michelle Hawkins, Associate Professor of Music at Skyline College, said they were representing the Art and Music faculty of the District. Their statement included:

We are proud to work for a district that has publicly committed itself to the ideals of social justice and equity for students and faculty. The Board's list of core values and principles includes an employment philosophy that states, "The Board subscribes to the principles of human resource management which promote: equal access; equal opportunity; equal treatment and fairness. . ." Today, the Board has an opportunity to affirm the principles by removing the current tiered system of Lab FLC allocation and truly apply equal pay for equal work. The current system, as outlined in Appendix F, has not been fully updated since its inception many years ago. Accordingly, it has fallen out of date with the District's goal of parity and equity and does not accurately reflect current teaching practices and pedagogy of faculty. Faculty have worked tirelessly to update and transform their teaching practice to be student-centered, with instructor-led activities at the core of instruction. However, Appendix F shows an institutionalized disparity in the value assigned to various disciplines. In effect, it says that if you teach a lab in one discipline, your labor is worth less than if you teach a lab in a different discipline. When faculty across all campuses, regardless of discipline, have commensurate education, degrees and expertise, how can the District determine whose time is more valuable? In 2019, how can one justify unequal pay for equal work? If my lab course meets for three hours per week, how is it worth less than another instructor's three hours? The outcome of the current tiered system is that some instructors are required to teach six to seven courses in one semester while their colleagues are teaching four to five courses for the same pay. This disparity among faculty trickles down to students because faculty in some disciplines are more overloaded with work, thereby having less time available to engage in transformative teaching practices. Students can see and feel the stress and they experience the lack of availability and time with their instructors. We realize that the Board of Trustees has a

responsibility to maintain fiscal stability within the District, but the reality is that the fiscal impact of parity for labs is not huge, especially when compared with other initiatives. Other districts, including the Peralta Community College District, have addressed this issue and have instituted equitable FLC for labs across all disciplines. Is a music instructor with a terminal degree, who takes ensembles on nationwide tours, really worth less than colleagues in cosmetology? Is a nationally recognized artist who enriches the campus community with events, gallery showings and outreach projects less valuable to the District than colleagues in the sciences? This is the fundamental question. In 2019, is the District willing to go on record and provide equal pay for equal work or will they continue with their antiquated tiered system that elevates some disciplines over others?

Ariel Smith, Counselor and Academic Senate President at College of San Mateo, said she was speaking in her role as counselor. She walked the Board through one of her days, which included several face-to-face sessions with students, both by appointment and walk-ins, as well as a Zoom appointment. During the day, she also attended a tenure review meeting and a participatory governance meeting. Ms. Smith said that what is in the contract is not typical of the work counselors are doing. She said there are many programs – Guided Pathways, Promise, Learning Communities and other special programs – that are dependent on counselors and this is not being recognized. She said they are asking for recognition and support.

Jesse Raskin, Associate Professor in the Paralegal Studies Department at Skyline College, said he was a former student at College of San Mateo and turned his life around at the college. He returned to the District as a California Bar certified attorney and brought a California secondary subject teaching credential as well. Consequently, he is a subject matter specialist in the law and he knows how to teach. He said one can see that this redounds to the benefit of students by looking at the number of students in the paralegal program who graduate, succeed and stay in the area. Mr. Raskin said that what he brought with him – his personal story as well as his degrees – leads to justice for students. For example, women of color and lower socio-economic status who graduate from the paralegal program get into jobs making three to four times the minimum wage. Yet, he said it is somewhat irrational for him to stay with the District because with his degrees, he would get paid more at the other Bay 10 colleges. He asked that the Board look at the salary schedule and, in a district that has a perfect bond rating and has the money to continually increase the number of administrators, make a decision where faculty can say they are not just staying for their hearts but are staying for their minds. Mr. Raskin said that justice for faculty members is justice for students.

Joaquin Rivera, Professor of Chemistry at Skyline College and AFT President, said faculty have spoken about excessive workload, part-time parity, progressive discipline and due process, laboratory load credit, counselors' workload, and compensation. He said full-time salaries compare well in the Bay 10 if considering salaries alone. However, when considering total compensation – salaries and benefits – the District falls to the bottom half of districts in the Bay 10. He said part-timers are in the bottom of the Bay 10, even without considering benefits. Professor Rivera said this is despite the fact that administrators in the District are number one not only in the Bay 10, but in the state and that the cost of living in San Mateo County is number one in the state. He said the formula the District is proposing does not help make any progress in this comparison. He said all of these issues, as well as others that were not mentioned at this meeting, are very important to faculty and they want to see signs of progress during this round of negotiations. He said the unfortunately, little or note progress has been made on many of the issues. Professor Rivera said that some, but not all, of the issues cost money. He said the District has a history of overestimating expenditures and underestimating revenues. He said that last year alone, the District overestimated expenditures by \$22 million and underestimated revenues by almost \$16 million. He said academic salaries were overestimated by almost \$11 million. Professor Rivera said there is plenty of money to pay for AFT's proposals and it is just a matter of priorities. He said he hopes the Board gives District negotiators new parameters so that they can find a way to wrap negotiations soon.

A faculty member at Cabrillo College said she was in attendance at the meeting in solidarity with District faculty and their students. She said she has a contract at Cabrillo that makes her feel secure and valued.

President Goodman thanked the speakers for their comments. He said the Board extended the public comment period for faculty comments because they want to hear from them. He said the Board appreciates everything they do for students.

Juanita Celaya, CSEA 1st Vice President, said: "Before I begin reading our prepared statement, I would like to ask the following question: What does everyone think would happen if all of the executives, administrators and supervisors called in sick, or just weren't here? Nothing. The campuses would continue to run, students would be in their classrooms and the offices would still be open because it's your front line workers – the union workers who keep the day-to-day

operations of these campuses going. We hope you keep that in mind, and with that said, CSEA stands in solidarity with our AFT brothers and sisters.”

Ms. Celaya read the following prepared statement:

“President Goodman, Trustees, Chancellor Claire and Guests:

“We would first like to thank the Board for holding the special session to discuss the Chancellor Search process.

We appreciate the transparency of the process you are pursuing. Many may not know, that the selection of the previous chancellor resulted in a lot of controversy, with threats of a lawsuit by the District against the State Chancellor’s office who in turn, threatened to withhold funding during a time when the district was in deficit and facing cuts and the state of California was facing a \$21 billion dollar budget shortfall.

“The dispute surrounded the then Board of Trustee trying to pass resolution 02-1-100B which would throw out the established selection process for executive management and give the Board exclusive authority to hire or appoint a chancellor.

“After months of negotiating, a settlement agreement was finally reached. Unfortunately, we have been successful in locating the agreement, however, an article in 2003 Skyline View states the district was subject to a 3-year program to monitor its selection procedures and possible 2-year extension if the district fails to comply. At the special board meeting on November 6th Trustee Mandelkern asked why there was a Chancellor selection procedures manual dated 2005 when we had not been hiring a chancellor at that time. We believe this might be the reason.

“During the discussion on the makeup of the selection committee, we had some concerns. At the October 23rd board meeting, CSEA brought up the unilateral change to the selection process made several years ago by the former chancellor which allowed hiring managers on the first round of selection committees, and how we believe this has resulted in the cronyism, favoritism and nepotism within our District.

“Since we brought this issue to light and have asked that we return to no longer having hiring managers on the first round of selection committee and to trust the constituencies to go through the selection process impartially, we would like to point out that the Board is in fact the hiring manager of the Chancellor and therefore we agree with Trustee Nuris who initially suggested no one from the Board should serve on the first round of the selection committee.

“Next, regarding the classified who will serve on the selection committee. Ed Code 70901.2 states when a classified staff representative is to serve on a college or district committee, task force, or other governance group, the exclusive representative of classified employees –per Board policy 2.08 that would be CSEA- of that college or district shall appoint the representative for the respective bargaining unit members.

“Per Board Policy 2.08.13, the Board recognizes CSEA as the official body representing classified staff. The selection of classified representatives to serve on District and/or College committees, task forces, or other governance groups shall be made by CSEA with the expectation that all classified staff will be considered in the process of selecting representatives.

“We are handing out 2 articles from AFT’s The Advocate newsletter about the dispute, an article in the Skyline View about the settlement agreement and an article in yesterday’s newspaper from a community member who would like to see more community inclusion on the selection committee since it is the community -after all- who pays the bills.

“In closing, we respectfully urge the board to re-evaluate the selection committee makeup keeping these facts in mind.”

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS – CONTEMPORARY CONVERSATION REGARDING RACE, CLASS, GENDER, PRIVILEGE AND EQUITY: VETERANS SERVICES AT CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (19-11-4C)

Prior to the report on veterans’ services, President Goodman brought attention to the fact that November is National Native American Heritage Month. He said, “let us remember and celebrate their history, their historical significance, their contributions to society, and also the atrocities that were carried out against them.” President Goodman said that as

we are here on what was once Ohlone land, let us not forget the traditions, languages and stories of Native Americans and ensure their rich histories and contributions can thrive in each passing generation. Additionally, President Goodman said today is National Transgender Remembrance Day. He read the following quote by B. Herbert:

On this November 20th,

Be tender, with those who are mourning.

Be attentive, to those who feel unsafe.

Be encouraging, to those who are revealing their truth.

Be prepared, to be led into the possibilities for tomorrow by those who tomorrow wasn't built for.

President Goodman said, “please let us remember those living today and the countless lives that have fallen because of hate, intolerance and violence.”

Dr. Aaron McVean, Vice Chancellor of Educational Services and Planning, said the presentation on veterans services will outline the services offered at the three campuses and some of the challenges that student veterans face. The Board will also hear from a student veteran who will share her experience.

Andy Cuevas, Program Services Coordinator at the Veterans Resource and Opportunity Center (VROC) at Cañada College, said there are Veterans Resource Centers and full-time program coordinators at each of the campuses. They offer matriculation assistance, veterans’ benefits assistance, academic assistance, campus and community resources and services (e.g. SparkPoint), mentorship and a Veterans Day community observance. Mr. Cuevas said the VROC at Cañada College provides vouchers for veterans as follows: \$100 for books and \$50 for supplies per semester and \$75 for hot or cold meals per week. It also hosts a pizza “Meet and Greet” which includes a town hall and counseling. The College of San Mateo VROC provides mental health counseling, with a dedicated veterans’ counselor in the VROC, as well as weekly VROC office hours with financial aid and disability resources representatives available. The Veterans Resource Center at Skyline College has an on-site social worker from the San Francisco VA Medical Center on a weekly basis.

Luis Padilla, VROC Program Services Coordinator at College of San Mateo, discussed current issues faced by student veterans. He said transitioning into civilian life remains the greatest initial challenge. He said there can be preconceived notions based on being a non-traditional student and using the GI Bill. He said that like many other students, veterans represent a cross-section of populations and the term “non-traditional” can include many factors, including age, marital status, children, career experiences, etc. He said it is important to remember that the GI Bill is not given; it requires honorable service and is earned. Mr. Padilla said current challenges include food insecurity, lack of affordable housing, and transportation. He said the 2018 statewide study, “The State of Veteran Students in California Community Colleges,” identified mental health wellness services as the number one need.

Gina Ciardella Palmer, Program Services Coordinator at the Skyline College Veterans Resource Center, highlighted Veterans Day observances on the campuses. She said the observances are a way of recognizing and honoring student veterans, along with faculty, staff and administrators who have served in the armed forces. She said a theme at each campus is the inclusion and support of the college leadership. Veterans’ family members are acknowledged during celebrations and community partners, such as veterans’ organizations and color guards, are included. Student veterans’ voices are always allowed to be heard as part of ceremonies and events. Ms. Ciardella Palmer said that while each campus provides unique services, the goal is to unify services across the District. She said there is a shared commitment to providing excellent resources and services to support student veteran success. She said this could not happen without the support of the Board and the campus leadership.

April Hubert, a student veteran who currently takes classes at all three colleges, shared her personal history. After completing three tours in Iraq and being medically retired, she did not believe she could succeed in school because of disabilities related to her military service. However, she decided to try and went to the VROC on the College of San Mateo campus and received immediate assistance in enrolling and applying for financial aid. She is now a biology major and is doing well because of a successful transition which relied on connecting with resources such as EOPS, TRiO, tutoring services, the Women’s Mentoring Leadership Academy, etc. Ms. Hubert said space is very important to veterans. She said they are grateful for the space that is provided for Resource Centers but would appreciate larger spaces. Ms. Hubert said it takes a village and she is grateful to all of the communities that have invested in her.

President Goodman thanked Ms. Hubert for her service and wished her the best of luck as she pursues her educational goals.

Vice President Schwarz said she is pleased to have heard the presentation and is happy that there are now Veteran Resource Centers at each campus. She asked how many student veterans are being served. Ms. Ciardella Palmer said there are just under 400 students at Skyline College who are military affiliated. Mr. Padilla said the number is similar at College of San Mateo. Mr. Cuevas said Cañada College is growing its program and is getting close to the 200-300 range.

Trustee Mandelkern thanked the Program Services Coordinators for their excellent presentation. He said he is happy that the District is able to implement Veterans Resource Centers at the campuses.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Interim Chancellor Claire said that on November 12, the San Mateo County Board of Supervisors adopted a resolution designating November as National Adoption Awareness Month. An excerpt from the resolution states, "Whereas, the Board of Supervisors wishes to congratulate Tom Bauer and Nilo Ventura for successfully adopting their son with the Human Services Agency and for opening their home and providing the love and care for their son." Chancellor Claire congratulated Vice Chancellor Bauer and Mr. Ventura.

Chancellor Claire read the following excerpt from a letter by the publisher of the Sun-Reporter in San Francisco: "On November 21, 2019, the Sun-Reporter will publish our much anticipated Talented 25 Special Edition for 2019. Over the past five years, we have recognized African American leaders in a variety of fields in our Talented 25 Editions. . . Inclusion in the Talented 25 has become a sought-after honor and the Talented 25 editions serve as a resource of role models and source of inspiration for our youth." Chancellor Claire said the list includes a number of well-known individuals and President Goodman is included in the Talented 25. He offered his congratulations to President Goodman for this honor.

Skyline College Interim President Jackson thanked Board members, District Office staff, fellow administrators and faculty for attending the college's 50th Anniversary Gala. She said it was an outstanding event and was sold out. She noted that students purchased two tables.

College of San Mateo Acting President Lopez said the college has been invited to compete for the Aspen Prize for Community College Excellence and for the Excellence and Equity in Community College STEM Award. She said these awards are very competitive and the applications that staff have been writing for the past couple of weeks felt like writing a small ACCJC self-study. She thanked the following for writing, editing and preparing data for the December 4 application deadline: Monique Nakagawa, Heeju Jang, Mary Vogt, Madeleine Murphy, Heidi Diamond, Kristi Ridgway, Tabitha Conaway, Arielle Smith, Krystal Duncan, Allie Fasth, Alex Kramer, Ashley Philips, Charlene Frontiera, Enna Travathen, Rich Rojo, Laura Demsetz, Hilary Goodkind and the Institutional Planning Committee. Chancellor Claire emphasized that just being asked to apply places College of San Mateo in the top 15 percent of community colleges in the United States. He said he believes it also applies to the sister colleges because the outcomes are about the same across the three colleges. He said he would not be surprised if Cañada College and Skyline Colleges were invited to apply in the future.

Cañada College President Moore said that on November 18, the Board of Trustees received the 2019 Phi Theta Kappa Board of Trustees Excellence Award for their leadership on student success. She congratulated the Board on this award.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Bill Collins said he asked a student at College of San Mateo if the student uses the Wellness Center. The student's answer was no because there is a one-time registration fee of \$75.00 and an additional monthly fee. Mr. Collins said it does not seem to him that the Wellness Center was built with students in mind. He asked the District to give students free use of the facility.

Andrea Schmidt said she was shocked and heartbroken to discover that no dance or yoga classes were going to be held at the San Mateo Athletic Club at College of San Mateo. She said the dance degree and yoga teacher training do not benefit from the building. She questioned the purpose of the building and why the rooms are so small. She said she does

not want the same thing to happen at Cañada College. She said it appears to her that the administration does not seem to care about how they spend taxpayer money on a development that is supposed to be for students' benefit and future programming. Ms. Schmidt said she believes that this behavior and the scare tactics used call into question whether the administration is a good fit for the community. She said she hears that administrators want to get paid more and she asked who evaluates administrators. She said Cañada College Building 1 is a million dollar state-of-the-art project. She said she sees no reason why students should get basic amenities while EXOS members get state-of-the-art amenities. She said she believes students come first and should have full access.

Dr. Michael Reiner, a resident of the San Mateo County, taxpayer and registered voter, said he believes the events at the recent Skyline College presidential hiring forum demand analysis and should not be forgotten. He said he believes it is ironic that after the Executive Director of the Equity Institute used abusive language that employees claimed bullied and silenced them, he "voiced strong disagreement that bullying and silencing occurred at Skyline." He said he believes it is shocking that he used words described as aggressive, targeted, vitriolic and unprofessional, thus discouraging an inclusive environment and creating a chilling effect on free expression. Dr. Reiner said CSEA reported that during the loud, demeaning and profanity laced rant, none of the senior administrators in attendance interceded and asked that comments remain professional or respect the voices of their colleagues. He said he spoke with employees who fear that the District's culture of favoritism will prevail and administrators will not be held accountable. He said that while he appreciates President Goodman's sincere apology, he asks the Board to take seriously the AFT Executive Committee's request for a full investigation and ensure that the Board responds to this unfortunate incident. Dr. Reiner said that comments in the *Palo Alto Daily Post* indicate that there are deep divisions in Skyline College's culture and perhaps in the District as a whole. He said he believes that employee concerns, such as a new contract, should be addressed before a new college president and new chancellor are burdened with the task of trying to engender real diversity, equity and inclusion.

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (19-11-1A)

It was moved by Vice President Schwarz and seconded by Trustee Nuris to approve the actions in the report. Trustee Holober said he has stated many times over the course of several years that unless there is an emergency that requires hiring action before Board approval, the Board should not receive a list of people who have already been hired and be asked to ratify what has already been done. He said that on the report presented at this meeting, he counted at least seven hirings, changes in assignment, etc. that were done in the month of October. He said the issues of respect and trust were raised during public comments and he believes respect should be accorded to the Board as well. Trustee Holober said he will not vote in favor of this recommendation or any such items in the future unless there is an emergency that requires immediate hiring.

Trustee Mandelkern said he agrees with Trustee Holober that there is no reason that the Board should not be notified in advance of people beginning their work at the District. However, he said he will vote in favor of the recommendation because he does not want his concerns about the process to reflect negatively on employees being presented for approval who are presumably working hard and doing a good job.

Vice President Schwarz asked if the Board could be provided with an explanation when they receive a request to approve a position retroactively. She said she does not believe the Human Resources Department is doing anything negative but these situations sometimes occur because of timing issues. David Feune, Director of Human Resources, said it is an issue of timing and staff is working on it. He said the Board will be provided an explanation should there be future occasions when individuals have started in positions prior to the Board meeting at which they are presented for approval. He said he is clear on what is being requested and will work hard to make it happen.

Trustee Holober said his statement is not a reflection on any individual who is on the list for hiring, promotion or transfer. He said the Board rarely asks for an explanation of why an individual is listed but trusts that the professionals who are doing the work know what they are doing.

After this discussion, the motion carried, with Trustee Holober voting No and all other members voting Aye.

ADOPTION OF RESOLUTION NOS. 19-17, 19-18 AND 19-19 FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (19-11-2A)

It was moved by Trustee Nuris and seconded by Vice President Schwarz to adopt the resolutions. Mr. Feune said that on a yearly basis, there may be changes to premium amounts or a change of the medical plan that is considered the lowest cost plan available. In previous years, the resolutions that were adopted and sent to CalPERS were tied to the dollar amount of the premium for the lowest cost plan available. The resolutions presented for approval at this meeting are instead tied to the name of the lowest cost plan available (currently United Health Care). Resolutions are required only when there is a change; therefore, tying the resolutions to the name of the specific lowest cost plan available will likely reduce the number of resolutions required since changes in premium amounts will not require new resolutions.

Trustee Holober said that years ago, the District capped the amount it will pay for employees when they retire based on hire date and years of service. He asked if this will be continue to be frozen under these resolutions. Mr. Feune said this is the case.

Trustee Mandelkern said he is concerned that the change may create the implication that the only medical plan an employee can choose is the United Health Care plan. He asked if the amount of money an employee is given will be the amount equal to the premium for the United Health Care plan, which they can choose to spend on any available plan. Mr. Feune said this is an accurate description. He said a retiree, regardless of the tier into which they fall, can choose any plan available. Mr. Feune said the resolutions are sent to CalPERS to be implemented in their system. However, the language that employees review when getting ready to retire is the language that is in the bargaining contracts. Mr. Feune said CalPERS recommended the change as the best option, but staff will revert to tying the resolutions to premium amounts if the Board desires. Trustee Nuris asked if new resolutions could be submitted if those recommended for adoption are shown to cause confusion. Mr. Feune said new resolutions could be adopted. Trustee Nuris said he can support the recommendation knowing that the situation can be monitored and corrected if it causes confusion. Vice President Schwarz agreed, noting that CalPERS recommended the change.

After this discussion, the motion carried, all members voting Aye.

APPROVAL OF CONSENT AGENDA

President Goodman said the consent agenda consists of Board Reports 19-11-1CA through 19-11-5CA. It was moved by Vice President Schwarz and seconded by Trustee Holober to approve the items on the consent agenda. The motion carried, all members voting Aye.

Other Recommendations

APPROVAL OF CONSTRUCTION CONSULTANTS (19-11-101B)

It was moved by Vice President Schwarz and seconded by Trustee Nuris to approve the construction consultants as recommended. The motion carried, all members voting Aye.

ADOPTION OF RESOLUTION NO. 19-20 DECLARING AN EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT FOR PROJECTS AT CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (19-11-102B)

It was moved by Vice President Schwarz and seconded by Trustee Holober to adopt Resolution No. 19-20. The motion carried, all members voting Aye

APPROVAL OF APPOINTMENTS TO THE BOND OVERSIGHT COMMITTEE (19-11-103B)

It was moved by Trustee Holober and seconded by Trustee Mandelkern to approve the three appointments as presented. Trustee Mandelkern noted that one of the candidates is a member of a taxpayers association and therefore could fill the statutorily mandated position of "representative of a bona fide taxpayer organization." Trustee Holober amended his motion to include the specification that the candidate will fill that position and Trustee Mandelkern seconded the amended motion. Vice President Schwarz said she will not vote in favor of the motion because the three candidates are being considered as a group and she does not support all three. The motion carried, with Vice President Schwarz voting No and all other members voting Aye.

APPROVAL OF RENEWAL OF DEPUTY SECTOR NAVIGATOR FOR ENERGY, CONSTRUCTION AND UTILITIES GRANT FOR COLLEGE OF SAN MATEO (19-11-104B)

It was moved by Trustee Nuris and seconded by Trustee Holoher to approve the renewal as presented. The motion carried, all members voting Aye.

APPROVAL OF RENEWAL OF SOLE SOURCE AGREEMENT WITH STATE CHANCELLOR'S OFFICE IDENTIFIED KEY TALENT TO STEER COLLEGE OF SAN MATEO ENERGY, CONSTRUCTION AND UTILITIES DEPUTY SECTOR NAVIGATOR GRANT (19-11-105B)

It was moved by Vice President Schwarz and seconded by Trustee Holoher to approve the renewal as presented. The motion carried, all members voting Aye.

INFORMATION REPORT

UPDATE ON CAÑADA COLLEGE BUILDING 1 – KINESIOLOGY AND WELLNESS PROJECT (19-11-5C)

Cañada College President Moore said that over the past several months, the college has been engaged in ongoing dialog regarding Building 1. She said the issue was raised in part through the great work of the college Academic Senate – Diana Tedone and David Eck; the Classified Senate – Jeanie Stalker; and the District Academic Senate – Jeramy Wallace. President Moore said the process started in 2014 and predates many administrators who are in place today. Therefore, it has been critical that everyone become educated regarding the issues since completion of the design phase occurred in 2016. President Moore said the administration and the Kinesiology, Athletics and Dance Division (KAD) began meeting on a weekly basis shortly following the welcome back event. She said that during the meetings, she, along with Interim Chancellor Claire, Vice President of Instruction Tammy Robinson, Director of Capital Projects Chris Strugar-Fritsch and Jack Herbert of Swinerton made themselves available for questions in order to gain a better understanding of issues with the design and space allocation of Building 1, as well as to confirm that there is space for the academic programs and for students. She said the administration's goal is to ensure that faculty and staff of KAD are heard. She said that during the meetings, concerns have been notated as can be seen in the meeting minutes. The administration has also uploaded to the college's website historical and archived documents, including board reports, design schematics, minutes, agendas and other items related to the project in order to present the overall process that has occurred since 2014. President Moore said the goal at this meeting is to provide an update on the process Cañada College has been following and to gain a better understanding in an effort to ensure that students have access and that programs have an opportunity to grow as the Building 1 project moves forward.

Matt Lee, Interim Athletic Director at Cañada College, said he recognizes the importance of having a space to call one's own on campus. He said that as an athlete and athletic administrator, his philosophy is that teamwork is always at the forefront of his philosophy. He said he has been in discussions with the KAD Division and has listened to the concerns that have been expressed. He said the Division has gathered each week and worked to have a structured process to come to a resolution, with every voice within the Division being heard. Mr. Lee said KAD supports the process of fact finding in order to continue to move forward with the space and design concerns of the Division.

Vera Oujano, Assistant Professor of Dance and Yoga, said there has been confusion about the Building 1 project since the process began in 2014. She said the same questions have been continually asked for five years. She said KAD requests four things to revive, then thrive, as a division: supportive leadership, effective KAD staffing with a dean/athletic director and division assistant, a marketing plan, and dedicated academic space designed and controlled by KAD faculty and staff. Professor Oujano said she does not believe administration supports the program. She said a "Colts Revival Plan" is needed and she asked the Board if they are open to immediately and appropriately staffing KAD with a permanent dean/athletic director, division assistant and program services coordinator.

Professor Oujano outlined the KAD Program Learning Outcomes: importance of physical activity, social interaction within diverse and dynamic environments, apply appropriate scientific and quantitative conclusions to physical activity, improve fitness components, and civic responsibility. She said of KAD educators, "We aren't weekend-certified folks. We are educators with planned, lifelong learning outcomes." She said the KAD mission statement includes: "We are dedicated to embracing and advancing a diverse community of students. . . We provide a wide variety of courses. . . that enhance the overall academic experience. . . while fostering a strong sense of individual and intercollegiate team achievement." The mission statement also states, "We, KAD faculty and staff, are committed to inspire learning by creating an inclusive, learner-centered environment . . . via our KAD degrees."

Professor Oujano said the update posted on the construction website on November 8, 2019, indicates there were no meetings of the KAD Faculty/Staff Task Force in 2017 and only one meeting in 2018. She said the minutes of the June 18, 2018 meeting of the Building Team show there was no KAD input on the design of space. She said that despite not having space, KAD success and retention percentages have grown to become the highest in history. She said the KAD vision for 2021 and beyond is to have a student-centered environment designed for the utilization and assessment of innovative teaching strategies and to develop extraordinary future KAD educators, leaders and professionals.

Erik Gaspar, Associate Professor of Kinesiology and Men's Soccer Coach, said the Athletics Department and KAD Division understand the benefits of collaboration, but have seen a continued and calculated prioritization of the enterprise side at the expense of the academic side. For example, at various meetings, it was stated that student and public locker rooms are to be separate, student locker rooms are to be more utilitarian, enterprise locker rooms are to be high quality, and amenities must appeal to paying members. In addition, he said there was to be a significant increase in children's programming at this site and room for stroller parking. It was stated that there is no need for team lockers because the college does not have swim or water polo teams. Professor Gaspar said this means that the building is not being programmed for growth. He said the building plan does not include a conference room for the dean/athletic director and there is no room for a trophy case.

Professor Gaspar said that he personally fears that if KAD is labeled as "concerned" and the concerns are not addressed, irreparable harm will be done to the District and to the process moving forward. He said KAD submitted proposed solutions/options to the working group and is waiting to hear back about whether they will just continue to "be heard" or whether they will be listened to.

Student and Public Comments

Aleen, an Associated Students of Cañada College Student Senator, said students have indicated that their primary concern is parking. She said 90 percent of students drive to the college and a major complaint is about the lack of parking. She questioned how the new building, with more people coming onto the campus, will affect parking for students. She said she believes a new parking lot should be built next to the building and should be completed at the same time as the building.

Angela Craddock, a Cañada College Middle College student and Student Senator, said a main goal for the new building is to provide for students. However, she said students who are part of a class or sport must purchase a gym membership. She said she believes students should be a priority and the facility should be free and accessible to students.

Elizabeth, a Cañada College Middle College student, said she has found a home at the college. She said she recognizes the importance of balance between academics and physical activity. She said she believes that if Building 1 does not provide students with all of the opportunities to which they should have access, their growth in academics and overall well-being will be limited.

Sophie Test, a member of the Cañada College tennis team, said she is in support of Building 1 being for students. She said athletics and physical movement are mental as well as physical. She said there are commercial buildings available elsewhere for members of the community. She said Building 1 provides easy access for students and it is important to help them build their brains and their physical abilities.

Juanita Celaya, an employee at College of San Mateo, said she was sent a picture of the gym in Building 1 and believes the ceiling is too low. She said that if simply talking about it continues and the building continues to go up, she worries that it may become too late to make changes. She said this point was raised by Trustee Holoher at a previous meeting.

Diana Thomas of EXOS clarified that EXOS is not a private health club, but is a fitness management company that manages approximately 350 locations around the United States and worldwide. She said one of EXOS' goals at the San Mateo Athletic Club (SMAC) at College of San Mateo is make sure that everyone who walks through the door understands that it is first and foremost an academic institution. She said there are times during which facilities are restricted to students and this is understood and enforced by every employee. She said EXOS is fully integrated as a managing partner and interacts with students every day, directing them to locations and services around the campus. Ms. Thomas said EXOS was also tasked with workforce development. She said that on average, 26 percent of EXOS employees are students, making it possible for them to go to school and work at the same location. She said EXOS also provides the experience employees need in order to work in the health club industry in the community. She said all

employees have access to the EXOS education platform. She said they are the world leader in human performance and have written curriculum and certification programs. Ms. Thomas said EXOS is paid a management fee and is incentivized if successful and is accountable to the budget presented and approved by the Board. She said EXOS is also accountable to attract and retain and was charged with the opportunity to bring community members onto the college campus to expose them to programs offered by the college. She said SMAC is known throughout the community as the health club at CSM, not as EXOS or MediFit or a private club. She said EXOS is behind the scenes to make sure the facility is operational and functional for faculty, staff, students and the community.

A member of the audience asked how much students are charged to work out at SMAC and during what hours they are allowed to work out. Ms. Thomas said students who have a membership can work out at any time. She said EXOS does not set fees. President Goodman said fees are approved by the Board in conjunction with administration. Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said the membership fee for students is \$35 per month. He confirmed that there are no prime time/non-prime costs for student members and they can use the facility at any time.

Loretta Davis Rascon, an employee and CSEA member at Cañada College, said she is sure that EXOS does a good job managing SMAC. She said she has heard that SMAC brings in revenue to help the Promise Program and to help pay some exorbitant administrative salaries. However, she said there may be an element of competition because members of the community can also come onto the college campus and be taught by people who are academically qualified and are experts in physiology. She said Cañada College may not require the same model as SMAC and perhaps would like to focus the space on students and community members who want to take classes.

Dr. Michael Reiner said an expressed rationale for the building is based on the concept of a cost center; the building is empty much of the time while still incurring costs and to have a health facility to which the public has access provides revenue. However, he said all of the buildings are empty most of the time and they are not used for other purposes. Dr. Reiner said the original contract awarded to the architect for the building was for \$60 million and the cost is now \$120 million. He said he would like to know how it doubled in price. He said he also gets the impression that there was not good planning of the space to meet the educational needs first and foremost.

A student said she heard that EXOS wants to work together and collaborate with its clients. She said she does not want to be considered a client. She said she believes the focus should be on student needs. She said the plans for Building 1 do not benefit the majority of students and therefore students are not a priority.

Elizabeth Terzakis, an English Professor at Cañada College, said faculty from KAD have been saying the same things for many years and have been ignored. She said she does not feel that they have been respected. She said she has heard that students at College of San Mateo have been told not to loiter in certain parts of SMAC and she believes this does not indicate a students' first focus. She said she believes there must be a better resolution on how the space in Building 1 will be divided or it will destroy the athletic program.

A student said she feels like a second class citizen at SMAC because of separate showers, reserved parking spaces for members, and a sign on the second floor that says "no camping."

Dina Zidan from Cañada College questioned why another person is needed to do the job that employees already do. She said there are current supervisory positions that manage fantastic teams. She said she does not believe an outside company is needed.

A resident of Woodside and taxpayer said she is concerned about the influx of traffic, water pumps, lighting, and the fact that the building was planned to be two stories rather than three. She said it should be transparent if the District is getting money from a billion dollar company. She said Cañada College is supposed to be a community college and not a money making gym aggressively going into the community.

Chancellor Claire said he appreciates and understands the concerns from the standpoint of KAD faculty, staff and students. He said there comes a point at which everyone involved must be linear and logical about what will happen next. He said the KAD faculty, with Matt Lee's leadership, has been meeting weekly with President Moore and Vice President Robinson. He said they have catalogued approximately 13 concerns that are not insurmountable. Chancellor

Claire said people must be truthful, authentic and flexible. He said he is very confident that the 13 items can be resolved and that the college will have a building that is students first.

Trustee Mandelkern said he appreciates the passion, enthusiasm and concerns that were raised by the speakers. He said it should be made clear that this agenda item is about Building 1 at Cañada College and not about program review and viability of the Kinesiology, Athletics and Dance program, which should be discussed at a future time. He said it also is not about the management, finances and policies of SMAC. He said the old Building 1 at Cañada College was a “dump” and he is glad it was torn down and is being replaced for the benefit of faculty, students, staff and the community, thanks to the generosity of taxpayers. Trustee Mandelkern said the District builds buildings to support the academic vision and meet the needs of students and, secondarily, to support the needs of the community. He said a speaker asked why these buildings are treated differently than other buildings and he said they are not. He noted that at the Student Center at College of San Mateo, the cafeteria is rented out on weekends for weddings, Bar Mitzvahs and other occasions when students are not using the facility. Similarly, classrooms are rented out for meetings and conferences when not in use for academic programs. He said this is good for the community and brings community members onto the campus. He said for this reason, he believes SMAC was a reasonable idea. Trustee Mandelkern said the facility requires management and the decision was made to have an external company manage it. He said there are costs involved to replace equipment, keep the facility clean and staff the front desk seven days per week, 364 days per year, and it is not appropriate to cover these costs with academic funds. He said funds from the membership fees make the facility self-sustaining and raise some surplus funds that help the academic programs across the colleges as well. Trustee Mandelkern said it must be clear that enterprise functions are called auxiliary services because they are just that – secondary to the main principle of the institution, which is the education and academic programs in support of students. He said that if priorities have become confused in the design of Building 1, this is the time to make corrections before it is too late.

Trustee Holoher asked if the District has entered into a contract with EXOS for the management of any operations at Cañada College. Vice Chancellor Bauer said that in 2015, the Board awarded a contract to EXOS for the management of SMAC and any other public athletic facilities that the District opens. Trustee Holoher said he reviewed some of the material provided and it indicates that with the 2015 action, he asked if the contract would be extended to the Cañada College facility. He said the former chancellor said it could be extended, but the Board would have the opportunity to discuss it during the construction before any assumption is made that EXOS will operate the facility. He said he believes that a review of the potential plan should be agendaized soon.

Trustee Holoher said he was surprised to see that there is a profit sharing element in the District’s arrangement with EXOS. Vice Chancellor Bauer said EXOS receives a management fee and is eligible for a bonus. He said that historically, approximately 60 percent of the profit goes to the District and 40% goes to EXOS, which is a combination of their management fee and the bonus they earn. Trustee Holoher asked if this is reflected in the contract with EXOS. Vice Chancellor Bauer said the management fee and the bonus language are reflected in the agreement. Trustee Holoher asked if the bonus is stated as a specific dollar amount or as a percentage. Vice Chancellor Bauer said it is a percentage. Trustee Holoher asked if this arrangement has ever been spelled out in a document brought to the Board for approval. Vice Chancellor Bauer said a budget for SMAC is created each year and is provided to the Board in the budget book but is not broken down in that way. Trustee Holoher said he would like to see any Board approved contract that itemizes the 60 percent-40 percent break.

Trustee Holoher said that for him, the world changed on August 12, 2019 when the Board appointed a new Interim Chancellor, Mike Claire. He said administrators and executives need to understand that the change is a very profound change as far as he is concerned. He said certain things were put in place and there may be limits on the capacity to re-engineer the building. He said he looked through the history in terms of how things were brought to the Board. He said that the June 25, 2014 board report on the five-year capital construction plan stated the need for Building 1 demolition and a new Center for Kinesiology, with an approximate cost of \$40.7 million to be funded by a future general obligation bond. He said it did mention an aquatics complex but spoke primarily to student usage, i.e. programs that will allow completion of certificates, degrees and transfers in Kinesiology, Fitness Professional, and Dance, along with appropriate locker rooms to meet accessibility codes and a classroom dedicated to the advance of the Kinesiology and Fitness Professional programs. Trustee Holoher said that in the following month – July 2014 – the Board reviewed two options for what would be put on the ballot for voters to approve. He said the Board approved the \$388 million bond proposal. He said he believes this is basically the District’s contract with the voters. He said he understands that needs, plans and costs can change and there has to be flexibility, but flexibility is a different thing than a rewrite of a plan. He said that what he as a trustee voted to put before voters was a new Kinesiology and Wellness Center at Cañada College with

needed funding of \$55 million and an adjusted amount of \$55 million. Trustee Holober said it was only with the presentation of the 2015 five-year capital construction plan that there was something new and that was the addition of a fitness club. He said he does not know what the cost is now as the Board was told not long ago that it was \$921 million and as recently as June 2019 that it was \$120 million. He asked staff to inform him what the current project cost is, from start to finish. José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said the projected cost is \$120 million.

Trustee Holober said that if the District is not able to keep faith with the voters and students, he believes it is dooming future bond proposals. He said that is something to keep in mind if the attitude is taken that it is too late to change. He said the overarching message he is getting from faculty, staff and members of the public is that a building that was presented to voters, taxpayers, this Board and others as a student first and student centered building has been hijacked and converted for another purpose. He said he believes that the sooner the Board does everything within its power to fix it to the extent they can without demolishing the building but through reconfiguring it to be students first, the better they will be able to restore the trust.

Vice President Schwarz reminded the Board that they had conversations many years before the bond passed about how they could help faculty, staff and students on the issue of wellness. She said the origin of the idea of a fitness facility was to provide opportunities for employees as well as students to help themselves physically. She said she believes this is something that the District should keep doing. Vice President Schwarz said escalating costs have been discussed by the Board many times and are beyond the District's control. She said some District projects have had to be eliminated because they could not keep up with escalating costs. Vice President Schwarz said she has heard speakers talk about "listening but not hearing." She said this goes both ways and there must be compromise by everyone rather than approaching the issue with closed minds and being willing to accept only one answer. She encouraged everyone to keep communication open and continue to attend meetings. She said it is difficult to change things in terms of construction without astronomical cost increases. She said she is confident that solutions can be found and that the building will be of benefit to faculty, staff and students. She said it is important to remember that being community colleges means the community is invited to come to the campuses. She said that since SMAC opened, she has heard from members about how welcoming the campus is. She said that any time there has been controversy or a misunderstanding regarding SMAC that has been brought to the Board, it has been resolved. She said the Board will not tolerate students not feeling welcome.

Trustee Nuris said he understands that people are passionate about the issue but he is not sure that everyone has correct information. He said he has heard things about Building 1 that are contrary to what he has heard from some speakers at this meeting. He said he heard speakers say the building should be only for students and question why the building would include a health club. He said he agrees that students should be the first priority but believes there is also room for other things. He said the building would not have been designed as large as it is if the intention was to use it only for education. He said he believes it was a given from day one that there would be something else in the building. Trustee Nuris said he went through much of the thousands of pages of information that was provided and saw something that said that showers for students are to be utilitarian and the showers in the club are to be higher quality. He said utilitarian does not mean it is not good or is low grade. He said that when he was a member of the board of a high school district, they built three high schools that included excellent showers that were probably called utilitarian. He said people can use whatever terms they want to support their positions. Trustee Nuris said that he reviewed minutes from many meetings that were held regarding Building 1 which were attended by staff. He questioned why, if staff believed they were not listened to for five years, they did not approach the Board before this meeting. He said he does not believe administrators tried to lie or intentionally trick anyone.

Trustee Nuris said he came from a high school district that did not have good sources of revenue, could barely make their budgets, had to make cuts, and went for years without raises for teachers. He said the district leased out every square inch of every building they could. He said that in education, funding is not something a district can control. He said he believes it is very smart when building something to include a function that is secondary to students and that will provide a source of income during lean years. Trustee Nuris said his understanding is that Enterprise Operations gives nearly \$1.5 million to the District, with over \$400,000 going to the Promise Scholarship Program which helps so many students and another \$1 million going to other things. Therefore, he said Enterprise Operations should not be looked at as some evil thing that is trying to take things away from students. He said it is necessary to live in the real world and take advantage of opportunities to raise extra money outside of the budget. Trustee Nuris said he does not believe there

is a problem with having an Enterprise function in Building 1 as long as it works for everyone. He said his commitment to students spans decades but he believes there must be a balance, especially with the reality in the world today.

President Goodman asked if the 13 concerns mentioned previously are available to the Board. Chancellor Claire said he will send the list to the Board. President Goodman said he wants to make sure the 13 items are cross-referenced with the concerns expressed by the speakers tonight and with comments made by Board members. He said some of the items mentioned were: permanent dean, athletic director, division assistant and program services coordinator positions; the impact of parking and parking being set aside exclusively for members at SMAC; consideration of free access for students; whether actions are matching the mission of being a students first institution; directing the management company to adopt a philosophy that is more conducive to students first; the management company contract including renewal date; trophy case and hall of fame.

Chancellor Claire said some of the items, such as hiring a permanent dean, are part of the college process. President Moore agreed, noting that the process includes working through the Academic Senate. President Goodman asked President Moore if she feels comfortable working with District administration to bring items to the Board. President Moore said she absolutely feels comfortable. President Goodman said he want to make sure that if there is a question of money and equity, it is discussed at the Board level philosophically.

Trustee Holober asked if the 13 items were mutually agreed upon and reflect the concerns of all who expressed them. President Moore said each item is different and requires different conversations. She said some are campus issues and must go through the college process, while others must be addressed with District Facilities, Chancellor Claire or Enterprise Operations. For example, she said the issue of free student access would involve the campus, Enterprise Operations and administration in discussions about how to subsidize the free access. She said the largest issue is beginning the programming of the building and this is a faculty driven Academic Senate process.

President Goodman suggested having an update on the 13 concerns at the December 9th Board meeting. Trustee Mandelkern agreed with this suggestion, but asked that the focus be on Building 1 specific issues because of the urgency if there is a change in the blueprint of the building. He said policy issues are also important but can be addressed at a later time. President Goodman asked Vice Chancellor Nuñez if any of the 13 concerns could halt or alter the direction of construction. Vice Chancellor Nuñez said the concerns are related to the distribution of space between the academic and enterprise programs.

Trustee Holober said he agrees that the Board should receive an update on building specific concerns on December 9 and that management and staffing concerns can be dealt with at a later time. Chancellor Claire said many of the 13 concerns are addressed in the FAQs. President Goodman said that when the 13 concerns are addressed at the December 9th meeting, the Board would like to see a path forward with a timeline of expectations.

Trustee Holober thanked everyone who spoke at the meeting and said it is important in helping to restore health to the District. He said he does not know if people would have felt comfortable reaching out to trustees six months ago. He said he has a sense that people are letting out a lot that has been pent up. He said the Board is available to hear people when they try to work through normal channels but feel it is not working.

Trustee Nuris thanked everyone, especially students, for speaking their minds. He said this is honest and is the way it should be.

President Goodman thanked students, faculty and staff for coming to the meeting, sharing their concerns and having confidence in the Board. He commended the administration for working with KAD faculty and staff. He said he appreciates Chancellor Claire's participation in the process as well.

STATEMENTS FROM BOARD MEMBERS

Trustee Mandelkern said he attended the celebration of Skyline College's 50th Anniversary. He said it was a nicely done event and it was a pleasure to be there. Trustee Mandelkern congratulated College of San Mateo on being among the top 150 community colleges in the country and for being invited to compete for the Aspen Prize. He also complimented the College of San Mateo football on their undefeated season. Trustee Mandelkern said he is the Board's representative to serve on the County Committee on School District Organization. He said the Committee will not hold an annual meeting this year. Trustee Mandelkern requested that an information report on the EXOS contract be agendized for a future

meeting. He said he was surprised to see mention of a profit sharing arrangement. He said the Board was always told that there was a fixed management fee and he does recollect being told of or the Board approving any profit sharing arrangement. He said it disturbs him greatly that this was going on and at least two Board members were not aware of it. President Goodman said this will be agendized for a January meeting.

Student Trustee Chavez thanked all from AFT who came to the meeting. He said it is important for students know about the experiences and stresses that faculty go through. Student Trustee Chavez said he attended an unconscious bias training and commended Mwanaisha Sims, Director of Policy, Training and Compliance for providing this excellent training.

Trustee Holober asked about the status of the chancellor hiring. President Goodman said the Board will receive an update at the December meeting.

Trustee Holober said there was a brief discussion at a previous meeting about the history of the hiring of the past chancellor. He said that prior to the last meeting, he saw a procedure dated 2013 that created the Board as the screening committee and no one knows the origin of that document. He said his understanding is that procedures are interpretations of Board policies. He said that seeing this 2013 procedure raised a question in his mind and he suggested having procedures reviewed by an independent entity to make sure they reflect Board policies. President Goodman said staff will follow up on this and it will be brought to a future meeting.

Vice President Schwarz thanked everyone who spoke at the meeting and said it is educational for the Board to hear the concerns. She said there are processes and steps to follow and the Board should be a last resort; however, the Board is there for everyone and she appreciates all that was said. Vice President Schwarz said she was invited to join the EOPS Advisory Committee at Cañada College. She said she believes in EOPS and other services for students and is pleased to serve on the committee. She said she will attend the international student Thanksgiving celebration tomorrow. Vice President Schwarz wished everyone a Happy Thanksgiving.

Trustee Nuris wished everyone a Happy Thanksgiving as well.

RETURN TO CLOSED SESSION

The Board returned to closed session at 8:45 p.m. to continue consideration of the closed session items listed on the printed agenda.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 10:15 p.m.

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

President Goodman said that during closed session, the Board ratified the confidential District warrants as presented.

ADJOURNMENT

The meeting was adjourned in memory of Al Acena at 11:59 p.m.

Submitted by

Michael Claire, Secretary

Approved and entered into the proceedings of the January 8, 2020 meeting.

Thomas A. Nuris
Vice President-Clerk

BOARD REPORT NO. 20-1-1A

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: David Feune, Director, Human Resources, 358-6775

APPROVAL OF PERSONNEL ITEMS

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.

A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT
(NP = New position, * = New Employee)

College of San Mateo

Janis Wisherop Interim Director of Nursing Math and Science

Reassigned from a full-time, 10-month Professor (Grade 2 of the Regular Faculty Salary Schedule 80) into this interim academic supervisory assignment at Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35, effective January 2, 2020, replacing Enna Trevathan who resigned.

B. PUBLIC EMPLOYMENT

1. New Hires (NP = New Position, * = New Employee)

Cañada College

Autumn McMahon* Retention Specialist (NP) Humanities & Social Sciences
College for Working Adults

New part-time (48%), 12-month classified employment, effective January 9, 2020. This position was previously Board approved on October 23, 2019.

Esha Pillay* Instructional Aide II (NP) Humanities & Social Sciences
College for Working Adults

New part-time (48%), 10-month classified employment, effective January 9, 2020. This position was previously Board approved on October 23, 2019.

Joel Sanchez Cortes* Instructional Aide II (NP) Humanities & Social Sciences
College for Working Adults

New part-time (48%), 10-month classified employment, effective January 9, 2020. This position was previously Board approved on October 23, 2019.

College of San Mateo

Leonardo Cruz Counselor (Promise Program) Counseling

New temporary academic employment, effective for the spring 2020.

Shelvina Singh* Office Assistant II Office of the Vice President,
Student Services

New full-time, 12-month classified employment, effective January 9, 2020, replacing Lo Shan Leung who resigned.

Diego Fernandez* Instructional Aide II Creative Arts & Social Science

New part-time (48%), 12-month classified employment, effective January 10, 2020, replacing Jeanette Courtin who resigned.

Lia Thomas Digital Services & Instruction Librarian Academic Support
& Learning Technologies

New temporary academic employment, effective for the spring 2020 semester, replacing Stephanie Roach who is on a detail assignment in ITS.

District Office

Cirilo Espinoza* Executive Assistant Board of Trustees

New full-time, 12-month classified employment, effective December 9, 2019. This position was previously vacant.

Michael Miller* Utility Engineer Facilities

New full-time, 12-month classified employment, effective January 2, 2020, replacing Marco Alvarado who resigned.

Mauricio Suarez* Custodian Facilities

New full-time, 12-month classified employment, effective January 9, 2020, replacing Carlos Ruiz who resigned.

Skyline College

Alvin Gubatina* Student Life and Leadership Manager Counseling

New full-time, 12-month classified supervisory (exempt) employment, effective January 9, 2020, replacing Amory Cariadus who resigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

Cañada College

Linda Bertellotti Executive Assistant to the President Office of the President

Reassigned from a full-time, 12-month Assistant Project Director (Grade 26 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 215C of the Confidential Salary Schedule 50, effective January 9, 2020, replacing Barbara Bucton who resigned.

College of San Mateo

Karen Rose Naval Prerequisite/Assessment Specialist Counseling

Reassigned from a full-time, 12-month Office Assistant II (Grade 18 of Classified Salary Schedule 60) into this full-time, 12-month position at Grade 27 of the same salary schedule, effective January 9, 2020, Lindsey Bynum who resigned.

District Office

Laura Brugioni Bookstore Manager Auxiliary Services and Community Services

Reassigned from a full-time, 12-month Operations Manager, Community, Continuing & Corporate Education (Grade 180E of the Academic-Classified Exempt Supervisory Salary Schedule 35) into this full-time, 12-month position at Grade 189E of the same salary schedule, effective January 20, 2020, replacing James Peacock who resigned.

Skyline College

Bryan Swartout Program Services Coordinator Science, Math & Technology
STEM Center

Reassigned from a full-time, 12-month Instructional Aide II – STEM Center (Grade 22 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 27 of the same salary schedule, effective December 2, 2019, replacing Ana Gutierrez-Gamez who resigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**College of San Mateo****Kylin Johnson**

Laboratory Coordinator

Math and Science

Transferred from a full-time, 12-month Laboratory Coordinator at Skyline College into this full-time, 12-month position at College of San Mateo, effective January 9, 2020, replacing Leslie Punzalan who resigned.

E. CHANGES IN STAFF ALLOCATION**Cañada College**

1. Recommend creation of a new classification titled, “Program Director (Funded by the Deputy Sector Navigator Grant)” at Grade 175S of the Classified Professional/Supervisory Salary Schedule (40), effective January 9, 2020. In addition, recommend a change in staff allocation to add one full-time, 12-month Project Director (Funded by the Deputy Sector Navigator Grant) position in the Business, Design and Workforce Division, effective January 9, 2020. This is a grant-funded position, effective January 9, 2020 through the expiration of the funding.

College of San Mateo

2. Recommend a change in staff allocation to add one full-time Computer Information Science Instructor position (Faculty Salary Schedule 80) in the Business and Technology Division, effective January 9, 2020.
3. Recommend a change in staff allocation to delete one part-time (48%), Athletic Trainer position (4C0397) at Grade 26 of the Classified Salary Schedule (60) and add one full-time, 12-month Athletic Trainer position at the same grade of the same salary schedule in the Kinesiology/Dance/Athletics Department, effective January 9, 2020.

Districtwide

4. Recommend a change in grade for the Registrar position classification from Grade 189E of the Academic-Classified Exempt Supervisory Salary Schedule (35) to Grade 192E of the same salary schedule, effective January 1, 2020. Accordingly, recommend a corresponding adjustment in grade for the incumbents Susan Lorenzo, Ruth Miller, and Steven Trinh, effective January 1, 2020. The recommended change reflects an increase in scope of work and responsibility.

Skyline College

5. Recommend a change in staff allocation to add one full-time Kinesiology Instructor position (Faculty Salary Schedule 80) in the Kinesiology/Athletics/Dance Division, effective January 9, 2020.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****College of San Mateo**

Janice Roecks Vice President, Administrative Services Administrative Services

Retirement effective October 4, 2019 with 17.5 years of District service. Not eligible for District retiree benefits.

Russell Cunningham Instructional Aide II Business/Technology

Retirement effective December 30, 2019 with 21.5 years of District service. Not eligible for District retiree benefits because not all of the retirement requirements have been satisfied.

2. Post-Retirement

None

3. Resignation**College of San Mateo**

Enna Trevathan Director of Nursing Math & Science

Resignation effective January 1, 2020 with 1.5 years of District Service.

District Office

Carlos Ruiz Custodian Facilities

Resignation effective December 17, 2019 with 5.3 years of District Service.

Vincent Lorenzo IV Groundskeeper Facilities

Resignation effective December 31, 2019 with 4 months of District Service.

Skyline College

Michele Haggart Program Services Coordinator Strategic Partnerships & Workforce Development

Resignation effective December 6, 2019 with 13 years of District Service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
District Office	Community, Continuing & Corporate Education	35	01/09/2020	03/31/2020	Professional Expert: Community Services Instructor/Short Course (Teacher) Instructor - Instruct not-for-credit, personal and professional enrichment courses taught on a wide variety of topics at SMCCCD, as well as out in the community. Per contractual agreement between CCCE and business and industry customers, instruct and set up activities and develop curriculum or activities within the focus of the program(s). Independently prepare lesson plans and class/program materials, records of attendance and other related duties.
District Office	Community, Continuing & Corporate Education	20	01/09/2020	06/30/2020	Professional Expert: Contract Education Instructor (not-for-credit) - Instruct not-for-credit programs that are offered to public or private organizations to promote education/training and economic development for the business community. Maximum rate of pay subject to agreement between the district, contracting entity, and teacher/trainer.
Skyline College	Marketing, Communications & Public Relations	1	01/09/2020	06/30/2020	Professional Expert: Consultant (Non-Instructional) – Services needed for the President’s Council Success Summit, the President’s Breakfast, online giving via SMCCCF Everyday Hero platform, and board development of the President’s Council.
Skyline College	Marketing, Communications & Public Relations	1	01/09/2020	02/01/2020	Professional Expert: Videographer – Services needed for Skyline College’s Success Summit.

K. SHORT-TERM, NON-CONTINUING POSITIONS

The following is a list of requested classified short-term, non-continuing services that require Board approval prior to the employment of temporary individuals to perform these services, pursuant to Assembly Bill 500 and its revisions to Education Code 88003:

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Student Services/ESO, Adelante	1	01/09/2020	06/30/2020	Office Assistant II: Assist with the design of the mentor training curriculum, ESO Adelante marketing materials, and provide program support. Other duties as assigned to include: website updates, exchanging information and general program support.
Cañada College	Outreach/Career Resources	1	01/09/2020	06/30/2020	Program Services Coordinator: Under general supervision, the Program Services Coordinator is involved in planning, coordinating, and implementing a variety of services related to student career resources, information, and services. This position coordinates with counselors at local high schools and helps build pipelines into the college's career education programs; oversees the work of college campus ambassadors.
Cañada College	VPSS / VROC	1	01/09/2020	06/30/2020	Program Services Coordinator: <i>Previously requested position</i> This position will assist veterans and their dependents with accessing campus and veterans' benefits including certification, connection with applicable programs and services; in-reach for the campus community on serving veterans; outreach to veterans and professional development for staff and faculty. Will also coordinate Vet Vouchers and community relationships.
Cañada College	President/VPI/VPSS and VPA	1	02/03/2020	06/30/2020	Staff Assistant: <i>Previously requested position</i> This position will be responsible for providing ongoing support to other

					staff members; will perform duties such as data entry, journaling in Banner, organizing files, preparing documents, answering phones, scheduling appointments, and assisting co-workers with various projects.
Cañada College	General Administration	6	01/09/2020	06/30/2020	Theatre Production Technicians: <i>Previously requested position</i> This position is to assist with construction and implementing theatrical sets, lighting, sound, and other operational aspects of theatre events and rentals held by non-Cañada clients (outside usage). This request will also cover the Humanities and Social Sciences division. This will also cover any Theatre technician work on outside events/rentals.
District Office	Auxiliary and Community Services / Bookstore (Skyline College, Cañada College and College of San Mateo)	15	01/01/2020	02/28/2020	Cashier/ Clerk: These positions will be for short-term bookstore clerks and cashiers hired at peak periods covering both the beginning and end of semesters. These short-term staff will assist with pricing, stocking shelves, cashiering, customer service, shipping and receiving and other duties as assigned in preparing the bookstore before, during, and after school rush periods.
District Office	General Services	1	01/09/2020	06/30/2020	Office Assistant II: Provide office support tasks in Purchasing. Will support Buyer by scanning documents, assisting with surplus disposition, office supply replenishment and inventory and procurement card reconciliation.
Skyline College	Kinesiology / Athletics / Dance	1	01/15/2020	05/11/2020	Assistant Coach – Women’s Badminton: <i>Previously requested position</i> This position will provide the support necessary to the head coach. Duties included but are not limited to; assist with game day preparations and follow-up, plan/supervise instruction/student-athlete, drive vans to and from

					contests and events, resolve student-athlete issues, aid in the recruitment and matriculation process, facilitate fundraising efforts, compile and submit statistics, scout opponents and film games/practices.
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BOARD REPORT NO. 20-1-2A

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: David Feune, Director, Human Resources (650) 358-6775

APPROVAL OF REVISIONS TO STUDENT ASSISTANT SALARY SCHEDULE

The SMCCCD Student Assistant Salary Schedule was last adjusted in January of 2019 to include salaries ranging from a minimum of \$13.50 per hour (Level A) to a maximum of \$19.25 per hour (Level D). The local minimum wage for non-profit agencies that are tax-exempt increases to \$15.00 per hour, effective January 1, 2020. Accordingly, the student assistant rates are proposed to be increased by \$1.50 per hour for each category.

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised Student Assistant Salary Schedule, effective January 1, 2020.



Student Assistant Salary Schedule
Effective January 1, 2020

Category	Hourly Rate	
<p>Level A (Entry level) Under direct supervision, tasks assigned are entry-level, typically routine, and have limited responsibility. Students in Level A positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> • duplicating • alphabetizing/sorting • stocking (store clerk) • filing • receptionist duties • taking messages • bulk mailings • making deliveries • routine data entry • facilities maintenance 	\$15.00	\$16.00
<p>Level B (Intermediate level) Under direct supervision, tasks performed require some specialized knowledge, skills, training, and/or experience. Students in Level B positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> • tutoring • cashiering • scanning to WebExtender • routine correspondence • preparation of spreadsheets • data analysis for reports • laboratory assistant • complex data entry/retrieval • customer service • perform detailed calculations 		
<p>Level C (Specialist level) Under general supervision, tasks assigned are complex within the scope of student assignments, with specialized skills or abilities. This level may include responsibility for coordinating the work of lower-level student employees. Students in Level C positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> • operate complex equipment • preparation of presentations • student services support • database setup & maintenance • language translations • accounting assistant • program coordinator • laboratory instructional aide • high school outreach • classroom/community presentations 	\$18.50	\$19.50
<p>Level D (Technical level) Under limited supervision, tasks assigned require proficiency necessary to perform highly complex tasks, which require specialized technical knowledge, previous experience, a high degree of independence, responsibility and creativity within the scope of student assignments. This level may include responsibility for coordinating the work of lower-level student employees. Students in Level D positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> • creation of interactive forms • web page preparation • directed technical services • programming • equipment maintenance/repair • accounting specialist • technical writing • use of complex software • audio/video services • troubleshooting 		

BOARD REPORT NO. 20-1-3A

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

PREPARED BY: David Feune, Director of Human Resources, (650) 358-6775

APPROVAL OF REVISION TO MISCELLANEOUS PAY RATES SALARY SCHEDULE

The Miscellaneous Pay Rates Salary Schedule was originally established by the Board of Trustees in 1989 (Board Report No. 89-7-3A) for selected services not covered by other District salary schedules. The classifications are designed to supplement current staff services on a short-term, non-continuing basis, and constitute temporary, at-will employment for special District services and projects.

Assembly Bill 5 (AB 5) takes effect January 1, 2020 and codifies into law an ABC test which includes a three-pong assessment to determine whether an individual hired for a service or project as an independent contractor should be deemed an employee. As a result of the ABC test, it was determined that an individual hired for one of the five positions listed below should be classified as an employee rather than an independent contractor. Therefore, it is recommended that these positions be classified as short term professional experts and included on the Miscellaneous Pay Rates Salary Schedule.

- **Art Model** - Perform specialized services in an instructional classroom environment for Art classes where the curriculum calls forth the requirement of drawing the human figure, with attention to drawing from the live model. Pay Range of \$25.00 to \$50.00 per hour.
- **Community Services Instructor/Short Course (Teacher) Instructor** - Instruct not-for-credit, personal and professional enrichment courses taught on a wide variety of topics at SMCCCD, as well as out in the community. Per contractual agreement between CCCE and business and industry customers, instruct and set up activities and develop curriculum or activities within the focus of the program(s). Independently prepare lesson plans and class/program materials, records of attendance and other related duties. Pay Range of \$50.00 to \$350.00 per hour.
- **Consultant (Non-Instructional)** - Perform review, analysis, and consultation for specific events/ and/or projects requiring specialized knowledge or expertise. Work is completed with a high degree of discretion, independent judgement, and generally performed as professional or administrative work. Pay Range of \$50.00 to \$200.00 per hour.
- **Contract Education Instructor (not-for-credit)** - Instruct not-for-credit programs that are offered to public or private organizations to promote education/training and economic development for the business community. Maximum rate of pay subject to agreement between the district, contracting entity, and teacher/trainer. Pay Range of \$50.00 to \$350.00 per hour.
- **Videographer** - Film specific events and/or projects such as, campus events, campus activities, teaching in classrooms, campus landscapes, and conduct interviews to gather footage for the college. Film will be edited for use on the college website, social media and to document the work and activities of the college for communications and promotional purposes. Pay Range of \$50.00 to \$200.00 per hour.

Recommendation

It is recommended that the Miscellaneous Pay Rates Salary Schedule be revised, effective January 1, 2020, as indicated on the attached pay schedule.



MISCELLANEOUS PAY RATES SALARY SCHEDULE
(Effective January 1, 2020)

CLASSIFICATION	HOURLY PAY RATES
Accompanist Play piano to assist in voice classes and for choral groups.	\$50.00 – \$75.00
Art Model Perform specialized services in an instructional classroom environment for Art classes where the curriculum calls forth the requirement of drawing the human figure, with attention to drawing from the live model.	\$25.00 - \$50.00
Assistant Coach Provide support for coaching in a specific sport; supervise practices, assist at games.	Up to \$20,000 per season.
College Physician Plans, implements and leads professional College health care services in conjunction with public health nursing staff; provides medical advice and treatment in the College Health Center; writes prescriptions as needed; confers with medical plan providers and emergency medical personnel regarding follow-up care; sets up and maintains confidential documentation of treatment and services provided; completes required medical provider and emergency forms; makes presentations to students, organizations and other groups as assigned.	\$110.00 - \$125.00
Community Services Instructor/Short Course (Teacher) Instructor Instruct not-for-credit, personal and professional enrichment courses taught on a wide variety of topics at SMCCCD, as well as out in the community. Per contractual agreement between CCCE and business and industry customers, instruct and set up activities and develop curriculum or activities within the focus of the program(s). Independently prepare lesson plans and class/program materials, records of attendance and other related duties.	\$50.00 - \$350.00
Consultant (Non-Instructional) Perform review, analysis, and consultation for specific events/ and/or projects requiring specialized knowledge or expertise. Work is completed with a high degree of discretion, independent judgement, and generally performed as professional or administrative work.	\$50.00 - \$200.00
Contract Education Instructor (not-for-credit) Instruct not-for-for credit programs that are offered to public or private organizations to promote education/training and economic development for the business community. Maximum rate of pay subject to agreement between the district, contracting entity, and teacher/trainer.	\$50.00 - \$350.00



MISCELLANEOUS PAY RATES SALARY SCHEDULE
(Effective January 1, 2020)

CLASSIFICATION	HOURLY PAY RATES
<p>Counseling Intern Provides individual, couple and group personal counseling to students; provides consultation with faculty and staff; attends outreach activities (in class presentation, workshops, tabling, etc.); collaborates with on-campus programs; provides referrals to off-campus resources; attends weekly group supervision/training and individual supervision; maintains clinical records.</p>	\$20 Flat Rate
<p>EMT I Proctor Assists instructors in the various classes and schedules assignments to part-time instructors, which can result in work assignments varying from one to several class sessions per semester.</p>	\$25.00 Flat Rate
<p>Fashion Design Program Assistant Makes minor repairs to sewing machines, provides department tours, designs program websites, creates brochures and flyers to advertise classes and events, speaks at career days, plans for events, and manages supplies and equipment for the Fashion Design program.</p>	\$16.19 – \$16.98 – \$17.80
<p>Health Educator Assist in organizing and delivering health education programs and services to students. Provide proactive health information on an as-needed basis.</p>	\$27.00 Flat Rate
<p>KCSM Projects Leader Under direction of General Manager or other management staff, directs and coordinates contracts, technical requirements, compliance with Federal Communications Commission regulations, studio scheduling and other strategic planning and logistics for special station projects and productions.</p>	\$60.00 Flat Rate
<p>KCSM Production Operator Operates cameras; adjusts camera angles and apertures; makes minor repairs to equipment and supplies; serves as studio mixer; operates teleprompters.</p>	\$35.00 – \$40.00 - \$45.00
<p>KCSM Floor Director Works with producer and other directors to set up, monitor and adjust camera angles, cues, lighting and sound performance quality; supervises scripts, placement and performance of on-air talent.</p>	\$30.00 – \$35.00 –\$40.00
<p>KCSM Video Shader Operates cameras to monitor color and level of consistency throughout various programs.</p>	\$30.00 – \$35.00 – \$40.00
<p>KCSM Video Mixer Sets up production video consoles pursuant to producer/director requests. Serves as interface between producer/directors and crews.</p>	\$35.00 – \$40.00 – \$45.00



MISCELLANEOUS PAY RATES SALARY SCHEDULE
 (Effective January 1, 2020)

CLASSIFICATION	HOURLY PAY RATES
Shuttle Drivers Drive District-issued 10 passenger van for various events, programs, meetings, and tours.	\$16.50
Videographer Film specific events and/or projects such as, campus events, campus activities, teaching in classrooms, campus landscapes, and conduct interviews to gather footage for the college. Film will be edited for use on the college website, social media and to document the work and activities of the college for communications and promotional purposes.	\$50.00 - \$200.00

BOARD REPORT NO. 20-1-4A

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, 574-6510

ADOPTION OF 2020-2021 ACADEMIC CALENDAR

The District Academic Calendar addresses days of work for San Mateo County Community College District employees represented by AFT, CSEA, and AFSCME. The proposed calendar has been negotiated with AFT and provided to CSEA and AFSCME.

The proposed calendar (attached) is designed to begin the 2020-2021 academic year in mid-August with a completion of the Fall 2020 semester prior to the winter holidays. The following highlights the features of the calendar, which is attached in full to this report.

- Fall 2020: Classes begin August 19, 2020
86 instructional days (including five (5) days of final examinations and three (3) professional growth flex days)
Semester ends December 20, 2020
- Spring 2021: Classes begin January 19, 2021
89 instructional days (including five (5) days of final examinations and three (3) professional growth flex days)
Semester ends May 28, 2021
- Summer 2021: All Summer Sessions are tentatively set to begin on June 15, 2021
- Commencement: Cañada College – May 29, 2021
College of San Mateo – May 28, 2021
Skyline College – May 28, 2021

RECOMMENDATION

It is recommended that the Board adopt the 2020-2021 District Academic Calendar as detailed in this report.



Cañada College • College of San Mateo • Skyline College

Academic Calendar 2020-2021

FALL SEMESTER 2020 (86 Instructional Days including 5 Finals Days and 3 Flex Days)

August	17, 18 Flex Days (No Classes)
August	19 Day and Evening Classes Begin
August	25 Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
September	1 Last Day to Add Semester Length Classes
September 5 – 6	 Declared Recess
September	7 Labor Day (Holiday)
September	15 Last Day to Drop Semester Length Classes Without Appearing on Record
September	16 Census Day
October	9 Last Day to Apply for Degree – Certificate
October	15 Flex Day (No Classes)
November	11 Veterans’ Day (Holiday)
November	19 Last Day to Withdraw from Semester Length Classes
November	26 Thanksgiving Day (Holiday)
November	27 – 29 Declared Recess
December	14 - 20 Final Examinations (Day and Evening Classes)
December	20 Day and Evening Classes End
December 24 – January 1	 Winter Recess (Total of Seven District Work Days)

SPRING SEMESTER 2021 (89 Instructional Days including 5 Finals Days and 3 Flex Days)

January	14, 15 Flex Days (No Classes)
January	16, 17 Declared Recess
January	18 Martin Luther King Jr. Day (Holiday)
January	19 Day and Evening Classes Begin
February	4 Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
February	4 Last Day to Add Semester Length Classes
February	12 Lincoln’s Birthday Observed (Holiday)
February	13, 14 Declared Recess
February	15 Presidents’ Day (Holiday)
February	16 Last Day to Drop Semester Length Classes Without Appearing on Record
February	17 Census Day
March	4 Last Day to Apply for Degree – Certificate
March 28 – April 3	 Spring Recess
March	31 Cesar Chavez Day (Holiday)
April	22 Flex Day (No Classes)
April	26 Last Day to Withdraw From Semester Length Classes
May	22-28 Final Examinations (Day and Evening Classes)
May	28 Day and Evening Classes End
May	29, 30 Declared Recess
May	31 Memorial Day (Holiday)

TENTATIVE SUMMER SESSION 2021

June 14 – July 24 Six Week Session
June 14 – July 31 Seven Week Session
June 15 – August 7 Eight Week Session
July 5 Independence Day Observed (Holiday)

**San Mateo County Community College District
2020-2021 ACADEMIC CALENDAR**

FALL 2020						
July 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
August 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
November 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
December 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
January 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SPRING 2021						
February 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
March 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
April 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
May 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
SUMMER 2021						
June 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
July 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
August 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

 HOLIDAY	 FLEX DAY	 FINAL EXAMS DAY/EVENING
 CLASSES BEGIN	 DECLARED RECESS	

BOARD REPORT NO. 20-1-1C

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance and Operations, 358-6836
Chris Strugar-Fritsch, Director of Capital Projects, 378-7342

UPDATE ON DISTRICTWIDE CONSTRUCTION PROJECTS

During the Board Retreat on February 1, 2014 and the Board Study Session on July 9, 2014, staff presented briefings on districtwide capital and technology needs. Subsequently, on September 9, 2015 (Board Report No. 15-9-C) and on January 24, 2018 (Board Report No. 18-1-4C), staff presented information reports on current market conditions and the Capital Improvement Program, Phase 3 (CIP3) project budget estimates. Both reports described an overheated Bay Area construction market, higher than historical market escalation rates, and the impacts to the CIP3 program budgets.

Staff will provide an update on districtwide construction projects to include completed projects, projects in progress, construction delivery methods and procurement process, program budget overview, and economic market conditions.

BOARD REPORT NO. 20-1-2C

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, 574-6510

DISCUSSION OF POTENTIAL TOPICS FOR BOARD RETREAT AGENDA

Each year, the Board of Trustees meets in a retreat format to discuss strategic initiatives and set priorities for the year. The 2020 Board Retreat will be held on Saturday, February 8.

To assist the Board President and Chancellor in preparing the agenda, the Board will discuss potential topic for consideration at the retreat.