

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 24, 2021

Closed Session at 5:00 p.m.; Open Session 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/86593075563>

Dial-In: 1-669-900-9128 – Webinar ID: 865 9307 5563

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. 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 on the agenda item for members of the public to comment using a phone.

Accommodations

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

5:00 p.m. Call to Order

CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Labor Negotiators
Agency Designated Representative: Mitchell Bailey and Laura Schulkind
Employee Organizations: AFT and CSEA
2. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): One Case
3. Conference with Legal Counsel – Anticipated Litigation: Initiation of litigation pursuant to pursuant to Gov. Code: § 54956.9, subd. (c): One Case

4. Employee Discipline, Dismissal, Release
5. Ratification of November and December 2020 Confidential District Warrants

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

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

21-02-01C Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity: Celebrating Black History Month (*Time Allotted: 20 minutes*)

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

MINUTES

- | | |
|----------|---|
| 21-02-01 | Approval of the Minutes of the June 24, 2020 Regular Meeting |
| 21-02-02 | Approval of the Minutes of the July 2, 2020 Special Closed Session Meeting |
| 21-02-03 | Approval of the Minutes of the July 8, 2020 Study Session |
| 21-02-04 | Approval of the Minutes of the July 22, 2020 Regular Meeting |
| 21-02-05 | Approval of the Minutes of the August 13, 2020 Special Closed Session Meeting |
| 21-02-06 | Approval of the Minutes of the August 19, 2020 Regular Meeting |
| 21-02-07 | Approval of the Minutes of the September 3, 2020 Special Study Session |
| 21-02-08 | Approval of the Minutes of the September 9, 2020 Regular Meeting |
| 21-02-09 | Approval of the Minutes of the September 23, 2020 Study Session |
| 21-02-10 | Approval of the Minutes of the October 14, 2020 Study Session |

- 21-02-11 Approval of the Minutes of the October 28, 2020 Regular Meeting
- 21-02-12 Approval of the Minutes of the November 18, 2020 Regular Meeting
- 21-02-13 Approval of the Minutes of the December 14, 2020 Regular Meeting

NEW BUSINESS

- 21-02-01A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel *(Time Allotted: 5 minutes)*

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.

- 21-02-01CA Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College
- 21-02-02CA Approval of Accrediting Commission for Community and Junior Colleges (ACCJC) Follow-up Report for College of San Mateo
- 21-02-03CA Approval of Non-resident Tuition Fee, 2021-2022
- 21-02-04CA Ratification of November and December 2020 District Warrants

Other Recommendations

- 21-02-101B Ratification of Chancellor's Recommendation to Hold All Classes, Services and Operations, with Limited Exceptions, Online or Remotely for Summer 2021 Term and Fall 2021 Semester *(Time Allotted: 10 minutes)*
- 21-02-102B Approval to Continue Accommodation for Students Impacted by Extraordinary Conditions – Fee Refunds *(Time Allotted: 5 minutes)*
- 21-02-103B Adoption of Districtwide American with Disabilities Act (ADA) Self-Evaluation and Transition Plan *(Time Allotted: 15 minutes)*
- 21-02-104B Consideration of Board Member Compensation *(Time Allotted: 5 minutes)*
- 21-02-105B Appointment of Board Member to the Educational Housing Corporation Board of Directors *(Time Allotted: 10 minutes)*
- 21-02-106B Appointment of Student Representative to the Bond Oversight Committee *(Time Allotted: 5 minutes)*
- 21-02-107B Acceptance of 2020-21 Mid-Year Budget Report and Approval of Budgetary Transfers and Income Adjustments *(Time Allotted: 10 minutes)*

- 21-02-108B Authorization to Renew Contract with Constellation NewEnergy, Inc. for Purchase of Electricity *(Time Allotted: 5 minutes)*
- 21-02-09B Approval of Sole Source Resolution No. 21-02 Designating a Specific “Material, Product, Thing or Service on Construction Projects” in Order to Maintain a Uniformity of Specific Physical Monitoring and Access Systems throughout the District *(Time Allotted: 5 minutes)*

INFORMATION REPORTS

- 21-02-02C Discussion of 2021 General Obligation Refunding Bonds Issued in an Aggregate Principal Amount of \$187 Million *(Time Allotted: 20 minutes)*
- 21-02-03C Discussion of 2021-2022 Preliminary Budget *(Time Allotted: 25 minutes)*
- 21-02-04C Discussion of Allocation of Higher Education Emergency Relief Fund (HEERF) Funds *(Time Allotted: 10 minutes)*
- 21-02-05C 2021 Contractor Prequalification Update *(Time Allotted: 10 minutes)*
- 21-02-06C Discussion of Future Study Session and Information Report Topics *(Time Allotted: 10 minutes)*
- 21-02-07C District Financial Summary for Quarter Ending September 30, 2020
- 21-02-08C Auxiliary Operations Financial Summary for Quarter Ending September 30, 2020

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

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

ADJOURNMENT

BOARD REPORT NO. 21-02-01C

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

**CONTEMPORARY CONVERSATION REGARDING RACE, CLASS, GENDER, PRIVILEGE
AND EQUITY: CELEBRATING BLACK HISTORY MONTH**

Over the course of the last several years, the Board has had focused conversations relating to race, class, gender, privilege and equity. The foundations of these conversations are manifested in the District's Strategic Plan and facilitated across the campuses in classrooms, programs, curriculum, policies, trainings and general awareness and actions.

The Board will continue this conversation by celebrating Black History Month.



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Cañada College • College of San Mateo • Skyline College

Combined Report of the District Chancellor and College Presidents



CELEBRATING BLACK HISTORY



Cousins Archie Williams '35 and Les Williams '39 graduated from CSM in the 1930s, achieving high-profile milestones in science, aviation and athletics.

CELEBRATING BLACK HISTORY

Two cousins who graduated from CSM in the 1930s went on to make history. Archie Williams '35 and Les Williams '39 endured systemic racism to achieve high-profile milestones in science, aviation and athletics. As we celebrate Black history all around the District, we hope you enjoy these inspirational stories.

Archie Williams (CSM Class of 1935)



- Olympic champion, 400 meter run
- Pilot, flight instructor and trainer of Tuskegee Airmen
- Meteorologist with the Army Air Weather Service, retiring as lieutenant colonel
- Math and computer science teacher for 22 years

"Every race that you run is a final. If you don't win, then it is final."

Read Archie Williams's story at https://www.collegeofsanmateo.edu/100/cf_archiewilliams.php

Les Williams (CSM Class of 1939)



- First African-American twin-engine bomber pilot
- Member of World War II-era Tuskegee Airmen
- Entrepreneur, dancer and dance-studio owner
- Attorney in San Mateo County for 30 years

"We told each other, 'We're going to be the best. We stuck with that, and we helped each other.'"

Read Les Williams's story at https://www.collegeofsanmateo.edu/100/cf_leswilliams.php

PUBLIC COVID-19 TESTING SITE OPENS AT COLLEGE OF SAN MATEO



On January 25, San Mateo County launched a drive-through COVID-19 testing site at the College of San Mateo campus. Located in upper Hillside Lot 1 at CSM, the site is open to the public and replaces the previous testing location at the San Mateo County Event Center.

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Testing hours are Sundays through Thursdays, 7:00 am – 7:00 pm. Special time blocks have been reserved exclusively for San Mateo County Community College District students, staff, and faculty on Sundays–Thursdays from 10–11 am and 3–4 pm.

The tests are conducted with a nasal swab and results provided within 24–72 hours. Testing services are provided by OptumServe, the federal health business of Optum and UnitedHealth Group. The site has the capacity to test 1,000 people per day.

An appointment is required. For appointments, visit <https://lhi.care/covidtesting> or call the LHI Call Center at (888) 634-1123 to make an appointment by phone.

For details on the CSM testing location, see covid-19.smccd.edu/csm-covid-19-testing-site.

For information on all testing locations in San Mateo County, see www.smcgov.org/testing.

CHENG YU HOU NAMED THE DISTRICT'S NEW CHIEF HUMAN RESOURCES OFFICER



The District has hired Cheng Yu Hou, who began his duties on January 1, 2021, as Chief Human Resources Officer. He was hired after an extensive search, from a pool of exceptional candidates.

"I am confident that Cheng Yu will be a great addition to the District," said District Chancellor Mike Claire.

"He will be able to draw upon his wealth of knowledge and experience to lead our District human resources functions."

Cheng Yu comes to the District from Los Angeles County, where he most recently served as the Chief Diversity Officer for the County's Department of Child Support Services. Prior to that assignment, Cheng Yu was a Chief Labor Negotiator for Los Angeles County Chief Executive Office. Cheng Yu's prior

experience also includes a number of academic assignments, including as an adjunct faculty member at University of Southern California, Pepperdine University and Albany Law School.

Educated in the law, Cheng Yu also worked for a number of federal judges and is admitted to the California bar. In his work with the District, he will be acting only as the Chief Human Resources Officer, not as the District's legal counsel.

Cheng Yu holds a juris doctorate from the University of Cincinnati, a bachelor's degree from UC San Diego (where he graduated with quintuple majors).

The District formed a Chief Human Resources Officer screening committee to evaluate the pool of candidates. The screening committee included nine faculty members, staff, and administrators from all three colleges and the District Office.

DISTRICT EMERGENCY FOOD DISTRIBUTION REACHES NEW MILESTONE OF 50,000 FAMILIES SERVED



As we near the one-year mark of the COVID-19 pandemic in our region, the San Mateo County Community College District Emergency Food Distribution program has provided free groceries to a total of 50,000 families. The CSM food distribution site has operated on Fridays for 38 weeks, and the Wednesday program at Skyline College has operated for 22 weeks.

Over that time, the District has distributed a combined 2 million pounds of food worth \$3.8 million to the public. The program is a partnership with Second Harvest of Silicon Valley, which provides food boxes to District sites each week. The distributions rely on a

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network of District and College staff who volunteer their time, as well as volunteers from local companies and other organizations. Prior to the pandemic, Second Harvest of Silicon Valley was already providing food to about 260,000 people per month in the Bay Area. By summer 2020, that number skyrocketed to more than 500,000 people per month. Demand has stayed at that level. For more information see www.shfb.org.

Other SMCCCD Emergency Programs

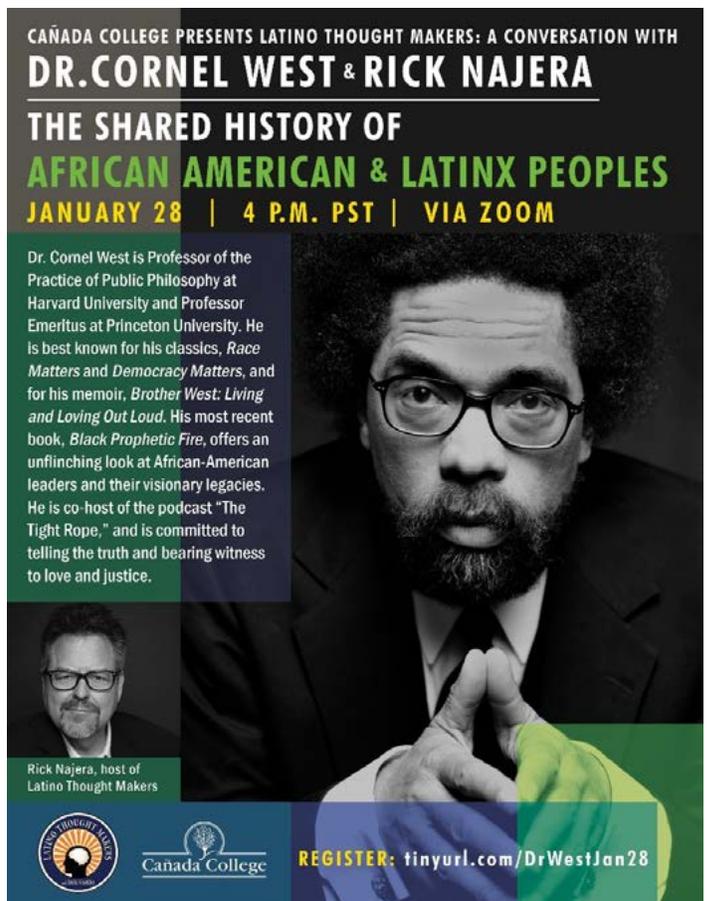
Before the pandemic, food-insecure students were able to pick up weekly groceries at their campus SparkPoint Center. In order to continue supporting those students during campus closures, the District now purchases and sends electronic gift cards for local grocery stores, each worth \$75, for about 1,400 food-insecure students each month.

The District Basic Needs Task Force and the SparkPoint Centers oversee a range of emergency assistance programs for students including hotel vouchers and rental assistance, Chromebook and hotspot distributions, and drive-up wifi in parking lots. Students have access to free HIPAA-compliant personal counseling and telemedicine services.

The San Mateo County Community Colleges Foundation has set up an emergency fund to support these efforts as well as emergency scholarships and other student needs. Please visit foundation.smccd.edu to support our local students.



CAÑADA COLLEGE HOSTS CONVERSATION WITH DR. CORNEL WEST



CAÑADA COLLEGE PRESENTS LATINO THOUGHT MAKERS: A CONVERSATION WITH
DR. CORNEL WEST & RICK NAJERA
THE SHARED HISTORY OF
AFRICAN AMERICAN & LATINX PEOPLES
JANUARY 28 | 4 P.M. PST | VIA ZOOM

Dr. Cornel West is Professor of the Practice of Public Philosophy at Harvard University and Professor Emeritus at Princeton University. He is best known for his classics, *Race Matters* and *Democracy Matters*, and for his memoir, *Brother West: Living and Loving Out Loud*. His most recent book, *Black Prophetic Fire*, offers an unflinching look at African-American leaders and their visionary legacies. He is co-host of the podcast "The Tight Rope," and is committed to telling the truth and bearing witness to love and justice.

Rick Najera, host of Latino Thought Makers

REGISTER: tinyurl.com/DrWestJan28

As part of its ongoing commitment to celebrating diversity and inclusion, Cañada College hosted an important conversation on January 28 with Latino Thought Makers award-winning screenwriter, actor, and author Rick Najera, featuring renowned speaker, author and Harvard scholar, Dr. Cornel West. Dr. West is best known for his classics, *Race Matters* and *Democracy Matters*, and his memoir, *Brother West: Living and Loving Out Loud*. Dr. West's most recent book, *Black Prophetic Fire*, offers an unflinching look at African American leaders and their visionary

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legacies. Dr. West and Najera are committed to telling the truth about intersectionality and bearing witness to love and justice. Dr. West and Najera began their conversation about race by showcasing the overlap in experience amongst Black and Brown communities. Their shared feeling of being ‘the other’ throughout their upbringing displays the numerous similarities between all people of color. Although there are specificities to each respective group, both distinguished speakers agree that what connects all minorities is oppression and a distorted sense of belonging. Dr. West beautifully elaborated, “Black and Brown people at our best are soulful people. Soul is the sharing of a soothing sweetness against the backdrop of grim catastrophe but never allowing catastrophe to have the last word.” It is this same everlasting hope within the soul of marginalized groups that ensures change is consistent and constantly growing.

As a light-skinned Latino, Najera vulnerably shared his unique experience in treatment versus his darker-skinned Latina sister. Najera explained his discomfort in being treated better solely due to the color of his fair skin. Because of his exterior, Najera was able to witness the effect skin color has in the Latin community similar to what Dr. West experiences in the Black community. Najera expressed, “Black issues are Brown issues. They are our people as we are their people. We cannot have one side get to the promised land without the other.” Because Najera’s parents preserved and nurtured his Mexican identity, he was able to reject inequities such as skin color assumptions and be a successful advocate for Latinx people at large.

Dr. West also shared a common event he experiences frequently, and has also written about in his novel *Race Matters*, which is taxi cab drivers ignoring his hail. Dr. West affirmed, “I try to live my life in such a way that I am never surprised by evil or paralyzed by despair. I come from a people who have had to live through slavery working sunup to sundown. When that taxi man drives past me and keeps going, I say he is as wrong as they can be. If I had to render them accountable I would, but that’s not my point of reference. I got too many important things to do. I got to keep my energy moving in the same direction my great-great-grandmother had to keep hers as she was occupied and obsessed with Jim Crow. She kept track of the evil but she wasn’t surprised which means she wasn’t overwhelmed. Despair will debilitate you if you allow it to.”

The inequity in the treatment of darker-skinned people should be a relevant issue to all people, not just Black and Brown communities. Through these real-life experiences, Najera and Dr. West solidified the importance of allyship and empathy towards fellow oppressed communities. It is only through unionship that the voice of the oppressed can be heard and liberated.

When asked by a Cañada student, “Do you think we will see an America free of white supremacy?”, Dr. West responded, “It’s hard to say, but it depends on what we do. If we can build on what took place this summer (Black Lives Matter Movement) with this marvelous manifestation of people concerned about our dear brother Floyd Jr. being publicly lynched by the policemen in the attempt to speak in the name of truth and justice, we can make sure no one has to undergo that sort of treatment no matter what color they are, gender, sexual orientation, national identity, or religion. If we have enough folk moving in that direction then we have a chance of fundamentally pushing white supremacy back.” Najera passionately added, “I love this country so much I have to complain. I love this country so much I have to point out inequities and problems, not in a cruel way, but it is a human potential we are fighting for. We need everybody to succeed. Patriotism is what drives Americans to protest, raise awareness, and vote to create a better America, not as it is but as it should be.”

Dr. West and Najera ended their conversation and Q&A by advising students to do their part by continuing to fall in love with learning. Through their academic journey, students should find allies in professors who care about furthering racial equity and abolishing education barriers for all students of color. It is through the conviction of love, truth, and justice that future generations will end the suffering of people of color and rebuild an equal and just nation.

The event concluded with a panel to digest the conversation with Dr. West and share how we can move forward with the work to dismantle racism. Cañada College President, Dr. Jamillah Moore, concludes, “As Dr. West said, we have to be long-distance runners, for this will forever be a marathon because the work we are doing right now is not for me and it is not for you it is what I call for my future grandchildren; just as my great grandparents built the foundation that I am enjoying now. We cannot lose sight of that because there will be many people who will tell you what you can’t do, what you shouldn’t do, that you need to sit

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down but I am telling you to keep moving forward even when you feel overwhelmed. Think about what folks did long before us against impossible odds. We need to build upon that as a hybrid people. We must lift as we climb, every voice, not just one!"

The special event drew in more than 1,000 attendees and generated more than \$4,200 in [donations](#) and sponsorships for the Cañada College Scholarship Fund, which supports student's daily basic needs such as groceries, food vouchers, Chromebooks and hot spots. The event was recorded and can be accessed [here](#).

CAÑADA GATHERS FEEDBACK ON NEW CULTURAL CENTER



Share Your Experience

Help us create a new Cañada Cultural Center.

Small Group Discussions
Via Zoom

<https://tinyurl.com/CANculturalCenterFeb>

To support its efforts to become an antiracist institution, Cañada College is providing opportunities for community members to share their voices in the planning of its new Cultural Center. The College is hosting seven focus group discussions to gather information and perspectives from a broad range of campus stakeholders about the College's new Cultural Center. The feedback will inform the fundamental pillars of the new Cultural Center. To register for one of these sessions and to learn more about the focus groups, [please register here](#).

The Cultural Center will be located on the upper-campus level adjacent to the International Student Program. In review of the plans for the International Student Program, the Cultural Center has been part of the space allocation in order for students to

have a safe space to congregate on the upper campus. The space identified for the Cultural Center is in Building 9, Room 154B. It is 1,062 square feet and is located near many of the campus' Student Support Services. In addition to the space, the College will have a prayer room that will be available for students who require that needed privacy. From the plans listed, the Art Gallery will also be adjacent to the space for CIETL (Center for Innovation & Excellence in Teaching & Learning) which is separate from the Cultural Center space.

College of San Mateo

CSM DIGITAL MEDIA STUDENT CREATES DOCUMENTARY FOCUSED ON ONLINE LEARNING CHALLENGES



As the coronavirus pandemic pushed in-person classes to online formats last year, CSM Digital Media student Blake Merkes faced a challenge. He needed to complete a video project for the Digital Media Independent Study class he was enrolled in but no longer had access to the resources available at CSM.

Blake needed to figure out how to create an engaging video in the new masked and socially-distanced world he found himself in. Additionally, whatever he ended up producing would have to be done solely with his equipment at home. Acknowledging

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his challenges while collaborating with his digital media professor Michelle Brown, they came up with an idea to produce a documentary focused on the challenges CSM students were having with the transition to virtual learning.

Blake's next challenge was finding students willing to record themselves answering his questions. Working together, Professor Brown helped Gregory find 15 students to participate. These students captured their thoughts on video and provided them to Gregory to use. His final challenge was condensing the student's testimonials into a final documentary titled "Coping with Covid."

After almost a year of work Blake is proud to share his documentary with the SMCCCD community.

Watch it on [Vimeo](#).

FIVE HONORS PROJECT STUDENTS TO PRESENT AT HONORS RESEARCH CONFERENCE

The Honors Project is delighted to report that five students have been accepted to present their research projects this spring, at the 2021 UC Irvine Community College Honors Research Conference—to be held virtually, in March.



Here are the five students, followed by the courses and instructors for which they did their research projects:

- Isabelle Antaran – PHIL 100 (Jeremy Ball)
- Kyle Guanzon – CIS 255 (Kamran Eftehkari)
- Drew Marquiss – CIS 140 (Mounjed Moussalem)
- Andrianna Pellini – ENGL 110 (Rene Anderson)
- Kelsey Takaha – COMM 110 (Briana Avila)

A major academic event sponsored by the Honors Transfer Council of California, the conference "gives community college

honors students the opportunity to present their academic work," inviting "research-based presentations, posters, and creative performances reflecting inquiry into the humanities, sciences, arts, social sciences, and pre-professional programs."

The virtual conference will take place March 25, 26 and 27. Learn more at <https://www.honorstransfercouncil.org/the-conference-1>



SKYLINE COLLEGE FOOD DISTRIBUTION REACHES \$1 MILLION IN GROCERIES



This past week marked the 21st Skyline College Free Drive-Thru Community Market! At this most recent weekly grocery distribution event we had 30 volunteers and served 850 families! We also hosted a small media event with several news outlets on hand to capture a financial donation from the Barry Bonds Family Foundation to Second Harvest Food Bank of Silicon Valley. You can see the distribution in action, as well as an interview with Barry Bonds in the video here.

Every week each household or family receives almost 40 lbs of groceries, including milk, eggs, pasta, rice, fresh produce, canned goods and dry goods, as well as a protein item (ham, chicken, turkey, etc.). Second Harvest Food Bank calculates that over 559,518 pounds of groceries have been distributed since our program started in September 2020 and that we have offset over \$1,001,536 in grocery costs for the most at risk members

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of our local community! A special thanks goes to SMCCCD employees from SparkPoint, public safety, and facilities, as well as the wonderful volunteers who make this event possible every week.

This event is held at Skyline College every Wednesday, 11:00am-1:00pm and has been extended through May 2021. All staff, volunteers and participants adhere to all COVID-19 Health and Safety Protocols at all times.

- Only drive-thru pickups will be served
- All participants must remain in their cars at all times and wear a mask
- Open to students and the community
- No I.D. required to pick up food
- Please call 650-738-7970 for weather and air quality closure updates
- Please use Skyline Blvd entrance

If you are interested in volunteering, please sign up through the [Second Harvest Food Bank website](#). If you have any questions please email us at skylineparkpoint@smccd.edu.

Article by Chad Thompson

BAEC AWARDS MICRO GRANTS TO SMALL BUSINESSES



On Thursday, January 28, 2021, the Bay Area Entrepreneur Center of Skyline College held its virtual awards ceremony for the sixteen local businesses who received Micro Grants of over \$4,000, through the Small Business Recovery & Assistance Program. The Small Business Recovery & Assistance Program is

a local business recovery initiative largely supported by the San Bruno Community Foundation, to support small businesses as they work to navigate the challenges of the COVID-19 pandemic. The BAEC developed the Micro Grants Program, whereby businesses in San Bruno were funded to maintain and adapt and improve operations to meet the needs of our rapidly changing environment. Aubrey Merriman, CEO of the Boy & Girls Club of North County, served on our Micro Grants Review Panel, a group comprised of esteemed community members, all charged with the big task of combing through grant applications and vetting award recipients. Aubrey says, "It was a true privilege and pleasure to serve in this capacity and support the important work of our small businesses!" The sixteen Micro Grant award recipients, along with other businesses, are attending workshops and one-on-one business strategy sessions with the BAEC's team of coaches for continual support of their business recovery.

The BAEC would like to thank our many community partners, especially the City of San Bruno, the San Mateo County Community College Foundation, the San Bruno Chamber of Commerce, the San Mateo County Economic Development Association, Renaissance Entrepreneurship Center, our Micro Grants Review Panel and the San Bruno Community Foundation. We would also like to thank the small businesses-vital and essential to our communities.

For more information on the BAEC connect with us [here](#) and at [BAEC YouTube](#).

Article by Pcyeta Stroud

Image by Olivia Vialau and Nicole Moreno-Deinzer

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
June 24, 2020 – San Mateo, CA**

This was conducted remotely via Zoom. A video recording of the meeting can be accessed at: <https://smccd.edu/boardoftrustees/meetings.php>.

The meeting was called to order at 4:00 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 take up items as listed on the printed agenda, including: (1) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases; (2) Consider Employee Discipline, Dismissal, Release; (3) Consider Public Employee Appointment/Employment: Vice Chancellor of Educational Services and Planning and Vice Chancellor/Chief of Staff; (4) Consider Ratification of Confidential Warrants; and (5) Hold Conference with Labor Negotiators for Employee Organizations: AFT and CSEA and an Unrepresented Employee: Skyline College President.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None.

RECESS TO CLOSED SESSION

The Board recessed to closed session at 4:02 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session 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; Student Trustee Jade Shonette

Others Present: Interim Chancellor Michael Claire, Chief Financial Officer Bernata Slater, Skyline College Interim President Jannett Jackson, College of San Mateo Acting President Kim Lopez, Cañada College President Jamillah Moore, District Academic Senate President Jeramy Wallace

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

(Time Stamp: 1:44)

There were no adjustments to the order of the agenda.

DISCUSSION OF THE ORDER OF THE AGENDA

(Time Stamp: 1:47)

Trustees agreed to staff's request to move Informational Report 20-6-6C a Report on Request for Proposal Process for Operation of the San Mateo Athletic Club in Partnership with the District to be the first item under new business, and Item 20-6-111B, the Approval of Contract Extension to Professional Services Agreement with EXOS Community Services to Operate the San Mateo Athletic Club in Partnership with the District to be the second item considered under new business.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity: Recognizing Pride Month (20-6-1B)

[\(Time Stamp: 03:05\)](#)

The three college presidents reported on activities in support of Pride Month. President Lopez reported on the activities of the Safe Zone Alliance Club and college professional development activities to support the LGBTQIA population. President Moore reported on Cañada's work regarding supporting Safe Zone activities. President Jackson mentioned social media posts and other activities celebrating Pride Month. Mr. Wardell, a Skyline student, expressed his concerns about armed security and shared a letter outlining his concerns with the Board. Trustee Nuris mentioned that it is nice to highlight groups during special recognition months, but we must highlight activities and support our students for the entire year. Trustee Goodman agreed and urged the Board to continue to have conversations that deconstruct systems of racism and oppression and include the LGBTQIA community. Trustee Mandelkern thanked the College presidents and the faculty, staff, and students for working to provide an environment where all can feel comfortable. Trustee Holober agreed with prior comments. Student Trustee Shonette supports creating a safe space for students. President Schwarz read a proclamation regarding Pride month into the record. Trustee Goodman acknowledged Mr. Wardell's questions and concerns about armed security.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

[\(Time Stamp 23: 35\)](#)

Chancellor Claire stated that the Colleges were able to open the three campuses on a limited basis in accordance with state and county guidelines. He thanked all involved with assisting in the re-opening of the campuses. President Jackson thanked Trustee Goodman for his support of the Juneteenth Celebration at Skyline College. President Lopez announced the first convening of the Minding the Obligation Gap webinar series at CSM. President Moore stated that Cañada College held its second critical conversation on anti-racism. District Academic Senate President Wallace announced that the District Academic Senate will continue to meet over the summer to participate in the planning for the Fall 2020 and the Spring 2021 semesters. District Academic Senate President Wallace also stated that the District Academic Senate continues to have conversations on race and anti-racism and deconstructing systems that harm our students.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

[\(Time Stamp: 31:30\)](#)

- Mr. Tiwari, an adjunct faculty member commented on the positive and negative aspects of online teaching.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

[\(Time Stamp: 34:30\)](#)

- Dr. Smith, a CSM counselor, spoke about the value of counselors and the work of counselors at the colleges. Dr. Smith raised concerns about the treatment of counseling profession in the context of contract negotiations.
- Ms. Zannasi, a Skyline counselor, discussed the difficulty of counseling in a COVID-19 environment. She also mentioned that counseling at a community college is distinct from other high-education segments.
- Ms. Escobar, a Skyline Counselor, expressed concerns about the lack of time allotted to students for counseling appointments.

- Ms. Mendez, a counselor at Cañada College, discussed the difficulties students face especially during the pandemic. Ms. Mendez also requested more time with students. Ms. French, a learning disability specialist at Cañada College, supported the position of the prior speakers and stated that she was speaking for adjunct counselors who might be afraid to speak up.
- Ms. Venkataraman shared her difficulty with large class sizes and online teaching.
- Mr. Lehmann stated his support of the counselors.
- Mr. Meckler stated his concern about workload in an online environment.
- Mr. Wamba stated his concern about equity gaps related to online learning.
- Ms. Zhang agreed with the prior comments and expressed her concerns about technology.
- District Academic Senate President Wallace mentioned the District Academic Senate support of longer appointments for counselors.
- Mr. Brenner stated his support of prior faculty comments on workload.
- Dr. Wimmer stated concerns about the safety of returning to work during the pandemic.

NEW BUSINESS

Report on Request for Proposal Process for Operation of the San Mateo Athletic Club in Partnership with the District (20-6-6C)

(Time Stamp 1:12:18)

Vice Chancellor Bauer reported on the Request for Proposal and requested Board guidance. Trustee Holober stated that there have been severe problems with the staff not following the leadership of the Board and/or the chancellor. In particular he was surprised about a recent public statement regarding the opening of the San Mateo Athletic Club. He stated that it was his opinion that the RFP process must be removed from staff and requested that a neutral party execute the RFP. He stated that he does not have confidence that a neutral assessment can be done by staff. Trustee Holober also shared concerns about the scope of the RFP and contracting out what could be bargaining unit positions. Vice Chancellor Bauer stated that he worked under the direction of the chancellor to work with the EOC to develop a reopening plan for SMAC.

Trustee Mandelkern stated his interest in using an outside entity to review positions and that he too, is uncomfortable with contracting out all positions. He requested that the RFP incorporate the possibility of using bargaining employees for certain tasks. He also stated that the RFP should focus only on the San Mateo Athletic Club.

Trustee Goodman supported Trustee Mandelkern's statement. Trustee Goodman found it problematic about prior comments made about trust in staff. Vice President Nuris agreed with Trustee Goodman's statement. Vice President Nuris also stated that the Board has an obligation to the community to ensure that the community and students have access to the facility. President Schwarz also stated that she would like to focus on the issue at hand. Trustee Holober stated his desire to have a performance audit concerning the operation of the San Mateo Athletic Club.

Trustee Mandelkern stated his concerns about the need to proceed with the RFP given that the existing contract will expire. Trustee Goodman suggested a Board subcommittee

to assist with the formation of an RFP.

Chancellor Claire stated his support of including a Board subcommittee in the design of the RFP. Trustee Mandelkern and President Schwarz volunteered to serve on the Board subcommittee. Director Pulido stated that it is legal to have the Board participate in the RFP process but not always a best practice. Director Pulido summarized the RFP process for the Board. Trustee Goodman stated that his interest is in having a Board subcommittee participate in defining the scope of the RFP, not for the Board to participate for the entire RFP process. Trustee Mandelkern concurred.

Chancellor Claire asked for feedback regarding the timeframe for the RFP and if it looked reasonable. Trustee Mandelkern requested that the scope be discussed in public at the July 21 Board meeting. He also requested further Board discussion on the role of Building One at Cañada. Trustee Mandelkern requested that the Board focus on the San Mateo Athletic Club only.

Trustee Holober requested an analysis of running the San Mateo Athletic Club in-house. Trustee Holober clarified that if run as a district operation the positions would be classified positions, not faculty positions. Trustee Mandelkern suggested that the District run the RFP in parallel with an independent analysis of managing SMAC as a district operation. Trustee Goodman encouraged the Board to have an honest, inclusive conversation that includes all voices including employees and members of the community.

Director Pulido stated that the full RFP should not be released at a Board meeting but rather through a legal notification process. Instead, a high-level summary could be provided for public review and comment at a future Board meeting. There was consensus among the Board regarding Director Pulido's advice on providing a high-level summary of the RFP.

Public Comment:

- Ms. Celaya supported Board member comments regarding staffing of the San Mateo Athletic Club with bargaining unit members and cited prior Board reports.
- Ms. Terner requested that staff bring back the scope of the RFP for public comment.
- Ms. Bell, a member of SMAC, stated concerns about the ability for SMAC to continue.
- Mr. Pimentel requested additional details concerning Building One at Cañada College. He also encouraged the Board to consider a policy level decision regarding salary and wage levels.

Approval of Contract Extension to Professional Services Agreement with EXOS Community Services to Operate the San Mateo Athletic Club in Partnership with the District (20-6-111B)

[\(Time Stamp: 2:19:44\)](#)

Motion to Approve by: Trustee Mandelkern

Second by: Trustee Nuris

Action: Approved. Ayes: President Schwarz, Vice President Nuris, Trustee Goodman, Trustee

Mandelkern. Nays: Trustee Holober. Student Trustee Advisory Vote: Student Trustee Shonette - Aye.

Summary of Discussion:

Vice Chancellor Bauer stated that he has worked with Director Pulido to develop a six-month addendum to the EXOS contract. He introduced members of the EXOS management team to answer questions. President Schwarz acknowledged that the Board has received three letters of support to reopen the facility. Trustee Mandelkern stated that that decision to open the pools is separate from the decision to extend the contract with EXOS. Trustee Mandelkern stated that the first priority is for students and that we need to meet student needs first before opening facilities to the community. Trustee Holober stated concerns about the management fees in the agreement. Trustee Holober stated that he is not comfortable with a process that puts the Board in a corner. He stated that he will be voting no. Trustee Mandelkern acknowledged Trustee Holober's concern. Trustee Mandelkern asked about the continued dues payment and the status of the SMAC staff. Trustee Goodman also acknowledged Trustee Holober's frustration regarding the timing of bringing the contract forward. He also stated that we need to consider to provide free access to existin student, faculty, and staff SMAC members during the facility shutdown. Trustee Mandelkern also supported student use and adjustment of scheduling for student access. Vice President Nuris agreed with Board member statements about the timing of bringing the contract forward

Public Comment:

- Mr. Simon supported the Board decision to open the facility to the public many years ago and to contract out the management of the facility. He stated that the facility is well-run and urged the Board to extend the contract.
- Ms. Goldman, a masters swimmer, stated her support of a contract extension and her support of the current operator.
- Ms. Poms urged the Board to open the 50-meter pool.
- Ms. Thomas commented on the actions that EXOS has taken to support members and SMAC employees. She stated that EXOS had discounted its management fee by 75% from the time of the shelter in place order to June 30, 2020.

Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (20-6-2A)

(Time Stamp: 2:58.20)

Motion to Approve by: Vice President Nuris

Second by: President Schwarz

Action: Approved. Ayes: President Schwarz, Vice President Nuris, Trustee Holober, Trustee Mandelkern. Nays: None. Abstention: Trustee Goodman.

Summary of Discussion: Trustee Goodman will abstain

Public Comment: None.

Approval of Consent Agenda
(Time Stamp: 3:00:00)

Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College (20-6-3CA)

Annual Review and Approval of Instructional Material Fees (20-6-4CA)

Suspension of Emergency Board Resolution Authorizing the Chancellor to Immediately Take Necessary Action to Protect Students and Employees from the Spread of Coronavirus (COVID19) (20-6-5CA)

Acceptance of Grant Funds from the San Bruno Community Foundation for the San Bruno Small Business Recovery Assistance Program to be Administered by the Bay Area Entrepreneur Center (20-6-6CA)

Acceptance of Grant Funds from the National Science Foundation for the Biotechnology Supply Chain Operations Project for Education (BioSCOPE) (20-6-7CA)

Request for Approval of Internal Borrowing (20-6-8CA)

Adoption of Resolution No. 20-10 Establishing 2020-21 Budget Limits (20-6-9CA)

Certification of District Equal Employment Opportunity Fund Allocation Application (20-6-10CA)

Motion to Approve by: Trustee Goodman

Second by: Vice President Nuris

Action: Approved unanimously, all members voting Aye

Summary of Discussion: No discussion.

Other Recommendations

Approval of Contract Award for College of San Mateo Building 3 Theatre Repair and Replacement Project (20-6-105B)

(Time Stamp: 3:02:42)

Motion to Approve by: Vice President Nuris

Second by: Trustee Holober

Action: Approved unanimously, all members voting Aye

Summary of Discussion: No discussion.

Public Comment: None

Approval of Contract Award for Skyline College Building 3 Portables Replacement Project (20-6-106B)

(Time Stamp: 3:03:06)

Motion to Approve by: Trustee Goodman

Second by: Vice President Nuris

Action: Approved unanimously, all members voting Aye

Summary of Discussion: No discussion.

Public Comment: None

Approval of Construction Consultants (20-6-107B)

[\(Time Stamp: 03:03:49\)](#)

Motion to Approve by: Trustee Goodman

Second by: Trustee Holober

Action: Approved unanimously, all members voting Aye

Summary of Discussion:

Trustee Goodman encouraged that staff continue to explore how to expand outreach to consultants to increase the diversity of our consultant base. Vice Chancellor Nunez stated that he is committed to this goal as well.

Public Comment: None

Approval of Tuition Increase for Fee-For-Service Childcare Effective August 1, 2020 (20-6-108B)

[\(Time Stamp: 03:07:42\)](#)

Motion to Approve by: Trustee Mandelkern

Second by: Trustee Goodman

Action: Approved unanimously, all members voting Aye

Summary of Discussion: No discussion

Public Comment: None

Adoption of the 2020-21 Tentative Budget (20-6-109B)

[\(Time Stamp: 03:08:40\)](#)

Motion to Approve by: Trustee Mandelkern

Second by: Trustee Holober

Action: Approved unanimously, all members voting Aye

Summary of Discussion: CFO Slater reviewed the 2020-21 Tentative Budget including key assumptions and anticipated changes in state funding levels. Chancellor Claire discussed budget principles and goals, including goals in response to the pandemic and developing a long-term approach to meeting the 50% law. CFO Slater presented key revenues expenses for the 2020/21 budget. Trustee Holober asked about international student program costs and travel costs. CFO Slater stated that the bulk of the costs are for permanent employees assigned to the international education program. Chancellor Claire stated that the District will review permanent positions and will shift personnel resources accordingly. Trustee Mandelkern stated that we are now overfunded on our OPEB liability and we might we think differently and reduce the surplus in the fund. He also asked about cash flow concerns in general. Chancellor Claire presented an analysis of the 50%

law. The Board agreed that is important to move towards compliance with the 50% law. Some Board members also expressed concern about using one-time funds to move towards compliance.

Public Comment: None

Adoption of Resolution No. 20-12 Calling for an Election to be Held on November 3, 2020, for the Election of Three Members of the Governing Board of the San Mateo County Community College District (20-6-110B)

[\(Time Stamp: 4:31:06\)](#)

Motion to Approve by: Trustee Goodman

Second by: Trustee Holober

Action: Approved unanimously, all members voting Aye

Summary of Discussion: No board discussion

Public Comment: None

INFORMATION REPORTS

Presentation by South Bay Regional Public Safety Training Consortium on Addressing Cultural Sensitivity and People with Disabilities in the Police Academy (20-6-3C)

[\(Time Stamp: 4:32:47\)](#)

Summary of Discussion: Linda Vaughn, President of the South Bay Regional Public Safety Training Consortium (SBRPSTC) made a presentation on the operations of SBRPSTC. Police Academies are offered at Monterey Peninsula College, Gavilan College, and College of San Mateo. SBRPSTC offers Peace Officer Standards and Training (POST) certified curriculum. President Vaughn discussed the history of de-escalation and changes in use of force policies. President Vaughn discussed the “8 Can’t Wait Campaign”, which is designed to reduce killings by police. President Vaughn also discussed curriculum to address cultural sensitivity and cultural competency.

Trustee Mandelkern stated that his goal is to ensure that officers are trained to the highest standards. Trustee Mandelkern asked a number of specific questions regarding training. Trustee Mandelkern also asked about the training required regarding mental health responses. President Vaughn responded that some of the training is provided in the Academy, additional training is provided by San Mateo County Law enforcement.

Trustee Nuris asked what police agencies use the SBRPSTC. President Vaughn responded that almost all law enforcement agencies in San Mateo County use the SBRPSTC for training.

Trustee Goodman stated that the reason we are here is because what is going on in the country and the killing of unarmed people of color. Trustee Goodman stated that he feels that many of the problems result from a lack of training and bad police officers. He asked about the process to monitor behavior of Academy recruits to ensure that candidates that might make bad police officers be removed from the program. President Vaughn stated that because they are governed by Education Code, there is limited ability to remove a recruit from the Academy. However, the Academy does document problematic behavior. Trustee Goodman asked what needs to happen at the state level so that we can make changes to improve. President Vaughn responded that community college academies need to establish a model similar to community college nursing programs.

Trustee Holober asked about standards and if they are set at the state or federal level. Trustee Holober asked if the training is enough given the responsibility of police officers. President Vaughn stated that additional training would be desirable. At the same, time recruits receive up to 6 months of field training after graduating from the Academy.

Third Quarter Report of Auxiliary Operations, 2019-20 (20-6-4C)

[\(Time Stamp: 5:53:06\)](#)

Summary of Discussion: Trustee Mandelkern stated that the Board needs a detailed discussion regarding the future of Auxiliary operations.

District Financial Summary for the Quarter Ending March 31, 2020 (20-6-5C)

[\(Time Stamp: 5:53:42\)](#)

Summary of Discussion: No discussion; report noted as received.

COMMUNICATIONS

[\(Time Stamp: 5:57:11\)](#)

No communications have been received.

STATEMENTS FROM BOARD MEMBERS

[\(Time Stamp: 00:00\)](#)

President Schwarz: No comments.

Vice President Nuris: Trustee Nuris appreciated the material presented in the Minding the Obligation Gap webinar.

Trustee Goodman: No comments.

Trustee Holober: Trustee Holober requested that all meetings, including special meetings, have a Board packet available. He also requested a report on running the San Mateo Athletic Club as an in-house operation. Finally, he asked staff to investigate if the District has rules in place that prohibit the solicitation of campaign funds for trustee elections by employees from contractors and others.

Trustee Mandelkern: Trustee Mandelkern appreciates everyone's time this evening

Student Trustee Shonette: No comments.

Vice President Nuris announced that the next meeting of the Board of Trustees would be on July 8, 2020, conducted via Zoom.

ADJOURNMENT

The meeting adjourned by consent at 12:02 a.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Special Closed Session of the Board of Trustees
San Mateo County Community College District
July 2, 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, including (1) Holding a conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases; (2) Consideration of Employee Discipline, Dismissal, Release; (3) Consideration of Public Employee Appointment/Employment: Title: Vice Chancellor of Educational Services and Planning, and Title: Vice Chancellor/Chief of Staff; and (4) Consideration of Public Employee Performance Evaluation: Review of Goals – Chancellor.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 6:02 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 9:00 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 9:01 p.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
July 8, 2020 – San Mateo, CA**

This was conducted remotely via Zoom. A video recording of the meeting can be accessed at: <https://smccd.edu/boardoftrustees/meetings.php>.

The meeting was called to order at 5:00 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 take up items as listed on the printed agenda, including: (1) Hold Conference with Labor Negotiators for Employee Organizations: AFT and CSEA; (2) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Three cases; (3) Consideration of Action in Connection with a Student pursuant to Ed. Code § 72122; and (4) Consideration of Ratification of May and June 2020 Confidential District Warrants.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None.

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 6:00 p.m.

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

Others Present: Chancellor Michael Claire, Chief Financial Officer Bernata Slater, Skyline College Interim President Jannett Jackson, College of San Mateo Acting President Kim Lopez, Cañada College President Jamillah Moore, District Academic Senate President Jeramy Wallace

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

(Time Stamp: 02:00)

None.

DISCUSSION OF THE ORDER OF THE AGENDA

(Time Stamp: 02:06)

There were no modifications to the order of the agenda.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

(Time Stamp: 02:16)

None.

NEW BUSINESS

Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (20-7-1A)

(Time Stamp: 02:41)

Motion to Approve by: Trustee Holober

Second by: Trustee Mandelkern

Action: Approved unanimously, all members voting Aye

Summary of Discussion: No discussion.

Public Comment: None.

Consideration and Approval of Skyline President Employment Agreement (20-7-2A)

(Time Stamp: 03:26)

Motion to Approve by: Trustee Mandelkern

Second by: Trustee Goodman

Action: Approved unanimously, all members voting Aye

Summary of Discussion: Human Resources Director David Feune reported that the contract for Dr. Melissa Moreno was a three-year agreement, that she would receive 225 hours of vacation annually and can cash out up to 10 days of vacation annually, that she will receive one day per month sick leave, and the same benefits and post-retirement benefits as generally provided to management personnel.

Board members and Chancellor Claire welcomed incoming president Melissa Moreno. They also thanked interim president Janett Jackson and the Skyline president screening committee.

Public Comment: None.

STUDY SESSION

A Discussion on Addressing the Obligation Gap (20-7-1C)

(Time Stamp: 15:02)

Summary of Discussion: Chancellor Claire introduced the panel of presenters: Dr. Jeramiah Sims, Dr. Jennifer Taylor-Mendoza, Dr. Tabitha Conaway and Jeremy Wallace. The panelists are SMCCCD colleagues who have written a book titled *Minding the Obligation Gap in Community Colleges and Beyond* (which is currently Amazon's #1 new release in Education) and have been conducting a series of webinars on the topic.

Dr. Conaway framed the obligation gap discussion and spoke of racist practices, policies and actions and the impact on people of color. Explained that there is a nexus between racism and neutral policies and noted that colorblind practices are not colorblind and that they are privileging white culture explicitly and are negating the identity and culture of our students. She noted that our public education system is established on white, middle-class norms and reinforces assimilationism that forces students to abandon language and culture. Further, she suggested that the District must be willing to interrogate its practices and be explicit in its policy goals.

Dr. Taylor-Mendoza discussed the need for brave leadership where disparities are named and there are shared accountabilities, where an equity agenda is used in hiring and evaluating employees, where there is an implementation of a mission and purpose that are designed to inspire change in others and where the psychological cost of silence is understood. She further explained that and organizational inertia is a natural barrier to implementing strategic and impactful change because it does not allow for new perspectives to penetrate the structure. She also noted how common understanding and definitions establish a baseline of cultural competence and fluency, provide rich opportunities for institutional reflection and dialogue.

Dr. Sims further framed the discussion with guiding presuppositions, including that (1) the SMCCCD Board wants to prioritize real, transformative anti-racist work, (2) the current stated mission of the SMCCCD Board does not reflect the requisite principals of an anti-racist educational approach, and (3) the SMCCCD leadership at all levels needs to audit/review/reimagine policies/practices/pedagogies in order to push towards an educational atmosphere that is anti-racist.

Professor Wallace drew a comparison to the disbanding the police movement and our institutions, noting that even with police wearing body cameras and footage documented on social media, nothing has changed because there is a deeper issue. He noted that dismantling the institution – similar to the institution of law enforcement – higher education has cracks in the foundation that cannot be repaired by making equity and justice an “add on.” He explained that our institutions of higher education were never built for students of color and it is in our DNA to marginalize them when they get to us and that justice needs to be central to our District, not on the periphery. He further concluded that academics tend to gravitate to sanitized language, such as disadvantaged, disenfranchised, and challenged the Board to think about how it uses the “contemporary conversations” agenda item.

Dr. Sims reviewed a tool the Board could use called the IMPACT (Innovative, Mindful, Purposeful, Actionable, Caring, Transformative) Equity Evaluation Grid. The Grid as a tool: (1) was created with an equity lens and one does not need to have a full understanding of equity issues in order to use this grid, just be willing to reflect honestly on the policies/practices/pedagogies present within departments/divisions, (2) can be used by administration to begin addressing climate by looking at policies and practices and can be used by faculty to audit classroom climate, and (3) simplifies the path forward, in that it easily exposes current inequities and provides a starting point for rapid change.

Trustee Goodman encouraged the Board and employee stakeholders to not have ceremonial conversations and to take what was presented and make it actionable. He noted that in-depth discussions are needed to get to the core of the issues and moving the priorities to become an anti-racist District forward. He further questioned how the District shifts from those ready and willing to everyone, a transition to the masses. He said the Board is responsible for setting vision but pondered how that is translated to be part of the DNA of the District.

Dr. Sims said the IMPACT grid was a good tool to start the work and training will be developed around it. Professor Wallace referenced earlier comments of things the Board could do, including: (1) create a vision/position statement that guides the Board’s work, (2) have real dialogue during “contemporary conversation” portion of the agenda, (3) don’t over rely on “race-neutral” or “colorblind” solutions and don’t blame the socio-economic factors off campus, (4) support the constituents as they start to reconceptualize our colleges, and (5) make the changes you can within your sphere of influence. Dr. Taylor-Mendoza noted that the Board sets the direction and the colleges are proficient and equipped to work to implement that direction and vision.

Trustee Mandelkern noted the elegance of the IMPACT tool, complimenting its simplicity to understand but its impact of use. He noted that the District had worked to make changes, citing the example of removing pre-requisite testing/entry testing for courses, which were barriers for students. He encouraged everyone to take more action on the items that have been discussed and move beyond talk to action. He noted his surprise regarding the lack of student-focused language of the District's mission statement, and encouraged work on revising and aligning the statement. He paraphrased former Skyline President Stan back-Stroud in that it is okay not to be perfect in this area as long as you have good intentions.

Trustee Holober noted that recent events demonstrate why it is necessary to take on power structures to make real change, because action shocks the system. He noted that he is concerned about complacent responses from individuals and that he hoped it would not result in people writing checks rather than getting directly involved in action. He suggested that perhaps it would be effective to have curriculum that teaches students how to be street organizers for change, as it is a proven and effective method for shaping outcomes and provides a broad set of skills for students.

Professor Wallace noted the need for ethnic studies and social justice programs districtwide and transformative curriculum, similar to that suggested by Trustee Holober, no matter the class or content area. Dr. Conaway reminded that it is important to empower students to have these conversations and to allow and encourage them to use their strengths and highlight their voices.

Vice President Nuris explained that it is critical to make sure the District is not creating and perpetuating a culture and curriculum that continues oppressive practices. He noted the need to have these discussions, expose them to transformative curriculum and experiences earlier in their academic careers, not just when they get to the District. He suggested that the District cannot work in a vacuum and collaboration with educational partners is important.

President Schwarz thanked the panelist for their excellent presentation and said the Board and District is left with important conversations to have and she encouraged review of the District's mission statement and policies.

COMMUNICATIONS

[*\(Time Stamp: 02:10:38\)*](#)

None.

STATEMENTS FROM BOARD MEMBERS

[*\(Time Stamp: 02:10:40\)*](#)

President Schwarz: Commented that she was able to attend the Cañada College EOPS student celebration, via Zoom.

Vice President Nuris: No comments.

Trustee Goodman: Noted that he felt the Board had missed opportunities to provide statements and public assurances to students, employees and members of the community regarding recent events and actions relating to civil unrest, Black Lives Matter, DACA, and international students' circumstances. He recommended the Board president work with administration to bring a statement to the next board meeting.

Trustee Holober: Expressed interest in having an item agendaized to discuss the need for a clear

board policy that prohibits donations and solicitation of vendors for Board candidates by District Form 700 reporters.

Trustee Mandelkern: Addressed the recent federal policy statement regarding international student eligibility to stay in-country only if taking in-person class. He said he also was able to recently tour Cañada Building 1 and believes progress is being made to address issues raised by KAD. He also attended a drive-thru graduation for the Trade Introductions Program drive-thru graduation.

Student Trustee Shonette: No comments.

President Schwarz announced that the next meeting of the Board of Trustees would be on July 22, 2020, conducted via Zoom.

ADJOURNMENT

The meeting adjourned by consent at 8:19 p.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
July 22, 2020 – San Mateo, CA**

This was conducted remotely via Zoom. A video recording of the meeting can be accessed at: <https://smccd.edu/boardoftrustees/meetings.php>.

The meeting was called to order at 4:00 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 take up items as listed on the printed agenda, including: (1) Hold Conference with Labor Negotiators for Employee Organizations: AFT and CSEA; (2) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases; (3) Consider Public Employee Appointment/Employment: Vice Chancellor/Chief of Staff; (4) Conduct Public Employee Performance Evaluation: Review of Goals – Chancellor; and (5) Consider Employee Discipline, Dismissal, Release.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None.

RECESS TO CLOSED SESSION

The Board recessed to closed session at 4:02 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session 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; Student Trustee Jade Shonette

Others Present: Chancellor Michael Claire, Chief Financial Officer Bernata Slater, Skyline College Interim President Jannett Jackson, Skyline College President Designate Melissa Moreno, College of San Mateo Acting President Kim Lopez, Cañada College President Jamillah Moore, District Academic Senate President Jeramy Wallace

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

(Time Stamp: 00:10)

There were no actions to report in Closed Session.

DISCUSSION OF THE ORDER OF THE AGENDA

(Time Stamp: 01:17)

Staff requested that Information Report “Update on Crystal Springs Cross Country Course (20-7-6C)” be moved to the first item following “Statements from the Public on Non-Agenda Items”. The Board agreed to the change in the order of the agenda.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

(Time Stamp: 01:50)

Chancellor Claire acknowledged the graduating Class of 2020. He congratulated the graduates on their success and resilience during such a challenging year.

Chancellor Claire congratulated Brian Horwitz for his nomination as the San Mateo County Community College District's 2020 Classified Employee of the Year and the California Community Colleges 2020 Classified Employee of the Year. Cañada College President, Jamillah Moore and Vice Chancellor, Tom Bauer congratulated and thanked Mr. Horwitz. Mr. Horwitz thanked the Board for the prestigious award and dedicated the award to his wife of 43 years, Linda Horwitz. The Board congratulated Mr. Horwitz on his well-deserved award.

Chancellor Claire thanked Dr. Jannett Jackson for her service as Interim Skyline College President and wished her well in retirement. Dr. Jackson thanked the Board for the opportunity to serve as Interim Skyline College President. Dr. Jackson acknowledged the great work at Skyline College and the many accomplishments achieved in the past year. Dr. Jackson also welcomed Dr. Melissa Moreno as the new President of Skyline College. Ms. Kate Browne thanked Dr. Jackson on behalf of the Skyline College Academic Senate. The Board recognized Dr. Jackson for her service and expressed gratitude for her leadership.

District Academic Senate President, Jeramy Wallace gave an update on the District Academic Senate's Taskforce on Teaching & Learning (TTL). The taskforce has been instrumental in providing guidance to faculty on procedures, grading policies, teaching, and learning in an online modality. The taskforce has most recently drafted a vision for equity and social justice that creates flexibility and compassion to students. Mr. Wallace also noted two resolutions that the District Academic Senate passed this month. The first resolution is affirming the discipline and expertise of Counseling Faculty and the second resolution is regarding Early Childhood Education (ECE) Faculty offering curriculum online and advocating for Child Development Centers to reopen. Trustee Goodman asked for more information about providing resources to ECE Faculty and reopening Child Development Centers. Dr. Patty Hall, Early Childhood Education (ECE) Professor, encouraged the Board to consider Child Care an essential program to serve students. She said other programs in San Mateo County have remained open or reopened recently. One course in particular, which has been difficult to convert to online, is the practicum student teaching course, which students are required to be in a classroom with children. Ms. Kate Browne seconded Ms. Hall's comments and emphasized the importance of providing education to students that make them confident teachers.

President, Karen Schwarz and Trustee Goodman discussed the Board supporting District Academic Senate resolutions by advocating to County and State counterparts as well as passing a Board resolution to provide support.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

(Time Stamp: 59:28)

- Ms. Marianne Kaletzky introduced herself as the new Executive Secretary for AFT 1493. Ms. Kaletzky said AFT is grateful to have a recently agreed upon Memorandum of Understanding (MOU) for Summer/Fall 2020. She said Faculty are working harder than ever during these extraordinary circumstances. Ms. Kaletzky expressed hope that Deans and Administrators will support Faculty and honor the provisions in the MOU.
- CSEA President, Annette Perot, said that CSEA is working with the District on their MOU and making progress on contract negotiations.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

(Time Stamp: 01:03:53)

- John Pimentel said that the California State University Board of Trustees passed an Ethnic Studies requirement that will require a class based on social justice and ethnic studies. Mr. Pimentel also asked about the Class of 2020 and student outcomes. He asked if the District knows how many students transfer to 4-year Colleges after graduating, how many students obtain jobs after graduating, and if the 200 international students that graduated remain in San Mateo County to contribute to the local economy.
- Frank Elliott thanked the Board for their support in opening the San Mateo Athletic Club on July 13th. He said that the San Mateo Athletic Club patrons are stakeholders in the San Mateo County Community College District and their opinions are important.
- Nigel Hawkins, student at Cañada College and Black Student Union (BSU) President, expressed appreciation for the Counseling Faculty at Cañada College. Mr. Hawkins said he is graduating in Spring 2021 and extremely grateful for the guidance and support.
- Bertha Garcia, past student at Cañada College, expressed appreciation for the Counseling Faculty at Cañada College. Ms. Garcia said her counseling experience was crucial part of her learning journey. Ms. Garcia said that her Counselor guided her to take classes with a purpose and pursue her educational goals.
- Vanessa Del Rio, an EOPS student at Cañada College and graduating Class of 2020, expressed appreciation for the Counseling Faculty at Cañada College. Ms. Del Rio said the Cañada College Counselors advocate for students, encourage success, and serve as role models.
- Lane Poms thanked the Board for their support in reopening the San Mateo Athletic Club. She said the reopening process has gone smoothly and great effort has been put in place to keep patrons safe.

NEW BUSINESS

Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (20-7-3A)

(Time Stamp: 1:44:39)

Motion to Approve by: Trustee Goodman

Second by: Trustee Nuris

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None

Public Comment: None

Approval of the Allocation of Total Compensation and Adoption of New Salary Schedule for Employees in the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Local 829, Council 57 Bargaining Unit (20-7-4A)

(Time Stamp: 01:45:27)

Motion to Approve by: Trustee Goodman

Second by: Trustee Mandelkern

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None

Public Comment: None

Approval of the Allocation of Total Compensation and Adoption of Salary Schedules for Non-Represented Employees on Salary Schedules 35 (Academic-Classified Exempt Supervisory), 40 (Classified Professional/Supervisor), and 50 (Confidential) (20-7-5A)

[\(Time Stamp: 01:46:16\)](#)

Motion to Approve by: Trustee Holoher

Second by: Trustee Mandelkern

Action: Trustee Schwarz, Trustee Nuris, Trustee Mandelkern and Trustee Holoher voting Aye. Trustee Goodman abstain. The Motion passed.

Summary of Discussion: None

Public Comment: None

Approval of Consent Agenda

[\(Time Stamp: 01:47:19\)](#)

Approval of Budgetary Transfers for the Period Ending May 31, 2020 and Adoption of Resolution 20-13 Authorizing Budget Revisions and Transfers for 2019-20 (20-7-1CA)

Acceptance of Gifts by the District (20-7-2CA)

Motion to Approve by: Trustee Nuris

Second by: Trustee Goodman

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None

Other Recommendations

Approval of 2022-2026 Five-Year Capital Construction Plan (20-7-101B)

[\(Time Stamp: 01:48:16\)](#)

Motion to Approve by: Trustee Nuris

Second by: Trustee Holoher

Action: Approved unanimously, all members voting Aye

Summary of Discussion: Trustee Holoher noted that projects on the 5YCP are in different stages and some projects are “wish list” items. Mr. Jose Nuñez, Vice Chancellor of Facilities Planning, Maintenance & Operations, verified that all projects on the “wish list” are related to the education of students and instructional needs. Some projects have funding that has not yet been identified. Mr. Nuñez noted that there are budget shortfalls, in terms of State matching funds, for projects in FY21/22 and FY22/23. The FY21/22 projects are already approved. Mr. Nuñez reviewed the project list and addressed Ms. Terner’s questions.

Public Comment:

- Maxine Turner asked if the projects in the 5YCP are current projects in the Facilities Master Plan. Ms. Turner also asked what funding is used for the Skyline College Building 2 project. Ms. Turner commented that six unfunded projects in the 5YCP total \$163M, which is the total cost of the Cañada College Building 1 project.

Approval of Menlo Park/Cañada College CCCE Collaborative Programming (20-7-102B)**(Time Stamp: 02:05:15)****Motion to Approve by:** Trustee Holober**Second by:** Trustee Mandelkern**Action:** Approved unanimously, all members voting Aye**Summary of Discussion:** None**Public Comment:** None**Approval of Memorandum of Understanding with South San Francisco Unified School District Regarding Skyline College Middle College (20-7-103B)****(Time Stamp: 02:06:11)****Motion to Approve by:** Trustee Mandelkern**Second by:** Trustee Holober**Action:** Approved unanimously, all members voting Aye**Summary of Discussion:** None**Public Comment:** None**Approval of Memorandum of Understanding with San Mateo Union High School District Regarding Skyline College Middle College (20-7-104B)****(Time Stamp: 02:07:00)****Motion to Approve by:** Trustee Nuris**Second by:** Trustee Holober**Action:** Approved unanimously, all members voting Aye**Summary of Discussion:** None**Public Comment:** None**INFORMATION REPORTS****Discussion of Board Direction on Revising Standing Meeting Item Relating to Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity (20-7-2C)****(Time Stamp: 02:07:35)**

Summary of Discussion: Trustee Goodman said the original intention of this agenda item was to create continuous opportunities for discussion about race, class, gender, privilege and equity. Trustee Goodman said that past conversations have proved helpful, but the agenda item evolved over time to acknowledging celebratory events instead of the Board having rich dialogue and

deeper conversations. Trustee Goodman said celebratory events are important, but this discussion today is an opportunity to recalibrate and solidify what is important.

Trustee Holober agreed with Trustee Goodman and also noted that the title of this agenda item is sometimes unclear to the public what the Board will actually be discussing. Trustee Holober said it's important for agenda items to be transparent. Trustee Mandelkern said this agenda item has worked well in the past when used as an opportunity to discuss topics such as institutional racism and achievement gaps. Trustee Mandelkern also said the Board should focus on topics where change can be created, for example, conversations regarding public safety and the police academy have been very meaningful. Trustee Nuris agreed with the conversations and said the Board should be leaders in making change, knowing that change does not happen overnight, but taking meaningful steps to move in that direction.

Chancellor Claire agreed with the Board discussion and said that recalibrating this agenda item is a positive change. Chancellor Claire said he'd like to always bring attention to how we can make our District better for our students.

President Schwarz invited the District community and the public to give input on how to improve this agenda item in the future.

Budget Update in Advance of FY 2020-21 Adopted Budget (20-7-3C)

[*\(Time Stamp: 02:28:56\)*](#)

Summary of Discussion: Chancellor Claire acknowledged the Board's comments regarding budget policy level guidance at previous meetings and said tonight's presentation is to report on what has changed since the Board approved the tentative budget. Chancellor Claire introduced Chief Financial Officer, Bernata Slater, and acknowledged assistance from Kathy Blackwood. Ms. Slater presented slides on the adopted budget for FY20/21. Ms. Slater explained the changes from tentative budget to adopted budget including changes in the Promise Scholars fee waiver, property tax increases, non-resident enrollment decline, COVID-19 mitigation, 75/25 conversion (10 faculty), the Schools Excess Liability Fund (SELF) AB 218 Assessment, international travel, insurance fees, Districtwide technology, and negotiations. In summary, Ms. Slater reported that there will be a net reduction in funding of approximately \$2M. Ms. Slater noted that projecting ahead to FY21/22 is challenging because there are so many unknown factors, but the budget will continue to be monitored. Chancellor Claire also mentioned that the District will not run a structural deficit and although a deficit is projected, saving this year can be shifted.

Chancellor Claire brought the 75/25 conversion for instructional faculty item back to the Board's attention and asked the Board for policy direction. Ms. Blackwood clarified that the 75/25 conversion would eliminate 10 FTE of Adjunct Faculty to be replaced by 10 FTE of Full Time Faculty and the delta is \$700K. Trustee Mandelkern, Trustee Holober and Trustee Goodman all offered their support for the 75/25 conversion for instructional faculty.

Update on Effect of Title IX Rule and New Regulations (20-7-4C)

[*\(Time Stamp: 03:01:13\)*](#)

Summary of Discussion: Ms. Mwanaisha Sims, Director of Policy, Training and Compliance, discussed the new Title IX Rule and Regulations. Ms. Sims explained that the Department of Education released new Title IX regulations on May 6, 2020 that must be implemented by August 14, 2020. Ms. Sims said that the new regulations are laws and include changes to the definition of Title IX and the definition of sexual harassment. Ms. Sims explained that higher education is now

required to provide live Title IX hearings, each party is provided an advisor for cross examination, and both parties have the right to appeal. Ms. Sims also noted there is now a change in the Title IX team which now includes an Appeals Officer, Advisors, Title IX Coordinators, Investigators and Decision Makers all of which cannot be the same person. Moving forward, Ms. Sims said the District and the Title IX team will need to work together to review current policies and procedures, train the Title IX team and administrators, and update the website with new Title IX regulations and California Law.

Trustee Goodman asked about the Title IX team and if many of the roles will be absorbed in the Human Resources Department. Ms. Sims replied that a Title IX team for an institution our size is roughly 10 -15 individuals. Mr. David Feune, Director of Human Resources, said the District is in search of solutions, but the current Human Resources team will not be able to fulfill the needs of a Title IX team. Chancellor Claire said the District will be hiring a Chief Human Resources Officer and an Executive Vice Chancellor soon and one of the first tasks will be to assess our needs for Title IX.

Update on Request for Proposal Process for Operation of the San Mateo Athletic Club in Partnership with the District (20-7-5C)
(Time Stamp: 03:22:43)

Summary of Discussion: Mr. Tom Bauer, Vice Chancellor of Auxiliary and Community Services, gave an update on the Request for Proposal (RFP) Process for Operations of the San Mateo Athletic Club (SMAC). Mr. Bauer said, per Board direction in June 2020, a subcommittee was formed to work on the scope of work for the RFP. The subcommittee, which included President Schwarz, Trustee Mandelkern, and Yanely Pulido, Interim Director of General Services, met twice. Ms. Pulido presented a high-level summary of outcomes from the meetings and asked the Board and public to review the opportunity statement, goals and objectives, proposed evaluation criteria, contract term, and planned outreach efforts for procurement. Ms. Pulido said the RFP schedule has been updated to allow for additional steps in the RFP process. Ms. Pulido said the goal is to release and legally advertise the RFP on August 17, 2020 and she anticipates presenting the contract award recommendation to the Board on October 28, 2020.

Trustee Holober asked Chancellor Claire about the status of the comprehensive review of SMAC operations and the possibility of bringing services in-house. Chancellor Claire responded that he is leading this initiative and has reached out to multiple firms for independent review. Chancellor Claire said he understands the urgency of the process and sees the RFP and the comprehensive review running on parallel tracks.

Trustee Goodman read two questions in the chat from CSEA: (1) What is the process to make sure that classified staff bargaining units are being looked at to fulfill some of the positions at SMAC? (2) What positions are being contracted out? What are the job descriptions and salary ranges of all positions at SMAC?

Mr. Bauer responded to question #1 that the RFP includes a hybrid model and includes that information. In response to question #2, Mr. Bauer said he will send the requested information to CSEA and include the Board in that communication.

Public Comment:

- John Pimentel, member of the public, said he hopes that the RFP will include an academic function and career training opportunities to teach students how to run an athletic facility.

Update on Crystal Springs Cross Country Course (20-7-6C)

[\(Time Stamp: 01:22:49\)](#)

Summary of Discussion: Chancellor, Mike Claire gave an update on the Crystal Springs Cross Country Course. Chancellor Claire thanked the San Francisco Public Utilities Commission (SFPUC) for collaborating to make the course accessible to the College of San Mateo and the community. Chancellor Claire said that the College of San Mateo does not use the course much anymore, but Middle School and High School use has increased dramatically. He said the objection is to find a solution to keep the course open, but try to find a balance on the ability to maintain the course with the needs of the community.

Mr. Bill Kurtz, representing the Belmont Heights Civic Improvement Association (BHCIA), thanked the College of San Mateo for 50 years of local use. Mr. Kurtz said that events and public use on the course are often times a concern to neighbors from an environmental standpoint, but they are supportive of keeping the course open. Mr. Kurtz said the BHCIA has been in contact with the Central Coast Section (CCS), an organization that represents High School sports, and received a cooperative management proposal to engage with a non-profit 3rd party to manage the physical course including event scheduling, parking, alleviating congestion, etc. Mr. Steve Filios, CCS Assistant Commissioner and liaison for Cross Country, said CCS would like to be part of a respectful solution for the course and the community, and move forward in an agreeable fashion.

Mr. Charles Stone, Vice Mayor of the City of Belmont, applauded the Board of Trustees and Chancellor for the decision to keep the Crystal Springs Cross County Course open. Mr. Stone said he is confident a long-term solution will be reached for this tremendous community asset while addressing the concerns of the neighborhood.

Trustee Goodman expressed his concerns in making sure both sides are motivated to find solution, listen to alternatives and come together. Trustee Goodman said that even with a 3rd party organization managing the site, the District is still the permit holder, and the Board has a responsibility to maintain standards and accountability to the community. Trustee Mandelkern said this is an important issue to many stakeholders and the goal has always been to keep the facility open. Trustee Mandelkern said he encourages the solution process to move forward.

Chancellor Claire thanked the Board for their direction and support and committed to continuing to foster a relationship with BHCIA and CCS and move forward with a solution.

Discussion of Concept of New Board Policy Regarding Solicitation of and Direct Contributions from Contractors and Vendors for Trustee Elections (20-7-7C)

[\(Time Stamp: 03:34:41\)](#)

Summary of Discussion: Considering the upcoming elections in November, Trustee Holober recommended that the Board create a clear policy that District Administrators and leadership absent themselves from Board elections especially in the matter of soliciting donations. Trustee Goodman said this is a question of ethics and agreed this is an appropriate time to evaluate Board election donations and contributions. Trustee Mandelkern said there is an existing District policy that employees at all levels cannot engage in electioneering or use work resources of any kind for election or campaign purposes, but the true issue at hand is Administrators soliciting donations from vendors or directing staff to do so on their behalf. Trustee Mandelkern suggested that the District remind employees of this policy as a refresher and also noted that campaign finance reports are public record.

President Schwarz said that the three bargaining units in the District have supported candidates in the past and contributed to campaigns. President Schwarz also said most candidates already know the rules and creating a new policy might be unnecessary. Trustee Nuris said the appearance of fairness and credibility is extremely important. Trustee Nuris emphasized that the public needs to have trust in elected officials.

Chancellor Claire agreed that District employees should not be involved in Board elections. Chancellor Claire suggested that the District review and update the current policy and bring back to the Board for review at the next meeting.

COMMUNICATIONS

[\(Time Stamp: 03:59:12\)](#)

None

STATEMENTS FROM BOARD MEMBERS

[\(Time Stamp: 03:59:24\)](#)

President Schwarz: President Schwarz thanked Skyline College Interim President, Jannett Jackson, for her service.

Vice President Nuris: None

Trustee Goodman: None

Trustee Holober: None

Trustee Mandelkern: Trustee Mandelkern welcomed new Skyline College President, Dr. Melissa Moreno.

Student Trustee Shonette: None

President Schwarz announced that the next meeting of the Board of Trustees would be on August 19, 2020, conducted via Zoom.

ADJOURNMENT

The meeting adjourned by consent at 10:02 p.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Special Closed Session of the Board of Trustees
San Mateo County Community College District
August 13, 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, including holding a conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 6:02 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 8:00 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 8:01 p.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
August 19, 2020 – San Mateo, CA**

This was conducted remotely via Zoom. A video recording of the meeting can be accessed at: <https://smccd.edu/boardoftrustees/meetings.php>.

The meeting was called to order at 5:00 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 take up items as listed on the printed agenda, including: (1) Hold Conference with Labor Negotiators for Employee Organizations: AFT and CSEA; and (2) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None.

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 6:00 p.m.

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

Others Present: Interim Chancellor Michael Claire, Chief Financial Officer Bernata Slater, Skyline College President Melissa Moreno, College of San Mateo Acting President Kim Lopez, Cañada College President Jamillah Moore, District Academic Senate President Jeramy Wallace

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

[\(Time Stamp: 02:05\)](#)

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

DISCUSSION OF THE ORDER OF THE AGENDA

[\(Time Stamp: 02:10\)](#)

Trustees agreed to move Item 20-8-3C, Request that Discussion on Formation of San Mateo Athletic Club Advisory Group to be the first item following Statements from the Public on Non-Agenda Items.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

[\(Time Stamp: 02:49\)](#)

Chancellor Claire said the district-wide Opening Day was successful with more than 700 attendees. He received good feedback from people about what he sees as priorities this year. He was able to attend the

CSM and Skyline Opening Day presentations. He commended Skyline Professor Danielle Powell for her keynote address. The decision to close the campus due to the smoke situation prevented some students from picking up resources. He is working with the college presidents to develop alternatives to help students stay on track.

President Melissa Moreno, Skyline College, reported that staff and faculty said it was the best Opening Day. She is excited to be off to a good start.

Acting President Kim Lopez, CSM, said the college had great attendance at Opening Day considering the virtual nature of the world and are we are in right now. They are excited and ready for the fall semester.

President Jamillah Moore, Cañada College, reported that 200 faculty and staff were in attendance for Opening Day. Cañada College kicked off intense conversations on Black Lives Matter and race. The keynote speaker was Judge Antoinette Morris who shared her story of overcoming barriers.

Academic Senate President Jeramy Wallace welcomed back faculty, staff and administrators and is looking forward to the academic year.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

(Time Stamp: 08:45)

- AFT Local # 1493: Cañada College Faculty Michael Hoffman of the Contract Action Team announced that some AFT members are working on forming an anti-oppression committee to focus on justice and racial/gender oppression in the workplace.
- CSEA Chapter 33: President Annette Perot reported that CSEA is working on finalizing its COVID-19 MOU and working with the District on the finalization of the CSEA contract.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

(Time Stamp: 11:20)

- Lily Chen urged for access to the SMAC pool for the Bulldog Swim Club members.
- Tim Chao expressed concern about the hours of pool time available to Bulldog Swim Club members.
- Sam Chuang urged for more SMAC pool availability and utilization for youth and member swimmers.
- Jennifer Diehn asked for more pool time for lap swimming outside of school hours.
- Conrad Chern urged for access to the SMAC pull for youth swimmers.
- Eden Chuang urged for access to the SMAC pull for youth swimmers.
- Hinako Karachiwala urged for access to SMAC for the Bulldog Swim Team.
- Ami Wells asked for more access for the Bulldog Swim Club at SMAC.
- Kieran Clark urged for ability to swim at SMAC after school.

President Schwarz asked Diana Thomas, SMAC Fitness Center General Manager, to respond with the latest correspondence to parents. Ms. Thomas provided a brief update, noting that a letter to parents did provide options for the BSC swim team. She reinforced that SMAC continues to comply with County health guidelines and as there is flexibility the Club will work to accommodate more members on site.

The Board of Trustees asked Chancellor Claire provide a response to both sides that the district could present to the public at a future time.

INFORMATIONAL ITEMS

Discussion on the Formation of the SMAC Advisory Group (20-8-3C)

(Time Stamp: 42:50)

Summary of Discussion: The Board of Trustees received a letter and packet of information from a group interested in forming the SMAC Advisory Group. SMAC member Frank Elliott spoke on behalf of the group. He said more transparency and communication concerning any developments with SMAC are requested by members, and noted that the contract with EXOS is being reviewed and is going out for bid. Mr. Elliott and members of the steering committee urges the Board to consider developing a SMAC Advisory Group.

Trustee Mandelkern commented that he would like the users of SMAC to have a voice in the process and would like Mr. Elliott to take the lead so there is an independent voice that represents the users. Trustee Holober also expressed that he would like to hear from the community members who are using SMAC. Vice President Nuris noted that he met with a group of SMAC members and feels that the Advisory Group is appropriate to have at this time, and would like the Advisory Group members to meet with administration to talk about a collaborative process going forward. Trustee Goodman agreed that there needs to be a representative voice and additional transparency and he has concerns around AB1725 and suggests possibly creating an official non-voting seat on an existing AB1725 district committee, such as District Auxiliary Services, in order to provide a space for the voice to be heard. President Schwarz said the Board is in favor of forming this Advisory Group. Colleges have advisory committees within the community around work that is needed. She would like to leave it to the administration to work with these members.

Vice Chancellor Tom Bauer commented that the SMAC Advisory Group is a good idea and it must be representative of all members. There is a District Auxiliary Services Advisory Committee, as well as the individual colleges' College Auxiliary Services Committees, which typically deal with student concerns. There is one seat available on the RFP Evaluation Committee and Mr. Bauer noted that if the Board directed, the seat would go to someone from the SMAC Advisory Group.

Relating to the RFP evaluation committee, Trustee Holober asked for the clarification on the membership and role of the committee and its membership. Director of General Services, Yanely Pulido, reported that the committee reviews and scores RFP proposals, the results of which are submitted to the Board for consideration. Director Pulido suggested that a community member be an advisory member rather than a voting member, as advisory members review the proposal and provide input and feedback to those who are ranking the proposals but would not vote.

Responding to a question relating to SMAC membership comments cards, Diana Thomas, SMAC General Manager, outlined the process, noting that most comments focus on increasing group exercise classes, requests for exercise equipment, adjustments to shower heads, locker room access and facilities requests. She said all Comment Cards are submitted to Vice Chancellor Tom Bauer and that there have been no Comment Cards since March 11. Repetitive comments or requests for repairs with the District are shared with the district, although there is not a formal process for providing the information to the District. Vice Chancellor Bauer said that since March 11, all decisions on SMAC have been made in accordance with the San Mateo County Health Department, the Chancellor and his Cabinet.

Trustee Mandelkern noted that he would like the Comment Cards to go to the District and Board so that issues are addressed and that voices of the various users are heard in an unfiltered way. Trustee Holober suggested that the Board look at the legal issues around having a community member serve on

an Advisory Group, as there was a discussion around committee membership on RFP committees so there is a fair and impartial process. Vice President Nuris said he was reluctant to go beyond the scope of what has been done with other RFPs and that he wants to make sure we have the feedback and suggestions, but not go beyond at this time. President Schwarz said the Advisory Group is important to SMAC but the Trustees would like to look at the RFP process at a future date.

Public Comment:

- Frank Elliott recommended that the Board consider appointing SMAC Member Lane Pons to the Advisory Group.
- John Pimentel asked what the academic purpose of these facilities is, how do we maximize their capacity for workforce training and academic advancement for the student population as well as keeping them open for the community.

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

(Time Stamp: 1:26:00)

Motion to Approve by: Trustee Holober

Second by: Vice President Nuris

Action: Approved unanimously, with all members voting Aye

Summary of Discussion: President Schwarz announced that staff has asked for an item in Section F, Changes in Staff Allocation pertaining to Chris Jorness be removed. Further, Human Resources Director David Feune said there is a typo under Item #1, the Cañada College request to add one temporary full-time dean of Kinesiology/Athletics/Dance with a start date listed as August 20, 2019, which should be corrected to August 20, 2020.

Public Comments: None

Approval of Consent Agenda

(Time Stamp: 1:27:30)

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

Declaration of Surplus Property (20-8-3CA)

Disposition of District Records (20-8-4CA)

Motion to Approve by: Trustee Mandelkern

Second by: Trustee Holober

Action: Approved unanimously, with all members voting Aye

Summary of Discussion: Trustee Goodman requested that the approval to Renew the Half Moon Bay Property Site (20-8-2CA) be discussed separately.

Public Comment: None

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

Trustee Goodman asked about the usage of the Half Moon Bay property and the history of the site. Chancellor Claire said the site was purchased to be a potential fourth college, but it cannot be developed and they cannot run water to it. It does not have use to the District at this point. Vice Chancellor Mitchell Bailey said the property has been used for farming, but no public utilities service it and it cannot be served from Half Moon Bay. President Schwarz said there has been suggestions in the past of trading the property with POST or the county. Trustee Godman stated the amount charged has increased and asked why there was an increase. General Services Director Pulido said the property is protected and cannot be developed and is of no interest to other parties. Mr. Luis Iacopi takes care of the property for the District, and the increase over time is due to inflation.

Motion to Approve by: Vice President Nuris

Second by: Trustee Holober

Action: Approved unanimously, with all members voting Aye

Summary of Discussion: None

Public Comment: None

Other Recommendations

Ratification of Sole Source Services Agreement between San Mateo County Community College District and Bay Area Biotechnology Education Community (BABEC) to Provide Project and Logistics Management Expertise to Further Employ and Expand the Bioscope Project (20-8-101B)
(Time Stamp: 1:35:00)

Motion to Approve by: Trustee Holober

Second by: Trustee Goodman

Action: Approved unanimously, with all members voting Aye

Summary of Discussion: None

Public Comment: None

Ratification of Sole Source Services Agreement between San Mateo County Community College District and Peralta Community College District to Utilize the Services of Laney College to Provide Operational and Technical Assistance to Expand the Bioscope Project (20-8-102B)
(Time Stamp: 1:35:54)

Motion to Approve by: Trustee Mandelkern

Second by: Vice President Nuris

Action: Approved unanimously, with all members voting Aye

Summary of Discussion: None

Public Comment: None

Approval of Sole Source Agreement with State Chancellor's Office Identified Key Talent of ReEntry Connect Technologies LLC (20-8-103B)

(Time Stamp: 1:36:33)

Motion to Approve by: Trustee Mandelkern

Second by: Vice President Nuris

Action: Approved unanimously, with all members voting Aye

Summary of Discussion: None

Public Comment: None

Ratification of Sole Source Agreement for Building Management System Maintenance Services with Schneider Electric Buildings Americas, Inc. (20-8-104B)

(Time Stamp: 1:37:04)

Motion to Approve by: Trustee Holober

Second by: Trustee Goodman

Action: Approved unanimously, with all members voting Aye

Summary of Discussion: Trustee Mandelkern asked about the size of the contract and if there are there other vendors that the District could look at who would be competitive. Vice Chancellor José Nuñez said the District is interested in continuing to have the contract with Schneider Electric since the equipment is proprietary equipment and the District has more than 9,000 devices. Another vendor may not be familiar with the devices that the district works with, and the District has been with Schneider Electric for 10-15 years and they are very responsive. Trustee Mandelkern asked if the District will look at a more open source solution as the devices age and would they work with other vendors. Vice Chancellor Nuñez said it is better to work with one vendor, along with their technicians and sales reps, who really know the SMCCCD campuses.

Public Comment: None

Amendment to 2022-2026 Five-Year Capital Construction Plan (20-8-105B)

(Time Stamp: 1:40:37)

Motion to Approve by: Trustee Goodman

Second by: Trustee Holober

Action: Approved unanimously, with all members voting Aye

Summary of Discussion: Trustee Holober asked if this is a different discussion than was held at the previous Board Meeting and Vice Chancellor Nuñez said in the Five-Year Capital Improvement Projects, two FTP projects at Cañada Building 3 and CSM Building 9 were approved by the state for funding. The SMCCCD went into the project assuming that it would come up with the matching funding of about \$36 million. However, after discussion with the Chancellor and District administrative leaders, the District cannot come up with the \$36 million matching funds. Vice Chancellor Nuñez must report to the state that the SMCCCD must return the \$36 million funds and create an amendment to the Five-Year Capital Construction Plan. He notified the state verbally and this amendment serves as formal notification that the district is withdrawing its request for funding of the FPPs for those two projects.

Chancellor Claire noted that given the uncertain fiscal future, he was not comfortable making the

matching contribution at this time. Chief Financial Officer Slater said that when those projects were submitted to the state initially, no match was required. She noted that the match notification was made last year, and districts are now required to provide a match for state funding under Prop 51. She said the cost is challenging given COVID-19 and potential future reductions in state dollars to the District. Trustee Mandelkern said that he hopes going forward that that we plan with more foresight and set aside money so that we can take advantage of the state matching money to make these projects happen in the future. Vice Chancellor Nuñez said the SMCCCD has put in more than \$1 billion over the last 15 years on projects at all three college campuses. Of that money, \$175 million was in state-funded projects over Capital Improvement Programs 1, 2 and 3.

Vice President Nuris said it is likely that other districts in the state have to do this and we should be able to be competitive on future projects. Vice Chancellor Nuñez said several districts throughout the state faced this problem where they had the approval of local bonds but could not meet the matching contribution.

Public Comment: None

Approval of Student Accidental Injury Insurance Program, 2020-2021 (20-8-106B)

[\(Time Stamp: 1:48:46\)](#)

Motion to Approve by: Trustee Holober

Second by: Trustee Goodman

Action: Approved unanimously, with all members voting Aye

Summary of Discussion: None

Public Comment: None

INFORMATION REPORTS

Report on the Use of Public Agency Contracts for the Purchase of Materials, Equipment, Supplies and Services (20-8-1C)

[\(Time Stamp: 1:49:22\)](#)

Summary of Discussion: There was no discussion and the report was noted as received.

Districtwide Americans with Disabilities Act Plan Update (20-8-2C)

[\(Time Stamp: 1:50:02\)](#)

Summary of Discussion: Vice Chancellor José Nuñez and Chris Strugar-Fritsch, Director of Capital Projects presented an overview of the District's ADA plan update, which includes two components: a self-assessment evaluation and a transition plan. As it relates to the Self-Assessment Evaluation, Mr. Strugar-Fritsch noted that this is an evaluation of how the District provides services to our public, students, faculty and employees once they are on campus including how services and reasonable accommodations are provided during meetings, how our websites provide accommodations and how we provide accommodations to students going through financial aid. He explained that the Transition Plan involves the built environment of our campuses and how we provide access to the public, to our students and our employees when they come to our district, addressing any physical barriers prevent someone from having access to buildings and get services.

The Trustees are being informed now because the District is completing the draft of the plan in early

September and part of the process includes having a public comment period. The plan is being advertising to the campus constituents and on the campus websites and people are invited to participate. Two webinars are scheduled in early October, one in the morning and one in the afternoon, and people are encouraged to look at the plan and submit their comments and questions. In later October, the comments will be compiled and become part of the ADA Plan Update. It will be presented to the Board of Trustees for approval and formal adoption later this year.

Trustee Mandelkern said he hopes this project provides a check and audit of where we are on campus facilities so we do not have any technical violations and are in full compliance with the law as much as possible. Director Strugar-Fritsch said that physical surveys were done of all buildings, sidewalks, parking lots, and restrooms and 5,900 barriers that require mitigation were found. He noted that there are more than 100 buildings and more than 120 miles in sidewalks on the SMCCCD campuses. In some cases, these are common maintenance items. The newer buildings were designed and permitted and constructed according to the ADA codes in place at that time, although there are some barriers that need mitigation in newer buildings. All barriers will go into a work plan, be prioritized, based on where the greatest need is (what is creating the most adverse barrier) and then the Director of Facilities, Maintenance and Operations will develop an execution plan.

Vice Chancellor Nuñez said the work will be done over 10-year period, \$3 million per year, for a total of a \$30 million project. Director Strugar-Fritsch said that when barriers are identified, we are required to prioritize, come up with a plan and show evidence that you are mitigating those problems. The ADA does not require that all barriers be corrected at once.

Trustee Mandelkern said it important to get ahead of the curve on these issues and check thoroughly so that we are in specific compliance and manage risk.

Update on Fall 2020 Remote Operations as a Result of COVID-19 (20-8-4C)

[\(Time Stamp: 2:05:26\)](#)

Summary of Discussion: Emergency Preparedness Manager Ben Zara Minkin provided the Board with an update on the District's Emergency Operations Center (EOC), including an overview of the organization structure, key personnel, operational and planning components. He noted that the District continues to work to provide resources, training and support for faculty, staff and students as the transition to online learning, teaching and work continues. He also noted that the District's continuity of instruction activities for Fall 2020 was shared with a student occupancy total of 884. Mr. Minkin shared that as of August 5, 2020, nearly 17,000 EOC administrative hours have been dedicated to COVID-19.

Chancellor Claire explained that he and his Cabinet would be working with the Academic Senate and collective bargaining groups on a recommendation for the spring semester and will need direction from the Board of Trustees on planning for the next couple of months.

Vice President Nuris commented that he was grateful for everyone's efforts to keep the District moving in a safe and appropriate way. Trustee Goodman thanked employees for the added workload that they have taken on. President Schwarz thanked the group for their report and complimented the work of the team. Trustee Holober thanked Chancellor Claire, Vice Chancellor McVean and Manager Minkin for the report as well as the team for going beyond the call of duty.

Update on Board Request for Policy Relating to Solicitation of Campaign Support from Vendors by District Staff for Trustee Elections (20-8-5C)

[\(Time Stamp: 2:31:57\)](#)

Summary of Discussion: Chancellor Claire reported that the Board requested that a policy on this topic be developed. Although a policy has not yet been developed, Chancellor Claire said his job is to remain neutral and to not take a position. He noted that the District has a role to provide information to the candidates but he does not feel that there are legal issues that make creating such a policy challenging. Chancellor Claire explained that he consulted with the District's counsel who was able to provide legal advice as well as rationale and considerations on the topic.

Attorney Joshua Morrison from the firm Atkinson, Andelson, Loya, Ruud & Romo discussed the California Supreme Court case law that says that campaign contributions are strongly encouraged and do not create the appearance of unfairness or impropriety. He said there are some restrictions in various provisions of law under Government Code 1090, the main conflict of interest law, and the line can be crossed if contributions are being traded for a vote. Someone would have to have a clear idea that they are doing this unlawfully at the time it is being done.

Mr. Morrison said the California Education Code has restrictive language about what kind of policies can be adopted. He explained that there is a section that focuses on political activities of school officers and employees under Education Code 7050 which states that a policy that limits political activities on district property or on work time can be adopted. It also says that, except as otherwise provided or as required by federal law, no restrictions shall be placed on political activities of an officer or employee of a local agency. He noted that by adopting restrictions, it can be viewed as violation of First Amendment rights.

Trustee Holober said he understood this to mean that the SMCCCD, as a local government agency or local school board, is prohibited by state law from adopting any additional restrictions on campaign solicitations during non-work time, on non-work phone lines and emails, and that the district is prohibited by state law from adopting such a local ordinance. Mr. Morrison confirmed that this is correct.

COMMUNICATIONS

[\(Time Stamp: 2:38:36\)](#)

None.

STATEMENTS FROM BOARD MEMBERS

[\(Time Stamp: 2:38:45\)](#)

President Schwarz: President Schwarz said she was able to attend the Facilities General Session and thought it was uplifting to see the facilities staff get their awards. She said it was nice to hear the accolades and to see the staff appreciated. President Schwarz hopes the Board of Trustees would agree that the Board Meeting would be adjourned in memory of Linda Salter, retired former President of Skyline College. She worked in the district for many years and President Schwarz said she will not be forgotten as so many of the programs at Skyline College were started and continued by her. President Schwarz said Linda Salter was a wonderful president, a fantastic artist, a lot of fun and always saw the bright side of things and she will be dearly missed. With the Board's permission, President Schwarz is adjourning the meeting in Linda Salter's memory.

Vice President Nuris: No statements.

Trustee Goodman: No statements.

Trustee Holober: No statements.

Trustee Mandelkern: Trustee Mandelkern commended President Schwarz on her Opening Day comments and Chancellor Claire for his statement on his vision and goals for the next year. He is hopeful that we can help our students achieve their goals during difficult times. He thanked students, administrators, faculty and staff for their flexibility, resilience and adaptability.

Student Trustee Shonette: Trustee Shonette reported that she is working with the Associated Students officers from all three campuses and hopes they will hold a DSC meeting in the next few weeks.

President Schwarz announced that the next meeting is a special Study Session on September 3. The next regular meeting of the Board of Trustees would be on September 9, 2020, conducted via Zoom.

RECESS TO CLOSED SESSION

The Board adjourned to Closed Session at 8:46 p.m.

ADJOURNMENT

The regular meeting adjourned by consent at 10:05 p.m. in memory of Linda Salter.

Submitted by

Michael Claire, Secretary

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
September 3, 2020 – San Mateo, CA**

This was conducted remotely via Zoom. A video recording of the meeting can be accessed at: <https://smccd.edu/boardoftrustees/meetings.php>.

The meeting was called to order at 5:00 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 take up items as listed on the printed agenda, including holding a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Three cases.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None.

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 6:04 p.m.

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

Others Present: Chancellor Michael Claire, Chief Financial Officer Bernata Slater, Skyline College President Melissa Moreno, College of San Mateo Interim President Kim Lopez, Cañada College President Jamillah Moore

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

[\(Time Stamp: 0:01:53\)](#)

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

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

[\(Time Stamp: 0:02:03\)](#)

John Pimentel, a member of the community, urged the Board to agendaize a discussion of the use of District reserves to fund retraining for workers in the service industry, create a free tuition policy for working families, and double the size of the Promise Scholars program.

STUDY SESSION

Review and Discussion of Student Housing Feasibility Study Results (20-9-1C)

[\(Time Stamp: 00:05:28\)](#)

Summary of Discussion: Chancellor Claire acknowledged that this has been an ongoing discussion and that staff is following the Board's guidance to further explore this issue. He clarified that this discussion of housing for all students, not a discussion about housing for international students as had been discussed in the past. He said this session tonight is the first step in understanding this complex issue.

Chief of Staff Mitchell Bailey noted that this first step in exploring student housing is critical and with the Board's blessing, the District engaged a consultant to conduct a feasibility study to determine student demand and to translate that demand into potential costs. He also explained that, in addition to the consultant, an internal working group had been formed as well as a campus-level student service advisory team to help inform the process and contextualize the data. He explained the process the District used in conducting the study, including engaging stakeholders – students, faculty and staff – conducting a student survey that yielded 2,500 responses, and has been further processed by the taskforce, advisory group and District administration. Mr. Bailey introduced the team from the Scion Group who presented the findings of the feasibility study.

Ann Volz from Scion explained that their company had been focused on campus housing since 1999, with clients across the nation, including many in California and in community colleges. She explained that her firm is not a developer, and simply advises higher education institutions with market data and analysis so they can make informed decisions. Chelsea Metivier from Scion presented the initial findings from the study. She explained that Scion utilized the following strategic objectives as established with the District: (1) utilizing a social justice framework, (2) ensuring financial accessibility, (3) aiding in student retention and recruitment, (4) achieving financial neutrality, and (5) utilizing an entrepreneurial approach. She explained that data showed that students was significant demand for student housing and the location most students were interested in was at College of San Mateo for both single students and students with families.

Pete Hoffman from Scion explained the methodology used to conduct the financial analysis, including testing programs at 50% and 25% of total demand, testing unit types (traditional and apartment), assuming all programs are intended to serve both single students and students with families, and that each program would have a 10% allocation of beds for single students offered at reduced rates for those students experiencing housing insecurity. In Program I, which includes traditional and family housing, the project size based on 50% demand would include 643 traditional beds and 423 family units, with rents ranging from \$1,251 - \$1,351 for single student units and \$2,664 - \$3,426 for family units, depending on unit size. For Program II, which includes apartment and family housing, the project size based on 50% demand would include 643 apartment beds and 423 family units, with rents ranging from \$1,523 - \$1,856 for single student units and \$2,756 - \$3,544 for family units, depending on unit size. For Program III, which includes apartment and family housing, the project size based on 25% demand would include 322 apartment units and 211 family units, with rents ranging from \$1,581 - \$1,927 for traditional units and \$2,861 - \$3,679 for family units, depending on unit size. Mr. Hoffman noted that among the key assumptions for such projects the analysis considers an estimated hard cost per square foot of \$450 - \$505. Further, he concluded that for Program 1, the estimated cost of construction would be \$310 million, for Program II the estimated cost of construction would be \$382 million, and for Program III, the estimated cost of construction would be \$193 million.

Ms. Metivier highlighted the benefits of student housing, which include improved peer interactions, increased diversity, more mentorship, more campus pride, convenience, lower costs than comparable market rate options, and more community engagement and sense of belonging. She concluded that there is (1) Strong student demand for below market rate student housing, (2) viable potential programs aligned with demand study and supportive of multiple student populations, (3) operational efficiencies through larger programs may result in lower rental rates, (4) at the rents tested all potential housing projects indicate financial viability, and (5) each program offers 10% of single student beds offered at reduced rates.

Trustee Goodman and Trustee Mandelkern addressed the issue of the student demand from those who are most in need of housing opportunities due to housing insecurity versus those who have other options and are simply seeking an on-campus experience. Trustee Mandelkern further inquired about the size assumptions for the projects with 300,000 square feet facility with 1,000 students is how most colleges who have never had student housing, because a project of this size is daunting. Scion staff explained that modeling could be done to adjust the number of discounted (or no cost) beds could be adjusted upward, but doing so would increase the cost per bed of non-discounted units in order to make the project financially feasible.

Trustee Holober, joined by Trustees Mandelkern and Nuris, asked about how other institutions address family housing because there are multiple factors that impact families rather than single individuals. Ms. Metivier explained that it was indeed a very complicated and complex issue and students with families are often more at risk of housing challenges and may need the resource of on-campus housing.

Ted Risher of Scion provided an overview of delivery method options, including an explanation of a public-private partnership risk assessment, and implementation strategies. The first implementation strategy explained by Mr. Risher is with a District-owned traditional model, where the District own and controls 100% of the community and retains all of the risk and benefit. The second model presented was the developer-owned taxable model, where a developer owns and finances the community and the District limits its debt risk but loses significant control. The third model is a non-profit/foundation owned tax-exempt model, known as a P3 model, is a middle ground where District costs and risks are reduced and maintains substantive control over the project. The Scion team explained that the P3 option is commonly used by institutions due to its flexibility and control options, but for all options, it comes down to the risk an institution is comfortable with assuming.

The Scion team presented several key takeaways in concluding their presentation, including (1) there is student and District readiness for student housing; (2) there is substantial demand for below market rate campus housing; (3) Each program offers reduced rates for 10% of single student beds; (4) at the survey tested all potential housing projects indicate financial viability; (5) financially viable potential programs would likely garner developer interest; (6) there are several financing structures to consider, and (7) the District may desire to offer some form of institutional support to further decrease rental rates.

Trustee Mandelkern noted that in prior conversations he has been in with other districts, concern has been expressed about engaging in a public-private partnership and he asked Scion to comment. Ann Volz noted that there are diverging goals in developers and institutions which is why it is critical that districts be involved at every step from planning to documents and contracting and that objectives and goals be clearly incorporated at each step to allow for enforcement of institutional priorities. They noted that P3s are good options for institutions who want to maintain flexibility going forward but are interested in deferring the capital liability from their balance sheets to a private party. However, they noted, P3s are not the best tool for every organization and some find it more advantageous to self-finance. Trustee Mandelkern suggested that to facilitate further discussion, it would be helpful to understand what populations the District wants to serve, if there is a way to start with a smaller project and the need for detail around District financing versus a P3 option.

Trustee Holober asked if developers received any tax credits or breaks by serving target populations such as veterans or foster youth. Scion responded that beyond fair housing requirements, they were not aware of any other stipulations, unless those are imposed by the local institution. Trustee Holober further asked if prevailing wage was required for P3 projects. Scion responded that this was a gray area and it was a district decision that could be required in an RFP process.

Vice President Nuris asked for clarification regarding developers making demands of higher rates when they get to the table. Scion suggested that no entity will lock in rates 18 months out from closing and that

costs increase cannot be avoided sometimes due to market escalations over time. They noted that clear and precise contract language is important with any partner.

Student Trustee Shonette noted that each of the campuses had formed student task forces to discuss student housing needs and she suggested that the District consider starting with a smaller project.

Trustee Mandelkern suggest four avenues for supporting short-term housing needs, including: (1) the lease of the District's property in Half Moon Bay for use for affordable housing, (2) renting or buying existing facilities for housing such as an apartment building or hotel, (3) using vacant space on the top floor of Building 5 at CSM for emergency housing, and (4) creating a security deposit loan program for students. Trustee Holober expressed interest in exploring these suggestions.

Chancellor Claire concluded that tonight's discussion was the first of several on this topic and agreed that the District is not close to being able to make a recommendation or decision on this complex issue. Tonight's discussion, he noted, was to surface Trustee issues and concerns so staff and the consultant can further refine modeling and financing options should the Board want to proceed with this exploratory process.

Public Comment:

- Joan Murphy, an employee at Cañada College, expressed concerns about capacity with faculty and staff housing.
- Maxine Termer, a member of the community, suggested that any student housing be framed to support local students in need.

COMMUNICATIONS

[*\(Time Stamp: 3:02:27\)*](#)

President Schwarz noted that the Board had received a communication from John Pimentel regarding the items he referenced in public comments earlier in the meeting, along with thank you letters from swimming parents.

Trustee Holober noted the Board received three emails regarding student housing.

STATEMENTS FROM BOARD MEMBERS

[*\(Time Stamp: 3:03:35\)*](#)

Trustee Mandelkern inquired when the Board would be considering the budget and if there was an opportunity to consider additional funding for workforce training for displaced workers as referenced by Mr. Pimentel. Trustee Holober applauded suggestions from Mr. Pimentel but stated that he was not sure the budget could be easily amended at the next meeting. Trustee Goodman agreed that the goal of serving displaced workers was important and suggested agendaizing the topic at an upcoming meeting.

President Schwarz announced that the next meeting of the Board of Trustees would be a regular meeting on September 9, 2020, conducted via Zoom.

ADJOURNMENT

The meeting adjourned by consent at 9:17 p.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
September 9, 2020 – San Mateo, CA**

This was conducted remotely via Zoom. A video recording of the meeting can be accessed at: <https://smccd.edu/boardoftrustees/meetings.php>.

The meeting was called to order at 5:00 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 take up items as listed on the printed agenda, including: (1) Hold Conference with Labor Negotiators for Employee Organizations: AFT and CSEA; (2) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Three cases; (3) Consideration of Action in Connection with a Student pursuant to Ed. Code § 72122; and (4) Consideration of Ratification of May and June 2020 Confidential District Warrants.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None.

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 6:00 p.m.

Board Members Present: President Karen Schwarz, Vice President Thomas A. Nuris, Trustee Maurice Goodman (arrived at 6:05pm), Trustee Richard Holober, Trustee Dave Mandelkern; Student Trustee Jade Shonette

Others Present: Chancellor Michael Claire, Chief Financial Officer Bernata Slater, Skyline College President Melissa Moreno, College of San Mateo Acting President Kim Lopez, Cañada College President Jamillah Moore, District Academic Senate President Jeramy Wallace

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

[\(Time Stamp: 01:30\)](#)

None

DISCUSSION OF THE ORDER OF THE AGENDA

[\(Time Stamp: 01:36\)](#)

None

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

[\(Time Stamp: 01:49\)](#)

College of San Mateo Acting President, Kim Lopez reported that the San Mateo Daily Journal ran an article praising the College of San Mateo scholar athletes specifically highlighting the Football Team's average

GPA during the Spring was 3.24 and went up in the Summer to 3.30. The article also mentioned the well know “Writing in the End Zone” program. Acting President Lopez also reported that KTVU ran a story that the College of San Mateo was voted the #1 College in California and #3 in the Nation by WalletHub.

Cañada College President, Jamillah Moore reported that the Fall Semester is off to a great start. President Moore reported that today was the first in a series of four Latino Thought Makers events.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

[\(Time Stamp: 05:40\)](#)

CSEA President, Annette Perot read a letter from David Wood, Labor Relations Rep for CSEA Chapter 33. The letter provided an update on the updated CSEA COVID-19 MOU. Per the letter, Ms. Perot read that MOU negotiations have come down to one remaining issue regarding a full grievance procedure provision.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

[\(Time Stamp: 10:30\)](#)

John Pimentel, member of the public, reminded the Board about a letter he sent to the Board regarding tuition free SMCCCD. Mr. Pimentel explained his ideas for free tuition including expanding the income threshold for financial support, doubling the size of the Promise Scholars Program, and recognizing that the Latinx communities have been disproportionately affected by COVID-19.

NEW BUSINESS

Approval of Revision to Miscellaneous Pay Rates Salary Schedule (20-9-1A)

[\(Time Stamp: 13:16\)](#)

Motion to Approve by: Trustee Holober

Second by: Trustee Mandelkern

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None

Public Comment: None

Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (20-9-2A)

[\(Time Stamp: 14:02\)](#)

Motion to Approve by: Trustee Holober

Second by: Trustee Goodman

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None

Public Comment: None

Approval of Consent Agenda

[\(Time Stamp: 14:42\)](#)

Correction to Board Report 20-3-3CA Acceptance of Gifts and Donations by the District (20-9-1CA)

Ratification of May and June 2020 District Warrants (20-9-2CA)

Renewal of Sole Source Agreement with State Chancellor’s Office Identified Key Talent to Steer College of San Mateo’s Regional Energy, Construction and Utilities Grant (20-9-3CA)

Approval of College of San Mateo/Community, Continuing & Corporate Education Collaborative Programming (20-9-4CA)

Motion to Approve by: Trustee Mandelkern

Second by: Trustee Nuris

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None

Other Recommendations

Public Hearing of the 2020-21 Final Budget (20-9-101B)

(Time Stamp: 16:19)

Motion to Approve by: Trustee Holober

Second by: Trustee Nuris

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None

Public Comment: None

Adoption of the 2020-21 Final Budget (20-9-102B)

(Time Stamp: 18:01)

Motion to Approve by: Trustee Holober

Second by: Trustee Mandelkern

Action: Approved unanimously, all members voting Aye

Summary of Discussion: Chief Financial Officer, Bernata Slater gave a presentation about the 2020-21 Final Adopted Budget. Ms. Slater reported that the budget is balanced, property taxes are projected to increase to 7.02%, funds are set aside to address the future impact of COVID-19, reserves are at 15%, the Promise Scholars Program will serve 2,000 students, and the District is commitment toward 50% law compliance. In looking ahead, Ms. Slater said that some challenges for the 2021-22 year are enrollment (resident and non-resident), increase in insurance premiums, COVID-19 mitigation, categorical funding, personnel costs (negotiations), and utility cost increases to name a few. Ms. Slater said the final budget is guided by the District Strategic Plan. Ms. Slater also noted that there are only two Community Colleges in the State of California that are fully funded – the San Mateo County Community College District and San Jose Evergreen Community College District.

Trustee Holober asked about the District’s current enrollment. Vice Chancellor of Educational Services and Planning, Dr. Aaron McVean, reported that enrollment is essentially “flat”, but there has been a small decrease in overall units that each student is taking.

Trustee Schwarz said there will be a new Board in November and it is important to educate the new members about the budget. President Schwarz complimented the District and commended the hard work in preparing the budget.

Public Comment: None

INFORMATION REPORTS

Update on District Public Safety Department Practices (20-9-2C)

(Time Stamp: 01:21:03)

Summary of Discussion: Vice Chancellor of Facilities Planning, Maintenance & Operations, Jose Nuñez, introduced Director of Public Safety, Bill Woods. Director Woods gave an update on the District Public Safety Department Practices including status of the Margolis Healy study, the Department of Public Safety's Use of Force policy, and newly updated Values, Vision and Mission Statement. Director Woods also discussed the "8 Can't Wait" policing reform which is eight procedural rules that are said to reduce police violence.

Trustee Mandelkern applauded the report and said he is comfortable with the decision the Board made in the past regarding the Margolis Healy study and the decision not to implement a sworn and armed Public Safety Department. Trustee Mandelkern said he hopes this confirms that the decision is now settled. Trustee Goodman said he appreciates the work, but encouraged the Public Safety Department to continually look for improvement in student safety. Trustee Goodman suggested creating policies internally, and working with local police departments on rules of engagement and MOUs. Trustee Nuris asked about the hiring process for Public Safety Officers. Director Woods said there has been a shift recently and many people are turning away from law enforcement careers. Director Woods said the Public Safety Department is looking for officers who can engage with people, communicate respectfully, and interact well with students.

Trustee Mandelkern asked about U.S. Immigrations and Customs Enforcement (ICE) officers coming on campus. Chief of Staff, Mitchell Bailey, said that the Board adopted a resolution in 2017 with specific direction to staff on how to process enforcement of any organization coming on campus with immigration related issues and that is a protocol that the District still maintains.

Lisa Dumanske-Hicks, member of the public, asked in the chat if there is an advisory committee to provide feedback to the Public Safety Department. Director Woods responded that a Student Advisory Committee was formed last year with the intention of working collaboratively with and advising Public Safety.

Chancellor Claire commended the professionalism of the Public Safety Department. The Board thanked Vice Chancellor Nuñez and Director Woods for the report and complimented the Public Safety Department for the positive modifications it has made and its commitment to serving the District community.

Discussion of Future Activities Relating to South Bay Public Safety Consortium Policies and Practices (20-9-3C)

(Time Stamp: 02:19:52)

Summary of Discussion: Chancellor Claire introduced this agenda items as a Board discussion item to follow up on a previous presentation from the South Bay Public Safety Consortium on June

24, 2020. Trustee Mandelkern shared an email he received from Linda Vaughn, President/CEO of the South Bay Regional Public Safety Consortium. Trustee Mandelkern reported that Ms. Vaughn shared a similar presentation to Gavilan College and plans to present to Hartnell Community College and Monterey Peninsula Community College, both of which may be Districts that we can collaborate with. Trustee Mandelkern also reported, per Ms. Vaughn's email, that the South Bay Public Safety Consortium has made updates to curriculum and added more content on principle policing and de-escalation.

Trustee Mandelkern said he sees three main areas worthy of continued dialogue including mental health crisis training, background checks and psychological testing for enrollment into the academy, and a need for a statewide centralized database for tracking student discipline.

Chancellor Claire said he will work with the other Community College Districts in the consortium to begin a larger conversation.

Update on COVID-19 Fall 2020 Procedures and Implications for Planning for Spring 2021 Semester (20-9-4C)

(Time Stamp: 02:28:09)

Summary of Discussion: Vice Chancellor of Educational Service and Planning, Aaron McVean, gave an update on COVID-19 Fall 2020 operations, and planning for Spring 2021. Vice Chancellor McVean said the District is currently offering a full schedule that is predominantly online with a small number of in-person essential infrastructure offerings including health care, emergency services and transportation.

Vice Chancellor McVean shared the Blueprint for a Safer Economy from the <https://covid19.ca.gov/> website. San Mateo County is currently in the purple tier (most restrictive tier) for a minimum of 3 weeks. Vice Chancellor McVean said that the guidance for higher education is to remain in a remote learning modality if possible. Vice Chancellor McVean said the District wants to provide for students as much as we safely can and remain in compliance.

Trustee Goodman asked about the safety of Faculty and Staff returning to campus and making sure their collective voices are heard. Chancellor Claire said he feels very strongly that no employee should have to return to campus if they do not feel comfortable. College of San Mateo Acting President Lopez reiterated that the safety of Faculty and Staff is paramount, but there are also some employees that are eager to return to campus.

Trustee Goodman asked about students who have "fallen through the cracks" because of the digital divide or financial issues and what efforts the District has done to get them back. District staff provided examples of student outreach efforts including student forums, distributing Chromebooks and hotspots, providing WiFi in parking lots, food distribution services, emergency grants for DACA students, and emergency grants for students impacted by fires.

The Board discussed the District implementing a student outreach plan, beyond distributing technology, if remote learning continues in Spring 2021. President Schwarz said this item will come back as a recommendation at the next Board meeting.

COMMUNICATIONS

(Time Stamp: 03:32:27)

None.

STATEMENTS FROM BOARD MEMBERS

(Time Stamp: 03:32:34)

President Schwarz: President Schwarz offered her condolences to Trustee Goodman for his loss.

Vice President Nuris: None

Trustee Goodman: None

Trustee Holober: None

Trustee Mandelkern: Trustee Mandelkern congratulated the College of San Mateo Football team for their successful GPA scores. Trustee Mandelkern also thanked Skyline College and Auxiliary Services for collaborating with Second Harvest for food distribution. Trustee Mandelkern also acknowledged the importance of the ADA Transition Plan and making the campuses fully accessible.

Student Trustee Shonette: None

President Schwarz announced that the next meeting of the Board of Trustees would be on September 23, 2020, conducted via Zoom.

ADJOURNMENT

The meeting adjourned by consent at 9:36 p.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
September 9, 2020 – San Mateo, CA**

This was conducted remotely via Zoom. A video recording of the meeting can be accessed at: <https://smccd.edu/boardoftrustees/meetings.php>.

The meeting was called to order at 5:00 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 take up items as listed on the printed agenda, including: (1) Hold Conference with Labor Negotiators for Employee Organizations: AFT and CSEA; (2) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Three cases; (3) Consideration of Action in Connection with a Student pursuant to Ed. Code § 72122; and (4) Consideration of Ratification of May and June 2020 Confidential District Warrants.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None.

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 6:00 p.m.

Board Members Present: President Karen Schwarz, Vice President Thomas A. Nuris, Trustee Maurice Goodman (arrived at 6:05pm), Trustee Richard Holober, Trustee Dave Mandelkern; Student Trustee Jade Shonette

Others Present: Chancellor Michael Claire, Chief Financial Officer Bernata Slater, Skyline College President Melissa Moreno, College of San Mateo Acting President Kim Lopez, Cañada College President Jamillah Moore, District Academic Senate President Jeramy Wallace

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

[\(Time Stamp: 01:30\)](#)

None

DISCUSSION OF THE ORDER OF THE AGENDA

[\(Time Stamp: 01:36\)](#)

None

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

[\(Time Stamp: 01:49\)](#)

College of San Mateo Acting President, Kim Lopez reported that the San Mateo Daily Journal ran an article praising the College of San Mateo scholar athletes specifically highlighting the Football Team's average

GPA during the Spring was 3.24 and went up in the Summer to 3.30. The article also mentioned the well know “Writing in the End Zone” program. Acting President Lopez also reported that KTVU ran a story that the College of San Mateo was voted the #1 College in California and #3 in the Nation by WalletHub.

Cañada College President, Jamillah Moore reported that the Fall Semester is off to a great start. President Moore reported that today was the first in a series of four Latino Thought Makers events.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

[\(Time Stamp: 05:40\)](#)

CSEA President, Annette Perot read a letter from David Wood, Labor Relations Rep for CSEA Chapter 33. The letter provided an update on the updated CSEA COVID-19 MOU. Per the letter, Ms. Perot read that MOU negotiations have come down to one remaining issue regarding a full grievance procedure provision.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

[\(Time Stamp: 10:30\)](#)

John Pimentel, member of the public, reminded the Board about a letter he sent to the Board regarding tuition free SMCCCD. Mr. Pimentel explained his ideas for free tuition including expanding the income threshold for financial support, doubling the size of the Promise Scholars Program, and recognizing that the Latinx communities have been disproportionately affected by COVID-19.

NEW BUSINESS

Approval of Revision to Miscellaneous Pay Rates Salary Schedule (20-9-1A)

[\(Time Stamp: 13:16\)](#)

Motion to Approve by: Trustee Holober

Second by: Trustee Mandelkern

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None

Public Comment: None

Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (20-9-2A)

[\(Time Stamp: 14:02\)](#)

Motion to Approve by: Trustee Holober

Second by: Trustee Goodman

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None

Public Comment: None

Approval of Consent Agenda

[\(Time Stamp: 14:42\)](#)

Correction to Board Report 20-3-3CA Acceptance of Gifts and Donations by the District (20-9-1CA)

Ratification of May and June 2020 District Warrants (20-9-2CA)

Renewal of Sole Source Agreement with State Chancellor’s Office Identified Key Talent to Steer College of San Mateo’s Regional Energy, Construction and Utilities Grant (20-9-3CA)

Approval of College of San Mateo/Community, Continuing & Corporate Education Collaborative Programming (20-9-4CA)

Motion to Approve by: Trustee Mandelkern

Second by: Trustee Nuris

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None

Other Recommendations

Public Hearing of the 2020-21 Final Budget (20-9-101B)

(Time Stamp: 16:19)

Motion to Approve by: Trustee Holober

Second by: Trustee Nuris

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None

Public Comment: None

Adoption of the 2020-21 Final Budget (20-9-102B)

(Time Stamp: 18:01)

Motion to Approve by: Trustee Holober

Second by: Trustee Mandelkern

Action: Approved unanimously, all members voting Aye

Summary of Discussion: Chief Financial Officer, Bernata Slater gave a presentation about the 2020-21 Final Adopted Budget. Ms. Slater reported that the budget is balanced, property taxes are projected to increase to 7.02%, funds are set aside to address the future impact of COVID-19, reserves are at 15%, the Promise Scholars Program will serve 2,000 students, and the District is commitment toward 50% law compliance. In looking ahead, Ms. Slater said that some challenges for the 2021-22 year are enrollment (resident and non-resident), increase in insurance premiums, COVID-19 mitigation, categorical funding, personnel costs (negotiations), and utility cost increases to name a few. Ms. Slater said the final budget is guided by the District Strategic Plan. Ms. Slater also noted that there are only two Community Colleges in the State of California that are fully funded – the San Mateo County Community College District and San Jose Evergreen Community College District.

Trustee Holober asked about the District’s current enrollment. Vice Chancellor of Educational Services and Planning, Dr. Aaron McVean, reported that enrollment is essentially “flat”, but there has been a small decrease in overall units that each student is taking.

Trustee Schwarz said there will be a new Board in November and it is important to educate the new members about the budget. President Schwarz complimented the District and commended the hard work in preparing the budget.

Public Comment: None

INFORMATION REPORTS

Update on District Public Safety Department Practices (20-9-2C)

[*\(Time Stamp: 01:21:03\)*](#)

Summary of Discussion: Vice Chancellor of Facilities Planning, Maintenance & Operations, Jose Nuñez, introduced Director of Public Safety, Bill Woods. Director Woods gave an update on the District Public Safety Department Practices including status of the Margolis Healy study, the Department of Public Safety's Use of Force policy, and newly updated Values, Vision and Mission Statement. Director Woods also discussed the "8 Can't Wait" policing reform which is eight procedural rules that are said to reduce police violence.

Trustee Mandelkern applauded the report and said he is comfortable with the decision the Board made in the past regarding the Margolis Healy study and the decision not to implement a sworn and armed Public Safety Department. Trustee Mandelkern said he hopes this confirms that the decision is now settled. Trustee Goodman said he appreciates the work, but encouraged the Public Safety Department to continually look for improvement in student safety. Trustee Goodman suggested creating policies internally, and working with local police departments on rules of engagement and MOUs. Trustee Nuris asked about the hiring process for Public Safety Officers. Director Woods said there has been a shift recently and many people are turning away from law enforcement careers. Director Woods said the Public Safety Department is looking for officers who can engage with people, communicate respectfully, and interact well with students.

Trustee Mandelkern asked about U.S. Immigrations and Customs Enforcement (ICE) officers coming on campus. Chief of Staff, Mitchell Bailey, said that the Board adopted a resolution in 2017 with specific direction to staff on how to process enforcement of any organization coming on campus with immigration related issues and that is a protocol that the District still maintains.

Lisa Dumanske-Hicks, member of the public, asked in the chat if there is an advisory committee to provide feedback to the Public Safety Department. Director Woods responded that a Student Advisory Committee was formed last year with the intention of working collaboratively with and advising Public Safety.

Chancellor Claire commended the professionalism of the Public Safety Department. The Board thanked Vice Chancellor Nuñez and Director Woods for the report and complimented the Public Safety Department for the positive modifications it has made and its commitment to serving the District community.

Discussion of Future Activities Relating to South Bay Public Safety Consortium Policies and Practices (20-9-3C)

[*\(Time Stamp: 02:19:52\)*](#)

Summary of Discussion: Chancellor Claire introduced this agenda items as a Board discussion item to follow up on a previous presentation from the South Bay Public Safety Consortium on June

24, 2020. Trustee Mandelkern shared an email he received from Linda Vaughn, President/CEO of the South Bay Regional Public Safety Consortium. Trustee Mandelkern reported that Ms. Vaughn shared a similar presentation to Gavilan College and plans to present to Hartnell Community College and Monterey Peninsula Community College, both of which may be Districts that we can collaborate with. Trustee Mandelkern also reported, per Ms. Vaughn's email, that the South Bay Public Safety Consortium has made updates to curriculum and added more content on principle policing and de-escalation.

Trustee Mandelkern said he sees three main areas worthy of continued dialogue including mental health crisis training, background checks and psychological testing for enrollment into the academy, and a need for a statewide centralized database for tracking student discipline.

Chancellor Claire said he will work with the other Community College Districts in the consortium to begin a larger conversation.

Update on COVID-19 Fall 2020 Procedures and Implications for Planning for Spring 2021 Semester (20-9-4C)

(Time Stamp: 02:28:09)

Summary of Discussion: Vice Chancellor of Educational Service and Planning, Aaron McVean, gave an update on COVID-19 Fall 2020 operations, and planning for Spring 2021. Vice Chancellor McVean said the District is currently offering a full schedule that is predominantly online with a small number of in-person essential infrastructure offerings including health care, emergency services and transportation.

Vice Chancellor McVean shared the Blueprint for a Safer Economy from the <https://covid19.ca.gov/> website. San Mateo County is currently in the purple tier (most restrictive tier) for a minimum of 3 weeks. Vice Chancellor McVean said that the guidance for higher education is to remain in a remote learning modality if possible. Vice Chancellor McVean said the District wants to provide for students as much as we safely can and remain in compliance.

Trustee Goodman asked about the safety of Faculty and Staff returning to campus and making sure their collective voices are heard. Chancellor Claire said he feels very strongly that no employee should have to return to campus if they do not feel comfortable. College of San Mateo Acting President Lopez reiterated that the safety of Faculty and Staff is paramount, but there are also some employees that are eager to return to campus.

Trustee Goodman asked about students who have "fallen through the cracks" because of the digital divide or financial issues and what efforts the District has done to get them back. District staff provided examples of student outreach efforts including student forums, distributing Chromebooks and hotspots, providing WiFi in parking lots, food distribution services, emergency grants for DACA students, and emergency grants for students impacted by fires.

The Board discussed the District implementing a student outreach plan, beyond distributing technology, if remote learning continues in Spring 2021. President Schwarz said this item will come back as a recommendation at the next Board meeting.

COMMUNICATIONS

(Time Stamp: 03:32:27)

None.

STATEMENTS FROM BOARD MEMBERS

(Time Stamp: 03:32:34)

President Schwarz: President Schwarz offered her condolences to Trustee Goodman for his loss.

Vice President Nuris: None

Trustee Goodman: None

Trustee Holober: None

Trustee Mandelkern: Trustee Mandelkern congratulated the College of San Mateo Football team for their successful GPA scores. Trustee Mandelkern also thanked Skyline College and Auxiliary Services for collaborating with Second Harvest for food distribution. Trustee Mandelkern also acknowledged the importance of the ADA Transition Plan and making the campuses fully accessible.

Student Trustee Shonette: None

President Schwarz announced that the next meeting of the Board of Trustees would be on September 23, 2020, conducted via Zoom.

ADJOURNMENT

The meeting adjourned by consent at 9:36 p.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
October 28, 2020 – San Mateo, CA**

This was conducted remotely via Zoom. A video recording of the meeting can be accessed at: <https://smccd.edu/boardoftrustees/meetings.php>.

The meeting was called to order at 5:00 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 take up items as listed on the printed agenda, including: (1) Hold Conference with Labor Negotiators for Employee Organizations: AFT and CSEA; (2) Hold Conference with Labor Negotiator for 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) Consider Public Employee Appointment/Employment: Titles: Provost, International Education, Vice Chancellor/Chief of Staff, Vice Chancellor of Educational Services and Planning, Vice Chancellor of Facilities, Vice Chancellor - Auxiliary Services & Enterprise Operations; (4) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases; and (5) Consideration of Ratification of May and June 2020 Confidential District Warrants.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None.

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 6:31 p.m.

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

Others Present: Chancellor Michael Claire, Chief Financial Officer Bernata Slater, Skyline College Interim President Melissa Moreno, College of San Mateo Interim President Kim Lopez, Cañada College President Jamillah Moore, District Academic Senate President Jeramy Wallace

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

[\(Time Stamp: 1:33:30; Correction at 01:38:10\)](#)

President Schwarz reported that the Board ratified the confidential District warrants.

DISCUSSION OF THE ORDER OF THE AGENDA

[\(Time Stamp: 1:33:37\)](#)

The Board agreed to move Informational Report 20-10-3C and Item 20-10-106B up in the agenda to be presented immediately prior to Item 20-10-103B.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

[\(Time Stamp: 1:34:56\)](#)

Chancellor Claire congratulated Daman Grewal on his appointment as new District Chief Technology Officer and Jose Nunez for receiving the Community Colleges Facilities Coalition Paul Holmes Leadership Award.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

[\(Time Stamp: 01:38:18\)](#)

- Eric Brenner from AFT discussed inequities in conditions of adjunct faculty, including adjunct pay.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

[\(Time Stamp: 01:42:10\)](#)

- Sam Chuang spoke about SMAC and EXOS management issues.
- Diana Thomas spoke about response to swimming program concerns.
- Jennifer Diehn spoke about SMAC Bulldog Swim Team youth swimming issues during COVID.
- John Pimentel encouraged the Board to agenda items he outlined in his letter to them including tuition-free college, doubling the size of Promise Scholars, retraining for displaced workers and expanding financial aid.
- Melissa Mason spoke about the Bulldog Swim Club during COVID and encouraged approving plans to allow for pool time for youth swimmers.
- Andrea (Last Name not provided) a dance instructor spoke about one of her classes being cancelled and encouraged permissibility of dance and physical classes to meet in-person outside.

NEW BUSINESS

Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (20-10-2A)

[\(Time Stamp: 1:59:19\)](#)

Motion to Approve by: Trustee Holober

Second by: Trustee Mandelkern

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None.

Public Comment: None.

Approval of Consent Agenda

[\(Time Stamp: 2:00:00\)](#)

Acceptance of Grant Funds from the National Science Foundation's Improving Undergraduate STEM Education (IUSE) Grant for the Datapath: Creating a Data-Driven

Pathway to STEM (20-10-6CA)**Acceptance of Gifts and Donations by the District: Soccer and Baseball Scoreboards Donated by International Brotherhood of Electrical Workers (IEBW) Local 617 (20-10-7CA)****Acceptance of San Mateo County Child Care Relief Grant Funds for Skyline College Child Development Learning Center (20-10-8CA)****Acceptance of Grant from Peninsula Clean Energy to Support “Energize College Program” at San Mateo County Community College District (20-10-9CA)****Ratification of July and August 2020 District Warrants (20-10-10CA)****Ratification of Community College League of California and California Community College Athletic Association 2020-2021 Membership Dues (20-10-11CA)****Adoption of the 2021-2022 Academic Calendar (20-10-12CA)****Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College (20-10-13CA)****Approval of Correction to Board Report No. 19-6-6CA, Approval of Contract Award for Athletic Sports Uniforms Purchase for College of San Mateo (20-10-14CA)***Motion to Approve by:* Trustee Nuris*Second by:* Trustee Holober*Action:* Approved unanimously, all members voting Aye**INFORMATION REPORTS****Comparative Staffing Analysis of San Mateo Athletic Club by Harvey M. Rose Associates, LLC (20-10-3C)***(Time Stamp: 2:02:00)****Summary of Discussion:*** Chancellor Claire explained the District had retained the services of Harvey Rose Associates to conduct a comparative study of SMAC costs per the Board’s direction.

Fred Broussau from Harvey Rose explained that his firm conducted a study that compared cost and revenues with the District’s current arrangement with EXOS and compared EXOS positions with District classifications that best match them to come up with an analysis of cost. He noted that the study was a cost comparison, not a performance assessment of EXOS.

Linden Bairey from Harvey Rose presented a comparative staffing analysis, which included the following items: a review of the study’s methodology, which included (1) a revenue and expense review of SMAC, where it was noted that the largest vendor expense is payroll/bonus/benefits and that the District’s largest expense was also salary and benefits, and (2) utilization of existing source documentation, including SMAC profit and loss; EXOS job descriptions, salary ranges, and March 2020 staffing model; existing District job descriptions and salary schedules; collective bargaining agreements. Ms. Bairey also reviewed personnel cost estimates that included that (1) the most significant cost increases associated with a transition of SMAC

to a District operation would be incurred for employee salaries and benefits; (2) identification of multiple positions for which the closest matching District classifications do not appear to be entirely appropriate for the current contractor positions, (3) recommendation that the District consider creating new, more appropriate classifications if it chooses to pursue the transition to an in-house operation, and (4) conclusion that the total estimated costs would range from \$5.4 million to \$7.5 million. She further concluded that based on Harvey Rose's analysis, reductions in expenditures are not enough to offset increases in expenditures that the District would incur from running SMAC with District employees, assuming existing District classifications are used. Additionally, she explained that (1) increases in expenditures are primarily due to the District's established salary schedules and benefits rates for its current classifications, (2) the District could reduce some of these costs by creating new job classifications for SMAC positions and negotiate lower rates with the relevant labor union organizations, (3) the District would incur overhead charges to pay for human resources, accounting, payroll, and other functions, as well as other expenses for software expenditures, (4) the District would also incur one-time transition costs and HR needs, and (5) maintaining possible ongoing SMAC profitability would require some combination of the creation of new District positions, successful labor union negotiations, and potential increases in membership dues or other revenue increases.

Trustee Holober asked for clarification of the 30% administrative overhead rate that was referenced. Kathy Blackwood, Vice President for Special Projects and former Executive Vice Chancellor, explained that the rate was the federally-approved rate to cover costs relating to functions such as accounts payable, insurance, legal, human resources and that that rate was determined after review and analysis of District expenses. Trustee Holober noted that he was skeptical of the numbers. Trustee Mandelkern also questioned the application of the 30% expense and noted that the functions were currently being done by the vendor and he could not reconcile why the expense would be significantly greater if performed by the District. Ms. Blackwood noted those expenses are currently being covered by the EXOS management fee.

Trustee Holober also asked about administrative salaries and benefits as listed. Ms. Bairey noted that those expenses related to District employees who have responsibility for oversight and management of SMAC, along with District employees who support operations. Trustee Holober also noted that he does not believe that transitioned positions would be certificated but would be classified personnel work, which would impact the costs.

Trustee Mandelkern noted that he agrees with Trustee Holober that coaches and instructors are not faculty positions but instead classified positions. He sought clarification relating to the managerial positions that are currently not within the District positions that would need to be hired and the cost of those positions, which may be included in current EXOS salaries or management fee. Ms. Bairey noted that the cost for those positions would be roughly \$644,000 plus the management fee.

Trustee Holober noted that there have been questions surfaced during the discussion that need further analysis, including options for a hybrid approach to management and operation.

Vice President Nuris noted that he believes the report concludes that the District could not run the operation at the same or better rate and does not believe the District should be running such an enterprise operation in-house and that that the District should contract out for such services.

Chancellor Claire said that the bottom financial line is that the direct revenues minus the direct expenses is about \$1.3 million, which backfills positions covered under Fund 1 dollars, supports strategic initiatives such as the Promise Scholars program and items such as equipment. He also noted that he believes a hybrid could be a possible operating model.

NEW BUSINESS: Other Recommendations

Approval of Contract Award for Cañada College Building 22 Swing Space Project (20-10-106B)
(Time Stamp: 2:59:05)

Motion to Approve by: Trustee Mandelkern

Second by: Trustee Holober

Action: Approved unanimously, all members voting Aye

Summary of Discussion: Trustee Mandelkern noted the reason he asked to have this item moved up on the agenda is because it is a well-done example of how a bid process is conducted and recommendation presented to the Board. He said he was pleased to see the number of pre-bid interest and number of actual bidders to get the best value. Vice Chancellor Nunez noted that this was a hard-bid project, not a best value project.

Public Comment: None.

Approval of Contract Award for Operation of the San Mateo Athletic Club in Partnership with the District (20-10-103B)
(Time Stamp: 3:02:59)

Motion to Approve by: Vice President Nuris

Second by: President Schwarz

Action: Amended motion approved. Ayes: President Schwarz, Vice President Nuris, Trustee Mandelkern. Nays: Trustee Goodman, Trustee Holober.

Summary of Discussion: Chancellor Claire explained the bid process and the composition of the bid-review committee membership. Interim General Services Director Yanelly Pulido provided an overview of the procurement process, including planning, solicitation and evaluation and post-procurement, and explained that as this was a best value bid, where proposals were sought that were most advantageous to the District and that price was not the sole factor. She reviewed the scope, requirements and timeline of the RFP, and highlighted that in order to garner maximum interest, the District issued three public notices of the bid opportunity. Ms. Pulido also provided an overview of the selection committee membership and advisors, which included an ad-hoc Board committee comprised of President Schwarz and Trustee Mandelkern. She noted that for this bid opportunity, two proposals were received by the deadline. The evaluation committee reviewed the proposals, conducted virtual interviews and references checks were conducted. Vice Chancellor Tom Bauer noted that there was information that the committee requested from Power Wellness relating to marketing expenses that were unclear in their bid but that information was not adequately provided. Ms. Pulido noted that next steps would be an issuance of Notice of Award, authorizing the Chancellor (or designee to negotiate a contract) and contract ratification at a future Board meeting.

Trustee Mandelkern inquired about the bidder outreach efforts to qualified firms and noted his surprise that there were only two ultimate bidders. Ms. Pulido noted the District followed its legal requirements of notification and noted bidders also have a responsibility to be aware of bids through Planet Bids. Vice Chancellor Bauer commented that the level of integration of academic and athletic club programs is such a unique arrangement that it limits the pool of potential bidders. Trustee Mandelkern noted that he did not find these efforts to be an effective way of reaching potential bidders.

Trustee Nuris ask how many potential bidders did receive the bid information. Ms. Pulido noted that the District provided information to 15 firms, contacted 11 firms, seven of which showed initial interest, six of which attended the pre-bid conference, and two submitted. Vice President Nuris commented that he could not find fault in the outreach for this process, noting the number of public notices, use of Planet Bids and the firm outreach.

Trustee Goodman concern that SMAC employees are seen as employees of the District because SMAC is seen as an extension of the District. He said he believes that the District must make sure that any type of business operation on the campuses have a standard to treat their employees at least the level of District employees. He said he does not feel comfortable moving forward at this time.

Trustee Holober expressed concern relating to the competitive responsiveness to the RFP that deserve further evaluation. Trustee Holober moved to reject all bids and to re-do the RFP process.

Vice President Nuris said that as it relates to issues of employee and member satisfaction, those matters can be addressed in the writing of the contract. He said he believes the process has been thorough and fair. President Schwarz concurred with Vice President Nuris.

Trustee Mandelkern explained that he was concerned with the lack of financial transparency in the recommendation being presented to the Board and has voted against such matters in the past. He also noted he believes there is a discrepancy in the recommendation contained in the motion on the floor versus that presented in the staff presentation, specifically the issue of having the Board ratify a contract rather than approve a contract. He suggested moving in a more limited fashion, with a one-year contract.

Vice President Nuris amended his motion to become: The Board of Trustees authorize the Chancellor, or his designee, to negotiate and, with the approval of the Board, execute a contract with EXOS to operate the San Mateo Athletic Club per RFP #86826, for a period of one year beginning January 1, 2021, with an option to renew for two (2) additional one-year terms. Renewal will be at the sole discretion of the District.

Public Comment:

- Frank Elliott expressed concern with only having two bidders and believes there were scoring elements missing, including member satisfaction, vendor reception to feedback and employee satisfaction, and that there should be greater transparency in fees.
- Nancy Littlefield expressed concern with the culture within the facility and encourage that be addressed with the vendor.
- Paul Prather, a representative of Power Wellness, commented that he believed the Board was making a decision based on limited information and does not feel a fair assessment is being made between the two bidders, and believes Power Wellness was misquoted in many areas or provided information that was not included in the scoring.
- Lane Poms said she attended the pre-bid process and followed along with the requests for information but was not permitted to participate as an observer in interviews.
- Sam Chuang commented on the uniqueness of SMAC.
- Jim Stretch noted he was a former employee and commented he was dissatisfied with his experience as a SMAC employee and that he does not believe college facilities should be built for use by the public.

Approval of Institute of Human and Social Development (IHSD) Early Head Start Childcare Partnership (20-10-104B)

[\(Time Stamp: 4:51:11\)](#)

Motion to Approve by: Trustee Goodman

Second by: Vice President Nuris

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None.

Public Comment: None.

Approval of Construction Consultants (20-10-105B)

[\(Time Stamp: 4:52:01\)](#)

Motion to Approve by: Vice President Nuris

Second by: Trustee Goodman

Action: Approved unanimously, all members voting Aye

Summary of Discussion: Trustee Goodman asked about issues in regards to equity and access by minority vendors. Vice Chancellor Nunez noted that there were two processes: one for general and sub-contractors and one for architects and engineers. For contractors, he noted that outreach is done to minority-owned and veteran-owned businesses throughout the Bay Area and for architects and engineers, there is an open submission process annually.

Public Comment: None.

Approval of the Suspension of Board Policy 8.74: Exemptions and Waivers of Fees (20-10-107B)

[\(Time Stamp: 4:54:16\)](#)

Motion to Approve by: Trustee Goodman

Second by: Trustee Nuris

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None.

Public Comment: None.

Approval of Revisions to Board Policies: 1.01 District Mission; 3.35 Payroll Deductions (Certificated Personnel); 4.35 Payroll Deductions (Classified Personnel); 6.01 Philosophy and Purpose; and 6.45 Field Trips and Excursions (20-10-108B)

[\(Time Stamp: 4:55:05\)](#)

Motion to Approve by: Vice President Nuris

Second by: Trustee Mandelkern

Action: Amended motion to approve revisions to Policies 3.35, 4.35 and 6.45. Approved unanimously, all members voting Aye

Summary of Discussion: Trustees agreed to hold Policies 1.01 and 6.01 to allow for further review and potentially consolidate or align with other similar statements.

Public Comment: None.

COMMUNICATIONS*(Time Stamp: 5:01:31)*

President Schwarz reported that the Board, along with the governing bodies of the other public agencies, school districts and independent special districts in the County, received notice from the San Mateo Civil Grand Jury to respond to a recently released report regarding “Ransomware: It Is Not Enough To Think You Are Protected.” They have asked that all governing bodies respond by January 5, 2021. Staff will review the report and prepare a draft response for the Board’s consideration at our December meeting.

STATEMENTS FROM BOARD MEMBERS*(Time Stamp: 5:02:11)*

President Schwarz: Noted her admiration and pride of staff and what they do and in taking criticism in stride.

Vice President Nuris: None.

Trustee Goodman: Reminded Trustees that we went the whole meeting without saying Black Lives Matter, anti-Blackness or having the standing agenda item on race, class, gender and equity. He noted that October is Filipino American History Month.

Trustee Holober: None.

Trustee Mandelkern: Noted that San Mateo County has moved to Orange level and hoped to get an update on what services might be available to offer to students in-person. He also congratulated Vice Chancellor Nunez on his award from CCFC and mentioned that he attended the Cañada College President’s Virtual Luncheon.

Student Trustee Shonette: None.

President Schwarz announced that the next meeting of the Board of Trustees would be on November 18, 2020, conducted via Zoom.

ADJOURNMENT

The meeting adjourned by consent at 10:06 p.m. in memory of Kathleen Feinblum, an English professor at Skyline College and David McCargar, a utility engineer based at Skyline College.

Submitted by

Michael Claire, Secretary

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
November 18, 2020 – San Mateo, CA**

This was conducted remotely via Zoom. A video recording of the meeting can be accessed at: <https://smccd.edu/boardoftrustees/meetings.php>.

The meeting was called to order at 4:30 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 take up items as listed on the printed agenda, including: (1) Hold Conference with Labor Negotiators for Employee Organizations: AFT and CSEA; (2) Hold Conference with Labor Negotiator for 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) Consider Public Employee Appointment/Employment: Titles: Provost, International Education, Vice Chancellor/Chief of Staff, Vice Chancellor of Educational Services and Planning, Vice Chancellor of Facilities, Vice Chancellor - Auxiliary Services & Enterprise Operations; and (4) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None.

RECESS TO CLOSED SESSION

The Board recessed to closed session at 4:32 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 6:08 p.m.

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

Others Present: Interim Chancellor Michael Claire, Chief Financial Officer Bernata Slater, Skyline College President Melissa Moreno, College of San Mateo Acting President Kim Lopez, Cañada College President Jamillah Moore, District Academic Senate President Jeramy Wallace

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

[\(Time Stamp: 02:28\)](#)

None.

DISCUSSION OF THE ORDER OF THE AGENDA

[\(Time Stamp: 02:30\)](#)

There were no adjustments to the order of the agenda.

HONORS, AWARDS AND RECOGNITIONS

[\(Time Stamp: 02:49\)](#)

Chancellor Claire introduced California Assembly Speaker pro Tempore Kevin Mullin who on behalf of himself, Assemblymember Marc Berman, and Senator Jerry Hill, presented President Karen Schwarz and Trustee Dave Mandelkern with certificates of recognition honoring their years of service to the Board.

Chancellor Claire next introduced Supervisor Dave Pine from the San Mateo County Board of Supervisors. Supervisor Pine thanked President Schwarz and Trustee Mandelkern, on behalf of the San Mateo County Board of Supervisors, for their long and distinguished service to the District and the County of San Mateo.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

[\(Time Stamp: 13:40\)](#)

Chancellor Claire congratulated Trustee Goodman on his re-election to the Board and thanked President Schwarz and Trustee Mandelkern for their many years of guidance and support to the District. Chancellor Claire also welcomed and congratulated Trustee-elect Pimentel and Trustee-elect Petrides on their election to the Board and thanked all of those who ran for the Board.

Chancellor Claire recognized the International Education Program which was awarded the President's "E" Award" by the U.S. Department of Commerce for its significant contributions to U.S. exports. Chancellor Claire also congratulated Cañada Vice President of Instruction, Dr. Tammy Robinson, and Skyline Vice President of Instruction, Dr. Jennifer Taylor-Mendoza on being awarded the statewide Carter Dolan Chief Instructional Officer Leadership award. Chancellor Claire also thanked and congratulated Vice Chancellor of Facilities and Planning, José Nuñez for receiving the Paul Holmes Facilities Leadership Achievement Award and recognized Executive Director of Community, Continuing and Corporate Education, Jonathan Bissell, for receiving the International Facility Management Association Award of Excellence.

Chief Financial Officer, Bernata Slater, thanked President Schwarz and Trustee Mandelkern for their commitment and dedication to the District and its students.

District Academic Senate President, Jeramy Wallace thanked President Schwarz and Trustee Mandelkern, on behalf of the Academic Senate, for their great leadership and support of District faculty.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

[\(Time Stamp: 24:05\)](#)

- AFT Chapter Chair for Cañada College, Doniella Maher, along with AFT Chapter Chair for Skyline College, Rika Yonemura-Fabian, spoke on behalf of the AFT Anti-Oppression Committee. As delegates, they presented their resolution on small class size as an important social justice measure for marginalized students.
- CSEA President, Annette Perot, on behalf of CSEA and its chapter members, thanked President Schwarz and Trustee Mandelkern for their service on the District Board of Trustees and for their support of CSEA over the years. Ms. Perot also congratulated Trustee Goodman on his re-election and Trustee-elect Petrides and Trustee-elect Pimentel on their election to the Board. President Schwarz thanked Ms. Perot and the CSEA employees for their leadership and guidance.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

[\(Time Stamp: 35:37\)](#)

- Jessica Silver-Sharp, an adjunct Librarian at Skyline College, spoke regarding part-time faculty salaries.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

(Time Stamp: 39:35)

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

Summary of Discussion: AFT Executive Secretary, Marianne Kaletzky, introduced students Jess Jacinto, Michael Sagum, Hannah Hersey, and Brandon Wong, to present their thoughts and research on class size, equity and social justice. Their presentation, “The Limitations and Conflicts of Large Class Sizes” outlined studies that show student performance tied to class size with deleterious effects to students placed in larger classes. Their research showed smaller class sizes benefitting students of color, working-class students, students with learning disabilities and other marginalized students by allowing more individualized attention from professors, more personalized learning, and a greater sense of community.

Trustee Holober noted he appreciated the presentation and asked if AFT had raised the class size issue during the negotiation process. Chancellor Claire confirmed that class size is a bargaining issue and that the District’s current average class size is 27 students per class. He stated that at some point the District may want to provide research to the Board on the correlation between class size and student success.

President Schwarz complimented the students on their presentation, stated that she was proud to have them as students at the District, and that their points were well taken.

NEW BUSINESS

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

(Time Stamp: 1:00:00)

Motion to Approve by: Trustee Holober

Second by: Trustee Goodman

Action: Approved unanimously, all members voting Aye.

Summary of Discussion: Staff requested a correction under Section C for the Senior Accounting Coordinator position to read as Nelly Manuel to replace Grace Gulli, not Rita Gulli as listed on the report.

Public Comment: None.

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

(Time Stamp: 1:01:08)

Motion to Approve by: Trustee Nuris

Second by: Trustee Holober

Action: Approved unanimously, all members voting Aye.

Summary of Discussion: None.

Public Comment: None.

Approval of Consent Agenda

(Time Stamp: 1:01:56)

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

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

Motion to Approve by: Trustee Nuris

Second by: Trustee Goodman

Action: Approved unanimously, all members voting Aye.

Summary of Discussion: None.

Public Comment: None.

Other Recommendations

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

(Time Stamp: 1:02:40)

Motion to Approve by: Trustee Nuris, later withdrawn.

Second by: Trustee Schwarz

Action: No Action Taken.

Summary of Discussion: Chancellor Claire noted, at the direction of the Board, that staff has brought forth an agreement with EXOS to address some of their previous concerns. Trustee Holober asked for elaboration on incentive payments based on net operating income. Vice Chancellor Tom Bauer responded that a budget has not yet been determined for calendar year 2021 and due to COVID-19 restrictions, the net operating income for Fall 2021 is difficult to project. He added he would not support an incentive payment based on a negative bottom line. Trustee Goodman stated that due to the uncertainty of gym closures at this time, he did not feel comfortable approving a contract that may need to be modified after Board approval. Trustee Mandelkern stated he was concerned that the contract did not include a shut down clause. A second concern of his was that the two new Board members should have time to review the contract before a vote.

Chancellor Claire noted that SMAC is offering many online options at this time with additional operational expenses and many members were grateful for these options. He noted there was some urgency on this issue as a SMAC closure on January 1, 2021, would impact SMAC's 140 employees. Additionally, the District would have to pay \$400,000 in membership fees and he requested that the Board take timely action. Trustee Goodman responded that it was important for staff to bring forth an agreement which addressed all Board concerns and would not have to be changed at a later date. Trustee Goodman also had concerns regarding health and safety protections for SMAC employees as well as salary assurances.

Trustee Nuris stated that the current Board members, those most familiar with the contract, should vote on it rather than the new Board members. Trustee Nuris noted the thousands of dues paying members who would be impacted if SMAC had to close. He stated that with a few additions to the contract to address the Board's concerns, the contract should move forward.

Trustee Mandelkern stated concerns regarding incentive payments and additional concerns about using a net promotor score for the basis of bonus payments.

Trustee Nuris asked to withdraw his motion to approve the contract and requested the motion be brought to a future meeting after an opportunity to meet and work with staff to address the Board's concerns with the current EXOS contract.

Trustee Holober recommended instructing staff to negotiate a contract with Power Wellness and to schedule a special meeting for the following Monday.

Chancellor Claire noted that legal counsel may need to advise the District on the propriety of beginning negotiations with a new vendor as the RFP process had gone through an independent selection committee. Trustee Mandelkern advised staff to check with legal counsel regarding the laws of the procurement process.

Public Comment:

- Sam Chuang, a member of the public, addressed the Board regarding the labor practices of EXOS.
- Frank E., a member of the public, addressed the Board regarding the RFP pricing matrix comparing EXOS and Power Wellness.
- Nancy Littlefield, a member of the public, addressed the Board regarding the formation and engagement of the SMAC Advisory Board, as well as concerns with the EXOS contract.
- Lane Poms, a member of the public, addressed the Board regarding the contract process and other concerns regarding the agreement with EXOS.
- Barbara Jones, a member of the public and a former employee of SMAC, discussed employee health and safety concerns and communication issues between SMAC employees and EXOS management.
- Diana Thomas, Strategic and Marketing Manager of SMAC and Vice President of EXOS, responded to comments regarding employee turnover rates and employee health and safety issues at SMAC.

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

(Time Stamp: 2:16:30)

Motion to Approve by: Trustee Holober

Second by: Trustee Nuris

Action: Approved unanimously, all members voting Aye.

Summary of Discussion: Trustee Schwarz asked Trustees Nuris, Holober and Goodman for their preference on meeting either Monday, December 14th or Tuesday, December 15th. Monday, December 14th was selected as the preferred meeting date.

Public Comment: None.

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

[\(Time Stamp: 2:18:15\)](#)

Motion to Approve by: Trustee Goodman

Second by: Trustee Holoher

Action: Approved unanimously, all members voting Aye.

Summary of Discussion: President Schwarz commented that Senator Hill has been a great senator and the District was fortunate to have had his support.

Public Comment: None.

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

[\(Time Stamp: 2:19:00\)](#)

Motion to Approve by: Trustee Nuris

Second by: Trustee Mandelkern

Action: Approved unanimously, all members voting Aye.

Summary of Discussion: Trustee Nuris commented that Superintendent Deloria has done an excellent job at her District and that the north end of San Mateo County received a great benefit from her services.

Public Comment: None

INFORMATION REPORTS

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

[\(Time Stamp: 2:19:48\)](#)

Summary of Discussion: Jonathan Bissell, Executive Director of Community, Continuing and Corporate Education (CCCE), gave an overview on the formation of the District-wide Workforce Development Taskforce and its goal to serve residents, small businesses, entrepreneurs and organizations impacted by COVID-19. Alex Kramer, Director of Workforce Development at College of San Mateo, spoke about the need for this taskforce in regards to job loss and rising unemployment rates. Andrea Vizenor, Dean of Strategic Partnerships & Workforce Development, discussed the team's response strategies to serve displaced workers during this critical time. The team developed a comprehensive marketing campaign that led to the direct engagement of over 500 community members for a variety of services. The response strategies include 1) Addressing Job Loss through Short-Term Training, 2) Small Business Recovery, 3) the Changing Workplace through Customized Training and 4) Career Readiness and Job Placement. Pcyeta Stroud, Director of Bay Area Entrepreneur Center highlighted the impact of the team's work which included the launch of the Small Business Recovery and Assistance Program which has served over 500 small businesses throughout the County. Julian Branch, Director of Workforce Development at Cañada College, discussed their collaboration with CCCE to offer a not-for-credit, certificate program to prepare students for water treatment and water distribution licenses. Ms. Vizenor spoke about the Child Development/Education program and how it provides training for community members for jobs in the child development sector and providing advanced pathways in education. Mr. Kramer introduced the collaboration between CSM and CCCE to provide a new, not-for-credit Amazon Web Services (AWS) cloud computing certification program.

Trustee Mandelkern thanked the Taskforce for their excellent report. He asked if there were additional resources that could be provided to assist with student enrollment. He asked the Taskforce if there were ways to support students in need of transportation, food and housing while enrolled in these programs to bridge any gaps on their path to employment and stability.

Public Comment:

- Trustee-elect Pimentel praised the Taskforce for their work and asked how many total students have participated in these programs, how many students have successfully been placed and how much these programs cost the students and the District. Mr. Branch estimated about over 200 students were and are being served through the seven different programs. Mr. Bissell responded that they would be happy to give updated numbers to the Board as the programs progress. Mr. Kramer responded that the AWS program costs students \$150. The Water Program costs the District about \$8,000-\$10,000, and the AWS program costs the District around \$10,000.

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

(Time Stamp: 2:51:14)

Summary of Discussion: Chancellor Claire reported that a decision would need to be made by December 15, 2020, regarding athletic participation in the Spring I program. Andreas Wolf, Dean of Kinesiology, Athletics and Dance at CSM, noted that last fall, the athletics team created Phase I for athletes to come back to campus for limited, outdoor physical conditioning. They are currently entering Phase II, which allows for expanded participants and hours. Jasmine Gittens, College of San Mateo Athletic Trainer, discussed the health and safety protocols in place. Tim Tulloch, College of San Mateo Football Coach, shared the life challenges his athletes face and how important face-to-face interaction is for their morale, mental health, and well-being. Katie Goldhahn, College of San Mateo Women's Volleyball Coach, Joseph Morello, Dean of Kinesiology, Athletics and Dance at Skyline, and other college coaches, reiterated the importance of in-person interaction for their students.

Trustee Mandelkern and Trustee Nuris thanked the athletics staff for their presentation and the genuine care and concern shown towards their students. District Academic Senate President Wallace thanked the presenters and noted student athletes are also struggling academically and asked if there were ways for these students to meet for in-person tutoring. He noted that faculty members from other departments would also like to meet students on campus for face-to-face learning. Chancellor Claire noted the EOC team is working on a comprehensive, phased plan to get students, faculty and staff back on campus in a safe manner.

COMMUNICATIONS

(Time Stamp: 3:37:40)

None.

STATEMENTS FROM BOARD MEMBERS

(Time Stamp: 3:37:45)

President Schwarz: She reported on the opportunity to participate in signing on two high schools in Thailand with the International Education Program. She welcomed Trustee Pimentel and Trustee Petrides to the Board. She thanked Trustee Mandelkern for his years of service to the Board. She

stated she is honored to have served on the Board for 25 years, has enjoyed her experience and the people she has met, and is proud of the District's many achievements. She closed by thanking Chancellor Emeritus Ron Galatolo for his vision and the many creative programs he developed for the District.

Vice President Nuris: He thanked President Schwarz and Trustee Mandelkern for their service and was appreciative of their work on behalf of the District. He also congratulated Trustee Goodman on his re-election and the newly elected Trustees.

Trustee Goodman: He congratulated the incoming Trustees and thanked President Schwarz and Trustee Mandelkern for their service and all they have done for the education of San Mateo County students. He looks forward to working with the new Trustees and moving forward. He noted that the item on Race, Gender and Equity was not on the agenda for tonight's meeting and that November is Native American Heritage month and is an important opportunity to highlight and celebrate certain student populations.

Trustee Holober: He congratulated the newly elected and re-elected Trustees and wished the best to the retiring Trustees. He commented on the difficulty of using the Zoom link to download past meetings and hoped that access to meetings will become more user-friendly. He stated his concern regarding the approval of past Board meeting minutes.

Trustee Mandelkern: He reported on his recent participation in the Trustee Fellowship Workshops where topics such as the adoption of leading indicators on student success, and the revision of the Chancellor evaluation process were discussed. He noted there were opportunities for consulting and funding assistance for the Board to work together on some of these important issues. He also honored the memory of former Trustee Tom Mohr and his many years of service to the District and San Mateo County. He stated he has been honored to serve as a Trustee, is proud of the many wonderful programs put in place at the District, and hopes they continue to improve and work on these programs moving forward. He thanked his colleagues on the Board, past and present.

Student Trustee Shonette: She thanked Trustee Schwarz and Trustee Mandelkern for their service to the District and is looking forward to the Associated Students presentation next month.

President Schwarz announced that the next meeting of the Board of Trustees would be on December 14, 2020, conducted via Zoom.

ADJOURNMENT

The meeting adjourned consent at 10:21 p.m. in memory of former Trustee and former Cañada College President Tom Mohr.

Submitted by

Michael Claire, Secretary

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
December 14, 2020 – San Mateo, CA**

This was conducted remotely via Zoom. A video recording of the meeting can be accessed at: <https://smccd.edu/boardoftrustees/meetings.php>.

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

Board Members Present: Vice President Thomas A. Nuris, Trustee Maurice Goodman, Trustee Richard Holober, Trustee Lisa Petrides; Trustee John Pimentel

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Schwarz said that during closed session, the Board will take up items as listed on the printed agenda, including: (1) Hold Conference with Labor Negotiators for Employee Organizations: AFT and CSEA; (2) Hold Conference with Labor Negotiator for Unrepresented Employees; (3) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases; (4) Consider Employee Discipline, Dismissal, Release; and (5) Consideration of Ratification of September and October 2020 Confidential District Warrants.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None.

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 6:19 p.m.

Board Members Present: Vice President Thomas A. Nuris, Trustee Maurice Goodman, Trustee Richard Holober, Trustee Lisa Petrides; Trustee John Pimentel; Student Trustee Jade Shonette

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

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

[\(Time Stamp: 36:04\)](#)

Vice President Nuris announced that the confidential District warrants were ratified.

DISCUSSION OF THE ORDER OF THE AGENDA

[\(Time Stamp: 36:17\)](#)

Vice President Nuris announced that staff asks that Agenda Item 20-12-7C be removed and it will be brought back at a future meeting. The Board also agreed to move Informational Item 20-12-5C up in the agenda to be considered immediately following the consent agenda items and to allow for public comment immediately following the swearing in of Trustees.

SWEARING IN OF RE-ELECTED AND NEWLY ELECTED TRUSTEES

[\(Time Stamp: 39:45\)](#)

Vice President Nuris announced that that Trustee Petrides took her oath of office, administered by the Lt. Governor, in a private ceremony earlier and would not be re-taking the oath.

Trustee Goodman took the oath of office, administered by his sons Justice and Malcolm Goodman.

Trustee Pimentel took the oath of office, administered by State Senator Josh Becker.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

[\(Time Stamp: 45:28\)](#)

- Annie Corbett, an adjunct faculty member at Skyline and Cañada Colleges, encouraged the Board to approve part-time pay parity.
- Kate Browne, a professor at Skyline College, thanked outgoing State Senator Jerry Hill who has been a steadfast supporter of the District and Skyline College.
- Hamsa Rajaraman, a student at Cañada College, spoke about difficulties with her experience at the college.

ORGANIZATION OF THE BOARD OF TRUSTEES

[\(Time Stamp: 57:32\)](#)

1. Election of President

Trustee Holober nominated Trustee Tom Nuris to serve as president of the Board. There were no further nominations. Trustee Nuris was elected by unanimous vote, with all members voting Aye.

2. Election of Vice President-Clerk

Trustee Pimentel nominated Trustee Richard Holober to serve as vice president of the Board. There were no further nominations. Trustee Holober was elected by unanimous vote, with all members voting Aye.

3. Election of Secretary for the Board

Trustee Holober nominated Chancellor Michael Claire to serve as secretary of the Board. There were no further nominations. Chancellor Claire was elected by unanimous vote, with all members voting Aye.

4. Appointment of Representative of the Board to the County Committee on School District Organization

Trustee Petrides nominated Trustee Pimentel to serve as the Board's representative to the County Committee on School District Organization. There were no further nominations. Trustee Pimentel was appointed by unanimous vote, with all members voting Aye.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

Presentation of Fall Semester Activities by Associated Students of Cañada College, College of San Mateo and Skyline College (20-12-1C)

[\(Time Stamp: 1:02:08\)](#)

Summary of Discussion: Student Trustee Shonette introduced the presentations from the three college Associated Student Organizations.

Adrian Afif and Chili Montain, president and vice president respectively of the Cañada College Associated Students, shared a video presentation of their report that highlighted their organization's initiatives, including (1) communication, (2) technology support, (3) multi-cultural center, (4) environment and mental health, and (5) Campus Inclusion Team. They noted that the number of campus events, now virtual, has been maintained and the campus continues to host the only community college to host a movie festival.

The Skyline College Associated Students shared a video presentation, narrated by AS President Carlos Ungo, that highlighted the events hosted, community padlets, open mics, voter education, support of mental health awareness, and cultural appreciation activities of the Associated Students.

College of San Mateo Associated Students president Joseph Nguyen, presented an update on the AS's organizational structure and events hosted during the fall semester. President Nguyen also previewed plans for spring 2021, which include Reboot Week, Black History Month speaker, support of Black History Month activities, advocacy for Ethnic Studies degree requirement, Spring Fling and a student film festival.

Trustees thanked all student panelists for their great presentations and commended them on their great work in supporting students on their campuses.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

[\(Time Stamp: 1:48:50\)](#)

- Chancellor Claire congratulated the new Trustees Petrides and Pimentel on their election to the Board and Trustee Goodman on his re-election.
- President Moore, President Moreno and Interim President Lopez congratulated newly elected and re-elected Trustees.
- President Wallace highlighted the District Academic Senate's resolution supporting an ethnic studies requirement. He noted that the Senate is recommending the hiring of tenure-track faculty at Skyline and Cañada Colleges for the ethnic studies departments and programs, and he encouraged the Board's support for programming and resources.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

[\(Time Stamp: 1:56:46\)](#)

- Monica Malamud commended outgoing Trustees Schwarz and Mandelkern and congratulated newly-elected and re-elected trustees. She urged the Board to hold a study session to discuss part-time pay inequities.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

[\(Time Stamp: 2:01:16\)](#)

- Michael Hoffman, a professor at Cañada College, encouraged the board to extend COVID-related leave policies that were offered in the fall semester.

- Suzanne Poma, a counselor at Skyline College, commented on the need for parental leave during COVID.
- Liza Erpelo, a professor at Skyline College, spoke about the worry of burnout of those teaching and parenting during COVID.
- Sue Hwang, an instructor at College of San Mateo, spoke about juggling parental and work duties in an online environment and the need for District support during this time.
- Lezlee Ware, a professor at Cañada College, commented on the need for parental leave during COVID.
- Nadya Sigona, a counselor at Cañada College, spoke about the need for parental leave during COVID.
- Larry Moody, a member of the community, thanked the District and colleges for their work and congratulated Trustee Goodman on his re-election and Trustee Pimentel on his election.

NEW BUSINESS

Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (20-12-1A)

[*\(Time Stamp: 2:31:51\)*](#)

Motion to Approve by: Trustee Holober

Second by: Trustee Petrides

Action: Approved with Trustees Nuris, Holober, Petrides and Pimentel voting Aye. Trustee Goodman abstained.

Summary of Discussion: None.

Public Comment: None.

Ratification of Renewed Collective Bargaining Agreement between the District and the California School Employees Association (CSEA) and its Chapter 33 (20-12-2A)

[*\(Time Stamp: 2:32:52\)*](#)

Motion to Approve by: Trustee Goodman

Second by: Vice President Holober

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None.

Public Comment: None.

Approval of Consent Agenda

[*\(Time Stamp: 2:33:52\)*](#)

Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College (20-12-1CA)

Reappointment of Anne Campbell to the District’s Bond Oversight Committee (20-12-2CA)

Ratification of September and October 2020 District Warrants (20-12-3CA)

Motion to Approve by: Trustee Goodman

Second by: Vice President Holober

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None.

INFORMATIONAL ITEMS

Update on Contract Award Process for San Mateo Athletic Club RFP (20-12-5C)

[\(Time Stamp: 2:34:42\)](#)

Summary of Discussion: Chancellor Claire provide the Board an update on the process for an RFP to operate SMAC, which has included consulting with outside procurement counsel. Chancellor Claire noted that there is a bit more time than realized and March 2021 is the true deadline per existing contract language.

President Nuris noted that the new trustees may want to avail themselves of briefings with legal counsel to answer any legal questions they may have on this matter.

Trustee Holober said that he believed the Board gave clear direction to staff to poll the Board and schedule a special meeting to receive public comment as soon as possible following the last meeting. He acknowledged that the Board was polled and a meeting was scheduled immediately after Thanksgiving but the meeting never occurred. He expressed concern that staff did not adhere to the direction of the Board and has put the Board in a bind because the item presented at this meeting is not an action item. He further explained that he believed that the Board did not authorize any additional extension of the current EXOS contract beyond December 31, 2020 and at that time, EXOS's contract expires.

Trustee Goodman said he shared some of Trustee Holober's concerns regarding the scheduling of a special meeting. He said he wanted to focus on how to move forward and get this processed with a meeting as soon as possible. He suggested that if any consideration be given to extending the current contract beyond December 31, that EXOS be asked to waive any type of potential lawsuit. Further, he asked what it would take to get the new trustees up to speed on the matter so they could participate in the decision process.

President Nuris noted that the information relating to the scheduling of the meeting was accurate but that the direction at the last meeting was to begin negotiating a contract with the other party and that posed legal risks and until those risks were known, it was not appropriate to meeting because we can not "jump until we see where we we're going to land." He said he was not able to understand how a delay of a couple of weeks to allow for additional information gathering would be an issue.

Trustee Petrides noted that she believed she was as versed in the issue as she could be at this point and now that she has been sworn in will be able to access the legal briefing by the District's counsel she is confident that she can help resolve this issue. She further clarified that she believed there was not a new contract but that the existing contract had language that allowed for an extension of 90 days.

Trustee Pimentel said that he was informed and prepared to act on this issue. He said he was looking forward to helping govern an educational institution not a gym. He said he concurred with Vice President Holober's assessment that the contract expires on December 31.

Trustee Petrides asked for clarification on the extension terms of the contract. Yanely Pulido, Director of General Services, stated that the language in the extension agreement approved by the Board in June 2020 called for the termination of the agreement on December 21, 2020, unless terminated earlier. Language was also added in the event that additional time was required for the District to complete the RFP process or execute a subsequent agreement and to transition to a successor, the contractor would have agreed to continue to provide services for a period not to exceed three months.

Trustees agreed that staff should approach EXOS regarding seeking a waiver of legal action relating to the RFP and that a special meeting be scheduled before December 31, 2020.

NEW BUSINESS: Other Recommendations

Setting of Board of Trustees Meeting Dates for 2021 (20-12-101B)

[\(Time Stamp: 3:23:29\)](#)

Motion to Approve by: Vice President Holober

Second by: Trustee Petrides

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None.

Public Comment: None.

Approval of Contract Award for Skyline College Building 19 Swing Space Project (20-12-102B)

[\(Time Stamp: 3:24:26\)](#)

Motion to Approve by: Trustee Goodman

Second by: Vice President Holober

Action: Approved unanimously, all members voting Aye

Summary of Discussion: Trustee Goodman asked Vice Chancellor Jose Nunez to explain any process that assured representation and equity in this process. Vice Chancellor Nunez explained that the District maintains a list of pre-qualified vendors that is approved annually by the Board of Trustees and when that vendor list is compiled significant outreach is conducted to minority-owned, women-owned, veteran-owned, LGBQIA-owned businesses.

Public Comment: None.

Approval of District's Response to San Mateo County Civil Grand Jury Report Relating to Ransomware (20-12-103B)

[\(Time Stamp: 3:26:54\)](#)

Motion to Approve by: Trustee Goodman

Second by: Vice President Holober

Action: Approved unanimously, all members voting Aye

Summary of Discussion: None.

Public Comment: None.

Approval of Contract Award for Digital Marketing Services for Community, Continuing and Corporate Education (20-12-104B)

[\(Time Stamp: 3:27:35\)](#)

Motion to Approve by: Vice President Holober

Second by: Trustee Goodman

Action: Approved unanimously, all members voting Aye

Summary of Discussion: none.

Public Comment: None.

Approval of Updates to District Policy 6.18 – Credit by Examination (20-12-105B)

[\(Time Stamp: 3:28:18\)](#)

Motion to Approve by: Vice President Holober

Second by: Trustee Goodman

Action: Approved unanimously, all members voting Aye

Summary of Discussion: Vice Chancellor Aaron McVean explained that new Title 5 regulations spell out credit for prior learning, not just credit by examination, but also for joint service transcripts for student veterans, but not limited to that, but also includes industry health certifications and previous learning. This update replaces the old Title 5 language with the new language. In response to a question from Trustee Petrides, Vice Chancellor McVean explained that credit by examination is not widely utilized and that this is different from competency-based education.

Public Comment: None.

Adoption of Resolution No. 20-20 Honoring Trustee Karen Schwarz (20-12-106B)

[\(Time Stamp: 3:35:08\)](#)

Motion to Approve by: Trustee Petrides

Second by: Vice President Holober

Action: Approved unanimously, all members voting Aye

Summary of Discussion: Trustees commended former Trustee Schwarz for her many years of service to the District and community.

Public Comment: None.

Adoption of Resolution No. 20-21 Honoring Trustee Dave Mandelkern (20-12-107B)

[\(Time Stamp: 3:37:25\)](#)

Motion to Approve by: Vice President Holober

Second by: Trustee Goodman

Action: Approved unanimously, all members voting Aye

Summary of Discussion: Trustees commended former Trustee Mandelkern for his many years of service to the District and community.

Public Comment: None.

INFORMATION REPORTS

Update on District COVID-19 Planning and Response, Including Planning for Summer Term 2021 (20-12-3C)

[\(Time Stamp: 3:40:53\)](#)

Summary of Discussion: Chancellor Claire explained that though it might seem early, the District is beginning its annual planning processes which include scheduling for summer and fall 2021. He noted that the District's emergency operations center continues to evaluate the situation and plan for re-population of the campuses as soon as allowable and responsible, keeping in mind that there are simply so many unknowns at this point. He said that he will bring back an item in January to further discuss this issue and get direction from the Board regarding operating modalities for summer and fall 2021.

Discussion of District Policy and Advocacy Priorities for 2021 (20-12-4C)

[\(Time Stamp: 3:45:22\)](#)

Summary of Discussion: Chief of Staff Mitchell Bailey explained that the Board of Trustees has given staff clear direction over time on priority policy areas of interest, including relating to food, housing, and transportation, along with supporting DACA students just as examples. He offered the following recommended policy priority areas for the Board's consideration for 2021, which take into account the current economic and operating conditions locally and statewide: (1) protecting the District's Basic Aid status; (2) advocating for greater flexibility in the use of Fund 1 (General Fund) dollars to support basic student needs (food, transportation, housing, mental health services), akin to the flexibility granted in 2020 for the use of Lottery Funds; and (3) guaranteeing that any state budget cuts to categorical funds (or other funds which the District receives) are applied equally among Districts, regardless of their Basic Aid or Revenue-Limit status (meaning the SMCCCD should not take a disproportionate cut because of its Basic Aid status).

Trustee Goodman inquired if this discussion was authorizing any action and if there would be any associated costs. Mr. Bailey noted that it is not uncommon for Districts to publicly present a policy agenda and that with this it would ensure everyone is working from the same list of priorities. He noted that the District's advocacy efforts are supported by staff and a lobbyist. Chancellor Claire noted that the forming basic aid coalition of Districts is also working on an agenda and will likely engage a lobbyist. Trustee Goodman asked for further clarification if this was a blanketed approval on these items without future Board action. Mr. Bailey assured the Board that future action on advocacy items would be brought back as those items come up. Kathy Blackwood, former Executive Vice Chancellor, noted that a number of District administrators set on association boards and have affiliations with statewide organizations (such as the League's CEO group, Association of Chief Budget Officers, Facilities Coalition, etc.) and having those staff know the priorities allows them to use those organizations to support those efforts. Trustee Holober expressed support for the priority areas and asked that this item be agendaized for future action, incorporating the suggestion of Trustee Petrides to include educational materials and Trustee Pimentel to include flexibility in charging tuition and fees and permissibility of supporting broader student needs.

Discussion of Potential Updates to Board Minutes Policy (20-12-6C)

(Time Stamp: 4:07:54)

Summary of Discussion: Chancellor Claire outlined that staff is working to catch up on the backlog of minutes and that for those meetings where there are no video recordings (those prior to March 2020) that those minutes be completed as had been in the past with great detail. He said staff would be suggesting an overhaul of the minutes process at the January meeting, which would include recommended changes to policy and utilization of a new condensed format along with new technology.

Trustee Goodman said he was more interested in knowing what the plan of action to get caught up on minutes and implementing new resources than keeping talking about this item which has been brought up several times. Trustee Pimentel and Vice President Holober concurred with Trustee Goodman and urged for swift action. Chancellor Claire said that staff would present a plan at the January meeting.

Public Comment: Monica Malamud expressed support for broadcasting Board meetings.

STATEMENTS FROM BOARD MEMBERS

(Time Stamp: 4:27:02)

There were no comments from any Board members.

MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

1. Call to Order

Vice President Claire called the meeting to order at 10:03 p.m. on December 14, 2020.

2. Roll Call

Members Present: Vice President Michael Claire, Director Thomas Nuris, Director Maurice Goodman, Director Richard Holober

3. Approval of Minutes of the December 9, 2019 Meeting

It was moved by Director Goodman and seconded by Director Holober to approve the minutes of the December 9, 2019 meeting. The minutes were approved unanimously.

4. Naming of Officers for 2021

It was moved by Director Holober and seconded by Director Nuris to approve the slate of officers and directors as presented. The motion passed unanimously.

President – Board of Trustees President Thomas Nuris

Vice President – Chancellor Michael Claire

Secretary – Board of Trustees Vice President-Clerk Richard Holober

Treasurer – Chief Financial Officer Bernata Slater

Board of Trustees members Maurice Goodman, Lisa Petrides and John Pimentel will serve as Directors.

5. Adjournment

It was moved by Director Holober and Seconded by Director Nuris to adjourn the meeting at 10:06 p.m. The motion passed unanimously.

RECONVENE TO REGULAR MEETING

President Nuris reconvened the regular meeting to announce that the Board would be recessing to closed session. He noted that the next meeting of the Board of Trustees would be on January 13, 2021, conducted via Zoom.

RECESS TO CLOSED SESSION

The Board recessed to closed session at 10:08 p.m.

RECONVENE TO OPEN SESSION

President Nuris announced that there were no actions to report from closed session.

ADJOURNMENT

The meeting adjourned by consent at 11:15 p.m.

Submitted by

Michael Claire, Secretary

BOARD REPORT NO. 21-2-1A

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Cheng Yu Hou, Chief Human Resources Officer
David Feune, Director, Human Resources

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)

District Office

Richard Rojo Interim Director of Public Affairs Office of the Chancellor

Reassigned from Director of Community Relations and Marketing (Grade 194E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$142,008 – 179,868) into this interim classified supervisory assignment (Grade 195E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$149,112 - \$188,856), effective February 25, 2021. This will be a temporary position through June 30, 2022. The position was previously Board approved on January 27, 2021.

B. PUBLIC EMPLOYMENT

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

District Office

Hussien Khalil* Senior Accounting Technician Administrative Services

New full-time, 12-month classified employment (Grade 28A of the Classified Salary Schedule 60; Salary Range: \$71,004 - \$90,696), effective March 1, 2021, replacing Nelly Manuel who was reassigned.

James Ferrell* Senior Buyer General Services

New full-time, 12-month classified employment (Grade 34 of the Classified Salary Schedule 60; Salary Range: \$81,420 - \$104,124), effective March 8, 2021, replacing Samuel Haun who is retiring.

Kannan Ramasamy*

Facilities Systems Manager

Facilities

New full-time, 12-month classified employment (Grade 210S of the Classified Professional-Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800), effective April 1, 2021, replacing Roberto Gutierrez who was reassigned.

Skyline College**Renee Liang***

Program Services Coordinator
(Job Placement Program: Arts, Language,
& Communication Emphasis) (Funded By Strong Workforce Program)

Strategic Partnership
& Workforce Development

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective February 25, 2021, replacing Steven Lopez Vasquez who resigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS**Skyline College****Martina Center**

Director of Middle College

Language Arts

Reassigned from a full-time Retention Specialist (Middle College) (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 – 81,636) into this full-time academic exempt supervisory assignment at Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,240 - \$171,324, effective February 25, 2021, replacing Raymond Jones who retired.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

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

1. Recommend a change in staff allocation to add one full-time, Ethnic Studies Instructor position (Faculty Salary Schedule 80) in the Humanities Division, effective February 25, 2021.

F. PHASE-IN RETIREMENT**College of San Mateo****Bruce Maule**

Professor, Business/Technology/Accounting

Business and Technology

Recommend approval of participating in the Phase-In Retirement Program, effective Fall 2021. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Cañada College

Martha Chavez Instructional Aide II Business, Design & Workforce

Retirement effective February 16, 2021 with 20 years of District service. Eligible for District retiree benefits.

College of San Mateo

Ann Theodos Division Assistant Academic Support and Learning Technologies

Retirement effective March 31, 2021, with 15.5 years of District service. Not eligible for District retiree benefits.

District Office

Samuel Haun Senior Buyer General Services

Retirement effective May 31, 2021, with 20 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

None

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

Cañada College	Science & Technology / STEM	1	03/01/2021	04/30/2021	Professional Expert: Consultant/Non-Instructional: Content creation for 2 days of workshops including development of presentations, workbooks, and assessments. All materials will be designed within the organizations (San Mateo Community College) brand standards including colors,
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					logos, fonts, and any other requirements. Fee includes meeting with program team and key stakeholders for information gathering, a review of deliverables and objectives, program research and background, and review of materials prior to presentation. Present the 2- day workshop to NSF Trabajo job shadowing participants.
Cañada College	Business, Design, and Workforce/EHD (ECE)	1	02/28/2021	06/30/2021	Professional Expert: ECE Practicum Mentor: This position will facilitate a Community of Practice (CoP) each week while they are in the class. They will 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.
Skyline college	Counseling/ Health & Wellness Services	1	02/25/2021	06/30/2021	Professional Expert: College Physician: Provide a flexible combination of medical leadership and clinical guidance. In conjunction with the Director of Health & Wellness Services, the College Physician shares responsibility for the clinical integrity of Health services.

K. SHORT-TERM, NON-CONTINUING POSITIONS

District Office	Bookstore/Auxiliary Services (Cañada location – 2; CSM location – 2; Skyline location - 2)	6	03/01/2021	05/31/2021	Cashier/Clerk: <i>Previously Requested Position</i> These positions will assist Bookstore staff with inventory preparation.
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BOARD REPORT NO. 21-02-01CA

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning

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

The addition of 21 courses and three programs to the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, 30 courses are proposed to be offered in the distance education mode.

Furthermore, 21 courses and two programs were modified, and one course was reactivated.

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

February 24, 2021

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 ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ETHNIC STUDIES

103 ASIAN AMERICAN STUDIES (3.00) (day or evening)

Justification: This course is being added to the curriculum in response to California Assembly Bill 1460 (AB 1460). It is being articulated for Ethnic Studies, Area F, and it is a selective requirement of the newly created AA Degree in Ethnic Studies.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100.

Description: This course examines how US institutions ideologically constructed the category of Asian-ness and materially engaged with “Asian” peoples within the United States and its territories. Ethnic Studies theory will be applied to describe critical events in Asian American histories, cultures, and intellectual traditions including an examination of how "Asian" communities interact with each other and other racialized/ethnicized communities. This includes a focus on topics ranging from self-determination to imperialism in a move toward building a just and equitable society.

Classification: AA/AS Degree; CSU transferable.

105 AFRICAN AMERICAN HISTORY AND CULTURE (3.00) (day or evening)

Justification: This course is being added to the curriculum in response to California Assembly Bill 1460 (AB 1460). It is being articulated for Ethnic Studies, Area F, and it is a selective requirement of the newly created AA Degree in Ethnic Studies.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100.

Description: This is a survey of the history of African Americans from their origins in Africa to the present, with special emphasis on their contributions to California's social, political and economic institutions. It examines the political, economic, social, and cultural factors as well as interactions between African Americans and the larger society while analyzing the intersection of race and racism.

Classification: AA/AS Degree; CSU transferable.

107 INTRODUCTION TO NATIVE AMERICAN STUDIES (3.00) (day or evening)

Justification: This course is being added to the curriculum in response to California Assembly Bill 1460 (AB 1460). It is being articulated for Ethnic Studies, Area F, and it is a selective requirement of the newly created AA Degree in Ethnic Studies.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100.

Description: This course provides an introduction to the study of Native American histories, experiences, intellectual traditions, and forms of artistic expression. Students engage with texts that confront the structural genocide underlying the construction of the U.S. settler state, and explore Native practices of resistance, resilience, and regeneration. Course materials include fiction, poetry, spoken word, and other creative texts, as well as historical and archival studies.

Classification: AA/AS Degree; CSU transferable.

108 RETHINKING RACE, GENDER, AND NATION (3.00) (day or evening)

Justification: This course is being added to the curriculum in response to California Assembly Bill 1460 (AB 1460). It is being articulated for Ethnic Studies, Area F, and it is a selective requirement of the newly created AA Degree in Ethnic Studies.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100.

Description: This course introduces students to the theoretical, methodological, and substantive foundations of Ethnic Studies. Through a re-examination of U.S. history, students develop an understanding of the relationships between racial formation and the production of social and economic inequality. Readings focus on the interrelated processes of settler-colonial land expropriation, chattel slavery, multiple forms of migration, overseas imperial expansion, inter- and intra-national circulations of economic value, and the historical development of the U.S. settler legal regime. Particular attention is given to the ways in which race and ethnicity have been historically co-constituted with other socially-constructed identities, such as gender, sexuality, class, and citizenship.

Classification: AA/AS Degree; CSU transferable.

109 BORDERS AND CROSSINGS (3.00) (day or evening)

Justification: This course is being added to the curriculum in response to California Assembly Bill 1460 (AB 1460). It is being articulated for Ethnic Studies, Area F, and it is a selective requirement of the newly created AA Degree in Ethnic Studies.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100.

Description: This introductory Ethnic Studies course examines how U.S. processes of racial formation and gendering are related to multiple transnational circulations - of commodities, bodies, labor, capital, knowledge, and culture. We interrogate the material and ideological work of borders - particularly nation-state borders, but also the borders and boundaries of racial and ethnic categories, gendered and sexualized identities, languages, forms of labor, and disciplinary categories of knowledge. Also explored are the many ways in which such borders are variously resisted, contested, transgressed, transcended, and transformed over time.

Classification: AA/AS Degree; CSU transferable.

265 EVOLUTION OF HIP HOP CULTURE: A SOCIO-ECONOMIC AND POLITICAL PERSPECTIVE (3.00) (day or evening)

Justification: This course is being added to the curriculum in response to California Assembly Bill 1460 (AB 1460). It is being articulated for Ethnic Studies, Area F, and it is a selective requirement of the newly created AA Degree in Ethnic Studies.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: This course traces the evolution of Hip Hop from its African roots through the diaspora as a cultural form of expression by examining music, dancing, spoken word, philosophy, and lifestyles. Also, Hip Hop is analyzed from social, economic, and political perspectives. It is explored as a product of the African American struggle as reflected in music, poetry, lyrics, dance, artists, and major issues associated with Hip Hop.

Classification: AA/AS Degree; CSU transferable.

288 AFRICAN-AMERICAN CINEMA (3.00) (day or evening)

Justification: This course is being added to the curriculum in response to California Assembly Bill 1460 (AB 1460). It is being articulated for Ethnic Studies, Area F, and it is a selective requirement of the newly created AA Degree in Ethnic Studies.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100.

Description: This course explores the rich and diverse history of African American filmmaking. Focusing on films written and/or directed by African Americans, this seminar traces the history of filmmaking from the silent era to the present day. In exploring Black cultural production and creative expression, students consider the ways in which film is used as a medium of protest, resistance, and cultural affirmation. We look at films through the critical lenses of Ethnic Studies theory, race and representation in American cinema while locating our analysis within larger frameworks of Hollywood's representation of African Americans and various cultural and social movements within local and global contexts.

Classification: AA/AS Degree; CSU transferable.

PHOTONICS AND LASER TECHNOLOGY

401 INTRODUCTION TO PHOTONICS AND LASER TECHNOLOGY (2.00) (day or evening)

Justification: The course content is recommended by the Advisory Board and provides the student with foundational skills to solve numerical problems in optical, photonics and laser technology. This course is a core requirement for the Certificate of Achievements in Photonics and Laser Technology and in Advanced Photonics and Laser Technology.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Eligibility for MATH 110.

Description: An introductory review of photonics and laser technology (PALT) and the mathematical skills to address engineering problems in PALT. Topics include: Review of various PALT quantities, common PALT algebraic expressions, visualization of typical linear and non-linear behaviors in PALT, geometry and trigonometry in PALT elements like lenses and prisms, description of sinusoidal and wave motion, introduction to concepts like polarization through complex notation and vectors.

Classification: Certificate; CSU transferable.

402 GEOMETRICAL OPTICS (4.00) (day or evening)

Justification: The course content is recommended by the Advisory Board. It provides students with necessary hands-on skills to assemble, align and analyze optical systems based on principles of light rays. PALT 402 is a core requirement for the Certificate of Achievements in Photonics and Laser Technology and in Advanced Photonics and Laser Technology.

Prerequisite: Completion of, or concurrent enrollment in PALT 401.

Description: A hands-on introduction to geometrical optics that deals with image formation by considering light as rays. Topics Include: concepts of reflection, refraction, transmission, and dispersion; the interaction of light rays with optical elements like mirrors, lenses, prisms, and stops; image formation characteristics, aberration, and optical design using ray tracing and matrix methods; description of common optical systems like cameras and telescopes.

Classification: Certificate; CSU transferable.

403 OPTICS AND PHOTONICS MODELING AND DESIGN (3.00) (day or evening)

Justification: The course content is recommended by the Advisory Board. It provides students with necessary hands-on skills to design and analyze optical systems based on utilizing industry recommended software and modeling tools. This course is a core requirement for the Certificate of Achievements in Photonics and Laser Technology and in Advanced Photonics and Laser Technology.

Prerequisite: Completion of, or concurrent enrollment in PALT 402.

Description: A hands-on introduction to modeling, analysis, and design of optical and photonics systems using matrix based computational programming (MATLAB or Octave) and commercial optical design software like ZEMAX. Topics Include: plotting and data visualization; use of arrays to understand image processing; design of optical and photonic systems using the ZEMAX software (or similar commercial software software).

Classification: Certificate; CSU transferable.

404 WAVE OPTICS (4.00) (day or evening)

Justification: The course content is recommended by the Advisory Board. It provides students with necessary hands-on skills to assemble, align and analyze optical systems based on principles of wave phenomenon. This course is a core requirement for the Certificate of Achievements in Photonics and Laser Technology and in Advanced Photonics and Laser Technology.

Prerequisite: PALT 402.

Description: An introductory hands-on course in wave optics describing the properties of light and its interaction with objects using wave equations. Topics Include: concepts of superposition, polarization, interference and diffraction; the interaction of light waves with small objects such as wires, apertures and multilayered coatings; mathematical techniques needed to quantify interactions.

Classification: Certificate; CSU transferable.

405 INTRODUCTION TO LASER TECHNOLOGY (3.00) (day or evening)

Justification: The course content is recommended by the Advisory Board. It provides students with necessary hands-on skills to safely, assemble, align and analyze lasers. This course is a core requirement for the Certificate of Achievements in Photonics and Laser Technology and in Advanced Photonics and Laser Technology.

Prerequisite: Completion of, or concurrent enrollment in PALT 404.

Description: A hands-on introduction to the principles and technology of lasers including properties of different types of lasers. Topics include: safe use and operation of lasers; principle of producing laser light; techniques to control laser light; applications of laser in various medical, non-medical, defense and entertainment industries.

Classification: Certificate; CSU transferable.

406 COMPONENTS AND DEVICES IN PHOTONICS AND LASER TECHNOLOGY (2.00) (day or evening)

Justification: The course content is recommended by the Advisory Board. It provides students with an overview of important optical components that are used in modern photonics and laser systems and processes. This course is a core requirement for the Certificate of Achievements in Photonics and Laser Technology and in Advanced Photonics and Laser Technology.

Prerequisite: Completion of, or concurrent enrollment in PALT 404.

Description: An introductory review of basic components and devices that make up optics and photonics systems. Topics include: polarizers and filters; non-laser light sources; light detectors; light modulators; selection of appropriate optical device for a desired application.

Classification: Certificate; CSU transferable.

407 OPTICAL COATING TECHNOLOGY (3.00) (day or evening)

Justification: The course content is recommended by the Advisory Board. It provides students with the necessary hands-on skills to safely use and operate optical components containing coatings. This course is a core requirement for the Certificate of Achievement in Advanced Photonics and Laser Technology.

Prerequisite: PALT 404.

Description: A hands-on review to optical coating technology. Topics include: matrix methods in coating analysis and design; thin film coatings; coatings in color applications; coating production techniques; safe use and handling of coatings; measurement and modeling of coating performance.

Classification: Certificate; CSU transferable.

408 OPTICAL FIBERS (3.00) (day or evening)

Justification: The course content is recommended by the Advisory Board. It provides students with the necessary hands-on skills to safely connect and use fiber optic cables and systems. This course is a core requirement for the Certificate of Achievement in Advanced Photonics and Laser Technology.

Prerequisite: PALT 405.

Description: An introductory hands-on course in optical fiber technology describing the transmission of light through optical fibers. Topics Include: principles of light transmission in optical fibers; fiber optic fundamentals; fiber technology; applications of fiber optics; experiments with light behavior through fibers.

Classification: Certificate; CSU transferable.

409 ADVANCED PHOTONICS TECHNOLOGY (3.00) (day or evening)

Justification: The course content is recommended by the Advisory Board. It provides students with a review of cutting-edge technologies in photonics and lasers. Students will also receive hands-on training in advanced photonics and laser technologies. This course is a core requirement for the Certificate of Achievements in Advanced Photonics and Laser Technology.

Prerequisite: PALT 405.

Description: A hands-on introduction to advanced photonics and laser technologies. Topics include: ultrashort pulse propagation; nonlinear optics; synchrotron and other advanced light sources; photonic crystals; generation and measurements of ultrashort pulses.

Classification: Certificate; CSU transferable.

PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE

ACCOUNTING

121 Financial Accounting

BUSINESS

100 Introduction to Business

101 Human Relations in the Workplace

103 Introduction to Business Information Systems

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE

ETHNIC STUDIES

103 Asian American Studies

105 African American History and Culture

107 Introduction to Native American Studies

108 Rethinking Race, Gender, and Nation

109 Borders and Crossings

265 Evolution of Hip Hop Culture: A Socio-Economic and Political Perspective

288 African-American Cinema

PHOTONICS AND LASER TECHNOLOGY

401 Introduction to Photonics and Laser Technology

402 Geometrical Optics

403 Optics and Photonics Modeling and Design

404 Wave Optics

405 Introduction to Laser Technology

406 Components and Devices in Photonics and Laser Technology

407 Optical Coating Technology

408 Optical Fibers

409 Advanced Photonics Technology

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

Cañada College proposes to offer an Associate Degree and/or Certificates of Achievement in the following programs:

ETHNIC STUDIES

Ethnic Studies – AA Degree Program

PHOTONICS AND LASER TECHNOLOGY

Photonics and Laser Technology – Certificate of Achievement

Advanced Optics and Photonics – Certificate of Achievement

San Mateo County Community College District

February 24, 2021

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, Interim President
College of San Mateo

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO

COMPUTER AND INFORMATION SCIENCE

- 110 Introduction to Computer and Information Science
- 132 Introduction to Databases
- 133 NoSQL Databases
- 140 Big Data Analytics
- 254 Introduction to Object-Oriented Program Design
- 255 (CS1) Programming Methods: Java
- 363 Enterprise Database Management
- 364 From Data Warehousing to Big Data

ETHNIC STUDIES

- 106 Oceania & the Arts

MATHEMATICS

- 115 Geometry

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

MATHEMATICS

- 115 Geometry

PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO

BUSINESS

- Small Business Management** – Certificate of Specialization

REAL ESTATE

Real Estate – AA Degree

San Mateo County Community College District

February 24, 2021

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

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

530 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES III (NONCREDIT) (0) (day or evening, distance education)

Justification: The Skyline ESOL program is working to assist students from the community, especially the adult schools, to transition to credit ESOL, as this level three course is a sticking point for many students. Offering the course noncredit makes repeatability and finances less of an issue for these students while creating a pathway to the college's credit courses. This will help the program to better align with the goals of AB 705.

Prerequisite: None.

Recommended Preparation: Pre-Intermediate ESL such as Adult Education ESL, or equivalent.

Description: For intermediate English learners with conversational fluency and developing reading and writing skills. Emphasis on grammar, critical reading, and writing well-developed paragraphs with some academic essay writing.

Classification: Noncredit; not transferable.

553 INTERMEDIATE ESL LISTENING & SPEAKING (NONCREDIT) (0) (day or evening, distance education)

Justification: The Skyline ESOL program is working to assist students from the community, especially the adult schools, to transition to credit ESOL, as this level three course is a sticking point for many students. Offering the course noncredit makes repeatability and finances less of an issue for these students while

creating a pathway to the college's credit courses. This will help the program to better align with the goals of AB 705.

Prerequisite: None.

Recommended Preparation: Pre-Intermediate ESL such as Adult Education ESL or equivalent

Description: Development of listening comprehension and oral proficiency of standard spoken English at the intermediate level. Listening focuses on note-taking and aural comprehension of standard spoken English using information from media, discussion, and academic contexts. Speaking focuses on English fluency, proficiency, and strategies for academic discussion and personal interaction.

Classification: Noncredit; not transferable.

573 INTERMEDIATE ESL GRAMMAR (NONCREDIT) (0) (day or evening, distance education)

Justification: The Skyline ESOL program is working to assist students from the community, especially the adult schools, to transition to credit ESOL, as this level three course is a sticking point for many students. Offering the course noncredit makes repeatability and finances less of an issue for these students while creating a pathway to the college's credit courses. This will help the program to better align with the goals of AB 705.

Prerequisite: None.

Recommended Preparation: Pre-Intermediate ESL such as Adult Education ESL, or equivalent

Description: Development of sentence variety and grammatical and mechanical accuracy of standard spoken and written English at the intermediate level.

Classification: Noncredit; not transferable.

ETHNIC STUDIES

103 ASIAN AMERICANS AND US INSTITUTIONS (3.0) (day or evening, distance education)

Justification: The passage of AB 1460, that requires CSU students to fulfill an Ethnic Studies graduation requirement, has created a need for Skyline College to meet this provision. This cloned course was created at the College of San Mateo and is an ideal course to establish Ethnic Studies at Skyline. This course echoes the college's vision, mission, and values that support social justice, student success and equity, and creating a generation of learners dedicated to transforming our world. To meet the new Ethnic Studies requirement, ETHN 103 was identified as a potential course that addresses racial equity issues and to reflect the large Asian and Pacific Islander student population at Skyline College that comprises the largest Asian American student enrollment in the District. In the fall of 2020, Asian students comprised of 17.8%, Filipino identified students represented 16.3%, and Pacific Islanders at 1.3%. ETHN 103 will be the first course at Skyline to specifically focus on migration, experiences, history, and narratives of Asians in America. Given the large Asian American student population at Skyline College, this will provide students the opportunity to learn about race and racism and how it constructs Asian identity within the context of the United States and its institutions.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Description: An examination of US institutions (education, political, economic, religious, and family) and the racial construction of Asian American identity. Special focus on migration to the United States, the development of Asian ethnic communities, the model minority stereotype, anti-Asian violence, and the history of political activism and organizing in exploring the experiences of Asian Americans.

Classification: AA/AS Degree; CSU transferable.

108 RACE, GENDER, AND POWER IN AMERICA (3.0) (day or evening, distance education)

Justification: The passage of AB 1460, that requires CSU students to fulfill an Ethnic Studies graduation requirement, has created a need for Skyline College to meet this provision. This course echoes Skyline College's vision, mission, and values that supports social justice, student success and equity, and creating a generation of learners dedicated to transform our world. To meet the new Ethnic Studies requirement, ETHN 108 was identified as a potential course that serves the needs and identities of Skyline College's large and racially diverse student population. In the fall of 2020, students that represented Black, Indigenous, and People of Color (BIPOC) communities was comprised of Black/African Americans at 2.7%, American Indian/Native Alaskan at 0.1%, 32.4% Latinx, Multiracial at 7.5%, Asian at 17.8%, Filipino identified students at 16.3%, and Pacific Islanders at 1.3%. Following the students first philosophy, ETHN 108 offers Skyline College with a course that explores, interrogates, discusses, and addresses the issues of racism, gender, and sexuality in our society. Given current political climate of the Black Lives Matter Movement and the racial disparities of COVID-19, this course contextualizes the history of racism, sexism, colonialism, and generational trauma that has impacted BIPOC communities. This course offers students who are interested in education, social work, and service an opportunity to shape their values to become a workforce dedicated to social justice.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Description: Exploration in the intersections of race, racism, gender, and nation by a re-examination of U.S. history through a Black, Indigenous, and People of Color (BIPOC) lens. A particular focus on whiteness, colonization, slavery, immigration, decolonization, self-determination, and resistance movements.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

192	Environmental Leadership Seminar II
193	Environmental Leadership Seminar III
492	Climate Protection Professional II
695	Independent Study in Environmental Science and Technology

HEALTH SCIENCE

135	Introduction to Public Health
180	Gateway to Health Careers

NETWORK ENGINEERING TECHNOLOGIES

440 Introduction to Microsoft Server Administration

SOCIOLOGY

142 Filipina/o/x Community Issues (now under ETHN)

PROPOSED CURRICULAR REACTIVATIONS – SKYLINE COLLEGE

EDUCATION/CHILD DEVELOPMENT

273 Effective Programming for Dual Language Learners

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE

EDUCATION/CHILD DEVELOPMENT

273 Effective Programming for Dual Language Learners

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

530 English for Speakers of Other Languages III (Noncredit)

553 Intermediate ESL Listening & Speaking (Noncredit)

573 Intermediate ESL Grammar (Noncredit)

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

192 Environmental Leadership Seminar II

193 Environmental Leadership Seminar III

492 Climate Protection Professional II

695 Independent Study in Environmental Science and Technology

ETHNIC STUDIES

103 Asian Americans and US Institutions

108 Race, Gender, and Power in America

HEALTH SCIENCE

135 Introduction to Public Health

180 Gateway to Health Careers

NETWORK ENGINEERING TECHNOLOGIES

440 Introduction to Microsoft Server Administration

BOARD REPORT NO. 21-02-02CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Kim Lopez, Interim President College of San Mateo
Hilary Goodkind, Accreditation Liaison Officer & Dean of PRIE

APPROVAL OF THE COLLEGE OF SAN MATEO FOLLOW UP REPORT FOR THE ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (ACCJC)

In the fall of 2019, the District and its colleges hosted a comprehensive external evaluation visit as part of the regular cycle of evaluation by the Accrediting Commission for Community and Junior Colleges (ACCJC). ACCJC member institutions undergo a comprehensive review for reaffirmation of accreditation every seven years to improve education quality and effectiveness. College of San Mateo received three commendations and one recommendation for compliance from the visit.

Commendations:

1. The commission commends the College on its significant and effective variety of learning support for students, including the Learning Center, discipline-specific labs, and library
2. The commission commends the College for its progressive and collaborative governance and planning processes leading to a culture of trust
3. The commission commends the College for its collaboration between its CTE programs and local industry partners. The networking, communication, and cooperation for the purpose of curriculum development, and program enhancement is impressive

Recommendation:

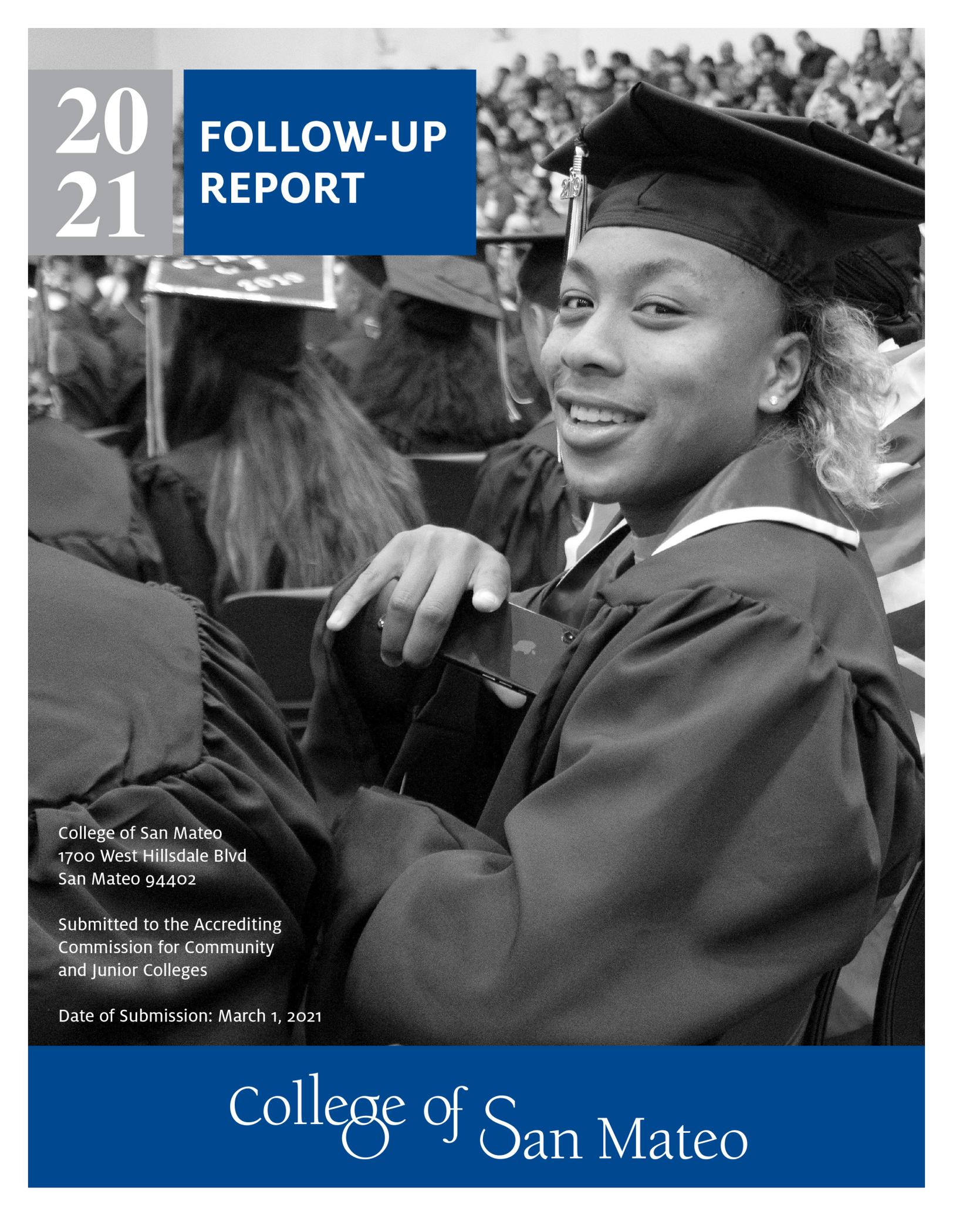
In accordance with federal regulations, compliance requirements must be addressed and the institution must demonstrate that it aligns with the standards **within 2 years**

- In order to meet the standard, the Commission requires that the college establish a **policy** defining regular and substantive instructor-initiated contact with students for Distance Education courses. The Commission requires that the college provide **professional development** opportunities for faculty to ensure Distance Education courses include regular and substantive instructor-student interaction

Recommendations for compliance require a follow up report and visit. The College has finalized its follow up report in anticipation of a March follow up visit.

RECOMMENDATION

It is recommended that the Board of Trustees approve the follow up report for College of San Mateo to the Accrediting Commission for Community and Junior Colleges.



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**FOLLOW-UP
REPORT**

College of San Mateo
1700 West Hillsdale Blvd
San Mateo 94402

Submitted to the Accrediting
Commission for Community
and Junior Colleges

Date of Submission: March 1, 2021

College of San Mateo

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Follow-Up Report

I. Certification

To: Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges

From: Kim Lopez
Interim President
College of San Mateo
1700 West Hillsdale Blvd
San Mateo 94402

Date: February 25, 2021

I certify there was broad participation/review by the campus community and believe this report accurately reflects the nature and substance of this institution.

Signatures:

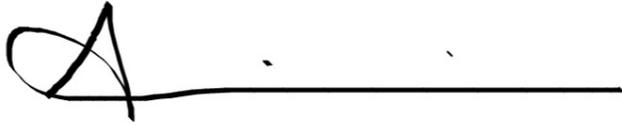
Thomas Nuris, President, Board of Trustees, San Mateo Community College District



Mike Claire, Chancellor, San Mateo Community College District



Kim Lopez, Interim President, College of San Mateo



Arielle Smith, President, Academic Senate



Fauzi Hamadeh, President, Classified Senate



Joseph Nguyen, President, Associated Students of College of San Mateo



Hilary Goodkind, Accreditation Liaison Officer

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II. Follow-Up Report Preparation

On January 17, 2020 College of San Mateo received the action letter from the Accrediting Commission for Community and Junior Colleges (ACCJC) to confirm the outcome of the College's Fall 2019 evaluation and to reaffirm accreditation for 18 months. The action letter contained one recommendation for compliance.

“In order to meet the standard, the Commission requires that the college establish a policy defining regular and substantive instructor-initiated contact with students for Distance Education courses. The Commission requires that the college provide professional development opportunities for faculty to ensure Distance Education courses include regular and substantive instructor-student interaction.”

College of San Mateo is required to address this recommendation in a follow-up report and visit. The follow-up report is due by March 1, 2021 to ACCJC. The follow-up report will address the recommendation for compliance.

Upon receipt of the ACCJC action letter, the president shared the news with the President's Cabinet on January 27, 2020 (R1) to prepare for college-wide communication. A college-wide email was sent on February 4, 2020 (R2). The Faculty Senate President sent an email to all faculty (full-time and adjunct) informing them of the ACCJC action (R3). The email provided guidance about expectations for faculty-student contact for distance education (DE) courses as well as a plan for professional development opportunities for faculty to ensure DE courses include regular and substantive instructor-student interaction. A CSM Accreditation Follow up Committee met to begin drafting the report (R4, R5, R6, R7, R8). An initial meeting was called by the Distance Education Advisory Committee (DEAC) on February 4, 2020 (R8) to draft a plan and timeline (R9) to address the recommendation. The college ALO shared the ACCJC recommendation for compliance and commendations at the Institutional Planning Committee (R10) meeting on February 5, 2020. Subsequent conversations and plans were discussed at length with the DEAC (R11), Academic Senate (R12), and Curriculum Committee (R13).

In March 2020, the COVID-19 pandemic broke out and our Board of Trustees made the decision to close campus and move all classes online. Faculty were asked to immediately transition all classes online and faced two major challenges: 1) Convert all classes to distance education immediately; and 2) Complete a substantive training on Distance Education. The 5-hour online course, which initially was intended for our faculty who teach online and hybrid sections, was mandated for all faculty. The online course outlines the new standards around regular and substantive contact and helps faculty develop a strategy for meaningful interactions with their online students. It is required for compliance and mandates all faculty complete the training in order to teach online in the Spring 2021 semester. Given the extraordinary circumstances, all of our faculty heroically persevered and completed the 5-hour training by Fall 2020.

A plan and timeline (R6) were immediately put forth to address the compliance recommendation with expected deliverables.

Accreditation Follow-Up Report Timeline

Action	Timeline
Receipt of Letter of Reaffirmation	January 27, 2020
Share/review letter, compliance recommendation, external evaluation report	January-February 2020
Identify actions and areas to be addressed	January-February 2020
Implement corrective actions	March-August 2020
Follow Up Report first draft	September 30, 2020
Follow Up Report second draft	October 31, 2020
DEAC Review and Approval	November 10, 2020
Approval by Classified Senate	November 12, 2020
Approval by Student Senate	November 16, 2020
First review by IPC	November 18, 2020
Approval by Academic Senate	November 24, 2020
Final approval by IPC	December 2, 2020
Final Follow Up report complete	December 9, 2020
Submission for Board Review	January 27, 2021
Submission for Board Approval	February 24, 2021
Submission to ACCJC	March 1 2021 for June 2021 Commission meeting

Evidence

- [R1](#) Cabinet Agenda 1/27/20
- [R2](#) College-wide email on ACCJC Action
- [R3](#) Faculty Senate President email to all faculty
- [R4](#) Accreditation Follow up Committee Minutes 2/4/20
- [R5](#) Accreditation Follow up Committee Minutes 4/7/20
- [R6](#) Accreditation Follow up Committee Minutes 9/16/20
- [R7](#) Accreditation Follow up Committee Minutes 10/5/20
- [R8](#) Accreditation Follow up Committee Minutes 10/23/20
- [R9](#) Distance Education Oversight Committee 2/4/20
- [R10](#) Timeline for Follow Up Action/Report
- [R11](#) IPC Agenda 2/5/20
- [R12](#) DEAC Committee Meeting Minutes
- [R13](#) Academic Senate Minutes
- [R14](#) Curriculum Committee Minutes

III. Response to Recommendation (Compliance)

Recommendation (Compliance): **Policy on Distance Education and Correspondence Education; Standard 11.A.2 (College Requirement 1):** In order to meet the standard, the Commission requires that the College establish a policy defining regular and substantive instructor-initiated contact with students for Distance Education courses. The Commission requires that the College provide professional development opportunities for faculty to ensure Distance Education courses include regular and substantive instructor-student interaction.

Policies and Practices

The college began work immediately to address all aspects of the compliance recommendation. College of San Mateo maintains that policies and practices pertaining to regular and substantive interaction with students are in place. The SMCCCD policy administrative procedure (6.12.1) on distance education ([E-14](#)) mandates “regular and effective contact between instructor and students,” and the College of San Mateo Policy related to regular and substantive interaction with students stipulates a "minimum of at least once a week-initiated contact with students in the online classroom." The College of San Mateo regular and substantive contact policy was revised ([E-15](#)) by the Distance Education Committee throughout the Spring 2020 semester to further address the ACCJC standard for regular and substantive contact ([E-16](#), [E-17](#), [E-18](#), [E19](#), [E-20](#)). The revised policy provided additional guidance for instructor-initiated contact for DE courses.

Specifically, instructors in fully-online courses are required at a minimum to do one of the following ([E-15](#)):

- Minimum of once a week of substantive contact with each of your students is required.
- Minimum of once a week an opportunity of student-to-student contact.
- The minimum regular and substantive contacts need to be met with separate contacts.

All courses designated as Partially Online (PO) and Online with Flexible In-person component (OFI) at College of San Mateo will include:

- Minimum of once a week regular contact for the portion of the class that is not delivered online.
- Minimum of once a week of substantive contact with each student is required.
- Minimum of once a week an opportunity of student-to-student contact.

Faculty teaching online courses must use the District Required Learning Management System (LMS) and its native tools as their primary course management system to ensure that evidence of regular and substantive contact with students is documentable. Faculty using any third-party or publisher tools are responsible for providing documentation, evidence and access (peer review evaluators and accreditation reviewers) to these tools that demonstrate compliance with the CSM policy for regular and substantive contact.

Faculty must indicate at least one method of contact whereby a student inquiry is answered within 1-2 working days in their syllabus at minimum.

The expectation is that all regular communication with students should take place in the LMS or documented in the LMS (for example, Canvas Conversations tool) in order to ensure transparency and to document regular and substantive interaction.

Evidence:

- [E-14](#) Board policy 6.12.1
- [E-15](#) CSM Regular & Substantive Contact policy
- [E-16](#) DEAC Minutes 12/3/2019
- [E-17](#) DEAC Meeting Agenda 2/4/2020
- [E-18](#) DEAC Meeting Agenda 3/3/2020
- [E-19](#) DEAC Meeting Agenda 5/5/2020
- [E-20](#) DEAC Meeting Agenda 5/11/2020

Compliance Check

To confirm compliance with regular and substantive contact between faculty and students, the academic and administrative leadership have agreed that the college's Instructional Designer, two Instructional Technologists, and Dean of Academic Support and Learning Technologies review and evaluate courses coded as DE to ensure they are coming into alignment with the Regular and Substantive Contact policy ([CO 1](#), [CO 2](#)). Courses will be evaluated against the CSM Regular and Substantive Contact Course Review Checklist that is based on the Online Education Initiative (OEI) Course Design Rubric and the Peralta Online Equity Rubric ([CO 3](#)). Courses are marked as “Aligned or Exemplary” or “Incomplete” on the checklist in how well they meet the Regular and Substantive Contact policy. Both the instructional dean and faculty member will receive a notification once the review is complete ([CO 4](#), [CO 5](#)). Courses that are incomplete will be provided with suggestions to improve their regular and substantive contact, and all updates should be completed by the end of the current semester or incorporated into the next time the course is offered.

Evidence:

- [CO 1](#) Course Review Email from AS President to DE Faculty
- [CO 2](#) Course Review Email from VPI to DE Faculty
- [CO 3](#) CSM Regular and Substantive Contact Course Review Checklist
- [CO 4](#) Aligned/Exemplary Notification Message
- [CO 5](#) Incomplete Notification Message

Professional Development

To ensure that all faculty (full time and adjunct) are aware and understand the new policy on regular and substantive contact, the college developed a 5-hour training that all faculty were required to take regardless of teaching modality ([PD 1](#), [PD 2](#)). The objective of the online course was to help faculty identify the new standards around regular and substantive contact as well as apply a strategy for fostering more meaningful interactions with their online students ([PD 3](#)). A DE Training dashboard was created to track and monitor the completion of this course by faculty for the college administration, instructional deans, and DE team ([PD 4](#)).

Additionally, the Instructional Designer has identified RASCAL (Regular And Substantive Contact Active Learning) as the theme for the 2020-2021 academic year ([PD 5](#)). She has developed a series of workshops for college division meetings, and/or small groups of faculty on the topics below ([PD 6](#)):

- Active Learning and Student Engagement with Zoom
- Active Learning and Student Engagement with Canvas
- Develop a Robust Communication, Interaction and Feedback Plan
- Design a More Inclusive and Engaging Course Syllabus
- Create Course Goals and Objectives for Significant Learning
- Address Course Wicked Problems with UDL Guidelines
- Use Principles for Multimedia Learning to Inform Student Engagement
- Visioning Session: Teaching from a Social, Emotional, and Cultural Lens

College of San Mateo promotes academic excellence through professional development for all members of our academic community. In pursuit of this goal, the college offers Flex-Day workshops to introduce and reinforce tools and practices that are critical for quality DE instruction, such as “RASCAL Dialogue - Regular and Substantive Contact During a Pandemic” ([PD 7](#)). Additionally, we host a variety of resources and information for DE faculty on our Distance Education webpage and Course Design Canvas shell ([PD 8](#), [PD 9](#)). These sites include information pertaining to:

- Distance Education Standards: Policies, procedures, online teaching handbook, including information about regular and substantive contact.
- Contact information for course design and instructional technology support
- Canvas and other instructional technology help guide
- Strategies for making online offerings more student-centered, flexible, and pedagogically innovative
- Information about emerging technologies and resources to support the enhancement of teaching and delivery of distance education courses
- Professional Development opportunities

Evidence:

- [PD 1](#) AS President Email to Faculty on required Regular and Substantive Contact Training
- [PD 2](#) CSM Regular and Substantive Contact Canvas Course
- [PD 3](#) CSM Regular and Substantive Contact Overview and Objectives Page pdf
- [PD 4](#) DE Training Dashboard
- [PD 5](#) Screenshot of ID Theme RASCAL webpage
- [PD 6](#) Screenshot of ID Workshops webpage
- [PD 7](#) October 15, 2020 Flex Day Agenda
- [PD 8](#) CSM DE Webpage
- [PD 9](#) CSM Course Design Center Canvas Shell

Communication

To support distance education, the college uses various avenues to communicate information regarding policies, practices, and resources to faculty. Specifically:

1. Distance Education webpage: This page contains information pertaining to distance education policies and practices, standards including regular and substantive contact, professional development, and faculty resources ([E-1](#)).
2. Emails: The instructional designer engages faculty in the CSM Course Design Corner Canvas page ([E-2](#)). The Academic Senate president also sends regular communications with DE updates, reminders, and policies throughout the year ([E-3](#)). The VP of Instruction has also sent communications to faculty ([E-4](#)).
3. Division Visits: Instructional Designer presentations were made to all instructional and student support divisions in September and October and include DE information and training on how to access course design materials ([E-5](#)). The Instructional Technologist also conducted division visits with information on DE requirements and upcoming training ([E-6](#)).
4. Committees: Through the DEAC (The DEAC committee meets regularly to review DE policies and practices, and reports to Academic Senate in all regular meetings with updates) ([E-7](#)), Academic Senate ([E-8](#)), Curriculum Committee ([E-9](#)), and IPC ([E-10](#)), the college discusses and shares information pertaining to policies, issues, and practices concerning distance education ([E-11](#)).
5. Our initial Regular and Substantive Contact policy was communicated to faculty in a discussion and vote on Nov 21, 2019 in Curriculum Committee ([E-12](#)), and was also communicated by Acting President Kim Lopez in an email on February 4th ([E-13](#)).

Evidence:

- [E-1](#) Screenshot of DE website
- [E-2](#) Screenshots Canvas Welcome Page, Modules
- [E-3](#) Academic Senate President Communications (emails) on R&S Contact Policy
- [E-4](#) VPI Communication 10/8/2020
- [E-5](#) Division meeting dates/agenda, and Presentation
- [E-6](#) Instructional Technologist PPT presentation to ASLT division 8/17/2020
- [E-7](#) DEAC Committee documents
- [E-8](#) Academic Senate Minutes
- [E-9](#) Curriculum Committee Minutes
- [E-10](#) IPC Meeting Minutes
- [E-11](#) Town Halls
- [E-12](#) Curriculum Committee Minutes
- [E-13](#) Acting President Kim Lopez ACCJC Response Communication

Curriculum

Distance education has a separate approval process for curriculum. In Fall 2019, the Curriculum Committee began discussions about the need to update curricular processes concerning the separate approval process for distance education ([CC-1](#); [CC-2](#)). In April 2020 ([CC-3](#)) and May 2020 ([CC-4](#)), drafts of the proposed *Regular and Substantive Contact Policy* were presented to the Curriculum Committee with discussion and recommendations. The Curriculum Committee stated it would update the older distance education approval areas of the curriculum management system to implement changes that reflect the requirements of the newly adopted policy ([CC-4](#)).

After the adoption of the final policy, the Curriculum Committee used the new policy to revise the curriculum processes related to the separate approval of distance education modality for courses. The changes from the older form ([CC-5](#)) to the new form used Fall 2020 ([CC-6](#)) particularly reflect the importance of regular and substantive contact in any course offered in the distance education mode.

Evidence:

- [CC 1](#) 10-10-2019 Curriculum Committee minutes
- [CC-2](#) 10-24-2019 Curriculum Committee minutes
- [CC-3](#) 4-9-2020 Curriculum Committee minutes
- [CC-4](#) 5-14-2020 Curriculum Committee minutes
- [CC-5](#) BIOL102-OLD_DE_2019
- [CC-6](#) BIOL110_NE_DE_2020

BOARD REPORT NO. 21-02-03CA

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

APPROVAL OF NON-RESIDENT TUITION FEE, 2021-2022

Education Code Section 76140 requires community college districts to establish the non-resident tuition fee for the forthcoming fiscal year no later than March 1 and also prescribes the basis for determining the fee. The non-resident tuition fee is charged to international students, out-of-state students, and undocumented students who do not meet the requirements of AB540. In addition to the non-resident tuition fee these students also pay the \$46 per unit enrollment fee that resident students are assessed.

The non-resident tuition fee is composed of two parts: the tuition fee and an assessment for capital outlay.

San Mateo County Community College District's fee for the 2020-21 fiscal year was \$288 per semester unit (Board Report No. 20-2-2CA). The non-resident tuition fee was set at \$288 and the capital outlay fee at \$2 for a total of \$290 (applicable to all non-resident students).

For 2021-21, the statewide average rate for nonresident tuition is \$307. Pursuant to the Education Code, the District has the following seven options for determining non-resident tuition:

- A.1 District cost of \$449: The District's expense of education in the preceding fiscal year increased by the projected increase in the Consumer Price Index divided by the total FTES in the preceding fiscal year.
- A.2 District cost with 10% or more noncredit FTES: This is not applicable to SMCCCD.
- B.1 Statewide average cost of \$307: The statewide expense of education in the preceding fiscal year increased by the projected percent increase of the Consumer Price Index divided by the statewide total FTES in the preceding year.
- B.2 Highest statewide average cost of \$307: The highest statewide average (Option B.1) for the succeeding fiscal year, current fiscal year, or past four fiscal years.
- C. Contiguous District: An amount not to exceed the fee established by the governing board of any contiguous district (see Table 1 below for comparisons).
- D. Between the statewide average (Option B.1) and the district cost (Option A.1): The fee adopted must be greater than the statewide average of \$307 and less than the district cost of \$449.
- E. Comparable states average of \$365: No greater than the 2019-20 average non-resident tuition fees of public community colleges in at least 12 states comparable to California cost of living.

Additionally, Education Code Section 76141(a) allows a district to levy a capital outlay fee on students who are non-residents and are also citizens of a foreign country. The maximum fee is determined by dividing the amount actually expended for capital outlay in the prior year by the total FTES (full-time equivalent students). The 2021-22 District capital outlay fee can be set at any amount not to exceed the calculated rate of \$154. In order to remain competitive, District Administration recommends continuing to charge \$2 for 2021-22.

Upon analysis of these options and in discussion with the leadership of the international student program, District administration recommends a total tuition fee of \$309 per semester unit for 2021-22 in order to remain competitive and to support Board Policy 8.7, which states, in part, that the Board is committed to maintaining the lowest possible costs to students. This rate is comprised of a \$307 (Option B.1) non-resident tuition fee (which also matches CCSF and FHDA), which is an increase of \$19 or 6.6%, and a \$2 capital outlay fee per semester.

For comparison purposes, the proposed 2021-22 rates for other local community college districts in the region are shown below:

District	Non Resident FTES FY 2019-20	Per State Formula	Proposed Fee Per Unit		
			Tuition Fee	Capital Outlay Fee	Total Non-Resident Fee Recommended
Chabot/Las Positas CCD*	423.74	\$313	\$313	\$2	\$315
Contra Costa CCD	1899.92	\$273	\$290	\$10	\$300
Foothill/DeAnza CCD* **	3627.70	\$342	\$307	\$0	\$307
Ohlone CCD*	561.32	\$284	\$294	\$1	\$295
Peralta CCD*	1175.58	\$355	\$307	\$7	\$314
San Francisco CCD*	849.79	\$319	\$307	\$7	\$314
San Jose/Evergreen CCD	656.31	\$402	\$294	\$1	\$295
West Valley Mission CCD	381.18	\$419	\$307	\$0	\$307
San Mateo County CCD	1451.66	\$449	\$307	\$2	\$309
Statewide Average		\$307			
Comparable 12 State Average		\$365			

Table 1

* SMCCCD contiguous districts

** Quarter Rate converted to semester rate

RECOMMENDATION

It is recommended that the Board of Trustees set the 2021-2022 non-resident student tuition fee at \$307 per semester unit. It is further recommended that the Board levy a capital outlay recovery fee of \$2 per semester unit and that no exemptions be made for foreign students enrolled in six units or less, bringing the total nonresident fee to \$309 per semester unit for 2021-2022.

BOARD REPORT NO. 21-02-04CA

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

RATIFICATION OF NOVEMBER AND DECEMBER 2020 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of November and December 2020 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period November 1, 2020 through December 31, 2020 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
November 1 - 30, 2020
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0085940	11/03/20	U.S. Bank National Association ND, .	189,606.71	Districtwide Procurement Card Payment
0085941	11/03/20	American Federation of Teachers	64,604.02	Monthly Union Dues
0085943	11/03/20	BankMobile Technologies, Inc.	131,713.88	Financial Aid Disbursement
0085945	11/03/20	W.E. Lyons Construction CO.	10,559.70	Cañada Building 9 Envelope Damage Repair Project
0085947	11/03/20	CDW LLC	102,544.75	Cañada IT Equipment Purchase
0085962	11/03/20	School Project for Utility Rate Reduction (SPURR)	14,824.15	Utilities
0085966	11/03/20	SMCCCD Bookstore	123,579.41	Bookstore Monthly Student Fees Reimbursement and Loan to Own Payments
0085969	11/03/20	VALIC Retirement Services Company	285,666.27	Monthly Tax Sheltered Annuities Employee Contribution
0085971	11/03/20	W.E. Lyons Construction CO.	200,434.31	Cañada Building 9 Envelope Damage Repair Project
0085987	11/10/20	A. Lange Consulting, LLC	10,752.50	Districtwide Consulting and Reporting Services
0085988	11/10/20	Allana Buick & Bers, Inc.	36,975.00	Cañada Construction Projects Related Services
0085990	11/10/20	BankMobile Technologies, Inc.	172,964.74	Financial Aid Disbursement
0085991	11/10/20	CalPERS	1,688,071.94	Monthly Health Insurance Premium
0085992	11/10/20	CDW LLC	52,177.77	Cañada IT Equipment Purchase
0085994	11/10/20	Dell Marketing LP	13,112.21	Cañada & CSM Computer Purchases
0085997	11/10/20	Gordon Kenny Realty, Inc.	125,000.00	Cañada and College Vista Operational Expenses Advancement
0086001	11/10/20	One Workplace L. Ferrari, LLC	187,793.28	Cañada Furniture Fixtures Purchases
0086005	11/10/20	Sedgwick Claims Management Services. Inc.	41,990.86	Replenish Workers' Compensation Insurance Fund
0086007	11/10/20	Signet Testing Laboratories, Inc.	52,655.37	Cañada Construction Project Testing and Inspection Services
0086008	11/10/20	SM County Community College District	31,071.74	Replenish Flex Spending Account
0086009	11/10/20	Tango Card Nebraska, Inc.	71,100.00	Cañada and CSM Gift Cards for Food Insecurity and Promise Grant
0086024	11/17/20	BankMobile Technologies, Inc.	97,166.04	Financial Aid Disbursement
0086027	11/17/20	CDW LLC	87,825.59	Districtwide Computers and Equipment Purchases
0086028	11/17/20	CIS, Inc	11,515.00	CSM Construction Projects Inspection Services
0086034	11/17/20	Jaime L Arce	48,000.00	Districtwide Evacuation Signage Project
0086038	11/17/20	Noll & Tam Architects	24,127.07	Cañada & CSM Architectural Services
0086040	11/17/20	One Workplace L. Ferrari, LLC	41,072.60	Skyline Furniture Fixtures Purchases
0086043	11/17/20	Schneider Electric Buildings Americas, Inc.	17,551.92	Districtwide Facilities Management Systems Maintenance and Repair Service
0086046	11/17/20	SMCCCD Bookstore	11,679.03	Skyline EOPS Program Book Vouchers and College Copy Print Services
0086047	11/17/20	Swinerton Builders	317,008.00	Construction Program Management Services
0086062	11/24/20	Advance Soil Technology Inc.	12,925.00	Skyline Geotechnical Testing and Consulting Services
0086067	11/24/20	BankMobile Technologies, Inc.	175,208.28	Financial Aid Disbursement
0086068	11/24/20	Blach Construction Company	4,499,146.60	Cañada Construction Project
0086070	11/24/20	CCT Technologies, Inc.	21,700.00	Districtwide ITS Software License Renewal
0086071	11/24/20	CDW LLC	230,353.09	Cañada & Skyline IT Equipment Purchases
0086072	11/24/20	Corovan Moving & Storage Co.	84,954.56	Skyline & Cañada Moving Services
0086075	11/24/20	Enterprise FM Trust	11,109.49	Districtwide Vehicle Lease Payments
0086079	11/24/20	Home Depot USA Inc.	10,743.20	Skyline & CSM Custodial and COVID-19 Related Cleaning Supplies Purchases
0086082	11/24/20	Linguabee LLC	14,183.05	Skyline and CSM Student Sign Language Interpreting Services
0086083	11/24/20	McCarthy Holdings Inc.	35,997.00	Cañada Construction Project
0086089	11/24/20	School Project for Utility Rate Reduction (SPURR)	11,047.07	Utilities
0086092	11/24/20	Swinerton Builders	221,362.50	Construction Program Management Services
0086093	11/24/20	Tango Card Nebraska, Inc.	22,125.00	Cañada Gift Cards for Food Insecurity Grant
0086094	11/24/20	Tango Card Nebraska, Inc.	78,800.00	Skyline Gift Cards for Food Insecurity and Promise Grants
0086097	11/24/20	W.E. Lyons Construction CO.	70,840.74	Cañada Vista Envelope Repair Project
0086101	11/24/20	Young Electric Company, Co.	54,431.00	Skyline Electrical Project
522518	11/03/20	Automatic Door Systems, Inc.	27,546.00	Skyline Classroom Doors Replacement Project
522537	11/03/20	FolgerGraphics, Inc.	20,343.41	Skyline Marketing Campaign Postcard Mailing
522546	11/03/20	Interact Communications	15,435.00	Districtwide Digital Marketing Campaign
522566	11/03/20	Strategic Planning Online, LLC	15,000.00	Skyline SPOL Cloud Software Annual License Fee
522573	11/03/20	Verizon Wireless Services, LLC	11,676.12	Skyline Hotspots Purchases and Monthly Charges
522579	11/03/20	C S E A	18,921.88	Monthly Union Dues
522612	11/03/20	VALIC	21,383.33	Monthly Tax Sheltered Annuities Employee Contribution
522620	11/10/20	Callinectes Training	10,050.00	Skyline Dual Enrollment Instructional and Technical Support Services
522630	11/10/20	City of San Bruno	23,331.44	Utilities
522641	11/10/20	FolgerGraphics, Inc.	56,422.02	Skyline Marketing Campaign Postcard Mailing
522645	11/10/20	Griffin Painting, Inc.	19,437.00	Skyline Interior Painting Services
522652	11/10/20	HMC Architects	61,182.50	CSM Construction Project Design Services
522665	11/10/20	LPAS, Inc.	16,455.00	Skyline Construction Professional Services
522670	11/10/20	Nossaman, LLP	10,000.00	District Legal Services
522676	11/10/20	R & S Ereccion North Peninsula, Inc.	19,920.00	Cañada Fire Doors Installation
522681	11/10/20	RSC Insurance Brokerage, Inc.	14,698.00	Districtwide Workers' Comp Insurance Premium
522692	11/10/20	Tate, Daryl A.	10,500.00	Skyline Professional Development Initiatives Consulting Services
522705	11/10/20	Youth Insurance Agency, Inc.	198,517.00	Districtwide Student Insurance Coverage(Replacement Check)
522709	11/10/20	County of San Mateo	226,000.00	Sewer Tax Fees
522716	11/10/20	The Guardian Life Insurance Company	56,807.87	Monthly Life Insurance Premium
522752	11/17/20	Build Group Inc.	280,186.17	CSM Theater Upgrade Project
522754	11/17/20	Calif Water Service Co	39,991.72	Utilities
522760	11/17/20	City of Redwood City	18,456.97	Utilities
522769	11/17/20	Dent Agency LLC	16,513.50	Districtwide Emergency Management Video Production Services
522783	11/17/20	Graybar Electric Co.	15,911.23	Cañada Electrical Cabling Purchase
522795	11/17/20	Jobspeaker, Inc.	15,000.00	CSM Annual Online Access Licenses Purchase
522815	11/17/20	Pacific Gas & Electric Co	26,015.83	Utilities
522816	11/17/20	Pacific Gas & Electric Co	44,032.91	Utilities
522833	11/17/20	SMDJ LLC	20,289.00	Districtwide Newspaper Advertising Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
November 1 - 30, 2020
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
522836	11/17/20	Sterling Environmental Corp.	17,640.00	CSM Theater Asbestos Removal and Disposal
522838	11/17/20	Supertech, Inc.	33,053.59	Cañada X-ray Machine Purchase
522851	11/17/20	Mercer Health & Benefit Administration LLC	18,788.00	Districtwide Annual Students Professional Insurance Fees
522852	11/17/20	Build Group Inc.	14,746.64	CSM Theater Upgrade Project
522855	11/24/20	Agile Sports Technologies, Inc.	20,000.00	Cañada and Skyline Team Sports Training Software Package
522861	11/24/20	AT&T/MCI	13,975.34	Districtwide Telephone Services
522862	11/24/20	Atlas Pellizzari Electric, Inc.	26,231.00	District Office ITS Electrical Project
522863	11/24/20	Atlas Technical Consultants, LLC	18,390.00	Skyline Construction Project Inspection Services
522872	11/24/20	CAW Architects, Inc.	28,250.11	CSM Construction Project Design Services
522878	11/24/20	Class Leasing, LLC	610,254.12	Skyline Portables Purchase and Installation Services
522880	11/24/20	Concentric Sky, Inc.	50,000.00	CSM Program Pathways Mapper Onboarding Consulting Services
522881	11/24/20	Constellation NewEnergy, Inc.	45,863.85	Utilities
522891	11/24/20	Griffin Painting, Inc.	18,120.00	Skyline Building Painting Services
522893	11/24/20	HMC Architects	10,852.50	CSM Construction Design Services
522898	11/24/20	LPAS, Inc.	120,921.86	Skyline Construction Related Services
522906	11/24/20	National Public Radio, Inc.	10,300.00	KCSM FM Annual Distribution Interconnect Fee
522907	11/24/20	One Diversified, LLC	95,995.35	Districtwide AV Equipment Purchase
522910	11/24/20	Panopto, Inc.	33,321.25	ITS Cloud-Based Video Content Management System License
522917	11/24/20	Reliable Concepts Corporation	56,303.00	Skyline Interior Painting Services
522926	11/24/20	Strata Information Group	96,590.00	Monthly Districtwide Professional & Management Services
522927	11/24/20	Strategic Energy Innovations	25,140.00	Skyline Sustainability Fellowship Program Services
522945	11/24/20	Blach Construction Company	235,351.40	Cañada Construction Project
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J2101252	11/02/20	State Teacher Retirement - Defined Benefit	1,309,347.81	STRS Retirement-Defined Benefit 95%
J2101253	11/02/20	EDD - State Payroll Tax	521,519.00	State Payroll Tax
J2101253	11/02/20	EDD - State Payroll Tax	20,769.18	State Tax-Disability Insurance
J2101303	11/02/20	US Treasury - Federal Payroll Tax	2,347,482.79	Federal Payroll Tax
J2101291	11/03/20	Mass Mutual 457	52,358.01	Tax Annuity
J2101374	11/09/20	State Teacher Retirement - Cash Balance	80,511.24	STRS Retirement-Cash Balance
J2101443	11/12/20	PERS Retirement	1,367,903.43	PERS Retirement Balance
J2101408	11/13/20	State Teacher Retirement - Defined Benefit	67,593.50	STRS Retirement-Defined Benefit Bal
J2101382	11/16/20	EDD - State Payroll Tax	12,091.16	State Payroll Tax
J2101497	11/16/20	US Treasury - Federal Payroll Tax	133,815.66	Federal Payroll Tax
J2101569	11/19/20	PERS Retirement	16,365.67	PERS Retirement Balance
<u>SMCCCD Bookstores</u>				
120408	11/16/20	MacMillan Publishing USA	32,772.53	Purchase of Inventory
120409	11/16/20	Marianna Industries Inc	42,035.82	Purchase of Inventory
120410	11/16/20	McGraw Hill Education PE	71,835.00	Purchase of Inventory
120411	11/16/20	McGraw-Hill Companies	78,048.80	Purchase of Inventory
120414	11/16/20	Nebraska Book Company, IN	13,750.48	Purchase of Inventory
120418	11/16/20	Pearson Education, Inc	27,607.13	Purchase of Inventory
120420	11/16/20	Redshelf	24,209.07	Purchase of Inventory
120426	11/16/20	SM CC College District	192,156.67	Salaries and Benefits September 2020
		Subtotal	19,160,355.30	97%
		Warrants Issued ≤ \$10,000	499,343.13	3%
		Total Non-Salary Warrants Issued	<u>19,659,698.43</u>	100%
District Accounts Payal Ck#522513-522945, DD85937-86101 13,478,639.24				
District Payroll Ck#153819-154384, DD50209752-50211518 14,454,087.37				
SMCCCD Bookstores CK#120391 - 120432, EFT 65699 533,572.05				
Total Warrants Including Salaries November 2020 <u>28,466,298.66</u>				

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
December 1 - 31, 2020
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0086103	12/01/20	U.S. Bank National Association ND, .	166,780.61	Districtwide Procurement Card Payment
0086105	12/01/20	American Federation of Teachers	62,933.06	Monthly Union Dues
0086108	12/01/20	BankMobile Technologies, Inc.	630,236.20	Financial Aid Disbursement
0086110	12/01/20	CDW LLC	24,954.45	Cañada IT Equipment Purchase
0086114	12/01/20	Maverick Networks, Inc.	26,351.95	Cañada Phones and Software Purchase
0086117	12/01/20	San Mateo County Schools Insurance Group	186,959.00	Monthly Dental and Vision Insurance Premiums
0086121	12/01/20	SMCCCD Bookstore	29,463.27	Skyline Departmental Expenses Reimbursement
0086122	12/01/20	Tango Card Nebraska, Inc.	39,000.00	CSM Gift Cards Food Insecurity Grant
0086124	12/01/20	VALIC	22,893.33	Monthly Tax Sheltered Annuities Employee Contribution
0086126	12/01/20	VALIC Retirement Services Company	292,671.94	Monthly Tax Sheltered Annuities Employee Contribution
0086130	12/01/20	Young Electric Company, Co.	44,602.29	Skyline and Cañada Electrical Projects
0086538	12/08/20	Allana Buick & Bers, Inc.	50,023.69	Cañada Construction Project
0086541	12/08/20	Arborwell Inc.	112,320.00	CSM Fire Hazard Mitigation Tree Removal Services
0086543	12/08/20	BankMobile Technologies, Inc.	466,556.80	Financial Aid Disbursement
0086545	12/08/20	CDW LLC	13,316.98	Skyline IT Equipment Purchases
0086548	12/08/20	Ellucian Company L.P.	471,284.00	Districtwide Banner Annual Maintenance and Support Services
0086555	12/08/20	GRD Energy Inc.	18,460.00	Cañada Construction Project Commissioning Services
0086556	12/08/20	Home Depot USA Inc.	22,467.77	Districtwide COVID-19 Related Cleaning Supplies and Equipment Purchases
0086563	12/08/20	Schneider Electric Buildings Americas, Inc.	88,445.70	Districtwide Facilities Management Systems Software Upgrade
0086564	12/08/20	School Project for Utility Rate Reduction (SPURR)	28,227.78	Utilities
0086565	12/08/20	Sedgwick Claims Management Services, Inc.	35,659.58	Replenish Workers' Compensation Insurance Fund
0086567	12/08/20	SM County Community College District	30,962.10	Replenish Flex Spending Account
0086568	12/08/20	SMCCCD Bookstore	13,539.24	Districtwide Departmental and Special Programs Related Expenses
0086569	12/08/20	SMCCCD Bookstore	17,960.32	Cañada EOPS Books Expenses
0086570	12/08/20	SMCCCD Bookstore	182,258.33	Bookstore Monthly Student Fees Reimbursement
0086573	12/08/20	Tango Card Nebraska, Inc.	16,200.00	CSM Gift Cards for Promise Grant
0086576	12/08/20	W W Grainger Inc	47,921.87	Districtwide Facilities Equipment and Supplies Purchases
0086578	12/08/20	Western Allied Mechanical Inc.	13,845.42	CSM Emergency Hot Water Pipe Repairs
0086582	12/08/20	Young Electric Company, Co.	31,133.60	Skyline Construction Project Cabling Work
0086594	12/15/20	Apple Computer, Inc	73,272.43	Cañada & CSM Computer Purchases
0086595	12/15/20	Arborwell Inc.	11,440.00	CSM Tree Removal Services
0086596	12/15/20	BankMobile Technologies, Inc.	181,954.75	Financial Aid Disbursement
0086597	12/15/20	CalPERS	1,692,406.35	Monthly Health Insurance Premium
0086600	12/15/20	Corovan Moving & Storage Co.	22,330.30	Cañada Moving Services
0086601	12/15/20	Dell Marketing LP	46,344.40	Districtwide Computer Purchases
0086607	12/15/20	Keenan & Associates	10,000.00	Districtwide Group Consulting Fees
0086611	12/15/20	One Workplace L. Ferrari, LLC	22,134.31	Skyline Furniture Fixtures Purchases
0086614	12/15/20	School Project for Utility Rate Reduction (SPURR)	12,578.54	Utilities
0086617	12/15/20	Tango Card Nebraska, Inc.	34,325.00	Cañada Gift Cards for Food Insecurity and Promise Grants
0086618	12/15/20	Tango Card Nebraska, Inc.	73,725.00	Skyline and CSM Gift Cards for Food Insecurity and Promise Grants
0086622	12/15/20	Western Allied Mechanical Inc.	33,294.00	CSM HVAC Mechanical Project
0086633	12/22/20	Santamaria, Carlos J.	23,604.16	CSM Grant Related Consulting Services
0086644	12/22/20	AECOM Technical Services, Inc.	11,024.00	Cañada Construction Project Consulting Services
0086646	12/22/20	American Federation of Teachers	57,453.28	Monthly Union Dues
0086647	12/22/20	Apple Computer, Inc	12,203.11	Districtwide Computer Purchases
0086649	12/22/20	BankMobile Technologies, Inc.	433,337.25	Financial Aid Disbursement
0086650	12/22/20	Blach Construction Company	5,029,969.90	Cañada Construction Project
0086654	12/22/20	CIS, Inc	92,634.00	Cañada and Skyline Construction Project Inspection Services
0086655	12/22/20	Coulter Construction Inc.	20,109.00	Cañada and Skyline Construction Projects
0086658	12/22/20	Energy Mechanix, Inc.	11,125.89	Skyline Ice Cube Machine Replacement
0086659	12/22/20	Enterprise FM Trust	11,014.49	Districtwide Monthly Car Lease Payment
0086661	12/22/20	Gordon Kenny Realty, Inc.	100,000.00	Cañada and College Vista Operational Expenses Advancement
0086663	12/22/20	Home Depot USA Inc.	74,062.38	COVID-19 Related Cleaning and Facilities Equipment and Materials Purchases
0086667	12/22/20	LPA Inc.	71,906.56	Skyline Construction Structural Redesign Services
0086668	12/22/20	Netronix Integration, Inc.	22,044.11	CSM Security Cameras Purchase and Installation Services
0086669	12/22/20	Office Depot	32,293.08	Cañada Office Supplies and District Cleaning Supplies Purchases
0086674	12/22/20	Schneider Electric Buildings Americas, Inc.	17,551.92	Districtwide Facilities Management Systems Maintenance and Repair Service
0086681	12/22/20	SMCCCD Bookstore	18,443.03	CSM EOPS and CalWorks Textbooks Purchases
0086682	12/22/20	Statewide Educational Wrap-Up Program	106,407.86	Cañada Construction Project Insurance Premium
0086683	12/22/20	Swinerton Builders	199,558.45	Construction Program Management Services
0086687	12/22/20	VALIC Retirement Services Company	292,099.94	Monthly Tax Sheltered Annuities Employee Contribution
0086688	12/22/20	W W Grainger Inc	12,389.87	Districtwide Facilities Cleaning Supplies Purchases
0086689	12/22/20	W.E. Lyons Construction CO.	71,502.49	Cañada Vista Envelope Repair Project
522947	12/01/20	Agile Sports Technologies, Inc.	10,000.00	CSM PE Team Sports Training Software Package
522949	12/01/20	Ahlborn Fence & Steel, Inc.	57,953.50	Cañada Baseball Field Windscreen Replacement
522963	12/01/20	Class Leasing, LLC	203,418.04	Skyline Portables Purchase and Installation Services
522964	12/01/20	Comevo, Inc.	15,840.00	Districtwide Online Orientation Software Usage Fee
522986	12/01/20	Pacific Fitness Products LLC	74,898.12	Cañada Athletic Equipment Purchases
522988	12/01/20	Pacific Gas & Electric Co	34,983.75	Utilities
522996	12/01/20	Strawn Construction Inc.	228,285.00	Skyline Portables Installation Project
523002	12/01/20	C S E A	19,196.29	Monthly Union Dues
523007	12/01/20	Downtown Ford	58,438.60	Cañada Facilities Vehicle Purchase
523020	12/01/20	Strawn Construction Inc.	12,015.00	Skyline Portables Installation Project
523025	12/01/20	U.S. Postal Services	10,000.00	Skyline Postage Purchase
523438	12/08/20	Ann Kennedy Group, Inc.	10,706.25	Districtwide Bond Related Training and Program Management Services
523441	12/08/20	Battalion One Fire Protection, Inc.	39,590.00	CSM Sprinkler Wet Pipe Testing and Inspection Services
523452	12/08/20	Constellation NewEnergy, Inc.	18,528.43	Utilities
523471	12/08/20	Keppler Associates, Inc.	13,500.00	Skyline Equity Institute Event Keynote Speaker Fee
523475	12/08/20	LPAS, Inc.	157,693.78	Skyline Construction Project
523478	12/08/20	One Diversified, LLC	58,772.34	Skyline and Cañada AV Equipment Purchases
523497	12/08/20	Sierra College Foundation	22,500.00	Districtwide Banner and Cal Grant Interface Fees
523545	12/15/20	Agrest Electric Inc.	35,338.50	Skyline Electrical Project
523548	12/15/20	Ann Kennedy Group, Inc.	17,153.05	Districtwide Bond Program Support Services
523557	12/15/20	Callinectes Training	33,671.00	Skyline Dual Enrollment Instructional and Technical Support Services
523561	12/15/20	City of Redwood City	15,169.05	Utilities
523562	12/15/20	City of San Bruno	21,731.14	Utilities
523564	12/15/20	College Source, Inc.	13,258.00	Districtwide Online Research System Annual Subscription
523566	12/15/20	Constellation NewEnergy, Inc.	47,058.05	Utilities
523567	12/15/20	Corezon Corporation	32,500.00	Skyline Fixtures and Junks Removal Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 December 1 - 31, 2020
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
523568	12/15/20	Cornerstone Earth Group, Inc.	12,351.50	Cañada Construction Project Geotechnical Consulting Services
523577	12/15/20	Harry L. Murphy, Inc	16,927.00	Skyline Carpet Replacement Project
523594	12/15/20	LPAS, Inc.	21,355.00	Skyline Construction Project Architectural Services
523602	12/15/20	Nossaman, LLP	10,000.00	District Legislative Advocacy Services
523605	12/15/20	One Workplace Construction, LLC	243,499.62	Skyline Walls Installation Project
523607	12/15/20	Pacific Gas & Electric Co	20,671.71	Utilities
523609	12/15/20	Pacific Gas & Electric Co	31,065.81	Utilities
523631	12/15/20	Strategic Energy Innovations	38,500.00	Districtwide Sustainability Fellowship Program Services
523643	12/15/20	SMCCC Foundation	65,000.00	Skyline BAEC Grant Program Funding
523644	12/15/20	The Guardian Life Insurance Company	56,870.17	Monthly Life Insurance Premium
523645	12/15/20	U.S. Postal Services	10,000.00	Skyline Postage Purchase
523646	12/22/20	4imprint, Inc.	23,313.38	Skyline Marketing Purchase
523647	12/22/20	All American Sports Corp	11,233.52	CSM Athletic Supplies Purchase
523649	12/22/20	Ash Enterprise International, Inc.	25,000.00	CSM Planetarium System Maintenance Services
523654	12/22/20	Bay Area Bioscience Education Community	26,250.00	Skyline BioSCOPE Grant Related Project Management Services
523655	12/22/20	Bay Area Community Resources	12,500.00	Skyline Sustainability Fellow Services
523660	12/22/20	Calif Water Service Co	22,335.56	Utilities
523671	12/22/20	Comm College League/Calif	32,813.31	Skyline Annual Online Subscriptions Renewal Fees
523676	12/22/20	Cornerstone Earth Group, Inc.	69,300.10	Cañada Construction Project Geotechnical Consulting Services
523683	12/22/20	DHE Computer Systems, LLC	15,889.76	CSM Computers Purchases
523684	12/22/20	Diversified Search LLC	25,000.00	Skyline STEM Connector Membership
523689	12/22/20	Eastbay Inc	12,936.94	CSM Football Team Uniform Purchases
523690	12/22/20	EBSCO	20,921.59	Skyline and CSM Library Periodicals Subscription Renewal
523692	12/22/20	Fly Sci Enterprise	12,000.00	Skyline Event Keynote Speaker Fee
523693	12/22/20	Formstack, LLC	18,000.00	Districtwide Platform Enterprise Software Annual Subscription
523695	12/22/20	Galeb Paving, Inc.	574,395.65	CSM Parking Lot Construction Project
523707	12/22/20	IDP Connect	13,500.00	Districtwide International Students Recruitment Marketing Services
523708	12/22/20	Institute for Democratic Education and Culture	55,000.00	Skyline Public Speaker Fee
523709	12/22/20	Interact Communications	37,391.50	Cañada Digital Marketing Campaign
523715	12/22/20	Lavi Industries, Inc.	14,335.22	CSM COVID-19 Related Products Purchase
523720	12/22/20	Linkedin Corporation	77,500.00	Districtwide LinkedIn Learning Subscription Services
523732	12/22/20	One Workplace Construction, LLC	81,166.54	Skyline Walls Installation Project
523733	12/22/20	Pacific Gas & Electric Co	10,974.47	Utilities
523741	12/22/20	Roofing Contractors Inc.	10,126.58	Cañada Roofing Repair Services
523742	12/22/20	San Mateo County Electrical Apprenticeship and Train	320,921.90	CSM Electrical Apprenticeship Certification Training Services
523751	12/22/20	State of California, Department of Industrial Relations	37,568.30	Districtwide Annual Workers' Comp Assessment Fee
523752	12/22/20	SummerHill Skyline LLC	170,066.08	Skyline College Ridge Housing Construction Project
523754	12/22/20	Tate, Daryl A.	20,100.00	Skyline Professional Development Training Services
523762	12/22/20	Verizon Wireless Services, LLC	15,713.40	Cañada Mobile Phone and Hotspot Services
523766	12/22/20	WestEd	50,508.40	Districtwide Promise Scholars Program Evaluation Plan Development
523770	12/22/20	C S E A	19,275.44	Monthly Union Dues
523791	12/22/20	Blach Construction Company	263,997.10	Cañada Construction Project
523792	12/22/20	Galeb Paving, Inc.	30,231.35	CSM Parking Lot Construction Project
523797	12/22/20	State Of California	18,789.00	Districtwide Annual Student Representation Fees
523801	12/22/20	VALIC	20,108.33	Monthly Tax Sheltered Annuities Employee Contribution

District Payroll Disbursement (excluding Salary Warrants)

J2102028	12/01/20	US Treasury - Federal Payroll Tax	2,301,820.65	Federal Payroll Tax
J2102028	12/01/20	EDD - State Payroll Tax	512,356.54	State Payroll Tax
J2102028	12/01/20	EDD - State Payroll Tax	19,068.08	State Tax-Disability Insurance
J2101639	12/02/20	State Teacher Retirement - Defined Benefit	1,289,922.84	STRS Retirement-Defined Benefit 95%
J2101682	12/02/20	Mass Mutual 457	49,483.01	Tax Annuity
J2101727	12/09/20	State Teacher Retirement - Cash Balance	74,943.58	STRS Retirement-Cash Balance
J2101761	12/09/20	State Teacher Retirement - Defined Benefit	70,535.73	STRS Retirement-Defined Benefit Bal
J2101820	12/11/20	PERS Retirement	1,360,942.69	PERS Retirement Advance
J2101806	12/16/20	US Treasury - Federal Payroll Tax	107,052.76	Federal Payroll Tax
J2101876	12/18/20	EDD - State Payroll Tax	488,432.51	State Payroll Tax
J2101876	12/18/20	EDD - State Payroll Tax	14,489.10	State Tax-Disability Insurance
J2101990	12/18/20	US Treasury - Federal Payroll Tax	2,190,418.08	Federal Payroll Tax
J2101971	12/21/20	Mass Mutual 457	47,440.56	Tax Annuity
J2101947	12/23/20	State Teacher Retirement - Cash Balance	58,035.44	STRS Retirement-Cash Balance
J2101997	12/23/20	VALIC 457	21,493.33	Tax Annuity

SMCCCD Bookstores

120440	12/22/20	Elsevier Publishing Co.	11,099.14	Purchase of Inventory
120448	12/22/20	McGraw Hill Education PE	22,635.00	Purchase of Inventory
120445	12/22/20	John Wiley & Sons Inc	53,857.90	Purchase of Inventory
120437	12/22/20	Cengage Learning	98,974.30	Purchase of Inventory
120454	12/22/20	Pearson Education, Inc	101,574.71	Purchase of Inventory
120455	12/22/20	Pearson Education, Inc	106,558.31	Purchase of Inventory
120462	12/22/20	SM CC College District	353,805.10	Salaries and Benefits October and November 2020

Subtotal	25,434,510.61	94%
Warrants Issued ≤ \$10,000	1,668,931.83	6%
Total Non-Salary Warrants Issued	27,103,442.44	100%

District Accounts Payab	Ck#522946-523802, DD86102-86691	18,335,116.79
District Payroll	Ck#154385-155425, DD50211519-50213281	16,728,505.43
SMCCCD Bookstores	CK#120433-120467, EFT 42506	776,782.87
Total Warrants Including Salaries December 2020		35,840,405.09

BOARD REPORT NO. 21-02-101B

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning

RATIFICATION OF CHANCELLOR’S RECOMMENDATION TO HOLD ALL CLASSES, SERVICES, AND OPERATIONS, WITH LIMITED EXCEPTIONS, ONLINE OR REMOTELY FOR SUMMER 2021 TERM AND FALL 2021 SEMESTER

Since March 17, 2020, the District has been operating in an almost exclusively remote and online/distance modality, transitioning academic and business operations to these modalities in response to the COVID-19 pandemic and attending emergency declaration by the Governor. At its September 23, 2020, study session, the Board ratified the Chancellor’s recommendation to hold all classes, services, and operations, online or remotely for the Spring 2021 semester. In the intervening months, the District has continued its work to support students, staff, and faculty working in this modality in order to continue to fulfill its mission of providing higher education and ensuring student access, success, and equity.

The operating environment with regard to the COVID-19 pandemic has gone through various stages over the intervening months. After briefly moving into the Red Tier, the entire state reverted to the Purple Tier and was placed under a regional Stay-at-Home order on December 3, 2020, that was eventually lifted on January 25, 2021. San Mateo County currently finds itself in the most restrictive tier (Widespread; Purple) as established under the California Department of Public Health’s (CDPH) “Blueprint for a Safer Economy.” Although the county is expected to enter less restrictive tiers over the course of Spring 2021 semester, there exists substantial uncertainty as to what the operating environment will look like over the next six months.

Much of this uncertainty stems from the inconsistent vaccination roll out that is currently underway and the emergence of at least three new COVID-19 variants that will have an unknown impact on vaccination efforts and COVID-19 infections. Additionally, the unknown status of K-12 education and childcare over the next six months contributes to an operating environment that offers little in the way of absolute certainty. Furthermore, what will be required in order to return to a “new normal” operating environment in the District, from sanitization to social distancing protocols to mandatory or optional vaccinations, is still under development both at the state and county levels, as well as at the District level.

Due to this uncertainty, the following recommendations are being proffered for the Summer 2021 term and Fall 2021 semester:

(1) Summer 2021 Term

It is the recommendation of the District Administration that the Summer 2021 term continues to be offered in a remote modality, with continued limited exceptions for in-person instruction focused on essential infrastructure sectors. This includes science labs that are essential for transfer in these fields, as well as other career education lab sections that are required to fulfill external licensing agency

requirements. This represents no meaningful change from the current operating environment for the Spring 2021 semester.

(2) Fall 2021 Semester

As with the Spring 2021 semester, there will continue to be limited, in-person instruction focused on essential infrastructure sectors, including STEM labs and Career Education (CE) programs, for the Fall 2021 semester. For instruction specifically, the District will expand in-person offerings to potentially include courses that have been “Hard to Deliver Online.” These may include courses in creative and performing arts, kinesiology, athletics, and dance, as well as select English as a Second Language (ESL) and other courses that serve similar populations, such as accelerated English and first level transfer math courses with co-requisite supports. The determination of a course as being “hard to deliver” may be based on factors such as the need to use dedicated equipment that cannot be accessed outside of the campus setting, the nature of the curriculum requiring substantial modification to which faculty or students have not been able to readily adapt, or the circumstances of the specific student population served that makes it impossible or impractical to access the course in the online modality (i.e., due to technology barriers, resource barriers, or related factors). The determination of a course as hard to deliver online will be discussed with faculty teaching in the discipline, with approval of the appropriate Dean. All courses scheduled for in-person instruction in Fall 2021 will follow the review process outlined by the Operations Branch of the EOC prior to the end of the Spring 2021 semester.

(3) Student Support Services and other District Services

The District will continue to provide remote support services, basic needs support, technology support, and other supports that are necessary in a remote and online operating environment. Additionally, the District and its colleges continue to add to the types of services that are available, from drive up food distributions at two of the campuses, to parking lot Wifi access. The District continues to explore additional supports that can be delivered within the allowances based on the tier the County may be in throughout the academic year. It is expected that the operating environment will begin to shift over the next six months and will allow for the phased return of services.

District Administration has consulted extensively with the Academic Senate on this recommendation and the Senate concurs with the Administration’s recommendation.

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Chancellor’s recommendation, as outlined above, to hold all classes, services, and operations, with limited exceptions, online or remotely for the Summer 2021 term and Fall 2021 semester.

BOARD REPORT NO. 21-02-102B

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning

**APPROVAL TO CONTINUE ACCOMODATION FOR STUDENTS IMPACTED BY
EXTRAORDINARY CONDITIONS-FEES REFUNDS**

Education Code Section 76300 sets an enrollment fee of \$46 per unit per semester, effective Summer 2012 term. Unless expressly exempted, or entitled to a waiver, all students enrolling for college credit must pay the enrollment fee. Under Title 5, Section 58502 of the California Code of Regulations, students must be charged the enrollment fee at the time of enrollment, but Section 58502 also allows districts to defer collection of the enrollment fee.

Accommodation for Students Impacted by Extraordinary Conditions

California Code of Regulations, Title 5, Section 58509 provides some relief for students attending colleges in areas impacted by extraordinary conditions. Title 5, Section 58509 states a district may provide a full refund of enrollment fees to any student who withdrew from one or more classes, where the district finds that such withdrawal was necessary for one of the following reasons:

1. The college attended by the student was closed or the college was unable to provide all or substantially all of the instruction in the course or courses in which the student was enrolled due to fire, flood or other conditions qualifying for adjustment of apportionment pursuant to Section 58146; or
2. Although the district does not qualify for an apportionment adjustment pursuant to Section 58146, one of the conditions enumerated in that section made it difficult or impossible for the student to attend one or more courses because the student was actively engaged in responding to the fire, flood or other condition or because such condition required the student to evacuate his or her home.

On March 16, 2020, the Board of Governors granted the Chancellor of the California Community College system additional authority to help colleges continue to provide educational services to students including the ability to temporarily suspend regulations adopted by the Board of Governors and local rules and regulations. For students exercising an Excused Withdraw (EW) due to extraordinary conditions (Covid-19) this allowed for refunds of fees. This provision was in effect through Fall 2020.

For Spring 2021 the State Chancellor's Office deferred responsibility to local Boards of Trustees to make continued allowances for fee refunds due to the Covid-19 pandemic.

RECOMMENDATION

It is recommended that the Board of Trustees approve the continued refund of fees to students who receive an Excused Withdraw (EW) due to extraordinary conditions (Covid-19) during the Spring 2021 semester. Refunds will be allowed through the end of Spring 2021 semester.

BOARD REPORT NO. 21-02-103B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

**ADOPTION OF DISTRICTWIDE AMERICANS WITH DISABILITIES ACT
SELF-EVALUATION AND TRANSITION PLAN**

On August 19, 2020, staff provided an information report to the Board of Trustees regarding the project to update the Districtwide Americans with Disabilities Act (ADA) Self-evaluation and Transition Plan (Board Report 20-8-2C). This Board Report reiterates the information provided in the August report, describes the subsequent public comment process, describes the implementation plan, and recommends adoption of the Districtwide ADA Self-evaluation and Transition Plan.

Information from the August 2020 Board Report 20-8-2C

2020 marked the 30th anniversary of the ADA of 1990. ADA provides comprehensive civil rights protections to qualified individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. A primary goal of the ADA is to ensure equal participation in public life for all Americans with disabilities. Title II of the Act covers programs, services and activities of public entities, such as those provided by the District (SMCCCD or the District).

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

Since its enactment over 30 years ago, the ADA has evolved and been amended through subsequent legislation and case law. SMCCCD has kept pace with changes to the ADA mitigating physical barriers and through its policies, procedures, and program operations. Recognizing the positive impact a barrier-free environment has on the learning experience and to have an updated ADA Self-Evaluation & Transition Plan, the District initiated the Districtwide ADA Transition Plan project in 2019. The project included a review of all the District's ADA documents, a comprehensive Self-Evaluation of policies, procedures and practices based on questionnaires tailored for each of the District's departments as well as interviews with

each department's key staff. Another major component of the project was developing the ADA Transition Plan. This effort included a detailed survey of all District owned facilities, as well as selected Public Rights-of-Way (PRoW), for existing physical accessibility barriers.

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

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

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

The following outlines the District's Self-Evaluation:

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

In order to update the District's ADA Plan, stakeholders from the three Colleges and District's Disability Resource Centers, Student Services, Information Technology Services, Public Safety, Human Resources, Facilities Maintenance & Operations, Auxiliary Services, Chancellor's Office, Marketing and

Communications Departments, Athletics, and Library Services were asked to review and evaluate current facilities, policies, procedures, program operations, and provide survey responses to the Self-Evaluation and ADA Transition Plan. The updated ADA Plan incorporates the Self-Evaluation. It includes a work plan identifying opportunities and suggestions for improving how the District and Colleges can better provide services and programs for students, faculty, employees, and the public.

The ADA Transition Plan was developed by physically surveying all of the 109 buildings, parking lots, and grounds at the three Colleges and District Office. Approximately 124 miles of sidewalks were surveyed along with 85 curb ramps, and two pedestrian signals. The survey has identified 5,919 physical barriers that may require mitigation. Even though the District has invested in three capital improvement programs over the past 15 years and constructed many new buildings and improved access on the campuses, ADA code changes have been subsequently enacted. The newer buildings constructed in Capital Improvement Program, Phase 1 and 2 may require physical barriers to be mitigated due to code changes since they were constructed. In addition to identifying the barriers, the ADA Transition Plan identifies mitigation solutions that can be implemented as well as a prioritization plan and schedule for mitigating physical barriers.

The draft ADA Plan was completed in early September 2020. The ADA Plan is organized into four sections, one each for the three Colleges and District Office. Each section includes separate subsections with the Self-Evaluation and the Transition Plan.

Public Comment Period

The draft ADA Plan was published on September 08, 2020 on each College and District websites for public review and comment in accordance with 28 Code of Federal Regulations, Part 35; Subpart D – Program Accessibility; §35.150 so individuals with disabilities or organizations representing individuals with disabilities could participate in the development of the ADA Plan by submitting comments. Multiple notifications were sent to students, faculty and staff via college campus communications. Facilities staff also made presentations to various college management committees with updates on the status of the ADA Plan and the schedule for public review and comments. To encourage public participation, the District hosted two webinars the morning and the afternoon of October 01, 2020 to review the plan with interested students, faculty, staff, and the public. The webinars were presented with American Sign Language interpreters, recorded and made available with the Draft ADA plan on the District's YouTube channel. Comments were accepted until October 31, 2020. Two comments were received and, along with responses, have been incorporated into the ADA Plan as appendices to each College and District Office section.

The final draft of the Districtwide ADA Plan is accessible at this link: [ADA2020 web page](#).

Implementation Plan

The ADA Transition Plan has identified the items requiring mitigation and a budget to complete these changes. The overall cost to implement the plan is estimated to be \$30 million and will be accomplished over the next ten years.

From now through June 30, 2021, staff will receive training to integrate the implementation of the ADA Plan into campus maintenance and program operations. Topics include how to identify barriers, how to use the resources within the ADA Plan, and how to maintain and update the database so the ADA Plan is an ongoing living document. Some of the barriers identified in the plan that can be easily mitigated with little or no cost will be addressed such as maintaining pathways clear of overgrown landscaping, resetting classroom furniture layout to provide better access for persons using wheelchairs, and relocating signage and information boards for better access to serve user needs.

The following fiscal year (July 01, 2021 through June 30, 2022), Measure H capital projects such as CAN B13 Modernization, CAN B22 Swing Space, CSM B19 Facelift, SKY B1 Facelift, SKY B2 Modernization and SKY B19 Swing Space will address and mitigate a substantial amount of barriers to accessibility.

For subsequent fiscal years, local funding sources have been identified to continue implementation at all the District's facilities as prioritized in the ADA Plan at roughly \$3 million per year for nine (9) years. Staff will incorporate the funding needs for implementing this plan into the District's annual budget which will be presented to and adopted by the Board.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the Districtwide ADA Self-Evaluation and Transition Plan as described above.

BOARD REPORT NO. 21-02-104B

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

CONSIDERATION OF BOARD MEMBER COMPENSATION

SB 214, which was adopted by the Legislature and signed by the Governor in October 2001, allows the Board to adopt a 5% increase in compensation on an annual basis. Any increase that is approved by the Board is effective as of the date approved by the Board and may not be retroactive.

In January of 2009, 2010, 2011 and 2012, the Board discussed implementation of the 5% annual compensation increase and unanimously agreed to bypass an increase because of the economic climate. Subsequently, the Board has approved a 5% increase in Board member compensation each year.

RECOMMENDATION

Board determined.

BOARD REPORT NO. 21-02-105B

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

**APPOINTMENT OF DISTRICT TRUSTEE TO THE SAN MATEO COUNTY COLLEGES
EDUCATIONAL HOUSING CORPORATION BOARD OF DIRECTORS**

The Bylaws of the Educational Housing Corporation stipulate that appointments to its board of directors be made by the San Mateo County Community College District Board of Trustees. The Housing Corporation Board of Directors has traditionally seated two members from the District Board of Trustees. For 2020, the District Trustees serving on the Housing Board were Trustee Goodman (with a term ending in 2023) and former Trustee Schwarz (with a term ending in 2021).

With former Trustee Schwarz's retirement from the District Board of Trustees, there is now an opportunity for the Board of Trustees to appoint a member to the Housing Board.

RECOMMENDATION

It is recommended that the Board of Trustees appoint a member of the Board to the Educational Housing Corporation Board of Directors to complete the unexpired term of former Trustee Schwarz which will end on December 31, 2021.

BOARD REPORT NO. 21-02-106B

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

**APPOINTMENT OF STUDENT REPRESENTATIVE TO THE
BOND OVERSIGHT COMMITTEE**

The Board of Trustees makes appointments of members to the District's Bond Oversight Committee. The Committee is charged with the responsibility to assure voters that bond proceeds are expended only for construction, reconstruction, rehabilitation or replacement of College facilities in compliance with the ballot language approved by voters, and that no funds are used for teacher or administrator salaries or other operating expenses.

At this time, a vacancy has occurred in the statutorily and District mandated position to be held by a "student both currently enrolled and an active member in a group, such as student government."

It is recommended that College of San Mateo student Anna Mahoney be appointed to fill this student representative seat. Ms. Mahoney's application is attached for the Board's information.

RECOMMENDATION

It is recommended that the Board appoint Anna Mahoney to a two-year term to the Bond Oversight Committee to fill the student representative seat.

Bond Oversight Committee Application
First Name: Anna
Last Name: Mahoney
Select the public interest category(ies) in which you are active and that you wish to represent:
Student active in a community college support group, such as student government
Why do you want to serve on the Citizens' Bond Oversight Committee?
I would like to serve on the Citizens' Bond Oversight Committee to be a representative for the student body of College of San Mateo. I would like to understand where our money is going and how the process works, and use that to help other students have a better experience during their time at CSM. I also want to help provide good feedback and a different perspective to the committee through my experiences as a student at College of San Mateo, as well as those of my peers. As an aspiring international Studies and Sociology major, I would like to work for an NGO in the future and maybe even be involved in public policy. Being on this committee is an experience that could really help me to learn a lot, grow as a person and develop important skills that could help me in my future career.
Brief statement of qualifications:
Being a very involved and charismatic student with a 3.97 GPA, starting and heading the More Than Music Club and participating in student senate, I have the connections and experiences that will help me to be a good student representative. I know a lot of students in a variety of majors and backgrounds and I work hard to reach out to all of them and other students to hear their opinions and views on their experiences at College of San Mateo. I am a communicative problem solver that is good seeing many different perspectives and aspects of any situation or issue.
Marcelle Dronkers: Choral Professor and Admin for The More Than Music Club--- Email: DronkersM@smccd.edu Aaron Schaefer: Student Life and Leadership Manager and Admin for ASCSM Student Senate --- Email: schaefera@smccd.edu

Hamadeh Fauzi: Student Life and Leadership Assistant and Admin for ASCSM Student Senate --- Email hamadehf@smccd.edu

Are you an employee, vendor, contractor, or consultant to the District?

No

Do you have conflicts that would preclude your attending quarterly meetings?

No

Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Citizens' Bond Oversight Committee?

No

Are you willing to comply with the ethics code included in the bylaws?

Yes

BOARD REPORT NO. 21-02-107B

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

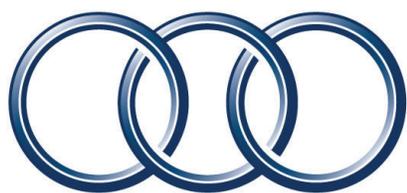
**ACCEPTANCE OF 2020-21 MID-YEAR BUDGET REPORT AND APPROVAL OF
BUDGETARY TRANSFER AND INCOME ADJUSTMENTS FOR THE PERIOD ENDING
DECEMBER 31, 2020**

The purpose of the Mid-Year Budget Report is to provide information about the District's financial condition as of December 31, 2020. Reports routinely received separately by the Board, including the quarterly report of Auxiliary Operations (Associated Students; Bookstore; Cafeteria; San Mateo Athletic Club; and Community, Continuing, and Corporate Education), the quarterly District Financial Summary (CCFS-311Q Report and District Cash Flow Summary), and the semi-annual requests to approve adjustments to the budget as required by Title 5, are included in this comprehensive report.

The document consists of narrative materials outlining the fiscal activities of the District during the first half of 2020-21, as well as 2021-22 state budget news, and preliminary District budget planning information. Also included are year-to-date budget tables for each of the District's funds and supplemental information relating to the budget.

RECOMMENDATION

It is recommended that the Board of Trustees accept the 2020-21 Mid-Year Budget Report and approve the budgetary transfers and income adjustments for the period ending December 31, 2020, as outlined in the report.



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Fiscal Year 2020-2021 Mid-Year Budget Report



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FY 2020-2021 MID-YEAR BUDGET REPORT



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Peter Fitzsimmons, *District Budget Officer*

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2020-21 MID-YEAR BUDGET SUMMARY

This mid-year report provides information about the status of the San Mateo County Community College District's (District) Unrestricted General Fund, as well as summary information about other District funds. It also provides an overview of the Governor's budget proposal for fiscal year 2021-22.

STATE NEWS

Governor Gavin Newsom released his state budget proposal on January 8, 2021. Under the proposal, the overall state budget would remain fairly flat compared to 2020-21; however, general fund spending would increase by about \$8.6 billion or 5.5%. The proposal is designed to maintain the State's commitment to paying down liabilities, maintaining reserves, and increasing spending primarily for one-time initiatives. Major themes of the Governor's proposal include:

- Offering relief to low-income Californians from the impacts of the pandemic, including an immediate "Golden State Stimulus" that would provide \$600 payments to individuals
- Focusing on economic recovery through grants to small businesses; tax credits, grants, and other incentives for job creation; and investments in workforce development strategies that encourage collaboration among higher education and their local workforce partners
- Providing support to facilitate re-opening schools for in-person learning, with a focus on younger students and on ensuring support for low-income students, English language learners, and foster youth

Highlights pertaining to California Community Colleges are listed below. Potential impacts to the District as a community-funded (basic aid) district is yet to be determined pending the availability of more details:

On-Going

- 1.5% cost-of-living-adjustment (COLA) for the Student Centered Funding Formula and certain categorical programs: the District will receive COLA for Disabled Student Programs and Services (DSPS), Extended Opportunity Programs and Services (EOPS), CalWORKs, and the Mandated Block Grant
- \$30M to increase access to online technology for existing apprenticeship programs
- \$15M to expand the California Apprenticeship Initiative
- \$10.6M investment in online education ecosystem and infrastructure

One-Time

- \$250M to provide emergency financial assistance grants to students (\$100M of the \$250M is to be considered in an Early Action Package in early spring)
- \$100M to address students' basic needs related to food and housing
- \$20M to support retention and enrollment strategies (to be considered in an Early Action Package in early spring)
- \$20M to expand work-based learning
- \$20M to increase faculty professional development
- \$15M to expand Zero-Textbook Cost pathways
- \$2.5M to provide instructional materials to dual enrollment students

The Governor's proposed 2021-22 budget proposes for other community college programs also include:

- Provide \$.6M for the State Chancellor's Office to implement AB1460 and anti-racism initiatives

- Provide \$8M to cover increased costs for broadband access provided by the Corporation for Education Network Initiatives in California (CENIC)
- Fund 0.5% enrollment growth for the Student-Centered Funding Formula
- Buy down approximately \$1.13B of the \$1.45B in cash deferrals, carrying over a remaining deferral of \$326.5M
- Requires that districts maintain a number of online courses in 2021-22 that is 10% higher than the number offered in 2018-19
- Calls for several actions to smooth students’ pathways across higher education segments and to create better alignment and efficiency

Unlike 2019-20, the Governor did not propose any relief to the employer contributions towards CalSTRS or CalPERS in his budget proposal but continues implementation of the 2021-22 employer contribution reduction as estimated below:

Pension System	2019-20	2021-21	2021-22
CalSTRS Employer Rate	17.10%	16.15%	15.92%
CalPERS Employer Rate	19.721%	20.70%	23.00%

The Governor’s proposal is the beginning of the budget process, with an expectation that the legislature will introduce their budget priorities over the coming months with the goal of a compromise leading to an adopted state budget effective July 1, 2021, with certain components to be considered in early spring in the form of an Early Action Package.

COMMUNITY AND DISTRICT STATUS

The District continues to be community-supported, receiving no state apportionment as it is mainly funded by local property taxes and student enrollment fees. The District continues to receive state funding from Proposition 55 (Education Protection Account) of \$100 per Full Time Equivalent Students (FTES). This funding source, passed by voters in 2016, is an extension of the personal income tax portion of Proposition 30. Additionally, the District receives funds for categorical programs and both state and federal financial aid for students. It is essential that the District maintain stable funding in order to continue its mission to serve and support the local community and its students.

As a community-supported district, where property taxes represent 87% of the total Unrestricted General Fund revenue, administration pays particularly close attention to the local economy and commercial/residential real estate markets. The pandemic has caused financial hardships for many residents and small businesses throughout San Mateo County, the state of California, and the entire nation. The stay-at-home orders have impacted unemployment rates, rental housing markets, and many other sectors of the economy with significant impact on the service and hospitality industries. The high-tech industry, for the most part, has been spared; however, this K-shaped recovery has unfortunately created a widening of the equity gap.

San Mateo County’s unemployment rate was 5.8% in December 2020 as compared to the statewide rate of 9% and the national rate of 6.7%.¹ Simultaneously, interest rates hit all-time lows and the stock market hit all-time highs, which contributed to the residential real estate market going into hyper-drive, with median home prices hitting new peaks. The luxury home market in particular was very strong. Many labeled 2020 as a year of extremes. On average, residential properties were on the market for 49 days before closing.² That being said, the San Mateo County Assessor’s Office fore-warned in their annual report that the pandemic will likely have an overall negative impact on the 2021-22 Assessment Roll.³ Accordingly, District administration anticipates slightly lower year-over-year property tax revenue

¹ <https://fred.stlouisfed.org/series/CAUR>

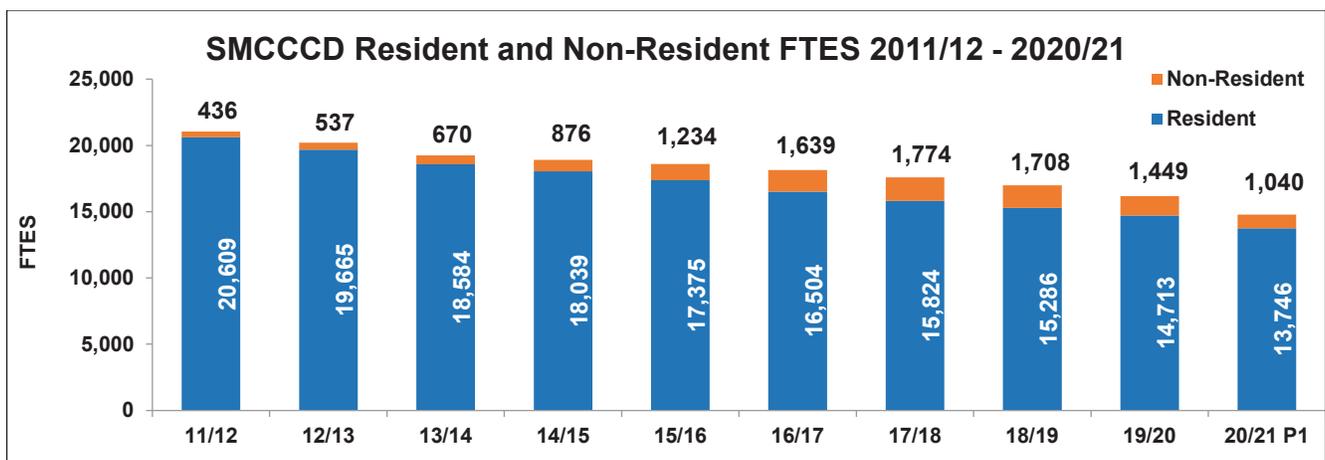
² <https://fred.stlouisfed.org/series/CASANMOURN>

³ <https://www.smcacre.org/new-site-press-release/san-mateo-countys-2020-21-property-assessment-roll-reaches-record-high-after>

increases over the next three years and will incorporate any new information in the District’s 2021-22 Tentative Budget to be presented to the Board of Trustees for adoption in June 2021. Despite the anticipated decline in assessed valuation primarily associated with unsecured and commercial properties, the residential housing market remains relatively strong with UCLA economists projecting further housing shortages resulting in higher median prices. Overall, it is projected that the California economy will experience a significant rebound from the recession in spring 2021 led by the technology, construction, and logistics sectors.⁴

District Enrollment Trend

The chart below represents enrollment trends for the past 10 years including apprenticeship. The decline in enrollment is partially attributed to a stable economy as evidenced by the County’s low unemployment rate with a significant decline in 2020/21 as projected due to the pandemic. For further details, please see the FTES Analysis contained within this report.



Cash Flow

The District receives property taxes, which are distributed by the County primarily in December and April, and drives the District’s resource allocation model. The District does not anticipate issuing Tax Revenue Anticipation Notes (TRANs) to smooth cash flow.

Increased Costs

SMCCCD prepares for increases in health costs as medical insurance rate increases take effect each January. Annual movements on the salary schedule for all employees generally add a 1% cost to the expenditure budget. Changes to expenditures for employee benefits will be included in the 2021-22 Tentative Budget.

The employer contribution rate for 2021-22 for the Public Employees Retirement System (PERS) is projected to be 23% (up from 20.7% for 2020-21). The PERS Board will adopt an official rate at their meeting in May. The employer PERS rate is projected to increase incrementally to 27.8% by 2024-25 per School Services of California, Inc.

The employer contribution rate for 2021-22 for the California State Teachers Retirement System (STRS) is projected to be 15.92% (down from 16.15% for 2020-21). The employer STRS rate is projected to increase to 18% in 2022-23 and beyond per School Services of California, Inc.

Operational costs such as utilities and property insurance are also projected to increase. Similar to changes to personnel costs, operational costs will be updated and included in the 2021-22 Tentative Budget.

⁴ <https://newsroom.ucla.edu/releases/anderson-forecast-expects-economic-recovery-spring-2021>

COVID-19 Impact

As previously mentioned, the pandemic has had a significant financial impact. For 2020-21 the pandemic is estimated to cost the District in the form of direct expenses, a total of \$14.75 million, as illustrated below. A portion of these expenses, approximately \$10.35 million, will be supported by federal and/or state dollars.

Estimated 2020-21 COVID-19 Related Expenses	\$ (in millions)
Unrestricted General Fund Expenses	\$4.40
Restricted General Fund - CARES Act (Student Aid)	\$1.50
Restricted General Fund - CARES Act (Institutional)	\$0.60
Restricted General Fund - HEERF II	\$6.65
Restricted General Fund - COVID-19 Response Block Grant	\$1.60
Total Estimated Expenses	\$14.75

The pandemic is also estimated to cost the District in the form of revenue losses approximately \$9.15 million. Higher Education Emergency Relief Fund II (HEERF II) dollars may offset some of the revenue losses thereby allowing for the continued support of salaries and operating expenses.

Estimated 2020-21 COVID-19 Revenue Losses	\$ (in millions)
Unrestricted General Fund Revenue Loss	\$1.15
Auxiliary Services Revenue Losses	\$5.70
Parking Revenue Losses	\$1.70
CDC Revenue Loss	\$0.60
Total Estimated Revenue Losses	\$9.15

SMCCCD 2021-22 Budget Planning

The Board of Trustees approved the 2021-22 Budget and Planning Calendar in January 2021. The current resource allocation model was implemented in 2015-16, primarily to address the District’s community-supported status. It reflects District priorities which focuses on serving students and community needs. The District Committee on Budget and Finance reviews and recommends updates to the allocation model regularly (or as needed).

<i>District Committee on Budget and Finance</i>	
Eloisa Briones, <i>Vice President of Administration, Skyline College</i>	Steven Lehigh, <i>AFT Representative</i>
Anthony Burrola, <i>AFSCME Representative</i>	Vincent Li, <i>Academic Senate Representative, College of San Mateo</i>
Mary Chries Concha Thia, <i>Budget Officer, Cañada College</i>	Graciano Mendoza, <i>Vice President of Administration, Cañada College</i>
Anthony Frangos, <i>Student Representative, College of San Mateo</i>	Minn Thurei Naung, <i>Student Representative, Skyline College</i>
Sofia Fernandez Giorgi, <i>Student Representative, Cañada College</i>	Micaela Ochoa, <i>Vice President of Administration, College of San Mateo</i>
Sam Haun, <i>CSEA Representative</i>	Martin Partlan, <i>Academic Senate Representative, Cañada College</i>
Judy Hutchinson, <i>Budget Officer, Skyline College</i>	Ludmila Prisecar, <i>Budget Officer, College of San Mateo</i>
Nick Kapp, <i>Academic Senate Representative, Skyline College</i>	Bernata Slater, <i>Chief Financial Officer, District Office</i>

2020-21 MID-YEAR BUDGET STATUS

Fund 1 Revenues

The District's revenue recognized to date is **\$109,739,056** or **52.65%** of the total adopted revenue budget, excluding transfers in / other sources.

Unrestricted General Fund Revenue	2020-21 Budget	12/31/2020 Actuals	% of Total Budget
Prop Tax/RDA/Enroll	\$188,866,108	\$98,548,406	52.02%
Proposition 55 (EPA)	1,437,300	798,403	55.55%
Lottery/Mandated Cost	2,725,790	1,180,156	43.30%
State STRS / Faculty / Other	8,255,829	999,461	12.11%
Apprenticeship	467,362	242,486	51.88%
Non Resident Tuition	4,733,625	6,586,278	139.14%
Interest Income	1,500,000	1,211,009	80.73%
Miscellaneous / Local Other	455,956	172,857	37.91%
Total Revenue	\$208,411,970	\$109,739,056	52.65%

Fund 1 Expenditures

The District's expenditures to date are **\$84,774,534** or **38.23%** of the total adjusted expenditure budget, excluding transfers out/other outgo.

Unrestricted General Fund Expenditure	2020-21 Budget	12/31/2020 Actuals	% of Total Budget
Cañada College	\$34,622,946	\$13,929,103	39.26%
College of San Mateo	55,773,566	22,999,795	39.81%
Skyline College	56,224,709	23,310,110	39.79%
District Office/ Facilities	42,906,823	18,221,527	41.47%
Central Services	31,627,049	6,313,999	24.31%
Total Expense	\$221,155,093	\$84,774,534	38.23%

The financial tables in this report include actual expenditures for each fund and location as of December 31, 2020. Note that, in addition to Districtwide expenditures, Central Services also serves as a holding account for some allocations to be transferred to the sites during the fiscal year. Additionally, the District began the fiscal year with a 15% contingency reserve (\$31.5 million) which is reflected in the beginning fund balance.

Transfer of Funds

Title 5 regulations require the Board to approve transfers between expenditure classifications made after final adoption of the budget. District Policy 8.11 specifies that budgetary transfers will be authorized only when expenditures in certain object accounting classifications are in excess of the amounts budgeted and when there are amounts in other object classifications that will not be required for expenditures in those classifications. In addition, District Policy 8.02 requires a report on funds accepted on behalf of the District. The resulting changes to the final adopted budget are submitted to the Board semi-annually.

The following paragraphs summarize transfers submitted by the District units to realign individual line-item account classifications and to provide flexibility within budget allocations. All budget transfer detail is maintained in the Banner finance system, providing necessary documentation to support the summary report submitted to the Board for approval. Increases and decreases in major line item object accounts are shown for both income and expenditures.

General Fund (Unrestricted) – Fund 1

Adjust **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	\$(117,759)
2000	Classified Salaries	780,944
3000	Employee Benefits	506,692
4000	Supplies and Materials	255,706
5000	Operating Expenses	(1,360,820)
6000	Capital Outlay	531,717
7000	Other Outgo	<u>206,207</u>
Total		\$802,687

Changes in expenditure budgets are a result of realignments within the sites as well as transfers of site ending balances from Central Services to site holding accounts.

Adjust **REVENUE** amounts in the following classifications:

8800	Local Revenues	\$2,687
8900	Other Sources	<u>800,000</u>
Total		\$802,687

Changes in revenue budgets are primarily the result of entrepreneurial activities at Skyline such as the Equity Institute, and transfers to the Unrestricted General Fund.

Internal Service Fund – Fund 2

Adjust **EXPENDITURE** amounts in the following classification:

5000	Operating Expenses	<u>\$3,948</u>
Total		\$3,948

Changes in expenditure budgets are a result of increased student insurance premiums.

Adjust **REVENUE** amounts in the following classification:

8900	Other Sources	<u>\$3,948</u>
Total		\$3,948

Changes in revenue budgets are a result of an increased transfer from the Unrestricted General Fund.

General Fund (Restricted) – Fund 3

Adjust **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	\$1,970,287
2000	Classified Salaries	2,442,478
3000	Employee Benefits	885,504
4000	Supplies and Materials	1,162,666
5000	Operating Expenses	(1,725,339)
6000	Capital Outlay	1,065,668
7000	Other Outgo	<u>1,646,728</u>
Total		\$7,447,993

Increases in the Restricted General Fund budget occur as a result of increases to state categorical programs to match actual allocations and the receipt of grants after the adoption of the budget. Augmentations to specially funded programs in the Restricted General Fund is located on Page 55.

Adjust **REVENUE** amounts in the following classifications:

8100	Federal Revenues	\$4,869,764
8600	State Revenues	1,048,478
8800	Local Revenues	409,235
8900	Other Sources	<u>1,120,516</u>
Total		\$7,447,993

Capital Outlay Projects Fund – Fund 4Adjust **EXPENDITURE** amounts in the following classifications:

2000	Classified Salaries	\$60,393
4000	Supplies and Materials	422,212
5000	Operating Expenses	890,175
6000	Capital Outlay	(2,929,123)
7000	Other Outgo	<u>1,800,000</u>
Total		\$243,656

Changes in the expenditure budget related to the redefinition of various projects and realignment within account classifications.

Adjust **REVENUE** amounts in the following classifications:

8600	State Revenues	\$(903,265)
8800	Local Revenues	988,360
8900	Other Sources	<u>158,561</u>
Total		\$243,656

Revenue increased as a result of allocating interest earned, as well as transfers from one-time fund reserves.

Child Development Fund – Fund 6Adjust **EXPENDITURE** amounts in the following classification:

6000	Capital Outlay	<u>\$11,000</u>
Total		\$11,000

Increases in the Child Development Fund budget occurred as a result of the receipt of additional State revenues.

Adjust **REVENUE** amounts in the following classification:

8600	State Revenues	<u>\$11,000</u>
Total		\$11,000

Trust Fund (Student Aid) – Fund 7Adjust **EXPENDITURE** amounts in the following classification:

7600	Payments to Students	<u>2,107,614</u>
Total		\$2,107,614

Increases in the Trust Fund budget occurred as a result of transfers from the Restricted General Fund (specially funded programs) to pay Federal and State Financial Aid awards and scholarships to eligible students.

Adjust **REVENUE** amounts in the following classifications:

8600	State Revenues	\$100,000
8900	Other Sources	<u>2,007,614</u>
Total		\$2,107,614

OTHER FUNDS

SELF-INSURANCE FUND (FUND 2)

The Self Insurance Fund (Page 45) provides for the payment of claims, deductible amounts, administrative costs and related services; purchase of excess insurance; and other purposes as defined by the Education Code. Mid-year expenditures of \$4,126,042 include salary costs and insurance premiums. Transfers into the fund are from the General Fund for all insurance costs. The District is self-insured for worker's compensation insurance and maintains a balance in this fund for future costs of existing claims.

DEBT SERVICE FUND (FUND 25)

The purpose of a Debt Service Fund (Page 49) is to account for the accumulation of resources for, and the payment of, general long-term debt and long-term leases. SMCCCD's debt consists of the general obligation bonds for capital outlay. Revenue comes from local property taxes.

RESTRICTED GENERAL FUND (FUND 3)

The Restricted General Fund (Page 53) includes all specially funded programs which are restricted in their use by law, regulations, donors, or other outside federal, state and local agencies. Included in the Restricted General Fund are the Health Services and Parking Programs.

Health Services Fund

Mid-year Health Services fee revenue decreased from \$699,790 in 2019-20 to \$630,881 in 2020-21. The \$68,909 decrease is attributed to declining enrollment primarily associated with the pandemic. For all students, the current health fee is \$21 per primary semester term and \$17 per summer term, which is unchanged from the prior year.

Parking Fund

Mid-year parking fee revenue decreased from \$1,011,881 in 2019-20 to \$26,966 in 2020-21, which is attributed to the campus closures as a result of COVID-19. This will increase the Parking Fund's reliance on the Unrestricted General Fund significantly.

The 2020-21 parking fee for a full semester remained at \$58 and the two-term fall/spring semester parking permit remained at \$106. The summer term permit increased from \$27 to \$29 in 2020-21 while the daily-use permit remained unchanged at \$3.

In accordance with state law, students eligible for a California Promise Grant (formerly known as the Board of Governor's Fee Waiver) pay \$30 per primary semester term and \$25 per summer term for a parking permit. The rates for these students remain unchanged.

CAPITAL PROJECTS FUND (FUND 4)

The Capital Projects Fund is a restricted fund and reflects funding carryover for projects approved but not completed in prior years as well as newly funded projects. A project list can be found on pages 59-60. Project expenditures as of December 31, 2020 were \$39,054,092.

The Bond Construction Fund, a sub-account of the Capital Projects Fund, was established for the deposit of proceeds from the sale of bonds. Deposits are used to meet the costs of property acquisition, facilities planning, inspections, surveys, new construction, modernization, and new equipment.

Capital Improvement Program

In November 2014, voters in San Mateo County voted (66.4% favorable) to approve Measure H, a \$388 million bond measure that allows the District to move towards completion of the modernization/construction/reconstruction projects as envisioned in the 2015 Facilities Master Plan Amendment that was approved by the Board of Trustees in January 2015. The District received its first Measure H bond issuance of \$127 million in June 2015 and the second and final issuance of \$261 million in December 2018. To date, the funds have generated interest of \$12 million, which increased the Measure H budget from \$388 million to \$400 million. As of December 31, 2020, the District has expended \$289,723,247 and committed \$26,372,564 of Measure H funds – 79 percent of the total authorization.

The following is a list of site-specific activities that have been recently completed or are currently in design, pre-construction, or construction phases. Construction dates listed reflect currently planned schedules as of December 30, but are subject to change.



Active Construction Projects – The following projects are under construction:

- Building 1N Kinesiology and Wellness Center (anticipated completion – Spring 2021)
- Building 13 Swing Space (anticipated completion – Spring 2021)
- Building 16/18 Swing/Secondary Effects (anticipated completion – Summer 2023)
- Building 22 Classroom Upgrades and Public Safety Dept. Relocation (anticipated completion - Spring 2021)
- Parking Lot 6 Expansion (anticipated completion – Spring 2021)

Projects in Planning – The following projects are in the planning and design stage:

- Building 9 Reconfiguration
- Building 13 Multiple Program Instructional Center

Future State Capital Outlay Funded Projects – The following projects have been submitted for future State Capital Outlay funding noting that these projects may be withdrawn if the District is unable to identify matching dollars:

- Building 3 Performing Art Center Technology and Environmental Modernization (Final Project Proposal – FPP)
- Pending Review for FY22-23

College of San Mateo

Active Construction Projects – The following projects are under construction:

- Building 3 Theatre Modernization (anticipated completion – Winter 2021)
- Building 20 Demolition / Edison Lot 7 Expansion (anticipated completion – Winter 2021)

Projects in Planning – The following projects are in the planning and design stage:

- Building 19 Facelift
- Water Supply Tank Replacement
- Building 36 Mechanical Engineering

Future State Capital Outlay Funded Projects – The following projects have been submitted for future State Capital Outlay funding noting that these projects may be withdrawn if the District is unable to identify matching dollars:

- Building 9 Library Modernization (FPP) – Pending Review for FY22-23
- Building 19 Emerging Technologies Modernization (Initial Project Proposal – IPP) – Pending Review
- Building 8 Kinesiology Modernization (IPP) – Pending Review



Completed Projects – The following projects were completed during the fiscal year:

- Buildings 3A/B/C/D/E Portable Replacement
- Building 1 Staff Offices and Midi/Mac Lab Refresh

Active Construction Projects – The following projects are under construction:

- Building 1 Social Science and Creative Arts Building Facelift (anticipated completion – Fall 2022)
- Building 19 Pacific Heights Swing Space (anticipated completion – Spring 2021)

Projects in Planning – The following projects are in the planning and design stage:

- Building 2 Workforce and Economic Development Prosperity Center (anticipated completion Fall/Winter 2022/23)

Future State Capital Outlay Funded Projects – The following projects have been submitted for future State Capital Outlay funding noting that these projects may be withdrawn if the District is unable to identify matching dollars:

- Building 5 Learning Resource Center Technology and Environmental Modernization (FPP) - Pending Review for FY22-23
- Building 1 Visual and Performing Arts Modernization (IPP) – Pending Review
- Building 19 Pacific Heights Modernization (IPP) – Pending Review



Completed Projects – The following District/Districtwide projects were completed during the fiscal year:

- Cañada Vista Exterior Envelope Repairs
- Districtwide Wireless Access Point Replacement

Active Districtwide Projects – The following projects are under construction:

- Districtwide Information Telephone System Upgrades (anticipated completion – Summer 2021)
- Districtwide Firewall Network Switch Replacement (anticipated completion – Summer 2021)
- Districtwide UPS Device (MDF/IDF) Replacement (anticipated completion – Fall 2021)
- Districtwide Video Camera Replacement (anticipated completion – Fall 2021)

Projects in Planning – The following projects are in the planning and design stage:

- Districtwide ADA Transition Plan Upgrade
- Districtwide Emergency Generators
- College Ridge Employee Housing Complex at Skyline College

AUXILIARY and ENTERPRISE FUNDS (FUND 5)

AUXILIARY OPERATIONS

The impact of the campus closures due to the pandemic on Auxiliary and Community Services has been significant. All revenue streams have been impacted. The adopted budget approved by the Board for 2020-21 reflected the uncertainty in revenue and, as the campus closures extend in duration, the adjusted budget illustrates the revised downward forecast in revenues. While auxiliary services entered the pandemic from a position of relative strength having generated a total cash reserve of just over \$12 million dollars, the financial impact of the pandemic has resulted in a significant draw on these reserves. The duration of the campus closures will likely result in cost-cutting measures that will impact the ability to provide the same level of service to students and the community. Throughout recent years, the District's Auxiliary Operations have contributed millions of dollars in direct support to students and the colleges. In this time of unprecedented financial impacts, this level of support cannot be sustained.

While the short-term impact is significant, the long-term financial outlook is more optimistic once the campuses resume face-to-face operations, especially for the San Mateo Athletic Club, the cafeterias, and event rental operations.

Bookstores

The following data reflect bookstore operations for the first six months of the fiscal year beginning July 1, 2020 through December 31, 2020, and includes a small portion of summer 2020, as well as the fall 2020 semester sales.

Bookstore Sales	2020-21	2019-20	\$ Change	% Change
Regular Merchandise Sales	\$1,788,987	\$2,649,242	\$(860,255)	-32.47%
Computer Products Sales	13,386	82,456	(69,070)	-83.77%
Total Merchandise Sales	\$1,802,372	\$2,731,697	\$(929,325)	-34.02%
Textbook Rental Income	41,429	127,424	(85,994)	-67.49%
Production Service Income	28,317	158,293	(129,976)	-82.11%
Total Sales	\$1,872,119	\$3,017,414	\$(1,145,296)	-37.96%

Regular merchandise sales have decreased dramatically (32.47%) this year compared to last year as textbook sales continue to decline while the adoption of Inclusive Access (IA) materials increases. Textbook sales are down over last year due to a number of factors including the decline in enrollment, faculty transitioning to on-line materials, and less expensive Inclusive Access materials that are sold by the bookstores at lower prices and smaller margins. Similarly, textbook rental fee revenue declined this year over last year as the program has matured at all three colleges coupled with declines in enrollment. It is important to note that as more faculty choose options other than traditional textbooks for use in the classroom, textbook sales and rentals will continue to decrease. Production service income (revenue

generated from the operation of the copy centers located in each bookstore) is also down over last year due to the campus closures.

Comparative figures through December 31, 2020, are shown below:

Bookstore Recap	2020-21	2019-20	\$ Change	%Change
Operations				
Sales				
Merchandise Sales	\$1,802,372	\$2,731,697	\$(929,325)	-34.02%
Textbook Rental Income	41,429	127,424	(85,994)	-67.49%
Production Service Income	28,317	158,293	(129,976)	-82.11%
Total Sales	\$1,872,119	\$3,017,414	\$(1,145,296)	-37.96%
Less: Cost of Sales	1,342,088	1,832,566	(490,478)	-26.76%
Gross Profit from Operations	\$530,031	\$1,184,848	\$(654,817)	-55.27%
Total Operating Expenses	1,060,689	1,227,357	(166,668)	-13.58%
Net Income/(Loss) from Operations	\$(530,659)	\$(42,509)	\$(488,149)	-1,148.33%
Other Income	31,559	1,140	30,419	-2,668.46%
Net Operation Profit/(Loss)	\$(499,100)	\$(41,369)	\$(457,731)	-1,106.45%
Non Operational Income/(Expenses)				
Non Operational Income	\$44,186	\$56,624	\$(12,438)	-21.97%
Investments - Adjust to Market	-	-	-	0.00%
Non Operational Expenses				
Admin Salary & Benefits	86,816	69,053	17,763	25.72%
Other Expenses	34,257	38,742	(4,485)	-11.58%
College Support	-	-	-	0.00%
Total Non-Operational Income/(Expenses)	\$(76,888)	\$(51,172)	\$(25,716)	-50.25%
Net Change in Fund Balance	\$(575,988)	\$(92,541)	\$(483,447)	-522.41%

Cost of goods sold decreased 26.76% this year-to-date largely due to the increased volume of IA materials that have a significantly lower price point than traditional textbooks required by faculty. Total direct operating expenses has also decreased 13.58% over this same period last year in line with the decreases in sales. Decreases were realized in all merchandise categories. One of the strongest merchandise categories, coffee, food and convenience sales, which are the most profitable sales in the bookstore, have been completely eliminated in the current environment.

The Bookstores have faced numerous headwinds in recent years which include declining enrollment, reduced sales of textbooks, profit margins decreasing due to IA which are replacing traditional textbooks at a rapid rate, increasing salary and benefit costs, as well as a changing marketplace impacting the sales of school and office supplies. The current bookstore trajectory is not sustainable in its current form and will require the District to consider all options to ensure operations continue sustainably while meeting the needs of students and staff. The Bookstores have sufficient reserves to get through this fiscal year; however, if the campus closures continue beyond this summer and financial support to mitigate the revenue losses, there will likely be a necessity for the District to take some type of action to continue the operations.

Cafeterias

Beverage, Snack, and Food Service Vendors:

- The District's beverage vending service partner is Pepsi Bottling Group. The contract was awarded effective July 1, 2017, ending on June 30, 2024, with the option of renewing for three one-year terms at the discretion of the District.

- The District's snack vending partner is Compass Group USA through its Canteen Vending Services Division. The contract was effective July 1, 2017, ending on June 30, 2022.
- The District's food service partner is Pacific Dining Services. The contract was awarded on July 1, 2017 ending on June 30, 2022, with an option for one five-year renewal at the discretion of the District.
- All of the commission dollars from the Pepsi and Canteen vending machines located throughout the District is returned directly to the colleges' Associated Student Body for use with approved student-related activities.

Comparative figures through December 31, 2020, are shown below:

Cafeteria Recap	2020-21	2019-20	\$ Change	%Change
Operations				
Revenues				
Food Service Income	\$-	\$106,185	\$(106,185)	-100.00%
Interest Income	4,988	8,269	(3,281)	-39.68%
Event Rental	500	81,335	(80,835)	-99.39%
Total Revenues	\$5,488	\$195,789	\$(190,301)	-97.20%
Expenditures	\$61,752	\$118,583	\$(56,831)	-47.93%
Net Change in Fund Balance	\$(56,264)	\$77,206	\$(133,470)	-172.88%

FOOD SERVICE INCOME	2020-21	2019-20	\$ Change	% Change
PACIFIC DINING				
Skyline	\$-	\$32,796	\$(32,796)	-100.00%
Skyline Events	-	2,281	-2,281	-100.00%
Cañada	-	17,334	-17,334	-100.00%
CSM	-	43,559	-43,559	-100.00%
CSM Events	-	10,216	(10,216)	-100.00%
Total Food Service Income	\$-	\$106,185	\$(106,185)	-100.00%

Compared to the second quarter of 2019-20, food service income from cafeteria sales and events held in the Bayview Dining Room at College of San Mateo and the Farallon Room at Skyline College has decreased to zero due to the campus closures. The District issued numerous refunds of deposits for events that were to be held in 2020 and 2021. The District continues to fund salary and benefit costs of district staff as well as other equipment expenses. The District has been drawing on the cafeteria fund cash reserve for this purpose. The Cafeteria Fund has sufficient reserves to get through this fiscal year; however, if the campus closures persist the reserves will continue to be depleted in the foreseeable future.

San Mateo Athletic Club and Aquatic Center

Operating as an enterprise through Auxiliary and Community Services, the San Mateo Athletic Club (SMAC) has been a self-sustaining, community-centered, fee-based operation offering numerous service options to the San Mateo campus community and the community-at-large. The concept of a multi-use space enables the District to maximize the use of facility resources and consequently create a revenue stream that will supplement the facility budgetary needs, including equipment maintenance and replacement, and has gained the attention of other community colleges throughout the State. SMAC provides the community broader access to the College of San Mateo and demonstrates in a tangible way that the District is a community-based organization serving a wide spectrum of educational and training opportunities.

Comparative figures through December 31, 2020, are shown below:

San Mateo Athletic Club and Aquatic Center				
Income Statement Part 1 - Operational Revenues and Expenses	2020-21	2019-20	\$ Change	%Change
Operating Revenues				
Registration & Membership	\$573,919	\$1,871,070	\$(1,297,151)	-69.33%
Personal Training	71,871	242,798	(170,927)	-70.40%
Aquatics	66,768	539,638	(472,871)	-87.63%
Parking	9,806	33,865	(24,059)	-71.04%
Group Exercise	68,101	172,149	(104,048)	-60.44%
Retail	2,976	14,177	(11,201)	-79.01%
Other Income	(5)	5,475	(5,480)	-100.09%
Total Operating Revenue	\$793,436	\$2,879,172	\$(2,085,736)	-72.44%
Operating Expenses **	\$1,530,388	\$2,274,898	\$(744,511)	-32.73%
Operational Income/(Loss) before District and College Support	\$(736,952)	\$604,274	\$(1,341,226)	-221.96%
District Support Income				
Interest Income on Investments	\$23,019	\$63,892	\$(40,873)	-63.97%
Operating Expenses charge back to District	28,607	54,600	(25,994)	-47.61%
Total District Support Income	\$51,626	\$118,493	\$(66,867)	-56.43%
District Support Expense				
District Salaries and Benefits	225,515	268,385	(42,870)	-15.97%
Equipment Use Fee & Depreciation	29,894	29,894	-	0.00%
Miscellaneous Expenses	12,002	11,557	445	3.85%
Pool Maintenance	-	12,498	(12,498)	-100.00%
Total District Support Expense	267,410	322,333	(54,923)	-17.04%
Net Income/(Loss) after District Support prior to College Support	\$(952,736)	\$400,433	\$(1,353,169)	-337.93%
College Support				
College Academic Program Support***	\$28,607	\$54,600	\$(25,994)	-47.61%
District Support College Non-Academic Program Support (Promise, WEZ, KCSM, BAPA Scholarships, Skyline President's Breakfast, Canada Presidents Luncheon and CCCE Support)	770,000	4,391	765,609	17,435.87%
Total Non-Operational College Support Expense	\$798,607	\$58,991	\$739,615	1,253.77%
Net Income/(Loss) to Reserve	\$(1,751,343)	\$341,442	\$(2,092,785)	-612.93%

** Operating expenses include the salary and benefit costs of EXOS staff only.

***College Academic Program Support - This expense represents the expenses related to materials that are purchased by SMAC and used by the academic programs including sweat towels, laundry supplies, restroom supplies, etc. and is calculated on total usage of the space.

Similar to other auxiliary operations, the financial performance of SMAC has been impacted dramatically by the campus closures. As of March 13, 2020, SMAC pivoted to virtual and phased indoor and outdoor offerings.

In order to ensure the retention of members and staff, SMAC club members received communications explaining the offerings and ways in which members could approach their membership. Options available to them were to freeze, cancel, support at 50% or support at 100% of monthly dues. The overwhelming number of members who chose to support allowed SMAC to retain and compensate all staff until such time of a phased re-opening. As part of the re-opening process in July 2020, SMAC created special student-only hours as well as staffed the CSM B-8 Athlete's Gym.

The ability to quickly pivot and offer virtual classes have secured a new business opportunity for SMAC in that the virtual options will remain as a part of the membership offering and will also create new membership streams for those who only wish a virtual experience. These classes now exceed 50 per week and average attendance exceeds that which were experienced when classes were offered on-site.

The ability to re-invent SMAC in an outdoor environment as well as indoors (during the periods where restrictions were relaxed by the County) provided multiple options for members to return. Usage patterns are steadily increasing, and it is thought that given the sense of community that has been created along with SMAC's reputation, members will continue to maintain their membership status rather than cancelling. It is encouraging that over 50% of members continue as active dues-paying members and that only 13% of members have canceled. As vaccinations become more available and restrictions are inevitably lifted, it is thought that members who have temporarily frozen their memberships will return. Communication is maintained with all members regardless of their status (active or frozen) through monthly newsletters as well as tailored communications to members who have either froze and cancelled their memberships as the restrictions from the County are relaxed.

As of January 1, 2021:

- 53% of SMAC members are active dues paying (3,302)
- 34% of members placed their memberships on a temporary freeze (2,106)
- 13% of members canceled (769)

Faced with the increased costs of operating during a pandemic, including staffing the campus access lanes and providing critical PPE and other supplies to staff, SMAC has implemented cost reductions where possible and that are deemed safe to implement in consultation with the District's Emergency Manager. These reductions include:

- Operating hours were reduced by 25 hours per week
- General exercise classes were reduced by 40%
- Departments are staffed only as needed (e.g.: 3 guards at all times on the pool deck, 2 staff at the reception desk, and one staff on the fitness floor, when indoor occupancy is permitted and outdoors at all times)
- The Membership Department is now staffed only 4 days per week and by one person at a time, eliminating all overlap
- Membership enrollment is by appointment only
- Housekeeping costs have been reduced by 30% due to the limited use of the facility

Starting in 2014, SMAC has supported student and colleges programs contributing \$3.1 million to programs including the College Promise, Skyline College President's Breakfast, Cañada College President's Luncheon, College of San Mateo's "Writing in the End Zone," and the Bay Area Pathways Academy. Similarly, since opening in 2010, SMAC has offset District salary and facilities costs by \$3.8 million. The unprecedented pressure on SMAC and all auxiliary operations due to COVID-19 restrictions will negatively impact SMAC's financial performance. Staff is forecasting in excess of \$2.3 million in operational losses as illustrated in the revised budget (due to no face-to-face instruction and restrictions in place during the second half of the fiscal year). If restrictions are lifted, financial performance will improve. It is anticipated that SMAC will recover swiftly once the restrictions are relaxed and eventually removed; however, continuing to offer services under current restrictions without some form of financial assistance is not sustainable.

Community, Continuing and Corporate Education

Community, Corporate and Continuing Education (CCCE) exists to create impact for San Mateo County residents, families, businesses, nonprofits, governmental agencies, and international students seeking increased educational opportunities within the District. The four channels through which this impact is achieved are the Bay Area Pathways Academy (BAPA), Silicon Valley Intensive English Program (SVIEP), Community Education, and Corporate Education.

Comparative figures through December 31, 2020, are shown below:

Community, Continuing & Corporate Education (with SVIEP)	2020-21	2019-20	\$ Change	% Change
Operating Revenues	\$501,078	\$581,297	\$(80,219)	-13.8%
Operating Expenditures				
Salaries and Benefits	\$530,074	\$431,555	\$98,520	22.8%
Other Operating Expenses	\$167,052	\$277,829	\$(110,777)	-39.9%
Total Operating Expenses	\$697,126	\$709,384	\$(12,258)	-1.7%
Net Operating Profit/(Loss) before College Support Income	\$(196,048)	\$(128,087)	\$(67,961)	-53.1%
Other Income/Support	\$461,217	\$-	\$461,217	100.0%
Net Change in Fund Balance	\$265,169	\$(128,087)	\$393,256	307.0%

In order to cover District staffing costs related to the Silicon Valley Intensive English Program (SVIEP) and cover for revenue shortfalls due to COVID-19 restrictions, financial support has been provided to CCCE from the SMAC reserve. Any financial surplus at the end of the fiscal year may be returned to the SMAC reserve at the discretion of the District.

As described in the narrative below, CCCE has increased its community impact during this pandemic year, even as it has navigated revenue declines in some units and revenue increases in others. This report highlights the impacts created, cost-costing measures implemented, and revenue-enhancement strategies unique to each of CCCE's four operating units.

Silicon Valley Intensive English Program (SVIEP)

SVIEP was created to serve as an in-house matriculation pipeline for international students who do not meet the language proficiency requirements for the colleges, and who would otherwise be turned away to private partner language schools that feed into other competitive institutions.

This pipeline has proven remarkably effective. To date, 121 international students have successfully matriculated from SVIEP to the colleges over the past 4 years, with 47 to Cañada College, 39 to Skyline College, and 35 to College of San Mateo. 12 of these matriculations have occurred since the pandemic began. Beyond the economic benefits to businesses frequented, and members of the community who have served as homestay ("host families") to SVIEP students during their studies, these matriculated students are estimated to generate approximately \$2M in revenues to the District after matriculating.

In light of industry-wide vulnerabilities and restrictions to student travel, SVIEP has implemented a number of cost-cutting measures since the pandemic began. These include staffing reductions, operational expense reductions, and class reductions – all strategies common to college-based Intensive English Programs in California and nationally.

SVIEP continues to develop and pursue revenue strategies built on partnerships with international high schools in Taiwan, China and other countries, as well as international recruitment agencies with deep geographic reach within their respective country-area. SVIEP is also initiating virtual English learning solutions for overseas youth through online English immersion classes as well as promotion of virtual middle and high school summer camps for 2021. As these students participate programmatically, they will be well prepared to recognize the benefits of our colleges as they age

and meet entry and language requirements. While creating these matriculation pipelines takes time, they will result in significant long-term revenues for the colleges as partnerships become established, both for virtual instructional and when in-person classes resume.

Community Education

Through the pandemic, Community Education has been a vehicle for serving the needs of community residents beyond for-credit instruction in collaboration with the college workforce programs. Over the past year, college workforce development leaders have increasingly leveraged Community Education as a promising pathway to pilot test new course ideas, support low-income residents with accessible programming, and launch rapid-response workshop courses in collaboration with the District's Workforce Development Taskforce. This increased community impact continues to grow and attract stronger attention and support from community stakeholders in San Mateo County and will result in additional partnership opportunities for 2021. Additionally, Community Education recently received a \$10,000 donation, which it will use to leverage its Virtual Tutoring Services to provide CASA foster youth with virtual tutoring in English, math, and science.

With typically low enrollment fees for accessibility purposes, Community Education revenues require significant effort to grow, often through constant and costly marketing outreach to the community. Cost cutting measures employed to reduce these costs have included elimination of mass catalog mailings in favor of digital and social-media campaigns, reductions to operational and printing expenses, and the cancellation of low-yield courses.

Revenue strategies for Community Education include increased partnership on workforce development programming, increased leveraging of successful online partners, and continued digital outreach campaigns to virtual community audiences. This strategy will provide the community with access to new offerings of interest, provide instructors who have followership with new engagement opportunities, and provide Community Education with fresh content, reduced marketing spending, and increased course revenues.

Even as it pursues these new revenue strategies, Community Education continues to require revenue support from other auxiliary funds to offset declines exacerbated by the pandemic. While Community Education anticipates a strong rebound in the post-pandemic return to in-person instruction, efforts remain focused on current cost-saving efforts and strategies for revenue-growth for spring 2021 and into 2021-22.

Bay Area Pathways Academy (BAPA)

Historically, Bay Area Pathways Academy (BAPA) has generated tremendous community impact with hundreds of students enrolling each summer, many of whom find their way back to the colleges as they join campus enrichment programs and matriculate. BAPA has provided community youth a high-quality experience on the CSM campus, with the opportunity to enroll in academic classes to reduce summer learning loss, technology and enrichment opportunities, and fitness and aquatics course offerings with SMAC trainers. From an equity impact perspective, BAPA has long supported scholarships for foster youth and children from families of low-economic advantage in the community. Children of SMCCCD employees also benefit from discounted camp access.

Staff has redesigned the 2021 program to capture the salient strengths of a virtual camp experience, including increased scheduling flexibility and retention, and course-building around top teachers. Cost cutting measures for BAPA 2021 include greatly reduced staffing and operating costs reductions in class materials, camp shirts, and supplies. BAPA will continue to remain a premier youth summer program on the peninsula, driven by word-of-mouth and annual marketing campaigns. Revenue strategies for 2021 include a newly redesigned program providing increased scheduling flexibility and program choices for parents, opportunities to participate in six separate one-week camp sessions, and enhanced marketing outreach to virtual audiences in and beyond the Bay Area.

Corporate Education

Since its creation in 2015, Corporate Education has seen steady year-over-year growth in revenues, new clients, and enhanced offerings to clients. Known as Contract Education within the community college system, CCCE's Corporate Education serves a cross-section of businesses, nonprofits, and government entities in the Bay Area and beyond, providing positive economic development support to the County and region that provides favorable visibility for the District.

In the face of the pandemic, Corporate Education doubled-down and innovated through numerous new virtual strategies that have resulted in historic revenue increases, new clients and partnerships, and two new awards including the 2020 Star Performer award for Leadership by the California Community College's Contract Education Technical Assistance Provider. This award goes to contract education programs making exceptional contributions to the field of workplace education and training. CCCE also received the 2020 International Facility Management Association Foundation Award of Excellence for its program.

While Corporate Education celebrates impact with business clients, it also celebrates its successes in serving those most in need. Through its ongoing partnership with the San Mateo County Human Services Agency, the department continued to provide for-credit Contract Education classes at Cañada College to welfare-to-work recipients throughout the pandemic. This ongoing partnership serves a highly vulnerable, underrepresented population through closed-cohort offsite instruction, without which college access would not be possible due to student circumstances. This partnership is expected to continue and to grow in 2021-22.

Amongst Corporate Education's many new clients and partners over the past year, perhaps the most significant impact has come from its partnership with the San Mateo County Office of Education, best highlighted in SMCOE's "Highlights of 2020" report (which can be accessed here: <https://mailchi.mp/smcoe/smcoe-spotlight-4823270?e=329659f245>). The report which calls attention to two new programs jointly developed by the District and SMCOE: (1) Distance Instruction Training and Support for Educators which provided training and resources for educators to become more adept at providing distance instruction, and (2) Addressing Math Equity Barriers, which has helped hundreds of educators throughout the county learn enhanced pedagogical strategies and tools to support thousands of students and has enabled promising new equity training for teachers to dismantle racism in the math classroom.

Cost saving measures for Corporate Education have focused on redirected advertising and marketing budgets towards more targeted training-purchasing audiences, increased online visibility, email marketing campaigns, the in-house creation of new virtual training platforms, among others.

Revenue strategies for Corporate Education have included a rapid shift to virtual training with a large menu of highly relevant live and interactive virtual offerings, as well as executive coaching and customized training for leaders and teams; new strategic revenue-share partnerships with Chambers, Leadership Groups, and others to support the virtual workforce; increased services such as Organizational Development, customized DEI training, and white-label leadership development; enhanced channel strategies to increase business development with buyers; and growth of train-the-trainer professional development boot camps for statewide Contract Education colleagues to train them in how to thrive in the virtual training space.

Corporate Education projects continued impact and revenue growth throughout the remainder of 2021 and beyond, with increasing opportunities in both virtual and eventual in-person instruction through new services and partnerships. Corporate Education is currently the strongest revenue driver for CCCE and will continue to provide significant community impact for businesses, nonprofits, and government agencies for the foreseeable future.

ASSOCIATED STUDENTS



The following report covers the period July 1, 2020 through December 31, 2020, for the Associated Student Bodies (ASB). The Student Bodies represent student interests at each of the colleges.

IMPACT OF COVID-19 ON ASB Operations

ASB activities were held exclusively in a virtual environment during the first two quarters of 2020-21 because of the campus closures. All operating and program expenses were reduced significantly as faculty and students continued to shelter in place since March 2020.

Net income comparing fiscal years 2020-21 and 2019-20 are listed below:

Associated Students - Cañada	2020-21	2019-20	\$ Change	% Change
Net Income for the year	\$22,068	\$25,524	\$(3,456)	-13.54%
Beginning Fund Balance, July 1	\$341,582	\$297,974	\$43,608	14.63%
Ending Fund Balance, Dec 31	\$363,650	\$323,498	\$40,152	12.41%

Associated Students - CSM	2020-21	2019-20	\$ Change	% Change
Net Income for the year	\$42,818	\$4,817	\$38,001	788.97%
Beginning Fund Balance, July 1	\$319,079	\$290,633	\$28,446	9.79%
Ending Fund Balance, Dec 31	\$361,897	\$295,449	\$66,447	22.49%

Associated Students - Skyline	2020-21	2019-20	\$ Change	% Change
Net Income for the year	\$29,063	\$57,612	\$(28,550)	-49.55%
Beginning Fund Balance, July 1	\$603,707	\$522,725	\$80,982	15.49%
Ending Fund Balance, Dec 31	\$632,769	\$580,337	\$52,432	9.03%

ASB Income/Revenue Source

Activity card sales are the major source of income for the Associated Students. Payment of the Student Body Fee supports many student-sponsored activities and programs and entitles students to a photo-ID student body card. Expenditures of the ASBs include normal operating expenses (e.g., office supplies, activity cards, student assistant salaries, and other miscellaneous expenses) as well as student programs, printing and publishing costs, scholarships, and club assistance supporting campus life.

ASB Expenditures

In general, expenditures of the ASBs include normal operating expenses (e.g., office supplies, activity cards, student assistant salaries, and other miscellaneous expenses) as well as student programs, scholarships, and club assistance supporting campus life.

The following table summarizes the number of events organized by the ASB at each college and also a comparison of total expenditures.

Associated Students	2020-21		2019-20			
Activities Vs Expenditure Analysis	# of Events	Expenditure	# of Events	Expenditure	\$ Change	% Change
Cañada College ASB	32	\$10,556	54	\$46,158	\$(35,602)	-77.13%
College of San Mateo ASB	9	\$2,589	36	\$96,195	\$(93,605)	-97.31%
Skyline College ASB	33	\$26,895	36	\$71,807	\$(44,912)	-62.55%

ASB Cañada College

At Cañada College, there were thirty-two ASB organized events and activities in the first two quarters of this fiscal year as compared to fifty-four events during the same period of time last year. The overall expenditures have decreased by 77.13%, or \$35,602, as compared to last year.

ASB College of San Mateo

At the College of San Mateo, there were nine ASB organized events and activities in the first two quarters of this fiscal year as compared to thirty-six events during the same period of time last year. The overall expenditures have decreased by 97.31%, or \$93,605, as compared to last year.

ASB Skyline College

At Skyline College, there were thirty-three ASB organized events and activities in the first two quarters of this fiscal year as compared to thirty-six events during the same period of time last year. The overall expenditures have decreased by 62.55 %, or \$44,912, as compared to last year.

CHILD DEVELOPMENT FUND (FUND 6)

The Child Development Fund (Page 69) is a special revenue fund that is used to account for the activities of on-campus preschool programs that serve children of students, faculty, and staff. The primary source of revenue is State funding for children who qualify for subsidized care and Board-approved fees assessed for non-subsidized children. As directed by the Board of Trustees, program deficits up to \$200,000 per site in this fund continue to be funded by former redevelopment property tax funds.

College of San Mateo and Skyline College each operate a Child Development Center (CDC) under General Center and State Preschool Child Development agreements with the California Department of Education. Cañada College currently does not operate a center.

Local revenues for the first six months of the fiscal year are \$13,256, which is down \$237,920 from the \$251,176 during the same period last year due to the campus closures.

TRUST FUNDS (STUDENT FINANCIAL AID FUND 7)

Awards for fall 2020 are reflected in this report and total \$8,160,009, a decline of \$480,609 over the same period last year. The decrease is mostly due to the fewer Federal Pell awards made during the first six months of the fiscal year. Additional fall 2020 awards, along with those for spring 2021, will be processed during the second half of the year. The Student Financial Aid Fund can be found on Page 73.

The fund does not include Federal Work Study payments, which are considered wages for work rather than financial assistance in the form of aid. Work Study funds are maintained in the Restricted General Fund.

RESERVE FUND FOR POST-RETIREMENT BENEFITS / HOUSING LOAN (FUND 8)

The Reserve Fund for Post-Retirement Benefits was established to lessen the burden on the Unrestricted General Fund associated with the liability associated with other post-employment benefits (OPEB). In 2010, the District began to assess itself an amount to cover the future retiree medical benefit costs for employees. This assessment was reduced from 5% to 3% of payroll effective 2020-21. These charges appear as part of a benefit expense across all funds and are transferred into this fund. Amounts from the Reserve Fund for Post-Retirement Benefits have been transferred periodically to the Futurist Trust. At this point in time, the OPEB liability is fully-funded per the actuarial calculation dated June 30, 2020. For 2020-21 the District will not be transferring any dollars to the trust given its funding status and will use the resources in Fund 8 to fully pay the “pay-as-you go” medical expenses for 2020-21.

The District established a Government Accounting Standards Board (GASB 45) irrevocable trust (Futuris Trust) for other post-employment benefits. A “roll-forward” actuarial calculation was completed as of June 30, 2020 determining an OPEB liability of \$118 million. The trust had a total portfolio value of \$148 million ending December 31, 2020. Given the current fully-funded status, the Administration will continue to engage with the trust’s Retirement Board of Authority (RBOA) and the District’s actuary, Total Compensation Services, with regards to drawing down funds from the trust to cover some or all of the costs associated with post-employment benefits in the future while considering potential cost increases of medical benefits, employee and retiree demographics, and market fluctuations with the goal of maintaining a fully-funded status.

The Reserve Fund for Post-Retirement Benefits can be found on Page 77.

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BUDGET TABLES

Fund Charts

2020-2021 Adoption Budget

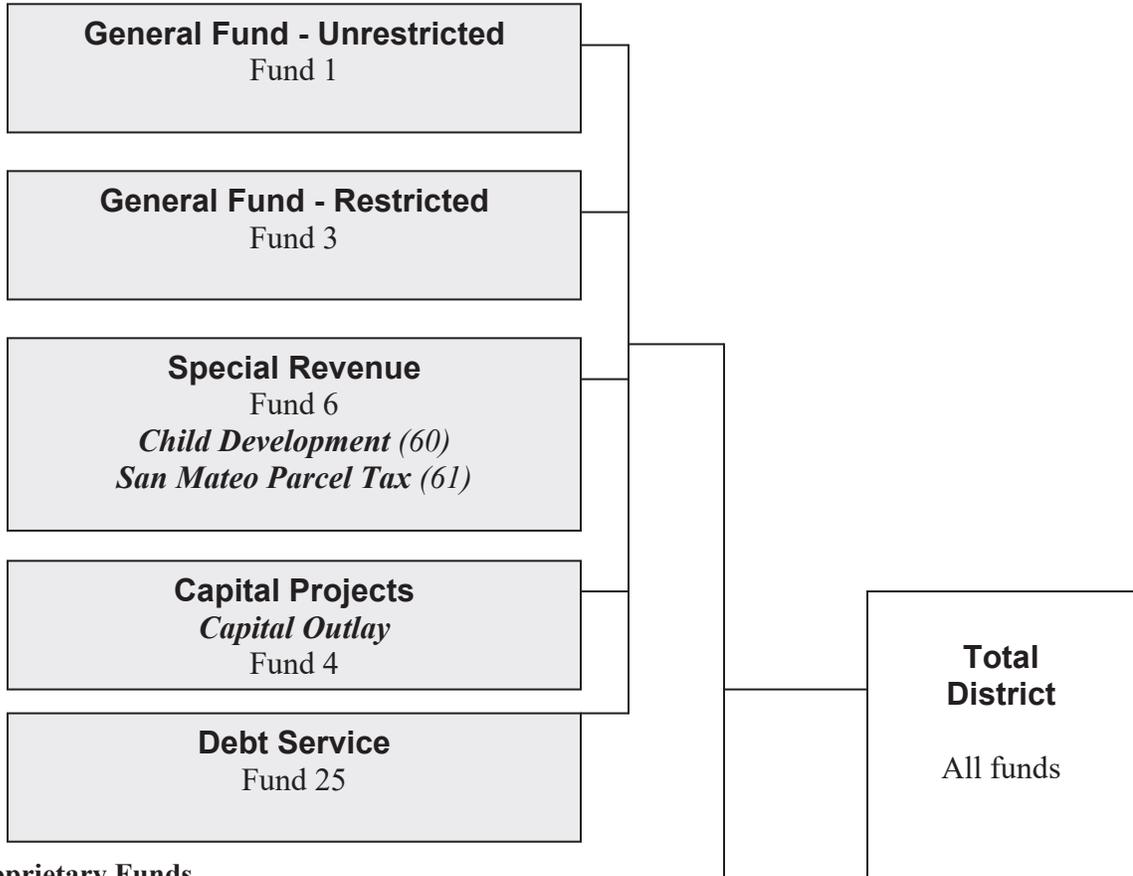
2020-2021 Second Quarter Actuals



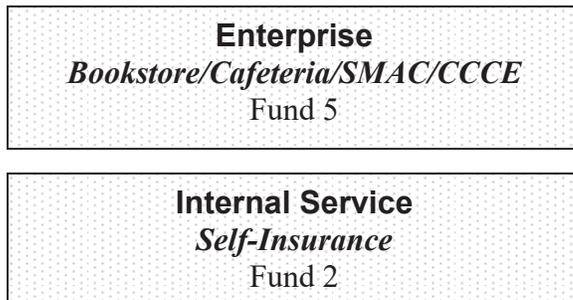
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San Mateo County Community College District Funds

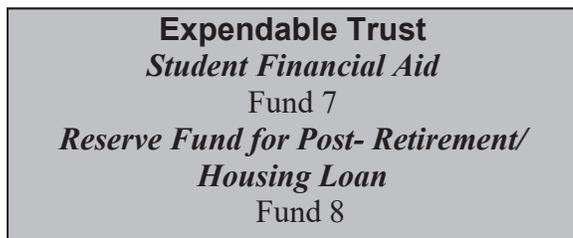
Governmental Funds



Proprietary Funds



Fiduciary Funds



**San Mateo County Community College District
2020-2021
Final Budget - All Funds**

Governmental Funds				
Total General Fund		Special Revenue	Capital Projects	Debt Service
Unrestricted	Restricted	Child	Capital Outlay	Debt Service

Revenue

1	Federal Revenue	\$0	\$8,258,380	\$19,000	\$0	\$0
2	State Revenue	13,488,940	30,010,378	74,200	5,268,695	0
3	Local Revenue	194,923,030	7,086,918	163,422	3,232,000	67,601,288
4	Total Revenue	\$208,411,970	\$45,355,676	\$256,622	\$8,500,695	\$67,601,288

Expenses

5	Cost of Sales	\$0	\$0	\$0	\$0	\$0
6	Certificated Salaries	71,580,582	8,424,902	225,728	1,000	0
7	Classified Salaries	50,057,083	13,760,429	538,197	2,255,658	0
8	Employee Benefits	45,884,026	10,279,631	366,393	898,632	0
9	Materials & Supplies	8,073,696	2,246,302	31,547	2,624,750	0
10	Operating Expenses	43,098,550	11,754,692	1,500	5,856,473	0
11	Capital Outlay	2,461,156	911,760	0	77,612,379	0
12	Total Expenses	\$221,155,093	\$47,377,716	\$1,163,365	\$89,248,892	\$0

Transfers & Other

13	Transfers In	\$0	\$6,425,837	\$906,743	\$0	\$0
14	Other Sources	0	0	0	0	0
15	Transfers out	(9,907,198)	0	0	(400,000)	0
16	Contingency/Deficit	0	0	0	0	0
17	Other Out Go	(80,000)	(4,403,795)	0	0	(67,601,288)
18	Total Transfers/Other	(\$9,987,198)	\$2,022,042	\$906,743	(\$400,000)	(\$67,601,288)

Fund Balance

19	Net Change in Fund Balance	(\$22,730,321)	\$2	\$0	(\$81,148,197)	\$0
20	Beginning Balance, July 1	55,723,193	22,408,005	0	304,693,994	68,406,932
21	Adjustments to Beginning Balance	0	0	0	0	0
22	Net Fund Balance, 6/30	\$32,992,872	\$22,408,007	\$0	\$223,545,797	\$68,406,932

***Note: Minor differences in dollar amounts due to rounding*

**San Matlo County Community Collgl District
2020-2021
Final Budget - All Funds**

Proprietary Funds					Fiduciary Funds		Total District All Funds	
Enterprise Funds				Internal Service	Expendable Trusts			
CCC Education	Bookstore	Cafeteria	San Mateo Athletic Club	Self- Insurance	Trust Fund (Student Aid)	OPEB Reserve / Housing Loan		
\$0	\$0	\$0	\$0	\$0	\$14,086,561	\$0	\$22,363,941	1
0	0	0	0	0	1,350,000	0	50,192,213	2
1,395,000	5,200,000	150,000	3,750,000	0	1,640,000	3,000	285,144,658	3
\$1,395,000	\$5,200,000	\$150,000	\$3,750,000	\$0	\$17,076,561	\$3,000	\$357,700,812	4
\$0	\$3,200,000	\$0	\$0	\$0	\$0	\$0	\$3,200,000	5
0	0	0	0	0	0	0	80,232,212	6
643,558	1,915,509	67,431	378,564	51,430	0	0	69,667,859	7
296,496	682,716	24,049	150,980	23,134	0	7,120,355	65,726,412	8
40,000	15,000	0	0	0	0	0	13,031,295	9
400,000	500,000	130,000	3,706,541	4,840,672	0	16,000	70,304,428	10
0	0	0	0	0	0	0	80,985,295	11
\$1,380,054	\$6,313,225	\$221,480	\$4,236,085	\$4,915,236	\$0	\$7,136,355	\$383,147,501	12
\$0	\$0	\$0	\$0	\$2,974,620	\$0	\$0	\$10,307,200	13
0	0	0	0	1,243,894	0	3,124,169	4,368,063	14
0	0	0	0	0	0	0	(10,307,198)	15
0	0	0	0	0	0	0	0	16
0	0	0	(400,000)	0	(17,076,561)	-	(89,561,644)	17
\$0	\$0	\$0	(\$400,000)	\$4,218,514	(\$17,076,561)	\$3,124,169	(\$85,193,579)	18
\$14,946	(\$1,113,225)	(\$71,480)	(\$886,085)	(\$696,722)	\$0	(\$4,009,186)	(\$110,640,268)	19
59,873	5,680,962	789,944	3,620,894	7,771,440	81,380	16,692,185	485,928,802	20
0	0	0	0	0	0	0	0	21
\$74,819	\$4,567,737	\$718,464	\$2,734,809	\$7,074,718	\$81,380	\$12,682,999	\$375,288,534	22

**San Mateo County Community College District
2020-2021
Second Quarter Actuals - All Funds**

Governmental Funds				
Total General Fund		Special Revenue	Capital Projects	Debt Service
Unrestricted	Restricted	Child Development	Capital Outlay	Debt Service

Revenue

1	Federal Revenue	\$0	\$5,538,265	\$75,439	\$0	\$0
2	State Revenue	3,309,565	11,371,271	164,815	0	27,031
3	Local Revenue	106,429,491	4,463,718	13,256	1,088,272	30,083,634
4	Total Revenue	\$109,739,056	\$21,373,254	\$ 253,510	\$ 1,088,272	\$ 30,110,665

Expenses

5	Cost of Sales	\$0	\$0	\$0	\$0	\$0
6	Certificated Salaries	33,471,395	6,277,698	117,265	1,837	0
7	Classified Salaries	23,480,810	7,219,086	239,667	1,045,427	0
8	Employee Benefits	19,363,384	4,205,143	163,715	394,078	0
9	Materials & Supplies	790,424	1,014,964	13,239	1,275,711	0
10	Operating Expenses	7,415,840	2,048,601	242	2,306,212	0
11	Capital Outlay	252,681	659,164	3,836	31,946,372	0
12	Total Expenses	\$84,774,534	\$21,424,656	\$537,964	\$36,969,638	\$0

Transfers & Other

13	Transfers In	\$800,000	\$4,368,124	\$284,454	\$158,562	\$0
14	Other Sources	6,942	0	0	111,850	0
15	Transfers out	(6,234,725)	(1,997,114)	0	(2,084,454)	0
16	Contingency	0	0	0	0	0
17	Other Out Go	97,363	(1,211,915)	0	0	(56,330,094)
18	Total Transfers/Other	(\$5,330,420)	\$1,159,095	\$284,454	(\$1,814,042)	(\$56,330,094)

Fund Balance

19	Net Change in Fund Balance	\$19,634,102	\$1,107,693	\$0	(\$37,695,409)	(\$26,219,429)
20	Beginning Balance, July 1 Adjustments to Beginning	55,723,193	22,408,005	0	304,693,994	68,406,932
21	Balance	0	0	0	0	0
22	Net Fund Balance, Dec 31	\$75,357,295	\$23,515,698	\$0	\$266,998,585	\$42,187,503

***Note: Minor differences in dollar amounts due to rounding.*

**San Mateo County Community College District
2020-2021
Second Quarter Actuals - All Funds**

Proprietary Enterprise Fund	Proprietary Funds				Fiduciary Funds		Total District All Funds	
	Enterprise Funds			Internal Service	Expendable Trusts			
CCC Education	Bookstore	Cafeteria	San Mateo Athletic Club	Self- Insurance	Trust Fund (Student Aid)	OPEB Reserve /Housing Loan		
\$0	\$0	\$0	\$0	\$0	\$4,900,342	\$0	\$10,514,046	1
0	0	0	0	0	733,193	0	15,605,875	2
501,078	1,947,863	5,488	793,436	0	563,562	41,472	145,931,269	3
\$ 501,078	\$1,947,863	\$ 5,488	\$ 793,436	\$0	\$ 6,197,097	\$ 41,472	\$172,051,190	4
\$0	\$1,342,088	\$0	\$0	\$0	\$0	\$0	\$1,342,088	5
0	0	0	0	0	0	0	39,868,195	6
402,953	706,129	30,097	160,736	112,069	0	0	33,396,974	7
127,121	299,118	9,614	64,779	58,793	0	3,685,121	28,370,866	8
10,574	0	0	0	0	0	0	3,104,912	9
156,477	178,516	22,041	1,520,657	3,955,180	0	8,535	17,612,301	10
0	0	0	0	0	0	0	32,862,053	11
\$697,125	\$2,525,851	\$61,752	\$1,746,172	\$4,126,042	\$0	\$3,693,656	\$156,557,390	12
\$0	\$0	\$0	\$0	\$2,708,041	\$1,997,114	\$0	\$10,316,295	13
461,217	0	0	0	884,553	0	1,557,416	3,021,978	14
0	0	0	0	0	0	0	(10,316,293)	15
0	0	0	0	0	0	0	0	16
0	0	0	(798,607)	0	(8,160,009)	0	(66,403,262)	17
\$461,217	\$0	\$0	(\$798,607)	\$3,592,594	(\$6,162,895)	\$1,557,416	(\$63,381,282)	18
\$265,170	(\$577,988)	(\$56,264)	(\$1,751,343)	(\$533,448)	\$34,202	(\$2,094,768)	(\$47,887,482)	19
59,873	5,680,962	789,944	3,620,894	7,771,440	81,380	16,692,185	485,928,802	20
0	0	0	0	0	0	0	0	21
\$325,043	\$5,102,974	\$733,680	\$1,869,551	\$7,237,992	\$115,582	\$14,597,417	\$438,041,320	22

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Unrestricted General Fund (Fund 1)

The Unrestricted General Fund is maintained to account for those monies that are not restricted in their use by external sources. This is one of the largest of the funds and the one we most commonly think of when discussing the budget.

Proposition 55 (EPA) funds are included as part of Fund 1. The site allocation budgets are shown in detail following the General Fund pages in this section.

In general, there are no external restrictions imposed on the use of these monies; however, the District's Board of Trustees may designate portions of this fund as special allocations or set-asides for specific purposes. Examples of these designated allocations include the set aside for Faculty Professional Development or Classified Staff Development, which provides financing for efforts to enhance staff development skills.



San Mateo County Community College District

Unrestricted General Fund (Fund 1) - Cañada

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Income					
1 Federal Income	\$0	\$0	\$0		1
2 State Income	263,020	263,020	0	0%	2
3 Local Income	2,732,763	2,732,763	2,878,792	105%	3
4 Total Income	\$2,995,783	\$2,995,783	\$2,878,792	96%	4
Expenses					
5 Certificated Salaries	\$14,995,479	\$15,497,286	\$7,414,579	48%	5
6 Classified Salaries	7,327,225	7,897,049	3,157,176	40%	6
7 Employee Benefits	7,052,843	7,197,476	3,348,873	47%	7
8 Materials & Supplies	222,423	278,657	14,393	5%	8
9 Operating Expenses	5,024,974	4,599,206	(5,918)	0%	9
10 Capital Outlay	2	8,541	0	0%	10
11 Total Expenses	\$34,622,946	\$35,478,215	\$13,929,103	39%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$0		12
13 Other Sources	0	0	0		13
14 Transfers out	(753,458)	(754,057)	(32,957)	4%	14
15 Contingency	0	0	0		15
16 Other Out Go	0	828,234	828,234	100%	16
17 Total Transfers/Other	(\$753,458)	\$74,177	\$795,277	1072%	17
Fund Balance					
18 Net Change in Fund Balance	(\$32,380,621)	(\$32,408,255)	(\$10,255,034)		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	(\$32,380,621)	(\$32,408,255)	(\$10,255,034)		21

San Mateo County Community College District

Unrestricted General Fund (Fund 1) - CSM

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Income					
1 Federal Income	\$0	\$0	\$0		1
2 State Income	424,817	424,817	0	0%	2
3 Local Income	5,527,694	5,527,694	5,921,129	107%	3
4 Total Income	\$5,952,511	\$5,952,511	\$5,921,129	99%	4
Expenses					
5 Certificated Salaries	\$24,268,641	\$24,775,134	\$12,525,602	51%	5
6 Classified Salaries	9,321,818	10,876,313	4,778,914	44%	6
7 Employee Benefits	10,656,338	11,323,296	5,308,945	47%	7
8 Materials & Supplies	381,115	538,321	110,309	20%	8
9 Operating Expenses	9,294,389	8,308,871	245,433	3%	9
10 Capital Outlay	1,851,265	1,954,470	30,592	2%	10
11 Total Expenses	\$55,773,566	\$57,776,405	\$22,999,795	40%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$0		12
13 Other Sources	0	0	0		13
14 Transfers out	(1,030,883)	(1,044,001)	(590,711)	57%	14
15 Contingency	0	0	0		15
16 Other Out Go	0	1,975,916	1,974,822	100%	16
17 Total Transfers/Other	(\$1,030,883)	\$931,915	\$1,384,111	149%	17
Fund Balance					
18 Net Change in Fund Balance	(\$50,851,938)	(\$50,891,979)	(\$15,694,555)		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	(\$50,851,938)	(\$50,891,979)	(\$15,694,555)		21

San Mateo County Community College District

Unrestricted General Fund (Fund 1) - Skyline

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Income					
1 Federal Income	\$0	\$0	\$0		1
2 State Income	425,832	425,832	0	0%	2
3 Local Income	4,862,442	4,865,128	5,074,536	104%	3
4 Total Income	\$5,288,274	\$5,290,960	\$5,074,536	96%	4
Expenses					
5 Certificated Salaries	\$23,491,369	\$24,423,358	\$12,689,797	52%	5
6 Classified Salaries	9,873,492	10,707,024	4,917,873	46%	6
7 Employee Benefits	11,363,947	11,424,954	5,445,825	48%	7
8 Materials & Supplies	4,733,637	4,919,111	73,963	2%	8
9 Operating Expenses	6,735,379	7,058,758	161,087	2%	9
10 Capital Outlay	26,885	52,322	21,565	41%	10
11 Total Expenses	\$56,224,709	\$58,585,527	\$23,310,110	40%	11
Transfers & Other					
12 Transfers In	\$0	\$800,000	\$800,000	100%	12
13 Other Sources	0	0	0		13
14 Transfers out	(507,318)	(767,945)	(306,492)	40%	14
15 Contingency	0	0	0		15
16 Other Out Go	(80,000)	1,700,025	1,700,025	100%	16
17 Total Transfers/Other	(\$587,318)	\$1,732,080	\$2,193,533	127%	17
Fund Balance					
18 Net Change in Fund Balance	(\$51,523,753)	(\$51,562,487)	(\$16,042,041)		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	(\$51,523,753)	(\$51,562,487)	(\$16,042,041)		21

San Mateo County Community College District
Unrestricted General Fund (Fund 1) - District Office

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Income					
1 Federal Income	\$0	\$0	\$0		1
2 State Income	323,631	323,631	0	0%	2
3 Local Income	282,500	282,500	54,348	19%	3
4 Total Income	\$606,131	\$606,131	\$54,348	9%	4
Expenses					
5 Certificated Salaries	\$1,961,064	\$2,061,064	\$833,792	40%	5
6 Classified Salaries	19,797,510	20,306,021	10,429,768	51%	6
7 Employee Benefits	10,206,972	10,267,291	5,148,008	50%	7
8 Materials & Supplies	2,081,288	2,044,590	565,231	28%	8
9 Operating Expenses	8,390,785	8,570,233	1,191,655	14%	9
10 Capital Outlay	469,204	693,244	53,073	8%	10
11 Total Expenses	\$42,906,823	\$43,942,443	\$18,221,527	41%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$0		12
13 Other Sources	0	0	6,942		13
14 Transfers out	(276,169)	(276,169)	(245,565)	89%	14
15 Contingency	0	0	0		15
16 Other Out Go	0	773,503	773,503	100%	16
17 Total Transfers/Other	(\$276,169)	\$497,334	\$534,880	108%	17
Fund Balance					
18 Net Change in Fund Balance	(\$42,576,861)	(\$42,838,978)	(\$17,632,299)		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	(\$42,576,861)	(\$42,838,978)	(\$17,632,299)		21

San Mateo County Community College District

Unrestricted General Fund (Fund 1) - Central Services

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Income					
1 Federal Income	\$0	\$0	\$0		1
2 State Income	12,051,640	12,051,640	3,309,565	27%	2
3 Local Income	181,517,631	181,517,631	92,500,686	51%	3
4 Total Income	\$193,569,271	\$193,569,271	\$95,810,251	49%	4
Expenses					
5 Certificated Salaries	\$6,864,029	\$4,395,179	\$7,625	0%	5
6 Classified Salaries	3,737,038	948,133	197,079	21%	6
7 Employee Benefits	6,603,926	6,463,907	111,733	2%	7
8 Materials & Supplies	655,233	529,678	26,528	5%	8
9 Operating Expenses	13,653,023	13,357,581	5,823,583	44%	9
10 Capital Outlay	113,800	274,501	147,451	54%	10
11 Total Expenses	\$31,627,049	\$25,968,979	\$6,313,999	24%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$0		12
13 Other Sources	0	0	0		13
14 Transfers out	(7,339,370)	(7,351,192)	(5,059,000)	69%	14
15 Contingency	0	0	0		15
16 Other Out Go	0	(5,277,721)	(5,179,221)	98%	16
17 Total Transfers/Other	(\$7,339,370)	(\$12,628,913)	(\$10,238,221)	81%	17
Fund Balance					
18 Net Change in Fund Balance	\$154,602,852	\$154,971,379	\$79,258,031		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$154,602,852	\$154,971,379	\$79,258,031		21

San Mateo County Community College District
Unrestricted General Fund (Fund 1) - Total District

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Revenue					
1 Federal Revenue	\$0	\$0	\$0		1
2 State Revenue	13,488,940	13,488,940	3,309,565	25%	2
3 Local Revenue	194,923,030	194,925,716	106,429,491	55%	3
4 Total Revenue	\$208,411,970	\$208,414,656	\$109,739,056	53%	4
Expenses					
5 Certificated Salaries	\$71,580,582	\$71,152,021	\$33,471,395	47%	5
6 Classified Salaries	50,057,083	50,734,540	23,480,810	46%	6
7 Employee Benefits	45,884,026	46,676,924	19,363,384	41%	7
8 Materials & Supplies	8,073,696	8,310,357	790,424	10%	8
9 Operating Expenses	43,098,550	41,894,649	7,415,840	18%	9
10 Capital Outlay	2,461,156	2,983,078	252,681	8%	10
11 Total Expenses	\$221,155,093	\$221,751,569	\$84,774,534	38%	11
Transfers & Other					
12 Transfers In	\$0	\$800,000	\$800,000	100%	12
13 Other Sources	0	0	6,942		13
14 Transfers out	(9,907,198)	(10,193,364)	(6,234,725)	61%	14
15 Contingency	0	0	0		15
16 Other Out Go	(80,000)	(43)	97,363		16
17 Total Transfers/Other	(\$9,987,198)	(\$9,393,407)	(\$5,330,420)	57%	17
Fund Balance					
18 Net Change in Fund Balance	(\$22,730,321)	(\$22,730,320)	\$19,634,102		18
19 Beginning Balance, July 1	55,723,193	55,723,193	55,723,193		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$32,992,872	\$32,992,873	\$75,357,295		21

San Mateo County Community College District

**Unrestricted General Fund (Fund 11002) - Cañada
Education Protection Account (EPA)**

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Income					
1 Federal Income	\$0	\$0	\$0		1
2 State Income	263,020	263,020	0	0%	2
3 Local Income	0	0	0		3
4 Total Income	\$263,020	\$263,020	\$0	0%	4
Expenses					
5 Certificated Salaries	\$193,146	\$193,146	\$95,346	49%	5
6 Classified Salaries	0	0	0		6
7 Employee Benefits	69,874	69,873	34,937	50%	7
8 Materials & Supplies	0	0	0		8
9 Operating Expenses	0	0	0		9
10 Capital Outlay	0	0	0		10
11 Total Expenses	\$263,020	\$263,019	\$130,283	50%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$0		12
13 Other Sources	0	0	0		13
14 Transfers out	0	0	0		14
15 Contingency	0	0	0		15
16 Other Out Go	0	0	0		16
17 Total Transfers/Other	\$0	\$0	\$0	0%	17
Fund Balance					
18 Net Change in Fund Balance	\$0	\$1	(\$130,283)		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$0	\$1	(\$130,283)		21

San Mateo County Community College District

**Unrestricted General Fund (Fund 11002) - CSM
Education Protection Account (EPA)**

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Income					
1 Federal Income	\$0	\$0	\$0		1
2 State Income	424,817	424,817	0	0%	2
3 Local Income	0	0	0		3
4 Total Income	\$424,817	\$424,817	\$0	0%	4
Expenses					
5 Certificated Salaries	\$338,926	\$338,926	\$177,335	52%	5
6 Classified Salaries	0	0	0		6
7 Employee Benefits	85,891	85,891	64,979	76%	7
8 Materials & Supplies	0	0	0		8
9 Operating Expenses	0	0	0		9
10 Capital Outlay	0	0	0		10
11 Total Expenses	\$424,817	\$424,817	\$242,314	57%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$0		12
13 Other Sources	0	0	0		13
14 Transfers out	0	0	0		14
15 Contingency	0	0	0		15
16 Other Out Go	0	0	0		16
17 Total Transfers/Other	\$0	\$0	\$0	0%	17
Fund Balance					
18 Net Change in Fund Balance	\$0	\$0	(\$242,314)		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$0	\$0	(\$242,314)		21

San Mateo County Community College District
Unrestricted General Fund (Fund 11002) - Skyline
Education Protection Account (EPA)

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date		
Income						
1	Federal Income	\$0	\$0	\$0	0%	1
2	State Income	425,832	425,832	0	0%	2
3	Local Income	0	0	0		3
4	Total Income	\$425,832	\$425,832	\$0	0%	4
Expenses						
5	Certificated Salaries	\$310,553	\$310,553	\$0	0%	5
6	Classified Salaries	0	0	0		6
7	Employee Benefits	115,279	115,279	0	0%	7
8	Materials & Supplies	0	0	0		8
9	Operating Expenses	0	0	0		9
10	Capital Outlay	0	0	0		10
11	Total Expenses	\$425,832	\$425,832	\$0	0%	11
Transfers & Other						
12	Transfers In	\$0	\$0	\$0		12
13	Other Sources	0	0	0		13
14	Transfers out	0	0	0		14
15	Contingency	0	0	0		15
16	Other Out Go	0	0	0		16
17	Total Transfers/Other	\$0	\$0	\$0	0%	17
Fund Balance						
18	Net Change in Fund Balance	\$0	\$0	\$0		18
19	Beginning Balance, July 1	0	0	0		19
20	Adjustments to Beginning Balance	0	0	0		20
21	Net Fund Balance, June 30	\$0	\$0	\$0		21

San Mateo County Community College District

**Unrestricted General Fund (Fund 11002) - District Office
Education Protection Account (EPA)**

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Income					
1	Federal Income	\$0	\$0	\$0	1
2	State Income	323,631	323,631	798,403	247% 2
3	Local Income	0	0	0	3
4	Total Income	\$323,631	\$323,631	\$798,403	247% 4
Expenses					
5	Certificated Salaries	\$0	\$0	\$0	5
6	Classified Salaries	239,017	\$239,017	129,078	54% 6
7	Employee Benefits	84,614	84,614	71,668	85% 7
8	Materials & Supplies	0	0	0	8
9	Operating Expenses	0	0	0	9
10	Capital Outlay	0	0	0	10
11	Total Expenses	\$323,631	\$323,631	\$200,746	62% 11
Transfers & Other					
12	Transfers In	\$0	\$0	\$0	12
13	Other Sources	0	0	0	13
14	Transfers out	0	0	0	14
15	Contingency	0	0	0	15
16	Other Out Go	0	0	0	16
17	Total Transfers/Other	\$0	\$0	\$0	17
Fund Balance					
18	Net Change in Fund Balance	\$0	\$0	\$597,657	18
19	Beginning Balance, July 1	0	0	0	19
20	Adjustments to Beginning Balance	0	0	0	20
21	Net Fund Balance, June 30	\$0	\$0	\$597,657	21

San Mateo County Community College District

**Unrestricted General Fund (Fund 11002) - Total District
Education Protection Account (EPA)**

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Revenue					
1	\$0	\$0	\$0		1
2	1,437,300	1,437,300	798,403	56%	2
3	0	0	0		3
4	\$1,437,300	\$1,437,300	\$798,403	55.55%	4
Expenses					
5	\$842,625	\$842,625	\$272,681	32%	5
6	239,017	239,017	129,078	54%	6
7	355,658	355,657	171,584	48%	7
8	0	0	0		8
9	0	0	0		9
10	0	0	0		10
11	\$1,437,300	\$1,437,299	\$573,343	40%	11
Transfers & Other					
12	\$0	\$0	\$0		12
13	0	0	0		13
14	0	0	0		14
15	0	0	0		15
16	0	0	0		16
17	\$0	\$0	\$0	0%	17
Fund Balance					
18	\$0	\$1	\$225,060		18
19	0	0	0		19
20	0	0	0		20
21	\$0	\$1	\$225,060		21



INTERNAL SERVICE FUND (Fund 2)

This fund is used to account for the financing of tangible goods provided by one department or agency to other departments or agencies on a cost-reimbursement basis. The Self-Insurance Fund is the fund designated to account for revenue and expense of the District's self-insurance programs, including both Property and Liability and Workers' Compensation insurance needs.

An amount is transferred into this fund each year from the Unrestricted General Fund in anticipation of estimated losses. This is a reserve for current and future losses; it may or may not be depleted during the year.



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San Mateo County Community College District

Internal Service - Self-Insurance Fund (Fund 2)

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Revenue					
1	\$0	\$0	\$0		1
2	0	0	0		2
3	0	0	0		3
4	\$0	\$0	\$0	0%	4
Expenses					
5	\$0	\$0	\$0		5
6	51,430	51,430	112,069	218%	6
7	23,134	23,134	58,793	254%	7
8	0	0	0		8
9	4,840,672	4,844,619	3,955,180	82%	9
10	0	0	0		10
11	\$4,915,236	\$4,919,183	\$4,126,042	84%	11
Transfers & Other					
12	\$2,974,620	\$2,978,567	\$2,708,041	91%	12
13	\$1,243,894	1,243,894	884,553	71%	13
14	0	0	0		14
15	0	0	0		15
16	0	0	0		16
17	\$4,218,514	\$4,222,461	\$3,592,594	85%	17
Fund Balance					
18	(\$696,722)	(\$696,722)	(\$533,448)		18
19	7,771,440	7,771,440	7,771,440		19
20	0	0	0		20
21	\$7,074,718	\$7,074,718	\$7,237,992		21

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DEBT SERVICE FUND (Fund 25)

The Debt Services Fund is used to account for the accumulation of resources for, and the payment of general long-term debt.

The fund which is used to record transactions related to the receipt and expenditure of the general obligation bond is called the Bond Interest Redemption Fund.



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San Mateo County Community College District

Debt Service Fund (Fund 25)

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Revenue					
1	\$0	\$0	\$0		1
2	0	0	27,031		2
3	67,601,288	67,601,288	30,083,634	45%	3
4	\$67,601,288	\$67,601,288	\$30,110,665	45%	4
Expenses					
5	\$0	\$0	\$0		5
6	0	0	0		6
7	0	0	0		7
8	0	0	0		8
9	0	0	0		9
10	0	0	0		10
11	\$0	\$0	\$0	0%	11
Transfers & Other					
12	\$0	\$0	\$0		12
13	0	0	0		13
14	0	0	0		14
15	0	0	0		15
16	(67,601,288)	(67,601,288)	(56,330,094)	83%	16
17	(\$67,601,288)	(\$67,601,288)	(\$56,330,094)	83%	17
Fund Balance					
18	\$0	\$0	(\$26,219,429)		18
19	68,406,932	68,406,932	68,406,932		19
20	0	0	0		20
21	\$68,406,932	\$68,406,932	\$42,187,503		21

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RESTRICTED GENERAL FUND (Fund 3)

The Restricted General Fund is maintained to account for those monies that are restricted in their use by law, regulations, donors, or other outside Federal, State, and Local agencies.

Examples of restricted sources of monies include Extended Opportunity Programs and Services (EOPS), Student Equity and Achievement Program, Disabled Students Programs & Services (DSPS), State Instructional Equipment, Federal Work-Study Program, KCSM grants and donations, Parking (includes parking permit and parking citation revenue), and Health Services.

A complete list of these specially funded programs showing project budgets which may not coincide with the fiscal year budget are detailed on the following pages.



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San Mateo County Community College District

2020-21 FUND 3 BUDGET REVENUE ADJUSTMENTS - SPECIALLY FUNDED PROGRAMS

July 1, 2020 - December 31, 2020

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
30038	Child Dev Consrtm Fed/St Yosemite	Federal		16,100	18,400		34,500
30135	HSI STEM GANAS 10/01/16-09/30/21	Federal		869,944			869,944
30136	HSI STEM CSM 10/01/16-09/30/21	Federal	1,145,108				1,145,108
30143	TRIO Upward Bound-9/1/17 to 8/31/22	Federal		312,480			312,480
30148	HSI STEM Skyline 10/01/18-09/30/23	Federal			749,916		749,916
30155	CARES Act - HEERF - MSI	Federal		(228)	(392)		(620)
30157	COVID-19 Response Block Grant - FD	Federal	157,742	91,731	180,527	(430,000)	-
30158	NSF ATE SkyBayTech 9/1/20-8/31/23	Federal			592,538		592,538
30159	TRIO SSS Canada	Federal		275,105			275,105
30160	TRIO SSS Skyline	Federal			590,821		590,821
30161	NSF IUSE Data Path 10/1/20-9/30/23	Federal			299,972		299,972
31045	AB1725 Staff Diversity	Federal		4,000	1,049	(5,049)	-
31069	Lottery -- Prop 20 -- Instr MatrIs	State	270,135	140,680	303,207	90,457	804,479
31241	Cabrillo CCD Strong Workforce Reg	State		10,000			10,000
31246	California College Promise 1920	State	(23,432)	27,400	(3,968)		0
31259	California College Promise 20-21	State	112,500	75,000	112,500	(300,000)	-
31265	COVID-19 Response Block Grant – ST	State	8,418	99,895	9,634	(117,948)	(1)
31266	Umoja Program 2020-21	State	16,000		18,000		34,000
31267	RSCCD RD Energy Constr & Util 2021	State	200,000				200,000
32063	Preschool for All - SMCOE - First 5	Local		(417)	15,050		14,633
32083	United Way of the Bay Area	Local			60,000		60,000
32099	The Grove Fdtn. - SKY CTE Scholars	Local			125,000		125,000
32106	UWBA-SparkPoint 07/01/16-06/30/18	Local		25,000			25,000
32130	County of San Mateo 4R's Grant	Local				25,000	25,000
32136	UC Regents -UCLA- Teagle Foundation	Local			20,796		20,796
32141	UWBA-SparkPoint CSM	Local	32,000				32,000
32142	Truth Initiative Foundation - SKY	Local			13,228		13,228
32143	PCEA, Energize Colleges Program	Local				92,337	92,337
35023	KCSM FM	Local	11,821				11,821
35045	Financial Aid Admin Cost Allow	Local	485	245	510		1,240
35058	Skyline President's Innovation Fund	Local			108,695		108,695
35066	Food Insecurity Pilot Program	Local	333,333	333,333	333,333		1,000,000
Total 2020-2021 Fund 3 Budget Revenue Adjustments			2,264,111	2,280,269	3,548,816	(645,202)	7,447,993

San Mateo County Community College District

Restricted General Fund (Fund 3) - Total District

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Revenue					
1 Federal Revenue	\$8,258,380	\$13,128,144	\$5,538,265	42%	1
2 State Revenue	30,010,378	31,058,856	11,371,271	37%	2
3 Local Revenue	7,086,918	7,496,153	4,463,718	60%	3
4 Total Revenue	\$45,355,676	\$51,683,153	\$21,373,254	41%	4
Expenses					
5 Certificated Salaries	\$8,424,902	\$10,395,189	\$6,277,698	60%	5
6 Classified Salaries	13,760,429	16,202,907	7,219,086	45%	6
7 Employee Benefits	10,279,631	11,165,135	4,205,143	38%	7
8 Materials & Supplies	2,246,302	3,408,968	1,014,964	30%	8
9 Operating Expenses	11,754,692	10,029,353	2,048,601	20%	9
10 Capital Outlay	911,760	1,977,428	659,164	33%	10
11 Total Expenses	\$47,377,716	\$53,178,980	\$21,424,656	40%	11
Transfers & Other					
12 Transfers In	\$6,425,837	\$7,546,353	\$4,368,124	58%	12
13 Other Sources	\$0	0	0		13
14 Transfers out	0	(1,997,114)	(1,997,114)	100%	14
15 Contingency	0	0	0		15
16 Other Out Go	(4,403,795)	(4,053,409)	(1,211,915)	30%	16
17 Total Transfers/Other	\$2,022,042	\$1,495,830	\$1,159,095	77%	17
Fund Balance					
18 Net Change in Fund Balance	\$2	\$3	\$1,107,693		18
19 Beginning Balance, July 1	22,408,005	22,408,005	22,408,005		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$22,408,007	\$22,408,008	\$23,515,698		21



CAPITAL PROJECTS FUND (Fund 4)

The District's Capital Outlay Fund is used to account for construction and acquisition of major capital improvements. Included are the acquisition or construction of all major fixed assets. In addition, site improvements, buildings, and equipment purchased as part of a large facility project are included.

The Revenue Bond Construction Fund, which is included as a sub-account of the Capital Projects Fund, has been established for the deposit of proceeds from the sale of revenue bonds. The deposits are used to meet the costs of property acquisition, facilities planning, inspections, surveys, new construction, modernization, and new equipment.



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**2020-2021 Capital Projects Financial Summary
Budget Expenditures as of December 31, 2020**

LOCATION	PROJECT NAME	FUND NUMBER	BEGINNING BALANCE	EXPENDITURE YTD	ENCUMBRANCE	AVAILABLE BALANCE
CAÑADA	CAN Vista Housing Repairs	40301	958,828.87	663,855.70	229,272.45	65,700.72
CAÑADA	CAN Bldg 9 Exterior Envelope Repairs	40302	(134,585.90)	(134,585.90)	0.00	0.00
CAÑADA	CAN Housing Maintenance Reserve	40303	528,322.00	1,025.00	8,109.34	519,187.66
CAÑADA	CAN Housing Capital Reserve	40305	1,205,566.89	0.00	0.00	1,205,566.89
CAÑADA	CAN Instructional Equipment	43383	2,548,031.78	12,907.13	2,980.68	2,532,143.97
CAÑADA	CAN Solar Photovoltaic System	44345	371,218.50	20,857.40	0.00	350,361.10
CAÑADA	CAN Bldg 1 Kinesiology and Wellness	44347	(7,603.44)	(7,603.44)	0.00	0.00
CAÑADA	CAN Bldg 13 Multiple Program Inst. Ctr.	44348	154,003.00	130,015.64	23,987.36	0.00
CAÑADA	CAN Bldg 1 Kinesiology and Wellness	45309	42,822,479.37	24,242,065.53	11,666,635.10	6,913,778.74
CAÑADA	CAN Bldg 23N Math/Science/Tech	45310	605,083.20	435,718.96	40,849.32	128,514.92
CAÑADA	CAN Emergency Building Repairs	45311	86,808.14	19,920.00	5,339.00	61,549.14
CAÑADA	CAN Technology and Equipment	45312	70,941.39	70,941.39	0.00	0.00
CAÑADA	CAN Bldg 9 Exterior Envelope Repairs	45314	878,909.48	286,472.27	460,163.12	132,274.09
CAÑADA	CAN Bldg 13 Multiple Program Inst. Ctr.	45317	15,972,921.78	990.00	1,209,390.35	14,762,541.43
CAÑADA	CAN Bldg 22 Swing Space	45318	5,218,321.39	328,355.16	3,311,342.52	1,578,623.71
CAÑADA	CAN Bldgs 16/18 Secondary Effects	45319	2,903,954.60	56,739.00	39,014.18	2,808,201.42
CAÑADA	CAN Bldg 9 Reconfiguration	45320	1,500,000.00	0.00	0.00	1,500,000.00
CAÑADA	CAN Small Projects	45322	370,896.01	18,626.58	23,573.42	328,696.01
CSM	CSM Housing Maintenance Reserve	40403	542,685.00	1,025.00	350.00	541,310.00
CSM	CSM Housing Capital Reserve	40405	5,600,694.07	0.00	0.00	5,600,694.07
CSM	CSM 96-97 Main Water Tank	43434	(8,046.54)	(8,046.54)	0.00	0.00
CSM	CSM Instructional Equipment	43483	1,642,710.43	24,761.69	12,057.25	1,605,891.49
CSM	Ergonomic office furniture (completion)	44435	15,397.13	0.00	0.00	15,397.13
CSM	CSM Claims Contingency	44457	1,175,353.52	1,175,353.52	0.00	0.00
CSM	CSM Bldg 36 Mechanical Engineering	44459	71,340.00	(5,350,000.00)	0.00	5,421,340.00
CSM	CSM Water Supply System Upgrade	44461	98,692.00	38,460.00	24,975.00	35,257.00
CSM	CSM Bldg 3 Modernization	45407	2,437,396.72	544,329.66	1,758,806.23	134,260.83
CSM	CSM Bldg 17 Student Life/Learning Comm	45408	333,388.98	58,411.96	22,070.00	252,907.02
CSM	CSM Bldg 19 Center for Emerging Tech.	45409	6,991,516.00	98,156.67	195,631.00	6,697,728.33
CSM	CSM Emergency Building Repairs	45411	159,902.47	19,981.40	10,477.47	129,443.60
CSM	CSM Edison Lot	45414	5,283,877.61	1,672,081.70	2,979,000.74	632,795.17
CSM	CSM Water Supply System Upgrade	45415	521,586.08	12,939.80	189,999.00	318,647.28
CSM	CSM Small Projects	45422	578,715.42	305,377.16	77,074.10	196,264.16
DISTRICTWIDE	General Capital Projects	40000	1,928,800.86	85,000.00	0.00	1,843,800.86
DISTRICTWIDE	College Contingency	40001	85,710,917.51	19,624,378.36	0.00	66,086,539.15
DISTRICTWIDE	College One Time Fd Reserve	40006	6,380,282.98	13,176.00	0.00	6,367,106.98
DISTRICTWIDE	Aux Services Use Fee	40007	45,472.40	0.00	0.00	45,472.40
DISTRICTWIDE	DW Construction Planning Internal Svc Fund	40009	3,839.81	487.18	0.00	3,352.63
DISTRICTWIDE	DW ADA Transition Plan	40010	10,446,018.03	(16,349,496.00)	0.00	26,795,514.03
DISTRICTWIDE	DW Roadway / Lot Improvements	40011	0.00	(2,500,000.00)	0.00	2,500,000.00
DISTRICTWIDE	DO Parking Lot Retaining Wall	42005	447,900.00	447,900.00	0.00	0.00
DISTRICTWIDE	DO Rm 303 Furniture Upgrade	42006	5,458.33	5,458.33	0.00	0.00
DISTRICTWIDE	DW Athletic Fields Replacement	42103	688,691.23	673,194.23	0.00	15,497.00
DISTRICTWIDE	Redevelopment Program	43001	3,895,103.69	284,454.20	0.00	3,610,649.49
DISTRICTWIDE	Property Management	44001	5.07	0.00	0.00	5.07
DISTRICTWIDE	Student Housing	44005	28,500.00	20,000.00	8,500.00	0.00
DISTRICTWIDE	District Facilities Projects	44102	4,488,964.11	2,702,906.74	124,848.58	1,661,208.79
DISTRICTWIDE	District Funded FCI Contingency	44103	5,060,958.19	0.00	0.00	5,060,958.19
DISTRICTWIDE	District Facility Improvements	44106	56,480.45	(58,769.00)	3,343.35	111,906.10
DISTRICTWIDE	Energy Efficiency Projects Fund	44108	3,248,339.60	1,855,869.47	25,000.00	1,367,470.13
DISTRICTWIDE	HMB Idle Well Termination	44113	147,624.65	17,835.36	3,258.57	126,530.72
DISTRICTWIDE	DW IT Firewal and Related Security	44115	1,158,044.61	389,334.19	0.00	768,710.42
DISTRICTWIDE	DW CIP3 Master	45000	7,989,742.25	0.00	0.00	7,989,742.25
DISTRICTWIDE	DW CIP3 Planning	45001	6,538,448.29	207,431.87	200,438.50	6,130,577.92
DISTRICTWIDE	DW UPS Device(MDF/IDF) Replacement	45003	215,147.09	56,086.78	1,050.00	158,010.31
DISTRICTWIDE	DW Network Firewall Switch Replacmt	45005	274,440.69	11.70	0.00	274,428.99
DISTRICTWIDE	DW Telephone System Replacement	45006	556,441.82	473,007.23	0.00	83,434.59
DISTRICTWIDE	DW Wireless Access Point(WAP) Repl	45007	98,649.63	85,309.38	0.00	13,340.25
DISTRICTWIDE	DW Network Switch Upgrade (10 GB)	45008	12,572.47	2,449.80	2,570.09	7,552.58
DISTRICTWIDE	DW Server Replacement	45009	1,054,685.80	688,557.80	59,940.00	306,188.00
DISTRICTWIDE	DW Classroom Security Hardware	45011	64,920.37	1,212.00	38,640.74	25,067.63
DISTRICTWIDE	DW Viedo Camera Replacement	45016	525,087.62	79,717.16	0.00	445,370.46
DISTRICTWIDE	DW Classroom Projection Screen Repl	45017	86,942.93	0.00	1,050.00	85,892.93
DISTRICTWIDE	DW Technology Replacement	45019	294,043.69	221,973.41	4,887.50	67,182.78
DISTRICTWIDE	DW Solar and Energy Storage	45020	405,303.50	94,725.50	18,552.50	292,025.50

* NOTE: All negative budget and expenditures reflect prior year corrections. Budgets for projects with negative balances will be revised in the next quarter.

**2020-2021 Capital Projects Financial Summary
Budget Expenditures as of December 31, 2020**

LOCATION	PROJECT NAME	FUND NUMBER	BEGINNING BALANCE	EXPENDITURE YTD	ENCUMBRANCE	AVAILABLE BALANCE
DISTRICTWIDE	DW Emergency Generators	45023	995,020.00	47,942.00	197,926.00	749,152.00
DISTRICTWIDE	Facilities Excellence (Foundation)	46112	0.00	4,115.00	0.00	(4,115.00)
SKYLINE	SKY Bldg 1 Facelift	41226	0.00	(1,042,000.00)	0.00	1,042,000.00
SKYLINE	SKY Bldg 6 Servery	42206	335,389.47	0.00	0.00	335,389.47
SKYLINE	SKY Housing	42210	12,356,980.88	60,437.07	546,270.13	11,750,273.68
SKYLINE	SKY Small Projects	42211	1,701,929.31	1,107,427.48	36,382.99	558,118.84
SKYLINE	SKY Yr19-20 SMSR Projects	43247	67.00	67.00	0.00	0.00
SKYLINE	SKY Instructional Equipment	43283	877,578.47	9,291.11	17,577.07	850,710.29
SKYLINE	SKY B6 Fireside Project	44244	41,350.18	41,350.18	0.00	0.00
SKYLINE	SKY Bldg 12 Environmental Science	45205	5,950.00	5,950.00	0.00	0.00
SKYLINE	SKY Bldg 2 Workforce/Econ Dev't	45207	17,522,303.75	156,880.60	1,337,688.49	16,027,734.66
SKYLINE	SKY Bldg 14 Loma Chica/CDC Renovations	45210	(6,098.11)	(6,098.11)	0.00	0.00
SKYLINE	SKY Emergency Building Repairs	45211	202,640.78	51,127.33	25,866.49	125,646.96
SKYLINE	SKY Accessible Path of Travel	45213	93,843.38	2,512.00	0.00	91,331.38
SKYLINE	SKY Bldg 7 STEM Center	45216	66,632.86	15,425.13	12,200.00	39,007.73
SKYLINE	SKY Bldg 3 South Wall Waterproofing	45218	53,369.18	20,843.00	4,570.00	27,956.18
SKYLINE	SKY Portable Replacement	45219	2,705,587.84	2,349,186.85	386,113.06	(29,712.07)
SKYLINE	SKY Bldg 19 Swing Space	45220	4,482,374.71	1,034,466.92	502,673.19	2,945,234.60
SKYLINE	SKY Bldg 1 Social Science/Creative Arts Facelift	45221	430,100.13	341,054.39	89,090.74	(45.00)
SKYLINE	SKY Small Projects	45222	378,026.48	225,877.39	28,522.81	123,626.28
SKYLINE	SKY Bldg 1 Facelift	45223	13,899,886.53	766,893.20	1,471,418.41	11,661,574.92
SKYLINE	SKY Bldg 3 Gym and Dance Floor Replacement	45224	450,000.00	0.00	0.00	450,000.00
TOTAL			299,950,066.46	39,054,092.67	27,439,476.84	233,456,496.95

* NOTE: All negative budget and expenditures reflect prior year corrections. Budgets for projects with negative balances will be revised in the next quarter.

San Mateo County Community College District

Capital Projects Fund (Fund 4) - Total District

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Revenue					
1 Federal Revenue	\$0	\$0	\$0		1
2 State Revenue	5,268,695	4,365,430	0	0%	2
3 Local Revenue	3,232,000	4,220,360	1,088,272	26%	3
4 Total Revenue	\$8,500,695	\$8,585,790	\$1,088,272	13%	4
Expenses					
5 Certificated Salaries	\$1,000	\$1,000	\$1,837	184%	5
6 Classified Salaries	2,255,658	2,316,051	1,045,427	45%	6
7 Employee Benefits	898,632	898,632	394,078	44%	7
8 Materials & Supplies	2,624,750	3,046,962	1,275,711	42%	8
9 Operating Expenses	5,856,473	6,746,648	2,306,212	34%	9
10 Capital Outlay	77,612,379	74,683,254	31,946,372	43%	10
11 Total Expenses	\$89,248,892	\$87,692,548	\$36,969,638	42%	11
Transfers & Other					
12 Transfers In	\$0	\$158,562	\$158,562	100%	12
13 Other Sources	0	0	111,850		13
14 Transfers out	(400,000)	(2,200,000)	(2,084,454)	95%	14
15 Contingency	0	0	0		15
16 Other Out Go	0	0	0		16
17 Total Transfers/Other	(\$400,000)	(\$2,041,438)	(\$1,814,042)	89%	17
Fund Balance					
18 Net Change in Fund Balance	(\$81,148,197)	(\$81,148,197)	(\$37,695,409)		18
19 Beginning Balance, July 1	304,693,994	304,693,994	304,693,994		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$223,545,797	\$223,545,797	\$266,998,585		21

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ENTERPRISE FUND (Fund 5) Auxiliary Fund

The District maintains enterprise funds. These funds account for operations that the Board requires to be self-supporting. These funds are maintained independently of other District funds to facilitate the entrepreneurial nature of the activities involved and also provide the necessary flexibility to report the retail and operational requirements of these self-supporting services.

The Bookstore Fund is used to account for revenues received and expenses made to operate the District's bookstores. The Cafeteria Fund is used to account for revenues received and expenses related to contracted food service and vending operations of the District. The San Mateo Athletic Club (SMAC) accounts for revenues received and expenses related to the operations of the athletic club and aquatic center. The Community, Continuing, and Corporate Education (CCCE) is the newest addition to the enterprise funds with the goal of increasing and meeting educational opportunities and needs in San Mateo County.



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San Mateo County Community College District
Enterprise Fund
Community, Continuing, and Corporate Education (Fund 5)

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Income					
1	Federal Income	\$0	\$0	\$0	1
2	State Income	0	0	0	2
3	Local Income	1,395,000	1,050,000	501,078	48% 3
4	Total Income	\$1,395,000	\$1,050,000	\$501,078	48% 4
Expenses					
5	Certificated Salaries	\$0	\$0	\$0	5
6	Classified Salaries	643,558	811,953	402,953	50% 6
7	Employee Benefits	296,496	258,121	127,121	49% 7
8	Materials & Supplies	40,000	25,500	10,574	41% 8
9	Operating Expenses	400,000	310,000	156,477	50% 9
10	Capital Outlay	0	0	0	10
11	Total Expenses	\$1,380,054	\$1,405,574	\$697,125	50% 11
Transfers & Other					
12	Transfers In	\$0	\$0	\$0	12
13	Other Sources	0	461,217	461,217	13
14	Transfers out	0	0	0	14
15	Contingency	0	0	0	15
16	Other Out Go	0	0	0	16
17	Total Transfers/Other	\$0	\$461,217	\$461,217	17
Fund Balance					
18	Net Change in Fund Balance	\$14,946	\$105,643	\$265,170	18
19	Beginning Balance, July 1	59,873	59,873	59,873	19
20	Adjustments to Beginning Balance	0	0	0	20
21	Net Fund Balance, June 30	\$74,819	\$165,516	\$325,043	21

San Mateo County Community College District

Enterprise Fund - Bookstore (Fund 5)

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Income					
1	Federal Income	\$0	\$0	\$0	1
2	State Income	0	0	0	2
3	Local Income	5,200,000	3,850,000	1,947,863	51% 3
4	Total Income	\$5,200,000	\$3,850,000	\$1,947,863	51% 4
Expenses					
5	Cost of Sales	\$3,200,000	\$2,600,000	\$1,342,088	52% 5
6	Classified Salaries	1,915,509	1,600,000	706,129	44% 6
7	Employee Benefits	682,716	560,000	299,118	53% 7
8	Materials & Supplies	15,000	15,000	0	0% 8
9	Operating Expenses	500,000	500,000	178,516	36% 9
10	Capital Outlay	0	0	0	10
11	Total Expenses	\$6,313,225	\$5,275,000	\$2,525,851	48% 11
Transfers & Other					
12	Transfers In	\$0	\$0	\$0	12
13	Other Sources	0	0	0	13
14	Transfers out	0	0	0	14
15	Contingency	0	0	0	15
16	Other Out Go	0	0	0	16
17	Total Transfers/Other	\$0	\$0	\$0	17
Fund Balance					
18	Net Change in Fund Balance	(\$1,113,225)	(\$1,425,000)	(\$577,988)	18
19	Beginning Balance, July 1	5,680,962	5,680,962	5,680,962	19
20	Adjustments to Beginning Balance	0	0	0	20
21	Net Fund Balance, June 30	\$4,567,737	\$4,255,962	\$5,102,974	21

San Mateo County Community College District

Enterprise Fund - Cafeteria (Fund 5)

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Income					
1 Federal Income	\$0	\$0	\$0		1
2 State Income	0	0	0		2
3 Local Income	150,000	5,488	5,488	100%	3
4 Total Income	\$150,000	\$5,488	\$5,488	100%	4
Expenses					
5 Certificated Salaries	\$0	\$0	\$0		5
6 Classified Salaries	67,431	61,000	30,097	49%	6
7 Employee Benefits	24,049	19,000	9,614	51%	7
8 Materials & Supplies	0	0	0		8
9 Operating Expenses	130,000	60,000	22,041	37%	9
10 Capital Outlay	0	0	0		10
11 Total Expenses	\$221,480	\$140,000	\$61,752	44%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$0		12
13 Other Sources	0	0	0		13
14 Transfers out	0	0	0		14
15 Contingency	0	0	0		15
16 Other Out Go	0	0	0		16
17 Total Transfers/Other	\$0	\$0	\$0		17
Fund Balance					
18 Net Change in Fund Balance	(\$71,480)	(\$134,512)	(\$56,264)		18
19 Beginning Balance, July 1	789,944	789,944	789,944		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$718,464	\$655,432	\$733,680		21

San Mateo County Community College District

Enterprise Fund - San Mateo Athletic Club/CSM Fitness Center

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Revenue					
1 Federal Revenue	\$0	\$0	\$0		1
2 State Revenue	0	0	0		2
3 Local Revenue	3,750,000	2,191,000	793,436	36%	3
4 Total Revenue	\$3,750,000	\$2,191,000	\$793,436	36%	4
Expenses					
5 Cost of Goods Sold	\$0	\$0	\$0		5
6 Salaries	378,564	320,000	160,736	50%	6
7 Employee Benefits	150,980	128,000	64,779	51%	7
8 Materials & Supplies	0	0	0		8
9 Operating Expenses**	3,706,541	3,319,000	1,520,657	46%	9
10 Capital Outlay	0	0	0		10
11 Total Expenses	\$4,236,085	\$3,767,000	\$1,746,172	46%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$0		12
13 Other Sources	0	0	0		13
14 Transfers out	0	0	0		14
15 Contingency	0	0	0		15
16 Other Out Go	(400,000)	(800,000)	(798,607)	100%	16
17 Total Transfers/Other	(\$400,000)	(\$800,000)	(\$798,607)	100%	17
Fund Balance					
18 Net Change in Fund Balance	(\$886,085)	(\$2,376,000)	(\$1,751,343)		18
19 Beginning Balance, July 1	3,620,894	3,620,894	3,620,894		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$2,734,809	\$1,244,894	\$1,869,551		21

**Operating expenses consists of salaries and benefits paid by EXOS



SPECIAL REVENUE FUND (Fund 6)

This fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Special Revenue Funds encompass activities not directly related to the educational program of the College but that provide a service to students—and which may provide non-classroom instructional or laboratory experience for students and incidentally produce revenue and non-instructional expense. The District maintains one such fund, the Child Development Fund, which is used to account for the activities of the child development centers at the Colleges.



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San Mateo County Community College District
Child Development Fund (Fund 6) - Total District

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Income					
1 Federal Income	\$19,000	\$19,000	\$75,439	397%	1
2 State Income	74,200	85,200	164,815	193%	2
3 Local Income	163,422	163,422	13,256	8%	3
4 Total Income	\$256,622	\$267,622	\$253,510	95%	4
Expenses					
5 Certificated Salaries	\$225,728	\$225,728	\$117,265	52%	5
6 Classified Salaries	538,197	538,197	239,667	45%	6
7 Employee Benefits	366,393	366,393	163,715	45%	7
8 Materials & Supplies	31,547	31,547	13,239	42%	8
9 Operating Expenses	1,500	1,500	242	16%	9
10 Capital Outlay	0	11,000	3,836	35%	10
11 Total Expenses	\$1,163,365	\$1,174,365	\$537,964	46%	11
Transfers & Other					
12 Transfers In	\$906,743	\$906,743	\$284,454	31%	12
13 Other Sources	0	0	0		13
14 Transfers out	0	0	0		14
15 Contingency	0	0	0		15
16 Other Out Go	0	0	0		16
17 Total Transfers/Other	\$906,743	\$906,743	\$284,454	31%	17
Fund Balance					
18 Net Change in Fund Balance	\$0	\$0	\$0		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$0	\$0	\$0		21

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EXPENDABLE TRUST FUND (Fund 7)

Student Financial Aid

Funds of this type account for assets held by the District as trustee. Funds in this category include financial aid such as Federal Student Aid PELL/SEOG, Cal Grants, and EOPS Direct Aid to Students.



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San Mateo County Community College District

Student Aid Fund (Fund 7) - Total District

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Revenue					
1 Federal Revenue	\$14,086,561	\$14,086,561	\$4,900,342	35%	1
2 State Revenue	1,350,000	1,450,000	733,193	51%	2
3 Local Revenue	1,640,000	1,640,000	563,562	34%	3
4 Total Revenue	\$17,076,561	\$17,076,561	\$6,197,097	36%	4
Expenses					
5 Certificated Salaries	\$0	\$0	\$0		5
6 Classified Salaries	0	0	0		6
7 Employee Benefits	0	0	0		7
8 Materials & Supplies	0	0	0		8
9 Operating Expenses	0	0	0		9
10 Capital Outlay	0	0	0		10
11 Total Expenses	\$0	\$0	\$0		11
Transfers & Other					
12 Transfers In	\$0	\$2,007,614	\$1,997,114	99%	12
13 Other Sources	0	0	0		13
14 Transfers out	0	0	0		14
15 Contingency	0	0	0		15
16 Other Out Go	(17,076,561)	(19,184,175)	(8,160,009)	43%	16
17 Total Transfers/Other	(\$17,076,561)	(\$17,176,561)	(\$6,162,895)	36%	17
Fund Balance					
18 Net Change in Fund Balance	\$0	(\$100,000)	\$34,202		18
19 Beginning Balance, July 1	81,380	81,380	81,380		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$81,380	(\$18,620)	\$115,582		21

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RESERVE FUND FOR POST-RETIREMENT BENEFITS AND EMPLOYEE HOUSING LOAN (Fund 8) Expendable Trust

Also an Expendable Trust, the Reserve for Post- Retirement Benefits was established to reflect the District's liability that has already been incurred and continues to incur as employees earn the right to health benefits upon retirement.

This Fund has been generated by transfers made from the Unrestricted General Fund. Effective July 2009, these transfers come from all funds and are now charged as part of the benefit expense in those funds. The goal is to eventually have enough funds in this reserve to pay the ongoing costs of retiree benefits.

Fund 8 also accounts for the District Employee Housing Loan Program for first-time homebuyers that supplement the employees' down payment savings up to \$150,000 and a closing cost grant for \$1,000.



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San Mateo County Community College District

Reserve Fund for Post Retirement Benefits / Housing Loan (Fund 8)

	2020-21 Adoption Budget	2020-21 Adjusted Budget	2020-21 Actual To Date	% To Date	
Revenue					
1 Federal Revenue	\$0	\$0	\$0		1
2 State Revenue	0	0	0		2
3 Local Revenue	3,000	3,000	41,472	1382%	3
4 Total Revenue	\$3,000	\$3,000	\$41,472	1382%	4
Expenses					
5 Certificated Salaries	\$0	\$0	\$0		5
6 Classified Salaries	0	0	0		6
7 Employee Benefits	7,120,355	7,120,355	3,685,121	52%	7
8 Materials & Supplies	0	0	0		8
9 Operating Expenses	16,000	16,000	8,535	53%	9
10 Capital Outlay	0	0	0		10
11 Total Expenses	\$7,136,355	\$7,136,355	\$3,693,656	52%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$0		12
13 Other Sources	\$3,124,169	3,124,169	1,557,416	50%	13
14 Transfers out	0	0	0		14
15 Contingency	0	0	0		15
16 Other Out Go	0	0	0		16
17 Total Transfers/Other	\$3,124,169	\$3,124,169	\$1,557,416	50%	17
Fund Balance					
18 Net Change in Fund Balance	(\$4,009,186)	(\$4,009,186)	(\$2,094,768)		18
19 Beginning Balance, July 1	16,692,185	16,692,185	16,692,185		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$12,682,999	\$12,682,999	\$14,597,417		21

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SUPPLEMENTAL INFORMATION

FTE Analysis

District Cash Flow Summary

Second Quarter CCFS-311Q Report



San Mateo County Community College District
FTES Analysis

	Annual 2015-16	Annual 2016-17	Annual 2017-18	Annual 2018-19	Annual 2019-20	P1 2020-21
College of San Mateo						
Resident						
Fall & Spring	5,429	5,187	5,016	4,842	4,600	4,088
Fall & Spring (N/C*)	3	3	3	2	1	1
Summer	718	654	649	639	636	898
Summer (N/C*)	0	0	0	0	0	0
Total, Resident	6,150	5,844	5,668	5,483	5,237	4,986
Apprenticeship	64	94	99	101	109	110
Flex-time	8	5	5	6	13	6
Non-Resident						
Fall & Spring	642	881	966	886	682	409
Fall & Spring (N/C*)	1	1	1	0	0	0
Summer	44	64	79	74	54	58
Summer (N/C*)	0	0	0	0	0	0
Total, Non-Resident	687	946	1,046	960	736	467
Total, College of San Mateo	6,909	6,889	6,818	6,550	6,096	5,568
Cañada College						
Resident						
Fall & Spring	3,333	3,203	2,933	2,836	2,701	2,397
Fall & Spring (N/C*)	16	0	0	0	7	4
Summer	450	460	456	439	424	501
Summer (N/C*)	8	4	0	0	2	2
Total, Resident	3,807	3,667	3,389	3,275	3,134	2,904
Apprenticeship	0	0	0	0	0	0
Flex-time	6	6	5	5	5	1
Non-Resident						
Fall & Spring	216	255	225	248	232	170
Fall & Spring (N/C*)	2	0	0	0	1	0
Summer	19	30	42	35	33	31
Summer (N/C*)	1	0	0	0	0	0
Total, Non-Resident	238	285	267	283	266	202
Total, Cañada College	4,051	3,958	3,661	3,563	3,405	3,107

*N/C = Non-credit

San Mateo County Community College District
FTES Analysis

	Annual 2015-16	Annual 2016-17	Annual 2017-18	Annual 2018-19	Annual 2019-20	P1 2020-21
Skyline College						
Resident						
Fall & Spring	6,245	5,911	5,784	5,580	5,383	4,689
Fall & Spring (N/C*)	55	46	34	24	27	7
Summer	1,025	918	829	800	788	1,036
Summer (N/C*)	6	5	5	2	4	0
Total, Resident	7,331	6,880	6,652	6,406	6,202	5,733
Apprenticeship	5	3	2	2	4	2
Flex-time	4	4	4	7	8	5
Non-Resident						
Fall & Spring	276	369	408	414	400	314
Fall & Spring (N/C*)	2	3	3	2	2	1
Summer	31	35	50	50	46	55
Summer (N/C*)	0	0	0	0	0	0
Total, Non-Resident	309	407	461	466	448	371
Total, Skyline College	7,649	7,294	7,119	6,881	6,661	6,111
District						
Resident						
Fall & Spring	15,007	14,301	13,733	13,258	12,684	11,174
Fall & Spring (N/C*)	74	49	37	26	35	12
Summer	2,193	2,032	1,934	1,878	1,848	2,435
Summer (N/C*)	14	9	5	2	6	2
Total, Resident	17,288	16,391	15,709	15,164	14,573	13,623
Apprenticeship	69	97	101	103	113	112
Flex-time	18	15	14	18	26	11
Non-Resident						
Fall & Spring	1,134	1,505	1,599	1,548	1,314	894
Fall & Spring (N/C*)	5	4	4	2	3	1
Summer	94	129	171	159	133	144
Summer (N/C*)	1	0	0	0	0	0
Total, Non-Resident	1,234	1,638	1,774	1,709	1,449	1,040
Total, District	18,609	18,141	17,598	16,994	16,162	14,786

*N/C = Non-credit

San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING DECEMBER 31, 2020

	GENERAL FUND	Payroll Fund	GENERAL RESTRICTED FUND	INSURANCE & Debt Services FUND	CAPITAL OUTLAY FUND	CHILD CARE FUND	STUDENT AID FUND	POST- RETIREMENT RESERVES
Beg. Cash Balance in County Treasury	29,426,655.75	4,895,094.89	28,777,538.74	75,949,879.55	295,998,309.80	3,403.26	72,884.00	-
Cash inflow from operations:								
Year-to-date Income	110,545,998.01		25,741,378.75	33,703,258.84	1,358,683.73	537,964.20	8,194,210.76	1,598,887.13
Accounts Receivable	6,021,789.99	20,821.35	(761,934.79)	1,086,736.22	9,055,597.79	39,000.00	2,835,325.72	212,858.74
Advances / Prepaid	706,697.56		138,071.36	2,356.25	430,593.71			
Cash awaiting for deposit	98,146.74							
Total Income	146,799,288.05	4,915,916.24	53,895,054.06	110,742,230.86	306,843,185.03	580,367.46	11,102,420.48	1,811,745.87
Cash outflow for operations:								
Year to date expenditure	91,010,395.18		24,633,685.00	60,456,135.34	39,054,092.67	537,964.20	8,160,008.60	3,693,656.16
Deferred Income	8,030,943.91		2,599,555.96		23,662.00			
Account Payable	967,000.09	813,111.09	(1,227,542.27)	50,253.52	7,855,054.20	(10,566.69)	3,497,687.39	
Cash Balance From Operations	46,790,948.87	4,102,805.15	27,889,355.37	50,235,842.00	259,910,376.16	52,969.95	(555,275.51)	(1,881,910.29)
Other Cash inflow								
Medical Flex Plan / Revolv. Fund	-			-				
TRANS	-							
Trusts (JPA & 3CBG)								
Beg. Investment Balance								
LAIF Balance	612.06							-
County Pool Balance	-							15,417,286.28
Special Bond					-			-
C.O.P. & Others	31,170,235.64				5,000.00			-
Total Beg. Balance	31,170,847.70				5,000.00			15,417,286.28
Y.T.D. Investment Balance								
LAIF Balance	614.50							-
County Pool Balance	-							13,535,375.99
Special Bond					-			-
C.O.P./Bank CD	31,535,329.78				5,000.00			-
Y.T.D. Balance	31,535,944.28				5,000.00			13,535,375.99
Net Cash changes from Investment	(365,096.58)				-			1,881,910.29
Net changes from unrealized gain / (loss)	-				-			-
Cash Balance in County Treasury	46,425,852.29	4,102,805.15	27,889,355.37	50,235,842.00	259,910,376.16	52,969.95	(555,275.51)	(0.00)
Net Cash (Excluding TRANS & Trusts)	46,425,852.29	4,102,805.15	27,889,355.37	50,235,842.00	259,910,376.16	52,969.95	(555,275.51)	(0.00)

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2020-2021

District: (370) SAN MATEO

Quarter Ended: (Q2) Dec 31, 2020

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2017-18	Actual 2018-19	Actual 2019-20	Projected 2020-2021
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	180,413,368	202,864,193	208,282,993	211,625,055
A.2	Other Financing Sources (Object 8900)	331,747	845,529	4,351,029	813,884
A.3	Total Unrestricted Revenue (A.1 + A.2)	180,745,115	203,709,722	212,634,022	212,438,939
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	157,381,147	170,206,128	177,090,937	177,167,768
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	19,069,344	28,521,514	22,979,381	39,963,640
B.3	Total Unrestricted Expenditures (B.1 + B.2)	176,450,491	198,727,642	200,070,318	217,131,408
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	4,294,624	4,982,080	12,563,704	-4,692,469
D.	Fund Balance, Beginning	33,882,785	38,177,409	43,159,489	55,723,193
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	33,882,785	38,177,409	43,159,489	55,723,193
E.	Fund Balance, Ending (C. + D.2)	38,177,409	43,159,489	55,723,193	51,030,724
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	21.6%	21.7%	27.9%	23.5%

Annualized Attendance FTES: This data is being captured in CCFS-320 and is no longer required here.

G.1	Annualized FTES (excluding apprentice and non-resident)				
-----	---	--	--	--	--

Line	Description	As of the specified quarter ended for each fiscal year			
		2017-18	2018-19	2019-20	2020-2021
I. Total General Fund Cash Balance (Unrestricted and Restricted)					
H.1	Cash, excluding borrowed funds		49,389,130	68,046,507	78,418,013
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	60,444,195	49,389,130	68,046,507	78,418,013

J. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	208,411,970	208,414,656	109,739,056	52.7%
I.2	Other Financing Sources (Object 8900)	0	800,000	806,942	100.9%
I.3	Total Unrestricted Revenue (I.1 + I.2)	208,411,970	209,214,656	110,545,998	52.8%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	221,155,091	221,751,570	84,774,533	38.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,987,199	10,193,406	6,235,862	61.2%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	231,142,290	231,944,976	91,010,395	39.2%

K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-22,730,320	-22,730,320	19,535,603
L	Adjusted Fund Balance, Beginning	55,723,193	55,723,193	55,723,193
L.1	Fund Balance, Ending (C. + L.2)	32,992,873	32,992,873	75,258,796
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	14.3%	14.2%	

V. Has the district settled any employee contracts during this quarter? YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classi
	Total Cost Increase	% *	Permanent		Temporary		
			Total Cost Increase	% *	Total Cost Increase	% *	
a. SALARIES:							
Year 1: 19/20						1,498,790	3.43%
Year 2: 20/21						2,384,980	5.46%
Year 3:							
b. BENEFITS:							
Year 1:							
Year 2:							
Year 3:							

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.
Excess Property Taxes

d. Did any contracts settled in this time period cover part-time, temporary faculty? NO

I. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

II. Does the district have significant fiscal problems that must be addressed? NO
 This year? NO
 Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

BOARD REPORT NO. 21-02-108B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning Maintenance & Operations

**AUTHORIZATION TO RENEW CONTRACT WITH CONSTELLATION NEWENERGY, INC.
FOR PURCHASE OF ELECTRICITY**

On September 25, 2002 (Board Report No. 02-9-104B), the Board approved ratification of an electricity service agreement with AES/NewEnergy, Inc. (now known as Constellation NewEnergy, Inc.). The Board subsequently approved renewals of the agreement since then.

The Community College League, together with the League's Energy Consultant and with Constellation NewEnergy (CNE), has worked closely with participating Districts to ascertain if remaining on direct access electrical service is in their best interests. By procuring direct access electricity, the District preserves its ability to purchase electricity in the future using this method, thus retaining the best opportunity to achieve favorable market rates for the commodity, as well as lock in costs for budgeting purposes. Furthermore, returning to bundled service requires a three-year commitment to that procurement method, exposing the District to potential new exit fees should we want to return to direct access. For these reasons, together with the proven benefits of being on direct access since 1998, procuring direct access electricity from an Energy Service Provider (ESP) is in the District's best interest.

The District's current contract with CNE is good through June 30, 2021. Current fixed rates are \$0.040 per kWh for fiscal year 2020-2021. Current market rates for electricity continue to be favorable for direct access customers with indicative rates of \$0.048 for fiscal year 2021-2022, \$0.044 per kWh for fiscal year 2022-2023 and \$0.041 for fiscal year 2023-2024. California Independent System Operator (ISO) charges, all applicable taxes, and any new California Public Utilities Commission or Department of Water and Power charges are passed through to the District. Energy distribution charges will continue to be billed directly by PG&E.

RECOMMENDATION

In order to secure attractive pricing for electricity in a fluctuating market, it is recommended that the Board of Trustees authorize the Chancellor, or his designee, to renew the agreement with Constellation NewEnergy, Inc. for provision of electricity at an appropriate time so as to secure a favorable rate. The actual service for a new agreement would begin on July 1, 2021.

BOARD REPORT NO. 21-02-09B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations
Yanely Pulido, Director, General Services

APPROVAL OF SOLE SOURCE RESOLUTION NO. 21-02, DESIGNATING A SPECIFIC "MATERIAL, PRODUCT, THING OR SERVICE ON CONSTRUCTION PROJECTS" IN ORDER TO MAINTAIN A UNIFORMITY OF SPECIFIC PHYSICAL MONITORING AND ACCESS SYSTEMS THROUGHOUT THE DISTRICT

Over the past 20 years, the District's capital improvement programs have invested in developing teaching and learning environments that allow for academic success. Through the renovation, modernization, and new construction of District buildings, critical building safety systems have been updated and methodically standardized across the District to ensure safe and healthy building function. The intent of this resolution is to formalize the continuance of this best practice for the following systems:

- Siemens fire life safety system
- Schneider Electric building management system
- AMAG Technology electronic access control system
- Schlage Primus mechanical keying system

The standardization of design, installation of new, and/or replacement of legacy building systems allows for:

- Consistent safety system operation and subsequent confidence in the system's function
- Efficient maintenance and service provider response to problems resulting in fewer disruptions to work and learning
- Reductions in maintenance/service costs in the form of fewer complications in troubleshooting, less attic stock required to be on hand, and more likely that District engineers may self-perform the work
- Engineers operating fewer proprietary original equipment manufacturer (OEM) software systems are more likely to be more competently trained versus having to operate multiple systems
- Institutional knowledge to be more easily transferred between outgoing and incoming engineers and vendors
- Consistency in communication in the design phase amongst firms and a reduction in complex coordination processes between vendors

The California Public Contract Code Section 3400 (c) allows for the designation of materials, products, things or services by specific brand or trade name in procurement or construction documents for certain purposes. These include:

1. In order that a field test or experiment may be made to determine the product's suitability for future use." (PCC § 3400 (c)(1))
2. **In order to match other products in use on a particular public improvement either completed or in the course of completion." (PCC § 3400 (c)(2))**
3. In order to obtain a necessary item that is only available from one source." (PCC § 3400 (c)(3))
4. To respond to certain emergency situations. (PCC § 3400 (c)(4)).

The Board is asked to approve this resolution in order to maintain uniformity of the following fire, life and safety systems; access control system, building management system, fire alarm system, and keying system, throughout the District, specifically in order to match other products in use on a particular public improvement either completed or in the course of completion. The manufacturers for these systems are AMAG Technology, Schneider Electric, Siemens Industries, and Schlage, respectively.

Future updates to the District Design Standards may result in future recommendations to the Board to add materials, products, things or services that meet the criteria established in Public Contract Code Section 3400.

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution No. 21-02 authorizing the designation of a specific "Material, Product, Thing or Service on Construction Projects" in order to maintain a uniformity of specific physical monitoring and access systems throughout the District.

RESOLUTION NO. 21-02
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
DESIGNATION OF SPECIFIC MATERIAL, PRODUCT, THING, OR SERVICE
ON CONSTRUCTION PROJECTS

WHEREAS, the San Mateo County Community College District (“District”) has a comprehensive capital improvement program for the purpose of constructing and modernizing certain college facilities within the District (“Capital Improvement Program”);

WHEREAS, pursuant to applicable law, the District will be awarding construction contracts to various contractors in furtherance of the Capital Improvement Program (“Contracts”);

WHEREAS, pursuant California Public Contract Code section 3400 (“PCC § 3400”) and other applicable law, the District wishes to, in specific instances, list or designate or both in its bids or requests for proposals on the Capital Improvement Program, specific materials, products, things, or services;

WHEREAS, PCC § 3400 states that a community college district, among other public entities, cannot limit “the bidding, directly or indirectly, to any one specific concern,” when letting “contracts for the construction, alteration, or repair of public works”;

WHEREAS, PCC § 3400 states that its restrictions on the listing of only one specific name or brand are inapplicable if the District makes a finding that is described in the invitation for bids or request for proposals that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

- “In order that a field test or experiment may be made to determine the product's suitability for future use.” (PCC § 3400 (c)(1))
- “In order to match other products in use on a particular public improvement either completed or in the course of completion.” (PCC § 3400 (c)(2))
- “In order to obtain a necessary item that is only available from one source.” (PCC § 3400 (c)(3))
- To respond to certain emergency situations. (PCC § 3400 (c)(4));

WHEREAS, the District desires to list AMAG Technology Access Control System (“Access Control System”) as the only acceptable supplier of material, product, thing, or service for the District’s Construction Projects, in order to match the existing system and product(s) in use on other District public improvement(s) either completed or in the course of completion.

WHEREAS, the District desires to list Schneider Electric Building Management System (“Building Management System”) as the only acceptable supplier of material, product, thing, or service for the District’s Construction Projects, in order to match the existing system and product(s) in use on other District public improvement(s) either completed or in the course of completion.

WHEREAS, the District desires to list Siemens Industries Fire Alarm System (“Fire Alarm System”) as the only acceptable supplier of material, product, thing, or service for the District’s Construction Projects, in order to match the existing system and product(s) in use on other District public improvement(s) either completed or in the course of completion

WHEREAS, the District desires to list Schlage Primus Mechanical Keying System (“Keying System”) as the only acceptable supplier of material, product, thing, or service for the District’s Construction Projects, in order to match for other product(s) in use on other District public improvement(s) either completed or in the course of completion.

WHEREAS, based upon its experience, review, analysis, and findings, District staff recommends and requests that the Governing Board determine and establish that the Access Control System, Building Management System, Fire Alarm System, and Keying System, be designated as the District’s standard and shall be specified for the District’s Capital Improvement Program projects.

NOW, THEREFORE, the Governing Board of Trustees of the San Mateo County Community College District hereby finds, determines, declares, orders, and resolves as follows:

1. That the above recitals are true and correct.
2. That the Access Control System is the only acceptable material, product, thing, or service for the District’s Construction Projects because the access control system is already in use at District facilities and must be used to match and integrate with other product in use on other District public improvements either completed or in the course of completion enabling the District to maintain uniform and consistent materials, equipment, and integration throughout its facilities.
3. That the Building Management System is the only acceptable material, product, thing, or service for the District’s Construction Projects because the building management system is already in use at District facilities and must be used to match and integrate with other product in use on other District public improvements either completed or in the course of completion enabling the District to maintain uniform and consistent materials, equipment, and integration throughout its facilities.
4. That the Fire Alarm System is the only acceptable material, product, thing, or service for the District’s Construction Projects because the fire alarm system is already in use at District facilities and must be used to match and integrate with other product in use on other District public improvements either completed or in the course of completion enabling the District to maintain uniform and consistent materials, equipment, and integration throughout its facilities.
5. That the Keying System is the only acceptable material, product, thing, or service for the District’s Construction Projects because the keying system is already in use at District facilities and must be used to match and integrate with other product in use on other District public improvements either completed or in the course of completion enabling the District to maintain uniform and consistent materials, equipment, and integration throughout its facilities.
6. That the District’s Chancellor, or designee, is authorized and directed to take all steps and perform all actions necessary to carry out, give effect to, and comply with the terms and intent of this Resolution.

APPROVED, PASSED, AND ADOPTED by the Board of Trustees of the San Mateo County Community College District on February 24, 2021, by the following vote:

AYES: _____
 NOES: _____
 ABSTENTIONS: _____

 Thomas A. Nurris, President
 Board of Trustees
 San Mateo County Community College District

ATTESTED TO:

 Richard Holober, Vice President – Clerk
 Board of Trustees
 San Mateo County Community College District

BOARD REPORT NO. 21-02-02C

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

**DISCUSSION OF 2021 GENERAL OBLIGATION REFUNDING BONDS ISSUED IN AN
AGGREGATE PRINCIPAL AMOUNT OF \$187 MILLION**

John Sheldon, a representative from Morgan Stanley, will provide information about the District's current opportunity to refinance outstanding General Obligation Bonds by issuing refunding bonds in an aggregate principal amount of \$189,710,000 in order to achieve significant debt service (and tax rate) savings. Mr. Sheldon will discuss the process of refunding bonds and answer the Board's questions. Should the Board determine it would like to move forward with the refunding process to capture historically low interests rates, staff will be prepared to bring a resolution and other legal documents for consideration at the Board's March 10, 2021 meeting.

A summary presentation, highlighting the potential savings of refunding the District's GO bonds is attached and will be discussed at the Board's meeting.

Morgan Stanley



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Board of Trustees Information Session

2021 GO Bond Refunding

February 24, 2021

Executive Summary

- This week's presentation is intended to provide information about the District's current opportunity to refinance outstanding GO Bonds to achieve significant debt service (and tax rate) savings
- If the Board would like to move forward to capture historically low interest rates, a Resolution and other legal documents would be placed on the District's March 10th Board meeting for consideration

2021 General Obligation ("GO") Refunding Bonds

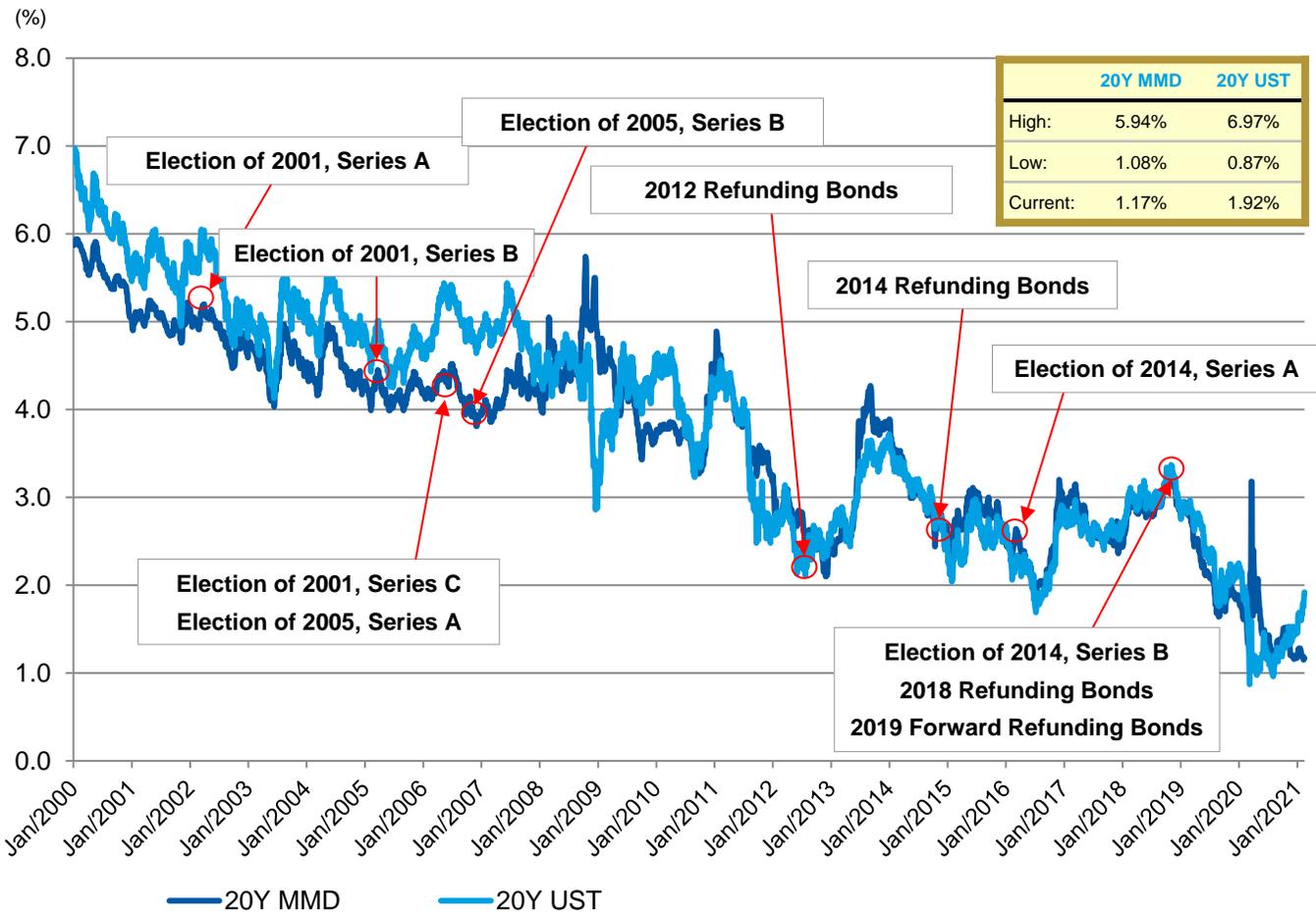
- Market conditions permitting, the District may be able to refinance certain outstanding GO Bonds to achieve significant debt service savings
 - Up to \$21.1 million of its 2012 GO Refunding Bonds
 - Up to \$78.0 million of its 2014 GO Refunding Bonds
 - Up to \$62.3 million of its 2014 Election GO Bonds, Series A
 - Up to \$124.5 million of its 2014 Election GO Bonds, Series B
- The Tax Cuts and Jobs Act of 2017 eliminated the ability to execute tax-exempt "advance" refundings as of January 1, 2018, but taxable refundings remain permissible and generate significant savings in the current market
 - Last year, approximately \$90 billion of taxable municipal bonds were sold to refinance outstanding tax-exempt obligations
- Based upon current market conditions, the District can efficiently refund approximately \$161 million of its outstanding GO Bonds to save over \$28 million over the next 25 years

Historical Interest Rates and Past District Sales

- In the current market, borrowing rates are significantly lower than rates at the time of all of the District's prior bond sales
- After reaching all time lows in March 2020, taxable borrowing rates remain significantly below their historical averages and close to tax-exempt rates with similar tenors
 - The 20 Year US Treasury rate is currently 1.92%, or over 192 basis points lower than its average since 2000

20-Year US Treasury and AAA Tax-Exempt Index, with Past San Mateo County CCD GO Sales

January 1, 2000 to February 16, 2021



Outstanding District General Obligation Bonds

Refunding Opportunities Exist for Select Outstanding GO Bonds

- The District currently has \$992.502 million of outstanding GO Bonds
 - \$443.770 million of these GO Bonds provide the District with the ability to optionally redeem them prior to maturity
 - For relatively near term “call” dates, the District can replace these bonds with refunding bonds to take advantage of currently low interest rates, much like refinancing a mortgage
 - The District has executed refunding transactions several times in the past, saving District taxpayers millions of dollars by reducing future GO bond payments, and hence tax rates

San Mateo County CCD GO Refunding Candidates

Series	Delivery Date	Issue Par Amount (\$000)	Outstanding Par Amount (\$000)	Callable Par Amount (\$000)	Call Date	Coupons of Refunding Candidates	Final Maturity
2012 Refunding	6/5/2012	\$107,595	\$42,925	\$21,110	9/1/2022	4.25 to 5.00%	9/1/2026
2014 Refunding	10/9/2014	121,805	83,265	77,960	9/1/2024	5.00%	9/1/2038
2014 Election, Series A	6/18/2015	127,000	64,275	62,315	9/1/2025	4.00 to 5.00%	9/1/2045
2014 Election, Series B	11/20/2018	261,000	250,940	225,995 ⁽¹⁾	9/1/2028	3.75 to 5.00%	9/1/2045

1. \$124.585 million of bonds maturing 9/1/2045 being monitored for refinancing opportunities.

Taxable Refunding Results

2021 General Obligation Refunding Bonds (Federally Taxable)

- Based on current market conditions, the District could issue taxable bonds to refund \$161.385 million of outstanding GO Bonds for debt service savings
- Matched final maturity of 2045
- Estimated total cash flow savings, net of all costs associated with the new issue (estimated at approximately \$0.96 million) are \$28.3 million based upon current rates
- **Savings levels from such a transaction currently exceed savings achieved on past GO Bond refinancings executed by the District**

Summary of Refunding Results

Market Conditions as of February 16, 2021

	Taxable Refunding
Refunded Bonds	
Refunded Par	\$161,385,000
Average Coupon	4.98%
Tax Status	Tax-Exempt
Refunding Bonds	
Delivery Date	April 2021
Par Amount	\$189,710,000
Tax Status	Taxable
Financing Statistics	
Refunding Bonds' Total Cost of Funds	2.10%
Cashflow Savings	\$28,325,987
Average Annual Cashflow Savings	\$1,133,039 ⁽¹⁾
NPV Savings (\$)	\$22,392,809
NPV Savings (% of Refunded Par)	13.9%

1. Average annual savings from 2021-2045; annual savings from 2022-2045 average \$1.180 million per year.

Historical GO Bond Refunding Results

The District Has Historically Refunded Bonds For Taxpayer Savings

- The District has executed a number of refundings throughout the years in order to lower the overall cost of funds and to lower tax rates

Summary of Proposed and Historical Refunding Results

Market Conditions as of February 16, 2021

	Proposed Refunding	2018 Refunding (Forward)	2018 Refunding	2014 Refunding	2012 Refunding
Refunded Bonds					
Par Amount	\$161,385,000	\$25,325,000	\$34,180,000	\$127,540,000	\$113,120,000
Maturities	2024-45	2036-40	2035-38	2018, 2024-38	2013-26
Refunding Bonds					
Par Amount	\$189,710,000	\$22,725,000	\$33,665,000	\$121,805,000	\$107,595,000
Financing Statistics					
Refunding Bonds' Total Cost of Funds	2.10%	4.08%	3.76%	3.56%	1.91%
Cashflow Savings	\$28,325,987	\$3,118,644	\$5,274,524	\$20,526,189	\$16,423,675
Average Annual Cashflow Savings	\$1,133,039 ⁽¹⁾	\$141,757	\$263,726	\$855,257.86	\$1,173,119.61
NPV Savings (\$)	\$22,392,809	\$1,317,827	\$3,126,568	\$14,474,816	\$14,713,823
NPV Savings (\$ of Refunded Par)	13.88%	5.20%	9.15%	11.35%	13.01%



>\$45 Million of Cash Flow Savings
(Approximately \$0.79 Tax Rate Savings Per Year)

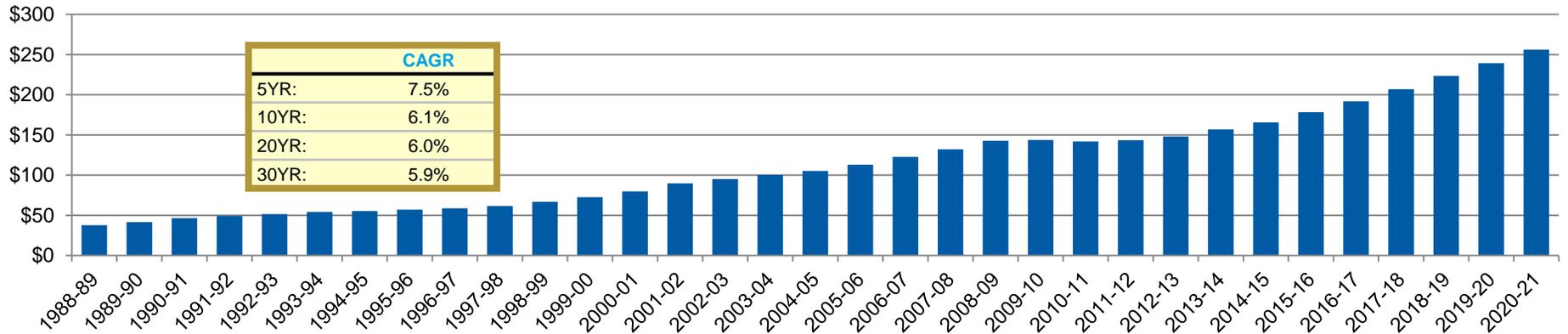
1. Average annual savings from 2021-2045; annual savings from 2022-2045 average \$1.180 million per year.

Assessed Value and Tax Rate Update

2001, 2005 and 2014 Bond Authorizations

Historical Assessed Value (FY 1988-89 to FY 2020-21)

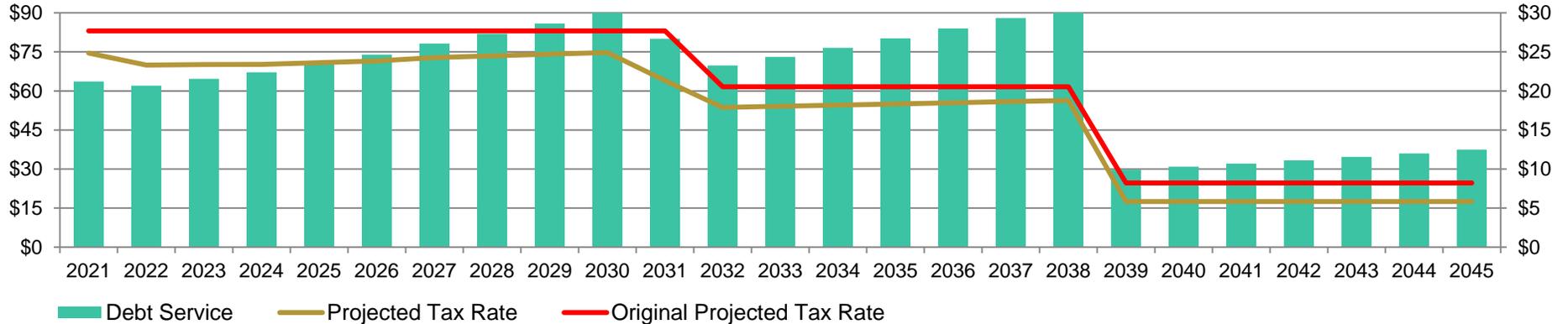
(\$BN) Assessed Value



Combined Tax Rate Projection*

(\$MM) Debt Service (Year Ended September 1)

(\$/100,000) of AV



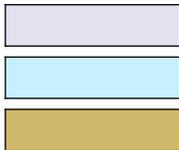
*Assumes AV growth of 3.9% annually from FY 2020-21 AV of \$256,042,645,591

Key Dates in Financing Process*

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



Board Session/Meeting
Bond Pricing
Closing of the Bonds

**Blue Text Indicates Weekends*
**Red Text Indicates Holidays*

DATE	ACTIVITY
Wednesday, February 24, 2021	<ul style="list-style-type: none"> Board Presentation
Wednesday, March 10, 2021	<ul style="list-style-type: none"> Board Meeting to Consider Financing Resolution/Documents
Wednesday, March 24, 2021	<ul style="list-style-type: none"> Receive Credit Ratings on Bonds
Friday, March 26, 2021	<ul style="list-style-type: none"> Post Preliminary Official Statement
Thursday, April 8, 2021	<ul style="list-style-type: none"> Pricing of Bonds
Tuesday, April 20, 2021	<ul style="list-style-type: none"> Closing of Bonds

*Preliminary, Subject to Change

Morgan Stanley

APPENDIX

Disclaimers

Disclaimer

(a) Morgan Stanley & Co. LLC (“Morgan Stanley”) is not recommending an action to you; (b) Morgan Stanley is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Exchange Act to you with respect to the information and material contained in this communication; (c) Morgan Stanley is acting for its own interests; (d) you should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you deem appropriate before acting on this information or material; and (e) Morgan Stanley seeks to serve as an underwriter on a future transaction and not as a financial advisor or municipal advisor. The information provided is for discussion purposes only in anticipation of being engaged to serve as underwriter. The primary role of an underwriter is to purchase securities with a view to distribution in an arm’s-length commercial transaction with the issuer. The underwriter has financial and other interests that differ from those of the issuer and obligated persons.

Any non-historical interest rates used herein are hypothetical and take into consideration conditions in today’s market and other factual information such as the issuer’s or obligated person’s credit rating, geographic location and market sector. As such, these rates should not be viewed as rates that Morgan Stanley guarantees to achieve for the transaction should we be selected to act as underwriter. Any information about interest rates and terms for SLGs is based on current publically available information and treasury or agency rates for open-market escrows are based on current market interest rates for these types of credits and should not be seen as costs or rates that Morgan Stanley guarantees to achieve for the transaction should we be selected to act as underwriter.

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BOARD REPORT NO. 21-02-03C

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

PRELIMINARY BUDGET UPDATE IN ADVANCE OF THE FY 2021-22 TENTATIVE BUDGET

The Chancellor and Chief Financial Officer will provide an update on the District's Preliminary Budget for FY2021-22 in light of governor's proposed budget and new economic developments at the national and local levels. They will review assumptions and get Board input on strategic directions for the budget. Additional updates will be provided in the coming months in advance of the 2021-22 Tentative Budget, which will be presented to the Board of Trustees for adoption at their meeting of June 24, 2021.

BOARD REPORT NO. 21-02-04C

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

**DISCUSSION OF ALLOCATION OF HIGHER EDUCATION
 EMERGENCY RELIEF FUND (HEERF) FUNDS**

The District is scheduled to receive \$13,361,763 from the federal Higher Education Emergency Relief Fund (HEERF). These funds are in addition to the CARES Act funds that the District received last spring. Of the \$5,642,984 in CARES Act funds that the District received, a minimum of 50% of those funds were required to be distributed for direct student aid and the remainder was for institutional support. The District chose to spend 75%, or \$4,224,738 in direct student aid, and the remainder has primarily been spent supporting faculty training in online instruction.

For the HEERF funds, the District is required to spend an amount equal to the requirement for the CARES Act on direct student aid (which for the District would be at least 50% of \$5.6M or approximately \$2.8M). The District is proposing to spend 63% or \$8.4M on direct student aid. The remaining \$5M in HEERF funds will be spent on institutional support. The HEERF funds may be used in “Defraying expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll);” or “Carrying out student support activities authorized by the Higher Education Act of 1965, as amended (HEA), that address needs related to coronavirus.”

Total HEERF		Direct Student Aid		Institutional Needs	
College Allocation	Total	55%	8%	15%	22%
		Direct Student Aid	Non-resident fees for students w/ fewer than 6 units, ESL and undocumented students	College Institutional	District-wide Institutional
CAN	\$2,937,222	\$1,608,305	\$229,103	\$453,625	\$646,189
CSM	\$4,571,602	\$2,503,226	\$356,585	\$706,038	\$1,005,752
SKY	\$5,852,939	\$3,204,835	\$456,529	\$903,928	\$1,287,647
Total	\$13,361,763	\$7,316,367	\$1,042,218	\$2,063,591	\$2,939,588

Direct Student Aid

The three colleges will collectively allocate \$7.3M, or 54%, of HEERF funds in direct student aid to Pell- and Non-Pell-eligible students according to the number of units in which the student is enrolled, as noted below:

Non-Pell-Eligible Students

- Part-Time (6-11 units) - \$750
- Full-Time (12+ units) - \$975

Pell-Eligible Students

- Part Time (6-11 units) - \$1,200
- Full Time (12+ units) - \$1,650

Of the \$7.3M (54% of HEERF funds), the colleges plan to allocate approximately \$6M, or 45%, to students in Spring 2021, and the additional \$1.2 M, or 9%, in Fall 2021, utilizing the same proposed process in both semesters to support student populations with the highest need. Financial Aid Directors work closely with Student Services and Administrative Services leadership teams to use financial aid data to guide the priority for distribution to students within each category, such as expected family contribution (EFC), California College Promise Grant applications (CCPG), etc.

Non-Resident Fees for ESL and Undocumented Students

HEERF II funds allow institutions to issue financial aid grants for students for any component of the student's cost of attendance or for emergency costs that arise due to the coronavirus. The colleges propose to encumber \$1M, or 10%, of HEERF II funds to support non-resident tuition for English as a Second Language (ESL) and undocumented students with fewer than 6 units. This relief addresses declining enrollment trends and feedback from college Enrollment Management and Dream Center teams about new and exacerbated barriers to enrollment for ESL and undocumented students. These enrollment fees will be distributed on a first-come, first-served basis after students opt-in to receive this aid.

Institutional Costs

The three colleges continue to have unfunded expenditures related to COVID-19. Approximately \$2M, or 15%, of HEERF funds are being dedicated to fund COVID-19-related expenses such as those noted below:

	CAN	CSM	SKY	Total
Technology for Students	\$93,625	\$56,038	\$265,000	\$414,663
Collective Bargaining MOU Costs	\$360,000	\$400,000	\$400,000	\$1,160,000
Lost Revenues		\$250,000	\$238,928	\$488,928
	\$453,625	\$706,038	\$903,928	\$2,063,591

The District proposes to spend the remaining institutional support to fund operating expenses normally funded by external revenue sources. External revenue sources have diminished due restricted campus operations as a result of COVID-19

BOARD REPORT NO. 21-02-05C

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: José D. Nuñez, Vice-Chancellor, Facilities Planning and Operations, 574-6512
Yanely Pulido, Director, General Services, 358-6863

2021 CONTRACTOR PREQUALIFICATION UPDATE

The District has required prequalification of prospective bidders on public works projects subject to public bidding requirements since April 2000, when the Board of Trustees approved use of Public Contract Code Section 20111.5. Under these provisions, only prequalified bidders are eligible to submit bids for District formal bids on public works construction projects over \$200,000. This initiative has provided the District's Capital Improvement Program (CIP) with a pool of highly qualified contractors using an extensive application process. This process has been refined through more than two decades of use, and continues to deliver a robust pool of reputable firms, an integral component of successful project delivery.

Planning for the 2021 prequalification process began in September 2020. Notifications of the application process were placed on the District's Facilities website, in legal advertisements, through emails to previously prequalified contractors, and other informal outreach efforts by individual staff members.

In effort to increase opportunities and foster relationships with qualified business enterprises that are small, locally owned, or owned by members underrepresented in their fields (women, minorities, veterans, disabled individuals, members of the LGBTQIA community), staff contacted several trades representatives, chambers of commerce, and professional organizations to assist in publicizing and enhancing interest in the District's contractor prequalification process. Staff will continue to foster these relationships to ensure that qualified businesses have fair and equal accessibility to District procurement and contracting opportunities.

San Mateo County Community College District requires its prequalified contractors to meet certain applicable criteria, such as:

- Construction Experience/Work History
- Contractor's License/Department of Industrial Relations (DIR) Registration and Compliance
- Litigation and Arbitration History
- Disqualification from Previous Projects
- Compliance with Statutory Requirements
- Documented Safety Record
- Labor Code and Prevailing Wage Requirements
- Project Personnel
- Benefits and Retirement Programs
- Insurance Requirements and Bonding Information
- Financial Information

Submitted applications are reviewed for thoroughness and completeness. The contractor's license must be confirmed on the Contractors State License Board website. Other qualitative documents that staff reviews include: project experience, certified payroll examples, résumés of key personnel, certified financial statements, letter from a surety company confirming bonding capacity, claims and litigation history, and current Certificates of Insurance.

The deadline for application submission was November 16, 2020. A total of 123 applications were submitted for consideration for the 2021 prequalification process for formal bids on public works construction projects over \$200,000. This is a 13% increase from the 2020 pool of 109 submitted applications. As of January 19, 2021, staff has evaluated the 123 submitted applications. Contractors were officially notified of their prequalification status promptly upon completion of the evaluation process. One hundred sixteen (116) firms met all published criteria and have been included in the 2021 pool as publicized on the District's Facilities website.

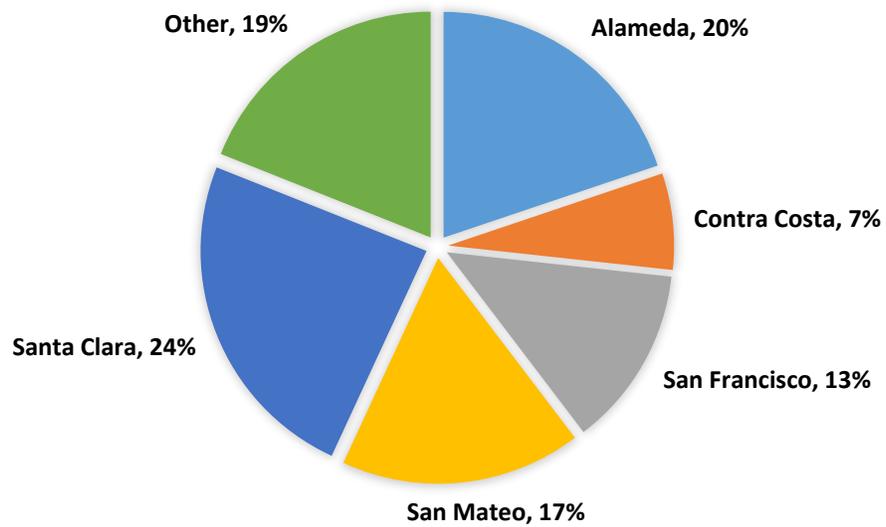
Seven (7) applications have been deemed ineligible either due to a deficiency in their submittal, exceeding the District's Experience Modification Rate (EMR) threshold or significant litigation/claims history. These firms have been notified of their standing and have been given the opportunity to appeal.

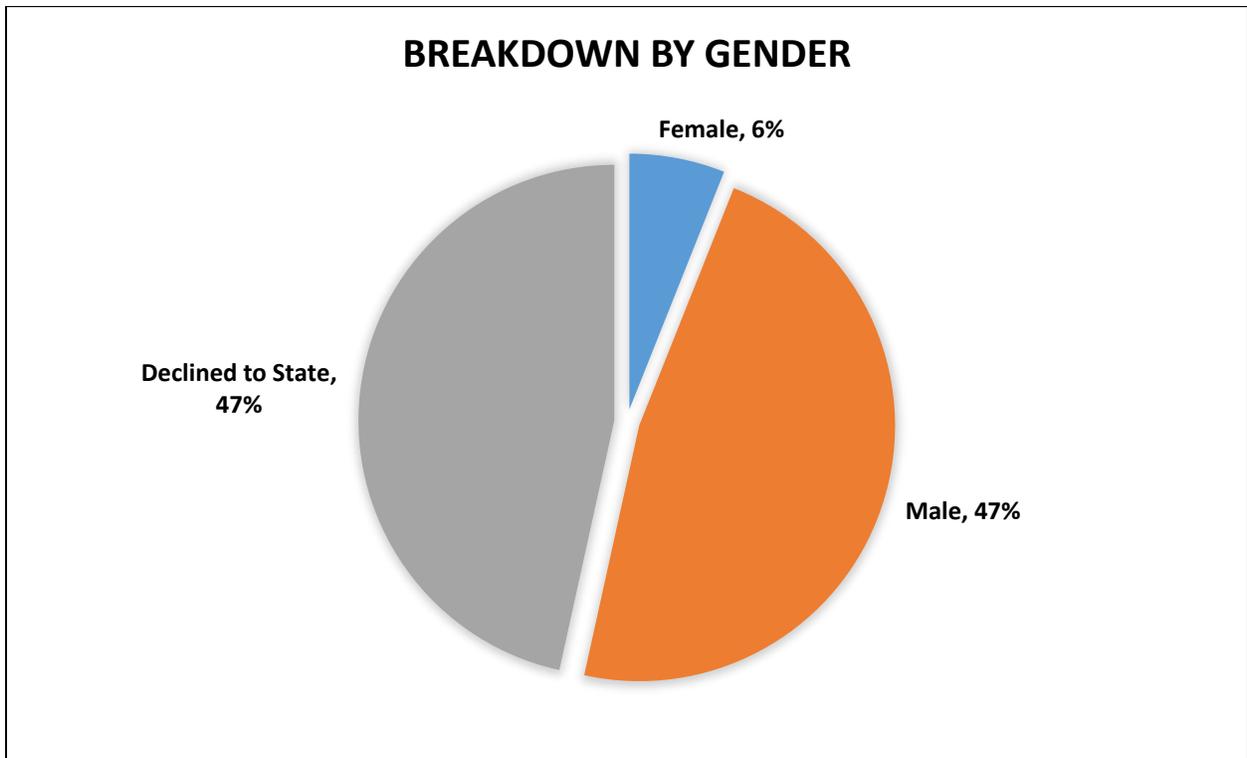
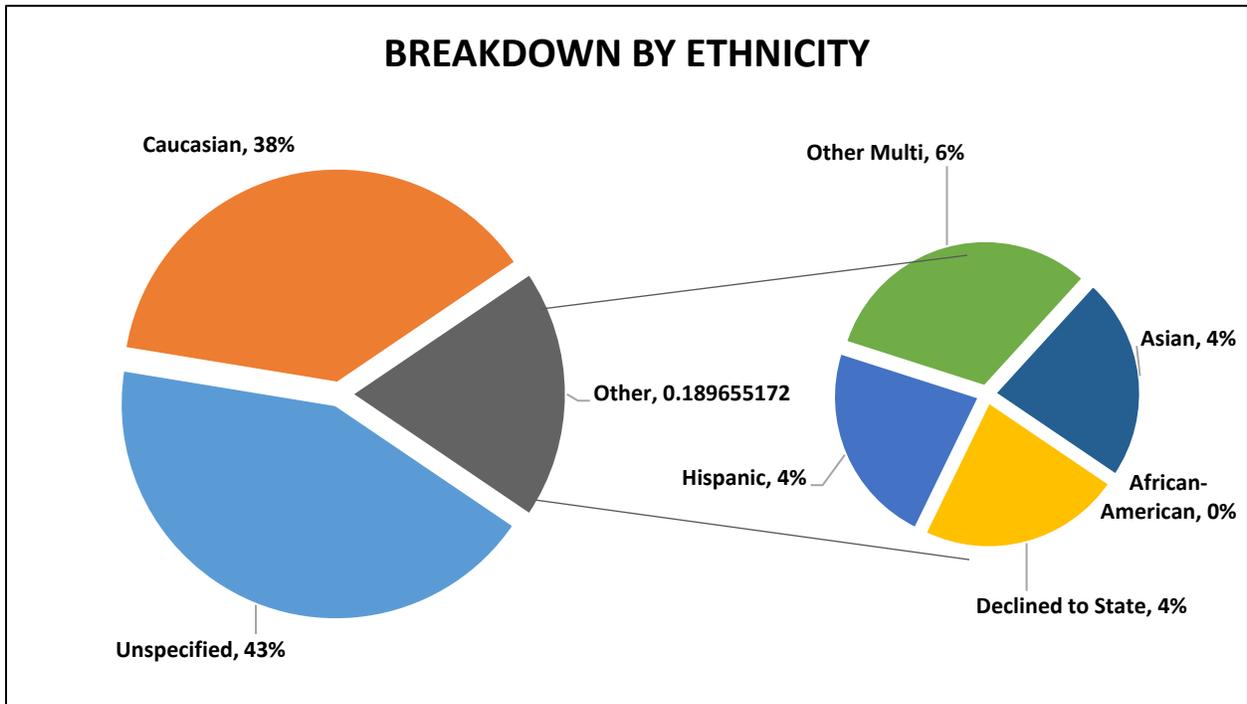
The following statistics demonstrate the license types, breadth and demographics of the current pool of 116 valid applicants who have been prequalified for 2021. (NOTE: Some applicants may have more than one type of license classifications):

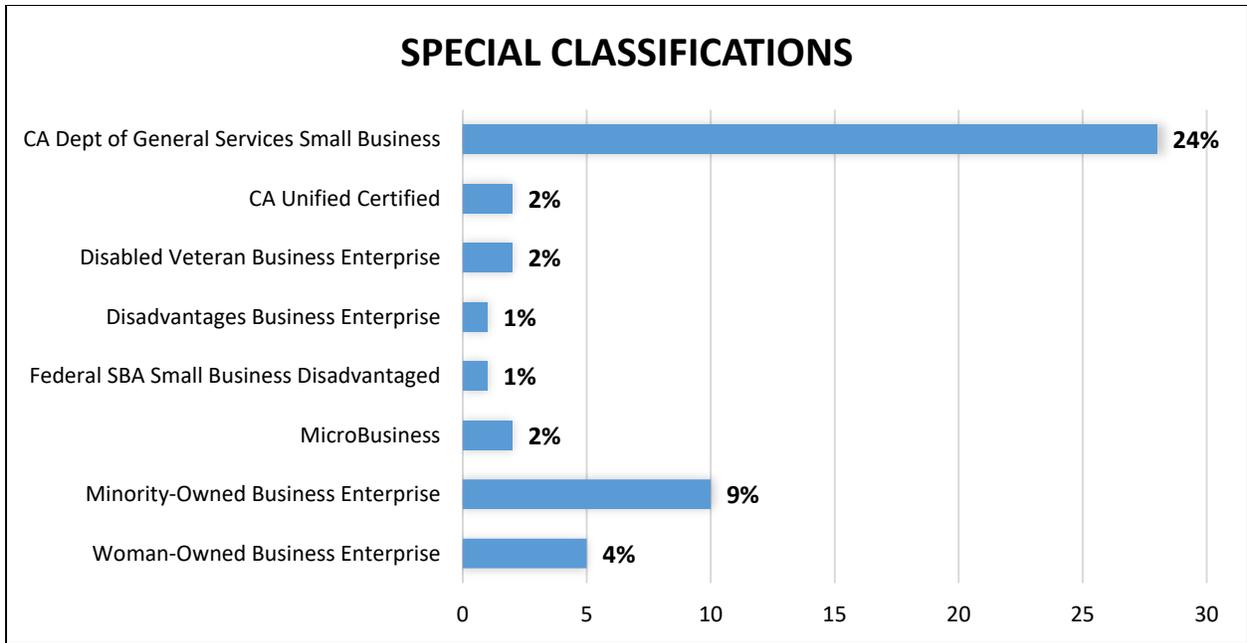
Construction Contractor's License Classification Summary	
#	License Type
48	A – General Engineering Contractor
76	B – General Building Contractor
3	C2 – Insulation and Acoustical Contractor
9	C4 – Boiler, Hot Water Heating and Steam Fitting Contractor
2	C6 – Cabinet, Millwork and Finish
7	C7 – Low Voltage Systems Contractor
8	C8 – Concrete Contractor
3	C9 – Drywall Contractor
24	C10 – Electrical Contractor
2	C12 – Earthwork and Paving Contractors
3	C13 – Fencing Contractor
3	C15 – Flooring and Floor Covering Contractors
5	C16 – Fire Protection Contractor
3	C17 – Glazing Contractor
14	C20 – Warm-Air Heating, Ventilating and Air-Conditioning Contractor
8	C21 – Building Moving/Demolition Contractor
2	C22 - Asbestos Abatement
2	C23 - Ornamental Metal
7	C27 – Landscaping Contractor
1	C28 – Lock and Security Equipment Contractor
1	C29 – Masonry
2	C31 - Construction Zone Traffic Control Contractor
3	C33 – Painting and Decorating Contractor
1	C34 - Pipeline
12	C36 – Plumbing Contractor
4	C38 – Refrigeration Contractor
6	C39 – Roofing Contractor
4	C42 – Sanitation System Contractor
8	C43 – Sheet Metal Contractor

1	C45 – Electrical Sign Contractor
2	C46 - Solar
1	C51 – Structural Steel
1	C57 – Water Well Drilling Contractor
1	C60 - Welding
6	C61 – Limited Specialty
1	D16 – Hardware, Locks and Safes
1	D21 – Machinery and Pumps
1	D28 – Doors, Gates and Activating
1	D30 – Pile Driving and Pressure
1	D34 – Prefabricated Equipment
1	D42 – Non-Electric Sign Installation
1	D49 – Tree Service
6	ASB – Asbestos Certification
4	HAZ - Hazardous Substance Removal Certification

2021 PREQUALIFIED CONTRACTORS BREAKDOWN BY COUNTY







BOARD REPORT NO. 21-02-06C

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

DISCUSSION OF FUTURE STUDY SESSION AND INFORMATION REPORT TOPICS

In preparing for its annual retreat, the Board suggested a number of topics for the agenda for that meeting and acknowledged that certain topics lent themselves to future study sessions or informational reports.

The Board will review that list of topics and determine priority discussions and reports for the year.

BOARD REPORT NO. 21-02-07C

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

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2020

In accordance with Education Code Section 72413, the State Chancellor's Office requires submission of a Quarterly Financial Status Report (Form CCFS-311Q) and a copy of the District's financial report.

Attached are:

- Form CCFS-311Q (Exhibit A) for the quarter ending September 30, 2020, which was forwarded to the State Chancellor's Office on November 13, 2020
- Cash Flow Statement for quarter ending September 30, 2020 (Exhibit B).

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the Unrestricted General Fund for the quarters ending September 30, 2019 and September 30, 2020. The variance in revenue is mainly due to decline in FTES due to COVID-19 pandemic. As FTES decline, state allocations for lottery, mandated cost claims and Prop 55 allocations decline as well resulting in further erosion of revenue. Expenses are almost flat as compared to the same period in the prior year. Due to the COVID-19 Pandemic Shelter-In-Place Order by the San Mateo County Public Health Department, the campuses continue to work remotely through the Spring Semester and with exception of select courses, instruction is mainly being provided through distance learning. The pandemic and its accompanying shelter-in-place requirements continue to affect instruction and operational processes. Additional funding from the federal and state governments are assisting in offsetting some of the general fund expenses related to personal protective equipment and other safety measures needed to meet social distancing regulations. However, the true magnitude of the cost, time, and operational adjustments that will be needed to bring students, staff and faculty back to campus is not fully known at this time. The District is continuing to plan and develop measures to ensure the safety of its students and staff, including ongoing costs associated with these efforts.

In the first quarter there have not been significant changes to known revenue and expenditure trends, though it is still early in the fiscal year. Management will continue to monitor information at the local, state, and federal levels and keep the Board informed of important developments impacting revenues and expenses as the year progresses.

	<u>Amount</u>		<u>Difference</u>	
	<u>9/30/20</u>	<u>9/30/19</u>	<u>Amount</u>	<u>Percentage</u>
INCOME:				
State Aid	1,023,482	1,269,107	\$ (245,624)	(19.35)
Enrollment Fees	5,177,817	5,185,240	\$ (7,422)	(0.14)
Non-Resident Tuition	4,138,655	4,938,919	\$ (800,264)	(16.20)
Property Tax	625,006	766,886	\$ (141,880)	(18.50)
Interfund Transfer	800,000	910,000	\$ (110,000)	N/A
Other Income	292,289	465,885	\$ (173,596)	N/A
Total Income	\$ 12,057,250	\$ 13,536,036	\$ (1,478,787)	(12.26)
% of Budget	5.76%	6.69%		
Expenses:				
Academic Salaries	\$ 14,027,213	\$ 13,137,456	\$ 889,757	6.77
Classified Salaries	11,021,411	10,202,343	\$ 819,068	8.03
Administrative Salaries	2,735,702	2,656,626	\$ 79,076	2.98
Fringe Benefits	9,155,940	10,574,797	\$ (1,418,857)	(13.42)
Supplies & Materials	368,192	559,030	\$ (190,837)	(34.14)
Operating Expenses	3,080,979	3,027,387	\$ 53,592	1.77
Capital Outlay	122,163	295,521	\$ (173,358)	(58.66)
Transfer Accounts	2,594,656	2,553,386	\$ 41,270	1.62
Bills & Salaries	\$ 43,106,257	\$ 43,006,546	\$ 99,712	0.23
% of Budget	18.58%	19.97%		
Net	\$ (31,049,008)	\$ (29,470,510)		
Adm. Salaries - Cert				
Total for 1000	16,209,434	15,257,481	951,952	6.24
1210 Adm. Salary	202,375	160,868	41,507	25.80
123x-124x Adm. Salary	1,979,845	1,959,157	20,688	1.06
Cert. Other (Non-Adm.)	14,027,213	13,137,456	889,757	6.77
Adm. Salaries - Class				
Total for 2000	11,574,893	10,738,944	835,950	7.78
211x Adm. Salary	553,482	536,601	16,881	3.15
Class. Other (Non-Adm.)	11,021,411	10,202,343	819,068	8.03
NET	\$ (31,049,008)	\$ (29,470,510)		

OTHER FUNDS: Below is financial data for all other funds. Total income and expenditures, comparing the first quarter for 2019-2020 and 2020-2021, are listed below:

Restricted General and Other Funds				
	<u>Amount</u>		<u>Difference</u>	
	<u>9/30/20</u>	<u>9/30/19</u>	<u>Amount</u>	<u>Percentage</u>
Summary:				
Income	\$ 20,196,230	21,495,424	(1,299,193.46)	(6.04)
Bills & Salaries	\$ 92,700,667	88,456,969	4,243,698.67	4.80
Net	\$ (72,504,437)	\$ (66,961,545)		

Revenue decreases were mainly due to decreases in Financial Aid awards as compared to prior year this time. Expenditures increased due to planned increases associated with debt service payments on the General Obligation Bonds. It should be noted that debt service payments are funded by ad valorem taxes collected by San Mateo County.

REPORT ON INVESTMENTS: As of September 30, 2020, the District has a deposit of \$46,057,719 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment, and Money Market Accounts with local banks. The average yields on LAIF, County Pool, Money Market Account, and Oil Well Bond Account were 0.84%, 1.63%, 1.13%-1.65% (depending on length of term of investment), and 0.05%, respectively. These deposits consisted of the following sources:

Investment Type	LAIF Investment	County Pool Investment	Money Market, CD Investment	Speccial Deposit Bond	Total Investment
Unrestricted Gen. Fund	\$ 614		\$ 31,381,502		\$ 31,382,115
Capital Outlay Fund	0			5,000	5,000
Agency Fund	-	14,670,604			14,670,604
Total Investment	\$ 614	\$ 14,670,604	\$ 31,381,502	\$ 5,000	\$ 46,057,719

NOTE: This report was intended to be presented in January 2021. Due to the length of the agenda in January, the Board leadership postponed agendizing this item until the February 2021 regular meeting.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Exhibit A

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD 

Fiscal Year: 2020-2021

District: (370) SAN MATEO

Quarter Ended: (Q1) Sep 30, 2020

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2017-18	Actual 2018-19	Actual 2019-20	Projected 2020-2021
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	180,413,368	202,864,193		206,550,109
A.2	Other Financing Sources (Object 8900)	331,747	845,529		825,333
A.3	Total Unrestricted Revenue (A.1 + A.2)	180,745,115	203,709,722		207,375,442
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	157,381,147	170,206,128		173,497,170
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	19,069,344	28,521,514		40,019,884
B.3	Total Unrestricted Expenditures (B.1 + B.2)	176,450,491	198,727,642		213,517,054
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	4,294,624	4,982,080		-6,141,612
D.	Fund Balance, Beginning	33,882,785	38,177,409		55,723,193
D.1	Prior Year Adjustments + (-)	0	0		0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	33,882,785	38,177,409		55,723,193
E.	Fund Balance, Ending (C. + D.2)	38,177,409	43,159,489		49,581,581
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	21.6%	21.7%		23.2%

II. Annualized Attendance FTES: This data is being captured in CCFS-320 and is no longer required here.

G.1	Annualized FTES (excluding apprentice and non-resident)				
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2017-18	2018-19	2019-20	2020-2021
H.1	Cash, excluding borrowed funds		47,266,053	55,674,169	56,345,304
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	36,129,082	47,266,053	55,674,169	56,345,304

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	208,411,970	208,413,313	11,250,916	5.4%
I.2	Other Financing Sources (Object 8900)	0	800,000	806,333	100.8%
I.3	Total Unrestricted Revenue (I.1 + I.2)	208,411,970	209,213,313	12,057,249	5.8%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	221,155,091	221,934,369	40,511,601	18.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,987,199	10,009,264	2,594,656	25.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	231,142,290	231,943,633	43,106,257	18.6%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-22,730,320	-22,730,320	-31,049,008	
L.	Adjusted Fund Balance, Beginning	55,723,193	55,723,193	55,723,193	
L.1	Fund Balance, Ending (C. + L.2)	32,992,873	32,992,873	24,674,185	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	14.3%	14.2%		

V. Has the district settled any employee contracts during this quarter?

NO

<p>VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?</p>	<p>NO</p>
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If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

<p>VII. Does the district have significant fiscal problems that must be addressed?</p>	<p>This year? Next year?</p>	<p>NO NO</p>
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If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

Exhibit B

**San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING SEPTEMBER 30, 2020**

	GENERAL FUND	Payroll Fund	GENERAL RESTRICTED FUND	INSURANCE & Debt Services FUND	CAPITAL OUTLAY FUND	CHILD CARE FUND	STUDENT AID FUND	POST-RETIREMENT RESERVES
Beg. Cash Balance in County Treasury	29,426,655.75	4,895,094.89	28,777,538.74	75,949,879.55	295,998,309.80	3,403.26	72,884.00	-
Cash inflow from operations:								
Year-to-date Income	12,057,249.58		10,433,119.55	3,274,955.94	125,579.17	211,867.89	5,434,576.09	716,131.57
Accounts Receivable	7,346,397.54	27,797.81	(349,910.33)	1,086,736.22	(15,940,180.41)	39,000.00	2,922,216.75	1,343.84
Advances / Prepaid	841,617.51		196,397.59	10,184.60	629,936.51			
Cash awaiting for deposit								
Total Income	49,671,920.38	4,922,892.70	39,057,145.55	80,321,756.31	280,813,645.07	254,271.15	8,429,676.84	717,475.41
Cash outflow for operations:								
Year to date expenditure	43,106,257.44	2,163.46	10,994,734.72	59,216,536.66	15,599,410.25	211,867.89	5,213,960.18	1,464,157.69
Deferred Income	8,030,943.91		692,807.04		23,662.00			
Account Payable	(24,144,973.95)	(1,603,437.98)	16,892.28	50,253.52	8,219,551.92	(379.80)	3,453,680.38	
Cash Balance From Operations	22,679,692.98	6,524,167.22	27,352,711.51	21,054,966.13	256,971,020.90	42,783.06	(237,963.72)	(746,682.28)
Other Cash inflow								
Medical Flex Plan / Revolv. Fund	-			-				
TRANS	-							
Trusts (JPA & 3CBG)								
Beg. Investment Balance								
LAIF Balance	612.06							-
County Pool Balance	-							15,417,286.28
Special Bond								-
C.O.P. & Others	<u>31,170,235.64</u>			-	<u>5,000.00</u>			-
Total Beg. Balance	31,170,847.70			<u>-</u>	5,000.00			15,417,286.28
Y.T.D. Investment Balance								
LAIF Balance	613.53							-
County Pool Balance	-							14,670,604.00
Special Bond								-
C.O.P./Bank CD	<u>31,381,501.79</u>			-	<u>5,000.00</u>			-
Y.T.D. Balance	31,382,115.32			<u>-</u>	5,000.00			14,670,604.00
Net Cash changes from Investment	(211,267.62)			-	-			746,682.28
Net changes from unrealized gain / (loss)	-			-	-			-
Cash Balance in County Treasury	22,468,425.36	6,524,167.22	27,352,711.51	21,054,966.13	256,971,020.90	42,783.06	(237,963.72)	(0.00)
Net Cash (Excluding TRANS & Trusts)	22,468,425.36	6,524,167.22	27,352,711.51	21,054,966.13	256,971,020.90	42,783.06	(237,963.72)	(0.00)

BOARD REPORT NO. 21-02-08C

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Bernata Slater, Chief Financial Officer
Tom Bauer, Vice Chancellor, Auxiliary Services

FIRST QUARTER REPORT OF AUXILIARY OPERATIONS, 2020-21

The following report covers the period July 1, 2020 through September 30, 2020 for associated student bodies; bookstores; cafeterias; the San Mateo Athletic Club (SMAC); and Community, Continuing and Corporation Education (CCCE).

ASSOCIATED STUDENTS

Net income comparing the first quarter of fiscal years 2020-21 and 2019-20 are listed below:

Associated Students - Cañada	2020-21	2019-20	\$ Change	% Change
Net Income for the Year	\$17,954	\$21,890	\$(3,936)	-17.98%
Beginning Fund Balance, July 1	\$341,582	\$297,974	\$43,608	14.63%
Ending Fund Balance, Sep 30	\$359,536	\$319,864	\$39,672	12.40%

Associated Students - CSM	2020-21	2019-20	\$ Change	% Change
Net Income for the Year	\$31,811	\$13,694	\$18,117	132.30%
Beginning Fund Balance, July 1	\$319,079	\$290,633	\$28,446	9.79%
Ending Fund Balance, Sep 30	\$350,890	\$304,327	\$46,563	15.30%

Associated Students - Skyline	2020-21	2019-20	\$ Change	% Change
Net Income for the Year	\$31,007	\$9,431	\$21,576	228.79%
Beginning Fund Balance, July 1	\$603,707	\$522,725	\$80,982	15.49%
Ending Fund Balance, Sep 30	\$634,714	\$532,156	\$102,558	19.27%

ASB Income:

Activity card sales are the major source of income for the associated students. Payment of the Student Body Fee supports many student-sponsored activities and programs and entitles students to a photo-ID student body card.

ASB Expenditures:

In general, expenditures of the ASBs include normal operating expenses (e.g., office supplies, activity cards, student assistant salaries, and other miscellaneous expenses) as well as student programs, scholarships and club assistance supporting campus life.

The following table summarizes the number of events organized by the ASB at each college and also a comparison of total expenditures during the first quarter:

Associated Students	2020-21		2019-20			
Activities vs. Expenditure Analysis	# of Events	Expenditure	# of Events	Expenditure	\$ Change	% Change
Cañada ASB	18	\$6,539	15	\$11,554	\$(5,014)	-43.40%
CSM ASB	2	\$1,486	11	\$31,404	\$(29,918)	-95.27%
Skyline ASB	13	\$10,858	14	\$39,634	\$(28,775)	-72.60%

ASB Cañada College

At Cañada College, there were eighteen ASB organized events in the first quarter of this fiscal year; there were fifteen events during the first quarter of last year.

The overall expenditures have decreased by 43.4% or \$5,014 compared to last year. With the exception of Awards and Scholarship expense which has increased by \$2,750 compared to last year, all other ASB operating expenses were significantly reduced due to the shelter-in-place order mandated by the County. During the first quarter many of the face-to-face activities were reduced or changed to virtual meetings.

ASB College of San Mateo

At the College of San Mateo, there were two ASB organized events in the first quarter of this fiscal year; there were eleven events during the first quarter of last year.

The overall expenditures have decreased by 95.27%, or \$29,918 compared to last year. Operating expenses across the board were significantly reduced due to the shelter-in-place order mandated by the County. During the first quarter many of the face-to-face activities were reduced or changed to virtual meetings.

ASB Skyline College

At Skyline College, there were thirteen ASB organized events in the first quarter of this fiscal year; there were fourteen events during the first quarter of last year.

The overall expenditures have decreased by 72.6%, or \$28,775 compared to last year. Operating expenses across the board were significantly reduced due to the shelter-in-place order mandated by the County. During the first quarter many of the face-to-face activities were reduced or changed to virtual meetings.

SELF-SUSTAINING ENTERPRISES

The District's bookstores; cafeterias; San Mateo Athletic Club; and Community, Continuing and Corporate Education (CCCE) are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used in any way to subsidize these enterprises.

BOOKSTORES

The following data reflect bookstore operations for the first three months of the fiscal year beginning July 1, 2020 through September 30, 2020. It includes a small portion of summer 2020, as well as fall 2020 sales.

Bookstore Sales	2020-21	2019-20	\$ Change	% Change
Regular Merchandise Sales	\$901,360	\$1,752,758	\$(851,398)	-48.57%
Computer Products Sales	5,400	38,289	(32,889)	-85.90%
Total Merchandise Sales	\$906,761	\$1,791,047	\$(884,287)	-49.37%
Textbook Rental Income	43,798	118,324	(74,526)	-62.98%
Production Service Income	11,094	74,621	(63,528)	-85.13%
Total Sales	\$961,652	\$1,983,992	\$(1,022,340)	-51.53%

Sales in all categories decreased dramatically this year compared to last year due to the shelter-in-place order mandated by the County. There have been no in-person sales which account for a significant amount of revenue for the Bookstores. Additionally, the continued increase in the sale of Inclusive Access with significantly lower profit margins continue to impact the overall sales and profitability of the bookstores. Traditional textbook sales are down more significantly than usual due to faculty transitioning to on-line materials because of the change in instructional modality as a result of the pandemic.

Comparative figures are shown below:

Bookstore Recap	2020-21	2019-20	\$ Change	% Change
Operations				
Sales				
Merchandise Sales	\$906,761	\$1,791,047	\$(884,287)	-49.37%
Textbook Rental Income	43,798	118,324	(74,526)	-62.98%
Production Service Income	11,094	74,621	(63,528)	-85.13%
Total Sales	\$961,652	\$1,983,992	\$(1,022,340)	-51.53%
Less: Cost of Sales	639,777	1,254,429	(614,652)	-49.00%
Gross Profit from Operations	\$321,875	\$729,563	\$(407,688)	-55.88%
Total Operating Expenses	572,579	747,724	(175,144)	-23.42%
Net Income/(Loss) from Operations	\$(250,705)	\$(18,161)	\$(232,544)	-1280.48%
Other Income	24,668	(9,676)	34,345	354.93%
Net Operation Profit/(Loss)	\$(226,036)	\$(27,837)	\$(198,199)	-712.00%
Non Operational Income/(Expenses)				
Non Operational Income	\$12,471	\$30,482	\$(18,011)	-59.09%
Investments - Adjust to Market	-	-	-	0.00%
Non Operational Expenses				
Admin Salary & Benefits	41,756	41,432	324	0.78%
Other Expenses	16,890	18,918	(2,028)	-10.72%
College Support	-	-	-	0.00%
Total Non-Operational Income/(Expenses)	\$(46,175)	\$(29,868)	\$(16,307)	-54.60%
Net Change in Fund Balance	\$(272,211)	\$(57,705)	\$(214,506)	-371.73%

Cost of goods sold decreased commensurate with the decline in sales. Total direct operating expenses decreased by 23.42% over this same period last year, which is also commiserate with the significant sales decrease in traditional textbooks, which incur freight costs and other handling charges.

Bookstores are dependent on strong and stable enrollment for continued success. Exacerbated by the year-over-year reductions in textbook sales, enrollment declines, increasing personnel and other costs, and the financial impact of the pandemic, the bookstores posted an overall deficit of \$272,211 in the first quarter. As the District will be operating in this modality through the end of the 2020-2021 academic year, it is expected that the bookstores will post a loss in excess of \$1 million this fiscal year. This will result in a precarious financial position with little left in the bookstores' reserve to address continued shortfalls.

The bookstore team has responded with incredible resilience and focus to the needs of students' during the pandemic. Efforts to ensure that every student has the materials needed to successfully complete their academic work have been incredible and successful. The bookstore team will continue to focus on ensuring that students are served in the most efficient and effective manner possible.

CAFETERIAS

Beverage, Snack and Food Service Vendors:

- The District's beverage vending service partner is Pepsi Bottling Group. The contract was awarded effective July 1, 2017, ending on June 30, 2024 with the option of renewing for three one-year terms at the discretion of the District.
- The District's snack vending partner is Compass Group USA through its Canteen Vending Services Division. The contract was effective July 1, 2017, ending on June 30, 2022.
- The District's food service partner is Pacific Dining Services. The contract was awarded on July 1, 2017 through June 30, 2022 with an option for one five-year renewal at the discretion of the District.

First quarter comparisons are noted below:

Cafeteria Recap	2020-21	2019-20	\$ Change	%Change
Operations				
Revenues				
Food Service Income	\$-	\$51,260	\$(51,260)	-100.00%
Interest Income	2,935	4,285	(1,350)	-31.51%
Event Rental	-	21,763	(21,763)	-100.00%
Total Revenues	\$2,935	\$77,308	\$(74,373)	-96.20%
Expenditures	\$33,579	\$36,906	\$(3,328)	-9.02%
Non-Operational Income/(Expenses)				
Investments - Adjust to Market	\$-	\$-	\$-	0.00%
Net Change in Fund Balance	\$(30,644)	\$40,402	\$(71,046)	-175.85%

FOOD SERVICE INCOME	2020-21	2019-20	\$ Change	% Change
PACIFIC DINING				
Skyline	\$-	\$16,357	\$-16,357	-100.00%
Skyline Events	-	8,480	-8,480	-100.00%
Cañada	-	20,647	-20,647	-100.00%
CSM	-	5,777	-5,777	-100.00%
CSM Events	-	-	-	0.00%
Total Food Service Income	\$-	\$51,260	\$(34,903)	-68.09%

Given the campus shutdown because of the pandemic, there are no operational revenues to offset the expenses that are being incurred by the three cafeteria operations. In addition to fixed district salary and benefit costs allocated to the cafeteria fund, there are continuing expenses to maintain equipment. As a result of these challenges, the cafeteria fund incurred a first quarter loss of \$30,644. If the cafeterias are unable to generate revenue for the rest of the fiscal year, they will post a loss of approximately \$150,000 which will ultimately come from the cafeteria reserve.

As part of the Enterprise Fund, the cafeteria and vending operations are fully self-supporting. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts.

SAN MATEO ATHLETIC CLUB

Operating as an enterprise through Auxiliary Services and Enterprise Operations, the San Mateo Athletic Club (SMAC) is a wholly District-owned, self-sustaining, student and community centered, fee-based operation offering numerous service options to the San Mateo campus community and the community-at-large. The concept of a multi-use space enables the District to maximize the use of facility resources and consequently create a revenue stream that supplements the facilities budgetary needs, including equipment maintenance and replacement while supporting numerous academic and student programs at the three colleges including the Promise Scholars Program that has gained the attention of other community colleges throughout the state. SMAC provides the community broader access to the College of San Mateo and demonstrates in a tangible way that the District is a community-based organization serving a wide spectrum of educational and training opportunities.

First quarter comparisons are noted below:

San Mateo Athletic Club and Aquatic Center				
Income Statement Part 1 - Operational Revenues and Expenses	2020-21	2019-20	\$ Change	%Change
Operating Revenues				
Registration & Membership	\$146,368	\$952,869	\$(806,500)	-84.64%
Personal Training	32,822	116,890	(84,068)	-71.92%
Aquatics	7,340	312,495	(305,155)	-97.65%
Parking	2,539	6,843	(14,304)	-84.93%
Group Exercise	23,754	77,718	(53,964)	-69.44%
Retail	740	7,885	(7,144)	-90.61%
Other Income	(10)	2,680	(2,690)	-100.37%
Total Operating Revenue	\$213,553	\$1,487,379	\$(1,273,826)	-85.64%
Operating Expenses *	\$795,092	\$1,188,183	\$(393,091)	-33.08%
Operational Income/(Loss) before District and College Support	\$(581,539)	\$299,196	\$(880,735)	-294.37%

*Operating expenses consists of salaries and benefits paid by EXOS.

In an attempt to illustrate direct expenses vs. college-support expenses, the Income Statement has been divided into two parts. Part 1 of the Income Statement (above) reflect the revenue and expenses directly attributed to the operation itself. Part 2 of the Income Statement (on the following page) reflects all of the income and expenses charged to SMAC that are not connected to the operational work of the SMAC team. These items include interest income, district salaries and benefits charged to the operation, donations, and support to the Promise Scholars Program, etc.

San Mateo Athletic Club and Aquatic Center				
Income Statement Part 2 - District Support and Reserve	2020-21	2019-20	\$ Change	%Change
Operational Income/(Loss) before District and College Support	\$(581,539)	\$299,196	\$(880,735)	-294.37%
Non-Operational District Support Income and Expenses				
Non-Operational District Support Income				
Interest Income on Investments	\$15,832	\$32,909	\$(17,076)	-51.89%
Operating Expenses charge back to District	17,410	28,572	(11,162)	-39.07%
Total Non-Operational District Support Income	33,243	61,481	(28,238)	-45.93%
Non-Operational District Support Expense **				
District Salaries & Benefits	134,325	134,536	(211)	-0.16%
Equipment Use Fee & Depreciation	14,947	14,947	-	0.00%
Miscellaneous Expenses	8,797	6,475	2,322	35.87%
Pool Maintenance	-	12,075	(12,075)	-100.00%
Total Non-Operational District Support Expense	158,069	168,033	(9,964)	-5.93%
Net Income/(Loss) after Non Operational District Support Income/Expense	\$(706,365)	\$192,644	\$(899,010)	-466.67%
Non-Operational College Support				
College Academic Program Support***	\$17,410	\$28,572	\$(11,162)	-39.07%
College Non-Academic Program Support (Promise, WEZ, KCSM, BAPA Scholarships, Skyline President's Breakfast, Canada Presidents Luncheon)	400,000	4,391	395,609	-
Total Non-Operational College Support Expense	\$417,410	\$32,963	\$384,447	-
Net Income/(Loss) to Reserve	\$(1,123,776)	\$159,681	\$(1,283,457)	-803.76%

** Non-Operational District Support Expense consists of SMCCCD Administrative and Facilities salaries and benefits.

***College Academic Program Support - This expense represents the expenses related to materials that are purchased by SMAC and used by the academic programs including sweat towels, laundry supplies, restroom supplies, etc. and is calculated on total usage of the space.

The San Mateo Athletic Club posted a significant loss of \$581,539 in the first quarter of this year due to the impacts of the shelter-in-place mandated by the County. The total loss posted in the first quarter which includes some other income, fixed District salary and benefit costs, expenses related to maintenance and depreciation and continued program support to both the College and the Promise program totaled \$1,123,776. Based on this trajectory, it is estimated that SMAC will post a significant financial loss at the end of the fiscal year. The amount of this loss may approach \$2 million for the fiscal year. That amount may be reduced by increases in members returning, new memberships, and additional programming opportunities. Additionally, this amount will be reduced if County Health Department orders are revised allowing for increased usage of the facility. SMAC began the fiscal year with an operational reserve in excess of \$3 million which has been drawn upon to support the operation during the pandemic.

Total operating revenue for the first quarter trails the same period last year by over 85% with losses in every area of the operation. Reduced membership from our pre-COVID level of approximately 6,200

members combined with losses from the inability to rent the pools to outside groups when available and the loss of other ancillary revenue are responsible for the sharp revenue decline.

The following are the current membership statistics:

- 3,543 members remain active, paying members
- 2,562 members remain frozen and are not paying dues at this time
- 1,059 members have canceled and of the canceled, 513 requested refunds

Staff has implemented cost reductions where possible and are deemed safe to implement in consultation with the District Emergency Manager. Group exercise classes have been reduced by 40% and all other areas are staffed only as needed. Housekeeping costs have been reduced by 30% due to the limited use of the facility. Three lifeguards, two reception desk staff and staff on the fitness floor and outdoor areas are required to ensure member safety. Additionally, SMAC personal trainers have been tasked with staffing the access lane parallel to the District security staff ensuring that access is granted to only those members who have scheduled appointments. The ability to re-invent SMAC in an outdoor environment (due to in-door operational restrictions) as well as indoors (with limited occupancy requirements as the County Health orders permit) provided multiple options for the membership to return and has allowed the SMAC to reengage and serve members.

The District's ability to quickly pivot and offer virtual classes has secured a new business opportunity for SMAC in that the virtual options will remain as a part of the membership offering and will also create new membership streams for those who desire a virtual experience.

Staff is encouraged to see usage patterns steadily increasing and a trust in the membership to maintain either their active or frozen status versus cancelling altogether. As restrictions are relaxed and the District is confident that SMAC is meeting the needs of all current members, staff will begin to add new memberships if convinced the District can do so safely. An update on membership levels will be included in the mid-year budget update.

CONTINUING, COMMUNITY AND CORPORATE EDUCATION

Below represents the financial performance of Community, Corporate and Continuing Education (CCCE) and Silicon Valley Intensive English Program (SVIEP) through September 2020:

Community, Continuing & Corporate Education (with SVIEP)	2020-21	2019-20	\$ Change	% Change
Operating Revenues	\$333,663	\$496,588	\$(162,920)	-32.8%
Operating Expenditures				
Salaries and Benefits	\$291,809	\$237,055	\$54,754	23.1%
Other Operating Expenses	\$99,825	\$188,616	\$(88,791)	-47.1%
Total Operating Expenses	\$391,634	\$425,671	\$(34,037)	-8.0%
Net Operating Profit/(Loss) before College Support Income	\$(57,971)	\$70,917	\$(128,880)	181.7%
Other Income/Support	\$120,000	\$-	\$120,000	100.0%
Net Change in Fund Balance	\$62,029	\$70,917	\$(8,888)	12.5%

The afore-mentioned table illustrates the total financial performance of the Community, Continuing and Corporate Education (CCCE) program, including the Silicon Valley Intensive English Program (SVIEP).

As illustrated in the table, CCCE year-over-year first quarter revenues experienced a pandemic-attributed decline in revenue and net profitability that necessitated support from the Auxiliary Fund to maintain a positive balance. The paragraphs below describe the need for this support as well as strategies for moving forward.

Profitability for CCCE in the first quarter has typically been driven by increasingly strong performance in both the Bay Area Pathways Academy (BAPA) and Corporate Education – reflective of the strong community engagement and support for these high-impact programs; however, due to the pandemic, requests for refunds due to financial strains, as well as lowered enrollments, contributed to a significant loss of revenue for BAPA. While Corporate Education experienced relatively strong revenue for the first quarter, it was not sufficient to compensate for the loss of BAPA revenue. While SVIEP matriculation numbers continued to increase, SVIEP profitability declined due to reduced enrollments in tandem with declines concurrently experienced by similar intensive English programs throughout the Bay Area and country as a result of the pandemic and government policies at the federal level. Despite these enrollment challenges, SVIEP has provided strong support for the District’s Global Online Learning (GOL) program and continues to be a vital partner in the District’s international recruitment strategies.

Since opening in 2016, SVIEP has successfully matriculated 118 international students to the District’s three colleges, yielding a significant financial benefit for the District. Students in SVIEP are those who do not meet the admission requirements to the colleges because their English skills were not sufficient for admission. The program brought these students to a level of proficiency that enabled them to matriculate to one of the three colleges.

In the face of this unprecedented pandemic, CCCE has pivoted on multiple fronts to align with the new realities of the COVID-19 era. These pivots include the following strategies:

- For BAPA, the team is redesigning the structure, timing and pricing of the 2021 summer camp offerings to reflect the increased need for flexibility by both parents and students. This new structure will incorporate the opportunity to earn badges or mini-certificates, new programming pathways, and new engagement elements for students in an online environment.
- For Corporate Education, the shift to a train-the-trainer approach has proven remarkably effective, with robust new training opportunities overshadowing the reduction of traditional training requests. Corporate Education’s approach includes train-the-trainer programming for contract education professionals across the state, professional development for teachers and schools across the county and state, and the design and launch of online training platform and upskilling for remote workers and leaders both individually and organizationally through customized training. This approach has proven effective and will continue to be a strong source of revenue for the department.
- Community Education has leveraged its not-for-credit programming and registration capabilities to support the colleges in the piloting and launch of multiple new and affordable community offerings. This enhanced level of partnership with the colleges supports the workforce goals of the college, the district-wide Workforce Development Taskforce, and the community.

SVIEP, through its strong support for the GOL program and establishment of international relationships, helped contribute to the District receiving The President’s “E” Award, which was first established by President Kennedy in 1961, for contributions to American export growth. The District’s international program represents the only educational institution among the 28 companies and businesses nationwide honored with this year’s prestigious award. In addition to developing new online cohort strategies for students seeking to improve their English and matriculate to the colleges, SVIEP will continue its support

of the GOL program and is building international relationships and structure to recruit GOL cohorts from amongst its international partners.

NOTE: This report was intended to be presented in January 2021. Due to the length of the agenda in January, the Board leadership postponed agendaizing this item until the February 2021 regular meeting.