

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STUDY SESSION OF THE BOARD OF TRUSTEES
Wednesday, August 19, 2020

Closed Session at 5:00 p.m.; Open Meeting at 6:00 p.m.

This meeting will be held telephonically via Zoom.

Members of the public should **NOT** come to District Office to participate.

Join this Zoom Meeting – <https://smccd.zoom.us/j/99593512501>

Dial-In: 1-669-900-9128 – Webinar ID: 995 9351 2501

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

Observing the Meeting

Members of the public who wish to observe the meeting may do so by accessing the link or calling the following telephone number above at the beginning of the meeting.

Providing Public Comment During the Meeting on NON-AGENDA Items

To make a comment regarding a non-agenda item, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear. Members of the public making comment are reminded of the 3-minute time limit for comment.

For members of the public who do not have access to a computer or smart device, time will be allotted at the end of public comments for members of the public to comment using a phone.

Providing Public Comment During the Meeting on AGENDA Items

To make a comment regarding an item on the published agenda, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear.

For members of the public who do not have access to a computer or smart device, time will be allotted at the end of public comments on the agenda item for members of the public to comment using a phone.

Accommodations

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

5:00 p.m. Call to Order

CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Labor Negotiators
Agency Designated Representative: Mitchell Bailey and Laura Schulkind
Employee Organizations: AFT and CSEA

2. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases

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

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

AFT, Local 1493
CSEA, Chapter 33
AFSCME, AFL-CIO, Local 829, Council 57

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

20-8-1A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

Approval of Consent Agenda

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

20-8-1CA Acceptance of the Truth Initiative Tobacco/Vape-Free College Program Grant at Skyline College

20-8-2CA Approval to Renew the Half Moon Bay Property Site Use Permit with Louis Iacopi

20-8-3CA Declaration of Surplus Property

20-8-4CA Disposition of District Records

Other Recommendations

20-8-101B Ratification of Sole Source Services Agreement between San Mateo County Community College District and Bay Area Biotechnology Education Community (BABEC) to Provide Project and Logistics Management Expertise to Further Employ and Expand the Bioscope Project

20-8-102B Ratification of Sole Source Services Agreement between San Mateo County Community College District and Peralta Community College District to Utilize the Services of Laney College to Provide Operational and Technical Assistance to Expand the Bioscope Project

- 20-8-103B Approval of Sole Source Agreement with State Chancellor’s Office Identified Key Talent of ReEntry Connect Technologies LLC
- 20-8-104B Ratification of Sole Source Agreement for Building Management System Maintenance Services with Schneider Electric Buildings Americas, Inc.
- 20-8-105B Amendment to 2022-2026 Five-Year Capital Construction Plan
- 20-8-106B Approval of Student Accidental Injury Insurance Program, 2020-2021

INFORMATION REPORTS

- 20-8-1C Report on the Use of Public Agency Contracts for the Purchase of Materials, Equipment, Supplies and Services
- 20-8-2C Districtwide Americans with Disabilities Act Plan Update
- 20-8-3C Discussion on Formation of San Mateo Athletic Club Advisory Group
- 20-8-4C Update on Fall 2020 Remote Operations as a Result of COVID-19
- 20-8-5C Update on Board Request for Policy Relating to Solicitation of Campaign Support from Vendors by District Staff for Trustee Elections

COMMUNICATIONS

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

BOARD REPORT NO. 20-8-1A

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

Kim Lopez Interim President President's Office

Reassigned from Vice President of Student Services (Grade AB of the Management Salary Schedule 20; Salary Range: \$172,752 - \$221,916) into this interim administrative assignment at Grade EC of the Executive Salary Schedule 10; Salary Range: \$238,788 - \$297,240, effective August 20, 2020, replacing Michael Claire who was reassigned. Ms. Lopez was previously appointed Acting President on August 12, 2019.

B. PUBLIC EMPLOYMENT

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

Cañada College

Fisher Damany* Director of Regional Special Projects - NP Business/Workforce Division
(Funded by Deputy Sector Navigator Grant)

New full-time, 12-month classified supervisory exempt employment (Grade 190E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$111,264 - \$140,928), effective August 20, 2020. The position was previously Board approved on March 11, 2020.

College of San Mateo

Chris Kjørness* Instructor, Instructional Designer Academic Support
& Learning Technologies

New temporary full-time academic employment, effective for the 2020-2021 academic year.

Tabia Lee* Instructor, Instructional Designer Academic Support & Learning Technologies

New temporary full-time academic employment, effective for the 2020-2021 academic year.

Adria Otte* Instructor, Music Creative Arts/Social Science

New temporary full-time academic employment, effective for the 2020-2021 academic year.

Skyline College

Andrea Fuentes* Instructor, Instructional Designer Academic Support & Learning Technologies

New Contract I status academic employment, effective August 17, 2020. This position was previously vacant.

Jesselle Hoque* Program Services Coordinator Social Science/Creative Arts

New part-time (48%) classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$30,176.64 - \$38,505.60), effective August 24, 2020, replacing Rachel Deliz who resigned.

Mandy Lucas Counselor, Promise Scholars Program Counseling

New Contract I status academic employment, effective August 17, 2020. The position was previously Board approved on March 11, 2020.

2. Re-Employment

Cañada College

Janette Linares Counselor - Promise Counseling

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month), effective fall semester 2020. The position was originally approved on November 20, 2019.

Richard Saroyan Counselor – International Students Counseling

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month), effective fall semester 2020 through spring semester 2021. The position was originally approved on August 22, 2018.

C. REASSIGNMENT THROUGH THE HIRING PROCESS

None

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

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

1. Recommend a change in staff allocation to add one temporary full-time, 12-month Dean of Kinesiology, Athletics, and Dance position at Grade AD (salary range: \$162,108 - \$205,980) of the Management Salary Schedule (20) in the Kinesiology, Athletics, and Dance Division, effective August 20, 2019. This is a temporary position to address Building 1 and the KAD division needs as the College moves towards the opening of the new Building 1.

District Office

1. Recommend creation of a new classification titled, "Public Safety Systems Manager" at Grade 200S (salary range: \$98,004 - \$125,064) of the Classified Professional/Supervisory Salary Schedule (40), effective August 20, 2020. In addition, recommend a change in staff allocation to add one full-time, 12-month Public Safety Systems Manager position in Public Safety, effective August 20, 2020.

F. PHASE-IN RETIREMENT**College of San Mateo****Amy Sobel**

Professor, Language Arts

Language Arts

Recommend approval of participating in the Phase-In Retirement Program, effective August 17, 2020. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****District Office****Rebecca Chan**

Senior Accounting Coordinator

Administrative Services

Retirement effective September 4, 2020 with 20 years of District service. Eligible for District retiree benefits.

Skyline College**Maria Teresita Del Castillo-Brown**

Instructional Aide II

Business, Education, and
Professional Programs

Retirement effective August 3, 2020 with 20 years of District service. Eligible for District retiree benefits.

Rosemary Bell Professor Social Science/Creative Arts

At its meeting on June 10, 2020, the Board approved Ms. Bell's retirement as Professor Emerita, effective December 19, 2020 with 21.5 years of District service. Ms. Bell has requested to rescind her retirement.

Raymond Hernandez Dean of Science/Math/Technology Science/Math/Technology

At its meeting on December 9, 2019, the Board approved Mr. Hernandez's retirement effective June 30, 2020, with 22 years of District service. Mr. Hernandez and the District have agreed to postpone his retirement until December 30, 2020, to assist the College with the transition to a new dean and to assist the District with COVID-19 pandemic planning and response.

2. Post-Retirement

None

3. Resignation

College of San Mateo

Katherine Ramirez Bookstore Operations Assistant Auxiliary services

Resignation effective July 31, 2020 with 3.25 years of District Service.

District Office

Cirilo Espinoza Executive Assistant to the Board of Trustees Office of the Chancellor

Resignation effective July 31, 2020 with 7 months of District Service.

Skyline College

Lynsey Hemstreet Cosmetology Aide Business, Education, and Professional Programs

Resignation effective July 30, 2020 with 6.75 years of District service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

Cañada College

Ramakrishnan (Ramki) Kalyanaraman Physics Science and Technology

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualification to teach in the Physics discipline.

College of San Mateo**Tabia Lee**

Instructional Design/Technology

Academic Support
& Learning Technologies

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualification to teach in the Instructional Design/Technology discipline.

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>
Cañada College	Business, Design and Workforce	6	08/20/2020	06/30/2021	Professional Expert: Consultant (Non-Instructional): Facilitate Workshop for Foster parents.
Cañada College	Student Services	1	08/20/2020	06/30/2021	Professional Expert: College Physician This position 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, organization and other groups as assigned.
College of San Mateo	Creative Arts / Social Science	80	08/20/2020	05/31/2021	Professional Expert: Art Models Professional Modeling for Art Studio classes at College of San Mateo for fiscal year, 2020-2021 (fall 2020 and spring 2021 semesters). Classes that require art models: ART 208, 209, 215, 216, 206, 230, 207 and 213. A maximum of 40 models for each semester for a total of 80 models for

					both fall 2020 and spring 2021 semesters.
College of San Mateo	Creative Arts / Social Science	8	08/20/2020	05/31/2021	Professional Expert: Accompanist This position is for various music classes including: Music 501, 502, 503, and 504

K. SHORT-TERM, NON-CONTINUING 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>
Cañada College	BDW/Medical Assisting	1	08/20/2020	12/31/2020	Instructional Aide II: <i>Previously Requested Position</i> This position will assist the Professor teaching clinical classes - watching and showing students the correct and safe methods when conducting invasive medical procedures, contact externship members in order to place students, will assist setting up the medical simulation lab, and clerical duties to keep the medical assisting program organized and efficient.
Cañada College	VPSS / TRIO Upward Bound	1	09/01/2020	12/18/2020	Instructional Aide II: <i>Previously Requested Position</i> This position will provide mentoring and instructional support services, including tutoring, to the TRIO Upward Bound program participants (low-income, first-generation, and at-risk high school students). Duties include facilitation workshops, record keeping, and reporting. Many of the students are new to online learning and need additional and intrusive support in order to be successful in online educational courses. IAII's work closely with program staff to meet academic goals.
District Office	Chancellor's Office	1	07/01/2020	12/31/2020	Interim Vice President – Special Projects: <i>Previously Requested Position</i> Scope of work: To lead, coordinate or assist with (1) long-range operational and financial planning; (2) special programs and projects; (3) analyzing federal and state laws,

					rules and regulations and providing recommendations; (4) developing reports and presentations, and (5) performing other duties as assigned
District Office	Auxiliary Services / Bookstore	1	08/20/2020	10/31/2020	Cashier/Clerk: <i>Previously Requested Position</i> This position will assist Bookstore Operations Assistant with projects at SkyGAP.
Skyline College	BEPP / Cosmetology	1	08/20/2020	12/18/2020	Cosmetology Aide: This position will provide support in the classroom and lab for a new Esthetician cohort that is part of a two-semester program. Will provide additional guidance to ensure safe practice during live and model practical.
Skyline College	Equity Institute	1	08/20/2020	12/30/2020	Staff Assistant: This position will assist with Equity Institute day to day duties, data entry, composes and prepares correspondence, report narratives, forms, publicity materials from original ideas or with general instruction, agendas and meeting notes, and spreadsheets. This is a short-term position to help with the transition while we hire a new Executive Director.

BOARD REPORT NO. 20-8-1CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Carsbia Anderson, Vice President of Student Services, Skyline College 738-4333

**ACCEPTANCE OF THE TRUTH INITIATIVE TOBACCO/VAPE-FREE
COLLEGE PROGRAM GRANT AT SKYLINE COLLEGE**

The [Truth Initiative Tobacco/Vape-Free College Program](#) offers grants up to \$20,000 to minority serving higher education institutions nationwide to support the adoption and implementation of a 100% tobacco/vape-free policy. Skyline College application for this grant in the amount of \$13,228 prepared by Dr. Rika Yonemura-Fabian and Dr. Cheryl Johnson was approved by Truth Initiative. The college seeks the Board's approval of the acceptance of this grant.

This grant will fund Skyline College's project *Only Fog @ Skyline* that advocates for and implements a campus policy that removes all the existing nine smoking areas on the Skyline College campus in order to make the college completely tobacco/vape free by March 2022. The grant will cover 1) hourly pay for two student project leaders who will lead the project, and 2) expenses for campus engagement programs, outreach activities to employees and students, and cessation resources available for smokers on campus.

While advancing a new tobacco-free campus policy, the project offers multiple programming that raises campus community's awareness that Tobacco is a Social Justice Issue. Tobacco marketing targets racial, gender, sexual, and economic minorities to increase the rate of preventable deaths among these marginalized groups. *Only Fog @ Skyline* proposes recommendations to the college leadership for equitable citation and educational programs, including cessation resources for a more equitable campus.

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the Truth Initiative Tobacco/Vape-Free Campus Program grant in the amount of \$13,228.

BOARD REPORT NO. 20-8-2CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Bernata Slater, Chief Financial Officer, 358-6755
Yanely Pulido Interim Director, General Services, 358-6863

**APPROVAL TO RENEW HALF MOON BAY PROPERTY SITE USE PERMIT
WITH LOUIS IACOPI**

In April 1979, the Board of Trustees authorized leases for use of certain portions of the District's property in Half Moon Bay. Under a Joint Powers Agreement with Cabrillo Unified School District for the conduct of agricultural projects, a lease agreement with Mr. Louis Iacopi was executed in May 1979 for use of approximately 30 acres of District property for wet farming in return for Mr. Iacopi's construction and maintenance of perimeter fencing for the area. The District continued that agreement with Mr. Iacopi until dissolution of the Joint Powers Agreement with Cabrillo Unified School District and then, in July 1986, the Board approved a new agreement with Mr. Iacopi for use of the land through 1992. On March 10, 1993, the Board approved a renewal lease agreement with Mr. Iacopi for the period January 1, 1993 through December 31, 1993. The renewal lease permitted Mr. Iacopi to use the property and water in return for his maintenance of the site and payment of \$3,000 (\$100 per acre).

Effective January 1, 1994, Education Code Section 81378.1 provides regulations governing the lease of district property not needed for academic purposes. The lease is renegotiable and may be cancelled if the property is needed for academic purposes. In accordance with those regulations, a new site use permit with Mr. Iacopi was approved by the Board on March 9, 1994 for a one-year period commencing March 15, 1994, at the rate of \$4,500 (\$150 per acre). For the past 25 years, the Board has authorized the District to execute a series of agreements with Mr. Iacopi providing for renewal of the lease by mutual agreement of the parties provided the property was available for such lease renewal. The last approval was on March 16, 2005 (Board Report No. 05-3-104B), the Board approved an extension to the lease. Since then the site use permit has been extended six times for periods through September 30, 2020.

The District now seeks the Board's approval to renew the site use permit with Mr. Iacopi for the period commencing October 1, 2020 with an initial five-year period, at the annual rate of \$14,866, with increase each year at the greater of either 5% or the then-current CPI for the Bay Area, including renewal options for two additional five-year terms.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor to negotiate and execute a new site use permit with Mr. Louis Iacopi for use of approximately 30 acres of District property in Half Moon Bay as described above for a period of five years beginning October 1, 2020 with an option for two additional five-year renewals at the sole discretion of the District.

BOARD REPORT NO. 20-8-3CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Yanely Pulido, Interim Director of General Services, 650-358-6863
Bob Domenici, Purchasing Services Supervisor, 650-358-6728

DECLARATION OF SURPLUS PROPERTY

In accordance with Education Code Sections 81450 and 81452, property that becomes surplus to the needs of the District will be declared as such by the Board with the method of disposal dictated by the value of this property. Board Policy 8.02 delegates the disposal to the Chancellor, Executive Vice Chancellor, or designee, in compliance with state or local laws and regulations.

The equipment and vehicles listed below consisted mainly of:

- Outdated smart phones from College of San Mateo Public Safety and outdated laptop and scanner from CSM ITS
- Vehicles from College of San Mateo Facilities, and Skyline College Athletics
- Outdated Facilities equipment from College of San Mateo and Skyline College
- Biology equipment from College of San Mateo and Skyline College
- Nursing equipment from Canada College

Commodity	Surplus Sales
Electronic Equipment	\$665
Vehicles	\$7320
Facilities Equipment	\$7287
Biology Equipment	\$422
Nursing Equipment	\$320
	\$16,014

RECOMMENDATION

It is recommended that the Board of Trustees declare the items listed above as surplus to the needs of the District's and the Colleges' services and programs.

BOARD REPORT NO. 20-8-4CA

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Yanely Pulido, Interim Director of General Services, 358-6863
Bob Domenici, Purchasing Supervisor, 358-6728

DISPOSITION OF DISTRICT RECORDS

District policy 8.27 (Records Management), provides for disposition of District records, including classification, retention and destruction in accordance with the California Education Code. After its review of District records, District staff requests the Board's approval for the destruction of the records in Exhibit A. All of the listed records have outlived their usefulness and were kept for the period mandated by the Education Code.

For the Board's information, the record types are summarized as follows:

- Class 1: Permanent Records
- Class 2: Optional Records – Optional records not required to be maintained permanently, but deemed worthy of further preservation. These records shall be retained as Class 2 records until reclassified as Class 3
- Class 3: Disposable Records

RECOMMENDATION

It is recommended that the Board approve destruction of the obsolete records as shown on the attached list.

EXHIBIT A

Site	Description
District	Human Resources Reports
District	Payroll Reports
District	General Accounting Reports
District	Executive Vice Chancellor Reports
District	ITS Reports
District	Facilities Budget Reports
CSM	Athletics & Kinesiology Time Sheets and PAF's
CSM	Business Services Conference and Financial Reports and Student Employment
CSM	Division Office Reports
CSM	Math & Science Student Records
CSM	Nursing Student Records and Tests
CSM	Child Development Family Records
CSM	Counseling & EOPS Student Records
CSM	Business Office Student Applications, Payroll Records, Cashier Invoices and Financial Reports
CSM	Financial Aid Reports
Cañada	Financial Aid Records
Cañada	Admission and Records Reports and Records

BOARD REPORT NO. 20-8-101B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, Vice President of Instruction, Skyline College,
738-4321

**RATIFICATION OF SOLE SOURCE SERVICES AGREEMENT BETWEEN
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AND BAY AREA
BIOTECHNOLOGY EDUCATION COMMUNITY (BABEC) TO PROVIDE PROJECT
AND LOGISTICS MANAGEMENT EXPERTISE TO FURTHER EMPLOY AND EXPAND THE
BIOSCOPE PROJECT**

On May 11, 2020, Skyline College was awarded a National Science Foundation Advanced Technical Education (ATE) grant for the BioSCOPE project. The grant was approved by the Board of Trustees on June 24, 2020 (Board Report 20-6-7CA). The project's expanded title is, *Providing Work-Based Experiences for Community College Biotechnology Students by Developing a Biotechnology Educational Materials Supply Chain*, and expands the work of this existing project in collaboration with Bay Area Bioscience Education Community (BABEC) and Laney College.

Skyline College's collaboration with BABEC involves: 1) developing relationships with teachers and administrators at Oakland Unified School District (OUSD) to plan and schedule biotechnology lessons; 2) piloting more biotechnology education pathways for OUSD high school teachers in collaboration with Laney College; 3) conducting hands-on trainings in biotechnology lessons to OUSD high school teachers; 4) purchasing and transporting (to and from) necessary portable educational biotechnology laboratory supplies and equipment to OUSD classrooms; and providing all-around support to OUSD biotechnology high school teachers.

For the last three years, Skyline has contracted with BABEC to implement and manage the BioSCOPE project. BABEC is a non-profit organization located in South San Francisco. The organization provides assistance to Bay Area schools and equips teachers with the technical skills and pedagogical knowledge to teach biotechnology. BABEC collaborates with Skyline, and other California community colleges' biotechnology programs in the region by hosting train-the-trainer workshops, facilitating educator conferences, and hosting guest speakers. There are no other non-profit organizations in the Bay Area that could facilitate this project.

Ratification is requested to continue to utilize the services of BABEC in conjunction with this work. As lead for this NSF ATE funding, Skyline College is confident BABEC will provide the necessary project management, coordination, pedagogical knowledge, operational and technical assistance, and logistics management expertise to further employ and expand the BioSCOPE project.

RECOMMENDATION

It is recommended that the Board of Trustees ratify the sole source Services Agreement between San Mateo County Community College District and BABEC in the amount of \$140,935.

BOARD REPORT NO. 20-8-102B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, Vice President of Instruction, Skyline College, 738-4321

RATIFICATION OF SOLE SOURCE SERVICES AGREEMENT BETWEEN SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AND PERALTA COMMUNITY COLLEGE DISTRICT TO UTILIZE THE SERVICES OF LANEY COLLEGE TO PROVIDE OPERATIONAL AND TECHNICAL ASSISTANCE TO EXPAND THE BIOSCOPE PROJECT

On May 11, 2020, Skyline College was awarded a National Science Foundation Advanced Technical Education (ATE) grant for the BioSCOPE project. The grant was approved by the Board of Trustees on June 24, 2020 (Board Report 20-6-7CA). The project's expanded title is *Providing Work-Based Experiences for Community College Biotechnology Students by Developing a Biotechnology Educational Materials Supply Chain*, and expands the work of this existing project in collaboration with Bay Area Bioscience Education Community (BABEC) and Laney College.

Skyline College's collaboration with Peralta CCD/Laney College involves: 1) developing relationships with teachers and administrators at Oakland Unified School District (OUSD) to plan and schedule biotechnology lessons; 2) developing curriculum for articulated high schools to college courses in biotechnology in collaboration with Bay Area Bioscience Education Community (BABEC); 3) recruiting and retaining students for the biomanufacturing program; 4) monitoring students as local leads for the project; advising for the Biomanufacturing Club; and 5) preparing students for quality certification tests.

Laney College is a multi-cultural, diverse, urban community college serving more than 17,000 students each academic year. Similar to Skyline College's Biomanufacturing program faculty, Laney College's faculty is committed to teaching 4.5-month to 9-month stackable certificates to prepare students for entry-level jobs in the industry, or prepare them for a second-year certificate or associate's degree program. For the last three years, Laney College has participated and collaborated on the BioSCOPE project with Skyline.

In 2008, Skyline College has partnered with Laney College by providing training for Laney College instructors in solar technology. Laney College was also a project partner in the Bay Area Clean Energy Careers project which Skyline College led from 2009-2012 with funding from the U.S. Department of Labor. Skyline College relied on Laney's expertise in building clean energy career pathways and developing and delivering competency-based curricula in building performance and energy efficiency programs.

Ratification is requested to utilize the services of Laney College to provide operational and technical assistance to expand the BioSCOPE project.

RECOMMENDATION

It is recommended that the Board of Trustees ratify the sole source Services Agreement between San Mateo County Community College District and Peralta Community College District for Laney College in the amount of \$96,217.

BOARD REPORT NO. 20-8-103B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Tammy Robinson, Vice President, Instruction, Cañada College, 306-3298
Yanely Pulido, Interim Director, General Services, 358-6863

**APPROVAL OF SOLE SOURCE AGREEMENT WITH STATE CHANCELLOR'S OFFICE
IDENTIFIED KEY TALENT OF REENTRY CONNECT TECHNOLOGIES LLC**

Cañada College seeks to contract services with ReEntry Connect Technology LLC, to facilitate efforts identified by Cañada College, to support the College's reentry students with services in the East Palo Alto and Menlo Park communities.

Staff has exercised due diligence, supported by evidence, to justify this sole source procurement. An objective market analysis was conducted to determine the reasonableness of the price and technical reasons for selecting this vendor. Three quotes were solicited from other web/mobile application developers and all three quotes were at a higher price point and provided less services. ReEntry Connect Technology LLC is the only vendor who has an existing turn-key web/mobile application platform for the reentry population. The platform is fully customizable and includes a scalable social networking resource component which not only cuts development time significantly but also aligns with the College's intent to interact with students via the platform. Therefore, staff has determined that ReEntry Connect Technology LLC is the sole source vendor with the only known product or service that will meet the specialized needs of the College and perform the intended function.

The District intends to enter into an initial contract for one year at a total cost of \$85,000. However, if fully adopted, after the initial one-year period there will be year-to-year maintenance and support fees of approximately \$78,000 per year.

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source agreement with ReEntry Connect Technology LLC for one year at a total cost of \$85,000. After the initial one-year period, ongoing annual maintenance and support fees will apply. The total amount of the contract over five years is not expected to exceed \$400,000.

BOARD REPORT NO. 20-8-104B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning & Operations, 358-6836
Yanely Pulido, Interim Director of General Services, 358-6863

**RATIFICATION OF SOLE SOURCE AGREEMENT FOR
FACILITY MANAGEMENT SYSTEM MAINTENANCE SERVICES WITH
SCHNEIDER ELECTRIC BUILDINGS AMERICAS INC.**

On October 22, 2014 (Board Report No. 14-10-103B), the Board authorized the District to execute an energy service contract with Schneider Electric for the Districtwide Utility Measurement and Verification (now known as Facility Management Systems – FMS) Design-Build Project (RFP 86674). The FMS system is a digital control system that controls and monitors campus buildings’ mechanical and electrical equipment such as ventilation, cooling, heating, lighting, and power systems. Upon completion of the project, annual technical support, preventive maintenance and building analytics services are required in order to effectively and efficiently operate the system.

Staff has exercised due diligence, supported by evidence, to justify this sole source procurement and determined that the needed services are available only from the sole-source and involve the use of proprietary technology. Therefore, staff recommends that the Board ratify the award of a sole-source maintenance service agreement to Schneider Electric.

RECOMMENDATION

It is recommended that the Board of Trustees ratify the sole source maintenance service agreement with Schneider Electric Buildings Americas Inc., effective July 1, 2020 through June 30, 2021, in the amount of \$210,623.

BOARD REPORT NO. 20-8-105B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning & Operations, 650-358-6836
Marie Mejia, Project Manager II, 650-378-7259

AMENDMENT TO 2022-2026 FIVE-YEAR CAPITAL CONSTRUCTION PLAN

On July 22, 2020 (Board Report No. 20-7-101B), the Board authorized submittal of the District's 2022-2026 Five-Year Capital Construction Plan (5YCP), the related Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) to the California Community Colleges Chancellor's Office (CCCCO). After further discussion with District Executive Leadership, the decision has been made to withdraw the two (2) approved FPPs for fiscal year 2021-2022 - Cañada College Performing Arts Center Technology & Environmental Modernization (Bldg. 3) and College of San Mateo Library Modernization (Bldg. 9) – due to lack of matching local funds of \$36.6 million. These projects, along with Skyline College Library / Learning Resource Center (Bldg. 5), will be resubmitted and will have to recompile for fiscal year 2022-2023 funding. Local matching funds required for all three (3) projects, if approved, will be approximately \$50.3 million.

RECOMMENDATION

It is recommended that the Board of Trustees authorize resubmission of the District's 2022-2026 Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office, along with related Final Project Proposals seeking State Capital Outlay Funding.

BOARD REPORT NO. 20-8-106B

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Bernata Slater, Chief Financial Officer, 358-6755

RATIFICATION OF STUDENT ACCIDENTAL INJURY INSURANCE PROGRAM, 2020-2021

The District has maintained a student accidental injury insurance program since 1961, providing coverage for all enrolled students of the District. In an attempt to minimize premium increases, the District conducts an annual search for an insurance plan that would provide features equitable with previous years' plans at a reasonable cost.

Student Insurance Agency submitted a proposal which provides comparable coverage for the major features of the expiring policy. The plan offers combined student/athlete accidental injury coverage and catastrophic coverage. The basic student/athlete accidental injury plan covers 100% PPO charges in-network and 50% out-of-network, a heart/circulatory benefit for intercollegiate athletes, with applicable deductibles. Additionally, the plan provides medical expenses for an accidental injury up to a limit of \$50,000 for students and \$25,000 for athletes incurred expenses during the 52 weeks following an injury. An injured student's medical expenses are covered when in excess of benefits from any personal medical insurance carried by that student or their parents. The benefits of the plan are secondary; however, for students with no other medical insurance, it will become primary.

The combined plan offered by Student Insurance Agency includes catastrophic coverage that the District has carried since 1989-90. The plan covers catastrophic injuries extending the benefit limits and period of coverage for athletic injuries for a premium of \$23,625. The plan provides catastrophic coverage to students other than athletes for a premium of \$9,450. The maximum benefit is \$1,000,000 with a 10-year benefit period.

The total cost for combined programs is \$198,517 which is a 1.34% increase from 2019-2020 premiums. The annual cost for the basic and catastrophic coverage is covered by student health fees and student athlete coverage is paid from the College General Fund budgets.

RECOMMENDATION

It is recommended that the Board of Trustees approve student accidental injury insurance and catastrophic injury programs through Student Insurance, as described above, for a total premium amount of \$198,517.

BOARD REPORT NO. 20-8-1C

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Yanely Pulido, Interim Director of General Services, 358-6863
Bob Domenici, Purchasing Supervisor, 358-6728

**REPORT ON THE USE OF PUBLIC AGENCY CONTRACTS FOR THE PURCHASE OF
MATERIALS, EQUIPMENT, SUPPLIES AND SERVICES**

California Public Contract Code Section 20652 authorizes the Board of Trustees, without advertising for bids, to contract for the lease or purchase of materials, supplies, equipment, automobiles and other personal property through contracts let by other public agencies (commonly referred to as “piggybacking” contracts) when it finds it is in the best interest of the District. Additionally, PCC sections 20653 and 20653.5 authorize the Board to purchase materials, equipment, supplies, or services under the same terms and conditions as are specified in contracts lawfully awarded by the Department of General Services pursuant to Section 14814 of the Government Code and the University of California or the California State University.

In accordance with District Administrative Procedure 8.15.3 (5), the attached list reflects this activity for the fiscal year ending June 30, 2020.

PIGGYBACKABLE CONTRACTS		
VENDOR	AGENCY	COMMODITY
Apple	Glendale Unified School District	Computers, Licenses
B&H Photo	National IPA	Audio & Visual
CALCARD	California Department of General Services	Procurement Card Services
CDWG	Foundation for CCC	IT Hardware, Audio/Visual Equipment
Class Leasing	Chawanakee USD	Modular Buildings
Computerland	NASPO	IT Hardware
Dell	NASPO	Computers, Hardware
Digital Sceptor	NASPO	IT Firewall Hardware & Software
Downtown Ford	CMAS	Purchased Vehicles
Grainger	NASPO Value Point	Facilities Equipment, Tools & Parts
Grey Wall Software, LLC	UC/CSU	Emergency Management & Business Continuity Software
Home Depot U.S.A, Inc.	US Communities	Janitorial Supplies
KI	Foundation for CCC	Furniture

PIGGYBACKABLE CONTRACTS		
VENDOR	AGENCY	COMMODITY
KYA Services LLC	Foundation for CCC	Athletic Equipment
Laerdal Medical Corp.	Foundation for CCC	Medical Equipment
Office Depot	Foundation for CCC	Office Supplies
One Diversified (formerly Compview)	CMAS	Audio/Visual Equipment
Rave Wireless, Inc.	UC/CSU	Emergency Mass Notification System
Sierra School Equipment	Arvin Union School District	Irwin Furniture
Steelcase/One Workplace LLC	UC/CSU	Furniture & Installation Services
Turf and Industrial	US Communities	Facilities Utility Vehicles
Turf Star	National IPA	Facilities Utility Vehicle
Verizon	FCCC	Hotspot Devices, Cell Phone & Service
Xerox	UCOP	Copiers

BOARD REPORT NO. 20-8-2C

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning & Operations, 650-358-6836
Chris Strugar-Fritsch, Director of Capital Projects, 650-378-7342

DISTRICTWIDE AMERICANS WITH DISABILITIES ACT PLAN UPDATE

This year marks the 30th anniversary of the Americans with Disabilities Act (ADA) of 1990. The ADA provides comprehensive civil rights protections to qualified individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications. A primary goal of the ADA is to ensure equal participation in public life for all Americans with disabilities. Title II of the Act covers programs, services and activities of public entities, such as those provided by San Mateo County Community College District (SMCCCD or the District)

Under Title II, a public entity may not deny the benefits of its programs, services, and/or activities to individuals with disabilities by maintaining inaccessible facilities, which house these programs, services and activities. The District's programs, services, and activities, when viewed in their entirety, must be made accessible to and usable by individuals with disabilities, except where to do so would result in a fundamental alteration in the nature of the program; result in undue financial and administrative burdens or threaten or destroy the historic significance of a historic property. The U.S. Congress intended the "undue burden" standard in Title II to be significantly higher than the "readily achievable" standard in Title III for private entities. Although Title II may not require removal of barriers in some cases where removal would be required under Title III, the program access requirement of Title II should enable individuals with disabilities to participate in and benefit from the programs, services or activities of the District in all but the most unusual cases.

Since its enactment over 30 years ago, the ADA has evolved and been amended through subsequent legislation and case law. SMCCCD has kept pace with the changes to the ADA mitigating physical barriers and through its policies, procedures, and program operations. Recognizing the positive impact a barrier-free environment has on the learning experience and to have an updated ADA Self-Evaluation & Transition Plan, the District initiated the Districtwide ADA Transition Plan project in 2019. The project included a review of all the District's ADA documents, a comprehensive Self-Evaluation of policies, procedures and practices based on questionnaires tailored for each of the District's departments as well as interviews with each department's key staff. Another major component of the project was developing the ADA Transition Plan. This effort included a detailed survey of all District owned facilities, as well as selected Public Rights-of-Way (PRoW), for existing physical accessibility barriers.

To fully comply with the Title II requirements for accessibility to District programs, services and activities, this Self-Evaluation & Transition Plan:

- Evaluates existing policies, procedures and practices as they pertain to the District's programs, services and activities;

- Provides findings and recommendations with regard to policies, procedures and practices;
- Assesses the extent of physical barriers to program accessibility for District owned facilities as well as in the PRoW operated by the District;
- Specifies the mitigation steps necessary to achieve compliance;
- Estimates costs for mitigation steps;
- Provides a schedule for barrier removal/mitigation;
- Sets priorities for barrier elimination; and
- Indicates the official(s) responsible for implementation of the Self-Evaluation and Transition Plan:
 - Self-Evaluations:
 - Colleges – Vice Presidents of Administration
 - District Office – Chief of Staff
 - Transition Plan:
 - Facilities – Director of Maintenance and Operations

In addition to identifying and modifying physical barriers, Title 28 CFR Part 35, *Non Discrimination on the Basis of Disability in State and Local Government Services*, requires that a public entity evaluate its policies, procedures and practices. While there is overlap between the requirements of an ADA Self-Evaluation and an ADA Transition Plan, a Self-Evaluation is best described as an evaluation and plan to achieve compliance with the nonphysical aspects of a public entity's infrastructure for ADA compliance. An ADA Transition Plan is then best described as an evaluation and plan to achieve compliance with the physical barriers identified within a public entity for ADA compliance.

The following outlines the District's Self-Evaluation:

- Evaluate District policies, procedures, and practices as they pertain to its programs, services and activities; and make the necessary modifications to those policies and practices that do not meet the programmatic requirements of Title II of the ADA;
- Provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the Self-Evaluation process by submitting comments; and
- Maintain, file and make available for public inspection a list of interested persons consulted, a description of areas examined and any problems identified, and a description of any modifications made.

In order to update the District's ADA Plan, stakeholders from the three Colleges and Districts Disability Resource Centers, Student Services, Information Technology Services, Public Safety, Human Resources, Facilities Maintenance & Operations, Auxiliary Services, Chancellor's Office, Marketing and Communications Departments, Athletics, and Library Services were asked to review and evaluate current facilities, policies, procedures, program operations, and provide survey responses to the Self-Evaluation and ADA Transition Plan. The updated ADA Plan incorporates the Self-Evaluation. It includes a work plan identifying opportunities and suggestions for improving how the District and Colleges can better provide services and programs for students, faculty, employees, and the public.

The ADA Transition Plan was developed by physically surveying all of the 109 buildings, parking lots, and grounds at the three Colleges and District Office. Approximately 124 miles of sidewalks were surveyed along with 85 curb ramps, and two pedestrian signals. The survey has identified 5,919 physical barriers that may require mitigation. Even though the District has invested in three capital improvement programs over the past 15 years and constructed many new buildings and improved access on the campuses, ADA code changes have been subsequently enacted. The newer buildings constructed in CIP1

and CIP2 may require physical barriers to be mitigated due to code changes since they were constructed. In addition to identifying the barriers, the ADA Transition Plan identifies mitigation solutions that can be implemented as well as a prioritization plan and schedule for mitigating physical barriers.

The draft ADA Plan is being completed in early September 2020. The ADA Plan is organized into four sections, one each for the three Colleges and District Office. Each section includes separate subsections with the Self-Evaluation and the Transition Plan. The draft ADA Plan will be published by mid-September 2020 on the three Colleges and District websites for public review and comment in accordance with 28 Code of Federal Regulations, Part 35; Subpart D – Program Accessibility; §35.150 so individuals with disabilities or organizations representing individuals with disabilities may participate in the development of the ADA Plan by submitting comments. Also, to encourage public participation, the District will host two webinars in early October to review the plan with interested students, faculty, staff, and the public. Comments will be accepted until late October. The comments along with responses will be incorporated into the ADA Plan as appendices to each College and District Office section.

Upon completion of the public vetting process and incorporation of the public comments into the ADA Plan, it will be submitted to the Board of Trustees for adoption by the end of 2020.

BOARD REPORT NO. 20-8-3C

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

DISCUSSION ON FORMATION OF SAN MATEO ATHLETIC CLUB ADVISORY GROUP

The Board of Trustees has received the attached correspondence and request from representatives of members of the San Mateo Athletic Club relating to the creation of an advisory group.

The Board will discuss this request with the requesting individuals.

Request for Agenda Item – Communication between SMAC, Trustees, and College Staff

Greetings Board of Trustees and Chancellor Claire:

This is a formal request for more open and transparent communication between the Board of Trustees, SMCCCD staff, and the members of San Mateo Athletic Club. From talking to several board members, we believe either an advisory council, or auxiliary committee may be the best way to accomplish this, but leave it open to the board to find the best path forward.

The more than 6,000 members of our community who are active members of SMAC -- far exceeding the original expectation of 2,500 members -- are stakeholders in the programs offered by the college, as well as taxpayers, and voters. It is appropriate that SMAC members be fully informed on an ongoing basis of the actions by the Board and by District staff that might affect the future availability of this successful and effective community asset. Decisions that impact revenues and accessibility should not be made without direct input from the cohesive community of students and non-students who regularly use and contribute to the success of SMAC.

Here are some areas where we seek better communication as well as opportunities to provide valuable input:

- Policies regarding student and community fees and broad access to the athletic facilities;
- The management of the facility, the quality of services and equipment, hours of operation, etc.;
- The types of programs provided, including personal training, exercise classes, masters swimming, swimming instruction, and age-group swimming;
- Fair treatment and living wages for all employees and contractors including coaches, instructors, front desk, and janitorial staff.
- The goal of members/SMAC to continue the approximate \$1 million net revenues towards other college programs;
- Leveraging the non-student community at SMAC to foster work/training programs and apprenticeships for college students;
- Plans for Cañada College and its similar athletic facility to ensure that, like SMAC, it moves forward as an asset that, as it is funded by the community, is available to the community at large.

We recently formed a steering committee to advance the interests of SMAC members and plan to participate in shaping the Board's continued policies about SMAC as well as other issues of concern to the community. When the Board of Trustees considers a significant change to any of the above policies or operations, we request that all 6,000 members of SMAC be notified via email and given a ready method to comment on any such proposals.

We ask that the Board add our proposal as an agenda item for your next upcoming board meeting and give us an opportunity for further comment. Thank you in advance for your attention to and consideration of this matter.

Frank Elliott, Todd Emanuel, Nancy Littlefield, Lane Poms, Ed Schweitzer

cc: Tom Bauer, Vice Chancellor

Wednesday, August 12, 2020

BOARD REPORT NO. 20-8-4C

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

UPDATE ON FALL 2020 REMOTE OPERATIONS AS A RESULT OF COVID-19

The fall 2020 academic semester begins on August 19, 2020. District and college operations continue in an almost exclusively remote model.

The Chancellor will provide the Board of Trustees with an update on District operations and discuss future planning issues and considerations.

San Mateo County Community College District

August 19, 2020

BOARD REPORT NO. 20-8-5C

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, 574-6510

**UPDATED ON BOARD REQUEST FOR POLICY RELATING TO SOLICITATION OF
CAMPAIGN SUPPORT FROM VENDORS BY DISTRICT STAFF FOR TRUSTEE ELECTIONS**

At its July 22, 2020 meeting, the Board discussed the concept of drafting a new District policy to limit staff from soliciting support from vendors for candidates in trustee elections. Staff has conducted additional research on this issue and the Chancellor will provide an update to the Board.