

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STUDY SESSION OF THE BOARD OF TRUSTEES
Wednesday, January 13, 2021

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

This meeting will be held telephonically via Zoom.

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

Join this Zoom Meeting – <https://smccd.zoom.us/j/88051870719>

Dial-In: 1-669-900-9128 – Webinar ID: 880 5187 0719

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 Executive Assistant to the Board at (650) 358-6753 at least 24 hours prior to the Board meeting.

5:00 p.m. Call to Order

CLOSED SESSION ITEMS FOR DISCUSSION

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

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

RECESS TO CLOSED SESSION

RECONVENE TO OPEN SESSION

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

DISCUSSION OF THE ORDER OF THE AGENDA

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

MINUTES

- | | |
|---------|--|
| 21-01-1 | Approval of the Minutes of the February 26, 2020 Regular Meeting |
| 21-01-2 | Approval of the Minutes of the March 5, 2020 Special Closed Session Meeting |
| 21-01-3 | Approval of the Minutes of the March 11, 2020 Special Closed Session Meeting |
| 21-01-4 | Approval of the Minutes of the March 17, 2020 Emergency Closed Session Meeting |
| 21-01-5 | Approval of the Minutes of the March 25, 2020 Special Closed Session Meeting |

NEW BUSINESS

- | | |
|----------|--|
| 21-01-1A | Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel |
| 21-01-2A | Consideration of Options for College Ridge Lease-Leaseback Project, Phase 2 Construction at Skyline College |
| 21-01-3A | Appointment of Board Members to the San Mateo County Colleges Foundation Board of Directors |

INFORMATIONAL ITEMS

- | | |
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| 21-01-1C | Update on Contract for the Operation of the San Mateo Athletic Club |
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STUDY SESSION

- | | |
|----------|---|
| 21-01-2C | Review of Board Minutes Process and Policy |
| 21-01-3C | Discussion of Expansion of Tuition Waiver |
| 21-01-4C | Discussion of Potential Topics for Annual Board Retreat |

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

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
February 26, 2020 – San Mateo, CA**

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

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Schwarz said that during closed session, the Board will (1) Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Three cases, (2) Consider Employee Discipline, Dismissal, Release, (3) Conference with Agency Labor Negotiator for Employee Organizations: AFT and CSEA, and (4) Conduct Public Employment Performance Evaluation: Interim Chancellor.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

No statements at this time.

RECESS TO CLOSED SESSION

The Board recessed to closed session at 5:02 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 6:15 p.m.

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

Others Present: Interim Chancellor Michael Claire, Skyline College Acting President Eloisa Briones, College of San Mateo Acting President Kim Lopez, Cañada College President Jamillah Moore, District Academic Senate President Jeramy Wallace

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

President Schwarz reported that during closed session the Board approved a settlement based on certain material terms and authorized the Chancellor to negotiate and execute a final agreement consistent with those terms. The Board also approved the confidential warrants.

DISCUSSION OF THE ORDER OF THE AGENDA

President Schwarz recommended moving the agenda item relating to communications received by the Board to be the first item for consideration. There was no objection.

COMMUNICATIONS

President Schwarz announced that the Board had received a letter of resignation from Student Trustee Jordan Chavez from his position as Student Trustee. President Schwarz read Mr. Chavez's following letter into the record and recommended he be granted the remainder of the eligible student trustee stipend and that staff bring that item for action at the next meeting; the Board agreed.

Dear President Schwarz and Members of the Board of Trustees:

It is with regret that I offer my resignation as student trustee of the San Mateo County Community College District Board of Trustees. Unfortunately, at this time, due to personal circumstances that I will not elaborate on in this letter, I am unable to complete my term as student trustee. I have not come to this decision in haste, but instead, after much thought and consideration and I hope that you and the students of the District, will respect my decision.

Serving as student trustee has been one of the most rewarding and enjoyable experiences I have had with the District, and I am forever grateful for the opportunity to represent the amazing students of Cañada College, College of San Mateo and Skyline College. The values embodied in the students, faculty, staff, administration and board make the SMCCCD a great place to learn and work. I sincerely appreciate the kindness and respect you and the other trustees have shown me during my time in office. I am filled with pride in the work that we have done together, and I am confident that there will be many more important successes in supporting students and our community in the weeks, months and years ahead.

Please know that though I am leaving my post as student trustee, you and all of the students, faculty and staff will continue to have my support and admiration. I wish you and the District nothing but the best.

Sincerely,
Jordan Chavez

President Schwarz also acknowledged a letter from County Supervisor David Canepa encouraging the adoption of a resolution in support of the Census 2020 Complete Count; the Board adopted a resolution of support in January.

President Schwarz also acknowledged a letter from the Civil Grand Jury seeking participants and encouraged anyone interested to apply.

MINUTES

A motion was made by Trustee Holober and seconded by Trustee Mandelkern to approve the minutes of the December 19, 2019 meeting.

There were no edits or corrections.

The motion carried with all members voting Aye.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

Dr. Aaron McVean noted that the Board would be hearing from campus representatives about the important and diverse activities taking place in honor and celebration of Black History Month.

Robbie Baden, professor of English at College of San Mateo shared that as part of Black History Month celebrations, the college had hosted several conversations relating to colorism, had showed the film *If Beale Street Could Talk*, and as recently as today, had hosted a fashion show and talent show highlighting African-American fashion from the 1950s until today. Professor Baden acknowledged the efforts and inspiration of the students at CSM, including those in the Umoja program, as well as Professor Frederick Gaines and Gwen Kenny.

Dr. Matais Pouncil, interim dean of Science and Technology at Cañada College, highlighted a number of campus activities in which the college community has hosted or attended in February in celebration of Black History Month, including attending a Dr. Martin Luther King, Jr. scholarship awards luncheon in Oakland, a Book Showcase of African-American authors hosted by the college library, an ongoing equity series programmed by the campus ACES committee which featured a lecture from Dr. Amy Smith entitled “What is Bias and How Does it Relate to You?,” as well as showing a film relating to police brutality and hosting a dinner and Q&A with participants about police brutality. Dr. Pouncil also highlighted that at Cañada College, of the 295 employees, currently only 19 are African-American.

Alvin Gubatina, manager of student life and leadership at Skyline College, shared a summary of activities hosted at the campus celebrating Black History Month. These activities include a comprehensive leadership workshop for campus student leaders, a workshop with Lasana Hotep about Black History, film screening of the *Last Black Man in San Francisco*, and a panel discussion of the journey of being a black student in community college.

President Schwarz thanked all of the presenters at the meeting and all of the participants and coordinators at the campuses for all of their work in making this important programming available.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

President Moore reminded everyone of the Cañada College Awareness Summit which will be held tomorrow.

Acting President Briones invited everyone to attend the Skyline College President’s Breakfast on March 26.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

David Wood, labor representative for CSEA, reported that good progress has been made on the successor contract. He raised concerns regarding the total compensation formula and has requested information that the union needs to evaluate its interest in maintaining the formula in a successor agreement.

President Schwarz reminded all union representatives that this agenda item is designed as an opportunity for union representatives to give an update about activities or events that may be happening within the unit that the Board may not be aware of. She said this item is not an avenue to discuss ongoing negotiations.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Lori Slicton, a professor at Skyline College, discussed accommodations for employees and students with disabilities. She encouraged all attendees to find ways to engage in making the campuses and services accessible. She advocated for training and better understanding of the ADA and need for accommodations for students, faculty, staff and administrators. She said this is an equity issue and more awareness, engagement and understanding is needed and resources need to be made available across the District.

Bill Collins, a member of the community, urged the colleges to hold more programming including concerts, lectures, productions for members of the public.

Annie Corbet, an adjunct faculty member at Skyline College, said AFT was in attendance to discuss workload equity, and that three presenters would be speaking on the topic:

- Younga Choi, Skyline College Mathematics professor, spoke of her experience in the District over the last six years. She referenced the challenges faced by faculty in the classroom resulting from underprepared students, the size of classes, the changes to requirements from the state and

expectations of campus academic leaders. She compared her experiences to prior colleges she has worked at and said she feels the workload at the District for faculty must be addressed.

- Kolo Wamba, an adjunct faculty member at Skyline College, discussed his work experience in tech prior to working in the District, including with climate issues. He said part-time faculty continue to be called upon to do the same work as full-time faculty, but they do not get equitable pay. He said that pay parity is an equity issue as adjunct faculty members are a more diverse population of employees are not receiving equitable treatment and it is long overdue to address this issue.
- E.J. Unisa, a student at Skyline College, said he was speaking in solidarity with AFT. He said faculty workload and pay are impacting student success, particularly for students of color and first-generation students. He encouraged the Board to support the faculty.

Trustee Holoher thanked the AFT members for attending and speaking.

Vera Quijano, an adjunct faculty member at Cañada College, spoke about Building 1, and said the Academic Senate still has not received a response to their resolution and that she believes there are issues with the position in Board report relating to a temporary program services coordinator for KAD. She urged for regular meetings about Building 1 and leadership for the KAD.

Andrea Schmidt, a faculty member at Cañada College, said she has been working at the college for two semesters and has yet to meet or communicate with her supervisor. She said she was told her supervisor is the dean of KAD, but there is no dean of KAD. She also said that she expects leadership from the college's administration and better support for the KAD. Ms. Schmidt said she believes the KAD is being targeted for retaliation.

Pearl Ibeanusi, a student at Skyline College, said she does not believe students are getting the services they need. She believes this is because the faculty do not have what they need. She talked about her experiences at the college and those of other students she knows, and she urged for more office hours and support of faculty.

NEW BUSINESS

Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (20-2-1A)

A motion was made by Vice President Nuris and seconded by Trustee Holoher to approve the report.

President Schwarz said that staff had requested to remove Camila Bellido from the report.

Trustee Holoher said that he had questions about one of the positions and asked that under item B-1, the Program Services Coordinator position at Cañada College, be removed and be brought back to the Board for consideration at its next meeting.

President Schwarz reminded the Board that this position was previously removed from the personnel report on October 31, 2019, and she would not be in favor of removing the item. She said, as she understands it, the process to fill the position has been fair.

Trustee Mandelkern said he believes there may be a question relating to the process.

Trustee Holoher said he would prefer to be able to have his questions answered, as he only recently learned

about issues with this position.

Vice President Nuris asked staff to explain the process used to fill this position.

David Feune, director of human resources, expressed concern that confidential hiring processes are being discussed widely beyond those on screening committees. He said the position followed the normal hiring process and that the hiring manager makes the decision about which, if any candidate, is best to fill the position.

Trustee Goodman said that he did not question the motives of any of the Board members and respected a member's request to get additional information if it was needed. He then called the question, which was seconded by Trustee Holober. Trustees Goodman, Holober and Mandelkern voted Aye. President Schwarz and Vice President Nuris voted No. The motion carried.

The Board then voted on the original motion of approval of the personnel report. President Schwarz and Vice President Nuris voted Aye. Trustees Goodman, Holober and Mandelkern voted No. The motion failed.

Trustee Holober moved and Vice President Nuris seconded that the personnel report be approved with the exception of the item in B-1, the Program Services Coordinator position at Cañada College, which would be removed and be brought back to the Board for consideration at its next meeting. Vice President Nuris, Trustee Goodman, Trustee Holober and Trustee Mandelkern voted Aye. President Schwarz voted No. The motion carried.

Approval of Revision to Miscellaneous Pay Rates Salary Schedule (20-2-2A)

A motion was moved by Trustee Goodman and seconded by Trustee Holober to approve the report.

Trustee Mandelkern asked why KCSM-TV positions remain on the salary schedule as the District no longer owns or operates a television station. David Feune, director of human resources, acknowledged that those positions should be removed. Trustee Mandelkern offered a friendly amendment and asked that the following positions be removed from the schedule: KCSM Production Operator, KCSM Floor Director, KCSM Video Shader, and KCSM Video Mixer. The amendment was accepted.

The motion carried with all members voting Aye.

Approval of Interim Chancellor Temporary Contract Amendment (20-2-3A)

A motion was made by Trustee Goodman and seconded by Trustee Mandelkern to approve the report.

The motion carried with all members voting Aye.

Approval of Consent Agenda

A motion was made by Vice President Nuris and seconded by Trustee Mandelkern to approve the following items on the consent agenda:

- Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College (20-2-1CA)
- Approval of Non-Resident Tuition Fee, 2020-2021 (20-2-2CA)
- Ratification of November and December 2019 District Warrants (20-2-3CA)

The motion carried with all members voting Aye.

Other Recommendations

Approval of Additional Exemptions to Board Directive Regarding Prohibition to Travel to States with Anti-LGBTQIA+ Policies (20-2-100B)

A motion was made by Trustee Mandelkern and seconded by Vice President Nuris to approve the report.

Trustee Mandelkern suggested that the proposed language be modified to note that a waiver would need to be requested to travel to a state that is on the prohibited travel list. The Board agreed with this modification.

Trustee Holober reminded everyone that the prohibition relates to the use of state funds for travel, not the restriction of any individual's travel.

With the modification offered by Trustee Mandelkern, the motion carried with all members voting Aye.

Acceptance of 2019-20 Mid-Year Budget Report and Approval of Budgetary Transfer and Income Adjustments for the Period Ending December 31, 2019 (20-2-101B)

A motion was made by Trustee Mandelkern and seconded by Trustee Holober approve the report.

The motion carried with all members voting Aye.

Approval of Construction Consultants (20-2-102B)

A motion was made by Trustee Goodman and seconded by Trustee Nuris to approve the report.

Trustee Holober noted that it would be timely to review some of the contracting practices in the near future. Jose Nunez, vice chancellor for facilities, noted that he plans to bring such a report and presentation to the Board at its March meeting.

Maxine Turner, a community member, asked about the CSM Building 19 update and if it was part of the bond measure. Interim Chancellor Claire noted that Building 19 was the Emerging Technologies Building, near Building 10.

Vice Chancellor Nunez said the project was a bond measure project and will be an upgrade of things such as accessibility, systems, fixtures, restrooms, painting and lighting. He also noted that the District is required to prepare a master plan every five years.

Guided Pathways Scale of Adoption Assessment (SOAA) (20-2-103B)

A motion was made by Trustee Mandelkern and seconded by Vice President Nuris.

The motion carried with all members voting Aye.

Adoption of Resolution in Support of the Skyline College Express Shuttle and Submitting an Application for San Mateo County Shuttle Program Funding for the Skyline College Express Shuttle (20-2-104B)

A motion was made by Trustee Holober and seconded by Vice President Nuris.

The motion carried with all members voting Aye.

INFORMATION REPORTS

Update on Feasibility Study Regarding California State University Presence in San Mateo County (20-2-1C)

Mitchell Bailey, vice chancellor/chief of staff, said that he, along with Trustee Goodman, Trustee Mandelkern, Interim Chancellor Claire and Dr. Aaron McVean attended a community stakeholder meeting on February 19, convened by consultants conducting a feasibility study on behalf of the State regarding potential sites for future CSU locations. Mr. Bailey noted that the study, which was directed in the 2019-2020 state budget, is an analysis of long-range CSU enrollment, future workforce needs, and CSU campus capacity, as an objective basis for determining if changes to current CSU campus facilities may be required. Mr. Bailey said the analysis includes a focus on five cities or counties: Chula Vista, Concord, Palm Desert, San Joaquin County (Stockton), and San Mateo County. An independent consultant team has been hired to undertake this independent analysis.

Mr. Bailey explained that this has been an interest of the District for some time and that the District proposed the addition of a permanent CSU presence in San Mateo County in 2017. He said that District leaders approached the Chancellor of the CSU with the prospect of having a true 2+2 model, located on Cañada College's campus, to allow students to seamlessly complete an associate degree and transfer to CSU. He noted that, in the past, Cañada College, through its University Center, has had partnerships with CSU campuses, but when those campuses have economic difficulties, programs are cut and students lose local access to bachelor's degree programs. Thus, the District proposed a partnership with the CSU system, rather than specific campuses, to ensure academic programs and protect against budget volatility.

Mr. Bailey explained that the District has worked with State Senator Hill and Assemblymember Mullin to advance this proposal and that these local legislators secured San Mateo County's position in the feasibility study and continue to advocate for a permanent CSU presence in the county.

Mr. Bailey noted that at the February 19 meeting, the District's representatives stressed several key points, which were supported by other community leaders in attendance:

- San Mateo County is one of the most populous counties in California with no public, four-year university presence.
- The nearest CSUs are an hour or more drive away; this is not a practical commute for many of the students and residents of San Mateo County who are place bound due to financial or family circumstances.
- The SMCCCD, at Cañada College, has a ready-made facility for a permanent CSU presence in San Mateo County, and the District has other resources that can also be leveraged to support such a project.
- Cañada College has a history of successful university partnerships through its University Center.
- Having a bachelor's degree in San Mateo County is a requirement for lifetime economic mobility for residents.

Mr. Bailey concluded that the consultants are on a tight time schedule to conduct stakeholder meetings in each of the five communities and prepare their findings which will be issued to the legislature by July 1, 2020. They will not present any recommendations, only data and analysis will be included in their report.

Interim Chancellor Claire said that the District is working to engage local stakeholders to coordinate strategy relating to this initiative and that the District might look to bring on a part-time project coordinator to assist with coordinating stakeholders and information gathering.

Trustee Goodman noted that the feasibility consultants are expecting to finish data gathering by the end of March, and asked what a project manager would do at this point. He also asked if there are any opportunities to partner with other universities if we are not selected as a site. Mr. Bailey said that the District has not yet begun to formulate a “plan B” but will be doing so in the near future, as there are many planning elements that can easily be transitioned to partner with other institutions. Chancellor Claire noted that one his goals was to strengthen partnerships and pathways with the three local CSUs, regardless of a site selection.

Trustee Mandelkern noted that in addition to the CSUs being impacted, this has a direct impact on our students and their ability to be admitted to a CSU campus. Additionally, he said that the breadth of bachelor degree options is vastly greater at a full CSU campus than with a satellite center, as are the student support services that are important in ensuring student success. Trustee Mandelkern also reinforced that this initiative would not be exclusively for San Mateo County, but would support students in neighboring community college districts and communities. He added that as it relates to next steps, follow-up with the consultants relating to space allocation and capacity is needed, and it will be important to work within the political process to help inform the feasibility study report.

Mr. Bailey agreed with Trustee Mandelkern that there is work that needs to be done in coordinating efforts with local elected officials and stakeholders and that work is underway or will be soon. He also noted that as it relates to the capacity desires of the consultants, it is important to remember that a 15,000 student campus does not have all students on campus at all times; through technology and scheduling, the District believes the capacity is there at Cañada College. Lastly, Mr. Bailey noted that satellite campuses are often cost prohibitive for students as the tuition and fees are at the full rate for those students because those centers are self-sustaining.

Mr. Wallace asked if the Academic Senate had been engaged in the conversation. Mr. Bailey noted that there had been no broad outreach or discussion of the issue as it had simply been an idea to this point. Now that a study has been commissioned it is the time to begin with a socialization strategy to engage internal stakeholders, including the Senate, in the discussion, as academic and programming matters will require their advice, guidance and support.

Maxing Turner said that she was concerned that this initiative was not keeping with the mission or expectation of the community colleges. She questioned if the state would reimburse the District for the investment it has made over the years, with bond dollars, for the facility.

Trustee Mandelkern said that this initiative does not change the focus or distract from the mission of the District. It allows the District’s students to further leverage important educational opportunities which are critical to compete and be successful in building a career and life in San Mateo County. He said that we are still very early in the process and there are still many unknowns and unanswered questions.

Review of Board Retreat Follow-Up Items (20-2-2C)

President Schwarz thanked Interim Chancellor Claire for a cogent summary of the retreat follow-up items.

Trustee Nuris asked if any of the follow-up items would be considered at the next study session. Interim Chancellor Claire said that the March study session would include a review of the San Mateo Athletic Club. Vice President Nuris said that as he was newer to the Board and did not have the same historical knowledge of SMAC operations, he would appreciate receiving briefing information prior to the meeting so he could come up to speed on the issues.

Interim Chancellor Claire and Tom Bauer, vice chancellor for auxiliary services, said they would provide him and the Board with that information.

Review of Options to Broadcast Board Meetings (2-2-3C)

Daman Grewal, chief technology officer, said the District staff proposes outfitting the board meeting room with cameras and video conferencing equipment. The initial investment would be approximately \$100,000 and the space could be used for multiple functions, including the broadcasting of Board meetings.

Trustee Mandelkern said he has been a long-time proponent of broadcasting meetings but is surprised by the estimated cost, given that other technologies used recently are much less expensive, such as Zoom. He asked if staff had spoken to other government agencies who broadcast meetings.

Mr. Grewal said that he had spoken with other organizations and the initial set-up costs are consistent with recent outfitting of spaces for the City of San Mateo. He said that the goal is to have a space that can be used for multiple purposes.

Trustee Holober said the one-time experiment conducted via Zoom earlier was not the way he recommends the Board proceed. He prefers broad camera views of the room from multiple angles. He also asked for clarification regarding equipment and labor cost tradeoffs.

Mr. Grewal said that the investment of the technology by positioning several cameras in the room, which would be operated remotely by staff minimizes the footprint of equipment in the room. He said that outside organizations who broadcast other public agency meetings have to bring in and set up equipment which takes up considerable space. Because the Board room is a smaller space, minimizing equipment is important.

Vice President Nuris said he appreciated that with the room equipped, it could be used for other purposes such as training, meetings and other events, which would make it easier for people to participate from multiple locations.

Trustee Goodman cautioned about being a ‘penny wise pound foolish’ as it relates to the cost of the initial investment. He said that in the broader context, it was a small investment for transparency and a benefit to the community. He also noted that with appropriate software, recordings can be archived and searched.

Mr. Bailey noted that the size of the Board room is an important consideration and in relation to other agency meeting rooms, the District Board room is relatively small, as evidenced by the number of attendees earlier in the meeting. He also noted that when Foster City outfitted their meeting chambers, it had a similar cost.

President Schwarz said that a member of the public, John Pimentel, provided a letter to the Board supporting the broadcasting of the Board’s meetings. She also asked about staffing required to broadcast the meetings.

Mr. Grewal said that some IT staff would be utilized, but the majority of the work would be performed by students.

Trustee Mandelkern said that he agrees with Trustee Goodman about not being a ‘penny wise and pound foolish’ but wants to make sure that the cost is the appropriate cost. He also said that the function of being able to access archived videos and search them would reduce staff time in compiling detailed minutes that are currently prepared for the meetings.

President Schwarz said that she would like to bring back a discussion of the minutes in light of this discussion, because there would not be a need for the minutes in their current form.

Bill Collins, a member of the community, said that in Pacifica the city council meetings are broadcast on local television and online. He said that in the council agenda there is no item for minutes because there are not any and the videos are all online.

Maxine Turner said that she has been advocating for the broadcasting of meetings for a long time and the cost is a good investment that will last a long time. She said that she recently spoke with the San Mateo city clerk recently and the price for their chambers was in the \$80,000 to \$100,000 range and she thinks that this is a fair price.

STATEMENTS FROM BOARD MEMBERS

Trustee Holober called attention to recent news about a state audit being commission of Calbright, the state online community college, for its high cost and low enrollment. He said he would share an article with the Board.

Trustee Nuris said that he recently toured Building 1 with Vice Chancellor Nunez and appreciated seeing the facility.

Trustee Mandelkern said that he recently attended the Foundation Chancellor's Circle Donor Reception, the CEO/Trustee reception at Chabot College regarding the new state funding formula, the county school boards meeting, and also toured Cañada B1 with a number of KAD faculty and staff. He also said that he has been participating in the District strategic planning committee meetings and feels good about the process of refining the goals and looks forward to the new plan being presented. Trustee Mandelkern expressed that he thought the earlier presentation on Black History Month was excellent and appreciated the reference to transfer agreements with HBCUs. He also noted that Redwood City was engaging in a discussion about safe parking places for individuals staying in their cars and hoped a representative from the District would be attending. Trustee Manelkern also reminded attendees of the Skyline President's Breakfast in March.

Trustee Goodman said he attended state academic senate meeting on part-time faculty and the League summit in Sacramento. He said he also attended the ACCT legislative conference in Washington, D.C., and continues to advocate for addressing food insecurity and expanding the school lunch program. Trustee Goodman announced that he had recently been notified that he will be the recipient of an award from the NAACP at their annual luncheon. He said he also attended the screening of the film *The Hate You Give* and encouraged attendees to see it. Trustee Goodman said that the earlier presentation on Black History Month was great and reminded everyone that Black History is American History and we must understand and acknowledge that all our fates are intertwined. He said that we must learn from the past and address the inequities in our community and country.

President Schwarz announced that the next meeting of the Board will be a study session on March 11.

RECONVENE TO CLOSED SESSION

The Board reconvened to closed session at 10:07 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 11:15 p.m.

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

President Schwarz announced that there were no reportable actions taken in closed session.

ADJOURNMENT

The meeting adjourned by consent at 11:16 p.m.

**Minutes of the Special Closed Session of the Board of Trustees
San Mateo County Community College District
March 5, 2020, San Mateo, CA**

The meeting was called to order at 6:00 p.m.

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Schwarz announced that during closed session, the Board will discuss the items as listed on the printed agenda:

- Public Employee Appointment / Employment
 - i. Title: Vice Chancellor of Educational Services and Planning
 - ii. Title: Vice Chancellor / Chief of Staff

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 6:01 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 7:40 p.m.

REPORT OF ACTION TAKEN DURING CLOSED SESSION

President Schwarz announced that the Board took no action in closed session.

ADJOURNMENT

The meeting was adjourned by consensus at 7:41 p.m.

Submitted by

Michael Claire, Secretary

Approved and entered into the proceedings of the January 13, 2020 meeting.

Richard Holober
Vice President-Clerk

**Minutes of the Special Closed Session of the Board of Trustees
San Mateo County Community College District
March 11, 2020, San Mateo, CA**

The meeting was called to order at 8:50 p.m.

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Schwarz announced that during closed session, the Board will discuss the items as listed on the printed agenda: Public Security – COVID-19.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 8:51 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 9:56 p.m.

REPORT OF ACTION TAKEN DURING CLOSED SESSION

President Schwarz announced that the Board took no action in closed session.

ADJOURNMENT

The meeting was adjourned by consensus at 9:57 p.m.

Submitted by

Michael Claire, Secretary

Approved and entered into the proceedings of the January 13, 2020 meeting.

Richard Holober
Vice President-Clerk

**Minutes of the Emergency Closed Session of the Board of Trustees
San Mateo County Community College District
March 17, 2020, San Mateo, CA**

The meeting was called to order at 4:00 p.m.

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

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

ROLL CALL VOTE DECLARING EMERGENCY

It was moved by Vice President Nuris and seconded by Trustee Goodman to declare an emergency.

Ayes: President Schwarz, Vice President Nuris, Trustee Goodman, Trustee Holober, Trustee Mandelkern

No: None

Abstain: None

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Schwarz announced that during closed session, the Board will discuss the items as listed on the printed agenda: Threat to Public Services or Facilities – Consultation with Chancellor (security operations manager)

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 4:03 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 5:20 p.m.

REPORT OF ACTION TAKEN DURING CLOSED SESSION

President Schwarz announced that the Board voted to adopt an emergency resolution to authorize the Chancellor to immediately take necessary action to protect students and employees from the spread of the Coronavirus (Covid-19).

ADJOURNMENT

The meeting was adjourned by consensus at 5:21 p.m.

Submitted by

Michael Claire, Secretary

Approved and entered into the proceedings of the January 13, 2020 meeting.

Richard Holober
Vice President-Clerk

**Minutes of the Special Closed Session of the Board of Trustees
San Mateo County Community College District
March 25, 2020, San Mateo, CA**

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

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Schwarz announced that during closed session, the Board will discuss the items as listed on the printed agenda:

1. Employee Discipline, Dismissal, Release
2. Conference with Labor Negotiator for Employee Organizations: AFT, CSEA and AFSCME
3. Public Employee Appointment: Chancellor

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 5:01 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:15 p.m.

REPORT OF ACTION TAKEN DURING CLOSED SESSION

President Schwarz announced that the Board took no action in closed session.

ADJOURNMENT

The meeting was adjourned by consensus at 6:16 p.m.

Submitted by

Michael Claire, Secretary

Approved and entered into the proceedings of the January 13, 2020 meeting.

Richard Holober
Vice President-Clerk

BOARD REPORT NO. 21-01-1A

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)**

Skyline College

Newin Paul Orante* Vice President of Student Services Student Services

New full-time, 12-month administrative employment (Grade AB of the Management Salary Schedule 20; Salary Range: \$172,752 - \$221,916), effective February 15, 2021, replacing Angelica Garcia who resigned.

B. PUBLIC EMPLOYMENT

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

Cañada College

Breanna Castro* Financial Aid Technical Support Specialist Enrollment Services

New full-time, 12-month classified employment (Grade 34A of the Classified Salary Schedule 60; Salary Range: \$75,420 - \$96,420), effective January 14, 2021, replacing Ariackna Soler who was reassigned.

Betzaida Lopez Lomeli* Financial Aid Technician Enrollment Services

New full-time, 12-month classified employment (Grade 26A of the Classified Salary Schedule 60; Salary Range: \$61,968 - \$79,188), effective January 14, 2021, replacing Manuel Delgado Soler who was reassigned.

Rosa Moncada* Program Services Coordinator Enrollment Services
(Veterans Resource Opportunity Center)

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$62,868 - \$80,220), effective January 14, 2021. This position was previously vacant.

College of San Mateo

Javier Silva Instructor, Anatomy and Physiology Math/Science Division

Correction: At its meeting on November 18, 2020, the Board approved Mr. Silva's Contract I status academic employment as an Instructor of Biology, effective January 14, 2021. The correct title for Mr. Silva is Instructor of Anatomy and Physiology.

Philip Tran* Instructor, Business Business and Technology

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

Anne Yoshimura* Athletic Trainer Kinesiology/Athletics/Dance

New full-time, 12-month classified employment (Grade 26 of the Classified Salary Schedule 60; Salary Range: \$61,344 - \$78,396), effective January 14, 2021. This position was previously vacant.

District Office

Cassandra Lopez* Public Safety Assistant (NP) Public Safety

New full-time, 12-month classified employment (Grade 20 of the Classified Salary Schedule 60; Salary Range: \$52,944 - \$67,680), effective January 14, 2021. This position was previously Board approved on October 28, 2020.

Skyline College

Kathy Zarur* Instructor, Art History Social Science/Creative Arts

New Contract I status academic employment, effective January 14, 2021, replacing Bridget Fischer who retired.

2. Re-Employment

None

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

Fnu Soe Thura Hlaing Web Accessibility Programmer ITS

Reassigned from a full-time Web Programmer Analyst (Grade 37 of the Classified Salary Schedule 60; Salary Range: \$80,316 - \$102,816) into this full-time classified assignment at the same grade level of the same salary schedule, effective December 17, 2020, replacing Bryan Besnyi who was reassigned.

Skyline College**Jose Milan**Retention Specialist
(Funded by Student Equity – Guardian Scholars Program)

Student Equity

Reassigned from a full-time Career Resources/Counseling Aide (Grade 19 of the Classified Salary Schedule 60; Salary Range: \$51,720 - \$66,000) into this full-time classified assignment at Grade 24 of the same salary schedule, Salary Range: \$58,536 - \$74,844, effective January 14, 2021, replacing Linda Allen who was reassigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**Cañada College****Candice Johnson**Program Services Coordinator
(Funded by TRiO SSS)

Student Services

Reassigned through the Managed Hiring process from a Program Services Coordinator (Funded by the ESO Grant) (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$62,868 - \$80,220) at Cañada College into this full-time 12-month position at the same grade level of the same salary schedule, effective January 14, 2021, replacing Nimsi Garcia Sandoval who was reassigned.

E. CHANGES IN STAFF ALLOCATION

None

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****District Office****James McCoy**

Public Safety Officer

Public Safety

Retirement effective February 28, 2021 with 6 years of District service. Not eligible for District retiree benefits.

Skyline College**Bridget Fischer**

Professor

Social Science/Creative Arts

Retired as Professor Emerita effective December 18, 2020 with 21.5 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

Skyline College

Katrina Pantig

Equity Institute Manager

Equity Institute

Resignation effective January 8, 2021 with 3.5 years of district service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

Cañada College	Business, Design and Workforce – Education & Human Development	2	01/19/2021	06/30/2021	Professional Expert: Practicum Mentor – Early Childhood Education (ECE): Facilitate a Community of Practice (CoP) each week. Practicum Mentors meet with their CoP at a time that they and their assigned students agree upon. During the CoP meetings, the Practicum Mentors and the students will review assignments that may be written, self -videos or other activities that will be pre-organized by the primary course instructor.
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K. SHORT-TERM, NON-CONTINUING POSITIONS

None

BOARD REPORT NO. 21-01-2A

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff
Jose Nunez, Vice Chancellor for Facilities
Chris Strugar-Fritsch, Director of Capital Projects

**CONSIDERATION OF OPTIONS FOR COLLEGE RIDGE LEASE-LEASEBACK PROJECT,
PHASE 2 CONSTRUCTION AT SKYLINE COLLEGE**

In 2016, the District released an RFP for the sale of six (6) acres of surplus land (Parcel B) at Skyline College. Parcel B contained eight (8) total acres, but the District retained two (2) acres for the purpose of developing a third employee housing complex. Through a competitive bidding process (as documented in Board Report No. 16-8-104B), the District selected the proposal from SummerHill Homes, LLP and executed a Purchase and Sale Agreement.

For this employee housing development, the entitling agency is the City of San Bruno (the City). The City required that the development of Parcel B be done as a joint project, including both SummerHill's development of 40 single-family homes and the District's development of a multi-family unit with 30 apartments. Therefore, SummerHill and the District submitted joint applications to the City throughout the entitlements process to get approval from the various City entities including the parks, public works, public safety and planning departments and associated boards and commissions. Ultimately, the City Council granted approval of the two projects in March of 2018.

With permits in hand from the City in summer 2018, the District requested SummerHill Homes proceed with the development of the District's remaining two (2) acre site at Parcel B, as they were contractually authorized to do per the purchase agreement. With this, work began to make the site ready for vertical construction, including site grading and the off hauling of many thousands of tons of soil, the construction of retaining walls, development and installation of water and sewer lines, other underground utilities and necessary elements to make the site ready for the construction of the District's two apartment buildings.

Site work at the College Ridge Faculty and Staff Housing development was substantially completed in mid-2020. With that, most necessary site work has been concluded and the site is ready for the construction of the two apartment buildings (15 units each).

In spring 2020, the District issued an RFP for the construction of the apartment buildings. Due to the Bay Area construction environment and later the pandemic, the District extended the deadline to April 13, 2020. The District received two bids for the project and both were deemed, at the time, to be above the budgeted amount for the project (the original preliminary budget was \$11 million for vertical construction, with a total project budget of \$18 million all funded from the proceeds of the land sale). Therefore, at its May 13, 2020 meeting, the Board of Trustees approved District staff's recommendation to reject both bids and to re-bid the project in the fall 2020 after impacts from the pandemic were better understood as it relates to the construction sector. Further, the District was interested in receiving more bidders for the project.

In September 2020, the District re-issued the RFP for the project. Prior to the release, District staff contacted more than a dozen potential contractors to gauge their interest in the project. The District received positive feedback from the contractors. Ultimately, when the deadline was reached for bids, the District received four (4) responsive bids. The District was encouraged by this response. Based on the four bids, the range of cost proposals was from a low of \$18,071,682.00 to a high of \$19,397,000.00.

To complete the project, the District will need to increase the construction budget for the College Ridge Project by \$9.5 million (which includes contingencies). This would bring the total project cost from the \$18 million, which is currently budgeted and fully funded, to \$27.5 million. There are a several options to fund this shortfall. One option is to borrow \$9.5 million from the OPEB fund. This is a permissible use of the fund and the OPEB liability is fully funded. The \$9.5 million would be repaid with interest over time to the OPEB fund through future rental payments from the College Ridge residential units, and any unused funds would be returned. Staff believes that this funding option is the most advantageous as it is less costly than issuing Certificates of Participation (COPs) or allocating funds from other District reserves.

RECOMMENDATION

Staff requests that the Board consider the following options and provide direction on this matter:

Option 1: Direct staff to complete the RFP process and to bring a recommendation regarding contractor selection back to the Board.

Option 2: Reject all bids and re-bid the project.

The Board may wish to identify other options as well.

BOARD REPORT NO. 21-01-3A

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

**APPOINTMENT OF BOARD MEMBERS TO THE SAN MATEO COUNTY COLLEGES
FOUNDATION BOARD OF DIRECTORS**

Two Board members sit on the Board of Directors of the San Mateo County Community Colleges Foundation. The term for each Board member is two years. One of the Board seats on the San Mateo County Community Colleges Foundation will be vacant for the 2021 calendar year. The Board of Trustees needs to appoint a Board member to fill this vacancy.

RECOMMENDATION

It is recommended that the Board of Trustees appoint one of its members to fill a seat on the San Mateo County Community College Foundation Board of Directors.

San Mateo County Community College District

January 13, 2021

BOARD REPORT NO. 21-01-1C

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

UPDATE ON CONTRACT FOR THE OPERATION OF THE SAN MATEO ATHLETIC CLUB

On December 21, 2020, the Board directed staff to commence contract negotiations with Power Wellness for the operation of the San Mateo Athletic Club for the period of April 1, 2021 to June 30, 2022 (Board Report 20-12-108B). The Board also requested an opportunity to provide input regarding certain contract parameters. Staff will engage in discussion with the Board to identify Board wishes regarding contract parameters.

BOARD REPORT NO. 21-01-2C

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

DISCUSSION OF BOARD MINUTES POLICY

Over the last several years, the Board has had numerous conversations about modifying the approach to preparing minutes of the Board's meetings. In later conversations, the Board also coupled the issue with the broadcasting of board meetings for public viewing.

In March 2020, the District began live broadcasting board meetings online (via Zoom) and archives of those meeting videos are stored on the District's website.

With the broadcasting of meeting, the Board will again discuss and consider modifications to the preparation of Board meeting minutes. Attached for the Board's reference is Board Policy 1.50: Minutes of Meetings.

CHAPTER 1: Board of Trustees
BOARD POLICY NO. 1.50 (BP 2360 and 2365)

BOARD POLICY
San Mateo County Community College District

Subject: 1.50 Minutes of Meetings
Revision Date: 2/09; 6/15
Policy References: Education Code Section 72121(a); Government Code Sections 6250 et seq.,
54957.5 and 54953.7

1. A record of all transactions of the Board shall be set forth in the Board meeting minutes. All minutes, after approval by the Board, shall be kept by the Secretary for the Board in the Minute Book and/or in an appropriate electronic format as the official record of Board meetings. The minutes of all Board meetings are public records and shall be made available to the public.
2. The minutes shall be succinct; the basic function of the minutes shall be the recording of official actions of the Board.
 - a. The minutes shall record the name of the person making a motion, the name of the person seconding it and the vote. A member abstaining from voting on a proposition may state his/her reasons and may have them recorded in the minutes if he/she so requests at the time of the voting.
 - b. If discussion is held on an item, the minutes will state that "a discussion was held". A summary of the positions of the Board members will be reported. Such summary may be corrected at the time the minutes are presented for adoption.
 - c. Any Board member may request that there be included in the minutes any verbatim statement which that Board member has made or data which he/she wishes to have included in the minutes. Unless such request is made at the meeting during which the statement is made or the data produced, it shall not thereafter be requested as part of those particular minutes.
 - d. Each Board member shall have the privilege of having his/her vote and the reasons for it recorded separately on any question if he/she so requests in the minutes. The request must be made while the vote is being taken or immediately thereafter.
3. Board meetings shall be audio recorded. Recordings shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code sections 6250, et seq. Recordings of meetings do not constitute the official Board minutes, but are used to assist in clarifying the business transacted at Board meetings. Recordings normally will be retained for one month; at the discretion of the Board or the Chancellor, recordings may be retained for a longer period of time.
4. Minutes and recordings of Board meetings shall be available by prior arrangement for inspection by the public during the regular office hours of the District Office. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

BOARD REPORT NO. 21-01-3C

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

DISCUSSION OF EXPANSION OF TUITION WAIVER

At the Board's December 2020 meeting, Trustee Pimentel asked that the Board have a preliminary discussion about the concept of making attending SMCCCD colleges free.

The Board agreed to agendaizing this topic for initial discussion.

BOARD REPORT NO. 21-01-4C

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

DISCUSSION OF POTENTIAL TOPICS FOR BOARD RETREAT AGENDA

Each year, the Board of Trustees meets in a retreat format to discuss strategic initiatives and set priorities for the year. The 2021 Board Retreat will be held on Saturday, February 6.

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