

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 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/85611655522>

Dial-In: 1-669-900-9128 – Webinar ID: 856 1165 5522

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

3. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two Cases
4. Liability Claims: Gov. Code § 54956.95
Workers' Compensation Claim: One Case
Agency Claimed Against: San Mateo County Community College District
5. Employee Discipline, Dismissal, Release
6. Conference with Legal Counsel – Existing Litigation: Two cases
 - a. Peasegood v. San Mateo County Community College District – Case No.: 19 CIV 06689
 - b. Mayeli v. San Mateo County Community College District – Case No.: 20 CIV 02463

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

- | | |
|-----------|--|
| 21-03-05C | Recognition by the Board of Trustees of District and College Classified Employees of the Year and Selection of Nomination to be Forwarded to the State Chancellor's Office |
| 21-03-06C | Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity: Celebrating Women's History Month <i>(Time Allotted: 20 minutes)</i> |

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

- | | |
|----------|--|
| 21-03-10 | Approval of the Minutes of the March 10, 2021 Study Session |
| 21-03-11 | Approval of the Minutes of the March 17, 2021 Special Closed Session Meeting |
| 21-03-12 | Approval of the Minutes of the March 18, 2021 Special Closed Session Meeting |

NEW BUSINESS

- 21-03-03A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel *(Time Allotted: 5 minutes)*
- 21-03-04A Adoption of Resolution No. 20-4 Fixing the Employer Contribution Under Section 22895 of the Public Employees' Medical and Hospital Care Act *(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.

- 21-03-01CA Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College
- 21-03-02CA Disposition of District Records – Skyline College
- 21-03-03CA Acceptance of the California Earned Income Tax Credit Grant
- 21-03-04CA Acceptance of Gifts by the District
- 21-03-05CA Ratification of Telecommunications Use Permit Renewal with New Cingular Wireless PCS, LLC – College of San Mateo
- 21-03-06CA Ratification of Telecommunications Use Permit Renewal with T-Mobile West LLC – College of San Mateo

Other Recommendations

- 21-03-103B Reaffirmation of Previous Board Statement Reinforcing Civility, Tolerance and Acceptance *(Time Allotted: 10 minutes)*
- 21-03-104B Renewal of Agreement with Atkinson, Andelson, Loya, Ruud & Romo for District Legal Services *(Time Allotted: 5 minutes)*
- 21-03-105B Consideration of Endorsement of Legislation: AB 103 (by Assemblymember Holden) *(Time Allotted: 5 minutes)*
- 21-03-106B Approval of Community, Continuing and Corporate Education Collaborative Programming: Full Stack Developer Continuing Education Certificate in Partnership with Cañada College (Menlo Park Site) *(Time Allotted: 5 minutes)*
- 21-03-107B Approval of College of San Mateo/Community, Continuing and Corporate Education Collaborative Programming: Green Building Certificate *(Time Allotted: 5 minutes)*

- 21-03-108B Acceptance of Shuttle Grant Funds in Support of the Skyline College Express Program *(Time Allotted: 5 minutes)*
- 21-03-109B Approval of Instructional Services Agreement with Community Initiatives to Support Dual Lane Learning Courses in Early Childhood Education
- 21-03-110B Approval of Contract Award for External Consulting for Training and Research Activities to Better Access Job Opportunities *(Time Allotted: 5 minutes)*
- 21-03-111B Approval of Extension of EXOS Contract for the Operation of the San Mateo Athletic Club *(Time Allotted: 20 minutes)*

INFORMATION REPORTS

- 21-03-07C Proposed Promise Scholars Program Expansion with Support from the San Mateo County Board of Supervisors *(Time Allotted: 10 minutes)*
- 21-03-08C Update on International Education Program *(Time Allotted: 25 minutes)*
- 21-03-09C Review of Revisions to Board Policy 1.10 – Duties and Responsibilities of the Board *(Time Allotted: 10 minutes)*
- 21-03-10C Review of Feedback Process on Matter of Importance to the Board of Trustees Relating to the Upcoming RFP Process for a Contractor to Operate the San Mateo Athletic Club *(Time Allotted: 10 minutes)*
- 21-03-11C Receipt of Bond Oversight Committee Annual Report to the Community *(Time Allotted: 5 minutes)*

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. 21-03-05C

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

**RECOGNITION BY THE BOARD OF TRUSTEES OF DISTRICT AND COLLEGE
CLASSIFIED EMPLOYEES OF THE YEAR AND SELECTION OF NOMINATION TO BE
FORWARDED TO THE STATE CHANCELLOR'S OFFICE**

The Classified Employee of the Year awards honor community college classified employees who demonstrate the highest level of commitment to the *Vision for Success* and equitable student outcomes. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. Award winners are selected by representatives from the Board of Governors, Consultation Council and the Chancellor's Office. Up to six recipients will be announced and honored at the May 2021 Board of Governors meeting.

Classified employees with a minimum of five years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: the Vision for Success and equitable student outcomes; professional ethics and standards; serving the institution's diverse student population through participation in professional and/or community activities; and serving as a leader beyond their local institution.

At the March 24, 2021 Board meeting, the San Mateo County Community College District Board of Trustees will honor each of the classified employees nominated by the Colleges and the District Office. The Board will also announce which nominee's information will be forwarded to the State Chancellor's Office.

BOARD REPORT NO. 21-03-06C

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 WOMEN'S 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 Women's 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



San Mateo County Community College District Distributes more than \$8 million Directly to Students from Federal Pandemic Relief Funding

SMCCCD DISTRIBUTES MORE THAN \$8M DIRECTLY TO STUDENTS FROM FEDERAL HEERF II FUNDS

District receives total of \$13.3 million in Federal Pandemic Relief Funding to support students and respond to COVID-19



The San Mateo County Community College District has received \$13.3 million in federal relief funding from the Higher Education Emergency Relief Fund (HEERF II). Of that funding, approximately two-thirds will go directly to students as cash payments to offset hardships during the COVID-19 pandemic. The remaining third of the funds will be used to offset costs incurred by the District and its three colleges for COVID-related expenses such as technology, health and safety equipment, and training.

“Our community college students were already struggling to make ends meet, and COVID has made it tougher than ever,” said SMCCCD Chancellor Michael Claire. “The majority of the federal funds we’ve received are going directly to support students, and this will make a difference in students being able to stay in school.”

The most recent federal funding, combined with \$5.6 million received as part of the CARES Act from spring 2020, brings total federal pandemic relief funding for the San Mateo County Community College District to almost \$19 million. Of that total funding, two-thirds (\$16.8 million) is directly supporting students at Cañada College, College of San Mateo, and Skyline College.

Federal guidelines allow for HEERF funding to be used for direct student aid and institutional expenses related to COVID-19 to ensure learning continues for students during the pandemic. The federal programs require at least half of the funding to go as direct aid to students to help cover expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, healthcare, and child care. The District allocated more of the funds it received to directly support students than the federal programs required.

In spring and fall 2020, almost 5,000 students from Cañada College, College of San Mateo, and Skyline College received CARES funds payments ranging from \$500 to \$1,100. In spring 2021 and fall 2021, students will receive direct payments ranging from \$750 to \$1,650.

The District’s colleges have remained mostly online since March 2020. Classes will continue online through December 2021, though more programs may be converted to in-person classes if circumstances allow in the fall semester.

SUPPORTING OUR STUDENTS FROM MYANMAR



There are currently more than 50 students from Myanmar enrolled at Cañada College, College of San Mateo, and Skyline College. Students from that country have long enrolled in our colleges as part of the SMCCCD International Student Program.

Most of these students had returned to Myanmar due to the pandemic and have been continuing their education online. However, the escalating political and humanitarian crisis there



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continues to create severe hardships, uncertainty and fear for the people in Myanmar. Due to the military coup and subsequent crackdown on civilians, some students may experience power outages, prolonged interruptions in internet service, access to financial institutions or other disruptions to daily life.

District leaders have instructed faculty and staff to be supportive of our students from Myanmar. They are facing great hardships, possibly even issues relating to their own personal safety. As a District committed to student success and social justice, we are encouraging compassion in supporting these students. International Student Program staff have contacted our Myanmar students personally and have reached out to their instructors. ISP staff will maintain regular contact with these students to offer support and help to address issues, and can offer support and guidance to faculty and staff if issues arise.

The District proudly continues its commitment to global learning. Our students from Myanmar are an important part of the college communities and District family. Our District faculty and staff are encouraged to help support these students as they face this challenge in the midst of an ongoing global pandemic.

Guzman was born in Puerto Rico and grew up in Manhattan. He worked as a Youth Counselor while performing in street theatre and independent films and graduated from The City College of New York. Since Guzman's big break on "Miami Vice," he has appeared in more than 100 feature films including: "We're the Millers," "Boogie Nights," "Magnolia," "Traffic," "Turbo," "Punch Drunk Love," and "Carlito's Way."



CAÑADA COLLEGE HOSTS CONVERSATION WITH ACTOR LUIS GUZMAN

As part of its ongoing commitment to celebrating diversity and inclusion, Cañada College hosted an important conversation on February 22, 2021 with Latino Thought Makers award-winning screenwriter, actor, and author Rick Najera, featuring renowned speaker, award-winning actor and social activist, Luis Guzman. Latino Thought Makers is a platform that provides a respectful and inclusive safe-space for educational discussions about all social, racial, and cultural issues with knowledgeable and highly-esteemed guest speakers.

Najera and Guzman began their conversation about race by sharing their experiences growing up in the streets of New York versus Los Angeles. Their shared feeling of survival of the fittest throughout their upbringing displays the numerous disparities within Latinx neighborhoods. Although there are specificities to each respective city, both distinguished speakers agreed that the streets either raise or break Latinx children. Guzman elaborated, "in a place like New York City, childhood is about surviving the streets, and as a parent now, I wanted to ensure my children had a real childhood just as all children, regardless of race, deserve." It is this same unwavering passion for equity amongst marginalized groups that guarantees positive change is continuous in the Latinx community.

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Najera debuted clips from Guzman's previous outstanding roles and stressed, Guzman's role within the film community is to be the voice of authenticity amongst imitation, for Guzman's strength is his individuality. Following this, Najera and Guzman brought up the important topic of type-casting in the film industry. In the beginning of Guzman's acting career, the roles he was offered were, what Guzman described, "parts like being a drug dealer, a murderer, or robber. Through the evolution of my artistry, my roles changed." The film industry's narrative is relevant because it affects the universal portrayal of Latinx people. It is important that as a collective society, we confirm the stories that are being told are accurate and sensitive to the struggle that Latinos have had to endure for generations.

Guzman shared the disservice society practices today which is allowing the youth to be desensitized from global issues such as sex-trafficking, homelessness, and wealth disparities. During preparation for an acting role, Guzman was, "homeless for three days in cold New York City. It was the hardest thing I ever did and I finally understand the travesty that is becoming a victim of U.S. capitalism." He added that the youth, and especially minority youth, need to educate themselves so that they can pursue higher education and avoid obstacles such as the school to prison pipeline.

When asked by a Cañada student, "What would your advice be for first-generation college students looking to make their parents proud?" Guzman responded, "love your family and yourself unconditionally. Also, make sure to be helpful without having to be asked. Most importantly, never forget where you came from because someday people will look up to you. Being an inspiration is key and being an inspiration is love. Also, give back to your community because that was where you got your start." Najera and Guzman both confessed that when you start making money and putting it in the bank it's easy to forget your roots, but you have to remember the environment and the people are what encouraged you to start earning that money in the first place. The only things that stay consistent in your life are the relationships you nurture.

Najera and Guzman ended their conversation by advising students to do their part by voicing their stories on social platforms. Guzman said, "nowadays we have the freedom to create more for ourselves. People of color are the power brokers, we do not need permission to create freely." Najera and Guzman

both agreed it is the responsibility of Latino people to take back the narrative and rewrite what it means to be a Latinx person in America.

The event was recorded and can be viewed [here](#). The last Latino Thought Makers event of the year will be held on April 28 from 3:30 - 5 p.m. with the featured guest to be announced. RSVP [here](#) to join the conversation.

CAÑADA'S OFFERS LIVE VIRTUAL DROP-IN HOURS FOR STUDENTS



Cañada College's [Welcome Center](#) offers live, drop-in zoom hours in partnership with our College Outreach Student Ambassadors. The zoom drop-in [schedule is listed online](#) and spans Monday through Friday from 9 a.m.-6 p.m. Students are encouraged to pop into the virtual sessions as needed to ask questions, seek clarification, and connect with ambassadors who are also students and can offer live peer support for the student experience.

This service for students was carefully planned by Student Services leaders to meet the increased request for just-in-time support with a variety of questions. Students are able to read even more background information about the Student Ambassadors who will be supporting them on the [Outreach Ambassadors profile page](#). This update to our virtual support system for students is meant to center the student experience, further build out peer-to-peer support for the campus, and offer live and virtual drop-in hours for the community.

College of San Mateo

CSM STUDENTS JOIN FORCES TO SUPPORT BURMESE STUDENTS



On Thursday, March 11, 2021, multiple student groups joined forces to hold a virtual Myanmar Student Panel. The event was held to provide Burmese students a space to share their experiences, speak their truths, and educate the CSM community about the military coup and subsequent humanitarian crisis taking place in Myanmar.

The panel primarily consisted of women to highlight their voices for Women’s History Month. Panelists included current CSM students and alumni, as well as Burmese students from local four-year universities. The mix of perspectives provided insight into the various levels of support the panelists have received from their academic and local communities.

A CSM student panelist said, “It’s hard to study and pay attention in classes because I’m constantly thinking about my country.” Another panelist who is a CSM alumna and current San Jose State University student reminded the audience: “[W]e’re not talking to professors that we’re going through this anymore. Although we told them the first time, that doesn’t mean that we’re no longer going through this. We’re still going through this. We’re just not repeating it.”

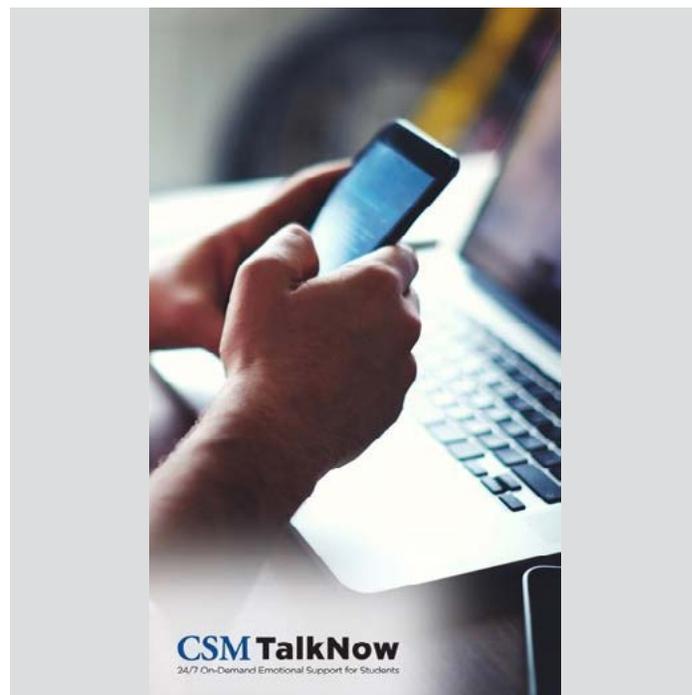
By the end of the event, audience members’ eyes and hearts were opened to the physical, mental, and political challenges Burmese students are currently facing. As the event concluded, attendees were encouraged to help advocate for all of those affected in Myanmar.

The event was hosted by Alpha Gamma Sigma (AGS) with collaboration from ASCSM Advocacy, Cultural Awareness, and Public Relations Boards, Phi Theta Kappa (PTK), and Katipunan (KTP).

[Watch on Zoom](#) (public)

[Watch on Panopto](#) (SMCCCD employees/students)

CSM LAUNCHES 24/7 ON-DEMAND EMOTIONAL SUPPORT FOR STUDENTS



In February, as part of a districtwide effort, CSM Wellness Services launched CSMTalkNow, a free 24/7 on demand emotional support for students. Students can use this new service to gain immediate access to a mental health professional to discuss stress, anxiety, depression, grief and loss and much more.

CSMTalkNow is supported by TimelyMD, an independent company, and does not offer access to CSM personal counseling staff. The service is ideal for students who need immediate support or those that need help during nights, weekends, or campus closures.

Learn more by visiting www.csmtalknow.com.



INTERNATIONAL STUDENT PROGRAM HOSTS EMPLOYMENT WORKSHOP SERIES FOR INTERNATIONAL STUDENTS



The Skyline College International Student Program (ISP) hosted a virtual event on March 9, 2021, educating the college's international students about their employment opportunities. This event provided information about the processes of the F-1 student employment authorization, how to get started if interested, and offered resources to best support students in this process. Students learned about specific requirements and guidelines required for obtaining the employment authorization. Renee Liang and Brittney Sneed, from the Career Readiness and Job Placement Hub, shared valuable information about their services which provide students with integral resources and support in job placement, and readiness to meet their career and employment goals. Additionally, Carlos Romero, International Student Counselor, discussed a virtual internship program that is available through the Summer Global Internship program.

This ISP March workshop is a series of three sessions. Look out for the next session on March 16, at 4pm (California time) focusing on tips on creating an American resume. The last session will be held on March 23, at 4pm (California time)

focusing on a roundtable hearing from current ISP students' experiences attaining employment. If you are interested in learning more about future ISP programs and events, contact ISP office at skyinternational@smccd.edu

Article by Adrienne Villegas

TRANSFER STUDENT PANEL: STUDENTS BREAKING BARRIERS!!



The Transfer Center hosted, "Student Breaking Barriers," a virtual student alumni panel. Attendees got the opportunity to hear from three phenomenal alumni- Chantel Giner, a Psychology major in her final semester at San Francisco State, Briana Miranda a Psychological Science major in her second quarter at UC Irvine, and Manuel 'Manny' Verdin a Criminal Justice major in his last semester at San Francisco State. The panelist shared narratives of their educational experiences that inspired and motivated the audience. The conversation centered around ways in which Skyline helped them prepare for transfer and their future careers, advice they had for students considering transfer, and the importance of using different resources.

Each panelist shared their rich experiences at each of their campuses, but what was most apparent was their desire to give back to Skyline because of the relationships they built. Manny Verdin highlighted the difference he sees between institutions stating that Skyline provided him with a strong support system a, "close knit community...[with] a lot of resources and a lot of people reaching out to you," highlighting that at the university, "it's a bigger environment so there's more people...it's a little bit harder to keep track of everyone, so you kind of have to search out those opportunities and resources for yourself." Briana Miranda reminded students that they did not have to

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do things on their own sharing that the educational journey, "doesn't have to be a lonely journey." This sentiment was shared by all three panelists. It was CIPHER alum, Chantel Giner that continued to motivate students by reminding them to, "set a goal for yourself, it is attainable as long as you put the hard work into it. Even if it is a path that has never been taken before in your family."

Overall the transfer panel was an inspirational experience and would not have been possible without the support of over 30 students, faculty and staff in attendance. A special note of appreciation to Rolando Mutul, Transfer Center Ambassador, who brought the alumni together to share their unique college journey. The Transfer Center is appreciative of the continued support that allows us to create spaces for students to share their experiences. If you were unable to catch the event you can watch the recording [here](#).

Article by Jackie Flores & Lucy Jovel

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
March 10, 2021 – 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 5:08 p.m.

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

1. President Nuris said that during closed session, the Board will take up items as listed on the printed agenda, including: (1) Holding Conference with Labor Negotiators for Employee Organizations: AFT; (2) Holding Conference with Legal Counsel – Existing Litigation: Three cases; (3) Holding Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases; and (4) Consideration of Employee Discipline, Dismissal, Release.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

- Monica Malamud spoke about ongoing District and AFT negotiations.

RECESS TO CLOSED SESSION

The Board recessed to closed session at 5:12 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 6:18 p.m.

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

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

[\(Time Stamp: 1:11:47\)](#)

President Nuris announced that there were no reportable actions taken in Closed Session.

DISCUSSION OF THE ORDER OF THE AGENDA

[\(Time Stamp: 1:11:54\)](#)

President Nuris announced that staff asked that Agenda Item 21-03-101B - Adoption of Resolution No. 21-03 Authorizing the Issuance and Sale of 2021 General Obligation Refunding Bonds in an Aggregate Principal Amount not to Exceed \$360,000,000 – be moved up in the agenda to be considered immediately following discussion on the order of the agenda. The Board agreed to this request.

NEW BUSINESS**Adoption of Resolution No. 21-03 Authorizing the Issuance and Sale of 2021 General Obligation Refunding Bonds in an Aggregate Principal Amount not to Exceed \$360,000,000 (21-03-101B)***(Time Stamp: 1:12:33)**Motion to Approve by:* Vice President Holober*Second by:* Trustee Pimentel*Action:* Approved with roll-call vote. President Nuris, Vice President Holober, Trustee Goodman, Trustee Petrides, Trustee Pimentel voting Aye. Student Trustee Shonette casting advisory vote of Aye. No dissenting votes or abstentions.*Summary of Discussion:* Chief Financial Officer Bernata Slater reminded the Board that none of the savings realized from the refunding of the Bond would go to the District, it would go to the taxpayers. She also noted that this action would not extend the Bond. Chris Lynch, the District's Bond Counsel from Jones Hall, summarized the terms of the refunding as outlined in the Resolution. Trustee Pimentel asked about the expected sale date of the Bonds and John Sheldon, the District's financial advisor from Morgan Stanley, explained that March 31, 2021 was the target date, noting that the District had to get ratings from the rating agencies prior to the sale of the Bonds.*Public Comment:* None.**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS***(Time Stamp: 1:29:01)*

- Annette Perot expressed appreciation for the District's new Chief Human Resources Officer, Cheng Yu Hou.
- Michael Reiner spoke about the prior relationship former Chancellor Galatolo and the Board.
- Sam Chuang spoke about the youth swimming program at SMAC.
- Marianne Kaletzky expressed appreciation for the District's new Chief Human Resources Officer, Cheng Yu Hou and about AFT negotiations.

MINUTES**Approval of the Minutes of the January 7, 2021 Special Closed Session Meeting (21-03-01)***(Time Stamp: 1:40:35)**Motion to Approve by:* Trustee Goodman*Second by:* Vice President Holober*Action:* Approved. All Trustees voting Aye.*Summary of Edits or Corrections:* Edit to remove reference to President Schwarz and replace with President Nuris.

Approval of the Minutes of the January 13, 2021 Study Session (21-03-02)

(Time Stamp: 1:41:36)

Motion to Approve by: Vice President Holober

Second by: Trustee Goodman

Action: Approved. All Trustees voting Aye.

Summary of Edits or Corrections: None.

Approval of the Minutes of the January 19, 2021 Special Closed Session Meeting (21-03-03)

(Time Stamp: 1:42:14)

Motion to Approve by: Trustee Petrides

Second by: Trustee Goodman

Action: Approved. All Trustees voting Aye.

Summary of Edits or Corrections: Edit to remove reference to President Schwarz and replace with President Nuris.

Approval of the Minutes of the January 27, 2021 Regular Meeting (21-03-04)

(Time Stamp: 1:42:37)

Motion to Approve by: Vice President Holober

Second by: Trustee Petrides

Action: Approved. All Trustees voting Aye.

Summary of Edits or Corrections: None.

Approval of the Minutes of the February 6, 2021 Retreat (21-03-05)

(Time Stamp: 1:42:55)

Motion to Approve by: Trustee Petrides

Second by: Trustee Goodman

Action: Approved. All Trustees voting Aye.

Summary of Edits or Corrections: Vice President Holober asked that as it related to the discussion regarding the use of data that the video be reviewed relating to the disaggregation of domestic student data and international student data, not resident and non-resident student data.

Approval of the Minutes of the February 9, 2021 Special Closed Session Meeting (21-03-06)

(Time Stamp: 1:44:05)

Motion to Approve by: Trustee Petrides

Second by: Trustee Pimentel

Action: Approved. All Trustees voting Aye.

Summary of Edits or Corrections: Edit to remove reference to President Schwarz and replace with President Nuris.

Approval of the Minutes of the February 17, 2021 Special Closed Session Meeting (21-03-07)
(Time Stamp: 1:45:31)

Motion to Approve by: Trustee Petrides

Second by: Trustee Pimentel

Action: Approved. All Trustees voting Aye.

Summary of Edits or Corrections: Edit to remove reference to President Schwarz and replace with President Nuris.

Approval of the Minutes of the February 24, 2021 Regular Meeting and Special Closed Session Meeting (21-03-08) (Time Stamp: 1:45:31)

Motion to Approve by: Vice President Holober

Second by: Trustee Petrides

Action: Approved. All Trustees voting Aye.

Summary of Edits or Corrections: None.

Approval of the Minutes of the March 3, 2021 Special Closed Session Meeting (21-03-09)
(Time Stamp: 1:45:56)

Motion to Approve by: Vice President Holober

Second by: Trustee Pimentel

Action: Approved. All Trustees voting Aye.

Summary of Edits or Corrections: Edit to remove reference to President Schwarz and replace with President Nuris.

NEW BUSINESS

Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (21-03-1A)
(Time Stamp: 1:47:07)

Motion to Approve by: Vice President Holober

Second by: Trustee Petrides

Action: Approved. All Trustees voting Aye.

Summary of Discussion: Trustee Pimentel asked that staff follow-up with an explanation of where the reallocated positions under Item E were allocated from within the District.

Public Comment: None.

Re-employment of Contract and Regular Faculty for the 2021-2022 Academic Year (21-03-02A)
(Time Stamp: 1:49:19)

Motion to Approve by: Trustee Goodman

Second by: Vice President Holober

Action: Approved. All Trustees voting Aye.

Summary of Discussion: Staff asked that a correction be made to the report. Due to an administrative oversight at the college level, under Section A of the Recommendation, Susanne Schubert was included with the Contract II status employees for the 2021-22 academic year. Ms. Schubert is a temporary full-time faculty member and should not be included on this list.

Public Comment: None.

Other Recommendations

Consideration of Endorsement of SB 659 (21-03-102B)

(Time Stamp: 1:53:05)

Motion to Approve by: Trustee Pimentel

Second by: Trustee Petrides

Action: Approved with amendment to insert clarifying language relating to the range in fee rates districts may charge not to exceed the current state rate. All Trustees voting Aye.

Summary of Discussion: Trustees asked about potential supporters of the legislation and staff explained that work would be underway, should the Board endorse the legislation, to build a coalition of supporters, including area Districts, basic aid districts, associations and the League. Trustees asked that the Bill language be clarified to address the issue relating to the “may” flexibility in that a District would have the option to charge fees up to the current state rate, not exceed it.

Public Comment: None.

STUDY SESSION

Discussion of Board Governance Relating to Proposed Internal Audit Function and External Performance Review of Select District Operations (21-03-01C)

(Time Stamp: 2:14:21)

Summary of Discussion: Vice President Holober and Trustee Pimentel, making up the Board sub-committee reviewing this topic, presented recommendations for the Board’s consideration including (1) a job description for an internal auditor, and (2) proposed revisions to Board Policy 1.10 relating to Board responsibilities. They explained that the timing is right to consider these issues while things are calm in the District and that it not be perceived as a criticism of the District staff.

As it related to the internal auditor, Vice President Holober explained the various elements of the proposed job description as provided to the Trustees and included in the revised Board meeting packet. Trustee Pimentel noted that similar functions are not uncommon in public agencies, particularly in state government.

President Nuris expressed concern about the reporting structure for such a position and noted he was not comfortable with having an auditor report directly to the Board and not the Chancellor. He said this may be a violation of accreditation standards. Vice President Holober said that as it relates to the issue of accreditation, he would suggest seeking the Board seek an independent legal opinion on that issue. President Nuris further explained that he does not believe that by adding an additional function will provide any additional oversight, given that the five elected members of the Board

have that responsibility in overseeing their one report – the Chancellor – and they have a duty to hold him accountable in the administration of the District.

Trustee Goodman expressed concern about the timeliness of receiving the supporting materials from the sub-committee. He also noted that he believes that the Board has the responsibility to hold the Chancellor accountable and any concerns about his work should be addressed directly. He also asked if any evaluation was done to check for redundancy among current staff work. Trustee Goodman noted that he believes the work is needed but how the work is done and the reporting structure is important to resolve. He also asked if such a function could be appropriately housed within the Title IX compliance office.

Chancellor Claire suggest a middle approach in reaching the Board’s objective by having a Board audit sub-committee, noting that a number of districts have such Board-level engagement. He noted that he does have concerns about having an auditor reporting to the Board and that he firmly believes there is an accreditation issue.

Trustee Petrides said approaching this from a systems perspective allows for a broader perspective and does not call out one particular thing that needs fixed but allows broader refinements. She noted that not many districts are talking about the amount of transparency and accountability that this Board is discussing. She said now is the time is now for this and in the spirit of continuous improvement and transparency, she is supportive of an audit role.

Chancellor Claire suggested that the sub-committee continue to meet and gather and process information and that staff connect with the state internal audit association to understand how other districts administer this function and identify potential best practices. Trustees agreed with this approach.

There was also general consensus that a whistle-blower policy be developed in a timely manner and be brought to the Board for consideration. The Board also provided feedback regarding edits to Board Policy 1.10 and suggested that revisions be brought back to the next meeting with possible action at the April 14 meeting.

Public Comment:

- Maxine Terner spoke about the capital improvement program and urged the Board to include capital improvement process in the audit review.

Discussion of RFP Process for Selecting Vendor to Operate the San Mateo Athletic Club (21-03-02C)
(Time Stamp: 3:53:48)

Summary of Discussion: Yanelly Pulido, Director of General Services, presented an overview of the draft solicitation, development and evaluation plan for the San Mateo Athletic Club procurement process. She discussed that the draft procedures will help ensure the procurement process is conducted in an impartial, fair, efficient, transparent and non-discriminatory manner.

Ms. Pulido explained that the procurement team would consist of key staff members including the Chancellor, Director of General Services, a project manager, supporting consultants and technical subject matter experts, along with the Board ad-hoc committee consisting of Vice President Holober and Trustee Goodman, an RFP evaluation committee comprised of seven to nine representatives of constituency groups, along with legal counsel. She further reviewed the planning, solicitation and evaluation and post procurement processes, along with RFP issuance,

vendor outreach and communications. Ms. Pulido provided an overview of the RFP planning timeline, which constitutes an estimated 40-week process from beginning to end.

Trustee Pimentel asked about the item discussed relating to individual scoring sheets in the initial evaluation not being published and inquired if that was pursuant to a state law or procurement regulation. Catherine Groves, the District's special counsel from Hanson Bridgett, explained that it is not a legal requirement but instead a best practice to allow evaluators to openly and honestly evaluate bids without concern that their evaluations would be used against them. Trustee Pimentel asked if that were a concern, could the scoring sheets be anonymized. He also asked about a best and final offer process and Ms. Groves explained that sometimes that process is not needed.

Chancellor Claire noted that to form the review committee, he would like to use a participatory governance-like model which engages the Academic Senate and classified groups to help select members for the committee.

Vice President Holober explained that he believes the Board should provide, early in the process, questions and requests for data, that the Board believes are essential and should be included in the RFP. He also suggested that the Board needs to determine the weighting of scoring on items in the RFP evaluation. Vice President Holober also recommended identifying opportunities to responsibly shorten the timeline, but not sacrifice time for outreach to vendors and time for responses.

Trustee Petrides suggested that the RFP could specify that certain services could be sub-contracted, such as that mentioned by Trustee Pimentel in relation to operation of the gym versus the pool. She also asked how Board feedback relating to input about items to be included in evaluation will be collected, processed and approved. Ms. Groves noted that the RFP preparation team has been collecting all feedback from Trustees and others to include in the bid document and a survey will be administered and listening session will be held.

Vice President Holober noted that he believes that Trustees should provide feedback as soon as possible to Chancellor Claire. He also noted, in relation to Trustee Petrides suggestion about engaging in conversations with the unions about bringing certain operations in-house that that can be done in tandem with the proposed timeline, not in addition to it.

Chancellor Claire suggested that a special retreat might be helpful in evaluating the vision for SMAC and also for Cañada Building 1. Trustee Goodman agreed that it was important for the Board to discuss what it wanted from these facilities and to set a direction for both facilities.

Public Comment:

- Frank Elliott recommended shortening the process timeline and noted that he believes there is a very small group of qualified vendors that could bid on this RFP. He also requested bid documents from the last bid.
- Nancy Littlefield suggested that employee satisfaction be included in the RFP.
- Lane Poms said she thinks it is important to have review committee members who are involved in the club.
- Sam Chuang recommended revisiting the potential for operating parts of the club in-house and suggested the pool operations might be operated by a vendor rather than in-house.

INFORMATION REPORTS

Discussion of Short-term Contract Extension with EXOS for the Operation of the San Mateo Athletic Club (21-03-04C)

(Time Stamp: 5:03:44)

Summary of Discussion: Chancellor Claire noted that there are two issues that he would like the Board to address: (1) knowing that the current EXOS contract expires on March 31, there will be a need for an extension of some length based on the timeline discussed earlier for the RFP, and (2) as an extension is considered, what items does the Board want included in any extension of the EXOS contract.

Trustee Goodman said that he believes that now is time to consider everything in relation to the contract extension and that he has concerns with just extending the contract and continuing to pay fees for operations that are scaled back. Vice President Holoher agreed with Trustee Goodman's assessment and also suggested that the Board should evaluate the notion of a full employment approach for third-party vendors.

Trustee Pimentel asked what would happen if the District simply allowed the current contract to expire and open the facility free of charge to employees and students and then the community. Chancellor Claire responded that the District does not have existing capacity to process or operate the facility without a vendor on April 1.

Trustee Goodman asked about student job training and when a discussion about that training would be held. Chancellor Claire noted that such conversations are part of a broader discussion about the vision of the Club and that there are immediate operational needs that must be addressed on April 1. Trustee Petrides suggested that a sub-committee of the Board and administration could begin conversations with the unions who have expressed interest in exploring positions within the club.

Trustee Petrides suggested the Board direct staff to negotiate a three-month contract extension, recognizing that future extensions may be necessary as the RFP process will take longer than three months. Vice President Holoher agreed with Trustee Petrides and suggested that a future extension should be at a break-even level, not at a deficit.

President Nuris asked for an update on the status of SMAC and how it is being used and by whom. Vice Chancellor Tom Bauer explained that inside activities occurred in the beginning and are returning as permitted under the health orders, and outdoor activities have been taking place since the pandemic began, along with online and group exercise courses. He noted that there has been a staff reduction during the pandemic and that expense have gone up. Mr. Bauer explained that there are approximately 3,000 members who continue to pay dues and the aquatics program continues to operate, though with restrictions. He noted that 100 percent of Pilates instructors hired by EXOS at SMAC have been graduates of the CSM academic program. Mr. Bauer further explained that he has presented more than 70 in-person and written reports to the Board over the last 10 years and he will provide additional information as requested by the Board this evening. President Nuris said that such a report would be helpful for the Board.

Trustee Goodman asked for clarification on the usage of SMAC. Mr. Bauer noted that he would provide head-count usage to the board in a report and explained that prior to the pandemic, there were around 6,000 members. Currently, 3,744 are paying dues, 1,728 have frozen their membership and are not currently paying dues and another 600 plus have cancelled their memberships.

Chancellor Claire summarized the direction from the Board to be to approach an extension that will: (1) be three months in length, (2) request a review of SMAC staffing, (3) consider reduction in the management fee, and (4) ask for usage data to be used in evaluating extensions. The Board concurred with this summary.

Public Comment:

- Frank Elliott noted it was remarkable that there is still a roster of 3,000 members and encouraged shifts in operations to get to the break-even point suggested by Vice President Holober.
- Nancy Littlefield urged the Board to balance the short-term operational crisis and the creation of the long-term vision.
- Sam Chuang supported Trustee Pimentel's suggestion to open the facility for all to use, and suggested that members were willing to make modifications to operations work.

Discussion of Future Study Session and Informational Report Topics (21-03-03C)

[Time Stamp: 1:07:00](#)

Summary of Discussion: Due to time constraints, this item was held for a future meeting.

COMMUNICATIONS

[Time Stamp: 5:56:22](#)

Chancellor Claire noted that the Board had received several emails relating to the District's operations for fall 2021 semester and that administration would prepare responses for the Board to those emails.

STATEMENTS FROM BOARD MEMBERS

[Time Stamp: 5:57:08](#)

President Nuris: None.

Vice President Holober: He congratulated and thanked Trustee Pimentel and Trustee Goodman on taking the lead on conversations with the Board of Supervisors to support the District's Promise Scholars Program.

Trustee Goodman: He reminded everyone to get their tickets for the Skyline College President's Breakfast.

Trustee Petrides: None.

Trustee Pimentel: He thanked Trustee Goodman for his leadership with the County Board of Supervisors on funding for the District. He also asked about the District Strategic Plan Committee; staff responded that the Board would be receiving an updated plan and metrics for consideration at a meeting in likely April or May.

Student Trustee Shonette: None.

President Nuris announced that the next meeting of the Board of Trustees would be on March 24, 2021, conducted via Zoom.

RECONVENE TO CLOSED SESSION

The Board recessed to Closed Session at 11:12 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 1:06 a.m.

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

President Nuris announced that there were no reportable actions taken in Closed Session.

ADJOURNMENT

The meeting adjourned by consent at 1:06 a.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Special Closed Session Meeting of the Board of Trustees
San Mateo County Community College District
March 17, 2021
San Mateo, CA**

The meeting was called to order at 4:54 p.m.

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Nuris announced that during closed session, the Board will discuss the items as listed on the printed agenda: Public Employee Appointment: College of San Mateo President.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 4:55 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 8:35 p.m.

REPORT OF ACTION TAKEN DURING CLOSED SESSION

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

ADJOURNMENT

The meeting was adjourned by consensus at 8:36p.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Special Closed Session Meeting of the Board of Trustees
San Mateo County Community College District
March 18, 2021
San Mateo, CA**

The meeting was called to order at 4:56 p.m.

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Nuris announced that during closed session, the Board will discuss the items as listed on the printed agenda: Public Employee Appointment: College of San Mateo President.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 4:57 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 8:52 p.m.

REPORT OF ACTION TAKEN DURING CLOSED SESSION

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

ADJOURNMENT

The meeting was adjourned by consensus at 8:53p.m.

Submitted by

Michael Claire, Secretary

BOARD REPORT NO. 21-03-03A

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)

Cañada College

Hyla Lacefield Dean of Business, Design and Workforce Business, Design and Workforce

Reassignment from faculty (Faculty Salary Schedule (80)) into this administrative assignment (Grade AD of the Management Salary Schedule 20; Salary Range: \$162,108 - \$205,980), effective March 25, 2021, replacing Leonor Cabrera who was reassigned.

B. PUBLIC EMPLOYMENT**1. New Hires (NP = New Position, * = New Employee)****Cañada College**

Vincent Fitzgerald* Instructional Aide II Academic Support and
(Learning Center) Learning Technologies

New part-time (48%), 11-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$26,642.88 - \$34,182.72), effective March 25, 2021, replacing Erika Bojnowski who resigned.

College of San Mateo

Gilbert Perez Personal Counselor Enrollment Services

New Contract I status academic employment, effective August 16, 2021. This position was previously vacant.

Andrea Flores* Staff Assistant Counseling

New part-time (48%), 12-month classified employment (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$28,373.76 - \$36,264.96), effective April 5, 2021, replacing Irma Vasquez Paiz who was reassigned.

District Office

Cynthia Avalos* Human Resources Representative (NP) Human Resources

New full-time, 12-month classified employment (Grade 208C of the Confidential Salary Schedule 50; Salary Range: \$82,620 - \$105,432), effective March 29, 2021. This position was previously Board approved on February 26, 2020.

Robert Daleiden* IT Support Technician II ITS

New full-time, 12-month classified employment (Grade 31A of the Classified Salary Schedule 60; Salary Range: \$76,404 - \$97,620), effective March 29, 2021, replacing Richard Tidd who retired.

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 25, 2021, replacing Samuel Haun who is retiring. Prior requested actions related to this position on March 10, 2021 are withdrawn.

Skyline College

Joseph Adams* Cooperative Education Coordinator/
Work Experience Instructor Strategic Partnership
& Workforce Development

New Contract I status academic employment, effective April 19, 2021. This position was previously vacant.

Karmann Robbins* Program Services Coordinator Student Equity and
(CARE, CalWORKs, and Guardian Scholars Program) Support Programs

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective March 29, 2021, replacing Sharon Quach who was reassigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

None

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

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

1. Recommend a change in staff allocation to add one EOPS Counselor position (Faculty Salary Schedule 80) in the Counseling Division, effective March 25, 2021.
2. Recommend a change in staff allocation to add one International Counselor position (Faculty Salary Schedule 80) in the Counseling Division, effective March 25, 2021.

College of San Mateo

- 3. Recommend a change in staff allocation to add five Promise Counselor positions (Faculty Salary Schedule 80) in the Counseling Division, effective March 25, 2021.

Skyline College

- 4. Recommend a change in staff allocation to add one Geography Instructor position (Faculty Salary Schedule 80) in the Social Science/Creative Arts Division, effective March 25, 2021.
- 5. Recommend a change in staff allocation to add one Cosmetology Instructor position (Faculty Salary Schedule 80) in the Business/Industry Relations Division, effective March 25, 2021.
- 6. Recommend a change in staff allocation to add one STEM/Engineering/Computer Science Instructor position (Faculty Salary Schedule 80) in the Science, Math and Technology Division, effective March 25, 2021.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

District Office

Karen Erickson

Admissions and Records Assistant III

Enrollment Services

Retirement effective June 30, 2021, with 23.5 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

None

K. SHORT-TERM, NON-CONTINUING POSITIONS

None

BOARD REPORT NO. 21-03-04A

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

**ADOPTION OF RESOLUTION NO. 20-04 FIXING THE EMPLOYER CONTRIBUTION
UNDER SECTION 22895 OF THE PUBLIC EMPLOYEES' MEDICAL
AND HOSPITAL CARE ACT**

In June 2015, the Board adopted resolutions to inform CalPERS of the retiree health benefits that are to be provided to the District's employees pursuant to the District's collective bargaining agreements. CalPERS generally refers to the amount of benefits provided by the District as the "Employer Contribution." The non-represented employees are eligible for the same retiree health benefits as CSEA. As a result of the adoption of these resolutions, the District now must inform CalPERS, on an annual basis, about any changes to the retiree benefits offered by the District that are calculated based on the District's medical cap for a single active employee or the lowest cost plan available. The adoption of a resolution is not required for employees who are eligible at time of retirement for medical benefits that are either the choice of any medical plan available or the equivalent to the current cost of the Kaiser plan, also known as "Kaiser Cap". Furthermore, a resolution is not required should there be no change to the retiree benefits for a particular retiree group. As described below, some of the District's retirees, enrolled in a non-Medicare (basic enrollment) plan, are entitled to be paid an amount equivalent to the District's medical cap for a single active employee. Some of the District's retirees, whom are Medicare eligible and are currently enrolled in a Medicare plan, are to be paid an amount equivalent to the lowest cost available plan offered by the District. Resolutions inform CalPERS about what the District's medical cap for a single active employee amount is and which lowest cost plan is available.

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

- Resolution 20-04: Non-Represented/Classified (this includes CSEA) Group – "fixes" the employer contribution for retirees with twenty years of service, who were hired on or after July 1, 1992, to the District's medical cap for a single active (CSEA) employee amount of \$830.00 per month. Recent negotiations with CSEA which concluded in December provided an increase of \$50 per month to \$880.00 per month for the single active cap, effective January 1, 2020. Once Medicare eligible, the District will pay for the lowest cost Medicare (supplemental) plan available which currently is United Healthcare. United Healthcare will remain the lowest cost plan available in 2021. The first whereas clause in this resolution refers to "Vesting C" which is how CalPERS defines this retiree group in their system.

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

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 21-04, to fix the employer contributions.

RESOLUTION NO. 21-04
BY THE GOVERNING BOARD OF
THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA

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

WHEREAS, (1) San Mateo County Community College District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of Non-Represented/Classified (Vesting C); and

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

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

Basic Enrollments	\$880.00
Medicare Enrollments	United Healthcare Party Rate 4, Region 1

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

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

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

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

REGULARLY PASSED AND ADOPTED this 24th day of March 2021.

Ayes:

Noes:

Abstentions:

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

BOARD REPORT NO. 21-03-01CA

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 three courses to and the deletion of one course and two programs from the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, 21 courses are proposed to be offered in the distance education mode.

Five courses were assigned inactive status, which removes them from the catalog and schedule. Since they have not been deleted, they can be more easily reinstated at a later time. If reinstatement is unlikely, these courses will be deleted in the coming years.

Furthermore, 72 courses and 14 programs were modified.

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

RECOMMENDATION

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

San Mateo County Community College District

March 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

INTERDISCIPLINARY STUDIES

150 HONORS RESEARCH SEMINAR (1.00) (day or evening)

Justification: Students pursuing Honors courses and Honors contracts need an understanding of the research process. Currently this is covered in varying degrees by the students' Honors contract and/or Honors dual-CRN course professors, though this is not explicitly in the course outline for these courses. This new course supports Honors students as they take their first Honors course, providing the framework for their research and a scholarly environment to discuss their work. Thus, this course provides Honors students with a solid foundation in the research process, while simultaneously taking some of the mentoring burden off numerous Honors contract and Honors dual-CRN professors.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 110.

Description: Introductory research seminar for students currently pursuing an Honors research project. An introduction to research methods used in different disciplines and to scholarly collaboration and communication. This course focuses on formulating a research question, identifying and utilizing sources, constructing and critiquing scholarly arguments, and creating an effective final written and oral product. As students learn about scholarly research, they simultaneously identify and refine their own research topic, engage in scholarly conversations on their work, apply discipline-specific methodologies to their work, and create their own final research product and bibliography.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE

MATHEMATICS

820 Just-In-Time Support for Intermediate Algebra

PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE

ACCOUNTING

100 Accounting Procedures
131 Managerial Accounting
180 Payroll Accounting
200 QuickBooks

BIOLOGICAL SCIENCES

310 Nutrition

COMPUTER BUSINESS OFFICE TECHNOLOGY

415 Beginning Computer Keyboarding
417 Skill Building
432 Introduction to Computer Applications
435 Spreadsheets
448 Using Microsoft Windows
457 Using PowerPoint in Business
470 Advanced Spreadsheets
472 Beginning Word Processing
474 Intermediate Word Processing
475 Using Outlook
476 Adobe Acrobat

COMPUTER SCIENCE

252 Introduction to Data Structures - C++
262 Discrete Mathematics for Computer Science
286 Introduction to Data Structures - Java

COMMUNICATIONS STUDIES

150 Intercultural Communication

ECONOMICS

230 Economic History of the United States

EDUCATION AND HUMAN DEVELOPMENT – EARLY CHILDHOOD EDUCATION

212 Child, Family, and Community
254 Teaching in a Diverse Society

EDUCATION AND HUMAN DEVELOPMENT – EDUCATION

- 249 Redefining Leadership: Individuals Effecting Change

HISTORY

- 242 African-American History
245 Race, Ethnicity and Immigration in the U.S.
246 History of Latinos in the U.S.
247 Women in U.S. History
422 Modern Latin America

KINESIOLOGY, ATHLETICS AND DANCE: FITNESS

- 227.1 TRX® Suspension Training I
227.2 TRX® Suspension Training II
227.3 TRX® Suspension Training III
227.4 TRX® Suspension Training IV
301.1 Spinning I
301.2 Spinning II
301.3 Spinning III

KINESIOLOGY, ATHLETICS AND DANCE: TEAM SPORTS

- 148.1 Indoor Soccer I
148.3 Indoor Soccer III

LITERATURE

- 200 American Literature
252 Women Writers: Multicultural Perspectives
266 Black Literature
371 Mexican-American Literature
372 Myth and Folklore of La Raza
373 Latin American Literature in Translation
375 Native-American Literature

MANAGEMENT

- 100 Introduction to Business Management

MATHEMATICS

- 253 Analytic Geometry and Calculus III

POLITICAL SCIENCE

- 210 American Politics
310 California State and Local Government

PSYCHOLOGY

106 Psychology of Prejudice and Discrimination

SOCIOLOGY

141 Ethnicity and Race in Society

SPANISH

150 Spanish for Heritage Speakers I
152 Spanish for Heritage Speakers II
162 Latino Literature II

THEATER ARTS

160 Latin American Theatre

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE

INTERDISCIPLINARY STUDIES

150 Honors Research Seminar

KINESIOLOGY, ATHLETICS AND DANCE: FITNESS

227.1 TRX® Suspension Training I
227.2 TRX® Suspension Training II
227.3 TRX® Suspension Training III
227.4 TRX® Suspension Training IV
301.1 Spinning I
301.2 Spinning II
301.3 Spinning III

KINESIOLOGY, ATHLETICS AND DANCE: TEAM SPORTS

148.3 Indoor Soccer III

PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE

ECONOMICS

Economics AA Degree Program

INTERDISCIPLINARY STUDIES

Interdisciplinary Studies, Option 1, Cañada College Pattern: Arts and Humanities – AA Degree Program
Interdisciplinary Studies, Option 1, Cañada College Pattern: Natural Science and Mathematics – AA Degree Program
Interdisciplinary Studies, Option 1, Cañada College Pattern: Social and Behavioral Sciences – AA Degree Program

UNIVERSITY TRANSFER

Option 1: CSU General Education (CSU GE) – Certificate of Achievement

San Mateo County Community College District

March 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, Acting President
College of San Mateo

PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

FIRE TECHNOLOGY

680ME FIREFIGHTER ACADEMY (17) (day or evening)

Justification: Accredited regional training programs (ARTPs) in the state have begun shifting to include curriculum from the Fire Fighter 2 Course Plan. Students who complete the academy will automatically receive their Fire Fighter 1 certification and have completed some of the educational requirements for their Fire Fighter 2 certification. The Fire Technology Advisory Council has requested that we make this change to comply with state accreditation requirements and to ensure a potential pool of certified, entry-level applicants.

Prerequisite: Proof of Emergency Medical Technician certification or Paramedic licensure. FIRE 715, with a minimum grade of C or equivalent course from another accredited California Community College Fire Technology program. Successful completion of at least three additional units of Fire Technology coursework. Admission to the course through the Fire Technology department application process.

Recommended Preparation: None.

Description: This course provides the skills and knowledge needed for the student to become an entry-level firefighter. Training will cover the roles and responsibilities of firefighter 1 and 2, including structural suppression activities, hazardous materials and weapons of mass destruction (WMD), wildland firefighting, and confined space rescue awareness. This course meets the requirements outlined by California State Fire Training. (Certificate of course completion issued by the Fire Technology Department.)

Classification: AA/AS Degree; Certificate

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO

BUSINESS

401 Business Communications

FILM

- 120 Film History I
- 121 Film History II
- 123 Documentary Film: Studies and Practice
- 135 Film Genres

LITERATURE

- 151 Shakespeare
- 231 Survey of English Literature

MUSIC

- 111 Musicianship I
- 112 Musicianship II
- 113 Musicianship III
- 114 Musicianship IV

PROPOSED CURRICULAR INACTIVATION – COLLEGE OF SAN MATEO

BUSINESS

- 672 Cooperative Education: Internship

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

FILM

- 120 Film History I
- 121 Film History II
- 123 Documentary Film: Studies and Practice
- 135 Film Genres

LITERATURE

- 151 Shakespeare
- 231 Survey of English Literature

PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO

BUILDING INSPECTION

- Building Inspection** – Associate in Science Degree
- Building Inspection** – Certificate of Achievement

MANAGEMENT

- Facility Management** – Certificate of Specialization

San Mateo County Community College District

March 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

808 ENGLISH FOR JOB SEARCHING (1.0) (day or evening, distance education)

Justification: ESOL 808 is intended to be a low unit course that students at multiple ESL levels can take during a summer session or as a short-course during a semester. The intent is to spark more interest from potential ESOL students in District course offerings. Additionally, it offers skills development to our current student population not otherwise available in existing ESOL courses. This course also offers an entry point to many of the services offered by the Strategic Planning and Workforce Development Division.

Prerequisite: None.

Recommended Preparation: Intermediate ESL proficiency, as defined by these English skills: ability to write one or more paragraphs with help, read and understand short articles with dictionary help, write short sentences, understand some parts of radio or TV shows, and talk with limited expression.

Description: For non-native English speaking students at an intermediate level of proficiency and above. Develop students' written and oral English skills and the knowledge needed to support job search and application by non-native English speaking students. Emphasis is on the language required to use online job search tools, create resumes and cover letters, and interview for jobs. Students will practice a combination of reading, writing, listening, and speaking skills.

Classification: Not degree applicable; not transferable.

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE

BUSINESS

269 WAREHOUSING AND LOGISTICS

Justification: This course has not been taught in several years, and the community partnership program it was created to support no longer exists.

PROPOSED CURRICULAR INACTIVATIONS – SKYLINE COLLEGE**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

- 820 English for Speakers of Other Languages II
- 852 Pre-Intermediate ESL Listening & Speaking
- 872 Pre-Intermediate ESL Grammar

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE**AUTOMOTIVE TECHNOLOGY**

- 752 Advanced Engine Performance
- 786 Automotive Air Conditioning Systems
- 793 Engine Performance
- 860 Automotive Air Conditioning Systems (Apprenticeship)
- 893 Engine Performance (Apprenticeship)

KINESIOLOGY – DANCE

- 102 Hip Hop Dance Roots – A Survey of Black Dance in America

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE**AUTOMOTIVE TECHNOLOGY**

- 752 Advanced Engine Performance
- 786 Automotive Air Conditioning Systems
- 793 Engine Performance
- 860 Automotive Air Conditioning Systems (Apprenticeship)
- 893 Engine Performance (Apprenticeship)

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

- 808 English for Job Searching

PROPOSED PROGRAM DELETIONS – SKYLINE COLLEGE**BUSINESS**

- Entry-level Warehousing** – Skills Certificate
- Warehousing and Logistics** – Certificate of Specialization

Justification: The Business, Education & Professional Programs Division and the Business department faculty have requested the deletion of the Entry-level Warehousing Skills Certificate and the Warehousing

and Logistics Certificate of Specialization. These stackable certificates were created to support a community partnership program that is no longer in existence.

PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE

AUTOMOTIVE TECHNOLOGY

Automotive Technician – Associate in Science Degree

Automotive Technology – Associate in Science Degree

COMMUNICATION STUDIES

Communication Studies – Associate in Arts Degree

Communication Studies for Transfer – Associate in Arts Degree for Transfer

DANCE

Dance – Associate in Arts Degree

KINESIOLOGY

Kinesiology – Associate in Arts Degree for Transfer

BOARD REPORT NO. 21-03-02CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Melissa Moreno, President, Skyline College
Yanely Pulido, Director of General Services, 358-6863
Bob Domenici, Purchasing Supervisor, 358-6728

DISPOSITION OF DISTRICT RECORDS – SKYLINE COLLEGE

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

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

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

RECOMMENDATION

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



List of Records to be Disposed

College: Skyline
 Date: 3/1/2021

Department	Bldg./Room	Contact	Ext.	Email	Year of Record	Record Title	Number of Boxes
Enrollment Services	Building 2	Eric Imahara	4336		18/19, 19/20	Financial Aid Office verification documents, student schedules, graduation files, admissions documents, outdated veterans files, transcripts, financial aid disbursement reports.	110
Counseling	Building 2	Sherrie Wyatt and Jackie Flores	4423		18/19, 19/20	Course assessment and coding reports, student education plans	10
Financial Aid Office	Building 2	Ariackna Soler	4350		19/20	Financial aid documents and verification forms, tax and income forms, citizenship documents, school transcripts, identification copies, appeals, court documents, medical documents	54
Admissions	Building 2	Sue Lorenzo	4253		1969-2006	Official class record books	82

BOARD REPORT NO. 21-03-03CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Melissa Moreno, President, Skyline College
Dr. Newin Orante, Vice President Student Services

ACCEPTANCE OF THE CALIFORNIA EARNED INCOME TAX CREDIT GRANT

The Foundation for California Community Colleges has granted Skyline College a one year award of \$2,500 to provide outreach for the California Earned Income Tax Credit (CalEITC) and Young Child Tax Credit (YCTC). One of Skyline College's primary goals is to fulfill the College's role as a leading academic and cultural center for the community. SparkPoint and Skyline College will use their status as trusted messengers to increase awareness and participation in the CalEITC, so that people in our community can receive the full economic support available to them.

The SparkPoint program will lead the promotion, education and outreach efforts for the college and surrounding community. SparkPoint, a one-stop financial capability and resource center for students and other community members, services include food distribution, public benefits support, financial coaching, and scholarships. The program's service population overlaps with the EITC/YCTC-eligible populations identified for the entire San Francisco Bay Area and especially with those in northern San Mateo County. The SparkPoint CalEITC/YCTC outreach will share promotional messages, images, documents, and links via our program webpage; promote CalEITC/YCTC through SparkPoint monthly newsletter and sharing digital information with other networks on within Skyline College; promote CalEITC/YCTC through college-wide student emails; and distribute hardcopy flyers at the weekly drive-thru grocery distributions at Skyline College.

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the California Earned Income Tax Credit (CalEITC) grant for Skyline College in the amount of \$2,500 for the award period beginning January 1, 2021 and concluding June 30, 2021.

BOARD REPORT NO. 21-03-04CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

ACCEPTANCE OF GIFTS BY THE DISTRICT

Board Policy 8.38, Gifts and Donations, requires that a periodic report of gifts and donations valued at \$1,000 or more be made to the Board of Trustees. All gifts are promptly acknowledged when received. The following donations were received since the last report:

GIFT:

2013 Subaru Outback VIN# 4S4BRDPC4D2201234

For instructional purposes to train new technicians and update working technicians in the Skyline College Automotive Program

Estimated value: \$16,004

DONOR:

Subaru of America Inc.

PO Box 9103

Camden, NJ 08101-9877

RECOMMENDATION

It is recommended that the Board accept the gift listed above.

BOARD REPORT NO. 21-03-05CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor of Facilities Planning, Maintenance & Operations

**RATIFICATION OF TELECOMMUNICATIONS USE PERMIT RENEWAL
WITH NEW CINGULAR WIRELESS PCS, LLC – COLLEGE OF SAN MATEO**

In November 2000 (Board Report No. 00-11-106B), the Board approved a use permit with Bay Area Cellular Telephone Company for the installation and operation of telecommunications equipment at College of San Mateo. The use permit was subsequently amended in January 2003 (Board Report No. 03-1-4A). Bay Area Cellular Telephone Company changed their name in October 2004 and is currently called New Cingular Wireless PCS, LLC (d/b/a AT&T Wireless). New Cingular Wireless approached the District to negotiate a new use permit with an effective date of June 1, 2021, since the term of the current use permit expires on May 2023 and all options to extend have been used. The relationship with New Cingular Wireless has been quite satisfactory and the District concurred with the request to renew the agreement, therefore Staff has negotiated a new use permit with New Cingular Wireless.

The District is seeking ratification of the use permit with New Cingular Wireless for an initial five-year period effective June 1, 2021, including extension options for three additional five-year terms. The agreement calls for annual payments to the District, currently \$63,654 for the initial year, with the provision for a three percent (3%) increase each year. Additionally, New Cingular Wireless will be required to pay the actual cost of utilities it uses each month plus an eight percent (8%) administrative fee for the duration of the agreement. Extensions may be granted if said request is received prior to the expiration date of May 31, 2026 and the use shall remain the same and in compliance with the conditions of approval.

RECOMMENDATION

It is recommended that the Board of Trustees ratify the use permit with New Cingular Wireless PCS, LLC at the College of San Mateo for an initial five-year period effective June 1, 2021, including extension options for three additional five-year terms.

BOARD REPORT NO. 21-03-06CA

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: José D. Nuñez, Vice Chancellor of Facilities Planning, Maintenance & Operations

**RATIFICATION OF TELECOMMUNICATIONS USE PERMIT RENEWAL
WITH T-MOBILE WEST LLC – COLLEGE OF SAN MATEO**

On September 28, 2005 (Board Report No. 05-9-107B), the Board of Trustees approved the use permit with OmniPoint Communications, Inc. (d/b/a T-Mobile) for the installation of wireless communications equipment at College of San Mateo. T-Mobile has requested to renew the use permit for the continued operation of the existing telecommunications facilities. The relationship with T-Mobile has been quite satisfactory and the District concurred with the request to renew the agreement, therefore Staff has negotiated a new use permit with T-Mobile.

The District is seeking ratification of the use permit with T-Mobile for an initial five-year period effective March 23, 2021, including extension options for two additional five-year terms. The agreement calls for annual payments to the District, currently \$56,570.52 for the initial year, with the provision for a five percent (5%) increase each year. Additionally, T-Mobile will be required to pay the actual cost of utilities it uses each month plus an eight percent (8%) administrative fee for the duration of the agreement. Extensions may be granted if said request is received prior to the expiration date of March 22, 2026 and the use shall remain the same and in compliance with the conditions of approval.

RECOMMENDATION

It is recommended that the Board of Trustees ratify the renewal of the use permit with T-Mobile West LLC at the College of San Mateo for an initial five-year period effective March 23, 2021, including extensions options for two additional five-year terms.

BOARD REPORT NO. 21-03-103B

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

**REAFFIRMATION OF PREVIOUS BOARD STATEMENT REINFORCING CIVILITY,
TOLERANCE AND ACCEPTANCE**

At its meeting on April 22, 2020, the Board of Trustees, as part of their Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity, issued the following statement reinforcing the need for civility, tolerance and acceptance.

***Statement of the Board of Trustees Reinforcing Civility, Tolerance and Acceptance
(originally adopted on April 22, 2020)***

In August 2017, the Board of Trustees affirmed in an official statement its admonition against racism, xenophobia and all other forms of discrimination, hate and intolerance. Sadly, due to recent actions and comments from national officials and individuals in various locations across the state and country, the Board and the broader District community find it necessary to again revisit this statement and reaffirm its ardent position on anti-discrimination, tolerance and acceptance.

The COVID-19 pandemic has forced our global society to adjust how we work, learn, interact and live. This wholesale transformation of our daily lives has left many coping with how to adjust and many more struggling with the inability to do so. With this societal recalibration, fear often takes hold and leads to irrational behaviors that are not acceptable under any circumstances. Looking for individuals, groups, cultures or races of people to blame for our current condition is not appropriate, legitimate or tolerable. In fact, rhetoric of discrimination, hate or bigotry is never and will never be acceptable, and the Board and the District community continues to fight such behaviors in our classrooms, on our campuses, in our District, in our community and in our broader society. We should not and will not stay silent on actions and words that are laced with tones and intentions that are hateful and discriminatory and are designed to malign, isolate, and instill fear and incite behaviors that cause any form harm to others.

More simply put: On behalf of the District, the Board of Trustees rejects any rhetoric or actions that look to place blame or discriminate against Asians or those of Asian descent and we reject those who exploit new social avenues to communicate to spew hate and incite actions that cause crimes of hate. This is will not be tolerated in the District and we reject it in our community and society. We stand in solidarity with those who resist this hate and we stand against those who perpetuate this hate.

Unfortunately, over the course of the last year, Asians and those Asian of descent in the United States have experienced thousands of instances nationally of discrimination and violence. The recent, tragic deadly shootings in Atlanta, GA, are but a recent example of hate-filled hostility against Asian Americans and such acts must be condemned.

RECOMMENDATION

It is recommended that the Board of Trustee reaffirm its previous statement reinforcing civility, tolerance and acceptance and condemning discrimination, hate and violence against those in the Asian community.

BOARD REPORT NO. 21-03-104B

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

RENEWAL OF AGREEMENT WITH ATKINSON, ANDELSON, LOYA, RUUD & ROMO (AALRR) FOR DISTRICT LEGAL SERVICES

The District seeks to renew its agreement with the law firm Atkinson, Andelson, Loya, Ruud & Romo (AALRR) to provide legal advice and counseling services from March 1, 2021 through and including February 28, 2023. AALRR will provide legal advice and counsel relating to personnel, Education Code, and other such matters that the District may seek advice from time to time. AALRR agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

AALRR will charge the following hourly rates:

	<u>Mar. 1, 2021- Feb. 28, 2022</u>	<u>Mar. 1, 2022- Feb. 28, 2023</u>	<u>Mar. 1, 2023- Feb. 29, 2024</u>
Senior Partners	\$330.00	\$340.00	\$350.00
Partners/Senior Counsel	\$315.00	\$325.00	\$335.00
Senior Associates	\$295.00	\$305.00	\$315.00
Associates	\$270.00	\$280.00	\$290.00
Electronic Technology Litigation Specialist	\$255.00	\$260.00	\$265.00
Non-Legal Consultants	\$215.00	\$220.00	\$225.00
Senior Paralegals/Law Clerks	\$180.00	\$185.00	\$190.00
Paralegals/Legal Assistants	\$175.00	\$180.00	\$185.00

In addition, the District will pay AALRR for other actual and necessary expenses and costs with respect to providing legal services. Agreements for legal fees at other than the hourly rate set forth above may be made by mutual agreement for special projects or particular scopes of work.

RECOMMENDATION

It is recommended that the Board approve the renewal of the agreement with Atkinson, Andelson, Loya, Ruud & Romo for the period March 1, 2021 through and including February 29, 2024.

BOARD REPORT NO. 21-03-105B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff
Aaron McVean, Vice Chancellor for Educational Services and Planning

**CONSIDERATION OF ENDORSEMENT OF LEGISLATION:
AB 103 (BY ASSEMBLYMEMBER HOLDEN)**

From time to time, the Board has found it appropriate to formally endorse pending legislation that has an impact on the operation of the District, its students and/or employees.

The current legislative session is in full swing and there are a number of bills that the District is monitoring. At this time, staff asks the Board's consideration of endorsement of the following bill:

AB 103 – College and Career Access Pathways Partnerships: County Offices of Education

Existing law, until January 1, 2027, authorizes the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district or the governing body of a charter school with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

This bill would specify that “high school,” as used in the bill, includes a community school, continuation high school, or juvenile court school. The bill would also authorize county offices of education to enter into CCAP partnerships with the governing boards of community college districts in accordance with these provisions.

The text of the Bill can be accessed at:

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB103

RECOMMENDATION

It is recommended that the Board of Trustees endorse AB 103.

BOARD REPORT NO. 21-03-106B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Tammy Robinson, Vice President of Instruction, Cañada College
Julian Branch, Director of Workforce Development, Cañada College
Dr. Damany Fisher, Regional Director of Special Projects
Jonathan Bissell, Executive Director, Community, Continuing and Corporate Education

Approval of Community, Continuing and Corporate Education Collaborative Programming Full Stack Developer Continuing Education Certificate in Partnership with Cañada College (Menlo Park Site)

The Full-Stack Developer Program is a 9-month supplemental, not-for-credit program for current SMCCCD students and community members who have previous coding experience or are enrolled in a CS-related course. This innovative program is designed to supplement students' existing coursework and will be offered in coordination with Cañada and Community, Continuing & Corporate Education (CCCE).

The program is intended to train students to gain employment as full-stack developers. Students in this program will learn front-end and back-end programming, Ruby on Rails, Javascript, advanced SQL database knowledge, RESTful APIs, software architecture, structured problem solving, and debugging extensive use of industry-standard tools such as Git, IDEs, and terminal commands. Students will gain experience in project-based learning, technical peer-to-peer evaluation, portfolio development, and TIPP (Technical Interview Preparation Program). Upon completing the program, students will receive a not-for-credit certificate of completion as well as a certificate from Qwasar, a leading equity-minded international partner in the computer science space. Participating students will be sponsored to enable greater access to a competitive industry with livable wages ranging from \$65,000 to \$85,000 a year and will only be responsible for a \$100 registration fee. The program is expected to begin in May 2021.

RECOMMENDATION

It is recommended that the Board of Trustees approve the collaborative programming between Cañada College, CCCE listed in this report.

BOARD REPORT NO. 21-03-107B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Alex Kramer, Director of Workforce Development, College of San Mateo
Jonathan Bissell, Executive Director, Community, Continuing and Corporate Education

APPROVAL OF COLLEGE OF SAN MATEO / COMMUNITY, CONTINUING AND CORPORATE EDUCATION COLLABORATIVE PROGRAMMING

College of San Mateo seeks to partner with Community, Continuing and Corporate Education (CCCE) to offer an online Green Building Certificate to the community that supplements CSM's existing Building Inspection Technology offerings. The Green Building Certificate is designed for the building plan check, inspection, and compliance segment within the Architectural, Engineering, and Construction Industry. This not-for-credit certificate will take 8-weeks to complete and will be delivered using a primarily asynchronous model with limited synchronous sessions for administration and technical support.

The Green Building Certificate provides an accelerated learning path for working professionals. Students will gain current and practical knowledge about sustainable development and green buildings with a focus on California codes and standards. The courses are designed to impart necessary knowledge to successfully pass the CALGreen Inspector/Plans Examiner (International Code Council) industry exam and the LEED Green Associate (US Green Building Council) industry exam. The cost of the program is \$1,565. Students who complete the course will earn a certificate from ID360 Academy and continuing education units through the International Code Council and the Green Building Certification Institute. According to Burning Glass, the median salary for working professionals within these industries is \$85,840.

RECOMMENDATION

It is recommended that the Board of Trustees approve the collaborative programming between CSM and CCCE described above.

BOARD REPORT NO. 21-03-108B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Melissa Moreno, President, Skyline College
Eloisa Briones, Vice President, Administrative Services, Skyline College

ACCEPTANCE OF SHUTTLE GRANT FUNDS IN SUPPORT OF THE SKYLINE COLLEGE EXPRESS PROGRAM

The San Mateo County Transportation Authority and the City and County Association of Governments of San Mateo County (C/CAG) awarded the San Mateo County Community College District continued grant funding from July 1, 2020 until June 30, 2022 in the amount of \$294,597 in support of the Skyline College Express Shuttle (“Shuttle”) program in response to SMCCCD’s renewal application submitted in Spring of 2020.

The Shuttle provides regular and direct access between the Daly City BART Station and Skyline College, and has created convenient first and last mile connections for all students and employees residing in Daly City, San Francisco, and East Bay vicinities.

The total cost to continue the Shuttle program over the two-year period is \$589,194. Per the District’s proposal, SMCCCD will contribute \$294,597 of the overall projected expenditures to partially fund this effort.

Originally approved by the SMCCCD Board of Trustees on February 17, 2016, Resolution 16-5 articulated support for the Shuttle program and approved the submission of the grant proposal to seek funding, and it also authorized its Chief Executive Officer to execute a funding agreement with the San Mateo County Transportation Authority to encumber any Measure A Local Shuttle Program funds and/or City/County Association of Governments to encumber Local Transportation Services Program funds.

RECOMMENDATION

It is recommended that the Board accept the grant awarded to Skyline College by the San Mateo County Transportation Authority and the City and County Association of Governments of San Mateo County in the amount of \$294,597 for the Skyline College Express program.

BOARD REPORT NO. 21-03-109B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

**APPROVAL OF INSTRUCTIONAL SERVICES AGREEMENT WITH COMMUNITY
INITIATIVES TO SUPPORT DUAL LANGUAGE LEARNING COURSES IN
EARLY CHILDHOOD EDUCATION**

Skyline College is entering into an agreement with Community Initiatives of Oakland, California to create a two-part course sequence in response to a growing need for teachers and early learning professionals to develop skills and knowledge for implementing optimal learning experiences in high-quality settings to ensure full access and effective participation of dual language learners (DLLs) and their families. The course content will focus on current DLL education policies and demographic trends, the process of children's bilingual language development, implicit bias and teachers' cultural competency. Additionally, the students will learn about practical and research-based instructional and programmatic classroom strategies that support a strong language and literacy base in both English and the children's home language and make learning accessible for young dual language learners.

BANDTEC a Project of Community Initiatives will provide payment for course credit and student fees for 60 persons enrolled at Skyline College in a DLL Regional Project, "Excellence and Support for DLL Children and Families." The project will consist of up to two sections of two, one-unit courses in Early Childhood Education.

RECOMMENDATION

It is recommended that the Board of Trustees approve the instructional service agreement between Community Initiatives and the San Mateo County Community College District.

BOARD REPORT NO. 21-03-110B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Jamillah Moore, President, Cañada College
 Ramakrishnan Kalyanaranam, Professor of Engineering
 Bob Domenici, Purchasing Supervisor
 Yanely Pulido, Director, General Services

APPROVAL OF CONTRACT AWARD FOR EXTERNAL CONSULTING FOR TRAINING AND RESEARCH ACTIVITIES TO BETTER ACCESS JOB OPPORTUNITIES (TRABAJO!)

The National Science Foundation (NSF) awarded Cañada College a five-year grant to develop innovative cross-sector partnerships and explore their impact on STEM students in Hispanic-Serving Institutions (HSI). This five-year TRABAJO (*Training and Research Activities to Better Access Job Opportunities*) grant began in 2020, which will create novel industry partnerships and measure their impact on student retention and long-term success in STEM by providing career exploration opportunities. Cañada College enrolls approximately 4,600 students in its Science and Technology Program, besides many more across the District. A cohort of 200 students ranging from the approximately 4,500 students enrolled in the Science and Technology Division in the College as well as Districtwide will be impacted through the course of this grant.

A Request for Proposal (RFP) was issued in response to the District’s need for an external evaluator to provide evaluation service to: (1) develop and implement a comprehensive annual evaluation plan; (2) communicate with project staff to set up focus-groups, interviews and collect necessary institutional data; (3) implement and measure the impact of student career exploration; (4) work to set-up and conduct focus groups and interviews; (5) create and present evaluation reports for the college and the granting agency NSF; and (6) support project staff in the development of peer reviewed papers and conference presentations. The RFP sought a consulting evaluation service to work with culturally diverse populations to perform the evaluation service identified in the NSF TRABAJO grant.

On February 3, 2021, the District issued RFP 86835 for External Consulting Services for the National Science Foundation Training and Research Activities to Better Access Job Opportunities. An announcement for this business opportunity was released through the District’s online bid portal and a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on February 3 and February 10, 2021. On February 19, the District received one (1) proposal for this project as follows:

Firm	Proposal
LCHaldar Consulting, LLC	\$25,000 (per year)

The evaluation committee consisting of District Financial Services staff and college representatives evaluated the proposal by LHC Consulting and decided that this proposal demonstrated the best understanding of the District’s objectives and will provide the appropriate resources to produce the required deliverables at a reasonable cost to the District.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a five-year contract with LCHaldar Consulting, LLC, for RFP #86835, in an amount not to exceed \$125,000. The term of this contract will be from May 1, 2021 through April 30, 2026.

BOARD REPORT NO. 21-03-111B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

**APPROVAL OF EXTENSION OF EXOS CONTRACT
FOR THE OPERATION OF THE SAN MATEO ATHLETIC CLUB**

At its March 10, 2021 meeting, the Board instructed staff to negotiate an extension up to June 30, 2021 with EXOS for the operation of the San Mateo Athletic Club. Negotiations are not complete at this time but Staff expects to have the negotiations concluded before the March 24, 2021 Board meeting. Staff will include an amendment to original contract for Board consideration and action. The recommended amendment will be appended to the Board packet as soon as negotiations with EXOS are finalized.

RECOMMENDATION

Board determined action.

BOARD REPORT NO. 21-03-07C

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

**PROPOSED PROMISE SCHOLARS PROGRAM (PSP) EXPANSION WITH SUPPORT FROM
THE SAN MATEO COUNTY BOARD OF SUPERVISORS**

The Promise Scholars Program (PSP) is a replication of the City University of New York's Accelerated Studies for Associates Program (ASAP) – a proven model that significantly increases three-year graduation rates for full-time students. The Promise Scholars Program provides up to three years of financial, academic and personalized student services for first time, full-time SMCCCD students whose educational goal is to earn a certificate or associate degree. The PSP intentionally removes barriers that too often prevent students from successfully completing those goals. The program includes the Promise Scholarship, a dedicated counselor delivering personalized academic and socio-cultural support, and performance-centered Interventions. SMCCCD Promise Scholars also receive a monthly incentive (\$50 for either transportation support or meal plan support), a voucher for books and course materials, and access to loaned laptops. The primary goal of the Promise Scholars Program is to triple the current two-year and three-year graduation rates of students.

Based on prior conversations with County leadership, the San Mateo County Board of Supervisors has indicated its interest in providing the District with \$1 million for FY 2021-22 and another potential \$1 million for FY 2022-23 to expand the District's student access and completion initiative – the Promise Scholars Program (PSP). The District is proposing to expand participation in the PSP by 500 students, for a total of 2,500 served districtwide, with the support received from the County. Those funds would only used to provide direct student aid, with increased staffing support provided by the District.



PROPOSAL FOR PROGRAM SUPPORT

TO: San Mateo County Board of Supervisors through Mike Callagy, County Manager

FROM: San Mateo County Community College District through Michael Claire, Chancellor

DATE: March 19, 2021

SUBJECT: County Support for Community College District Promise Scholars Program

REQUEST

Based on prior conversations with County leadership, the San Mateo County Community College District respectfully requests \$2 million from San Mateo County (\$1 million for FY 2021-22 and \$1 million for FY 2022-23) to expand the District's student access and completion initiative – Promise Scholars Program – by 500 students from San Mateo County.

OVERVIEW

To remove barriers to attending and progressing through college and accelerating student completion rates, the San Mateo County Community College District (SMCCCD) has created its Promise Scholars Program (PSP). This initiative is a replication of the City University of New York's Accelerated Studies for Associates Program (ASAP) – a proven model that significantly increases three-year graduation rates for full-time students. The Promise Scholars Program provides up to three years of financial, academic and personalized student services for first time, full-time SMCCCD students whose educational goal is to earn a certificate or associate degree. The PSP intentionally removes barriers that too often prevent students from successfully completing those goals. The program includes the Promise Scholarship, a dedicated counselor delivering personalized academic and socio-cultural support, and performance-centered interventions. SMCCCD Promise Scholars also receive a monthly incentive (\$50 for either transportation support or meal plan support¹), a voucher for books and course materials, and access to loaned laptops. The primary goal of the Promise Scholars Program is to triple the current two-year and three-year graduation rates of students.

CURRENT SMCCCD COMMITMENT

Based on the current program size of 2,000 students Districtwide, the cost per PSP student annually is approximately \$3,200. This includes the combination of \$1,600 in direct resources to students (fee waivers, textbooks, monthly incentive) and \$1,600 programmatic support (staffing, evaluation, and operational costs). The SMCCCD commits resources for up to three years of support for all PSP students. The most recent District operating budget allocated \$3.2 million to support the District's 2,000 Promise Scholars.

While the current allocation can support up to 2,000 students annually, there is a substantially greater need for additional resources, as the District has the demand to support at least 5,000 students each year. To meet that demand the SMCCCD needs to identify sustainable dedicated funding of approximately \$16,000,000 per year.

¹ Due to the current shelter-in-place requirements due to COVID-19, PSP monthly incentives have recently shifted to electronic grocery store gift cards.

SMCCCD PROPOSAL FOR FUNDING SUPPORT, PG. 2**PSP EXPANSION PROPOSAL**

The additional support of \$1 million per fiscal year would allow the Promise Scholars Program (PSP) to support approximately 500 additional students per year across the three colleges of the SMCCCD. These funds would be used to provide direct financial support to students in the form of fee waivers (i.e., tuition, textbooks, and monthly incentives).

PSP Funding		FY 2020-21	FY 2021-22	FY 2022-23
SMCCCD	PSP Direct Staffing	\$3.2 million	\$4.0 million	\$4.0 million
	PSP Direct Student Aid	\$3.2 million	\$3.2 million	\$3.2 million
	Sub-Total	\$6.4 million	\$7.2 million	\$7.2 million
San Mateo County	PSP Direct Student Aid	\$ --	\$1.0 million	\$1.0 million
	Total	\$6.4 million	\$8.2 million	\$8.2 million
Total PSP Students		2,000	2,500	2,500

Table 1

The current pandemic has only exacerbated the need for additional funding within the Promise Scholars Program. While the State of California has allocated funds through the [California College Promise](#), which provides \$1.4 million to the District in order to allow for fee waivers, these funds are restricted and can only be utilized for students enrolled full-time at 12 or more units. Unfortunately, the COVID-19 pandemic has caused many students to reduce their course load for a variety of reasons including increased work hours needed to support themselves and their families, dealing with health issues related to COVID-19, and mental health challenges that have increased due to concerns and anxiety around the pandemic itself. As such, the need for flexible sources of funding is even more essential as the restricted monies provided by the state unfortunately fall short in providing sustainable support for the Promise Scholars Program, especially when facing the current extenuating circumstances. Additionally, the uncertain financial outlook of the state budget is cause for concern. If the State drastically reduces or eliminates all or part of the California College Promise, general fund dollars *cannot* be used to address any shortfalls that result.

PROMISE SCHOLARS PROGRAM RESULTS

Current program results are show in the attached SMCCCD Promise Scholars Program Results Sheet. Additional information is available at <https://smccd.edu/promise/>.

San Mateo County
Community College District
**PROMISE
SCHOLARS
PROGRAM**

The SMCCCD **Promise Scholars Program** provides financial, academic and personalized student services including dedicated counseling and transportation assistance for first-time college students who enroll full-time at any college within the District to earn a certificate or degree. The program is based on the ASAP model developed by the City University of New York which has doubled graduation rates. Since the first cohort in 2018, the Promise Scholars Program has been expanded to serve up to 2,000 students Districtwide, annually.

BENEFITS OF THE PROGRAM



Tuition Waived for 2-3 years



Textbook Support



Priority Enrollment



Individualized Academic Support



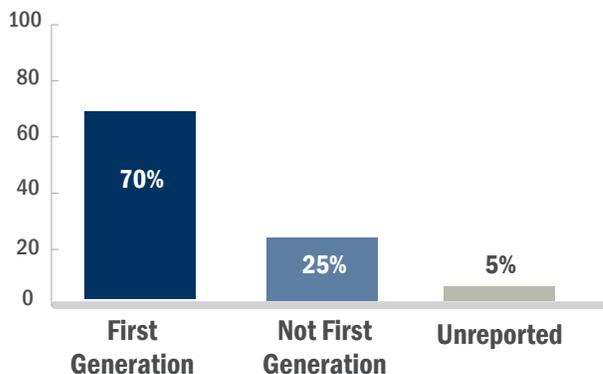
Exclusive Events and Workshops



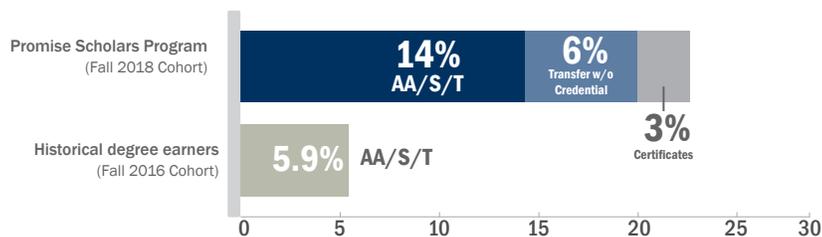
Food and Transportation Incentives

PROMISE SCHOLAR METRICS

FIRST GENERATION STATUS

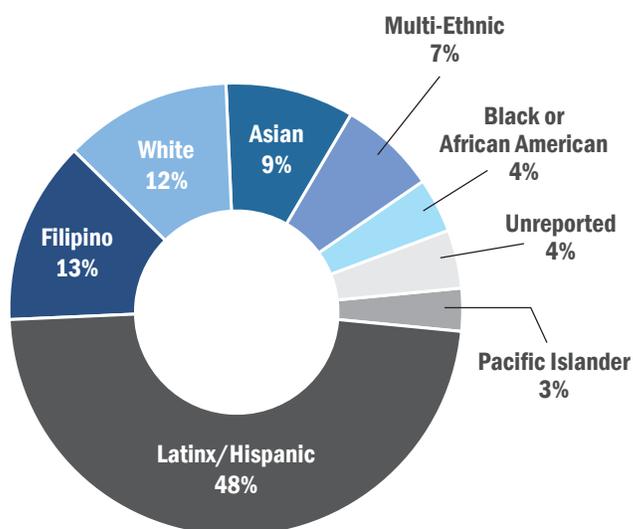


FALL 2018 COHORT 2-YEAR COMPLETION



The Fall 2018 PSP cohort served 1,327 students. Within two years, 23% of students completed their educational goal of earning an Associate degree, Certificate, or Transfer. Of these students 14%, specifically, earned an Associate degree which is significantly higher than the historical two-year degree completion rate of 5.9%. (Comparison group: first-time, full time students that started college in Fall 2016, prior to the launch of the Promise Scholars Program.)

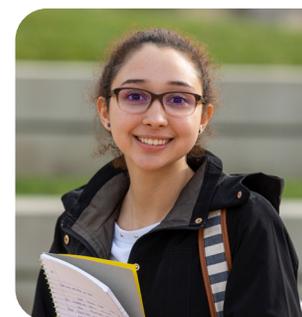
ETHNICITY



FEEDER HIGH SCHOOLS

HIGH SCHOOL DISTRICT	COUNT	PERCENTAGE
San Mateo Union High School District	712	24%
Jefferson Union High School District	464	16%
Sequoia Union High School District	432	15%
South San Francisco Unified School District	430	15%

Approximately **74%** of Promise scholars are eligible for the **CALIFORNIA COLLEGE PROMISE GRANT (CCPG)**



BOARD REPORT NO. 21-03-08C

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Jing Luan, Provost, International Affairs
Dr. Aaron McVean, Vice Chancellor for Educational Services and Planning

UPDATE ON INTERNATIONAL EDUCATION PROGRAM

International Education in the District and the International Student Program (ISP) located at each college, plays a vital role in supporting the mission of the District and the development of students in an increasingly global community and economy. The ISP offices and the students they serve help to create a diverse and robust campus culture that provides a learning environment not often found in community colleges. This culture attracts not only students from abroad, but also faculty, staff, and administrators who recognize the importance of a global awareness in the eventual success of all students. International students contribute richness to campus life and classroom dialogue, and also reflect the cultural diversity of San Mateo and the greater Bay Area.

The report included in this packet outlines the structure, enrollment, and financial considerations of the International Student Program (ISP). The Board will receive a presentation from staff at its meeting and will be provided time to ask questions.

INTERNATIONAL EDUCATION

SMCCCD IN THE GLOBAL COMMUNITY

OVERVIEW

International Education in the San Mateo County Community College District (SMCCCD) and the International Student Program (ISP) located at each of its colleges, Cañada College, College of San Mateo, and Skyline College, plays a vital role in supporting the mission of the District and the development of global awareness in students in an increasingly global community and economy. The ISP offices and the students they serve help to create a diverse and robust campus culture that provides a learning environment not often found in community colleges. This culture attracts not only students from abroad, but also faculty, staff, and administrators who recognize the importance of a global awareness in the eventual success of all students. International students contribute richness to campus life and classroom dialogue, and reflect the cultural diversity of San Mateo County and the greater Bay Area.

ORGANIZATION AND RESPONSIBILITIES

International Education in the SMCCCD is a centrally organized division of the District Office, reporting to the Provost of International Affairs, with International Student Program (ISP) offices located on each of the College campuses (see Appendix A). Each of the College ISP offices is led by an ISP Manager, with student support staff and at least one faculty counselor supporting students.

The District Office staff is responsible for coordinating the overall efforts of the International Student Program to ensure consistency, alignment, and a coherent strategy. This includes managing partnership relationships, including the 144 College and University Partnerships (CUP) for transfer, as well as relationships with high schools, government agencies, and other institutions in countries from which students come to the SMCCCD. District staff also coordinate branding, marketing, and outreach efforts, including managing relationships and contracts with agents and in-country representatives. The District Office is also responsible for developing global strategies, identifying outreach geo-potential, collecting and analyze market intelligence to identify new and emerging countries for student outreach.

District Office staff also administer the International Student Housing Program, providing housing through its Homestay partnerships with local residents of San Mateo County who have an extra room to rent to students. From its launch in 2015, the Homestay Referral Program has successfully placed 508 international students with welcoming host families, with each going through a background check process before hosting students. The program has grown to include over 400 host families. Depending on the selected housing option, homestays provide meals, a furnished private or shared room, and internet access. Typically, 10-20% of incoming international student cohorts utilize the Homestay Referral Program. For example, in Fall 2018, the program was able to assist 73 of the newly admitted 526 F-1 students secure homestays, which earned \$86,175 for the families who hosted them.

The College ISP Offices are primarily responsible for the support of international students on each of the College campuses, and the creation of a vibrant and welcoming campus culture that not only supports their success but develops the global community of the College. The ISP Offices provide outreach support and inquiry response to prospective F1 international students and admission services. They support international student aspirations to study in the U.S. by supplying all government-required admissions documents needed for an F1 visa application. In addition, they provide orientations for students, both in-person and virtually, assist with placement in English and math, and engage in educational planning with students. They are responsible for the personal and social support that international students need in order to develop self-reliance as they become familiar with both the culture of U.S. education and the communities they live in. The IPS Offices have developed international student ambassador programs that assist new students in adjusting to campus life, and international students are often engaged in student life and are active members of the Associated Student groups on each of the three campuses. The current Student Trustee for the 2020-21 academic year, Jade Shonette, is also an international student. Finally, the ISP Offices are also responsible for maintaining compliance with all Federal SEVIS rules and regulations. Although District Office staff centrally coordinate outreach, College staff are also engaged in outreach efforts by attending international student fairs and conducting pre-departure orientations for new cohorts of students.

ENROLLMENT

Branded globally as the [San Mateo Colleges of Silicon Valley](#) since its inception in 2011, international education in the SMCCCD experienced a meteoric rise from almost no international students to a peak enrollment of 1,386 students in the 2017-18 academic year (see Figure 1 below). Since 2016, the Federal administration put in several barriers and restrictions that made obtainment of F-1 Visas more difficult for all international students through increased fees, delays, and other mechanisms. This, combined with the generally hostile and xenophobic tone of the Trump administration toward immigrants and the international community from specific countries, resulted in the decline of International Student enrollment in the SMCCCD, as well as across the CCC system and the nation. This gradual trend was severely exacerbated by the onset of the COVID-19 pandemic in the Spring 2020 semester, resulting in a decline of over 40% in international students between the 2019-20 and 2020-21 academic years (see Figure 1 below).

Top 10 Countries of Origin for International Students
People's Republic of China
Myanmar
Nepal
Brazil
Taiwan
Japan
Korea, South
Hong Kong
India
Indonesia

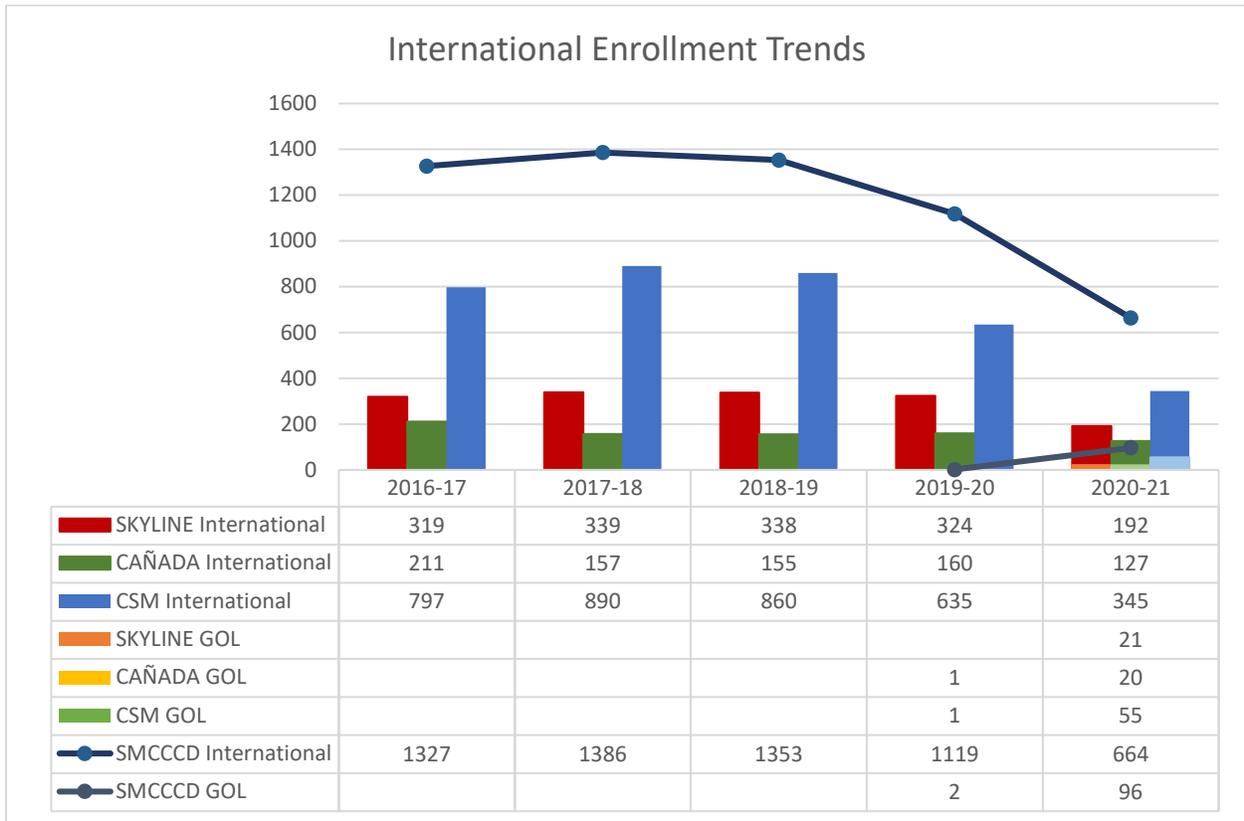


Figure 1

The trends shown above have not been unique to the SMCCCD. Community Colleges across California and throughout the U.S. have experienced similar and greater declines also as a result of the factors described (see Table 1 below).

College	City	State	Change from 2018 to 2020
Santa Monica College	Santa Monica	CA	-19%
De Anza College	Cupertino	CA	-13%
Foothill College	Los Altos Hills	CA	-32%
Orange Coast College	Costa Mesa	CA	-2%
Diablo Valley College	Pleasant Hill	CA	-28%
Santa Barbara City College	Santa Barbara	CA	-20%
Valencia College	Orlando	FL	-12%
Miami-Dade College	Miami	FL	-25%

Table 1 – SOURCE: Institute of International Education (IIE) [Open Doors Data Report](#)

GLOBAL ONLINE LEARNING (GOL)

The international education environment has become more dynamic in recent years thanks primarily to developments in technology and the expansion of online education. In response to this changing environment, the District began a pilot program in the Fall of 2019 called Global Online Learning (GOL), which was developed to allow international students to enroll in online courses but remain in their home country. These students, unlike international students on F-1 Visas in the U.S., are not required to enroll full-time or obtain a Visa, but still pay non-resident tuition. The emergency situation created by the COVID-19 pandemic accelerated the development of GOL to allow students to continue their education with the District, as many were forced to return home before the end of the Spring 2020 semester. Subsequently, students who had been planning to join the SMCCCD in Fall 2020 were able to enroll in the GOL program and begin their educational journey with the District. A Steering Committee comprised of District and College staff, and faculty from all three colleges, worked during the Summer of 2020 to accelerate the development of the GOL program to be able to respond to the emergency situation created by the COVID-19 pandemic. For the current academic year, international students participating in the GOL program were enrolled in an average of 11 units per term. Additionally, students who wanted to maintain their F-1 Visa status were also able to continue online with the District supported by the GOL program.

LOOKING AHEAD

International Education enrollment in the SMCCCD is expected to return to previous levels, and indeed exceed those levels, based on a few key factors. First, the District's ability to pivot to fully online education for all students, and international students in particular through its GOL program, has both retained F-1 students as well as brought in new students through GOL that will potentially join the F-1 program. Second, the brand and reputation of the San Mateo Colleges of Silicon Valley remains strong, thanks in large part to the strategy employed of developing long-lasting partnerships and utilizing in-country representatives to develop and foster those partnerships. These representatives have continued to work on behalf of the District, even with travel shut down from the U.S. to most countries during the COVID-19 pandemic. Third, early indicators from application activity show a renewed interest in the F-1 program compared to last year. However, with May and June typically being the largest application period for the F-1 program due to Visa application timelines, it is still very early in the process.

The GOL program, not restricted by those timelines, has already received twenty-three applications for the Fall 2021 semester, and more are expected. With limited history, though, what the ultimate level of interest will be is still unknown. Although there are very good reasons for optimism for the return of international student enrollment, when this will occur is less certain. If progress continues on increasing vaccination rates, and accompanying decreases in COVID-19 infections and deaths, the return could be as soon as the 2022-23 academic year. The impact of variants, or other unanticipated disruptions in that progress, prevents any certainty at this point. The new Federal administration also gives reason for an

optimistic outlook, although undoing the barriers that were put in place will take some additional time after the country emerges from the COVID-19 pandemic.

BUDGET

International Education in the SMCCCD has made a substantial contribution to the overall District and College budgets. The revenue and expenses for the program since the 2016-17 fiscal year are presented in Table 2 below. Despite the current decline in enrollment, International Education continues to make a positive financial contribution. As the country and the world recovers from the current COVID-19 pandemic, and with the development of Global Online Learning (GOL), the District expects to restore international student enrollment to pre-pandemic levels.

International students pay the full cost of education and are not eligible to receive Federal or state financial aid. Students' ability to pay this cost is documented and verified as part of the international application process. International students pay Non-Resident Tuition, which was set at \$288 per unit for FY 2020-21 (and was raised to \$307 for FY 2021-22), in addition to the standard \$46 per unit enrollment fee and a Capital Outlay Fee of \$2 per unit. A full list of fees can be found on the District's International Education website [here](#).

Category	2016-17	2017-18	2018-19	2019-20	2020-21 (YTD) ¹
Revenue					
Non-Resident Tuition – F-1	\$6,939,125	\$8,092,263	\$7,939,180	\$7,556,077	\$5,043,364
Estimated Enrollment Fees²	\$1,711,316	\$1,890,178	\$1,823,672	\$1,480,787	\$1,002,169
International Application Fees	\$91,680	\$48,100	\$37,400	\$22,150	\$50 ³
Non-Resident Tuition - GOL	-	-	-	\$2,385	\$490,464
Estimated Capital Outlay Fees⁴	\$232,111	\$252,300	\$251,150	\$208,299	\$37,575
Health Fees⁵	\$50,203	\$59,434	\$57,313	\$50,484	- ⁶
Total Revenue	\$9,024,435	\$10,342,275	\$10,108,714	\$9,320,182	\$6,573,621 (YTD)
Category	2016-17	2017-18	2018-19	2019-20	2020-21 (YTD)

¹ (YTD) 2/16/2021

² Headcount x Number of Units Attempted at Census x Fee (per term)

³ Application Fees have been waived during the COVID-19 pandemic

⁴ Headcount x Fee x Average Number of Units Attempted

⁵ Headcount x Fee (per term)

⁶ Health Fees have been waived during the COVID-19 pandemic

Expenses					
District Office					
Personnel	\$760,798	\$857,904	\$953,665	\$1,070,557	\$710,854
Non-Personnel	-	-	-	-	-
Travel	\$330,179	\$390,079	\$344,644	\$218,463	\$17,246
Agent Fees	\$400,067	\$324,589	\$195,293	\$233,548	\$37,980
In-Country Representatives	\$74,679	\$70,430	\$98,324	\$122,660	\$73,860
Other	\$95,275	\$101,818	\$96,905	\$27,514	\$59,123
Sub-Total	\$1,660,998	\$1,744,820	\$1,688,831	\$1,672,743	\$899,063
Skyline College					
Personnel	\$321,973	\$355,851	\$452,710	\$454,137	\$253,517
Non-Personnel	\$29,753	\$30,708	\$39,667	\$40,540	\$1,634
Sub-Total	\$351,726	\$386,559	\$492,376	\$494,678	\$255,151
Cañada College					
Personnel	\$359,016	\$252,372	\$341,743	\$413,131	\$285,315
Non-Personnel	\$11,976	\$12,463	\$9,675	\$16,667	\$114
Sub-Total	\$370,992	\$264,835	\$351,417	\$429,798	\$285,429
College of San Mateo					
Personnel	\$515,213	\$562,433	\$519,249	\$576,293	\$340,556
Non-Personnel	\$45,688	\$61,998	\$40,361	\$32,012	\$2,468
Sub-Total	\$560,900	\$624,431	\$559,610	\$608,305	\$343,023
Total Expenses	\$2,944,616	\$3,020,645	\$3,092,234	\$3,205,523	\$1,782,666
Net Revenue	\$6,079,819	\$7,321,629	\$7,016,480	\$6,114,659	\$4,790,955
College Allocation	\$5,705,825	\$6,961,796	\$6,670,618	\$5,833,726	\$4,753,321
% of Non-Resident Tuition/ Enrollment Fee Revenue Allocated to the Colleges	66%	70%	68%	65%	72%

Table 2

College Allocations	2016-17	2017-18	2018-19	2019-20	2020-21 (YTD)
Skyline College	\$1,253,743	\$1,922,819	\$1,829,480	\$1,655,343	\$1,693,234
Cañada College	\$923,943	\$799,648	\$797,072	\$886,356	\$886,356
College of San Mateo	3,528,139	\$4,239,329	\$4,044,065	\$3,515,909	\$2,173,731
Total College Allocation	\$5,705,825	\$6,961,796	\$6,670,618	\$5,833,726	\$4,753,321

Table 3

OUTREACH

International Education in the SMCCCD has deployed a purposeful outreach strategy to attract students to the Colleges of the District. As reflected in the expenses presented in Table 4 below, outreach includes a combination of Agents, In-Country Representatives, and staff travel to attend international student fairs, meet with partners, and establish formal agreements with both governments and institutions who want to send students specifically to the San Mateo Colleges of Silicon Valley.

Category	2016-17	2017-18	2018-19	2019-20	2020-21 (YTD)
Expenses					
Travel	\$330,179	\$390,079	\$344,644	\$218,463	\$17,246
Agent Fees	\$400,067	\$324,589	\$195,293	\$233,548	\$37,980
In-Country Representatives	\$74,679	\$70,430	\$98,324	\$122,660	\$73,860
Sub-Total	\$804,925	\$785,098	\$638,262	\$574,671	\$129,086

Table 4

AGENT PAYMENT SCHEDULE

Category	Amount
F-1 Students (1-5)	\$1,000 per student
F-1 Students (6-10)	\$1,200 per student
F-1 Students (11+)	\$1,500 per student
GOL Students	20% of non-resident tuition for the first 20 units

Table 5

The reduction in Agent Fees expenses over time (see Table 4) reflects a purposeful outreach strategy to establish an international brand and reputation, including strategic partnerships that will continue to grow and attract more international students to the SMCCCD. Travel for outreach is centrally coordinated by District Office staff, and includes representatives from the District Office, the College ISP Offices, and other employees and representatives of the District. All international travel follows [Board Policy 8.55](#) and the attending [Administrative Procedure 8.55.2](#). An effective outreach effort not captured in the expenses shown continues to be the word-of-mouth from former students who have experienced the quality of education provided by the faculty, staff, and administration of the Colleges.

INTERNATIONAL EDUCATION HIGHLIGHTS

International Education in the SMCCCD, led by Provost Dr. Jing Luan, has made a remarkable impact on not only the District and County, but on the national and international stage. In the course of a decade, it



has come to be recognized as one of the best community college programs in both California and the U.S. Below are a few select highlights of the impact it has made.

PRESIDENT’S “E” AWARD

The **President's “E” Award** was created by Executive Order of the President to recognize to persons, firms or organizations which contribute significantly in the effort to increase U.S. exports. In Fall of 2020, U.S. Secretary of Commerce Wilbur Ross announced that the San Mateo County Community College District’s International Education program – The San Mateo Colleges of Silicon Valley – had been awarded the U.S. government’s highest honor for export success. Secretary Ross conferred on the program [The President’s “E” Award](#), which was first established by President Kennedy in 1961, for contributions to American export growth. The SMCCCD program is the only educational institution among the 28 companies and businesses nationwide honored with this year’s prestigious award.

SAN MATEO COUNTY ECONOMIC IMPACT

International Education in the SMCCCD has not only made a substantial contribution to the District and its Colleges, but also to San Mateo County more broadly. The NAFSA: Association of International Educators publishes an [International Student Economic Value Tool](#) that calculates the economic impact of international education for each congressional district in California, as well as across the country. In its most recent update, the estimated benefits of International Education in the SMCCCD to the San Mateo County economy was almost \$32 million.

UNIVERSITY PARTNERSHIPS

International Education in the SMCCCD is successful for many reasons, one of which is the unique approach taken by staff to develop the [College and University Partnership](#) (CUP) agreements. Because both students and parents abroad are generally skeptical of community colleges, compared to well known Universities, because of the lack of a comparable system of higher education in most countries, the ability to document transfer agreements was essential. For most international students, the San Mateo Colleges of Silicon Valley represent a clear and direct pathway to completing a four-year university degree.

Top 6 Declared Majors
Business Administration
Computer & Information Science
Engineering
Economics
Mathematics
Psychology

Capitalizing on existing UC and CSU partnerships, District Staff worked to develop relationships with the international admissions staff in order to build a network of universities under the CUP agreements, which has expanded transfer opportunities to both international and domestic students. This network includes universities across the country and abroad who have partnered with our three Colleges. Many of these partners offer guaranteed transfer admissions modeled after the Transfer Admission Guarantee (TAG) agreements available with most of the University of California campuses.

SILICON VALLEY INTENSIVE ENGLISH PROGRAM (SVIEP)

The Silicon Valley Intensive English Program (SVIEP) serves international students who do not meet the language proficiency requirements to be admitted to the San Mateo Colleges of Silicon Valley, and who would otherwise be turned away to private language schools. Operating as a language school for the District, the SVIEP is also a matriculation program that helps students transition into the Colleges. Over the past four years, 121 students have matriculated from SVIEP into the Colleges of the District (see Table 6 below). Indeed, twelve students have completed SVIEP and enrolled in the District since the onset of the COVID-19 pandemic. Former SVIEP students have also graduated from the District and been accepted for transfer to institutions such as UC Berkeley, UCLA, UC Davis, SFSU, Cal State Northridge, SJSU, and Menlo College.

College	SVIEP Students Matriculated
Cañada	47
CSM	35
Skyline	39
Total	121

Table 6

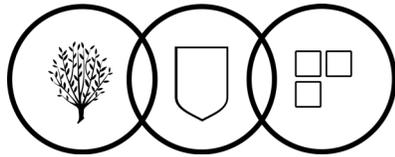
CONCLUSIONS

International Education SMCCCD plays a vital role in supporting the mission of the District and the development of global awareness in students in an increasingly global community and economy. The presence of international students on the three College campuses of the District create a diverse and robust campus culture that provides a learning environment not often found in community colleges. This culture attracts not only students from abroad, but also faculty, staff, and administrators who recognize the importance of a global awareness in the eventual success of all students. International students contribute richness to campus life and classroom dialogue, and reflect the cultural diversity of San Mateo and the greater Bay Area. The Skyline College mission perhaps best encapsulates the overall intent of international education in the SMCCCD:

“To empower and transform a global community of learners.”

Appendix A

International Education Organization Chart



SAN MATEO
COLLEGES
of Silicon Valley

District Office

Jing Luan – Provost

Diane Arguijo – Director

Danielle Vlahos – Executive Assistant

Julnar Msalam – Program Services Coordinator

Cindy Nguyen – International Program Specialist

Cañada College

Kathy Kohut – Program Manager

Manasi Devdhar-Mane – Program Services
Coordinator

Richard Saroyan – Counselor

College of San Mateo

Aubrey Roderick-Kuan – Program Manager

Silvana Grima – Program Services Coordinator

Remi Harada – Retention Specialist

Shelvina Singh – Office Assistant II

Lydia Chen – Counselor

Skyline College

**Chikako Walker – Interim Program
Manager**

Clair Yeo-Sugajski – Interim Program
Services Coordinator

Adrienne Villegas – Interim Retention Specialist

Carlos Romero – Counselor

BOARD REPORT NO. 21-03-09C

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

**REVIEW OF REVISIONS TO
BOARD POLICY 1.10 – DUTIES AND RESPONSIBILITIES OF THE BOARD**

At its meeting on March 10, 2021, the Board discussed potential revisions to Board Policy 1.10 – Duties and Responsibilities of the Board, and asked that those revisions be agendized for further review at this meeting.

The proposed revisions to the policy, as suggested by Trustees at the March 10 meeting, are attached to this report.

CHAPTER 1: Board of Trustees
BOARD POLICY NO. 1.10 (BP 2200 and 2740)

BOARD POLICY
San Mateo County Community College District

Subject: BP 1.10 Duties and Responsibilities of the Board
Revision Date: 2/12; 3/16; 3/21
Policy References: ACCJC Accreditation Standards III.A.1.b, IV and IV.C.9; Education Code Section 70902

1. The essential duties of the Board, as the elective body representative of all the people of the District, shall be:

- a. To provide policy guidelines for staff through adoption and periodic review of District Mission and Goals Statement.
- b. To establish, enforce, and periodically review Board policies consistent with the goals and operation of the District and its Colleges.
- c. To appoint and annually evaluate the Chancellor of the District.
- d. By Board action and decision making, may give direction to staff on matters relating to District organization, operations, and property.
- e. To approve all District and College programs, insuring that program offerings are responsive to and reflect community needs.
- f. To establish guidelines for District negotiations and the collective bargaining process.
- g. To review and set salary schedules annually for all District personnel. Considers and approves all personnel assignments and transfers on the recommendation of the Chancellor.
- h. To provide guidelines on funding levels, allocations, and District reserves; review and consider staff-prepared District and College budgets; adopt annual budget; assure fiscal health and stability.
- i. To delegate appropriate authority for implementation of State law, regulations, and Board policies.
- j. Under most circumstances, to serve as the final appeal within the District for students, staff, and citizens of the San Mateo County Community College District.

k. To monitor institutional performance and educational quality.

~~k.l.~~ To direct independent internal review and independent external reports and performance audits to assure: the sufficiency and soundness of management, financial and operational controls and processes; compliance with Board policies and procedures, governing laws and other relevant requirements; effectiveness and efficiency; and controls against fraud or other fiscal wrongdoing.

~~l.m.~~ To carry out such specific duties as required by law.

2. The essential responsibilities of the Board, in the public interest and trust, shall be:

- a. To provide the best possible learning experiences for students of the Colleges, and wherever possible to remove barriers to participation for potential students.
- b. To assure that the District and its Colleges are effectively and efficiently managed.
- c. To maintain enlightened, fair, and equitable policies for employees and students of the

BP 1.10 Duties and Responsibilities of the Board (continued)

District and its Colleges.

- d. To represent the general interests of the entire College District and to act only on the basis of what is in the best interests of the College District and the community.
- e. To be knowledgeable of and support the mission and philosophy of community colleges.
- f. To hire and evaluate the Chancellor.
- g. To support the work of the Colleges in the community.
- h. To engage in ongoing development of the Board. The Board will conduct study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.
- i. To provide a comprehensive new trustee orientation program for newly elected or appointed trustees that may include attendance at a statewide "New Trustee" orientation program; one-on-one interviews with the Chancellor, Presidents and Executive Vice Chancellor; discussions with representatives of employee groups, the Academic and Classified Senates and student leaders; delivery of the Trustee Handbook prepared by the Community College League of California (CCLC); and review of the CCLC's comprehensive online education program titled "Elected/ Appointed Trustees: Next Steps."

BOARD REPORT NO. 21-03-10C

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

REVIEW OF FEEDBACK PROCESS ON MATTER OF IMPORTANCE TO THE BOARD OF TRUSTEES RELATING TO THE UPCOMING RFP PROCESS FOR A CONTRACTOR TO OPERATE THE SAN MATEO ATHLETIC CLUB

At its meeting on March 10, 2021, the Board received an update on and discussed the process for a reimagined RFP for selecting a vendor to operate the San Mateo Athletic Club. At that meeting, the Trustee sub-committee asked Board members to consider issues and matters of importance to them in a new RFP.

The Board will discuss a feedback process by which to convey those matters of importance to the sub-committee prior to the completion of their work to ensure Board feedback is included in the RFP preparatory process.

BOARD REPORT NO. 21-03-11C

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

RECEIPT OF BOND OVERSIGHT COMMITTEE ANNUAL REPORT TO THE COMMUNITY

As required by law, the Board of Trustees established a Bond Oversight Committee composed of community leaders with expertise in finance, accounting, education, construction, sustainability and local government. 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.

The Bond Oversight Committee has approved their 2019 – 2020 annual report to the community as submits it to the Board of Trustees for its receipt.

The report can be accessed in digital format at: <https://cboc.smccd.edu/AR1920>.