

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
Wednesday, November 18, 2020

Closed Session at 4:30 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/83017085908>

Dial-In: 1-669-900-9128 – Webinar ID: 830 1708 5908

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.

4:30 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: CSEA and AFT

2. Conference with Labor Negotiator
Agency Designated Representative: Michael Claire
Unrepresented Employees: Provost - International Education, Vice Chancellor - Chief of Staff,
Vice Chancellor - Education Services & Planning, Vice Chancellor – Facilities, Vice Chancellor -
Auxiliary Services & Enterprise Operations

3. Public Employee Appointment/Employment
Title: Provost, International Education
Title: Vice Chancellor, Chief of Staff
Title: Vice Chancellor of Educational Services and Planning
Title: Vice Chancellor, Facilities
Title: Vice Chancellor - Auxiliary Services & Enterprise Operations
4. 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

HONORS, AWARDS AND RECOGNITIONS

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

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

20-11-1C Presentation by the AFT Relating to Class Sizes

NEW BUSINESS

20-11-1A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

20-11-2A Adoption of Resolution No. 20-17 Fixing the Employer Contribution Under Section 22895 of the Public Employees' Medical and Hospital Care Act

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.

20-11-1CA Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College

20-11-2CA In Relation to Minutes of April 24, 2019

Other Recommendations

20-11-101B Authorization to Execute an Agreement with EXOS Community Services for Operation of the San Mateo Athletic Club in Partnership with the District

20-11-102B Modification of Board Meeting Schedule for December 2020 Meeting Date and Setting Organizational Meeting Date

20-11-103B Adoption of Resolution No. 20-18 Honoring State Senator Jerry Hill

20-11-104B Adoption of Resolution No. 20-19 Congratulating Jefferson Union High School District Superintendent Dr. Terry Deloria on Her Retirement

INFORMATION REPORTS

20-11-2C Update on Workforce Development Taskforce Response to COVID-19 Impact

20-11-3C Update on District COVID-19 Planning and Response, Including Actions Relating to Athletic Competition

COMMUNICATIONS

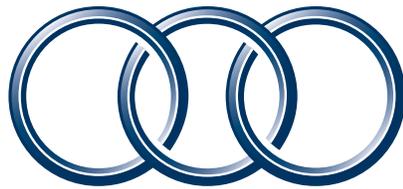
STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

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

ADJOURNMENT



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Cañada College • College of San Mateo • Skyline College

Combined Report of the District Chancellor and College Presidents



The San Mateo County Community College District's International Education program – San Mateo Colleges of Silicon Valley – has been awarded the U.S. government's highest honor for export success.

San Mateo County Community College District International Education Program Honored with Prestigious National Award from U.S. Department of Commerce



U.S. Secretary of Commerce Wilbur Ross announced that the San Mateo County Community College District's International Education program – San Mateo Colleges of Silicon Valley – has been awarded the U.S. government's highest honor for export success. Secretary Ross conferred on the program The President's "E" Award, which was first established by President Kennedy in 1961, for contributions to American export growth. The SMCCCD program is the only educational institution among the 28 companies and businesses nationwide honored with this year's prestigious award.

"It is an honor to receive The President's "E" Award and be recognized for the tremendous work our team has done to grow and support our international educational program," said SMCCCD Chancellor Michael Claire. "We believe that engaging international students to come and study at our colleges enriches the culture, education and diversity of our campuses and our community. This award is further validation of that belief."

From 2015 to 2019, SMCCCD's International Education Program served more than 6,500 students from 135 countries. In recent months, due to the COVID-19 pandemic, the international program has pivoted its offerings to increase access for international students from the convenience of their home country. Through enhanced online classes, programs and support services, international students are able to enroll at the colleges of the SMCCCD – Cañada College, College of San

Mateo and Skyline College – through the District's Global Online Learning (GOL) initiative.

"We are thrilled that our Global Online Learning program has been recognized for its reach from Silicon Valley to parts across the globe, while emphasizing local connections and support for students," said Dr. Jing Luan, Provost for International Education and leader of the District's San Mateo Colleges of Silicon Valley. "As we diversify our delivery methods and bring our classrooms to students' homes across the world, we expect greater opportunities for learning and success for all students."

For more information on the international education program, visit smccd.edu/international.

Cañada College and Skyline College Vice Presidents Earn Top State Award



The Carter Doran Leadership Award is given annually to honor leaders in community college instruction.

California Community Colleges Chief Instructional Officers (CCCCIO) has bestowed its top award on two vice presidents from the San Mateo County Community College District. Dr. Tammy Robinson, Vice President of Instruction at Cañada College in Redwood City, and Dr. Jennifer Taylor-Mendoza, Vice President of Instruction at Skyline College in San Bruno, were honored with the statewide Carter Dolan Chief Instructional Officer Leadership Award at CCCCCIO's virtual conference last week.

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The award recognizes an active instructional administrator who exemplifies leadership by showing qualities that Carter Doran embodied in his role as teacher/dean at Mt. San Antonio and Vice President of Instruction at Santa Ana and College of the Canyons.

“Dr. Robinson and Dr. Taylor-Mendoza have exemplified courageous leadership and embody the spirit of the Carter Doran Leadership award,” said CCCIO President Dr. Jennifer Vega La Serna. “They have led with heart, demonstrated creativity, shown sustained commitment to addressing instructional challenges, and together have made a profound impact on their colleges and the entire California Community College System.”

Also honored with the award was Dr. Stacy Thompson, Vice President of Academic Services at Chabot College in Hayward. The three vice presidents worked together in 2020 to lead an examination of equity gaps and structural racism in the California community college system.

“Dr. Robinson and Dr. Taylor-Mendoza are truly exceptional leaders, with vision and strength that have not only facilitated transformation at Cañada College and Skyline College but have also sparked action across the state community college system,” said San Mateo County Community College District Chancellor Michael Claire. “I am so proud of them and their colleagues statewide for their swift action on behalf of our students.”

Dr. Robinson was cited for rallying her statewide chief instructional officer colleagues to action after the murder of George Floyd earlier this year. She helped to organize state instructional leaders’ Call to Action town halls, and she has been a strong voice for institutional change. She has spoken at a number of statewide events on campus climate, equity and workforce development.

Dr. Robinson, along with Dr. Thompson, created, planned, facilitated and presented at the inaugural African American Leadership Institute. She is past president of the Western Regional Council on Black American Affairs and currently serves as the organization’s Vice President of Development.

Dr. Taylor-Mendoza serves as the chief instructional officers’

representative to the State Chancellor’s Office Diversity, Equity, and Inclusion (DEI) implementation workgroup. She is also the chair of the newly created CCCIO DEI Steering Committee, bringing together seven chief instructional officers to serve as strategy leads.

Dr. Taylor-Mendoza is also a co-author of the book “Minding the Obligation Gap in Community Colleges: Theory and Practice in Achieving Educational Equity.” The book has been shared nationally and locally and has become a resource for colleges in addressing the equity gaps that have become even more evident during the current pandemic.



Digital Art & Animation Students Compete in 24-Hour Animation Contest



On October 3-4, 15 Cañada College Digital Art & Animation students (three teams of five students) participated in the 18th Annual 24-Hour Animation Contest, hosted by California State University, Long Beach. The students logged into a Zoom meeting at 3 p.m. on October 3 and received this year’s theme: COVID and “connection.” They then had 24 hours to brainstorm, develop, animate, color, edit, create, sound and upload their final 30-second film to YouTube. This year, more than 160 schools

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from all over the world participated and two of Cañada's teams placed in the top 100 films, besting teams from prestigious animation schools such as Academy of Art University and UCLA. This was Digital Art & Animation student's second year participating in the challenge and each team picked a creative name to use during the competition so that their school would not become a factor in judging. This is a voluntary activity and the Cañada students represented themselves incredibly well.



Cañada College alumna, Lea Fisher exclaims, "Even though this year was extra stressful with a power outage at my house and submitting our film with only ten minutes to spare, our team created something I'm super proud of. We all persevered and I am glad they convinced me to join in again on the chaos that is 24 Hours!" Cañada College Digital Art & Animation student, Brooke Muschott adds, "24 Hours was the ultimate crash course in animation. In a day, I got to learn about the entire animation pipeline, different roles in animation, and how to efficiently coordinate with a team. With only 24 hours to complete the entire project, there's no time for regrets. Moving so fast gave us the opportunity to see what we did well and what we would do differently next time without being bogged down by perfection." The students also expressed gratitude to Professors Paul Naas, Billy B, David Gainey and Dean Hyla Lacefield for supporting the teams over the 24 hours the students were working.

The film teams that created the captivating [\[REDACTED\]](#) includes: Ciarán Burke, Brooke Muschott, Sierra Sholes, Elizabeth Birdwell and Ivy Wooldridge. The film team that created the wonderful [DINGaLINGaLONGs](#) includes: Veronica Plante, Tabitha Liu, Heather Theroff, Lea Fisher and Damien Salablanca-Cervantes. The film team that created the fantastic

[Team Baby Mode](#) includes: Ryan Michelsen, Magnus Marshall, Angel Madueno, Lauren Campbell and Stanley Huang.

Cañada Hosts High School & Community Partners Forum



Second Annual High School & Community Partners Forum

18 views • Nov 10, 2020

1 0 SHARE SAVE ...

For the second year, Cañada College hosted an information event for high school counselors, teachers, administrators and community partners to network with Cañada counselors, faculty and staff and learn more about new initiatives happening at Cañada College. Due to the pandemic, the event was held virtually with more than 60 community members in attendance via Zoom.

The event, held on November 6, opened with Welcoming Remarks, including an update from President Moore on how the College is supporting students during COVID-19. Vice President Pérez shared how the College has adopted an anti-racist framework to provide a more inclusive learning environment as well as shared updates on Guided Pathways. Vice President Robinson detailed how the College is navigating online learning through our Virtual Campus and learning platforms and Vice President Mendoza updated the group on campus Facilities and access for Spring 2021.

There were a number of informative presentations from members of the campus community, including a presentation on the cost of attending Cañada and scholarship opportunities from the Financial Aid and Promise Scholars Program teams,

an overview of transfer programs, degrees and certificates including the debut of the College's Program Mapper. The event also included a Career Education Showcase where several faculty members spotlighted their programs, including: Paralegal/Business, Interior Design and Digital Arts & Animation. Many students attend Cañada College for its Adult Education Programs and staff from the College for Working Adults (CWA) and English as a Second Language (ESL) presented the educational opportunities available. The highlight of the event was the student panel where Cañada College students, from a variety of programs, shared how they have been personally impacted by COVID-19 and provided insight on the campus resources available to support students so they can continue to study.

Feedback from our high school and community partners was positive and they shared that they enjoyed hearing stories directly from the students and loved learning more about all the incredible opportunities that San Mateo County youth have at Cañada College. The Forum was recorded and can be viewed [here](#).

College of San Mateo

CSM Photography Students Receive Their COVID-19 Portfolio Books



Clara Coady, a CSM photography student shows off her new book of student photography.

CSM Photography Professor Richard Lohmann

Last spring, when face-to-face learning was replaced with virtual instruction, CSM's photography faculty and students were confronted with a daunting challenge. How would they complete a portfolio of 12 prints while working virtually without access to a darkroom or digital lab?

Photography Professor Richard Lohmann's solution was to replace the class assignments with a new assignment: shoot weekly photos that document the students' life during a pandemic. To replace the final portfolio, they used these images to create a 105-page, hardbound book titled *Living under Covid-19: A Visual Diary*.

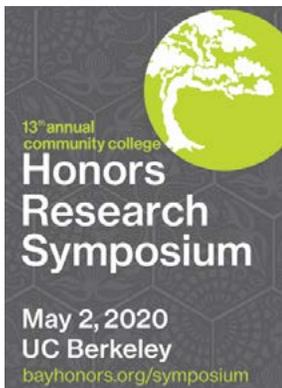
Students used photography to document and describe their experiences coping with the sudden transition studying and working in a virtual world, social isolation, and an unknown future. At the end of the semester they collectively shot over 3,000 photographs.

In late October, each of Lohmann's photography students enthusiastically received their printed book. It was the

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culmination of a project that Lohmann never imagined before the arrival of the coronavirus. His adaptability allowed his students to explore new creative avenues with remarkable dedication. This book is their personal memento of this significant period in history.

Honors Project Students Published in Academic Journal



Congratulations to three Honors Project students, Shiloh Andersson, Hanna Francis and Kelsey Takaha, for having their work published in Think You?!, the academic journal of the Bay Honors Consortium.

But there's more. [This symposium](#) page displays all seven CSM Honors Project students—including the three above, with links to their

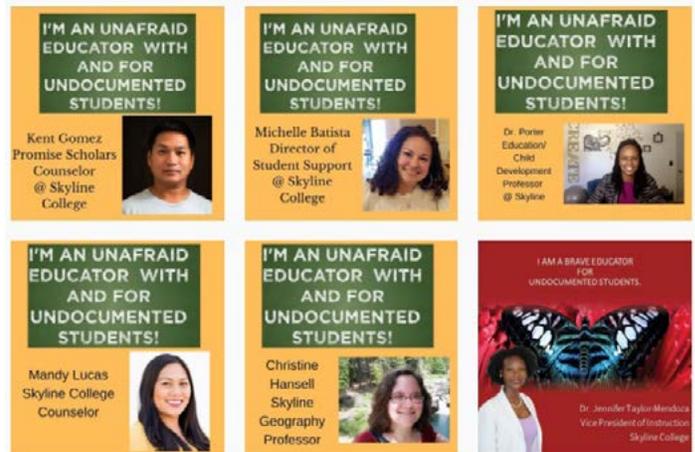
published pieces—accepted to present at the spring 2020 BHC Symposium, which would have been held at UC Berkeley.

Here are the seven students, followed by the discipline heading under which they are listed.

- Shiloh Andersson, Physics
- Hanna Francis, Legal Studies & Criminology
- Manraj Gill, Economics
- Paignton Howarth-Dunn, History
- Isabel Lainez, Ethnic Studies
- Makara Pen, STEM: Computational Sciences
- Kelsey Takaha, Sociology



Highlights from Skyline College's 3rd Annual UndocuWeek



From October 19-23, Skyline College held its 3rd annual UndocuWeek of Action, this time in a virtual setting. Without tasty snacks and therapy dogs – and with the stress of the November 3 election looming – there was a decidedly more serious tone to this year's events.

New Student Club Formed: F.I.R.E. Significantly, Skyline College students met and established a new club, FIRE – Fighting for Immigrant Rights & Equity – and elected their first president, Oliver Eliastinoco. He explained:

“More than a club, our goal is to establish real tangible resources for students at Skyline, especially as we’ve moved into a virtual environment, and to see to actively reaching and encouraging undocumented students. FIRE will be inclusive of allies, undocumented and immigrant students, working to highlight the true diversity of students on our campus living with an undocumented status – these include Asian, Filipinx, African and Middle Eastern students as well as Latinx. These are voices not traditionally spotlighted, however these stories must be told.”

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UndocuWeek Webinars – A Rich Source of Information. The California Community College (CCC) system and its partners sponsored daily webinars. Adjunct faculty member and Grove Scholars Counselor Trisha Tran shared her experience participating in a [webinar for counselors](#).

“Things really resonated. The talk provided a gentle reminder for counselors to be active advocates for Dreamers, to be “hope drivers.” The webinar explained that the language to use with students is that their top career choice may not be available now, however, so much may change by the time they’re ready to join the workforce, it may be possible then. The webinar concluded by asking counselors and allies to decide: what actions will you take to make a difference?”

If you weren’t able to participate, all webinar recordings are available [here](#).

Allies Came Together. At last year’s UndocuWeek, allies and students came together and built a “Wall of Support” in the Library that included personal immigration stories, students’ ICE protest posters and pictures of Skyline employees displaying “I am an unafraid educator” signs. This year, more than 25 employees posted their photo statements to create a virtual wall of support on the Dream Center’s Instagram page.

Change the Subject. If you missed the Library’s screening of Change the Subject, A Documentary about Labels, Libraries and Activism, featuring undocumented student activists at Dartmouth College, you can watch it [here](#). The film is also available for you to show in class as long as you request permission from the filmmakers ahead of time: changethesubjectdoc@gmail.com. Stay tuned for information about future screenings by FIRE as well as the Library.

Here’s What Allies Can Do. If you’d like to become a more involved ally for our undocumented community, here are some ideas.

Join us for the [Dream Center Task Force](#)’s next November meeting by emailing your interest to Jessica Silver-Sharp at silversharpj@smccd.edu.

Contact Dream Center Coordinator Pamela Ortiz Cerda at Ortizcerdap@smccd.edu to subscribe to the Dream Center Newsletter of upcoming events and resources.

Make a donation to the Skyline College [Dream Center Fund](#), an emergency fund just for Skyline College students and Dream Center programs.

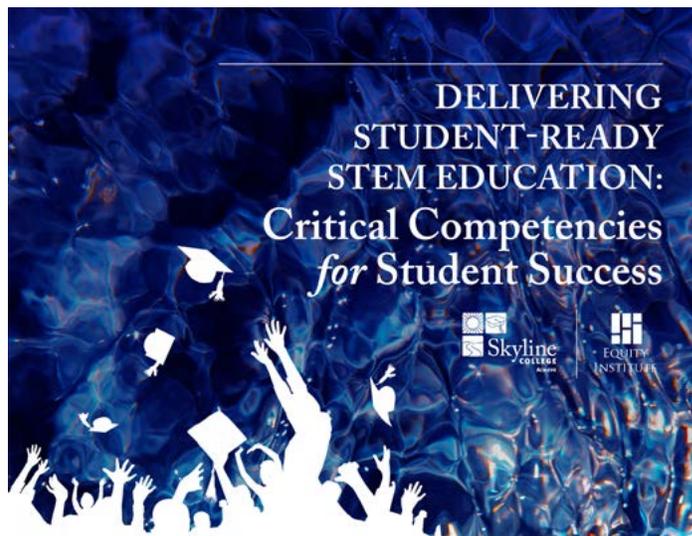
Find an hour to watch the [webinar](#) that best pertains to your role on campus.

Support students with direct referrals to the FIRE Club, to [Personal Counseling](#), to Skyline’s free [Immigration Legal Clinic](#), and of course, to the [Dream Center](#).

Thank you for your continued support!

Article by Jessica Silver-Sharp

Equity Academy Brings together Community of Educators



On October 7-8th, the Equity Institute (EI) hosted the fifth equity academy, “Delivering Student-Ready STEM Education: Critical Competencies for Student Success.” This experience brought together teams representing 11 California Community Colleges including, Skyline College, College of San Mateo, West Valley College, College of Alameda, Laney College, Los

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Rios Community College District, Santa Ana College, Mt. San Antonio College, City College of San Francisco and Butte College. Each team represented a cross-section of STEM classified professionals, faculty members, and administrators who worked collaboratively through a sequence of four interactive sessions.

Chancellor Michael Claire and President Melissa Moreno welcomed participants and the experience commenced with opening keynote speaker, Sepehr Vakil, Ph.D., Assistant Professor of Learning Sciences at Northwestern University. Dr. Vakil's message addressed the ethical responsibility educators have to provide opportunities for students to learn and analyze the sociopolitical implications of science and technology. He also articulated the importance of cultivating students' moral, ethical, and political identities in ways that help them navigate and transform their worlds. The audience engaged through Q&A and were particularly inspired by the notion of sparking excitement and increasing success in STEM by connecting content/material to issues that impact student's lives and communities. Before releasing teams into their respective breakout sessions, Katrina Pantig presented the EI's T3 Framework and guiding principles of being Student-Ready, Equity-Minded, and Transformative.

The first full day consisted of the opening keynote, session one, Teaching the Student and the Content (Student Engagement), and session two, Transformative STEM Pedagogies. The following day, participants attended session three, Cultural Competencies for Student Success, a facilitated conversation with equity-minded STEM practitioner, Safiyyah Forbes, session four, Becoming a Transformative STEM Educator (Practical Application), and the closing keynote address. The sessions were led by Skyline College facilitators who engaged participants in activities and discussions anchored by an electronic comprehensive peer-reviewed guidebook. The guidebook also provides participants with supplementary activities, resources, and reference material to utilize for continuing this work at their respective institutions.

The program culminated with a powerful keynote address by Roni Ellington, Ph.D., Assistant Professor of Mathematics Education at Morgan State University. Dr. Ellington's research

includes analyzing the socio-cultural factors that impact student's success in math and STEM disciplines and developing Transformative Frameworks for STEM education applicable to all STEM disciplines. Her message focused on how educators can be agents of transformation and critical partners in developing students. She challenged the common notion that we need new strategies and shifted the focus to the deep work of critical self-reflection which is the on-going cyclical work necessary to embody our desired goals around equity and social justice.

Eugene Mahmoud, Physics and Engineering faculty at Mt. San Antonio shared, "The academy was a good opportunity to reflect with my colleagues on the work that we do with our student population and as educators. I left with a heightened awareness of how my students' context informs their ability to access course content, and how their learning experience must address their desire for higher education, career, and the social good."

Article by Katrina Pantig

San Mateo County Community College

November 18, 2020

District **BOARD REPORT NO. 20-11-1C**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

PRESENTATION BY THE AFT RELATING TO CLASS SIZES

The AFT requested an opportunity to make a presentation to the Board relating to class sizes.

BOARD REPORT NO. 20-11-1A

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)**

Cañada College

Margie Carrington Interim Director of Financial Aid Enrollment Services

New interim administrative employment (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35), effective December 7, 2020. Incumbent, Ariackna Soler, is transferring to Skyline College and this interim assignment is to provide coverage for the Financial Aid services area while the college engages in the process of hiring a permanent Director of Financial Aid. Employee will be compensated on an hourly basis (hourly rate range: \$62.92 - \$79.69) and is subject to the CalPERS postretirement limit (currently 960 hours per fiscal year). Not eligible for District active employee benefits.

B. PUBLIC EMPLOYMENT

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

Cañada College

Kenna Klass* Retention Specialist Science and Technology
(STEM – Grant Funded)

New part-time (50%), 10-month classified employment (Grade 24 of the Classified Salary Schedule 60, Salary Range: \$24,390 - \$31,185), effective November 30, 2020, replacing Sally Heath who resigned.

College of San Mateo

Javier Silva Instructor, Biology Math/Science Division

New Contract I status academic employment, effective January 14, 2021. This position was previously vacant.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS**District Office****Nelly Manuel**

Senior Accounting Coordinator

Administrative Services

Reassigned from a full-time Senior Accounting Technician (Grade 28A of the Classified Salary Schedule 60; Salary Range: \$65,100 - \$83,148) into this full-time classified assignment at Grade 31A of the same Salary Schedule; Salary Range: \$70,044 - \$89,496, effective December 1, 2020, replacing Rita Gulli who retired.

Skyline College**Herlene Grace Beltran**

Instructor, Business

Business, Education
& Professional Programs

Reassigned from a full-time Program Services Coordinator (Grant Funded) (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$62,868 - \$80,220) into a new Contract I status academic employment (Regular Faculty Schedule 80), effective January 14, 2021, replacing Guillermo Ortiz who retired.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**Skyline College****Ariackna Soler**

Director of Financial Aid Services

Enrollment Services

Transferred from a full-time, 12-month Director of Financial Aid Services (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388) at Cañada College into this full-time, 12-month position at the same grade and salary schedule, effective December 7, 2020, replacing Regina Morrison who will be retiring.

E. CHANGES IN STAFF ALLOCATION

None

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Cañada College

Ruth Miller Registrar Enrollment Services

Retirement effective December 30, 2020 with 45 years of District service. Eligible for District retiree benefits.

District Office

Katie Beverly Buyer General Services

Retirement effective October 9, 2020 with 22 years of District service. Eligible for District retiree benefits.

Skyline College

Regina Morrison Director of Financial Aid Services Enrollment Services

Retirement effective December 3, 2020 with 23.50 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

District Office

Thomas Cabrera Groundskeeper Facilities

Resignation effective November 20, 2020 with 2.5 years of District service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

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	Academic Support & Learning Technologies/ The Learning Center	4	01/04/2021	06/30/2021	Instructional Aide II: <i>Previously Requested Position</i> This position will support students enrolled in college level math and English, with particular focus on

					<p>accelerated course curriculum that is part of AB 705 implementation. Under supervision, this position will provide one-to-one and small group tutoring; assist program/lab coordinators in the development and application of supplemental subject area instruction; assist students in the use of instructional materials, e.g., computers, media; assist in the presentation of workshops and study groups, and related needs.</p>
<p>Skyline College</p>	<p>Student Equity & Support Programs/ EOPS</p>	<p>1</p>	<p>01/01/2021</p>	<p>06/30/2021</p>	<p>Instructional Aide II: <i>Previously Requested Position</i> This position will be tutoring Math, Business, Accounting and Science, up to 20 hours per week for EOPS students.</p>

BOARD REPORT NO. 20-11-2A

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

**ADOPTION OF RESOLUTION NO. 20-17 FIXING THE EMPLOYER CONTRIBUTION
UNDER SECTION 22895 OF THE PUBLIC EMPLOYEES' MEDICAL
AND HOSPITAL CARE ACT**

In June 2015, the Board adopted resolutions to inform CalPERS of the retiree health benefits that are to be provided to the District's employees pursuant to the District's collective bargaining agreements. CalPERS generally refers to the amount of benefits provided by the District as the "Employer Contribution." The non-represented employees are eligible for the same retiree health benefits as CSEA. As a result of the adoption of these resolutions, the District now must inform CalPERS, on an annual basis, about any changes to the retiree benefits offered by the District that are calculated based on the District's medical cap for a single active employee or the lowest cost plan available. The adoption of a resolution is not required for employees who are eligible at time of retirement for medical benefits that are either the choice of any medical plan available or the equivalent to the current cost of the Kaiser plan, also known as "Kaiser Cap". Furthermore, an adoption of a resolution is not required for retiree groups that do not experience a change in the employer contribution amounts. As described below, some of the District's retirees, enrolled in a non-Medicare (basic enrollment) plan, are entitled to be paid an amount equivalent to the District's medical cap for a single active employee. Some of the District's retirees, whom are Medicare eligible and are currently enrolled in a Medicare plan, are to be paid an amount equivalent to the lowest cost available plan offered by the District. Resolutions inform CalPERS about what the District's medical cap for a single active employee amount is and which lowest cost plan is available.

The following is a brief description of the resolution for the AFSCME retiree group eligible to receive a contribution equivalent to either the District's medical cap for single active employees or the lowest cost plan available depending on whether or not the retiree is Medicare eligible:

- Resolution 20-17: AFSCME Group – "fixes" the employer contribution for retirees with twenty years of service, who were hired on or after July 1, 1992, to the District's medical cap for a single active (AFSCME) employee amount of \$764.00 per month. Effective January 1, 2021, the single active cap will increase by \$50.00 per month to \$814.00 per month. Once Medicare eligible, the District will pay for the lowest cost Medicare (supplemental) plan available which currently is United Healthcare. Effective January 1, 2021, United Healthcare will remain the lowest cost plan available. The first whereas clause in this resolution refers to "Vesting C" which is how CalPERS defines this retiree group in their system.

The changes to the employer contributions will be activated by CalPERS effective January 1, 2021, pursuant to receipt of these resolutions and CalPERS implementation procedures.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 20-17, to fix the employer contributions.

RESOLUTION NO. 20-17

**BY THE GOVERNING BOARD OF
THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Community College District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act") for participation by members of AFSCME (Vesting C); and

WHEREAS, (2) San Mateo County Community College District is a contracting agency has filed a resolution with the Board of the California Public Employees' Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22895; and

RESOLVED, (a) That the employer contribution for each annuitant subject to vesting shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of

Basic Enrollments	\$814.00
Medicare Enrollments	United Healthcare Party Rate 4, Region 1

per month, but not less than the amount prescribed by Section 22892(b), plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Community College District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that San Mateo County Community College District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees' Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Director of Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Community College District all functions required of it under the Act.

REGULARLY PASSED AND ADOPTED this 18th day of November 2020.

Ayes:

Noes:

Abstentions:

Attest: _____
Karen Schwarz, President
Board of Trustees

INSTRUCTIONS

This resolution form is the approved form designated by the California Public Employees' Retirement System (CalPERS). It should be used by a contracting agency subject to Public Employees' Medical and Hospital Care Act (PEMHCA) when the agency desires to change the monthly employer health contribution for annuitants subject to Section 22895 of the Government Code.

The resolution is **effective on the first day of the second month** following the month in which the resolution is filed (date stamped as received by CalPERS; See address below).

WHEREAS, (1) should be completed with full name of the contracting agency and recognized employee organization.

WHEREAS, (2) should be completed with full name of the contracting agency.

RESOLVED, (a) should be completed to specify the amount of the employer contribution for fully vested annuitants under this vesting resolution. The amount specified must be equal to or greater than the amount prescribed by Section 22892(b).

RESOLVED, (b) should be completed with full name of the contracting agency.

RESOLVED, (c) should be completed with full name of the contracting agency.

RESOLVED, (d) requests the position title of the individual who handles the PEMHCA resolution for the contracting agency.

RESOLVED, (d) should be completed with full name of the contracting agency.

Because resolutions serve as a legally binding document, we require the original resolution, certified copy with original signatures, or a copy of the resolution with the agency's raised seal.

For resolution processing, deliver to the following:

Overnight Mail Service

California Public Employees' Retirement System
Health Contracts Unit
400 Q Street
Sacramento, CA 95811-6210

Regular Mail

California Public Employees' Retirement System
Health Contracts Unit
PO BOX 942714
Sacramento, CA 94229-2714

The certification shown following the resolution is to be completed by those individuals authorized to sign for the contracting agency in legal actions and is to include the name of the executive body; i.e. Board of Directors, Board of Trustees, etc., the location and the date of signing.

BOARD REPORT NO. 20-11-1CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning,
358-6803

**CURRICULAR ADDITIONS, DELETIONS AND MODIFICATIONS
CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE**

The addition of one course and one department to and the deletion of three (3) courses and one (1) department from the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, 194 courses are proposed to be offered in the distance education mode. Furthermore, 206 courses were modified.

Each of the proposed courses and programs has been reviewed by the appropriate Division Dean and approved by the College Curriculum or Instruction Committee, acting on behalf of the local Academic Senate. In addition, the Academic Senate Presidents provide oversight with respect to the necessary role of the local Senates in the review and approval process. The rigor of the approval process assures that each new course has substance and integrity in relation to its discipline and that it fills a clear student need not being served by existing course offerings.

RECOMMENDATION

It is recommended that the Board approve the attached curricular changes for the Cañada College, College of San Mateo, and Skyline College catalogs.

San Mateo County Community College District

November 18, 2020

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

PREPARED BY: Tammy Robinson, Vice President, Instruction
Cañada College

APPROVED BY: Lisa Palmer, Curriculum Committee Chair
Cañada College

Diana Tedone, Academic Senate President
Cañada College

Jamillah Moore, President
Cañada College

PROPOSED CURRICULAR DELETIONS – CAÑADA COLLEGE

DIGITAL ART & ANIMATION

680CL ADVANCED 3D ANIMATION

Justification: This experimental course was replaced by MART 425 as a permanent course.

PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE

BIOLOGICAL SCIENCES

- 110 Principles of Biology
- 132 Human Biology Laboratory
- 225 Biology of Organisms

ENGLISH

- 847 Accelerated Academic Reading and Writing

LEARNING CENTER

- 100 Effective Tutoring and Practicum
- 139 The Research Paper from A to Z
- 140 Professional Writing
- 698 Supervised Tutoring/Academic Assistance

LITERATURE

- 200 American Literature

MUSIC

- 202 Music Appreciation
- 240 Music of the Americas

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE**BIOLOGICAL SCIENCES**

- 110 Principles of Biology
- 132 Human Biology Laboratory
- 225 Biology of Organisms

ENGLISH

- 847 Accelerated Academic Reading and Writing

LEARNING CENTER

- 100 Effective Tutoring and Practicum
- 139 The Research Paper from A to Z
- 140 Professional Writing
- 698 Supervised Tutoring/Academic Assistance

LITERATURE

- 200 American Literature

MUSIC

- 202 Music Appreciation
- 240 Music of the Americas

PROPOSED DEPARTMENT ADDITIONS – CAÑADA COLLEGE**FUNERAL SERVICE EDUCATION (FSE.)**

For nearly two years now, our Director of Workforce Development and our Biology discipline faculty have been researching and collecting data on the feasibility of a Funeral Science program that prepares students to be Funeral Service Education experts. Currently, there is no such program in the region and only two in the state of California – in Los Angeles and Sacramento. We see this as a real workforce development opportunity for Cañada College students, faculty, and the community. Additionally, the workforce demands and Labor Market data suggest an increasing need for Funeral Service Education professionals in the immediate region.

The Dean of Science and Technology, the Office of Instruction, the President's Cabinet, and the Instructional Planning Council have consulted about the viability of such a program at Cañada College. Additionally, the college has stable funding to support the development of this program and the necessary

curriculum development through Strong Workforce funding. Julian Branch, the Director of Workforce Development with the support of the tri-chair committee, has allocated annual funding for the program.

The new department code (FSE.) will be used to create courses that will be part of an Associate of Science Degree in Funeral Service Education.

PROPOSED DEPARTMENT DELETIONS – CAÑADA COLLEGE

MORTUARY SCIENCE (MORT)

The title Mortuary Science is antiquated; additionally, the request is to be consistent with the discipline's accrediting agency, the American Board of Funeral Service Education (ABFSE).

San Mateo County Community College District

November 18, 2020

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

PREPARED BY: Mike Holtzclaw, Vice President, Instruction
College of San Mateo

APPROVED BY: Teresa Morris, Chair, Curriculum Committee
College of San Mateo

Arielle Smith, President, Academic Senate
College of San Mateo

Kim Lopez, Acting President
College of San Mateo

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO

ANTHROPOLOGY

- 110 Cultural Anthropology
- 125 Physical Anthropology
- 127 Physical Anthropology Laboratory
- 180 Magic, Science and Religion
- 350 Introduction to Archaeology and World Prehistory

ARCHITECTURE

- 146 Introduction to Advanced 3D Digital Modeling
- 225 Making Architecture: Building Methods, Materials & Design Build 1

ART

- 105 Art of Asia and the Near East
- 351 Beginning Black and White Photography
- 401 Three-Dimensional Design
- 405 Sculpture I
- 406 Sculpture II
- 409 Sculpture III Extended Expertise
- 410 Sculpture IV Advanced Expression
- 411 Ceramics I
- 412 Ceramics II
- 417 Ceramics Glaze
- 418 Ceramics III
- 420 Art Internship
- 806 Digital Workshop

BIOLOGY

- 310 Nutrition

COUNSELING

124 Effective College Learning

DIGITAL MEDIA

101 Writing for Mass Media
103 Fundamentals of Two-Dimensional Design
110 Photoshop Fundamentals
111 Dreamweaver Fundamentals
113 Digital Video Production
118 Digital Audio Production
119 Radio Production Lab
133 Radio Production Lab II
134 Radio Production Lab III
135 Radio Production Lab IV
170 Introduction to Online Advertising
211 Introduction to Graphic Design
215 History of Graphic Design
216 Intermediate Graphic Design
220 Typography
230 Production Design for Print and Screen
250 Internship

ENGLISH AS SECOND LANGUAGE

400 Advanced English for Multilingual Students

ETHNIC STUDIES

104 Asian Pacific Islanders in United States History and Culture
105 African American History and Culture
106 Oceania & the Arts
107 Introduction to Native American Studies
108 Rethinking Race, Gender, and Nation
109 Borders and Crossings
122 Black Leadership Theory
123 Black Leadership Practicum
265 Evolution of Hip Hop Culture: A Socio-Economic and Political Perspective
288 African-American Cinema
300 Introduction to La Raza Studies

MUSIC

111 Musicianship I
112 Musicianship II
113 Musicianship III
114 Musicianship IV
131 Harmony I
132 Harmony II
133 Harmony III
134 Harmony IV
275 History of Jazz

- 290 Electronic Music I
- 291 Electronic Music II
- 292 Sound Creation: Sampling and Synthesis
- 293 Audio for Visual Media
- 296 Electronic Media Composition Portfolio I
- 297 Electronic Media Composition Portfolio II
- 301 Piano I
- 302 Piano II
- 303 Piano III
- 304 Piano IV
- 314 Piano Literature & Performance – The Baroque Era
- 315 Piano Literature & Performance – The Classical Era
- 316 Piano Literature & Performance – The Romantic Era
- 317 Piano Literature & Performance – The 20th Century & Beyond
- 401 Voice I
- 402 Voice II
- 403 Voice III
- 404 Voice IV
- 423 Small Ensembles
- 424 Small Jazz Ensembles
- 425 Contemporary Jazz Combo
- 501 Studio Lessons I (Applied Music I)
- 502 Studio Lessons II (Applied Music II)
- 503 Studio Lessons III (Applied Music III)
- 504 Studio Lessons IV (Applied Music IV)

PALEONTOLOGY

- 110 General Paleontology
- 111 Paleontology Laboratory/Field Studies

SPANISH

- 110 Elementary Spanish
- 120 Advanced Elementary Spanish

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – COLLEGE OF SAN MATEO

ANTHROPOLOGY

- 110 Cultural Anthropology
- 125 Physical Anthropology
- 180 Magic, Science and Religion
- 350 Introduction to Archaeology and World Prehistory

ARCHITECTURE

- 146 Introduction to Advanced 3D Digital Modeling
- 225 Making Architecture: Building Methods, Materials & Design Build I

ART

105	Art of Asia and the Near East
351	Beginning Black and White Photography
401	Three-Dimensional Design
405	Sculpture I
406	Sculpture II
409	Sculpture III Extended Expertise
410	Sculpture IV Advanced Expression
411	Ceramics I
412	Ceramics II
417	Ceramics Glaze
418	Ceramics III
806	Digital Workshop

DIGITAL MEDIA

101	Writing for Mass Media
103	Fundamentals of Two-Dimensional Design
113	Digital Video Production
119	Radio Production Lab
133	Radio Production Lab II
134	Radio Production Lab III
135	Radio Production Lab IV
211	Introduction to Graphic Design
215	History of Graphic Design
216	Intermediate Graphic Design
220	Typography
230	Production Design for Print and Screen
250	Internship

ENGLISH AS SECOND LANGUAGE

400	Advanced English for Multilingual Students
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ETHNIC STUDIES

104	Asian Pacific Islanders in United States History and Culture
105	African American History and Culture
106	Oceania & the Arts
107	Introduction to Native American Studies
108	Rethinking Race, Gender, and Nation
109	Borders and Crossings
122	Black Leadership Theory
123	Black Leadership Practicum
265	Evolution of Hip Hop Culture: A Socio-Economic and Political Perspective
288	African-American Cinema
300	Introduction to La Raza Studies

MUSIC

111	Musicianship I
112	Musicianship II

113	Musicianship III
114	Musicianship IV
131	Harmony I
132	Harmony II
133	Harmony III
134	Harmony IV
275	History of Jazz
290	Electronic Music I
291	Electronic Music II
292	Sound Creation: Sampling and Synthesis
293	Audio for Visual Media
296	Electronic Media Composition Portfolio I
297	Electronic Media Composition Portfolio II
301	Piano I
302	Piano II
303	Piano III
304	Piano IV
314	Piano Literature & Performance – The Baroque Era
315	Piano Literature & Performance – The Classical Era
316	Piano Literature & Performance – The Romantic Era
317	Piano Literature & Performance – The 20 th Century & Beyond
401	Voice I
402	Voice II
403	Voice III
404	Voice IV
423	Small Ensembles
424	Small Jazz Ensembles
425	Contemporary Jazz Combo
501	Studio Lessons I (Applied Music I)
502	Studio Lessons II (Applied Music II)
503	Studio Lessons III (Applied Music III)
504	Studio Lessons IV (Applied Music IV)

PALEONTOLOGY

110	General Paleontology
111	Paleontology Laboratory/Field Studies

SPANISH

110	Elementary Spanish
120	Advanced Elementary Spanish

San Mateo County Community College District

November 18, 2020

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

PREPARED BY: Jennifer Taylor-Mendoza, Vice President, Instruction
Skyline College

APPROVED BY: Jessica Hurless, Curriculum Committee Chair
Skyline College

Leigh Anne Shaw, Academic Senate President
Skyline College

Melissa Moreno, President
Skyline College

PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

BIOTECHNOLOGY

486 BIOTECHNOLOGY RESEARCH PROJECT II (1.5) (day, evening, or distance education)

Justification: This course is a continuation of BTEC 484 – Biotechnology Research Project I. Students will develop their research skills in the lab or online. They will then submit their work to regional science competitions. This course is intended to provide students with the research experience that will allow them to work in the Biotechnology industry and in academic laboratories.

Prerequisite: BTEC 484 or equivalent.

Recommended Preparation: None.

Description: Biotechnology field experience in an open lab with the intent of presenting student work at regional conferences and competitions.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE

PARALEGAL STUDIES

320 CRIMINAL INVESTIGATION

Justification: This course is cross-listed with an Administration of Justice (ADMJ) course. In discussion between the Paralegal Studies and Administration of Justice faculty, it was determined that moving forward the course will be offered only under ADMJ.

POLITICAL SCIENCE

150 INTRODUCTION TO POLITICAL THEORY

Justification: This course has not been offered for over a decade. PLSC 280 – Introduction to Political Philosophy was developed to meet the same curricular content and course transfer requirements and is offered regularly.

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE**ACCOUNTING**

670 Vocational Cooperative Education in Accounting

ADMINISTRATION OF JUSTICE

120 Criminal Investigation
123 Police Field Operations
125 Juvenile Procedures

ANTHROPOLOGY

165 Sex and Gender: Cross-Cultural Perspectives
170 Anthropology of Death
180 Magic, Witchcraft and Religion
360 Native Peoples of North America

ART

432 Digital Imaging II: Advanced Photoshop
665 Special Topics in Art

AUTOMOTIVE TECHNOLOGY

665SU Car Care Basics for Women
711 Automotive Entry Level Technician Fundamentals

BIOLOGY

101 Our Biological World
110 Principles of Biology
171 Laboratory Principles of Applied Bioscience
250 Human Anatomy
260 Human Physiology

BIOTECHNOLOGY

150 Biotechnology Instrumentation: Quality Control and Genetic Engineering
171 Laboratory Principles of Applied Bioscience
210 Business and Regulatory Practices in Biotechnology
220 Cell Culture and Protein Recovery

- 400 Foundations of Biotechnology
- 480 Biotechnology Project I
- 482 Biotechnology Project II
- 484 Biotechnology Research Project I

BUSINESS

- 161 Creativity and Innovation in Entrepreneurship

BUSINESS COMPUTER SYSTEMS AND MANAGEMENT

- 214 Word Processing I: Word
- 215 Word Processing II: Word
- 225 Spreadsheets I: Excel
- 226 Spreadsheets II: Excel

CHEMISTRY

- 112 Chemistry in Action
- 114 Survey of Chemistry and Physics
- 192 Introductory Chemistry
- 210 General Chemistry I
- 220 General Chemistry II
- 237 Organic Chemistry Lab I
- 238 Organic Chemistry Lab II

COMPUTER SCIENCE

- 250 Introduction to Object-Oriented Programming: C++
- 251 Introduction to Microcontrollers with C/C++
- 256 Computer Architecture and Assembly Language

COOPERATIVE EDUCATION

- 670 Vocational Cooperative Education
- 671 General Cooperative Education

EDUCATION/CHILD DEVELOPMENT

- 670 Vocational Cooperative Education in Early Childhood Education

ENGINEERING

- 261 Circuits and Devices Laboratory

ENGLISH

- 650 English Supplement for TRiO Students

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

- 400 English Composition for Nonnative Speakers
- 830 English for Speakers of Other Languages III
- 840 English for Speakers of Other Languages IV
- 853 Intermediate ESL Listening & Speaking
- 854 High-Intermediate ESL Listening & Speaking
- 873 Intermediate ESL Grammar
- 874 High-Intermediate ESL Grammar

FILIPINO

- 120 Advanced Elementary Filipino

HISTORY

- 106 World Civilizations II
- 335 History and Politics of the Middle East
- 410 The Holocaust

HOSPITALITY AND TOURISM MANAGEMENT

- 101 Introduction to Hospitality and Tourism Management
- 124 Excellence in Guest Service
- 230 Hotel and Resort Management

LEARNING SKILLS

- 800 Supplemental Learning Assistance
- 803 Supervised Tutoring Assistance

MATHEMATICS

- 110 Elementary Algebra
- 115 Geometry
- 120 Intermediate Algebra
- 190 Path to Statistics

MUSIC

- 105 Music Theory I
- 106 Music Theory II
- 107 Music Theory III
- 108 Music Theory IV
- 111 Musicianship I
- 112 Musicianship II
- 113 Musicianship III
- 114 Musicianship IV
- 410.1 Voice for the Musical Theater Production I
- 410.2 Voice for the Musical Theater Production II
- 410.3 Voice for the Musical Theater Production III
- 410.4 Voice for the Musical Theater Production IV
- 430.1 Concert Band I

- 430.2 Concert Band II
- 430.3 Concert Band III
- 430.4 Concert Band IV
- 450.1 Jazz Band I
- 450.2 Jazz Band II
- 450.3 Jazz Band III
- 450.4 Jazz Band IV
- 470.1 Concert Choir I
- 470.2 Concert Choir II
- 470.3 Concert Choir III
- 470.4 Concert Choir IV
- 695 Independent Study in Music

PARALEGAL STUDIES

- 306 Legal Aspects of Evidence

PHILOSOPHY

- 160 History of Western Philosophy: Ancient and Medieval
- 280 Introduction to Political Philosophy
- 300 Introduction to World Religions
- 312 Introduction to Philosophy of Religion

PHYSICS

- 114 Survey of Chemistry and Physics

POLITICAL SCIENCE

- 115 Comparative Government
- 280 Introduction to Political Philosophy
- 301 California State and Local Government

WELLENS

- 707 Foundations of Aromatherapy and Essential Oils
- 721 Foundations of Ayurvedic and Chinese Medicine Theory
- 723 Ayurvedic Aromatherapy
- 725 Introduction to Consciousness, Intent and Meditation
- 731 Introduction to Sound Healing
- 732 Introduction to Qigong/Qi Gong
- 740 Conscious Eating: A Sustainable Approach to Health and Healing

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE

ACCOUNTING

- 670 Vocational Cooperative Education in Accounting

ADMINISTRATION OF JUSTICE

- 120 Criminal Investigation
- 123 Police Field Operations
- 125 Juvenile Procedures

ANTHROPOLOGY

- 165 Sex and Gender: Cross-Cultural Perspectives
- 170 Anthropology of Death
- 180 Magic, Witchcraft and Religion
- 360 Native Peoples of North America

ART

- 432 Digital Imaging II: Advanced Photoshop

AUTOMOTIVE TECHNOLOGY

- 665SU Car Care Basics for Women
- 711 Automotive Entry Level Technician Fundamentals

BIOLOGY

- 101 Our Biological World
- 171 Laboratory Principles of Applied Bioscience

BIOTECHNOLOGY

- 150 Biotechnology Instrumentation: Quality Control and Genetic Engineering
- 171 Laboratory Principles of Applied Bioscience
- 210 Business and Regulatory Practices in Biotechnology
- 220 Cell Culture and Protein Recovery
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- 484 Biotechnology Research Project I

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- 410 The Holocaust

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- 430.3 Concert Band III
- 430.4 Concert Band IV
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- 470.3 Concert Choir III
- 470.4 Concert Choir IV
- 695 Independent Study in Music

PARALEGAL STUDIES

- 306 Legal Aspects of Evidence

PHILOSOPHY

- 160 History of Western Philosophy: Ancient and Medieval
- 280 Introduction to Political Philosophy
- 300 Introduction to World Religions
- 312 Introduction to Philosophy of Religion

PHYSICS

- 114 Survey of Chemistry and Physics

POLITICAL SCIENCE

- 115 Comparative Government
- 280 Introduction to Political Philosophy
- 301 California State and Local Government

WELLENSS

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- 721 Foundations of Ayurvedic and Chinese Medicine Theory
- 723 Ayurvedic Aromatherapy
- 725 Introduction to Consciousness, Intent and Meditation
- 731 Introduction to Sound Healing
- 732 Introduction to Qigong/Qi Gong
- 740 Conscious Eating: A Sustainable Approach to Health and Healing

BOARD REPORT NO. 20-11-2CA

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

IN RELATION TO THE MINUTES OF APRIL 24, 2019

Further to an executed agreement, the addition of a clarifying note is necessary for the minutes of the meeting of April 24, 2019 relating to the reportable actions of closed session.

The District hereby deems the Vice Chancellor of Human Resources and General Counsel's separation from the District a voluntary departure as of May 31, 2019.

RECOMMENDATION

It is recommended that the Board approve the addition of the clarifying note as suggested above in connection with the minutes of the meeting of April 24, 2019.

BOARD REPORT NO. 20-11-101B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Tom Bauer, Vice Chancellor, Auxiliary and Community Services, 358-6782
Yanely Pulido, Interim Director of General Services, 358-6863

**AUTHORIZATION TO EXECUTE AN AGREEMENT WITH EXOS COMMUNITY SERVICES
FOR THE OPERATION OF THE SAN MATEO ATHLETIC CLUB
IN PARTNERSHIP WITH THE DISTRICT**

On October 26, 2020 (Board Report 20-10-103B), the Board of Trustees approved the recommendation for the District to negotiate an agreement with EXOS Community Services to operate the San Mateo Athletic Club and Aquatic Center (SMAC) located on the campus of College of San Mateo per Request for Proposals #86826, for a period of one year beginning January 1, 2021, with an option to renew for two (2) additional one-year terms.

At the direction of the Board of Trustees, Staff has negotiated a contract with EXOS with similar terms proposed in the RFP. Furthermore, staff has negotiated the following additional terms:

- Complimentary Professional Development Certification Offerings for Kinesiology staff and students
- Sponsorship of EXOS Scholarship
- Quarterly Member Satisfaction Surveying and Reporting
- Advisory Committee Participation

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a contract with EXOS Community Services to operate the San Mateo Athletic Club per RFP #86826, for a period of one year beginning January 1, 2021 for a total not to exceed \$485,000, with an option to renew for two (2) additional one-year terms. Renewal will be at the sole discretion of the District.

ATTACHMENT(S):

Attachment A – Agreement with EXOS Community Services, LLC

For SMCCCD Use Only

Contractor Employer Identification Number (EIN) # _____

Location: (College Name or District Office) _____ iContracts # _____

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
AGREEMENT
WITH
EXOS COMMUNITY SERVICES, LLC**

This Agreement is entered into this 18th day of November, 2020 by and between the San Mateo County Community College District, a community college district formed and existing under the law of the state of California, having its principal address at 3401 CSM Drive, San Mateo, CA 94402 (hereinafter called "District") and EXOS Community Services, LLC, having its principal business address at 2629 E Rose Garden Ln., Phoenix, AZ 85050 (hereinafter called "Contractor").

WHEREAS, on August 17, 2020, the District issued RFP 86826 for the San Mateo Athletic Full-Service Health Club Operations; and

WHEREAS, Contractor submitted its response to the proposal (Proposal) at District's request; and

WHEREAS, Contractor's Proposal resulted in award of this Agreement, by action of its Board of Trustees on the 18th day of November, 2020; and

WHEREAS, it is necessary and desirable that Contractor be engaged by District for the purpose of performing services hereinafter described;

NOW, THEREFORE, in consideration of the payments hereinafter set forth, Contractor shall perform services for District in accordance with the terms and conditions set forth herein and in Exhibits A, B, and C attached hereto and by this reference made a part hereof, and, in consideration of the services rendered in accordance with all terms and conditions set forth herein and in Exhibit A, B and C, District shall make payment to Contractor in the manner specified in Exhibit C.

1. **TERM OF CONTRACT.** This Agreement shall commence on January 1, 2021 and terminate on December 31, 2021, with an option to renew for two (2) additional one-year terms. Notwithstanding the foregoing, if any applicable law limits the permissible length of the term of this Agreement, then the term of this Agreement shall not extend beyond the length permitted by law.
2. **TERMINATION OF CONTRACT.** The District may, at any time from execution of Agreement, terminate this Agreement, in whole or in part, for the convenience of the District, by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than ninety (90) days from notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District. In the event of termination, Contractor shall be paid for all work satisfactorily performed until termination, except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment, which is determined by comparing the work/services completed to the work/services required by the Agreement.
3. **INDEPENDENT CONTRACTORS.** It is understood that this is an Agreement by and between independent contractors and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture of association, or any other relationship whatsoever other than that of independent contractor. Except as District may specify in writing, Contractor shall have no authority, expressed or implied, to act on behalf of District in any capacity whatsoever. Contractor shall have no authority, expressed or implied, pursuant to this Agreement to bind District to any obligation whatsoever.

4. TIME OF PERFORMANCE. Time is of the essence and Contractor shall perform the services required by this Agreement in an expeditious and timely manner so as not to unreasonably delay the purpose of this Agreement.
5. FAIR EMPLOYMENT PRACTICES/EQUAL OPPORTUNITY ACTS. District is an equal opportunity employer. By entering into this Agreement, Contractor certifies that he/she is in compliance with the Equal Employment Opportunity Requirement of Executive Order 11246, Title VII of the Civil Rights Act of 1973, the California Fair Employment Practices Act and any other Federal or State laws and regulations related to Equal Employment Opportunity. Contractor's personnel policies shall be made available to District upon request.
6. OWNERSHIP OF PROPERTY. All tangible and intangible property developed, produced and/or provided by Contractor, exclusively for District, under this Agreement shall become the sole property of District (the "District Materials"). District's ownership of District Materials under this Agreement includes, but is not limited to, any specifications, drawings, sketches, models, samples, tools, computer programs, technical information, confidential business information, scripts, customer or personnel information or data, written, oral or otherwise (all hereinafter referred to as "Information"), obtained by Contractor from District or developed by Contractor hereunder or in contemplation hereof shall remain or become the sole property of District. Any copyrightable works or other intellectual property developed, exclusively for District, in connection with this Agreement shall remain or shall become the sole property of District and, in accordance with Education Code section 72207, Contractor understands that the District's governing board may secure copyrights, in the name of the District, to all such District Materials. If Contractor desires to make use of any such District Materials for any purpose not related to this agreement, Contractor must first secure prior written consent of District for such use. All copies of such Information in written, graphic or other tangible form shall be returned to District upon termination of this Agreement. Information shall be kept confidential by Contractor, shall be used only in performing hereunder, and may be used for other purposes only upon prior written approval of District Executive Vice Chancellor or Designee. For the avoidance of doubt, other than the District Materials, all other materials, documents, tangible or intangible, property, deliverables, work product, code, or other patent, copyright, mask work, trademark, trade secret, and other intellectual property rights, however, and whenever arising delivered by Contractor pursuant to this Agreement shall be the sole and exclusive property of Contractor ("Contractor Materials").

The parties acknowledge that in the course of performing services pursuant to this Agreement, a party may make use of pre-existing processes, intellectual property, programs, methods, know-how, data, or other information that the party has developed or acquired outside of its relationship with the other party ("Retained Intellectual Property"). Contractor makes no claim to ownership of District's Retained Intellectual Property, nor to improvements made by Contractor to District's Retained Intellectual Property. District makes no claim to ownership of Contractor's Retained Intellectual Property, nor to improvements made by District to Contractor's Retained Intellectual Property. A party's Retained Intellectual Property shall remain the sole property of the originating party, except that the originating party shall grant the other party a perpetual, royalty-free, fully paid-up, nonexclusive license to use such Retained Intellectual Property for the limited purpose of operating, maintaining, and improving the work made and services performed under this Agreement.

7. LICENSES, PATENTS, PERMITS. Prior to commencement of work/services to be performed under this Agreement, Contractor shall apply for, obtain and maintain in current status, at his/her own expense, any license, permit or approval required from any agency for the performance of said work/services, or forfeit any right to compensation under this Agreement.
8. LIABILITY AND INSURANCE. Contractor shall be responsible for all damages to persons or properties that occur as a result of Contractor's or Contractor's employees fault or negligence in connection with the performance of this Agreement.

The Contractor shall take out and maintain during the life of this Agreement such liability insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages and all operations

under this Agreement, whether such operations be by himself/herself or by any Subcontractor or by anyone directly or indirectly employed by either of them.

8.1 Required Coverage. Contractor shall procure and maintain liability coverage which shall not be less than the following amounts (unless agreed in writing by the Executive Vice Chancellor or Designee's Office):

- a. Commercial General Liability and Property Damage insurance including:
Bodily Injury Liability insurance which provides for injuries including accidental death, per any one occurrence in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate; and Property Damage insurance in an amount not less than \$1,000,000 per occurrence.
- b. Business Automobile Liability insurance in an amount not less than \$1,000,000 including coverage for owned, non-owned and hired vehicles; and
- c. Umbrella liability in an amount not less than \$3,000,000 per occurrence and annual aggregate.
- d. Professional Liability (Errors and Omissions) Insurance in an amount not less than \$2,000,000 per occurrence or claim, \$2,000,000 annual aggregate.

If the Contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

8.2 Required Rating. Insurance carriers must have a Best rating of A(-)X or better.

8.3 Endorsements and Certificates of Insurance. San Mateo County Community College District, its Officers, Agents and Employees must be named by endorsement on Contractor's Commercial General Liability and Property Damage Policies as co-insured or additional insured.

Certificates of Insurance and endorsements for coverages required herein shall be filed with District's Executive Vice Chancellor or Designee *prior to the commencement of work*. The certificates shall provide that if the policy or policies be canceled by the insurance company or Contractor during the term of this Agreement, thirty (30) days written notice prior to the effective date of such cancellation will be given to District's Executive Vice Chancellor or Designee. The certificates shall also show the information that the San Mateo County Community College District is named on Contractor's Commercial General Liability and Property Damage policies as co-insured or additional insured. Certificates shall clearly state that "The San Mateo County Community College District, its Officers, Agents and Employees are named as additional insured per attached endorsement" and that such insurance policy shall be primary to any insurance or self-insurance maintained by the District.

9. WORKERS' COMPENSATION INSURANCE. The Contractor shall have in effect, during the life of this Agreement that the Contractor has employees, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, Contractor certifies awareness of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and certifies compliance with such provisions before commencing the performance of this work of the Agreement as set forth in California Labor Code section 1861.

Initial this box if you have employees

I am aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the

provisions of the Code, and I will comply with such provisions before commencing the performance of any work required under this Agreement with employees.

Initial this box only if you have no employees and will not submit a Certificate of Workers' Compensation

I have no employees and, therefore, will not submit a Certificate of Workers' Compensation.

10. INDEMNIFICATION. Contractor shall indemnify and hold harmless District, its officers, agents, and employees from all claims, suits or actions of every name, kind, description, brought for, or on account of, injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants.

The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify District, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

The indemnification and hold harmless agreement set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify District, its officers, agents and employees from and defend or settle any claim or action brought against District to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and damages which may be incurred by District, its officers, agents and employees for any such claim or action or settlement thereof.

11. ACCESSIBILITY. Contractor hereby warrants that the products and services to be provided under this Agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and its implementing regulations set forth in Title 36, Code of Federal Regulations, part 1194. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products and services which is brought to Contractor's attention. Contractor further agrees to indemnify and hold harmless the San Mateo County Community College District, its governing board, officers, employees and agents, the California Community Colleges Chancellor's Office, and any California community college using Contractor's products and services from any claim arising out of Contractor's failure to comply with the aforesaid requirements. Failure to comply with the aforesaid requirements shall constitute a breach and shall be cause for termination of this Agreement.
12. ASSIGNABILITY. Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of District, and any attempted assignment without such prior written consent in violation of this paragraph 12 is null and void and automatically shall terminate this Agreement. In the event of any assignment, Contractor shall remain liable to District as principal for the performance of all obligations under this Agreement.
13. FAILURE TO PERFORM. If, at any time, in the opinion of District, Contractor fails to render services of proper quality or has failed to perform, keep, and observe any of the terms or conditions herein contained on the part of Contractor to be performed, kept, and observed, District may give Contractor written notice to correct such conditions or cure such default; and if any such condition or default shall continue for thirty (30) days after said written notice, then, and in that event, this Agreement shall cease and expire. Thereupon District or its duly authorized representative may employ other parties or carry this Agreement to completion as District may deem proper.
14. FORCE MAJEURE. Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.
15. DISPUTE RESOLUTION. Should any dispute arise out of this Agreement, the parties agree to meet in mediation and attempt to reach a resolution with the assistance of a mutually agreed upon mediator. The mediation process shall

provide for the selection, within fifteen (15) days of either party notifying the other of the existence of a dispute, by both parties of a disinterested third person as mediator and shall be concluded within forty-five (45) days from the commencement of the mediation unless a time requirement is extended by stipulation of both parties.

If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of the mediated settlement. Each party agrees to bear an equal quota of the expenses of the mediator.

A party that refuses to participate in mediation or refuses to participate in the selection of a mediator cannot file a legal action. The non-refusing party shall be permitted to file a legal action immediately upon the other party's refusal to participate in mediation or the selection of a mediator.

16. SEVERABILITY. Should any part of this Agreement be declared through a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or to carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexercised portion, can be interpreted reasonably to give effect to the intentions of the parties.
17. AMENDMENTS. This Agreement may be amended only by written instrument signed by both District and Contractor which writing shall state expressly that it is intended by the parties to amend the terms and conditions of this Agreement.
18. GOVERNING LAW AND VENUE. This Agreement, including all exhibits attached hereto and incorporated herein by reference, shall be construed in and governed by the laws of the State of California. The parties consent to the exclusive jurisdiction and venue of the Superior Court of San Mateo County, California.
19. ENTIRE AGREEMENT. This Agreement, including all exhibits attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties and obligations of each party. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are of no force or effect. In the event of a conflict between the terms and conditions set forth herein and those in the exhibits attached hereto, the terms and conditions set forth herein shall prevail.
20. WAIVERS. No waiver of default by District of any terms or conditions hereof to be performed, kept, or observed by Contractor shall be construed to be or act as a waiver of any subsequent default of any of the terms and conditions herein contained.
21. NOTICES. All notices to be given between the parties hereto shall be in writing and may be served by commercial express/overnight courier service or by depositing the same in the United States mail, postage prepaid and certified receipt requested and addressed to:

"DISTRICT"

San Mateo County Community College District
Bernata Slater, Chief Financial Officer (CFO)
3401 CSM Drive
San Mateo, CA 94402

"CONTRACTOR"

EXOS Community Services, LLC
Contact: Cara Soffer, Associate General Counsel
2629 E Rose Garden Ln.
Phoenix, AZ 85050
E-Mail: csoffer@teamexos.com

Either party by written notice to the other party may change the address of the notice or the names of the persons or parties to receive written notices.

22. EXPENDITURE OF PUBLIC FUNDS. Contractor agrees to comply with Government Code Section 8546.7 which provides that any contract involving expenditure of public funds in excess of \$10,000 requires that the contracting parties shall be subject to the examination and audit of the Auditor General for a period of three (3) years after final payment under the contract.
23. PUBLIC RECORD. The California Public Records Act (CPRA) requires that public agencies such as the District shall disclose public records upon request from members of the public unless the record is exempted from disclosure. Although the District endeavors to maintain the confidentiality of information which Contractor designates as proprietary, the District is unable to represent or warrant that the information obtained by the District from Contractor is exempt from disclosure under the CPRA. If any materials or information provided by Contractor to District under this Agreement, other than this Agreement itself, are designated by Contractor as a “trade secret” or otherwise exempt from disclosure under the CPRA, and if a third party makes a request for disclosure of the materials under the CPRA, as soon as practical (but not later than five (5) calendar days) after receipt of such request, District will notify Contractor of such request and advise Contractor whether District believes that there is a reasonable possibility that the materials may not be exempt from disclosure. Within ten (10) calendar days after a third party’s request for disclosure of materials under the CPRA, Contractor will (i) authorize District to release the documents or information sought; or (ii) if Contractor reasonably believes that the information is exempt from disclosure, direct District not to release the materials. If Contractor directs that District not release such materials, Contractor agrees to: (1) intervene, at its own expense, in any court proceeding as the real party in interest should the third party requester seek to compel disclosure of the documents/information sought; and (2) indemnify District for any Losses (including attorneys’ fees) incurred by District as a result of any action brought by a third party requester. Government Code Sections 6250 et. seq., the Public Records Act, define a public record as any writing containing information relating to the conduct of public business. “Writing” means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Any contract may be published and made available to the public as part of the Board of Trustees approval process.
24. DATA CONFIDENTIALITY. The Parties will maintain the confidentiality of any and all personally identifiable information exchanged by each as a part of this agreement, and prevent further disclosure except as authorized by this Agreement and in accordance with state and federal laws. The confidentiality requirements under this paragraph shall survive the termination or expiration of this agreement or any subsequent agreement intended to supersede this agreement.

To ensure the continued confidentiality and security of data processed, stored, or transmitted under this Agreement, the parties shall establish a system of safeguards that will at minimum include the following:

- a. Procedures and systems that ensure all records, including records containing personally identifiable information, are kept in secured facilities and access to such records is limited to only those personnel who are authorized to have data access under this section of the Agreement.
- b. Procedures and systems that shall require the use of secured passwords to access computer databases used to process, store, or transmit data provided under this Agreement.
- c. Procedures and systems, such as good practices for assigning passwords, shall be developed and implemented to maintain the integrity of the systems used to secure computer databases used to process, store, or transmit data provided under this Agreement.

- d. Procedures and systems that ensure that all confidential data processed, stored, and/or transmitted under the provisions of this Agreement shall be maintained in a secure manner that prevents the interception, diversion, or other unauthorized access to said data.
 - e. The procedures and systems developed and implemented to process, store, or transmit data provided under this Agreement shall ensure that any and all disclosures of confidential student data comply with all provisions of FERPA and California law relating to the privacy rights of students, such as but not limited to, the Information Practices Act and the California Public Records Act insofar as such laws are applicable to the parties to this Agreement.
 - f. Data transmitted under this agreement must use a minimum standard of RSA 2048-bit encryption or a mutually agreed upon equivalent.
25. COMPLIANCE WITH LAWS. Contractor shall keep fully informed of and shall comply with all applicable federal, State, and local laws, ordinances, regulations and orders of any properly constituted authority affecting the work/services to be performed under this Agreement and persons connected with the work, and shall, to the greatest extent permitted by law, protect and indemnify District and its officers, agents, and employees against any claim or liability, including attorney's fees, arising from or based on violation of law, ordinance, regulation or order, whether by Contractor or by its Subcontractors, employees or agents.
26. CONFLICT OF INTERESTS. Contractor, its officers, partners, associates, agents, and employees, shall not make, participate in making, or in any way attempt to use the position afforded them by the Agreement to influence any governmental decision in which they know or has reason to know that they have a financial interest under applicable state, federal and local conflict of interest regulations. Contractor warrants that no person or agency has been employed or retained, or will be employed or retained, to solicit or obtain any contract with District, upon an agreement or understanding for a contingent fee, except a bona fide employee or agency.
27. CAPTIONS. Any captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used for the interpretation or determination of validity of this Agreement or any provision hereof.
28. CONTRARY TAX POSITIONS. Contractor agrees that it is not entitled to, and will not take, any tax position that is inconsistent with its relationship as a service provider to District with respect to Contractor's management or use of any District-owned property. Contractor agrees that it will not claim any tax deductions or credits including but not limited to depreciation expense, amortization expense, rent expense or investment tax credits with respect to any District-owned property managed or used by Contractor.
29. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.
30. EXECUTION. By their signatures below, each of the following represents that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

(Signatures Follow on Next Page)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate.

**SAN MATEO COUNTY COMMUNITY
COLLEGE DISTRICT**

CONTRACTOR

By: _____
Yanely Pulido, Interim Director of General Services

By: _____

Name/Title of Authorized Signatory

Date: _____
Employer Identification Number: 94-3084147

Date: _____
Federal Tax Payer Identification Number (EIN):

**EXHIBIT A
SCOPE OF SERVICES**

1. GENERAL.

- a. The Contractor shall be responsible for the management and supervision of the San Mateo Athletic Club and Aquatic Center (“SMAC Facilities”) located at 1700 W. Hillsdale Boulevard, Building 5, San Mateo, CA 94402.
- b. The District hereby grants Contractor the right to supervise and direct the management and operation of the SMAC Facilities in accordance with the terms and conditions set forth in this Agreement. Without limiting the generality of the foregoing, Contractor, for and on behalf of the District, and at the sole cost and expense of the District, shall perform the services set forth below.

2. ASSESSMENTS AND CHARGES.

- a. Contractor shall be responsible for invoicing all members of the SMAC Facilities for dues, fees and other charges, and shall manage the efforts to collect such charges.
- b. Contractor shall periodically notify the District of defaults in payment and shall make commercially reasonable efforts to collect such charges, at the District’s expense.

3. STAFFING.

- a. The Contractor shall recruit, hire and employ, as employees of the Contractor all persons who will work at the SMAC Facilities in furtherance of the facilities’ operations (“Contractor Personnel”).
- b. The Vice Chancellor for Auxiliary Services will be consulted, within a reasonable time period on all full-time permanent management staff hires and will have final approval.
- c. The District agrees that Contractor Personnel may be assigned to the SMAC Facilities on less than full-time basis and may engage in other compensated activities, including such activities in connection with other projects managed or undertaken by Contractor, in which case the District will be charged for such non-full-time San Mateo Athletic Club Personnel as an Operating Expense only to the extent of the time such Contractor Personnel devotes to the SMAC Facilities.
- d. Such Contractor Personnel shall have degrees and/or certifications appropriate for the activities in which they are engaged, including national certification for trainers and group exercise staff equivalent to ASCM or a Master’s Degree in Kinesiology or a related field.
- e. Contractor Personnel shall include, without limitation:
 - i. Membership Sales Staff;
 - ii. General Manager;
 - iii. Fitness Coordinator;
 - iv. Aquatics Manager;
 - v. Member Services Staff;
 - vi. Group Exercise Staff;
 - vii. Fitness Floor Staff;
 - viii. Personal Trainers;
 - ix. Aquatics Instructors;
 - x. Service Desk Staff; and
 - xi. Housekeeping Staff.

- f. Salaries and other expenses (including the Contractor's average payroll burden) for all Contractor Personnel shall be charged to the SMAC Facilities as an operating expense only to the extent such Contractor Personnel are actually employed at SMAC Facilities.
- g. Full-time personnel shall work 40 hours per week excluding lunch and other breaks as required by law. Part-time personnel shall work agreed-upon hours per week excluding lunch and other breaks as required by law.
- h. In the event that any of the Contractor Personnel assigned with service desk, lifeguard or fitness floor coverage are unable to perform required services for any reason, the Contractor shall ensure that adequate coverage is provided at all times, and shall adjust coverage as needed based on the then current demands at service desk, pools, and/or fitness floor.
- i. The costs for all additional personnel coverage for any of the areas mentioned above shall be included in the operating expenses billed to the District as part of the overall operating Budget.
- j. In addition to the personal training sessions completed and group exercise classes taught by Contractor's full-time personnel, Contractor shall secure qualified and trained part-time personnel to provide personal training and to instruct group exercise classes in order to meet the demand for these services by the SMAC Facilities' members.

4. PROMOTIONAL ACTIVITIES.

Contractor shall plan and conduct promotional activities for the SMAC Facilities, subject to approval by the District, which may include advertising, public relations, direct marketing and related marketing efforts, together with occasional on-site seasonal or promotional events, for the purpose of attracting and retaining employee participation and membership.

5. LICENSES AND PERMITS.

Contractor shall apply for, obtain and maintain all licenses and permits required of the District or Contractor in connection with the operation and management (but not ownership) of the SMAC Facilities; provided that the District will cooperate with and assist Contractor's efforts and will execute and deliver any an all applications and other documents as shall be reasonably required in connection therewith.

6. SOFTWARE PROVIDED BY CONTRACTOR.

Contractor will utilize certain software systems to operate the SMAC Facilities and provide services. Contractor provided software includes software owned by Contractor and may include other third-party software products. A complete listing of all software licensing, support and maintenance to be charged as a reimbursable expense will be provided in the Operating Expenses budget.

7. OPERATING EXPENSES.

Pursuant to the provisions of Exhibit B of this Agreement, Contractor shall pay, on a timely basis, all Operating Expenses out of funds available in the Operating Account.

8. FACILITIES HOURS OF OPERATION.

- a. The hours of operation for SMAC are: Subject to change and shall comply with local or State regulatory agency policies regulations.
- b. The SMAC Facilities shall be closed on the District-designated holidays. The District will provide Contractor with a list of the District-designated holidays.

- c. Reserved.

9. GENERAL CONDITIONS.

- a. Contractor is responsible for being aware of and shall comply with applicable federal, state, and local requirements for maintaining safety in the SMAC Facilities. Contractor shall be responsible to ascertain from the District the internal (District) rules and regulations pertaining to safety and security.
 - i. COVID-19 Safety Requirements. Contractor shall prepare, post, and implement social distancing protocol and/or other safety protocol and/or other protocols necessary to perform the work/services in compliance with applicable District, federal, state, and local requirements.
- b. Contractor shall comply with all applicable District policies, procedures, rules, regulations, and directives.
- c. Contractor, including its personnel, shall stay current with industry practices and trends, implement current standards of services, and provide knowledgeable health, wellness and fitness delivery methods to meet the program demands of the public.
- d. Contractor shall review and recommend all membership / program rates; said rates must be in comparison with local area public facilities.
- e. The Contractor shall carry out a member satisfaction survey in each quarter of the calendar year in accordance with criteria agreed with the District. Contractor shall provide a detailed written report summarizing the findings and conclusions of such surveys, including a copy of the raw data, within 30 days. Both Parties shall determine the criteria to include Targeted NPS ratings shall meet or exceed the industry standard of 40 in each quarter of the calendar year. If Contractor fails to achieve any of these measurements, then within 30 days after the survey is complete, the Contractor shall submit a detailed plan to the District detailing how it will meet the measurements in the future, for all areas within Contractor's control.
- f. Contractor shall participate in quarterly meetings of the SMAC Advisory Committee.
- g. Contractor shall prepare incident reports to document the event and submit to District within 24 hours of becoming aware of incident to ensure they are addressed in a timely manner.
- h. Contractor shall provide information regarding the SMAC Facilities for insertion into District reports or other publications, as requested.

10. DISTRICT RESPONSIBILITIES.

The District will be responsible for the following duties as they relate to the SMAC Facilities:

- a. Provide SMAC Facilities as shown in Attachment A.
- b. Furnish all fitness equipment and supplies, office equipment and supplies, audio-visual equipment, computers, telecommunication equipment, software, and safety equipment.
- c. Conduct all pool repairs, cleaning and chemical treatments.
- d. Replace equipment and machinery as deemed necessary.
- e. Repair facility machinery and fixtures as deemed necessary.

Agreement with EXOS Community Services, LLC

- f. Cover all building costs to include utilities (i.e. water, electricity, and gas), phone service, maintenance, and equipment repair and replacement.
- g. District reserves the authority to review and approve all membership fees / program rates.
- h. During the term of this Agreement, District shall establish and maintain an advisory committee to the SMAC Facilities (“SMAC Advisory Committee”), which shall have such functions and duties as may be assigned by the District. The SMAC Advisory Committee is not a policy setting committee. The SMAC Advisory Committee will be tasked with providing valuable feedback to SMAC leadership along with the District Vice Chancellor of Auxiliary and Community Services.

(End of Exhibit A)

EXHIBIT B

11. BUDGET.

- a. The Contractor shall prepare, subject to review by the District, a budget (the “Budget”) of gross revenue, expenses and capital improvements for each calendar year of the SMAC Facilities during the term hereof in accordance with the following:
 - i. The calendar year of the SMAC Facilities shall be from January 1st to December 31st of the immediately following calendar year.
 - ii. The Contractor will submit each Budget to the District for review and approval at least thirty (30) days prior to the commencement of each calendar year.
 - iii. The District shall have thirty (30) days to dispute any draft Budget.
- b. The Contractor shall use its best efforts to keep operating expenses within 15% of the actual budget therefor. If such operating expenses are not accounted for in the Budget, then the Contractor shall use its best efforts to keep unbudgeted expense below \$10,000. Further, such expenses shall require prior approval of the Vice Chancellor of Auxiliary Services.
- c. The Budget shall contain a method for calculating net operating income (“NOI”) of the SMAC Facilities. In addition, the Budget shall include a projected NOI goal for such succeeding calendar year (an “NOI Goal”).

12. OPERATING ACCOUNT.

- a. The Contractor shall maintain a bank account (the “Operating Account”) for the SMAC Facilities.
- b. The Operating Account shall be in the District’s and Contractor’s names, held jointly.

(End of Exhibit B)

**EXHIBIT C
COMPENSATION**

1. BASE COMPENSATION.

- a. As compensation for the services provided hereunder, the District shall pay Contractor a monthly base management fee (the “Base Management Fee”) for each month during the Term hereof, (prorated for any partial months at the beginning or end of the Term), as set forth below:
- i. Base Management Fee shall be as follows: \$30,000 per month for the first year and then increasing 5% per year thereafter; the management fee represents an allocation of corporate services and direct operational overhead. Inclusive of the following:
- A. Human Resources – Recruitment, Hiring, Performance Management
 - B. Legal – Contract, HR, Operations Support, Client Support
 - C. Payroll – Administration, Service Fees
 - D. Finance/Accounting – Monthly P&L, Balance Sheet, Year End Summary Statements, Full Transparency
 - E. Operations
 - Support/Management of dedicated on-site finance resource
 - Implementation
 - Regional Aquatics and Fitness Directors
 - Performance Innovation Team (PIT) – Strategic/Operational Support, Best Practice
 - Marketing Team – Strategic/Operational Support, Best Practice Implementation
 - Training and Development – Certification/CEC credits, Annual Training Stipend (\$500-\$1,000 per eligible EE), Complementary EXOS performance certification, training (potential \$1,800+ per participant value)
 - Extensive exposure to employment opportunities and career development (global)
 - Employee exposure and participation in peer support groups/related fields – Best practices
 - Weekly and bi-monthly meetings/webinars
 - Regional Account Management – Regional Director, Vice President, Sr. Vice president and Chief Operating officer
 - Design, Development and Procurement Consulting/Support
 - Discount Employee Purchase Benefit
 - Operating Support Services Team – Dedicated to support and new center start-up
 - Complete accounting solution, providing the following:
 - Long-term partnership with the College of San Mateo to ensure accurate and timely financial reporting, effective internal controls, and successful financial performance
 - Payroll
 - Management and maintenance of the ERP System (Microsoft Dynamics GP)
 - Budgeting
 - Banking Administration
 - Management and maintenance of the Member Management System (Jonas)
 - Monthly and Annual Close Process including the preparation of financial statements, account reconciliations, and analysis
 - Revenue Reporting
 - Accounts payable management including all vendor payments and support
 - Expense Report management
 - Inventory Reporting
 - Bank Reconciliation
 - General support for ad-hoc request
- b. The Base Management Fee shall be invoiced monthly.

2. ADDITIONAL COMPENSATION.

- a. In addition to the Base Management Fee set forth above, within thirty (30) days of the end of each calendar year, the District shall pay the Contractor:
 - i. If NOI for the calendar year is greater than or equal to the budgeted NOI for the calendar year, the sum of \$50,000.
 - ii. Target NPS Incentive Fee; Contractor shall be paid an amount of \$75,000 for a member NPS rating that is equal to or greater than 40 for the calendar year (NPS threshold established by the International Health and Racquet Sports Association industry average 39).
- b. Notwithstanding anything contained hereinabove, District may elect to pay an estimate of any portion of the amounts set forth in Section 2 of this Exhibit C in advance (whether on a monthly basis or otherwise).

3. SCHOLARSHIPS AND EDUCATIONAL OPPORTUNITIES FOR COLLEGE OF SAN MATEO.

- a. Contractor shall provide an annual amount of \$2,500.00 to the SMCCD Foundation to use at their discretion to support students.
- b. Contractor shall extend complimentary EXOS certification/education to the College of San Mateo Kinesiology Faculty/staff*. In addition, Contractor will extend five (5) certifications to CSM Kinesiology students identified/selected by the dean of Kinesiology. These individuals may choose between the following options and all education must be initiated prior to contract termination.
 - i. EXOS Fitness Specialist (\$575 value pp)
 - ii. EXOS Performance Certification (\$1,130 value pp)

**up to 20 persons*

The total amount paid under this Agreement (for the term of January 1, 2021 – December 31, 2021) shall not exceed \$485,000.

(End of Exhibit C)

BOARD REPORT NO. 20-11-102B

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

**MODIFICATION OF BOARD MEETING SCHEDULE FOR DECEMBER 2020 MEETING
DATE AND SETTING ORGANIZATIONAL MEETING DATE**

Changes to Education Code as a result of the adoption of AB 2449 have modified the term in office of board members of community college districts. Previously, trustees took office on the first Friday in December; with the changes of AB 2449, trustees now take office on the second Friday in December. Further, the Board of Trustees is required to hold an organizational meeting within 15 days of the first Friday in December and must set the date for that organizational meeting at the Board's regular meeting held immediately prior to December 1.

As such, the staff recommends the Board of Trustees reschedule its December 2020 regular meeting to be held after the second Friday in December and to hold its organizational meeting on that date, during that meeting.

RECOMMENDATION

It is recommended that the Board modify its meeting schedule and reschedule its December 2020 meeting date after the second Friday in December and further set that date as the date of the Board's organizational meeting.

BOARD REPORT NO. 20-11-103B

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

ADOPTION OF RESOLUTION NO. 20-18 HONORING SENATOR JERRY HILL

State Senator Jerry Hill will be concluding his time in the state legislature at the end of the current legislative session. Senator Hill is a proud alumnus of College of San Mateo and a long-time and ardent supporter and advocate for the District and students.

In recognition of his many years of public service in San Mateo County, Resolution No. 20-18 is presented to the Board for its consideration in honoring Senator Hill.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 20-18, honoring State Senator Jerry Hill and thanking him for his support and service.

**RESOLUTION NO. 20-18
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

RESOLUTION HONORING STATE SENATOR JERRY HILL

WHEREAS, Jerry Hill has been a tenacious lawmaker and committed public servant spanning nearly three decades; and

WHEREAS, during his career in public service, Senator Hill has served the residents of San Mateo County as a city council member and mayor of the City of San Mateo, as a member of the San Mateo County Board of Supervisors, as a member of the California State Assembly and for the last eight years as a member of the California State Senate; and

WHEREAS, Senator Hill has been a respected and revered community leader who has focused his public life on improving safety, well-being and quality of life for Californians, including being a champion for education; and

WHEREAS, Senator Hill is a proud alumnus of College of San Mateo; and

WHEREAS, the San Mateo County Community College District, its students and employees, have benefited from Senator Hill's advocacy and support; and

WHEREAS, Senator Hill has championed numerous initiatives that have advanced higher education opportunities for students in San Mateo County and throughout the state, including leading efforts to allow community colleges to offer baccalaureate programs and creating greater public university access in the county; and

WHEREAS, throughout his career in public office, Senator Hill has demonstrated the highest level of commitment, care, compassion, integrity and decency in his work and an unwavering fidelity in his duty to fairly and honorably represent the residents of San Mateo County; and

WHEREAS, at the end of the current legislative session, Senator Hill is retiring from public office, capping a distinguished 30-year career;

NOW, THEREFORE, BE IT RESOLVED, that the San Mateo County Community College District Board of Trustees offers its sincere appreciation to Senator Jerry Hill for his unwavering support of the District, its students and employees, and for advocating for critical access, reforms and resources that advance higher education in San Mateo County and throughout California, and congratulates him on a remarkable and distinguished career of public service.

REGULARLY PASSED AND ADOPTED 18th day of November 2020 by the San Mateo County Community College District Board of Trustees.

AYES:

NOES:

ABSTAIN:

Attest: _____
Thomas A. Nuris, Vice President-Clerk

BOARD REPORT NO. 20-11-104B

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

**ADOPTION OF RESOLUTION NO. 20-19 CONGRATULATING DR. TERRY DELORIA
ON HER RETIREMENT**

Earlier this year, Dr. Terry Deloria announced her retirement as superintendent of the Jefferson Union High School District. Dr. Deloria has been a valued collaborator and partner to the SMCCCD during her tenure at JUHSD.

In recognition of her retirement, Resolution No. 20-18 is presented to the Board for its consideration in congratulating and thanking Dr. Deloria.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 20-19, congratulating Dr. Terry Deloria on her retirement as Superintendent of Jefferson Union High School District.

**RESOLUTION NO. 20-19
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

RESOLUTION CONGRATULATING DR. TERRY DELORIA ON HER RETIREMENT

WHEREAS, in 2017, Dr. Terry Deloria was appointed superintendent of the Jefferson Union High School District; and

WHEREAS, prior to joining JUHSD, Dr. Deloria’s career in education included serving as a high school math teacher, an assistant principal, a summer school principal, and then as assistant superintendent for educational services at the Santa Monica-Malibu Unified School District; and

WHEREAS, Dr. Deloria has achieved many successes in her tenure as superintendent at JUHSD, including focusing on issues relating to equity, and the passage of the District’s bond measure to fund teacher and staff housing, the first District in the nation to do so; and

WHEREAS, for many years, the San Mateo County Community College District has had an exceptional working relationship with the leaders of the Jefferson Union High School District and Dr. Deloria has been a key partner and collaborator during her time as superintendent in areas such as dual enrollment; and

WHEREAS, after a distinguished career in public education, Dr. Deloria has announced her plans to retire on November 20, 2020;

NOW, THEREFORE, BE IT RESOLVED, that the San Mateo County Community College District Board of Trustees offers its sincere appreciation to Dr. Terry Deloria for her partnership while serving as superintendent of Jefferson Union High School District, congratulates her on her retirement and wishes her well in her future endeavors.

REGULARLY PASSED AND ADOPTED 18th day of November 2020 by the San Mateo County Community College District Board of Trustees.

AYES:

NOES:

ABSTAIN:

Attest: _____
Thomas A. Nuris, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 20-11-2C

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

**UPDATE ON WORKFORCE DEVELOPMENT TASKFORCE RESPONSE
TO COVID-19 IMPACT**

In response to the tremendous impact of the COVID-19 pandemic across our community, the District created the Workforce Development Taskforce to serve those in need during this complex time. The goal of the Workforce Development Taskforce is to act as a vital resource in the response to the ever-changing workforce and economic development needs in San Mateo County as a result of the pandemic. An emphasis is being made to serve displaced workers through the delivery of short- and long-term training and development opportunities along with customized services and supports that lead to a prepared workforce for the future.

A summary of the Taskforce's work is attached to this report.

WORKFORCE DEVELOPMENT TASKFORCE RESPONSE TO COVID-19 IMPACT

TASKFORCE FORMATION AND GOALS

In response to the tremendous impact of the COVID-19 pandemic across our community, the San Mateo County Community College District created the Workforce Development Taskforce to serve those in need during this complex time. Formed in May 2020, the Taskforce is comprised of key leaders across all three colleges and the district in the areas of workforce development, small business and entrepreneurship, and corporate education.

Taskforce members united to advance a district-wide mission informed by the expertise of its members in workforce and CTE, small business development and entrepreneurship, and training. Members include:

CAÑADA COLLEGE

Julian Branch

Director of Workforce Development

Dr. Tammy Robinson

Vice President of Instruction

COLLEGE OF SAN MATEO

Heidi Diamond

Dean of Business and Technology

Alex Kramer

Director of Workforce Development

SKYLINE COLLEGE

Michael Kane

Dean of Business, Education and

Professional Programs

Pcyeta Stroud

*Director of the Bay Area Entrepreneur
Center (BAEC)*

Andrea Vizenor

*Dean of Strategic Partnerships and
Workforce Development*

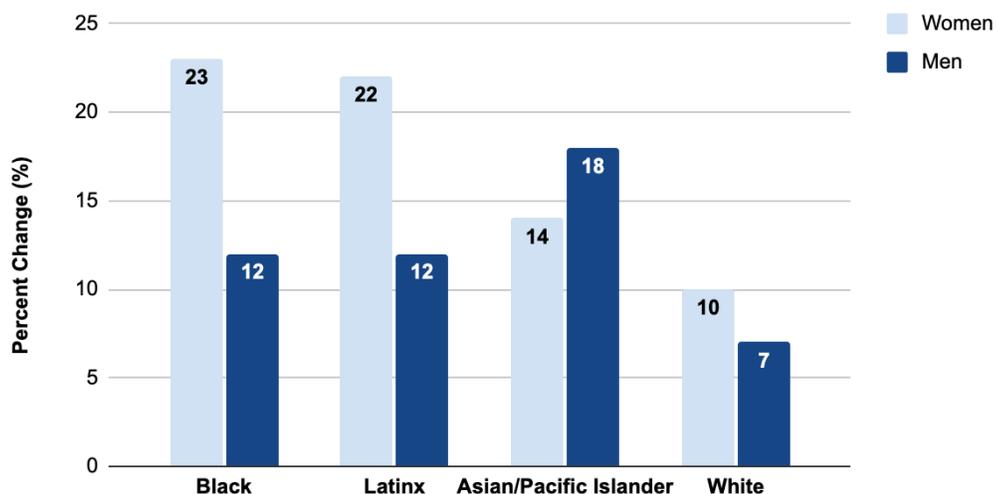
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT (SMCCCD)

Jonathan Bissell

*Executive Director, Community,
Continuing & Corporate Education
(CCCE)*

The COVID-19 pandemic has led to unprecedented levels of temporary and permanent job loss and displacement. Workforce sectors most impacted by the pandemic include the Leisure, Hospitality, Retail, and Healthcare industries. Black and Latinx women have been most impacted as a result of the pandemic. Early data showed Black women made up 23% of those impacted by job loss across the state and 12% were Black men. Additionally, 22% of Latinx women and 12% of Latinx men have suffered job loss. Further, 14% of Asian/Pacific Islander women lost jobs and 18% were Asian/Pacific Islander men. Lastly, 10% of white women and 7% of white men experienced some form of job loss.

Percent Change in the Number of People Age 16+ Working during March to May



Source: California Budget and Policy Center analysis of US Census Bureau

The goal of the Workforce Development Taskforce is to act as a vital resource in the response to the ever-changing workforce and economic development needs in San Mateo County as a result of the pandemic. An emphasis is being made to serve displaced workers through the delivery of short- and long-term training and development opportunities along with customized services and supports that lead to a prepared workforce for the future. Intentional alignment of the work of the Taskforce directly supports San Mateo County's Strategic Goal to support initiatives designed to return economic and business activities to a healthy state and develop new business and employment initiatives.

To achieve its goals, the Taskforce leveraged the combined expertise of its members to rapidly create an unprecedented level of internal collaboration between the workforce leaders and select academic leaders at the three colleges, the Bay Area Entrepreneur Center (BAEC), and Community, Continuing and Corporate Education (CCCE). This cross-campus, district-wide partnership brought together workforce, academic, small business, and CCCE to partner in ways that forge new solutions and approaches to the workforce problems impacting the entire county. Taskforce members worked hand in hand to provide solutions and impact through workforce development, small business and entrepreneurship, and corporate education.

The Taskforce has led thoughtful engagement and collaboration with key partners across San Mateo County, including: San Mateo County Economic Development Association (SAMCEDA), Job Train, NOVA, Local Chamber of Commerce, San Mateo County Office of Education, and Key Industry Leads. The Taskforce remains committed to long-term engagement with community stakeholders and partners through collaborative approaches.

CREATION OF A WORKFORCE PORTAL

PORTAL TO OPPORTUNITY

Prior to COVID-19, the colleges and CCCE provided their respective communities with access to workforce development and training opportunities through separate, institution-specific websites focused on targeted geographic areas.

It quickly became clear to the newly constituted Workforce Development Taskforce that a cohesive and coherent workforce response to COVID-19 necessitated a singular district-wide portal that encompassed the entirety of the Taskforce's strategies, including a county-wide marketing campaign to build local awareness. To that end, the Taskforce rapidly prototyped and deployed a Workforce Connections portal providing county-wide job seekers, small businesses and entrepreneurs, and employers with access to a wealth of resources.

The new workforce development and training portal, found at smccd.edu/workforce, offers critical job training and small business resources on one convenient website, encompassing the following areas of access to opportunity and support.

Workforce Development and Training Portal

Welcome to the Workforce Development and Training Portal for the San Mateo County Community College District. We are a three college district located in Silicon Valley between San Francisco and San Jose. Our team of dedicated workforce, entrepreneurship and training professionals stand ready to help you find the programs or services you need to thrive during these challenging times.

ASSISTANCE FOR JOB SEEKERS AND SHORT-TERM TRAINING

Through the workforce portal, job seekers and community members can find easy access to training programs for a number of careers that promise strong growth and stability in the Bay Area.

Programs include but are not limited to: UX design, human resources, child development, cyber-security, optician, facilities maintenance, cloud computing, project management, digital marketing, and sales operations. Visitors to the site can choose full and short-term academic and workforce programs and can access career readiness preparation and coaching to prepare, apply, and interview for open positions.

The Taskforce continues to monitor employment trends and in-demand skills with the intent to design and implement relevant programming through the duration of the COVID-19 pandemic.

SMALL BUSINESSES RECOVERY

Small businesses and entrepreneurs are especially impacted in this pandemic. The [portal](#) offers tools to help small businesses and entrepreneurs adapt and stay afloat during these critical times. The Small Business Recovery & Assistance Program as part of the Bay Area Entrepreneur Center offers virtual services including business management guidance, technical and targeted business assistance, networking, one-on-one consulting, coaching, and workshops.

HELP WITH CORPORATE TRAINING

This [section of the website](#) connects companies to training programs for existing employees. Local employers can take advantage of numerous expert-led online workshop series including Working & Connecting Remotely, Leading & Managing Remotely, Business Writing, Work from Home Technology, Cross-Cultural Competency, and Diversity & Inclusion. Other services include executive coaching and workshops as well as customized training for leaders and teams in any type of organization.

KEY CONTACTS FOR SUPPORT

The workforce website also provides easily accessible contact information for all the workforce, small business, and training leaders on the Taskforce, information previously distributed across multiple websites. This collaborative approach exemplified on the website demonstrates the district's response to the workforce crisis caused by COVID-19.

Hire Talent or Upskill Your Workforce

Looking to expand your team? Our students come from many walks of life and go on to successful careers in many fields. If you're looking for talent, our students are prepared with the in-demand skills you're looking for. Please use the links below to post opportunities or connect with our colleges individually to discuss your specialized hiring needs.

Looking to upskill your existing workforce? Our customized training programs will help you get the results you need. See below for more about training for your workforce.

COMMUNITY OUTREACH AND ENGAGEMENT

A comprehensive marketing and communication postcard campaign was led by Skyline College's Strategic Partnerships and Workforce Development Division and informed by Taskforce engagement, designed to engage the San Mateo County Community in how the three colleges and the district have partnered to provide training, small business recovery support, and job placement services during the pandemic.

The campaign reached across 280,250 households - and has led to the direct engagement of over 500 community members for a variety of services.



**TIME FOR
SOMETHING
NEW!**

NEXT STEPS

WE'LL GET THROUGH THIS,
TOGETHER.



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT
Cañada College • College of San Mateo • Skyline College

**HAVE YOU LOST YOUR JOB
DUE TO THE PANDEMIC?**

Now might be the best time to further your education and prepare for the career of your dreams!

Check out our short training programs that will launch you into a new career in as little as 12 weeks! Training Programs launch in October!

Cañada College

- Water Distribution
- Small Business Marketing

College of San Mateo

- Facilities Maintenance
- Accounting Assistant

Skyline College

- UX Design
- Human Resources

Community, Continuing and Corporate Education

- Project Management

For More information contact us: <https://bit.ly/2Zqj3At>
The San Mateo County Community College District is here for you!



**ARE YOU A SMALL BUSINESS
OWNER IN NEED OF SUPPORT
DURING THIS COMPLEX TIME?**

WE'LL GET THROUGH THIS,
TOGETHER.

WOULD YOU LIKE ASSISTANCE WITH THE FOLLOWING?

- Online Marketing Tools and Strategies
- Customized Coaching and Support
- Financial Assistance or Advising

We are excited to share that grant funding might also be available to assist with keeping your business running during the pandemic, creating virtual services or to assist with reopening strategies!

For More information contact us: <https://bit.ly/38gFsfX>



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT
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**CUSTOMIZED
TRAINING AND
COACHING**

Are your employees experiencing overwhelm, disengagement, conflict, or mis-alignment with your organization's vision and strategy due to the pandemic and shifting societal conditions?

CCCE Corporate Training Solutions provides expert-led customized training and coaching to take your leaders and teams to the next level and help you get the results you need to deal with changing work dynamics, online meeting management, cross-cultural communication, and much more.

Let's build talent together. Get started here:
<https://smccd.edu/corporateedu/>.

WE'LL GET THROUGH THIS,
TOGETHER.



SAN MATEO COUNTY
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**Companies are HIRING!
Do you need a JOB?**

We can assist YOU with the following activities:

- Job Search
- Resume Redesign/Development
- Interview Preparation
- Expanding your Network

Our services are supported through the following College departments:

- Career Services at Cañada College
- Workforce Hub at College of San Mateo
- Career Readiness and Job Placement Center at Skyline College

Click here to request assistance!
<https://bit.ly/38gFsfX>

The San Mateo County Community College District is here for you!

WE'LL GET THROUGH THIS,
TOGETHER.



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DREAM JOB

WE'LL GET THROUGH THIS,
TOGETHER.



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DREAM JOB

WE'LL GET THROUGH THIS,
TOGETHER.



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The campaign focused on four critical response strategies that were developed by the taskforce to support communities and industries most in need as a result of the COVID-19 pandemic.

TASKFORCE RESPONSE STRATEGIES

1 RESPONSE STRATEGY ONE: ADDRESSING JOB LOSS

The first response strategy focuses on **job loss**. In response to the overwhelming impact that COVID-19 has had on our local community, including widespread job displacement and elimination, the SMCCCD developed a variety of low-cost **short-term training programs** designed to support workers seeking to re-enter the workforce, upskill to obtain a new position, or earn a college issued certificate or degree.

Short-term training programs can be completed in as little as one to six months. Participants have the potential to earn a Certificate of Completion, Skills Certificate, or Certificate of Specialization; which include both **for-credit** and **not-for-credit** options. Programs are designed to provide the in-demand skills that employers are looking for, and all are offered in an online accessible format. Programs are also developed with a lens on emergent industry needs, a pulse on economic impacts and trends, and community interest.

To date, the Taskforce has served over 500 individuals through information and program engagement in the community and launched 14 programs. Current short-term training programs are detailed in **Appendix A** and include:

PROGRAM	COLLEGE(S) OFFERED	STUDENTS ENROLLED	START DATE	PROGRAM LENGTH
AWS Cloud Computing	CSM/CCCE	16	11/18/2020	10 weeks
Business and Data Analysis	Cañada College/CCCE	Pending	January 2021	24 weeks
Child Development/Education	Skyline College	25	10/06/2020	24 weeks
CompTIA Cybersecurity+	Cañada College/CCCE	16	10/14/2020	7 weeks
Digital Marketing	CCCE	Pending	January 2021	10 weeks
Dispensing Opticians	Cañada College/CCCE	23	10/06/2020	15 weeks
Facilities Maintenance	CSM/CCCE	Pending	01/04/2021	6 weeks
Hospitality and Tourism Management	Skyline College	15	10/28/2020	12 weeks
Human Resources Management	Skyline College	30	11/03/2020	20 weeks
Project Management Professional Prep Series	CCCE	Pending	February 2021	48 hours
Sales Operations Certificate	CCCE	Pending	January 2021	10 weeks
Small Business Innovation	Cañada College/BAEC	Pending	February 2021	12 weeks
UX Design	Skyline College	Pending	January 2021	20 weeks
Water Treatment and Distribution	Cañada College/CCCE	30	07/07/2020	21 weeks

2 RESPONSE STRATEGY TWO: SMALL BUSINESS RECOVERY

The second response strategy includes **small business recovery** and the direct support to small businesses and entrepreneurs.

The Bay Area Entrepreneur Center (BAEC) at Skyline College offers tools and resources to help small businesses and entrepreneurs adapt and stay afloat during these critical times. In direct response to the economic impacts of the COVID-19 pandemic, the BAEC was awarded a \$100,000 grant from the San Bruno Community Foundation and \$25,000 from YouTube to support business development. During the summer of 2020, the BAEC launched the Small Business Recovery & Assistance Program (SBRAP) which offers virtual services including business management guidance, technical and targeted business assistance, one-on-one consulting, job shadow opportunities, coaching and workshops. The SBRAP has held over 75 virtual workshops and tutorials, convened over 150 hours of direct advising and coaching to businesses, and reached hundreds of business owners and entrepreneurs in need of assistance through extensive outreach and technical assistance.

The BAEC, with funding from the SBCF, is now offering micro grants of \$3,000 each to further assist small businesses in their recovery. The Micro Grant program will provide businesses with “seed” money to make changes to their business or adapt services to meet new consumer preferences and safety requirements of their business. The BAEC recently convened the Small Business Symposium: Lessons in Adapting, a three-day virtual conference tailored to small business needs. The symposium featured interviews from small business owners, student roundtable sessions and tutorials and workshops with tips and insights on how businesses can best weather this storm.

In addition to its collaboration as part of the Taskforce, the BAEC has fostered partnerships across San Mateo County to develop a robust program to support small businesses during this time. Partnerships include: the City of San Bruno, the Renaissance Center, the San Bruno Chamber of Commerce, the Rotary Club of San Bruno and San Mateo County Economic Development Association.

Materials and program information are made available in multiple languages and offer a variety of approaches to meet the diverse and varied needs of our business communities.

3 RESPONSE STRATEGY THREE: THE CHANGING WORKPLACE

The third response strategy includes the **changing workplace** and the district’s programs, services and customized training options available to support businesses as they face increased disruptions across workforce entities.

SHIFT TO A REMOTE WORKFORCE

The pandemic almost immediately began to pose new and difficult challenges for leaders and teams, highlighting the uncertainties and lack of protocols around how to work and lead effectively in a remote work environment, including how to foster engagement, how to support productivity and maintain accountability, how to handle conflict, how to maintain diversity and inclusion best practices, and much more.

SUPPORT FOR REMOTE SMCCCD STAFF

In collaboration with Human Resources, CCCE designed and launched an online 2020-2021 Professional Development Academy in August 2020 for remote SMCCCD employees utilizing a newly-built training platform ([pda.training](#)) that provides access to online workshop series, resources, and registration forms.

Workshops are offered by series and grouped by categories such as Working & Connecting Remotely, Work from Home Technology, Health & Mindfulness, Remote Leadership, and Leadership Development. Employees have the opportunity to receive digital certificates for completing a majority of each series. Participation in the online workshops has been high with an average registration of 35 per workshop. Participants have expressed strong satisfaction with the workshops, as seen in these comments from recent attendees:

“ Knowing each other’s strengths and weaknesses helps make delegating easier while continuously checking in with each and building team work. It also helped me understand how to build relationships and morale among each other.

“ I was able to acquire some best practices and receive reinforcement on things I am already doing - my biggest takeaway was to allow myself time to self-care and the need and importance of a communication plan.

SUPPORT FOR REMOTE EXTERNAL WORKERS, LEADERS AND ORGANIZATIONS

Similar to the support provided to SMCCCD employees, CCCE designed an Online Professional Development Academy for external-facing remote individuals and organizations in the community using a newly-designed training platform built by CCCE ([ccce.training](#)).

The online academy provides affordable access for remote workers and leaders, displaced workers, and organizations to high-quality online training that addresses the upskilling needs of the remote workforce. The site provides individuals options to register for free or low-cost workshops while potentially earning a digital certificate for participation in a series. Organizations have the option of sending employees to participate in the workshops or to request workshops or entire series to be customized and delivered directly to their employees.

Workshops are offered by series and grouped by categories such as: Working & Connecting Remotely, Leading and Managing Remotely, Business Writing, Work from Home Technology, Global Diversity & Cross-Cultural Competency, and Diversity & Inclusion. The site also provides access to executive coaching and related workshops for individuals and/or organizations. To date, the site has received 90 registrants for the online workshops, and three organizations have requested portions of the online training to be offered directly to their remote staff.

SUPPORT FOR REMOTE EDUCATORS AND SCHOOLS

Responding to an enormous need in the county as teachers seek to improve online teaching, SMCCCD’s CCCE division partnered with the San Mateo County Office of Education (SMCOE) in summer 2020 to launch a joint series of training programs for teachers across the county to help them deepen their skills in online instruction. [More than 350 TK-12 teachers signed up for the program](#), which was offered in three two-week sessions from June to August and covered topics such as Effective Differentiated Instruction, Key Tools for Engagement, Formative and Summative Assessment, and Platforms for Communication and Organization.

“ When COVID-19 led to a move from in-person teaching and learning to distance learning in March 2020, the San Mateo County Office of Education wanted to respond with timely staff development for the teachers in our 23 member districts. However, we knew we would need to partner for training at that scale. Jonathan Bissell, Executive Director of CCCE at San Mateo Community College District, proved to be a collaborative and agile partner. Jonathan teamed with our staff to create a comprehensive Distance Learning series delivered to three cohorts of San Mateo County district staff over six weeks. He worked with us to recruit trainers, hired instructional designers to inform course design, and served as a thought-partner every step of the way. We trained over 350 teachers in this summer series, and continue to offer the courses garnering high satisfaction ratings from teachers in virtual classrooms daily with students.

— **Jennifer Frentress, Associate Superintendent, Innovation and Research**

Beyond the summer series, the District partnered with SMCOE in August 2020 to provide customized distance learning professional development training for teachers in several districts, with a focus on Differentiated Instruction, Tools for Engagement, and Formative and Summative Assessment. The partnership continued into the fall with several joint online professional development series for teachers, including a September series on Key Tools for Engagement, and an October 2020 series on Formative and Summative Assessment.

The SMCCCD and SMCOE are currently working on development of a new series of courses designed to promote greater equity in mathematics education ([SMCCCD press release](#)). The courses are offered in partnership with Education Trust-West and are designed to provide educators with an integrated approach to mathematics that centers on Black, Latinx, and multilingual students in grades 6-8, addresses barriers to math equity, and aligns instruction to grade-level priority standards. The project is expected to serve as a pilot for similar efforts to increase equity in STEM and other subjects. More information about the project can be found on the [micro-course site](#).

4 RESPONSE STRATEGY FOUR: CAREER READINESS AND JOB PLACEMENT

The final response strategy focuses on **career readiness and job placement**. Now, more than ever, community members need clear ways to connect with employers and to companies that are offering livable wage and safe jobs. Community members can request and access direct support and services across the three colleges for needs that pertain to preparing and interviewing for open jobs and paid internships.

Over the summer, Skyline College, College of San Mateo and Cañada College worked to host “**Connect to Careers**,” a virtual employer panel event to highlight local career and internship opportunities to nearly 200 students, alumni and community members. The event featured representatives from Tesla, Amazon and BPM, who shared details about the impact that COVID-19 has had on daily operations and hiring, while also highlighting benefits about working for each organization and providing details about open positions and how to apply. Prior to the launch of this event, the colleges collaborated on a series of workshops focused on resume development, best practices for using LinkedIn and interview skills.

In addition to collaborative efforts between SMCCCD colleges, the following efforts are taking place to support career readiness and job placement efforts at each college:

Skyline College’s Career Readiness and Job Placement team hosts bimonthly virtual “Get Work” Wednesday events where they bring together four employers by Meta Major to share with students and the community, companies that are hiring and how students can best connect and apply to open jobs. Career Readiness Preparation Workshops are held prior to support resume design and development, LinkedIn Profile Creation, networking strategies and interview preparation. Since the “shelter in place” Skyline College hosted nine

“Get Work” Wednesday Virtual Sessions for students and community members with 36 major employers showcasing current job opportunities by meta major along with 28 career readiness webinars to assist with job search, resume design and development, interview prep and building a network with LinkedIn, directly serving and supporting over 500 students and community members. Job Placement Coordinators also provide direct one-on-one support to students and community members who are looking to enter the workforce.

College of San Mateo recently implemented a new interactive job search platform, [Jobspeaker](#), to connect local and regional employers with CSM students and alumni for career and internship opportunities. In addition, CSM’s Workforce Hub offers one-on-one support for resumes, cover letters, LinkedIn profiles and interview preparation for current students and alumni. Looking forward, the College is preparing to host a series of monthly career exploration and job search workshops, in partnership with local employers and CSM alumni, to its newly formed Academic and Career Communities beginning spring 2021.

Cañada College supports students as they start their careers, move up in their current organization or transfer to another opportunity. The primary goal of Career Services is to assist students in developing and carrying out both short-and long-term employment and career goals. Services provided include resume creation, cover letter help, workshops, self-assessments, advising, and job search.

THE PATH FORWARD

COLLABORATIVE APPROACH

Over the past six months, the Workforce Development Taskforce has united to bring together key leaders across all three colleges and the District in the areas of workforce development, small business and entrepreneurship, and corporate education to develop and align a swift response to support our community during the incredibly complex times of the COVID-19 pandemic, serving as a vital resource in the response to the ever-changing workforce and economic development needs in San Mateo County as a result of the COVID-19 Pandemic. As seen throughout this report, Taskforce members have worked closely and will continue to examine partnership opportunities to provide solutions and greater impact through workforce development, small business and entrepreneurship, and corporate education - driving strategies to ameliorate job loss, support small business recovery, address the needs of the changing workforce, and support career readiness and job placement.

DATA INFORMED DECISIONS, COLLABORATION, AND CONTINUED EFFORTS

Demographic data and data trends will be collected and examined to determine collective impact and areas in need of support. The Taskforce is collaborating with county officials to access county-specific workforce data that can be leveraged to inform new and ongoing efforts. Further, the Taskforce will continue to use labor market information and key economic trends to inform future program development along with short-term training program outcomes. Critical workforce preparation strategies and partnership development collaborations will continue to be fostered across the three colleges, BAEC, and CCCE. And community and county stakeholder relationships will continue to be nurtured and facilitated to meet the needs of residents, businesses, entrepreneurs, organizations and agencies throughout San Mateo County.

APPENDIX A

SHORT-TERM TRAINING PROGRAMS

A

AWS CLOUD COMPUTING

Cloud computing skills are the second-highest demanded technical skills desired by employers across all industries (source: LinkedIn). In order to support incumbent and displaced workers with resources to attain valuable cloud skills, College of San Mateo partnered with the AWS Educate and AWS Academy teams to offer this accelerated, **not-for-credit** program which will prepare participants to successfully pass the exam to earn an AWS Cloud Practitioner certification. Offered in partnership with CCCE, this fully virtual program is designed to prepare those with varying technical backgrounds to successfully enter a variety of occupations including technical customer service associate, project and program management, sales, and business analyst roles. This evening program is scheduled to launch on November 18th and already has 16 students enrolled, with more projected by the start date.

As a certified AWS Academy, College of San Mateo's program offers an industry-informed curriculum that teaches the most recent principles of cloud computing. While this program focuses on the foundational Cloud Practitioner certification, it provides an opportunity for program participants to enter the workforce and gain experience before earning additional cloud certifications. Further, the College of San Mateo is working with the Amazon team to pilot a career preparation program for program graduates to provide additional support with connections to jobs and interview preparation. In the future, the college plans to offer training enabling participants to earn associate and professional level certifications.

B

BUSINESS AND DATA ANALYSIS PROGRAM

Offered in partnership with Cañada College, Community, Continuing and Corporate Education (CCCE), Pathstream, Silicon Valley Bank, and Tableau, this partner-supported **not-for-credit** program is offered at a heavily subsidized rate to participants and consists of a series of 4 courses: Business Analytics Fundamentals, SQL for Analytics I, Data Visualization with Tableau, and Statistics for Analytics. Each course will run for six weeks, with a one-week break in between.

C

CHILD DEVELOPMENT/EDUCATION

The teacher shortage continues to be a challenge that faces the Bay Area due to the cost of living and pay disparities in this field. With the shift to online learning across the county, families are homeschooling their children at a rate like no other. This unique situation as a result of the pandemic provides an opportunity

to prepare community members for jobs in the Child Development sector while beginning their skill development to pursue advanced jobs in education. Skyline College worked closely with the South San Francisco Adult School to design a short-term training program that prepares participants for two levels of teacher permit (Assistant Teacher Permit and Associate Teacher Permit.) This **for-credit** program includes four college courses, ECE 201: Child Development, ECE 212: Child Family and Community, ECE 263 Curriculum and Strategies for Children with Special Needs, and ECE 211 Early Childhood Education Curriculum totaling 12 units.

The program launched October 6th, 2020, with 25 students enrolled and is delivered online with an accelerated model that integrates I-BEST practices. Skyline College faculty work with an Adult Education ESL teacher to design and develop lesson plans and teach the courses in ways that support language acquisition along with key learning outcomes of each class. Additionally, students engaged in a “Becoming an Online Learning 101” three-day experience to build the skills necessary to be successful online. We are working closely with major employers, Headstart, Latch Key Center, Highland Preschool, Jefferson Union High School District, and South San Francisco Unified High School District to be able to provide direct connections to employment at the completion of the program for participants.

COMPTIA CYBERSECURITY+ PROGRAM

Cañada College and Community, Continuing and Corporate Education (CCCE) provided its first Cybersecurity **not-for-credit** program in coordination with the world’s leading tech association, CompTIA. This certificate program will focus on continued education and training for individuals already in the IT industry. This 7-week program focuses on bringing individuals outside the realm of IT into the fold, enabling students with an IT or computer background to have a head start. The program will be based on the ICT-Digital Media Sector’s curriculum and by the end of the program, students will have been exposed to many of the concepts tested on by a number of industry-standard certifications. This will allow the students in the program to take the CompTIA Security+ exams with confidence and receive the associated certificates. The program is currently running from October 14 to December 9, 2020, and has 16 students.



DIGITAL MARKETING CERTIFICATE COURSE

Digital marketing skills are indispensable in today’s highly networked world, with more than 400 active job postings each month in the Bay Area (source: www.burning-glass.com). This 10-week **not-for-credit** Digital Marketing program offers flexible online learning with weekly live/online sessions taught by expert instructors. Offered in partnership between CCCE and longtime partner GreenFig, an ed-tech company, participants earn 3 technology certifications (Google Ads, Google Analytics, and HubSpot) as well as a certificate of completion from CCCE. Students who complete the program and wish to continue their education will be encouraged to participate in credit-bearing Digital Marketing classes offered by CSM. The program is offered every 10 weeks and is currently being promoted for a January start.

DISPENSING OPTICIANS TRAINING PROGRAM

The Optician Program at Cañada College is being offered in partnership with Community, Continuing and Corporate Education (CCCE) and the San Mateo Adult school as a 15-week **not-for-credit** program that

prepares students for their ABO examination. The program includes instruction for students in regard to the anatomy of the eye, interpreting prescription eye examinations, measuring consumer pupillary distance, helping select eyeglass frames; recommending lens design and lens treatments, creating work orders, HIPAA, adjusting eyewear to ensure good fit, repairing or replacing broken eyeglass frames, and business tasks by keeping patient records/maintaining inventory. Students will be able to come to an Ophthalmic Dispenser, Optical Laboratory Manager, Branch Manager, and more. The program is currently running from October 6, 2020 - February 4, 2021, and has 23 students enrolled.

F

FACILITIES MAINTENANCE

Facilities Maintenance Technicians remain in high demand throughout the Bay Area, with approximately 1000 active job postings each month (source: www.burning-glass.com). This virtual job readiness training was developed in partnership with the International Facilities Management Association (IFMA), Community, Continuing and Corporate Education (CCCE) and the California Community Colleges Energy, Construction and Utilities Sector team to ensure that participants are equipped with employer demanded skills to successfully enter the workforce and gain steady employment. This **not-for-credit** evening program is scheduled to launch on January 4, 2021.

Upon completing this program, students will pass a safety training examination to obtain an OSHA-10 Certificate to allow for easy entry into a Facility Maintenance Technician position. In addition, individuals in this program will be encouraged to enroll in CSM's for-credit Facility Management program, which will provide an opportunity for career mobility once participants have earned professional experience in the field.

H

HOSPITALITY AND TOURISM MANAGEMENT

While the hospitality industry has been significantly impacted during the COVID-19 pandemic this also provides a time for the industry to further develop existing staff to advance the skills necessary to respond once operations ramp up again. Skyline College has worked closely with the Four Seasons Hotel to design a **for-credit** short-term training program in Hospitality and Tourism Management. The program launched October 28th, with 15 participants and provides integrated tutor support for non-native English speakers, and also included a "Becoming an Online Learning 101" training experience. Skyline College developed a textbook loaner program for students and Canada College is providing scholarships for tuition and fees. Participants will earn three industry-recognized certifications, 6.5 college units, and a Skills Certificate through Skyline College. Additionally, this program is working on scaling this partnership model across other major hotel companies in San Mateo County.

HUMAN RESOURCES MANAGEMENT

Human Resources careers remain in high demand throughout the Bay Area, with more than 800 active job postings each month (source: www.burning-glass.com). Skyline College launched a fully online short-term

training program on November 3rd with 30 participants. The program model is an accelerated delivery approach that sequences courses in the series into 6 or 8-week experiences.

Participants will take part in six **for-credit** courses: BUS. 101 Human Relations at Work, MGMT 151 Human Resources Compensation and Benefits, MGMT 150 Human Resources Law and Labor Relations, MGMT 101 Introduction to Human Resources Management, MGMT 153 Managing Culture and Diversity, MGMT 152 Human Resources Talent Acquisition and Performance. Faculty teaching in this program have engaged in the Online Career Technical Education Grant Project and have created innovative real-world case studies and assignments as part of this program. Additionally, students will develop a comprehensive Human Resources Manual that students can use to showcase their work with employers. The program includes direct job placement support upon completion to connect students directly to open jobs in Human Resources Management.

P

PROJECT MANAGEMENT PROFESSIONAL PREP SERIES

Project Management is an in-demand skill set in Silicon Valley, with approximately 1300 active job postings in the Bay Area each month (source: www.burning-glass.com). This 48-hour **not-for-credit** virtual job readiness offering is an online series offered through CCCE's online education partner, Ed2Go. This two-part prep series demystifies the PMP certification guide and provides participants with a stronger understanding of key concepts, including earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. The series also provides insight into the PMI®'s code of professional responsibility and powerful techniques students can use to continue preparing for the PMP® exam after the course is over. Students who complete the program will also be encouraged to participate in CSM's Project Management Certificate of Specialization. The program is offered monthly.

S

SALES OPERATIONS CERTIFICATE

The Sales Operations Science course combines online learning with weekly live, group sessions enabling participants to master critical strategies and concepts while earning 14 Salesforce Trailhead badges. Sales are key for success in nearly every company, with over 1400 active Bay Area job postings each month (source: www.burning-glass.com). This 10-week **not-for-credit** Sales Operation Science program offers flexible online learning with weekly live/online sessions taught by expert instructors. Offered in partnership between CCCE and longtime partner GreenFig, an ed-tech company, participants not only learn about sales, but also about roles within the Sales Organization, where Sales Operations fits in and why, and potential paths for advancement in Sales. Participants also review real Sales Operations job listings and prepare with 1:1 mock interviews, walking away with industry-recognized credentials and a Strategic Sales Operations Playbook that showcases their sales operations knowledge and skills. The program is offered every 10 weeks and is currently being promoted for a January start.

SMALL BUSINESS INNOVATION

COVID-19 has dramatically affected small businesses in the Bay Area. They need assistance now more than ever to receive training that will help get them to stay afloat. In collaboration with the Bay Area Entrepreneur Center at Skyline College, the program will allow businesses to partake in a three-part workshop to give them the knowledge needed to run a successful business during this pandemic. The three sections are; Finding your Niche in COVID, Online Marketing Strategies, and Funding and Measuring your Strategy. This program is designed to be applicable to the community providing a resource to local small businesses to thrive during the global pandemic. A launch date is planned for early February.

U

UX DESIGN

UX Design careers remain in high demand throughout the Bay Area, with nearly 1000 active job postings each month (source: www.burning-glass.com). Skyline College will launch a short-term training program in January that is fully online. Participants will engage in five **for-credit** courses: DMAD 500 User Experience Design I: Fundamentals 3 DMAD 501 User Experience Design II: Discovery 3 DMAD 502 User Experience Design III: Ideation 3 DMAD 503 User Experience Design IV: Delivery 3 DMAD 504 User Experience Design V: Portfolio. Courses and curriculum was designed in partnership with key employers: Apple, Meta Company, SAP and Facebook. Faculty teaching in this program work in UX design roles at major companies in the bay area and course experiences integrate innovative real-world experiences and the development of a comprehensive portfolio that students can use to showcase their work with employers. The program includes direct job placement support upon completion to connect students directly to open jobs in UX Design.

W

WATER TREATMENT AND DISTRIBUTION PROGRAM

The goal of the Water Treatment and Distribution System courses is to prepare students for the California Water Treatment (T2) and Distribution (D2) Operator Certification Exams. This **not-for-credit** program was created in partnership with Community, Continuing, and Corporate Education (CCCE). Successful completion of the course establishes eligibility to take the Water Distribution Grade 2 exam in 2021. After passing the exam, students will have the opportunity to apply for their certificate and license to become a California Grade 2 Water Treatment or Distribution Operator. Students will learn water treatment and distribution system operator duties, procedures for operating and maintaining clear wells and storage tanks, perform basic water laboratory procedures, components, and characteristics of distribution system facilities. The course is currently running from July 7, 2020 - November 25, 2020 and has 30 students.

ADDITIONAL FOR-CREDIT PROGRAMMING OPTIONS FOR DISPLACED WORKERS

SMCCCD colleges have for-credit career education programs listed on the State of California Employer Development Department's (EDD) Eligible Training Provider List (ETPL) to help workers continue to receive

benefits while enrolled in an approved program. Those expressing interest in ETPL programs are referred to NOVA, San Mateo County's Workforce Development Board to learn more and confirm eligibility. All training costs are covered by NOVA for approved individuals.

For-credit Career-Focused Training Programs include:

SKYLINE COLLEGE

Accounting, Administration of Justice, Allied Health, Automotive Technology, Biotechnology, Business Administration, Computer Science, Emergency Medical Technician, Esthetician, International Trade and Logistics, Network Engineering Technology, Paralegal Studies/Legal Assistant, Respiratory Care, Sterile Processing Technology and Surgical Technology.

COLLEGE OF SAN MATEO

Accounting, Administration of Justice, Architecture, Business & Entrepreneurship, Building Inspection, Biotechnology, Computer Information Science, Cosmetology, Digital Media, Drafting, Electronics, Engineering, Emergency Medical Technician, Fire Technology and Police Academy, Kinesiology, Nursing, Dental Assisting, and Real Estate.

CAÑADA COLLEGE

3D Animation and Video Game Art, Accounting, Administrative Assistant, Business Administration, Business Assistant, Business Information Worker, Business Management, Child & Adolescent Development, Cloud Computing, Computer Science, Custom Dressmaking, Dance, Digital Art & Animation, Early Childhood Education, Engineering, Entrepreneurship & Small Business Management, Fashion Design & Merchandising, Graphic Design, Interior Design, Kinesiology, Law, Public Policy, & Society, Litigation, Marketing, Medical Assisting, Medical Billing Specialist, Medical Coding Specialist, Paralegal, Radiologic Technology, and Social Work & Human Services.

BOARD REPORT NO. 20-11-3C

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

**UPDATE ON DISTRICT COVID-19 PLANNING AND RESPONSE,
INCLUDING ACTIONS RELATING TO ATHLETIC COMPETITION**

The District continues to respond to the COVID-19 pandemic and the implications on the District's academic and administrative operations, and plan for changes in local, state and national conditions.

The Chancellor will provide the Board of Trustees with an update on District operations and discuss future planning issues and considerations, including actions relating to athletic competition.