

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
April 28, 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/89940001171>

Dial-In: 1-669-900-9128 – Webinar ID: 899 4000 1171

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 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
2. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation
pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two Cases
3. Public Employee Performance Evaluation: Review of Goals – Chancellor
4. Ratification of January and February 2021 Confidential District Warrants

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

RECESS TO CLOSED SESSION

RECONVENE TO OPEN SESSION

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

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

21-04-01 Approval of the Minutes of the March 24, 2021 Regular Meeting

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

21-04-04C Presentation of Spring Semester Activities by Associated Students of Cañada College, College of San Mateo and Skyline College *(Time Allotted: 20 minutes)*

21-04-05C Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity: Impact of Verdict in Trial of Murder of George Floyd
(Time Allotted: 30 minutes)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

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

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

21-04-02A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel *(Time Allotted: 5 minutes)*

21-04-03A Consideration and Approval of College of San Mateo President Employment Agreement *(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.

- 21-04-01CA Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College
- 21-04-02CA Approval of Academic Calendar for 2022-2023 Academic Year
- 21-04-03CA Approval of Updates to Board Policy 1.10 – Duties and Responsibilities of the Board
- 21-04-04CA Ratification of January and February 2021 District Warrants

Other Recommendations

- 21-04-103B Consideration of Support of Legislation: AB 1073 Relating to Early Childhood Education Workforce and AB 927 Relating to Community College Baccalaureate Degree Pilot Program *(Time Allotted: 5 minutes)*
- 21-04-104B Approval of Contract Award for College of San Mateo Fire Pump Replacement Project *(Time Allotted: 5 minutes)*
- 21-04-105B Approval of Construction Consultants *(Time Allotted: 10 minutes)*
- 21-04-106B Approval of Revisions to Board Policies: 2.35 – Use of District Communications Systems; 6.05 – Academic Calendar; and 8.74 – Exemptions and Waivers from Fees *(Time Allotted: 10 minutes)*

INFORMATION REPORTS

- 21-04-06C Review of District Whistleblower Policies, Procedures and Protections *(Time Allotted: 20 minutes)*
- 21-04-07C Discussion of Internal Auditor Position *(Time Allotted: 20 minutes)*
- 21-04-08C Review of Board Meeting Protocols *(Time Allotted: 10 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

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
March 24, 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 5:07 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 said that during closed session, the Board will take up items as listed on the printed agenda, including: (1) Hold a Conference with Labor Negotiators for Employee Organizations: AFT and CSEA; (2) Hold a Conference with Labor Negotiators for Employee Organizations: 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) Hold a Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases; (4) Consideration of Liability Claims pursuant to Gov. Code § 54956.95: Workers’ Compensation Claim: One Case; (5) Consideration of Employee Discipline, Dismissal, Release; and (6) Hold a Conference with Legal Counsel – Existing Litigation: Two cases (a) Peasegood v. San Mateo County Community College District – Case No.: 19 CIV 06689 and (2) Mayeli v. San Mateo County Community College District – Case No.: 20 CIV 02463.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

Joaquin Rivera spoke about AFT negotiations and urged the Board to accept a proposal pertaining to transitioning the adjunct instructional schedule to a step and column schedule and setting a new base rate.

RECESS TO CLOSED SESSION

The Board recessed to closed session at 5:13 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 6:02 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

[\(Time Stamp: 00:58:46\)](#)

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

DISCUSSION OF THE ORDER OF THE AGENDA

[\(Time Stamp: 00:58:56\)](#)

There were no changes to the order of the agenda.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

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 (21-03-05C)

[\(Time Stamp: 00:59:17\)](#)

Summary of Discussion: President Nuris explained that the award honors community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Each of the Colleges and the District Office were invited to nominate one classified employee and each will be honored by the Board tonight. Each community college district may forward the information of one nominee to the California Community Colleges Chancellor's Office for consideration of a statewide award; that nominee is selected by the Board and will be announced at the end of this presentation.

President Melissa Moreno introduced and recognized Gary Cheang, the nominee from Skyline College. Interim President Kim Lopez introduced and recognized Michelle Schneider, the nominee from College of San Mateo. President Jamillah Moore introduced and recognized Vivien Huynh, the nominee from Cañada College. Chief Technology Officer Daman Grewal introduced Alexis Arreola, the nominee from the District Office.

It was announced that the District Classified Employee of the Year was Michelle Schneider and her nomination will be submitted to the State Chancellor's Office as the District's nominee for State Community College Classified Employee of the Year.

The Board congratulated all of the nominees and recognized Michelle Schneider for this honor.

Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity: Celebrating Women's History Month (21-03-06C)

[\(Time Stamp: 01:22:27\)](#)

Summary of Discussion: Professor Danielle Powell from Skyline College provide an overview of the history of Women's History Month and highlighted the Women's Mentoring and Leadership Academy, a program that provides leadership development, personal and identify development, professional and career development, hosts events and speakers, explores wellness, work and life balance programming, reaching financial and personal goals. She showed a video that highlighted student participants in the Women's Mentoring and Leadership Academy and the impact of the program on participants personally and academically. She also shared personal stories of several of the program alumnae. Professor Powell then engaged the Board in a discussion of what they and other District leaders could do to support the Women's Mentoring and Leadership Academy and women students in the District.

Trustees thanked Professor Powell for the excellent presentation and for sharing the very personal and impactful stories of the students. Trustee Petrides offered to visit Professor Powell's classes and meet with students in the Women's Mentoring and Leadership Academy. Trustee Goodman said that it was important to create ally-ship and to remove barriers and support programs that empower and uplift women in the District and community. Trustee Pimentel noted that he would be interested in knowing about the District's harassment complaints process, childcare programs and would be supportive of making women's menstrual products free of charge in District facilities if they are not already. Vice President Holober noted that today was Equal Pay Day for women, meaning that it was the day in the year when women earned as much as men did as of December 31 of last year; he noted that for Black women, Equal Pay Day is August 3 and for Latina women

it is October 31, 10 full months later. He said that the broader societal and economic trends are important to pay attention to.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

(Time Stamp: 02:10:16)

Chancellor Claire noted that former interim Skyline College President Jannett Jackson has been appointed as interim chancellor of Peralta Community College District. He also asked that the meeting be adjourned in memory of two former coaches who recently passed away: Silvano Vial, former head men's soccer coach at Cañada College, and Rich Donner, former water polo and swimming coach at College of San Mateo.

Chancellor Claire also noted that as a follow-up to prior conversations regarding bond refunding, the District has received the highest possible ratings from the credit rating agencies.

Dr. Moreno reminded everyone about the Skyline President's Breakfast tomorrow morning.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

(Time Stamp: 02:15:11)

- ***AFT, Local 1493:*** Katharine Harer spoke about the financial and faculty employment at City College of San Francisco and urged support for the college. Rika Yonemura-Fabian spoke about the need to combat anti-Asian hate, racism and violence and referenced partnerships and programs that AFT is part of.
- ***CSEA, Chapter 33:*** Annette Perot congratulated the classified employee of the year nominees and winner. She also noted that CSEA looks forward to the salary adjustments and retro payments from the recently ratified contract.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

(Time Stamp: 02:26:51)

- Vera Quijano spoke about Brain Injury Awareness Month; she also spoke about her classes being cancelled and she advocated for a \$14 per hour retro pay adjustment for adjunct faculty in the Kinesiology, Athletics and Dance division who had to convert courses due to COVID.
- Sam Chuang spoke about the youth swim program at the San Mateo Athletic Club (SMAC) and inquired about a return to activities plan.
- Frank Elliott spoke about a records request relating to the SMAC RFP, and also urged collaboration and engaging an advisory board for SMAC.
- Lane Poms proposed that the District test a District-run operating model at the Cañada College Building 1 athletic facility and use it as a model for SMAC. She also suggested naming the pool at Cañada College for Rich Donner.

MINUTES

(Time Stamp: 02:42:15)

Approval of the Minutes of the March 10, 2021 Study Session (21-03-10)

Motion to Approve by: Trustee Goodman

Second by: Trustee Petrides

Action: Approved unanimously, with all Trustees voting Aye

Summary of Edits or Corrections: None.

Approval of the Minutes of the March 17, 2021 Special Closed Session Meeting (21-03-11)

Motion to Approve by: Vice President Holober

Second by: Trustee Goodman

Action: Approved unanimously, with all Trustees voting Aye

Summary of Edits or Corrections: None.

Approval of the Minutes of the March 18, 2021 Special Closed Session Meeting (21-03-12)

Motion to Approve by: Trustee Petrides

Second by: Trustee Goodman

Action: Approved unanimously, with all Trustees voting Aye

Summary of Edits or Corrections: None.

NEW BUSINESS

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

[*\(Time Stamp: 02:43:51\)*](#)

Motion to Approve by: Trustee Pimentel

Second by: Vice President Holober

Action: Approved as amended, with all Trustees voting Aye

Summary of Discussion: Staff requested that item E(2) – International Education Counselor at Cañada College – be pulled from the report.

Public Comment: None.

Adoption of Resolution No. 21-4 Fixing the Employer Contribution Under Section 22895 of the Public Employees' Medical and Hospital Care Act (21-03-04A)

[*\(Time Stamp: 02:45:30\)*](#)

Motion to Approve by: Trustee Petrides

Second by: Vice President Holober

Action: Approved with roll-call vote, with all Trustees voting Aye and Student Trustee casting an affirmative advisory vote.

Summary of Discussion: Staff asked for a technical correction on the numbering of the resolution to 21-01 rather than 20-04. Trustee Pimentel asked about the fiscal impact of this action. David Feune, director of Human Resources, said he could gather that information. Trustee Pimentel suggested, and President Nuris agreed, that it would be helpful to provide information relating to fiscal impacts, if there are any, in future staff reports.

Public Comment: None.

NEW BUSINESS: Approval of Consent Agenda

[\(Time Stamp: 02:48:39\)](#)

Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College (21-03-01CA)

Disposition of District Records – Skyline College (21-03-02CA)

Acceptance of the California Earned Income Tax Credit Grant (21-03-03CA)

Acceptance of Gifts by the District (21-03-04CA)

Ratification of Telecommunications Use Permit Renewal with New Cingular Wireless PCS, LLC – College of San Mateo (21-03-05CA)

Ratification of Telecommunications Use Permit Renewal with T-Mobile West LLC – College of San Mateo (21-03-06CA)

Motion to Approve by: Vice President Holober

Second by: Trustee Pimentel

Action: Approved unanimously, with all Trustees voting Aye

Summary of Discussion: None.

NEW BUSINESS: Other Recommendations

Reaffirmation of Previous Board Statement Reinforcing Civility, Tolerance and Acceptance (21-03-103B)

[\(Time Stamp: 02:49:35\)](#)

Motion to Approve by: Trustee Pimentel

Second by: Trustee Petrides

Action: Approved as amended, with all Trustees voting Aye

Summary of Discussion: Trustees expressed support for the statement and for the Asian community and condemned the recent violence in Atlanta and elsewhere. They acknowledged the diversity of our local community and the need to support students, employees and members of the community. Trustees suggested that the additional language from the staff report be included in the statement.

Public Comment: None.

Renewal of Agreement with Atkinson, Andelson, Loya, Ruud & Romo for District Legal Services (21-03-104B)

[\(Time Stamp: 03:06:48\)](#)

Motion to Approve by: Trustee Goodman

Second by: Vice President Holober

Action: Approved unanimously, with all Trustees voting Aye

Summary of Discussion: The Board asked that for future such items that feedback be sought prior to presenting a contract and that a rationale and cost impact be included in the staff report.

Public Comment: None.

Consideration of Endorsement of Legislation: AB 103 (by Assemblymember Holden) (21-03-105B)
(Time Stamp: 03:09:56)

Motion to Approve by: Trustee Pimentel

Second by: Vice President Holober

Action: Approved unanimously, with all Trustees voting Aye

Summary of Discussion: None.

Public Comment: None.

Approval of Community, Continuing and Corporate Education Collaborative Programming: Full Stack Developer Continuing Education Certificate in Partnership with Cañada College (Menlo Park Site) (21-03-106B)
(Time Stamp: 03:10:58)

Motion to Approve by: Trustee Petrides

Second by: Trustee Pimentel

Action: Approved unanimously, with all Trustees voting Aye

Summary of Discussion: Tammy Robinson, vice president of instruction at Cañada College, provided an overview of the program, noting that the program is in nine modules and takes nine months to complete, with students having an earnings potential from \$60,000 to six figures. The program is being expanded locally through Strong Workforce funds. Trustee Goodman asked about any consideration given to providing pathways for students to earn certificates or degrees rather than short-term programming. Vice President Robinson explained that programs such as this are a way to test programs and students still have an opportunity to participate in parallel programs that lead to certificates or degrees. Trustee Petrides asked about the relationship between the college and the provider. Jonathan Bissel, executive director of Community, Continuing and Corporate Education, explained that the provider would have a contract with the workforce department at the college and that students would register through the continuing education program and complete an assessment of eligibility. Damany Fisher, regional director of special workforce projects at Cañada College, provided an overview of the provider. Vice President Holober said that it would be helpful to get a refresher on corporate and community education programs and alignment with college programs at a future meeting.

Public Comment: None.

Approval of College of San Mateo/Community, Continuing and Corporate Education Collaborative Programming: Green Building Certificate (21-03-107B)
(Time Stamp: 03:43:43)

Motion to Approve by: Trustee Goodman

Second by: Vice President Holober

Action: Approved unanimously, with all Trustees voting Aye

Summary of Discussion: Trustee Holober asked about the existing associate degree program at CSM and how this certificate fits into that programming. He also asked about the vendor and the college's work with them. Alex Kramer, director of workforce at CSM, explained that the college does have an associate degree in Building Inspection and this workforce program was a direct request of the faculty in that program. He also explained that the vendor trains professionals in the field in Green Building and offers other industry-recognized certifications.

Public Comment: None.

Acceptance of Shuttle Grant Funds in Support of the Skyline College Express Program (21-03-108B)
(Time Stamp: 03:56:48)

Motion to Approve by: Trustee Goodman

Second by: Vice President Holober

Action: Approved unanimously, with all Trustees voting Aye

Summary of Discussion: Trustee Pimentel asked how the funds are being used during the campus closure. President Moreno explained that the shuttle is not in operation due to the pandemic and the funds are sitting with the Transit Authority until the shuttle service resumes.

Public Comment: None.

Approval of Instructional Services Agreement with Community Initiatives to Support Dual Language Learning Courses in Early Childhood Education (21-03-109B)
(Time Stamp: 03:58:32)

Motion to Approve by: Vice President Holober

Second by: Trustee Goodman

Action: Approved unanimously, with all Trustees voting Aye

Summary of Discussion: None.

Public Comment: None.

Approval of Contract Award for External Consulting for Training and Research Activities to Better Access Job Opportunities (21-03-110B)
(Time Stamp: 03:59:23)

Motion to Approve by: Trustee Petrides

Second by: Trustee Goodman

Action: Approved unanimously, with all Trustees voting Aye

Summary of Discussion: None.

Public Comment: None.

Approval of Extension of EXOS Contract for the Operation of the San Mateo Athletic Club (21-03-111B)
(Time Stamp: 04:00:13)

Motion to Approve by: Trustee Petrides

Second by: Trustee Pimentel

Action: Approve a three-month extension of the contract. Approved, with Vice President Holober, Trustee Petrides and Trustee Pimentel voting Aye, and President Nuris and Trustee Goodman voting No.

Summary of Discussion: Chancellor Claire provided an overview of activities that had occurred in exploring a possible extension with EXOS beyond the March 30, 2021 contract expiration. He explained that he carried the Board's direction relating to extending the contract in short-term increments, reduction of management fee and evaluation of staffing. Chancellor Claire reported that there was mutual interest in keeping SMAC operational, but that during the negotiations, EXOS was hesitant to reduce the fee or augment staffing due to uncertainty of the contract extension through the RFP process. He explained that his focus needed to be on guiding the District through the pandemic recovery and that the District did not have the capacity at this time to operate SMAC without a management company. Chancellor Claire recommended that he be granted flexibility to negotiate an extension with EXOS through October 31, 2021.

Based on information provided to the Board, Trustee Goodman questioned why there would be an obligation to pay the vendor if the contract ends. He said he would be in favor of letting the contract lapse and opening the facility to the community, or closing the facility temporarily if an operation solution could not be identified. He also questioned if there would be any exposure to further extension, noting that the Board had previously voted not to grant a one-year extension. Trustee Goodman stated that he would be voting no on any extension.

Vice President Holober asked if there was any safe way to allow for a bare-bones use of the facility without a management company. He also encouraged the Board not to shelve or discard exploration of other operation options even with an RFP. He noted that he was conflicted because he shared the concerns of other trustees but that he also understands there is significant public use of the facility and a temporary closure might not be in the best interest.

President Nuris stated that he believes the most important thing is getting the RFP underway and extending the current contract allows the focus to be on the RFP. He explained that he believes that shutting down the facility will have an adverse impact on RFP bidding as the membership base of SMAC will be lost. President Nuris said that he finds no value in only extending the contract by three months and that a longer extension is needed.

District Academic Senate President Wallace stated that he believes the number of hours devoted to this issue is mindboggling. He said his focus was on recovering from the pandemic and getting the colleges open and faculty in the classrooms. He urged the Board to find a solution so they could be available to address the policy issues that will need consideration for pandemic recovery.

Trustee Petrides affirmed that the Board had voted not to grant a one-year contract extension and noted that a path of least resistance approach was not what was called for now. She stated that she believes that now is the time to explore the opportunity to do things differently and explore other operating models. Trustee Petrides also expressed concern that there may be other systemic issues embedded in this matter. She said she would not be in favor of an extension beyond three months.

Trustee Pimentel acknowledged the concerns of the Chancellor and Academic Senate President regarding needing to focus on pandemic recovery to re-open the campuses. Though he said he does not necessarily agree with an extension through October, he would defer to the Chancellor about how to respond and move forward.

Trustee Petrides moved and Trustee Pimentel seconded that a three-month extension of the EXOS contract be granted.

Public Comment:

- Nancy Littlefield commented that an advisory group still has not been fully formed and she asked about the composition of an RFP review committee and the RFP requirements.
- Sam Chuang said SMAC is a world-class facility and he is invested in the long-term future of the institution.
- Lane Poms said she thinks that continuing with EXOS through the end of the year makes sense so the RFP can be completed; she also again suggested testing a District-run model at Cañada College and port to SMAC.
- Gary Dilley said that as a former dean of the division that works with SMAC, the project is too large and overwhelming that current staff can not take on the management of SMAC.

INFORMATIONAL ITEMS

Proposed Promise Scholars Program Expansion with Support from the San Mateo County Board of Supervisors (21-03-07C)

[*\(Time Stamp: 05:04:57\)*](#)

Summary of Discussion: Chancellor Claire thanked Trustee Goodman and Trustee Pimentel for initiating the conversation with Supervisor David Canepa that has led to a commitment of funding from the County. Dr. Aaron McVean, too, thanked Trustee Goodman, Trustee Pimentel and Supervisor Canepa for the support of the Promise Scholars Program and explained that the San Mateo County Board of Supervisors had voted to grant the District \$2 million over two years to support the program. This funding will allow the District to expand the program by 500 students.

Trustees applauded the work of the program and expressed appreciation to the County for its support and encouraged continued collaboration and cooperation with the County and other organizations to further the support of students. Trustees also highlighted opportunities to expand District services including waiving fees, utilizing zero-textbook-costs materials, and re-prioritizing budget allocations.

Update on International Education Program (21-03-08C)

[*\(Time Stamp: 5:16:27\)*](#)

Summary of Discussion: Dr. Jing Luan, provost for International Education, Diane Arguijo, director of International Education, and Dr. Aaron McVean provided an overview of the District's international education program that included a history of the program, overview of the current staffing structure, enrollment data and trends, and budget data and future plans. It was noted that since the program began in 2012, students from 135 countries have attended the District's colleges through the international education program and there are now 151 university transfer partnerships worldwide. It was noted that at its peak, the program served nearly 1,400 students. Additionally, the program's peak revenue was just over \$10.3 million, which resulted in net revenue of over \$7.3 million, the vast majority of which is allocated to the colleges for their use. During the prior federal administration, international enrollments declined locally and across the nation, and the global pandemic has further caused a massive decline in international enrollments. The District team is optimistic about future potential growth of the program with a new federal administration, recovery from the pandemic, solid existing in-country partnerships, development of the Global Online

Learning program and commitment of the District and community as a welcoming place for international students.

Trustee Pimentel asked about indirect costs associated with the program, including the need for more sections and ESL programming. He said he believed this was an excellent program and wished that the same level of success could be realized locally in underrepresented communities. He noted that he would like to see a tie between revenues to District priority programs support, such as Promise Scholars. Vice President Holober asked about increased staffing costs at the District office and expressed concerns about international travel and the need for clearer rules for such travel.

Student Trustee Shonette noted that, being an international student herself, without the program she would not be at the District. She also explained that many international students appreciate the size of the program because they do not get lost at the colleges and have direct access to support in the international education offices. Trustee Petrides applauded the program and encouraged exchanges between cultures, countries and peoples, because she believes that in doing so that is how global problems are solved. Trustee Goodman agreed and said that bringing international students to the District's campuses was important because so many students may never get an opportunity to travel or experience different countries or cultures.

Public Comment: Maxine Turner said she supported international education but that it was supplemental to the mission of the District. She also said that she had a number of questions and would follow-up with District staff on those questions.

Review of Revisions to Board Policy 1.10 – Duties and Responsibilities of the Board (21-03-09C)

(Time Stamp: 06:01:11)

Summary of Discussion: Trustees had no further edits and asked that the revised policy be agendaized for action at a future meeting.

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 (21-03-10C)

(Time Stamp: 06:03:59)

Summary of Discussion: Trustees agreed that they would review the prior RFP and provide feedback on areas they would like to be added, refined, or removed. Feedback will be collected by staff and provided to the Board ad-hoc RFP committee for incorporation into the RFP.

Receipt of Bond Oversight Committee Annual Report to the Community (21-03-11C)

(Time Stamp: 06:09:28)

Summary of Discussion: President Nuris noted, for the record, that the report had been received.

COMMUNICATIONS

(Time Stamp: 06:10:12)

Chancellor Claire noted that his office has received comments for the Board regarding offering classes in distance modality in the summer and fall and has provided responses for those comments.

STATEMENTS FROM BOARD MEMBERS

[\(Time Stamp: 06:11:15\)](#)

President Nuris: None.

Vice President Holober: None.

Trustee Goodman: None.

Trustee Petrides: None.

Trustee Pimentel: Noted that he had four items: (1) he would like to see a report on how the District is spending CARES and COVID relief funds; (2) he asked about the bond refunding status; CFO Bernata Slater reported that a roughly 12% savings was expected; (3) he would like to have a discussion about planning for a post-COVID community college, and (4) he would like to see prioritization of a whistleblower policy and process.

Student Trustee Shonette: None.

President Nuris announced that the next meeting of the Board of Trustees would be a study session on April 14, 2021, conducted via Zoom.

RECONVENE TO CLOSED SESSION

[\(Time Stamp: 06:16:11\)](#)

The Board recessed to Closed Session at 11:23 p.m.

RECONVENE TO OPEN SESSION

[\(Time Stamp: 07:45:40\)](#)

The Board reconvened to Open Session at 12:53 a.m.

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

President Nuris announced and/or confirmed that (1) the Board of Trustees unanimously approved a compromise and release Workers' Compensation claim settlement in the amount of \$46,890, (2) at the Board meeting of March 10, 2021, the Board of Trustees unanimously took action to non-renew a contract faculty member. Pursuant to Government Code section 54957.1(a)(5) report out of Board action to non-renew an employee must be deferred until the first public meeting following the exhaustion or waiver of any appeal available to the employee. Today's meeting of the Board of Trustees constitutes the first public meeting since the faculty member waived or exhausted their appeal rights. Therefore, the Board's action to non-renew is now final and is being announced out at this time; and (3) the Board voted to approve a settlement based on certain material terms and authorized the Chancellor to negotiate and execute a final agreement consistent with those material terms.

ADJOURNMENT

The meeting adjourned by consent at 12:56 a.m. in the memory of Silvano Vial and Rich Donner.

Submitted by

Michael Claire, Secretary

San Mateo County Community College District

April 28, 2021

BOARD REPORT NO. 20-04-04C

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

**PRESENTATION OF SPRING SEMESTER ACTIVITIES BY ASSOCIATED STUDENTS OF
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

The Board of Trustees will receive a presentation from representatives of the Associated Students of Cañada College, College of San Mateo and Skyline College relating to activities during the spring 2021 semester.

BOARD REPORT NO. 21-04-05C

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: IMPACT OF VERDICT IN TRIAL OF MURDER OF GEORGE FLOYD**

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 discussing the impact of the verdict in the trial of the murder of George Floyd.



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Cañada College • College of San Mateo • Skyline College

Combined Report of the District Chancellor and College Presidents



Photo: San Francisco Examiner

Supervisor David Canepa Announces \$2M Grant by San Mateo County Board of Supervisors to SMCCCD Promise Scholars Program

SAN MATEO COUNTY BOARD OF SUPERVISORS AWARDS \$2M GRANT TO SMCCCD PROMISE SCHOLARS PROGRAM

Grant Provides Full Scholarship for 500 Local College Students



The San Mateo County Community College District announced today that the San Mateo County Board of Supervisors has funded a \$2 million grant to the Promise Scholars Program at the San Mateo County Community College District. The grant pays for two years of tuition, books and fees for 500 local college students to attend Cañada College in Redwood City, College of San Mateo in San Mateo, or Skyline College in San Bruno. The grant is being allocated from County Measure K funds.

"We are investing in college and career training for 500 students in our county," said San Mateo County Board of Supervisors President David J. Canepa. "This funding sends people to college, trains them for jobs, and helps accelerate the recovery of our economy."

The Promise Scholars Program combines financial support with intensive counseling in a program that has been proven to increase college graduation rates. The program is available for first-time, full-time students at Cañada College, College of San Mateo, and Skyline College. Students receive full tuition and fees, as well as credit for \$750 in books per year. The students also meet monthly with counselors who keep the students on track and arrange for other support if necessary. Participants in the Promise Scholars Program are more than twice as likely to graduate in two years than students not in the program.

The \$2 million from County of San Mateo Measure K Funds expands the program to 2,500 students districtwide. The program currently previously had capacity for only 2,000 students at the three colleges.

"The County has given a big vote of confidence in our community colleges and especially in our local students," said SMCCCD Chancellor Michael Claire. "We know this program works, and we know this funding will help educate critical workforce for San Mateo County."

The application for the fall 2021 Promise Scholars Program is open on [WebSMART](#), and prospective students can find information about eligibility and applying to the program on the [Promise Scholars Program webpage](#). Students must first apply to the college.

Photo by Arianna Cunha from Daily Journal

DR. JENNIFER TAYLOR-MENDOZA NAMED NEXT PRESIDENT OF COLLEGE OF SAN MATEO

Begins new role on July 1, 2021



San Mateo County Community College District Chancellor Michael Claire announced that he will recommend Dr. Jennifer Taylor-Mendoza to the District's Board of Trustees as the next president of College of San Mateo. The Board of Trustees will take formal action on Dr. Taylor-Mendoza's appointment at their meeting on April 28.

BOARD REPORT | APRIL 28, 2021

“Dr. Taylor-Mendoza is positioned to lead College of San Mateo through its centennial year and beyond,” said Claire. “Her passion for educational equity, and her skill as an innovator and collaborator, make her the ideal person to lead College of San Mateo into its second century.”

Dr. Taylor-Mendoza will be the third woman president and the first person of color to lead the 99-year-old College of San Mateo. Her selection comes after a national search that began in November 2020.

Dr. Taylor-Mendoza brings over 20 years of educational experience in both instruction and student services. A longtime leader in the San Mateo County Community College District, she has been vice president of instruction at Skyline College in San Bruno since 2017. Prior to this, she served as founding dean of Academic Support and Learning Technologies (2014-2017) and the founding director of the Learning Center (2011-2014) at College of San Mateo.

“I am honored to work alongside CSM’s talented students, faculty, classified professionals, and administrators to continue the college’s rich history of educational excellence,” said Dr. Taylor-Mendoza. “CSM has been the vehicle for upward economic mobility for generations of San Mateo County residents. I pay tribute to the great work of my predecessors by continuing to build on this important mission, ensuring equitable access and outcomes for all students.”

Prior to joining SMCCCD, Dr. Taylor-Mendoza served as a tenured counseling faculty member and part-time psychology instructor at San Bernardino Valley College. She began her career as a part-time counselor at Pasadena City College.

A first-generation California Community College student, Dr. Taylor-Mendoza earned an associate’s degree in liberal arts from El Camino College, a bachelor’s degree in psychology from CSU Los Angeles, a master’s degree in counseling from CSU Northridge, and a doctor of philosophy in education from Claremont Graduate University.

In 2021, Dr. Taylor-Mendoza was named a winner of the Carter Doran Leadership Award, given to recognize leadership among statewide community college vice presidents of instruction. She

is an Aspen Institute Presidential Fellow for Community College Excellence (2019 – 2020). Dr. Taylor-Mendoza serves locally on the Board of Directors of HIP Housing, and she is actively engaged with the NOVA Workforce Board.

Dr. Taylor-Mendoza will start her new position on July 1, 2021. Her selection is subject to approval of a written contract, the terms of which will be available for public review prior to the April 28 board meeting.



STEM SPEAKER SERIES REIMAGINED TO OFFER STUDENTS VIRTUAL EXPERIENCES

The STEM Center at Cañada College was created to cultivate the study of Science, Technology, Engineering, and Math to support students pursuing a career in this competitive field. The STEM Center offers extensive programs, services, and academic support for all students taking STEM-related courses. The STEM Speaker Series, hosted by STEM Programs Relationship Coordinator, Rance Bobo, has been a staple event at Cañada and has recently undergone a transition from in-person to virtual.

Although managing online formatting during the pandemic has been a learning experience for all Cañada students and staff members, surprisingly many STEM Speaker attendees feel the event has become more intimate and interesting. Rance says, “I decided to make this event more interpersonal through a late-night tv show interview format instead of the traditional presentation format. Because students are sitting/watching lectures all day, I wanted to ensure the STEM Speaker Series felt unique and more interactive.”

The student’s response to this new format has been nothing short of positive! A stellar feature of this new format that students enjoy has been the webinar question and answer

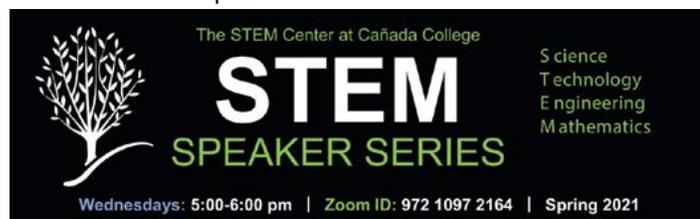


BOARD REPORT | APRIL 28, 2021

section where STEM Speaker Series host Rance asks the viewers to send in questions to be answered live. The webinar format allows the students to participate while simultaneously assuring the audience does not interrupt or ask inappropriate questions that have not been screened. Cañada College student Francisco Espinoza says, "The new STEM Speaker Series format has made me feel more comfortable interacting with such renowned speakers. The tv show interview format has made me feel more engaged with the speaker and excited to virtually ask questions at the end of their presentation."

that stuck with Rance include a motivated presenter who worked as a tow truck driver while attending school, a selfless presenter who works directly tracking COVID-19 cases in San Mateo County, and a passionate presenter who spoke profoundly of Cañada, the STEM Center, and getting more involved on campus.

If students are undecided on a STEM career choice they should attend the STEM Speaker Series events and listen to former Cañada alumni who are now professionals. The presenter's insight and real-world experiences can and will bring much-needed enlightenment to all Cañadians! To view the upcoming Spring speaker events, register, and find more information go to www.bit.ly/stemcanvas.



| | | | |
|----------|----|---|--|
| FEBRUARY | 3 |  | Finding ways to steady the course during a Pandemic Panel of Cañada Students Who Utilized Virtual Means to Stay Viable |
| | 10 |  | Vera Quijano - Cañada Alumni Assistant Professor, Cañada College "Hypothesis: Practicing Yoga Compels Wisdom and Well-Being Scientific Proof That Humans Can Self-Heal" |
| | 17 |  | Esther Chan - Cañada Alumni Quality Manager - Materials Engineers, NAVAIR Self-Care in the Time of Coronavirus |
| | 23 |  | Melissa Ibarra - Cañada Alumni Communicable Disease Investigator, County of San Mateo Tracking the Corona Virus in San Mateo County |

| | | | |
|----|---|--|-------|
| 3 |  | Tamara Dorian - Cañada Alumni NetSuite Functional Consultant, Zenardy The Challenges of Finding a Job Straight Out of College Especially in the Midst of a Pandemic | MARCH |
| 10 |  | Andres Cabrera - Cañada Alumni Staff Design Engineer, Samsung Austin Reseach Center The Importance of Internships and Networking to Obtain Early Exposure to Your Career Work Environment | |
| 17 |  | Marleny Ramos - Cañada Alumni Lab Accessioner, Color How to Persevere! | |
| 24 |  | Julie Luu Associate Biological Instructor, Cañada College "Successful College Journeys: Mine, My Students, and Yours" | |

Rance describes successful STEM Speaker moments as the way in which the students word their questions and the specificity of them. Rance shares, "To me, this is an indication that the students are paying attention, have been inspired, or have an interest in the topic." Other interesting STEM Speaker moments

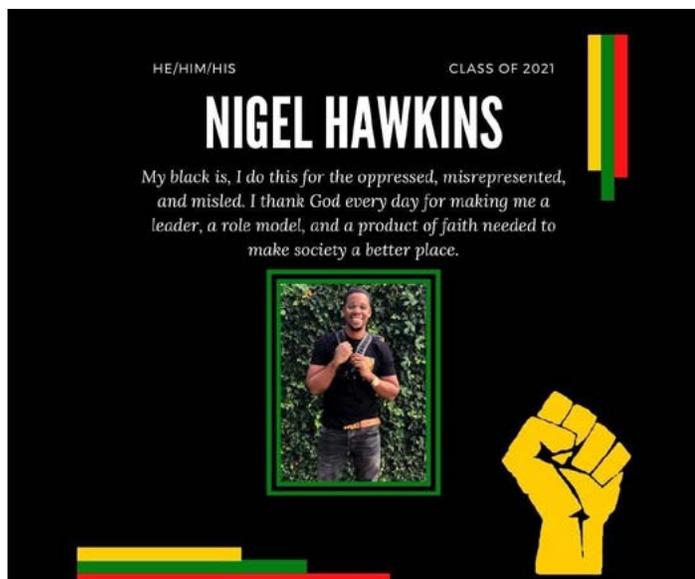
BLACK STUDENT UNION PRESENTS: BLACK STUDENT EXCELLENCE - PAST AND PRESENT



On April 13, Cañada's Black Student Union (BSU) hosted a panel of current and former Black Cañadians sharing their experiences as college students. The panel featured two current students who will graduate this semester as well as former students, one who graduated the year prior and one who graduated 10 years ago and now works at the college.

Moderated by current Engineering student, Isaiah, the panelists were asked to include the moment they knew they were "Black" in their introduction. Nigel Hawkins, current BSU President and

Cañada Class of 2021, spoke truth to power when he reminded us that white supremacy has a hold on our country, and is the main cause of hardship for minoritized peoples, including his introduction to his “Blackness.” Jade Shonette, BSU Treasurer, SMCCCD Student Trustee (and SMCCCD’s first Black student to hold the Student Trustee position) and Cañada Class of 2021, had a different experience. She spoke about growing up around so many Black people that she wasn’t aware of the weight of her “Blackness” until her family visited Florida for vacation, and they received stares and were followed in stores.



Dontario Beverly, former BSU President and Cañada Class of 2020, knew that he was “different” because of how he was treated in school; how he would get in more trouble for behavior that other students exhibited, as well, but received much less harsh discipline. Finally, Candice Johnson, former BSU President, current Cañada employee and Cañada Class of 2011, noted that she gradually understood her “otherness” in elementary school, particularly when slavery was introduced during her Fourth grade Social Studies class. She was tokenized throughout the unit.

The event concluded with the panelists answering questions from the audience, such as what changes toward antiracism the panel would like to see at Cañada College. The event was recorded and can be viewed [here](#).

College of San Mateo

CSM HONORS PROJECT STUDENTS RECOGNIZED WITH EXEMPLARY ACHIEVEMENT AWARD

Five Honors Project students presented virtually the weekend of March 27 at the Honors Transfer Council of California (HTCC) conference, held at UC Irvine ([event program](#)). Two of these presenters, Kelsey Takaha and Isabelle Antaran, applied for and were awarded the HTCC Exemplary Achievement Scholarship Award.

The criteria for receiving this scholarship award includes “excellence or extraordinary improvement in your academic performance, especially if related to performance in your honors/scholars program” and “progress toward your personal goals or objectives, especially your commitment or perseverance in overcoming obstacles to success in college and/or your honors/scholars program.”

Here are brief overviews of the presentations in the students’ words:



Kelsey Takaha

My presentation at HTCC Research Conference was titled, “Still a Man’s World: How Masculine Gender Performance Perpetuates the Patriarchal Workplace Culture.” Using Judith Butler’s theory of gender performance as a foundational lens, I analyzed various communicative styles that have marginalized women in the

workplace, and proposed solutions that would shift the behavior paradigm in an effort to achieve gender equality.

Although this conference was virtual, it was an amazing opportunity to present my findings to the larger California CC honors community and interact with my peers and faculty through a live Q&A chat box.

I was so honored to receive the Exemplary Achievement Scholarship for it reaffirmed my hard work over the past two years, as well as the growth I've had as a student researcher in the Honors Project. I couldn't have done it without the nomination from Film Professor David Laderman, and the support from English Professor Sarah Mangin, Communications Professor Briana Avila, and the Honors Project community at large.



Isabelle Antaran

My research "An Analysis on Low Voter Turnout" aimed to analyze the nature of the country's low voter turnout from the perspective of non-voters. In line with the upcoming elections at that time, I was motivated to work on this topic as the country has a statistically low record of voter turnout compared to international standards with other developed democracies.

I am beyond thankful to have the opportunity to share my work at a research conference, and it was truly enlightening to learn more about various issues that other students presented. My key takeaway from the event is that I don't have to wait for the future when I can call myself an expert in the field before I share my voice. I realized that I learned so much, while simultaneously having so much more to learn. Even with the gap of knowledge that I have as an undergraduate freshman, I am more humbled and motivated to pursue my studies. With my passion and interest in conducting research, I am looking forward to learning and contributing more to this field of knowledge.

Finally, I would also like to thank my foundation instructor Dr. Jeremy Ball for his guidance, and the support of the Honors Project community—especially to English Professor Sarah Mangin and Film Professor David Laderman.

COMPETITION BEGINS FOR CSM'S ATHLETIC TEAMS



On April 10, CSM opened its 99th season of Bulldog Sports with a doubleheader softball sweep of Diablo Valley College (DVC). The Lady Bulldogs, ranked first in Northern California and fourth in the State in the preseason Massey Ratings, extended their two-year winning streak to 11 games—on the first day of permissible 2021 "Spring II" competition. This was the first official sports competition at CSM in the 2020-21 academic year. The path to this point developed in fits and starts. In September 2020, CSM's Athletics programs began the gradual return to competitive play under a cloud of the COVID pandemic. Following strict health and safety protocols for students and staff, including weekly COVID testing, student-athletes returned to the CSM campus for socially distanced physical conditioning only.

As the safety plan demonstrated effectiveness and San Mateo County moved from the Purple to the Red Tier, Athletics got the green light to engage in sport-related activities toward the end of the fall semester. Unfortunately, as fall progressed, COVID restrictions tightened up again, and the California Community College Athletic Association (CCCCAA) announced that fall competition would not occur. Looking ahead to spring, the Association broke the Spring 2021 semester into two phases,

Spring I and Spring II. Fall sports competition would occur in the Spring I phase and spring sports competition during the Spring II phase.

With COVID restrictions not easing until the middle of the current semester, fall sports were unable to compete. Now that most of the State is in the Orange Tier, competition for Spring II sports has begun. Baseball, softball, beach volleyball, and track are now actively competing. Football will be engaging in padded practice to acclimate students back into contact drills (the CCCAA restricts contact activities for football out of season) and men's and women's basketball will engage in two scrimmages each.

While Athletics remains on high alert and safety protocols continue to be enforced at all times, the return to competition has been a welcome change to CSM's student-athletes and coaches. Volleyball Coach Katie Goldhahn sums it up by saying, "The volleyball program has so much gratitude being able to get back to playing the sport they love. This means stability in our athletic schedule, academics, mental and emotional health, and well-being. It has provided purpose and an outlet during the trying times of this pandemic."



SKYLINE COLLEGE STUDENTS ON ALL-CALIFORNIA ACADEMIC TEAM



Two Skyline College students, Noreen Singh and Anthony Yu, were selected for the 2021 All-California Academic Team first team. In addition to the All-California Team, Noreen also selected for the Coca-Cola Academic Team.

Noreen Singh is a Psychology major at Skyline College. She is Vice President of Communications of the Beta Theta Omicron Chapter of Phi Theta Kappa. Noreen will transfer to California State University to study psychology and plans to earn her Ph.D. Noreen works as a community tutor, providing support and help to children K-12. During the pandemic, Noreen created "Hope Kits" and delivered them to the children in her community who were struggling with the transition to online learning. Noreen serves as a Multiplying Good Think Big Team member on the youth advisory board. She is passionate about education and equity for minority groups. Noreen strives to empower and inspire others to make a change in their community and accomplish their goals and dreams no matter what may come.

Anthony Yu is a student at Skyline College who is currently studying Business Administration. He is the President of the Beta Theta Omicron chapter of the Phi Theta Kappa Honor Society for 2020-2021. He is also the Co-President of the

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Alpha Beta Chi chapter of the Kappa Beta Delta International Business Honor Society and serves as a Student Council Senator for the Associated Students of Skyline College. Anthony will be transferring to a four-year university after two years at Skyline College in pursuit of a Bachelor's Degree in Business Administration. Personally, Anthony enjoys traveling, listening to music, writing and spending time with his family. Along with his future endeavors, Anthony will continue to give back to his community.

Article by Chris Case

ASSC HOSTS WOMEN'S HISTORY MONTH EVENTS THROUGHOUT MARCH



| TUE. MARCH 23, 2021 | WED. MARCH 24, 2021 | THU. MARCH 25, 2021 |
|--|--|---|
| Purpose | Change | Confidence |
| Science Technology & Health AND Business & Entrepreneurship | Arts, Languages & Communication AND Society & Education Metamajors | Executive Woman Leaders |
| Featuring: Emilia Hein, Graci Beltran, Soledad McCarthy, & Maryam Khan Moderated by: Sarah Tran | Featuring: Rika Fabian, Pia Walawalkar, & Liza Erpelo Moderated by: Jerseyl Ching | Featuring: Dr. Melissa Moreno, Andrea Vizenor, & Michelle Batista Moderated by: Elaine Frances |
| 2:00 p.m. - 3:00 p.m. | 2:00 p.m. - 3:00 p.m. | 2:00 p.m. - 3:00 p.m. |

For more information, visit our social media for more updates! Follow us @skylineassc     

The Associated Students of Skyline College held an impactful calendar of Women's History Month events which incorporated 3 speakers series events with STEM and Businesswomen professionals from our own campus for the first speaker series which featured:

- Soledad McCarthy, Professor of Business, Hospitality, Tourism Management (HTM); Department Coordinator of – Business, Hospitality, Tourism and Business Computer Management
- Herlene Grace Beltran, Faculty/Professor BS International Business, BS Business Management
- Emilie Hein, Physics Professor

The ASSC continued the next day with a discussion panel which featured the Arts, Languages & Communication Society and Education Meta Majors which featured:

- Rika Yonemura-Fabian Professor of Sociology
- Pia Walawalkar Associate Professor and Outreach and Equity Librarian
- Dr. Liza Marie Suyat Erpelo Professor, English and Coordinator, Kababayan Learning Community at Skyline College

On the 3rd and final day, the ASSC featured Executive Women in leadership which featured:

- Michelle Batista, Director of Student Support and Deputy Title IX Coordinator
- Dr. Melissa Moreno, Skyline College President
- Andrea Vizenor, Dean of Strategic Partnerships and Workforce Development

The speakers series was eye opening, a great chance for panelists to share their stories and experiences and a chance for panel participants to learn from the women professionals on campus. The ASSC Women's History Month also included a series of social media posts about women student professionals, former and current student council members sharing their stories.

If you'd like to learn more about the events, link to our padlet which includes information on activities and resources. A full video of the three-day speaker series is on our ASSC YouTube channel and social media posts. Links are below:

ASSC Women's History Month Padlet: <https://padlet.com/999x24k/asscwhm21ss>

Day 1: <https://youtu.be/Fsnwe8oHkSg>

Day 2: <https://youtu.be/aRp4clN8Ugl>

Day 3: <https://youtu.be/1oBLFGGiqzc>

ASSC IG: <https://www.instagram.com/skylineassc>

Article by Felagot Desta, Center for Student Life & Leadership

BOARD REPORT NO. 21-04-02A

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)**

College of San Mateo

| | | |
|--------------------------------|-----------|--------------------|
| Jennifer Taylor-Mendoza | President | President’s Office |
|--------------------------------|-----------|--------------------|

Reassigned from Vice President of Instruction (Grade AB of the Management Salary Schedule 20; salary range: \$172,752 - \$221,916) into this administrative assignment at Grade EC of the Executive Salary Schedule 10; salary range: \$238,788 - \$297,240, effective July 1, 2021, replacing Michael Claire who was reassigned.

B. PUBLIC EMPLOYMENT

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

College of San Mateo

| | | |
|-------------------|-------------------|------------------------------|
| Adria Otte | Instructor, Music | Creative Arts/Social Science |
|-------------------|-------------------|------------------------------|

New Contract II status academic employment, effective August 15, 2021. This position was previously vacant.

Skyline College

| | | |
|---------------------|---|--|
| Steven Chan* | Child Development Center Aide III (Master Teacher) | Business, Education and Professional Programs |
|---------------------|---|--|

New full-time, 10-month classified employment (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$60,552 - \$77,688), effective May 24, 2021, replacing Alexa Raquel-Valles Moore who was reassigned.

Karmann Robbins

Program Services Coordinator
(CARE, CalWORKs, and Guardian Scholars Program)

Student Equity and
Support Programs

Correction: At its meeting on March 24, 2021, the Board approved of Ms. Robbins' 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. A correction is being made to this item. The Office of Human Resources was informed that Ms. Robbins' date of employment is effective April 5, 2021. Therefore, with the adoption of this report, the Board approved the new date of employment.

Susanne Schubert

Instructor, Chemistry

Science/Math/Technology

New Contract II status academic employment, effective August 15, 2021, replacing Safiyah Forbes who resigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

None

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. CHANGES IN STAFF ALLOCATION**College of San Mateo**

1. Recommend creation of a new classification titled, "Distance Education Coordinator" position (Faculty Salary Schedule 80), effective April 29, 2021. In addition, recommend a change in staff allocation to add one full-time Distance Education Coordinator in the Academic Support and Learning Technologies Division, effective April 29, 2021.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****Skyline College****Janice Fosberg**

Professor

Kinesiology, Athletics and Dance

Retiring as Professor Emerita effective May 28, 2021 with 24 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation**District Office****James Ferrell**

Senior Buyer

General Services

Resignation effective April 8, 2021.

Skyline College**Adrienne Villegas**Child Development Center Aide III
(Master Teacher)Business, Education and
Professional Programs

Resignation effective April 23, 2021 with 6.5 years of District service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

| <i>Location</i> | <i>Division / Department</i> | <i>No. of Pos.</i> | <i>Start and End Date</i> | | <i>Services to be performed</i> |
|-----------------|--------------------------------------|--------------------|---------------------------|------------|--|
| Cañada College | Enrollment Services / Health Center | 1 | 07/01/2021 | 06/30/2022 | Professional Expert: College Physician: This position plans, implements and leads professional College health care services in conjunction with public health nursing staff; provides medical advice and treatment in the College Health Center; writes prescriptions as needed; confers with medical plan providers and emergency medical personnel regarding follow up care; sets up and maintains confidential documentation of treatment and services provided; completes required medical provider and emergency forms; makes presentations to students, organization and other groups as assigned. |
| Skyline College | Humanities and Social Sciences / ART | 20 | 08/18/2021 | 05/27/2022 | Professional Expert: Art Models: Art Models for class sessions for Studio Art Classes at Cañada College (Art 204, Art 207 and Art 213). |

K. SHORT-TERM, NON-CONTINUING POSITIONS

| <i>Location</i> | <i>Division / Department</i> | <i>No. of Pos.</i> | <i>Start and End Date</i> | | <i>Services to be performed</i> |
|----------------------|--|--------------------|---------------------------|------------|---|
| Cañada College | Academic Support and Learning Technologies | 4 | 07/01/2021 | 12/31/2021 | Instructional Aide II: <i>Previously Requested Position</i> These positions will support students enrolled in college level math and English, with particular focus on accelerated course curriculum that is part of AB 705. Under supervision, this position will provide one-to-one and small group tutoring; assist program/lab coordinators in the development and application of supplemental subject area instruction; assist students in the use of instructional materials, e.g., computers, media; assist in the presentation of workshops and study groups, and related needs. |
| Cañada College | Enrollment Services | 1 | 04/29/2021 | 06/30/2021 | SparkPoint Coordinator: This position is needed to enhance the College's and District's efforts to address the basic need challenges facing our students during COVID-19 (food, housing, public benefits, legal services and referrals to community resources). This position will also serve to increase access for out Dreamer, Undocumented and Veteran students to financial literacy, campus resources and community partners. This position will compliment and increase access to existing SparkPoint services. |
| College of San Mateo | Kinesiology/Athletics/ Dance | 50 | 07/01/2021 | 06/30/2022 | Assistant Coach: <i>Previously Requested Position</i> These positions are needed to provide support necessary to head coach for all College of San Mateo athletic programs. Duties include but are not limited to; assist with game day preparation and follow-up, plan / supervise instruction / student-athletes, drive vans, resolve student-athlete issues, aid in the recruitment, retention and matriculation process, facilitate fundraising efforts, program promotion and community outreach, compile and submit statistics, scout |

| | | | | | |
|----------------------|---------------------------------|----|------------|------------|---|
| | | | | | opponents and film games / practices. |
| College of San Mateo | Kinesiology/Athletics/ Dance | 10 | 07/01/2021 | 12/31/2021 | Equipment Manager: <i>Previously Requested Position</i> These positions are needed to facilitate events for outside rental groups using CSM facilities. |
| Skyline College | Kinesiology/Athletics/ Dance | 1 | 08/01/2021 | 12/31/2021 | Assistant Coach - Dance: <i>Previously Requested Position</i> This position will provide functions that are integral to the Dance program and its promotion / operation. Duties include but are not limited to: assist with rehearsals, public relations, day of event management, coordination of student segments, publications, ticket office functions, website updates, outreach and sponsor solicitation. This position will serve the dance program at Skyline during the fall semester and in between the end of the fall and spring semesters. |
| Skyline College | Kinesiology/Athletics/ Dance | 24 | 07/01/2021 | 06/30/2022 | Assistant Coach: <i>Previously Requested Position</i> These positions are needed to provide support necessary to head coach for all Skyline College athletic programs. Duties include but are not limited to; assist with game day preparation and follow-up, plan / supervise instruction / student-athletes, drive vans, resolve student-athlete issues, aid in the recruitment, retention and matriculation process, facilitate fundraising efforts, program promotion and community outreach, compile and submit statistics, scout opponents and film games / practices. |
| Skyline College | Kinesiology/Athletics/ Dance | 1 | 07/01/2021 | 12/31/2021 | Athletic Trainer: <i>Previously Requested Position</i> Trainer responsibilities will include but not be limited to assessing injuries, event coverage, communicating with coaches, completing and filing paperwork, cleaning, and sterilizing/maintaining equipment. Position is requested just in case COVID 19 "Return to Play" protocols require additional athletic training support on an intermittent basis. We would not be |

| | | | | | |
|-----------------|------------------|---|------------|------------|--|
| | | | | | able to increase hours or provide overtime in these situations for our current district athletic trainers as they would be handling their own campus responsibilities and events. |
| Skyline College | Equity Institute | 1 | 05/01/2021 | 06/30/2021 | <p>Staff Assistant: <i>Previously Requested Position</i> The Equity Institute is not at full capacity. This position will continue to assist with Equity Institute day to day duties such as maintaining the Equity Director and staff calendars; attends and participates in meetings and trainings to obtain information campus wide. This position will be collecting and organizing data from past programs for the team to evaluate the impact of academies.</p> |

BOARD REPORT NO. 21-04-03A

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

**CONSIDERATION AND APPROVAL OF COLLEGE OF SAN MATEO PRESIDENT
EMPLOYMENT AGREEMENT**

The search for a new president at College of San Mateo has been concluded and Dr. Jennifer Taylor-Mendoza has been selected for this role.

The attached Employment Agreement to employ Dr. Jennifer Taylor-Mendoza as President of College of San Mateo provides for a three (3) year term of agreement, through June 30, 2024. Effective July 1, 2021, her annual compensation will be that outlined in Executive Salary Schedule (10), Grade EC, Step 1 (currently \$238,788). Dr. Taylor-Mendoza will receive 225 hours of vacation annually, and can cash out up to 10 days of vacation annually. She will receive one (1) day per month of sick leave, and the same health and welfare benefits, including post-retirement medical benefits, as are generally provided to management personnel of the District. She will be eligible for an annuity vesting after five years of service as president.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached chancellor employment agreement for Dr. Jennifer Taylor-Mendoza.



EMPLOYMENT AGREEMENT FOR COLLEGE PRESIDENT

This Employment Agreement (the "Agreement") is made and entered into on April 28, 2021 by and between the Board of Trustees of the San Mateo County Community College District (referred to as either the "District" or the "Board", as appropriate) and Dr. Jennifer Taylor-Mendoza (the "Employee"). The Parties mutually agree to the following:

1. **EMPLOYMENT.** The Board employs the Employee as **President, College of San Mateo** (the "Position"). Employee is an administrator as defined by Education Code section 87002(b), and a management employee as defined by Government Code section 3540.1(g). This Agreement is entered into pursuant to and subject to Education Code section 72411(a). Employee shall be required to render twelve (12) months of full and regular service to the District during each year of this Agreement.
2. **TERM.** Employee's term of employment as President shall commence July 1, 2021 and conclude June 30, 2024, unless extended or terminated as herein provided.
3. **DUTIES.** Employee shall perform duties as required by law; as described in the job announcement on file for the Position or in any subsequent description prepared by the Office of Human Resources; and/or as assigned by the District. In addition to the duties and responsibilities enumerated in the job description, Employee is expected to represent the College and/or District by attending and participating in a variety of community and civic programs and events, public service occasions, social events, job-related meetings at the local and state level, and other activities as directed by the Chancellor. Employee shall devote his/her time, skills, labor and attention to performing in the Position.
4. **REPORTING RELATIONSHIP.** Employee shall report directly and solely to the Chancellor.
5. **OUTSIDE EMPLOYMENT.** Employee shall not perform outside work for compensation without the prior written approval of the Chancellor.
6. **SALARY.**
 - A. Employee's annual salary, effective July 1, 2021 and thereafter, shall be in accordance with the Executive Salary Schedule (10) established and approved by the Board. Initial salary schedule placement shall be at Grade EC, Step 1. For reference purposes, the initial annual salary, effective July 1, 2021, shall be \$238,788.



- B. Employee's annual salary shall be payable in twelve (12) equal monthly installments, each of which shall be equal to one-twelfth (1/12) of the per annum salary, with proration for a period of less than a full year or month of service.
- C. The Board retains the right to increase Employee's annual salary during the term of this Agreement. Any such increase in salary shall be in the form of either an amendment to the Executive Salary Schedule (which may be approved unilaterally by the Board), or an amendment to this Agreement (which must be authorized by the Board and Employee). A change in salary shall not constitute the creation of a new Agreement nor extend the termination date of this Agreement.
- D. A step increase will occur on the anniversary date, if applicable. Any general salary increase granted by the Board to management employees shall be applied to the monthly salary then in place. Although the Board reserves the right to increase the salary of this position from time to time, such increases shall not be interpreted as a new agreement or operate as an extension or renewal of this Agreement.
- E. In the event furlough days or other economic concessions are implemented by the Board, Employee shall be subject to the same general or across-the-board concessions as apply to management employees of the District, with a corresponding proportionate reduction in pay.
- F. The District shall report Employee's compensation to PERS or STRS, as applicable, and as required by law. The District assumes no responsibility, and makes no representations, with respect to PERS/STRS treatment of Employee's compensation, including, without limitation, determinations relating to final compensation and creditable compensation.

7. **PROFESSIONAL SCHEDULE AND VACATION.**

- A. Employee shall be required to render twelve (12) months of full and regular service to the District during each annual period covered by this Agreement, exclusive of holidays provided in the California Education Code and any additional local holidays granted by the Board to 12-month administrative employees.
- B. Employee shall earn and accrue 18.75 hours of vacation for each full month of service rendered (equating to 225 hours per year). Upon accruing 450 hours of vacation, the Employee shall cease to accrue vacation until such time as his/her accrued vacation total is reduced below 450 hours. During each fiscal year, Employee may elect in writing to cash out up to ten (10) days (75 hours) of vacation from his earned and accumulated vacation leave. Vacation cash out may occur at various times during the year, provided the total amount cashed out does not exceed ten (10) days in any fiscal year. Upon termination or expiration of this Agreement, the Employee shall be entitled to compensation for unused and accrued vacation



days at his/her then current per-diem rate (i.e. salary divided by 260) for no more than that amount of unused vacation that may be accrued under this Agreement. The Employee shall obtain approval of the Chancellor prior to utilizing vacation.

8. FRINGE BENEFITS.

- A. **Sick Leave.** Employee shall be provided with one (1) day per month sick leave. Earned sick leave may be accrued and accumulated as provided by the Education Code and Board policies and procedures, but has no cash value and shall not be cashed out.
- B. **Health and Welfare.**
- (1) **During Employment.** Employee shall be provided fringe benefits, including group health, medical, dental, vision and life insurance, subject to applicable eligibility requirements, and shall have the premiums for such plans paid by the District up to the employer contribution limit set for all other unrepresented managers of the District. It is agreed and understood that these fringe benefits may be amended and modified or deleted in their entirety from time to time as determined by the Board.
- (2) **Post-Retirement Medical.** At the conclusion of employment with the District, Employee shall receive the same retiree health benefits as the District provides for managers, if eligible, and subject to satisfaction of certain age and service requirements as set forth in Exhibit A (which is attached and by reference incorporated, as a part of this Agreement).
- C. **Annuity.** The District shall establish a deferred compensation vehicle for the Employee through an annuity to be determined by the District and in accordance with State statutes and State and District regulations. The District shall contribute \$10,000 each year into such annuity on a tax deferred basis. Vesting of the annuity shall be 100% after the completion of five years of service with the District. Vesting credit shall begin with the Employee's original hire date as President. If Employee terminates employment prior to full vesting, all money in the annuity shall revert back to the District.
- D. **Professional/Educational Growth.**
- (1) The Board encourages Employee to participate in professional and educational growth opportunities and training, and to promote the interests of the District before various governmental and constituency groups, consistent with the established budget of the District.



- (2) The Board shall pay, on behalf of the President, the membership expense of relevant local, state and national organizations, as authorized by the Chancellor.
- E. **Expense Reimbursement.** The District shall reimburse Employee for actual and necessary expenses incurred by Employee in the performance of Employees' duties, in accordance with District policy and procedure (including, without limitation, Board Policy 8.55 and Administrative Procedure 8.55.1), subject to Chancellor approval for out of state travel. There will be no reimbursement for travel incurred within District boundaries.
9. **PERFORMANCE EVALUATIONS.** Employee will be evaluated in accordance with the District's Policy and Procedures for the evaluation of the Position. Compliance with this Section by the District shall not be a condition precedent to the right of the District to reassign Employee, terminate and/or renew this Agreement and the failure to timely evaluate Employee shall not constitute a basis to challenge any reassignment, termination or decision not to renew this Agreement. The District reserves the right to conduct additional evaluations if recommended by the Chancellor.
10. **PROFESSIONAL/EDUCATIONAL GROWTH.** The District encourages Employee to participate in professional and educational growth opportunities and training. To that end, the Chancellor and Employee shall mutually agree on professional and/or educational growth activities for the employee that the District shall fund during the term of this contract.
11. **TERMINATION OF CONTRACT.**
- A. **Mutual Consent.** This Agreement may be terminated by mutual agreement of the parties at any time.
- B. **Termination by Employee.** Employee may terminate this Agreement at any time upon sixty (60) calendar days prior written notice to the Chancellor.
- C. **Non-renewal of the Agreement by District.** The Board may elect not to renew this Agreement for any reason by providing written notice to Employee six (6) months in advance of the expiration of this Agreement, in accordance with Education Code section 72411 and other applicable law. Failure by the Board to issue a notice of non-renewal shall serve to extend this Agreement for one additional year under the same terms and conditions as are set forth herein. Employee shall provide the Board with written notice of the provisions of this Paragraph at least nine (9) months in advance of the expiration of this Agreement. The Employee's failure to do so shall constitute a material breach of this Agreement. In the event this Agreement is automatically extended for one additional year as provided by this paragraph, any salary increase provided for that



year shall not exceed the limit established by Government Code sections 3511.1 and 3511.2.

- D. Termination Without Cause.** Notwithstanding any other provision of law or of this Agreement, the Board may, unilaterally and without cause or a hearing, terminate this Agreement upon giving thirty (30) days prior written notice. In consideration for the exercise of this right, the District shall pay Employee, for the remainder of the unexpired term of this Agreement, or for 6 months plus one month for every year of District service, not to exceed twelve (12) months, whichever is less, a monthly sum equal to Employee's gross monthly salary at the salary rate in effect during his last month of service. In addition, Employee shall be entitled to receive health and welfare benefits at the District's expense for an amount of time commensurate with the amount of time to which Employee is entitled to the above described payment; provided that, if during this period, Employee finds other employment which provides health and welfare benefits, the District's obligation to provide health benefits shall cease. The parties agree that this paragraph is to be construed consistent with the requirements of Government Code section 53260 et seq. The sum owed to Employee pursuant to this Paragraph shall be offset by any amounts actually earned by Employee as a faculty member following the termination of this Agreement. The parties further agree that this sum constitutes liquidated damages in recognition of the extreme difficulty of determining actual damages to Employee resulting from the contract's termination without cause. These liquidated damages represent the Employee's sole and exclusive remedy for any and all damages, known or unknown, tort, contract or otherwise, flowing from the termination of Employee's employment with the District. The parties recognize that upon payment of the liquidated damages sum, the Employee will be foreclosed from bringing any action or proceeding of any nature against the District.
- E. Termination for Cause.** This Agreement and the services of Employee may be terminated by the Board at any time for cause if Employee has materially breached the terms of this Agreement, engages in abuse of office (as defined in Government Code section 53243 et seq.), has neglected to perform the duties under it, has engaged in insubordination, or has committed an act specified in Education Code section 87732. The Board shall not terminate this Agreement under this Section until a written statement of the grounds for termination has first been served upon Employee. In lieu of any other hearing, Employee shall then be entitled to a conference with the Board within ten (10) work days at which time Employee shall be given a reasonable opportunity to address the Board's concerns. Employee shall have the right, at his/her own expense, to have a representative of his/her choice at the conference with the Board. The Board's determination following any such conference shall be final.
- F. Abuse of Office.** Notwithstanding any other provision of this Agreement, and as mandated by Government Code section 53243 et seq., in the event Employee is



convicted of a crime constituting “abuse of office,” Employee shall reimburse the District to the fullest extent mandated by Government Code section 53243 et seq. (i.e. for paid leave time, criminal defense expenditures, or any cash settlement). In the event of such conviction, the District shall make no payments barred by Government Code section 53243 et seq. By way of example, in the event Employee is placed on paid administrative leave pending an investigation, Employee shall reimburse the pay received during that leave in the event he/she is convicted of a crime constituting “abuse of office.”

- G. Retreat Rights.** Upon termination of this Agreement other than for cause, and following completion of at least two years of satisfactory service, Employee shall be entitled to retreat to a first-year probationary faculty position for which he/she meets minimum qualifications, subject to and in accordance with all applicable requirements of Education Code sections 87458 and 87458.1.
- 12. APPLICABLE LAW AND VENUE.** This Agreement and the rights and obligations of the parties shall be construed and enforced in accordance with the laws of the State of California, as amended from time to time. The parties agree that, in the event of litigation, venue shall be the appropriate court located in San Mateo County, California.
- 13. AGREEMENT TO MEDIATION.** The parties agree that prior to initiation of any litigation over any dispute about matters covered by this Agreement, they will submit to voluntary mediation in accordance with procedures to be mutually agreed upon by them. Nothing herein shall be construed to relieve either party or be deemed to constitute a waiver by either party of their respective rights and obligations under Government Code section 810 et seq.
- 14. SEVERABILITY.** If any term or provision of this Agreement is, to any extent, held by a court of competent jurisdiction to be invalid, or unenforceable, the remaining terms and provisions of this Agreement shall continue in full force and effect.
- 15. CONSTRUCTION.** This Agreement shall not be construed more strongly against either party regardless of who is responsible for its preparation.
- 16. ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, expressed or implied, not contained in this Agreement.
- 17. NO ASSIGNMENT.** This is an agreement for personal services. Employee may not assign or transfer any rights granted or obligations assumed under this Agreement.
- 18. MODIFICATION.** This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by written instrument executed by both parties.



- 19. **BOARD APPROVAL.** The parties recognize that this Agreement is subject to Board approval, which must occur in open session during a regular public meeting.
- 20. **EXECUTION OF OTHER DOCUMENTS.** The parties to this Agreement shall cooperate fully in the execution of any other documents and in contemplation of any additional action that may be necessary or appropriate to give full force and effect to the terms of this Agreement.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Michael E. Claire
Chancellor

Date

ACCEPTANCE OF EMPLOYMENT AGREEMENT

I have reviewed this Employment Agreement and I accept this Employment Agreement and the terms and conditions of that employment. I have not agreed to employment and/or contracted for employment with the governing board of any other school district or community college district which will, in any way, conflict with my duties in this position.

Jennifer Taylor-Mendoza

Date



EXHIBIT A

MANAGEMENT RETIREE HEALTH AND WELFARE BENEFITS

1. **RETIREE MEDICAL AND DENTAL BENEFITS:** The District will provide medical and dental benefits, as described in the benefits handbook available in the Office of Human Resources, to managers who were employed as regular faculty, classified or management employees by the District prior to January 1, 1987. The eligible retired manager, and that manager's spouse at the time of the manager's retirement, shall be eligible for continuation of benefits during the life of the retired manager, and, following the death of the retired manager, during the life of the un-remarried surviving spouse.
 - 1.1 **Employed On or After 1/1/1987 and Prior to 9/8/1993:** For those employed as regular faculty, classified or management employees by the District on or after January 1, 1987, the maximum amount paid by the District for retiree medical benefits will be the amount the District would have been required to pay had the retiree selected the appropriate Kaiser Health Plan.
 - 1.2 **Employed On or After 9/8/1993:** For managers whose first day of paid service as a regular faculty employee, classified employee or manager commences on or after September 8, 1993, the maximum amount paid by the District for retiree health benefits (medical and dental) shall be \$450/month until the manager becomes eligible for Medicare Part B. At that time, the District will then pay, for the manager only, the lowest cost medical plan available within the agreement between the parties.
 - 1.3 **10 Years of Service Required – Employed Prior to 9/8/1993:** For those managers hired as a regular faculty employee, classified employee or manager prior to September 8, 1993, to be eligible for District-paid retiree medical and dental benefits, the retiree must have ten (10) full years of service with the District and be at least 55 years of age. For a year of service to be counted, the assignment must have been such that the manager was eligible for medical insurance benefits if such benefits were available to employees.
 - 1.4 **20 Years of Service Required – Employed On or After 9/8/1993:** For those managers hired as a regular faculty employee, classified employee or manager whose first day of paid service commences on or after September 8, 1993, to be eligible for District-paid retiree medical and dental benefits, the retiree must have twenty (20) full years of service within the District, must be at least 55 years of age, must be currently employed by the District at the time of retirement, and the age at the time of retirement of the retiree (in full years), when added to the full years of service, must total 75 or more. For a year of service to be counted, the assignment must have been such that the manager was eligible for medical insurance benefits if such benefits were available to employees.

BOARD REPORT NO. 21-04-01CA

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

Twenty-eight courses and eleven 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

April 28, 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 MODIFICATIONS – CAÑADA COLLEGE

ANTHROPOLOGY

- 110 Cultural Anthropology
- 125 Physical Anthropology
- 126 Physical Anthropology Laboratory
- 200 Ethnographic Film
- 351 Archaeology

MATHEMATICS

- 110 Elementary Algebra
- 120 Intermediate Algebra
- 125 Elementary Finite Mathematics
- 251 Analytical Geometry and Calculus I
- 252 Analytical Geometry and Calculus II

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE

MATHEMATICS

- 125 Elementary Finite Mathematics

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

Cañada College proposes to offer an Associate Degree, Associate Degree for Transfer, Certificate of Achievement (10 to less than 16 semester units or 16 or more semester units, state approved), and/or Skills Certificate (6 to less than 10 semester units, not state approved) in the following programs:

BUSINESS

Business Administration 2.0 – Associate in Science Degree for Transfer – 27 to 29 units in the major area + Certified completion of the California State University General Education - Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer.

PROPOSED PROGRAM DELETIONS – CAÑADA COLLEGE

BUSINESS

Business Administration – Associate in Science Degree for Transfer

Justification: Due to the Chancellor's office updates to the existing Business Administration AD-T, we are deleting the original AD-T in preparation for the release of the new AD-T in the fall of 2021.

PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE

LATIN AMERICAN AND LATINO/A STUDIES

Latin American and Latino/a Studies – AA Degree Program

Latin American and Latino/a Studies – Certificate of Achievement

San Mateo County Community College District

April 28, 2021

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

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

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

Arielle Smith, President, Academic Senate
College of San Mateo

Kim Lopez, Interim President
College of San Mateo

PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

MUSIC

880MA REVIEW OF FUNDAMENTALS FOR MUSIC MAJORS (.5) (day or evening; distance education)

Justification: This course is intended to provide extra support for students who need a review in the fundamentals of music in order to be prepared for advanced courses such as harmony and musicianship.

Prerequisite: None.

Recommended Preparation: MUS. 100

Description: In this short course, students will review basic musical concepts to create the solid musical foundation required for success in musical study. Subjects include note reading, rhythm and meter, keyboard basics, major scales and key signatures, intervals, and triads.

Classification: Not degree applicable; non-transferable.

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO

ACCOUNTING

- 665MR Tax Practice and Procedure
- 665MV Foreign Account & Asset Tax Reporting
- 665MW IRS Representation & Ethics

ART

- 214 Color

FILM

- 215 Film and New Digital Media

LITERATURE

- 835 Shakespeare
- 837 Survey of English Literature I

MUSIC

- 452 Repertory Jazz Band
- 454 Jazz Workshop Big Band

SOCIAL SCIENCE

- 333 Laws and Ethics in Addiction Studies

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

ACCOUNTING

- 665MR Tax Practice and Procedure
- 665MV Foreign Account & Asset Tax Reporting
- 665MW IRS Representation & Ethics

ART

- 214 Color

FILM

- 215 Film and New Digital Media

LITERATURE

- 835 Shakespeare
- 837 Survey of English Literature I

MUSIC

- 452 Repertory Jazz Band
- 454 Jazz Workshop Big Band

SOCIAL SCIENCE

- 333 Laws and Ethics in Addiction Studies

PROPOSED PROGRAM ADDITION – COLLEGE OF SAN MATEO

College of San Mateo proposes to offer an Associate Degree, Associate Degree for Transfer, and/or Certificate of Achievement (16 units or more, state approved), and/or Certificate of Specialization (fewer than 16 units, not state approved) in the following programs:

MUSIC

Commercial Music – Certificate of Specialization (14-15 units)

PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO

BUSINESS

Entrepreneurship – The Start Up – Certificate of Specialization

COMPUTER AND INFORMATION SCIENCE

Applied Python Programming – Certificate of Specialization

Computer Science Applications and Development – Associate in Science Degree

Computer Science Applications and Development – Certificate of Achievement

Data Science and Big Data – Certificate of Specialization

Database Programming – Certificate of Specialization

Web and Mobile Application Development – Associate in Science Degree

Web and Mobile Application Development – Certificate of Achievement

San Mateo County Community College District

April 28, 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

COSMETOLOGY

880F ADVANCED EYELASH EXTENSIONS (0.5) (day or evening; distance education)

Justification: Designed as a result of a high demand for a continuation of skills learned in COSM 767, this experimental course will also allow industry professionals to gain advanced skills in eyelash enhancements.

Prerequisite: COSM 767 or current cosmetology or esthetics California State license and certification in classic eyelash extensions.

Recommended Preparation: None.

Description: Designed for students enrolled in or graduates from a cosmetology or esthetician program and/or licensed cosmetologists and estheticians certified in classic eyelash application. Advanced skills for creating semi-permanent eyelash enhancements. Will include volume eyelash extensions and techniques for application depending on current California state regulations. Client services also addressed.

Classification: Not degree applicable; not transferable.

KINESIOLOGY - DANCE

103 GLOBAL DANCE TRADITIONS: CULTURE AND TRANSFORMATION (3.0) (day or evening; distance education)

Justification: The Dance department is diversifying dance studies offerings to reflect students' own cultures and backgrounds. Currently, the SMCCCD does not offer a course that introduces students to dance forms outside of the Western European and US American canon (ballet, modern/contemporary, and hip hop/jazz). These forms make up only a fraction of dance traditions not only practiced around the world, but also here

in the San Francisco Bay Area. This region is home to some of the most celebrated and prestigious dance schools of non-Euro-American dance forms—such as Hawaiian Hula, Spanish Flamenco, Northern Indian Kathak, Indonesian Gamelan, Persian and Central Asian classical and folk dance, and Cambodian Apsara, as well as dozens of dance companies practicing and performing Mexican Folklórico, Chinese classical dance, Tinikling from the Philippines, Tahitian Ori and other Polynesian forms, and so many more. Offering a course on dance traditions around the world will diversify our curriculum and offer our students a more inclusive look at the intersection of dance, culture, performance, and politics while broadening their perspective on how dance carries and creates social values and traditions.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Description: An overview of ritual, social, and classical dance traditions practiced around the world, this course will survey the spiritual, cultural, political, and social forces that shape and are shaped by these dance forms and the people who practice them. Students will read about, discuss, write and reflect on, and watch videos of major dance forms from Indigenous North America, West and East Africa, the Caribbean, South and Central Asia, Polynesia/Oceania, the Middle East and North Africa, and Central and South America.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE

EARLY CHILDHOOD EDUCATION

- 210 Early Childhood Education Principles
- 211 Early Childhood Education Curriculum

ENGLISH

- 819 English Development

HEALTH SCIENCE

- 484 Medical Terminology

HOSPITALITY AND TOURISM MANAGEMENT

- 108 Technology Essentials in Hospitality

LEARNING SKILLS

- 890 Math Jam

MATHEMATICS

- 650 Mathematics Supplement

PARALEGAL STUDIES

240 Introduction to Law

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE

COSMETOLOGY

880SF Advanced Eyelash Extensions

ENGLISH

819 English Development

HOSPITALITY AND TOURISM MANAGEMENT

108 Technology Essentials in Hospitality

KINESIOLOGY – DANCE

103 Global Dance Traditions: Culture and Transformation

LEARNING SKILLS

890 Math Jam

MATHEMATICS

650 Mathematics Supplement

PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE

MATHEMATICS

Mathematics – Associate in Arts Degree

BOARD REPORT NO. 21-04-02CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff
Dr. Karrie Mitchell, Vice President of Planning, Research and Institutional Effectiveness

ADOPTION OF 2022-2023 ACADEMIC CALENDAR

The District Academic Calendar addresses days of work for San Mateo County Community College District employees represented by AFT, CSEA, and AFSCME. The proposed calendar has been negotiated with AFT and provided to CSEA and AFSCME.

The proposed calendar (attached) is designed to begin the 2022-2023 academic year in mid-August with a completion of the Fall 2022 semester prior to the winter holidays. The following highlights the features of the calendar, which is attached in full to this report.

Fall 2022: Classes begin August 17, 2022
86 instructional days (including five (5) days of final examinations and three (3) professional growth flex days)
Semester ends December 17, 2022

Spring 2023: Classes begin January 17, 2023
89 instructional days (including five (5) days of final examinations and three (3) professional growth flex days)
Semester ends May 26, 2023

Summer 2023: All Summer Sessions are set to begin on June 12, 2023

Commencement: Cañada College – May 27, 2023
College of San Mateo – May 26, 2023
Skyline College – May 26, 2023

RECOMMENDATION

It is recommended that the Board adopt the 2022-2023 District Academic Calendar as detailed in this report.



Cañada College • College of San Mateo • Skyline College

Academic Calendar 2022–2023

FALL SEMESTER 2022 (86 Instructional Days including 5 Final Exam Days, plus 3 Flex Days)

| | | |
|-------------------------|-----------|---|
| August | 15, 16 | Flex Days (No Classes) |
| August | 17 | Day and Evening Classes Begin |
| August | 30 | Last Day to Drop Semester Length Classes With Eligibility for Partial Refund |
| August | 30 | Last Day to Add Semester Length Classes |
| September | 3,4 | Declared Recess |
| September | 5 | Labor Day (Holiday) |
| September | 5 | Last Day to Drop Semester Length Classes Without Appearing on Record |
| September | 6 | Census Day |
| October | 7 | Last Day to Apply for Degree – Certificate |
| October | 12 | Flex Day (No Classes) |
| November | 11 | Veterans’ Day (Holiday) |
| November | 15 | Last Day to Withdraw from Semester Length Classes |
| November | 24 | Thanksgiving Day (Holiday) |
| November | 25 - 27 | Declared Recess |
| December | 11 - 17 | Final Examinations (Day and Evening Classes) |
| December | 17 | Day and Evening Classes End |
| December 23 – January 2 | | Winter Recess (Total of Seven District Work Days) |

SPRING SEMESTER 2023 (89 Instructional Days including 5 Final Exam Days, plus 3 Flex Days)

| | | |
|--------------------|-----------|---|
| January | 12, 13 | Flex Days (No Classes) |
| January | 14, 15 | Declared Recess |
| January | 16 | Martin Luther King Jr. Day (Holiday) |
| January | 17 | Day and Evening Classes Begin |
| January | 30 | Last Day to Drop Semester Length Classes With Eligibility for Partial Refund |
| January | 30 | Last Day to Add Semester Length Classes |
| February | 5 | Last Day to Drop Semester Length Classes Without Appearing on Record |
| February | 6 | Census Day |
| February | 17 | Lincoln’s Birthday (Holiday) |
| February | 18, 19 | Declared Recess |
| February | 20 | Presidents’ Day (Holiday) |
| March | 3 | Last Day to Apply for Degree – Certificate |
| March 26 – April 1 | | Spring Recess |
| March | 31 | Cesar Chavez Day (Holiday) |
| April | 20 | Flex Day (No Classes) |
| April | 27 | Last Day to Withdraw From Semester Length Classes |
| May | 20 - 26 | Final Examinations (Day and Evening Classes) |
| May | 26 | Day and Evening Classes End |
| May | 27, 28 | Declared Recess |
| May | 29 | Memorial Day (Holiday) |

SUMMER SESSION 2023

| | |
|--------------------|----------------------------------|
| June 12 – July 22 | Six Week Session |
| June 12 – July 29 | Seven Week Session |
| June 12 – August 5 | Eight Week Session |
| July 4 | Independence Day (Holiday) |

**SMCCCD
2022-2023 ACADEMIC CALENDAR**

| FALL 2022 | | | | | | |
|----------------|----|----|----|----|----|----|
| July 2022 | | | | | | |
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |
| August 2022 | | | | | | |
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| September 2022 | | | | | | |
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| October 2022 | | | | | | |
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |
| November 2022 | | | | | | |
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |
| December 2022 | | | | | | |
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| January 2023 | | | | | | |
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| SPRING 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| February 2023 | | | | | | |
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |
| March 2023 | | | | | | |
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| April 2023 | | | | | | |
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |
| May 2023 | | | | | | |
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| SUMMER 2023 | | | | | | |
| June 2023 | | | | | | |
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| July 2023 | | | | | | |
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |
| August 2023 | | | | | | |
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| | | | | | |
|---|---------------|---|-----------------|--|-------------------------|
|  | HOLIDAY |  | FLEX DAY |  | FINAL EXAMS DAY/EVENING |
|  | CLASSES BEGIN |  | DECLARED RECESS | | |

BOARD REPORT NO. 21-04-03CA

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

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

At its meetings on March 10, 2021 and March 24, 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 approval at this meeting.

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

RECOMMENDATION

It is recommended that the Board approve the revisions to the above referenced Board Policy as outlined in the attached document.

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; 4/21
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. 21-04-04CA

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

RATIFICATION OF JANUARY AND FEBRUARY 2021 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of January and February 2021 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period January 1, 2021 through February 28, 2021 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
January 1 - 31, 2021
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

| Check Num | Check Date | Vendor Name | Check Amount | Description |
|--|------------|---|--------------|--|
| <u>District Accounts Payable</u> | | | | |
| 0086696 | 01/05/21 | U.S. Bank National Association ND, . | 226,006.78 | Districtwide Procurement Card Payment |
| 0086698 | 01/05/21 | Apple Computer, Inc | 29,201.83 | Districtwide Computer and Tablet Purchases |
| 0086700 | 01/05/21 | CalPERS | 1,772,755.03 | Monthly Health Insurance Premium |
| 0086701 | 01/05/21 | CDW LLC | 72,295.74 | Cañada and CSM IT Equipment Purchase |
| 0086702 | 01/05/21 | Corovan Moving & Storage Co. | 22,423.26 | Skyline Moving Services |
| 0086703 | 01/05/21 | Dell Marketing LP | 20,936.99 | Districtwide Computer Purchases |
| 0086709 | 01/05/21 | School Project for Utility Rate Reduction (SPURR) | 50,709.53 | Utilities |
| 0086711 | 01/05/21 | Siemens Industry, Inc. | 35,474.00 | Skyline and CSM Fire Alarm Systems Inspection Services |
| 0086712 | 01/05/21 | SM County Community College District | 18,135.83 | Replenish Flex Spending Account |
| 0086713 | 01/05/21 | SMCCCD Bookstore | 114,809.78 | Bookstore Monthly Student Fees Reimbursement |
| 0086714 | 01/05/21 | ThyssenKrupp Elevator Corporation | 22,574.91 | Districtwide Elevators Maintenance Services |
| 0086732 | 01/12/21 | Allana Buick & Bers, Inc. | 23,512.50 | Cañada Construction Projects Related Services |
| 0086733 | 01/12/21 | Apple Computer, Inc | 27,913.22 | Districtwide Computer Purchases |
| 0086735 | 01/12/21 | BankMobile Technologies, Inc. | 215,562.55 | Financial Aid Disbursement |
| 0086737 | 01/12/21 | CIS, Inc | 51,275.00 | Cañada and CSM Construction Projects Inspection Services |
| 0086738 | 01/12/21 | Dell Marketing LP | 15,059.00 | District and CSM Computer Purchases |
| 0086739 | 01/12/21 | GiveGab | 10,568.46 | KCSM Giving Platform Annual Subscription |
| 0086741 | 01/12/21 | GRD Energy Inc. | 22,290.00 | Cañada Construction Project Commissioning, CSM Design Review and Districtwide Alarm System Implementation Services |
| 0086743 | 01/12/21 | Chen, Gang | 12,220.00 | International Students Recruitment Services Fees |
| 0086750 | 01/12/21 | One Workplace L. Ferrari, LLC | 63,710.99 | Skyline Furniture Fixtures Purchase |
| 0086752 | 01/12/21 | Oracle America, Inc. | 15,631.99 | Districtwide ITS Software Quarterly License |
| 0086755 | 01/12/21 | Schools Excess Liability Fund | 91,456.81 | Districtwide AB218 Self Insurance Premiums |
| 0086757 | 01/12/21 | Sedgwick Claims Management Services, Inc. | 46,077.05 | Replenish Workers' Compensation Insurance Fund |
| 0086758 | 01/12/21 | Siemens Industry, Inc. | 13,786.00 | Cañada Fire Alarm Systems Annual Inspection Services |
| 0086760 | 01/12/21 | SMCCCD Bookstore | 40,292.49 | Skyline Grant related Books Purchases |
| 0086762 | 01/12/21 | Swinerton Builders | 198,020.50 | Construction Program Management Services |
| 0086769 | 01/19/21 | Santamaria, Carlos J. | 11,802.08 | CSM Grant Related Consulting Services |
| 0086770 | 01/19/21 | Apple Computer, Inc | 31,880.10 | Districtwide Computer Purchases |
| 0086772 | 01/19/21 | BankMobile Technologies, Inc. | 1,943,351.18 | Financial Aid Disbursement |
| 0086783 | 01/19/21 | Schneider Electric Buildings Americas, Inc. | 17,551.92 | Districtwide Facilities Management Systems Maintenance Service |
| 0086795 | 01/26/21 | Apple Computer, Inc | 15,085.84 | Districtwide Computer Equipment Purchases |
| 0086797 | 01/26/21 | BankMobile Technologies, Inc. | 321,435.75 | Financial Aid Disbursement |
| 0086801 | 01/26/21 | Corovan Moving & Storage Co. | 26,048.64 | Skyline and Cañada Moving Services |
| 0086802 | 01/26/21 | Dell Marketing LP | 10,520.35 | Cañada and CSM Computer Purchases |
| 0086803 | 01/26/21 | Enterprise FM Trust | 11,056.49 | Districtwide Monthly Car Lease Payment |
| 0086806 | 01/26/21 | Gordon Kenny Realty, Inc. | 75,000.00 | Cañada and College Vista Operational Expenses Advancement |
| 0086811 | 01/26/21 | Noll & Tam Architects | 32,525.93 | Cañada Construction Architectural Services |
| 0086813 | 01/26/21 | Pacific Dining - Food Service Management | 10,400.00 | Skyline and CSM Cafeteria Contracted Services |
| 0086815 | 01/26/21 | San Mateo County Schools Insurance Group | 178,195.50 | Monthly Dental and Vision Insurance Premiums |
| 0086817 | 01/26/21 | Siemens Industry, Inc. | 17,866.73 | Skyline Fire Dampers Repair Services |
| 0086818 | 01/26/21 | SM County Community College District | 50,000.00 | Replenish Flex Spending Account |
| 523811 | 01/05/21 | Build Group Inc. | 591,505.94 | CSM Theater Upgrade Project |
| 523813 | 01/05/21 | Cornerstone Earth Group, Inc. | 11,970.50 | Cañada and CSM Construction Projects Geotechnical Consulting Services |
| 523817 | 01/05/21 | Enviroplex, Inc | 50,104.79 | Cañada Construction Project |
| 523826 | 01/05/21 | Iron Mountain Inc. | 13,953.34 | CSM Scanning Project |
| 523830 | 01/05/21 | LPAS, Inc. | 51,220.86 | Skyline Construction Projects Design Development Services |
| 523859 | 01/05/21 | Wood Tech, Inc. | 27,138.75 | Cañada and Skyline PC Desks Purchase and Installation |
| 523863 | 01/05/21 | Associated Std-CSM | 14,728.84 | Quarterly Student Fees Reimbursement |
| 523864 | 01/05/21 | Associated Std-Skyline | 15,072.91 | Quarterly Student Fees Reimbursement |
| 523869 | 01/05/21 | Build Group Inc. | 21,198.12 | CSM Theater Upgrade Project |
| 523880 | 01/12/21 | Studio W Associates, Inc. | 33,348.66 | Cañada Construction Related Services |
| 523885 | 01/12/21 | City of Redwood City | 11,630.00 | Utilities |
| 523886 | 01/12/21 | Constellation NewEnergy, Inc. | 27,876.00 | Utilities |
| 523903 | 01/12/21 | H2I Group, Inc | 21,612.00 | Cañada Project Design and Construction Services |
| 523904 | 01/12/21 | Harry L. Murphy, Inc | 34,312.00 | Skyline Office Refresh Project |
| 523905 | 01/12/21 | Harvey M. Rose Associates, LLC | 22,780.00 | SMAC related Comparative Analysis Services |
| 523932 | 01/12/21 | Presidio Networked Solutions Group LLC | 41,355.00 | Districtwide ITS Server Replacement Implementation Services |
| 523944 | 01/12/21 | Sterling Environmental Corp. | 10,780.00 | Skyline Flooring Removal Projects |
| 523945 | 01/12/21 | Strawn Construction Inc. | 222,283.56 | Skyline Portable Replacement Installation Project |
| 523947 | 01/12/21 | TLCD Architecture | 11,545.00 | CSM Theater Upgrade Construction Project Administration Services |
| 523959 | 01/12/21 | Strawn Construction Inc. | 11,699.14 | Skyline Portable Replacement Installation Project |
| 523960 | 01/12/21 | The Guardian Life Insurance Company | 56,977.26 | Monthly Life Insurance Premium |
| 523969 | 01/19/21 | AT&T/MCI | 11,982.93 | Districtwide Telephone Services |
| 523972 | 01/19/21 | Calif Water Service Co | 10,737.55 | Utilities |
| 523978 | 01/19/21 | City of San Bruno | 16,367.11 | Utilities |
| 523982 | 01/19/21 | Constellation NewEnergy, Inc. | 17,353.30 | Utilities |
| 523986 | 01/19/21 | Floyd, Kay A. | 10,000.00 | CSM Grant Related Consulting Services |
| 524003 | 01/19/21 | Pacific Gas & Electric Co | 20,593.45 | Utilities |
| 524005 | 01/19/21 | Pacific Gas & Electric Co | 29,194.26 | Utilities |
| 524027 | 01/19/21 | U.S. Postal Services | 22,000.00 | Districtwide Ad Campaign Postage Purchase |
| 524035 | 01/26/21 | Amoukhteh, Katherine | 10,000.00 | CSM Development of eSports Consulting Services |
| 524038 | 01/26/21 | AT&T/MCI | 14,801.96 | Districtwide Telephone Services |
| 524058 | 01/26/21 | Constellation NewEnergy, Inc. | 10,085.56 | Utilities |
| 524061 | 01/26/21 | Daktronics, Inc. | 25,315.88 | Cañada PE Scoreboards Purchase |
| 524064 | 01/26/21 | e-Learning Innovation LLC | 31,638.00 | Districtwide ITS Software End User Support Fees |
| 524067 | 01/26/21 | Global Perspective Speakers & Events | 20,000.00 | Cañada Event Speaker Fee |
| 524100 | 01/26/21 | One Diversified, LLC | 71,420.63 | Cañada Gym AV Equipment Purchase |
| 524132 | 01/26/21 | Verde Design Inc. | 15,590.00 | Skyline and Cañada Construction Projects Landscape Design Related Services |
| 524144 | 01/26/21 | Pacific Gas & Electric Co | 11,845.24 | Utilities |
| <u>District Payroll Disbursement (excluding Salary Warrants)</u> | | | | |
| J2101984 | 01/04/21 | State Teacher Retirement - Defined Benefit | 1,238,487.16 | STRS Retirement-Defined Benefit 95% |
| J2101985 | 01/08/21 | PERS Retirement | 1,328,828.14 | PERS Retirement Advance |
| J2102319 | 01/11/21 | State Teacher Retirement - Defined Benefit | 65,183.54 | STRS Retirement-Defined Benefit Bal |
| J2102321 | 01/13/21 | US Treasury - Federal Payroll Tax | 139,807.13 | Federal Payroll Tax |
| J2102321 | 01/13/21 | EDD - State Payroll Tax | 19,028.96 | State Payroll Tax |
| J2102631 | 01/28/21 | EDD - State Payroll Tax | 18,074.47 | State Tax-Unemployment Insurance |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
February 1 - 28, 2021
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

| Check Num | Check Date | Vendor Name | Check Amount | Description |
|--|------------|---|--------------|--|
| <u>District Accounts Payable</u> | | | | |
| 0086862 | 02/02/21 | U.S. Bank National Association ND, . | 119,654.58 | Districtwide Procurement Card Payment |
| 0086868 | 02/02/21 | Allana Buick & Bers, Inc. | 13,687.50 | Cañada Construction Project Related Services |
| 0086869 | 02/02/21 | American Federation of Teachers | 52,087.24 | Monthly Union Dues |
| 0086872 | 02/02/21 | BankMobile Technologies, Inc. | 173,807.79 | Financial Aid Disbursement |
| 0086873 | 02/02/21 | Blach Construction Company | 4,696,530.81 | Cañada Construction Project |
| 0086874 | 02/02/21 | CalPERS | 1,769,158.25 | Monthly Health Insurance Premium |
| 0086879 | 02/02/21 | Dell Marketing LP | 11,358.53 | Districtwide Computer Purchases |
| 0086884 | 02/02/21 | Home Depot USA Inc. | 21,536.37 | COVID-19 Related Expenses and Skyline Custodial Supplies |
| 0086896 | 02/02/21 | SMCCCD Bookstore | 239,166.83 | Districtwide Loan to Own Program and Monthly Student Fees Reimbursement |
| 0086897 | 02/02/21 | Statewide Educational Wrap-Up Program | 81,252.54 | Skyline Construction Project Insurance Premium |
| 0086898 | 02/02/21 | Tango Card Nebraska, Inc. | 33,350.00 | CSM Gift Cards PSP Program |
| 0086902 | 02/02/21 | VALIC Retirement Services Company | 326,020.94 | Monthly Tax Sheltered Annuities Employee Contribution |
| 0086910 | 02/02/21 | Young Electric Company, Co. | 12,320.00 | CSM Construction Project Cabling Work |
| 0086921 | 02/09/21 | B & H Foto & Electronics Corp. | 11,064.38 | Skyline Film Studio Equipment Purchases |
| 0086922 | 02/09/21 | BankMobile Technologies, Inc. | 138,359.02 | Financial Aid Disbursement |
| 0086925 | 02/09/21 | CIS, Inc | 43,230.50 | Cañada Construction Projects Inspection Services |
| 0086926 | 02/09/21 | Dell Marketing LP | 17,687.74 | Districtwide Computer Purchases |
| 0086931 | 02/09/21 | GRD Energy Inc. | 19,060.00 | Cañada and CSM Construction Projects Commissioning Services |
| 0086941 | 02/09/21 | Schneider Electric Buildings Americas, Inc. | 17,551.92 | Districtwide Facilities Management Systems Maintenance Service |
| 0086942 | 02/09/21 | School Project for Utility Rate Reduction (SPURR) | 59,326.38 | Utilities |
| 0086943 | 02/09/21 | Sedgwick Claims Management Services, Inc. | 31,692.11 | Replenish Workers' Compensation Insurance Fund |
| 0086948 | 02/09/21 | Western Allied Mechanical Inc. | 15,520.00 | Skyline Main Water Valve Replacement Project |
| 0086952 | 02/16/21 | Santamaria, Carlos J. | 11,802.08 | CSM Grant Related Consulting Services |
| 0086956 | 02/16/21 | Arborwell Inc. | 17,472.00 | Cañada Tree Removal Services |
| 0086957 | 02/16/21 | BankMobile Technologies, Inc. | 2,970,674.47 | Financial Aid Disbursement |
| 0086958 | 02/16/21 | C2G Civil Consultants Group Inc. | 36,025.00 | CSM Water Supply Tank Replacement Project |
| 0086970 | 02/16/21 | Linguabee LLC | 10,101.02 | Skyline and CSM Student Sign Language Interpreting Services |
| 0086972 | 02/16/21 | Noll & Tam Architects | 23,241.30 | CSM Project Construction Administration Services |
| 0086976 | 02/16/21 | San Francisco State University | 52,454.42 | Cañada Grant Related Expenses Reimbursement |
| 0086978 | 02/16/21 | SM County Community College District | 23,676.62 | Replenish Flex Spending Account |
| 0086980 | 02/16/21 | Swinerton Builders | 148,697.50 | Construction Program Management Services |
| 0086981 | 02/16/21 | Tango Card Nebraska, Inc. | 60,000.00 | CSM Gift Cards Food Insecurity Grant |
| 0086992 | 02/23/21 | BankMobile Technologies, Inc. | 140,195.34 | Financial Aid Disbursement |
| 0086999 | 02/23/21 | Gordon Kenny Realty, Inc. | 75,000.00 | Cañada Vista Operational Expenses Advancement |
| 0087000 | 02/23/21 | Home Depot USA Inc. | 38,049.41 | Skyline Custodial Supplies and Cañada Facilities Equipment Purchases |
| 0087002 | 02/23/21 | Jaime L Arce | 28,071.18 | Districtwide Evacuation Signage Project |
| 0087009 | 02/23/21 | RF MacDonald Company | 10,879.00 | Cañada Boilers Maintenance Service |
| 0087010 | 02/23/21 | San Mateo County Schools Insurance Group | 179,181.50 | Monthly Dental and Vision Insurance Premiums |
| 0087011 | 02/23/21 | School Project for Utility Rate Reduction (SPURR) | 50,559.40 | Utilities |
| 0087014 | 02/23/21 | SMCCCD Bookstore | 73,492.48 | CSM Promise Program Bookstore Expenses |
| 0087015 | 02/23/21 | Tango Card Nebraska, Inc. | 31,200.00 | Cañada Gift Cards Food Insecurity Grant |
| 0087016 | 02/23/21 | Tango Card Nebraska, Inc. | 105,000.00 | Skyline Gift Cards Food Insecurity Grant |
| 524158 | 02/02/21 | Bauer Cabling Solutions, Inc. | 44,436.23 | Skyline Cabling Project |
| 524175 | 02/02/21 | Class Leasing, LLC | 35,887.50 | Skyline Portables Purchase and Installation Services |
| 524189 | 02/02/21 | Eastbay Inc | 19,244.21 | CSM PE Uniform Purchases |
| 524267 | 02/02/21 | Rave Wireless Inc. | 35,800.00 | Districtwide Emergency and Disaster Alert System and License Renewal Fees |
| 524289 | 02/02/21 | Townsend Communications, Inc. | 20,500.00 | Districtwide Student Assessment Software License Renewal |
| 524313 | 02/02/21 | C S E A | 19,033.93 | Monthly Union Dues |
| 524342 | 02/02/21 | Blach Construction Company | 245,544.65 | Cañada Construction Project |
| 524366 | 02/09/21 | Build Group Inc. | 269,116.05 | CSM Theater Upgrade Project |
| 524381 | 02/09/21 | Constellation NewEnergy, Inc. | 18,635.01 | Utilities |
| 524419 | 02/09/21 | L.N. Curtis & Sons | 77,162.96 | CSM Fire Control Technology Equipment Purchase |
| 524442 | 02/09/21 | OneLogin, Inc. | 93,000.00 | Districtwide Single Sign-On Software Annual License Fee |
| 524456 | 02/09/21 | Presidio Networked Solutions Group LLC | 13,785.00 | Districtwide ITS Server Replacement Implementation Services |
| 524465 | 02/09/21 | Relation Insurance Services - Education, Inc. | 91,650.00 | Skyline International Students Health Insurance Premium |
| 524466 | 02/09/21 | Relation Insurance Services - Education, Inc. | 177,450.00 | CSM International Students Health Insurance Premium |
| 524479 | 02/09/21 | TRC Engineers, Inc. | 15,525.00 | Skyline Geotechnical Services |
| 524482 | 02/09/21 | Verde Design Inc. | 45,474.00 | Cañada Construction Project Related Services |
| 524493 | 02/09/21 | Build Group Inc. | 14,164.00 | CSM Theater Upgrade Project |
| 524494 | 02/09/21 | The Guardian Life Insurance Company | 56,780.75 | Monthly Life Insurance Premium |
| 524515 | 02/16/21 | Instructure, Inc. | 13,200.00 | Districtwide Early Alert Tagging Implementation, Hosting, Maintenance and Support Services |
| 524531 | 02/16/21 | Sedgwick Claims Management Services, Inc. | 27,947.25 | Workers' Comp Quarterly Administration Fees |
| 524538 | 02/16/21 | Timely Telehealth, LLC | 94,530.00 | Districtwide Student Telehealth Software Annual Subscription |
| 524552 | 02/23/21 | Ad Astra Information Systems, LLC | 75,000.00 | Districtwide Scheduling Software Annual Subscription |
| 524556 | 02/23/21 | AT&T/MCI | 14,264.52 | Districtwide Telephone Services |
| 524563 | 02/23/21 | Build Group Inc. | 397,825.52 | Cañada Construction Project |
| 524564 | 02/23/21 | Calif Water Service Co | 13,800.35 | Utilities |
| 524566 | 02/23/21 | City of San Bruno | 14,693.74 | Utilities |
| 524569 | 02/23/21 | Constellation NewEnergy, Inc. | 35,258.52 | Utilities |
| 524602 | 02/23/21 | One Diversified, LLC | 46,727.31 | Cañada AV Equipment Purchases |
| 524606 | 02/23/21 | Pacific Gas & Electric Co | 19,452.21 | Utilities |
| 524607 | 02/23/21 | Pacific Gas & Electric Co | 12,747.88 | Utilities |
| 524608 | 02/23/21 | Pacific Gas & Electric Co | 28,284.41 | Utilities |
| 524619 | 02/23/21 | Relation Insurance Services - Education, Inc. | 64,350.00 | Cañada International Students Health Insurance Premium |
| 524637 | 02/23/21 | Strata Information Group | 65,390.00 | Monthly Districtwide Professional & Management Services |
| 524638 | 02/23/21 | Strawn Construction Inc. | 97,772.10 | Skyline Construction Project |
| 524639 | 02/23/21 | Studio W Associates, Inc. | 248,467.02 | Cañada Construction Related Services |
| 524640 | 02/23/21 | SummerHill Skyline LLC | 36,425.38 | Skyline College Ridge Housing Construction Project |
| 524661 | 02/23/21 | Build Group Inc. | 20,938.19 | Cañada Construction Project |
| <u>District Payroll Disbursement (excluding Salary Warrants)</u> | | | | |
| J2102673 | 02/01/21 | Empower 457 | 52,341.34 | Tax Annuity |
| J2102675 | 02/01/21 | VALIC 457 | 30,708.33 | Tax Annuity |
| J2102676 | 02/01/21 | State Teacher Retirement - Defined Benefit | 1,192,126.29 | STRS Retirement-Defined Benefit 95% |
| J2102711 | 02/02/21 | US Treasury - Federal Payroll Tax | 2,185,860.47 | Federal Payroll Tax |
| J2102711 | 02/02/21 | EDD - State Payroll Tax | 457,542.42 | State Payroll Tax |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
February 1 - 28, 2021
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

| Check Numb | Check Date | Vendor Name | Check Amount | Description |
|--------------------------|---------------------------------------|--|--|-------------------------------------|
| J2102711 | 02/02/21 | EDD - State Payroll Tax | 10,926.42 | State Tax-Disability Insurance |
| J2102810 | 02/09/21 | US Treasury - Federal Payroll Tax | 100,166.33 | Federal Payroll Tax |
| J2102808 | 02/09/21 | State Teacher Retirement - Cash Balance | 36,906.70 | STRS Retirement-Cash Balance |
| J2102811 | 02/09/21 | State Teacher Retirement - Defined Benefit | 61,117.26 | STRS Retirement-Defined Benefit Bal |
| J2102858 | 02/11/21 | PERS Retirement | 1,409,700.12 | PERS Retirement Advance |
| J2103008 | 02/24/21 | US Treasury - Federal Payroll Tax | 39,126.49 | Federal Payroll Tax |
| | | | | |
| <u>SMCCCD Bookstores</u> | | | | |
| 120532 | 02/10/21 | Dick Blick Art Supplies | 15,650.12 | Purchase of Inventory |
| 120536 | 02/10/21 | Marianna Industries Inc | 28,086.99 | Purchase of Inventory |
| 120545 | 02/10/21 | Pearson Education, Inc | 32,947.40 | Purchase of Inventory |
| 120556 | 02/10/21 | Xerox Corporation | 21,058.27 | Purchase of Inventory |
| EFT #21984 | 02/24/21 | CDTA | 30,940.30 | Sales Tax Prepayment January 2021 |
| | | | Subtotal | 20,314,665.09 96% |
| | | | Warrants Issued < \$10,000 | 840,472.41 4% |
| | | | Total Non-Salary Warrants Issued | 21,155,137.50 100% |
| | | | | |
| † Accounts Payable | Ck#524146-524664, DD86825-87026 | | 15,485,391.99 | |
| District Payroll | Ck#155569-156087, DD50215035-50216755 | | 13,959,472.65 | |
| CCCD Bookstores | CK#120522-120569, EFT 21984 | | 175,825.82 | |
| | | | Total Warrants Including Salaries February 2021 | 29,620,690.46 |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
January 1 - 31, 2021
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

| Check Num | Check Date | Vendor Name | Check Amount | Description |
|---------------------------|--|----------------------------------|----------------------|-----------------------------------|
| <u>SMCCCD Bookstores</u> | | | | |
| 120472 | 01/21/21 | Cengage Learning | 18,405.75 | Purchase of Inventory |
| 120492 | 01/21/21 | Marianna Industries Inc | 28,239.20 | Purchase of Inventory |
| 120516 | 01/21/21 | SM CC College District | 176,240.51 | Salary and Benefit December 2020 |
| 120517 | 01/21/21 | SM CC College District | 29,886.11 | Purchase of Inventory via Procard |
| | | Subtotal | 10,699,620.26 | 95% |
| | | Warrants Issued ≤ \$10,000 | 554,008.72 | 5% |
| | | Total Non-Salary Warrants Issued | <u>11,253,628.98</u> | 100% |
| | | | | |
| District Accounts Payable | Ck#523803-524145, DD86694-86824 | | 8,122,196.39 | |
| District Payroll | Ck#155426-155568, DD50213282-50215034 | | 10,292,117.62 | |
| SMCCCD Bookstores | CK#120468-120521, EFT 61828 & 73517 | | 308,749.42 | |
| | Total Warrants Including Salaries January 2021 | | <u>18,723,063.43</u> | |
| | | | | |
| | | | 7,469,434.45 | |

BOARD REPORT NO. 21-04-103B

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 SUPPORT OF LEGISLATION: AB 1073 RELATING TO EARLY CHILDHOOD EDUCATION WORKFORCE AND AB 927 RELATING TO COMMUNITY COLLEGE BACCALAUREATE DEGREE PILOT PROGRAM

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 bills:

AB 1073 (Berman) – Early Childhood Education Workforce Waiver

AB 1073 would remove a financial barrier and incentivize Californians to join the Early Childhood Education (ECE) workforce. Specifically, this bill would establish the Early Childhood Education Workforce Waiver to provide a fee waiver for eight ECE courses for community college students with 12 declared majors related to ECE and child development.

The fact sheet, as prepared by Assemblymember Berman's Office is included as Attachment A and the text of the Bill can be accessed at:

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB1073

AB 927 (Medina and Choi) – California Community College Baccalaureate Degree Pilot Program

Existing law, until July 1, 2026, authorizes the California Community Colleges Board of Governors, in consultation with the California State University and the University of California, to establish a statewide baccalaureate degree pilot program. Existing law requires that program to consist of a maximum of 15 community college districts, with one baccalaureate degree pilot program each (*NOTE: Skyline College offers one of the 15 approved programs – a bachelor's degree in Respiratory Care*). Existing law requires those pilot programs to commence no later than the 2017–18 academic year, and requires students participating in those programs to commence the program by the beginning of the 2022–23 academic year. Existing law requires the governing board of a community college district seeking authorization to offer a pilot program to submit certain items for review by the chancellor and approval by the board of governors, including documentation of unmet workforce needs specifically related to the proposed pilot program.

This bill would extend the operation of the statewide baccalaureate degree pilot program indefinitely. The bill would remove the requirements that the program consist of a maximum of 15 community college district

programs and for a student to commence a program by the end of the 2022–23 academic year. The bill would require a community college district seeking approval to offer a baccalaureate degree program to provide evidence of unmet workforce needs to the Chancellor of the California Community Colleges, as provided.

The fact sheet, as prepared by Assemblymembers Medina’s and Choi’s Offices is included as Attachment B and the text of the Bill can be accessed at:

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB927

RECOMMENDATION

It is recommended that the Board of Trustees support AB 1073 and AB 927.

AB 1073 (Berman)

Early Childhood Education Workforce Waiver

SUMMARY

AB 1073 would remove a financial barrier and incentivize Californians to join the Early Childhood Education (ECE) workforce. Specifically, this bill would establish the Early Childhood Education Workforce Waiver to provide a fee waiver for eight ECE courses for community college students with 12 declared majors related to ECE and child development.

BACKGROUND

California is experiencing a growing shortage of early childhood educators which has worsened since the pandemic. This shortage is driven by unlivable wages. According to the Center of the Study of Child Care Employment at UC Berkeley (Center), the majority of the ECE workforce lives in poverty. In 2018, 58 percent of California's child care workforce participated in one or more public income support programs. In 2020, the Center reported that early childhood educators experience poverty at eight times the rate as K-8 teachers. As a result, turnover rates for early childhood educators in recent years have exceeded 50 percent. In recent surveys, nearly 70 percent of respondents reported greater difficulty hiring now than before COVID-19. This pandemic has both revealed and exacerbated the chronic underfunding of this sector which disproportionately impacts women and people of color.

Even with existing financial aid programs, workers entering the ECE field are often left with student debt. The majority of ECE students come from underserved populations that are at higher risk of failing to navigate financial aid resources. Of California's center-based ECE workforce, half are English Language Learners, over 50 percent live in poverty, and 55 percent are people of color.

Tuition for ECE courses is cost prohibitive for many prospective and current early childhood educators. According to a recent survey, early childhood educators report that the biggest barrier to professional development was the cost of tuition or training expenses. The average annual cost of tuition at community colleges in California is \$6,042 which is 25% of the median annual wage of \$24,150 for ECE professionals in the state. Nearly one-third of participants in a recent ECE community college course reported household incomes of \$25,000 or less and identified the program's free tuition as the most important factor in facilitating their enrollment. Especially in high-cost-of-living areas (where the ECE workforce shortage is acute) early childhood educators are often unable to pursue college as full-time students, which is a requirement to access some existing financial aid programs.

The pandemic showed that the ECE workforce is vital and without affordable, quality care and education, economic

recovery efforts will be compromised. Both attracting and investing in this critical ECE workforce will be even more important post COVID-19. Even before the pandemic, the shortage of child care was a drain on California's economy with businesses losing approximately \$638 million annually due to employee absences resulting from breakdowns in child care arrangements. Lack of child care has caused roughly 3 million nationwide to leave the workforce since March 2020, leaving women's labor force participation at a 33 year low with the greatest impact born by women of color.

THIS BILL

In order to increase access to and the quality of ECE, California must address the workforce shortage which has only gotten worse as a result of the pandemic. AB 1073 would establish the Early Childhood Education Workforce Waiver to provide a fee waiver for eight specified ECE courses for community college students with 12 declared majors related to ECE and child development as outlined in the bill.

The eight courses that are eligible for the fee waiver include:

1. Child Growth and Development
2. Child, Family and Community
3. Introduction to Curriculum
4. Principles and Practices of Teaching Young Children
5. Observation and Assessment
6. Health, Safety and Nutrition
7. Teaching in a Diverse Society
8. Practicum

These courses have been identified by the California Community Colleges Curriculum Alignment Project as the eight evidence-

based courses that are intended to become a foundational core for all early care and education professionals.

This bill would remove a financial barrier and provide an incentive for Californians to enter the ECE workforce with the goal of increasing access to high-quality ECE for California's children. The pandemic has only exacerbated the existing shortage and amplified the need for immediate support and investment in the ECE workforce, which is essential to California's economic recovery.

SUPPORT

Community Equity Collaborative (sponsor)

OPPOSITION

None on File

FOR MORE INFORMATION

Eliza Brooks
Office of Assemblymember Marc Berman
(916) 319-2024 ♦ (916) 319-2124 (fax)
Eliza.Brooks@asm.ca.gov

AB 927 (Medina & Choi)

California Community College Baccalaureate Degree Pilot Program

Background

According to the California Community Colleges, its mission is to provide its 2.1 million students attending its 116 colleges with the knowledge and background necessary to compete in today's economy.

On September 28, 2014, Governor Jerry Brown solidified this mission by signing SB 850 (Block), authorizing the Board of Governors of California's Community Colleges (BOG), in consultation with the California State University (CSU) and University of California (UC), to establish a statewide baccalaureate degree pilot program at no more than 15 colleges.

Problem

Community colleges account for more than half of undergraduate enrollment in California—open access, wide geographic distribution, and relatively low fees make them especially popular. However, the educational requirements for entry-level work have increasingly included baccalaureate degrees.

If current trends persist, 38 percent of jobs will require at least a bachelor's degree by 2030. But population and education trends suggest that only 33 percent of working-age adults in California will have bachelor's degrees by 2030—a shortfall of 1.1 million college graduates.

The current programs in the community college baccalaureate pilot are affordable and diverse. Students participating in the programs pay approximately \$10,560 on average for their four-year degrees. For many of the programs offered through the

community college baccalaureate degree program, the only other opportunity that students have are private colleges that could cost \$40,000 to \$60,000 annually.

Additionally, over half of student participants are from underserved ethnic groups and the vast majority are women.

There is a clear need and desire for more districts and students to participate in an expanded pilot program. However, the current restrictions on the number of colleges that offer baccalaureates have limited expansion. Moreover, the pilot sunsets on July 1, 2026, requiring additional legislation to extend the program.

Solution

- **AB 927** would extend the operation of the statewide baccalaureate degree pilot program indefinitely;
- **AB 927** will remove the current cap of 15 community college programs and will allow up to 30 new programs a year;
- **AB 927** will require a community college district seeking approval to provide evidence of unmet workforce needs;
- **AB 927** will mandate the chancellor to consult with and seek feedback from the California State University and the University of California on proposed baccalaureate degrees.

AB 927 is a practical solution to eliminating the skills gap and enabling underserved students to attain baccalaureate degrees to compete in California's current and future economy.

Support

- Foothill – De Anza Community College District (Co-Sponsor)
- San Diego Community College District (Co-Sponsor)
- Antelope Valley Community College District
- Association of California Community College Administrators
- Bakersfield College
- Buellton Chamber of Commerce
- California Dental Hygienists' Association
- California Society for Respiratory Care
- California-Nevada Section of the American Water Works Association
- Carlsbad Chamber of Commerce
- Cerritos Community College District
- Charter Brokerage & Investment Company
- Community College League of California
- Corazón del Pueblo
- Cupertino Chamber of Commerce
- Dental Hygiene Board of California
- Feather River College
- GENup
- Grossmont-Cuyamaca Community College District
- Kern Community College District
- Mary Barlow, Kern County Superintendent of Schools
- Miracosta Community College District
- Moro Bay Chamber of Commerce
- Mt. San Jacinto Community College District
- National Association Of Social Workers, California Chapter
- Oceanside Chamber of Commerce,
- Palo Verde Community College District
- Peralta Community College District
- Porterville College
- Redwoods Community College District
- Rio Honda College
- San Bernardino Community College District
- San Diego East County Economic Development Council
- San Diego Unified School District
- San Diego WaterWorks Workforce Development Group
- San Francisco Community College District
- San Joaquin Delta College
- Santa Barbara South Coast Chamber of Commerce
- Santa Maria Valley Chamber of Commerce
- Sean Elo-Rivera, Councilmember of the City of San Diego
- Shasta-Tehama-Trinity Joint Community College District
- Silicon Valley Leadership Group
- Solvang Chamber of Commerce
- South Orange County Community College District
- Southwest California Legislative Council
- Thermo Fisher Scientific
- Yuba Community College District

Staff Contact

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Phone: 916.319.2061

BOARD REPORT NO. 21-04-104B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations
 Marie Mejia, Interim Director of Capital Projects

**APPROVAL OF CONTRACT AWARD FOR
 COLLEGE OF SAN MATEO FIRE PUMP REPLACEMENT PROJECT**

One of the two fire water pumps at the College of San Mateo is not functioning properly. To maintain system redundancy and to provide full pressure if multiple fire hydrants are opened, the broken water pump needs to be replaced.

C2G Civil Consultants Group was hired to design and specify the new equipment to include a replacement fire pump, engine, new pipes, fitting and connections. Once installed, the entire fire water system will be tested with a full stress-test to exercise both the new and existing pump.

The Facilities Planning Department, with support from Swinerton Management & Consulting, advertised this construction opportunity (Bid #86840) 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 25 and March 2, 2021. Nine (9) bidders attended the pre-bid conference.

On Thursday, April 8, 2021 the District received two (2) responsive bids for the project as follows:

| Contractor | Total Bid |
|--------------------------------|------------------|
| JKL Construction Services, Inc | \$280,973 |
| Walschon Fire Protection | \$363,213 |

This project will be funded by local funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor or designee to execute a contract with JKL Construction Services, Inc. for the CSM Fire Pump Replacement project, Bid #86840, in an amount not-to-exceed \$280,973.00 which includes an owner contingency of 10% of the contract award.

BOARD REPORT NO. 21-04-105B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning Maintenance & Operations
Yanely Pulido, Director of General Services**APPROVAL OF CONSTRUCTION CONSULTANTS**

To fulfill the requirements of its Capital Improvement Program (CIP3), the District must retain consulting expertise and various construction consulting services. The professional services required by the District in support of its Capital Improvement Program are temporary or specialized in nature and District employees do not provide such expertise. Services provided include architectural and design, engineering, master scheduling, project management, program information and project controls, building commissioning, construction testing and inspection, environmental testing, construction-related legal services and documentation for construction planning, as required by the State Chancellor's office.

Listed below are prequalified consultants that the District will have under contract in support of CIP3 planning, design and construction efforts.

| Firm | Board Approval Requested | Activity/Projects |
|-------------------------------|---------------------------------|--|
| BKF Engineers | \$100,000 | Civil Engineering and Mitigation Services for Skyline College Ridge Faculty/Staff Housing Project |
| C2G / Civil Consultants Group | \$100,000 | Engineering Services for College of San Mateo Water Supply Tank Replacement Project |
| Construction Testing Services | \$200,000 | Special Inspection and Materials Testing Services for Skyline Building 2 Modernization Project |
| Cornerstone Earth Group, Inc. | \$100,000 | Geotechnical Consulting Services for College of San Mateo Water Supply Tank Replacement Project |
| ENGEO Incorporated | \$50,000 | Geotechnical Services for Skyline College Ridge Faculty/Staff Housing Project |
| Gribi Associates | \$10,000 | Geological and Environmental Consulting for Half Moon Bay Idle Well Project |
| HMC Architects | \$250,000 | Architectural, Engineering and Design Services for CSM Building 19 Facelift project |
| KTGY Group Inc. | \$150,000 | Architectural Services for Skyline College Ridge Faculty/Staff Housing Project |
| Salas O'Brien Engineers | \$400,000 | Engineering and Consulting Services for College of San Mateo Building 36 Mechanical System Upgrade |
| TLCD | \$70,000 | Architectural Services for the College of San Mateo Building 3 Renovation |

Funding sources for construction consultant services include Measure H general obligation bond, State and local funds.

RECOMMENDATION

It is recommended that the Board of Trustees approve these construction consultant services, as detailed above, in an amount not to exceed \$1,430,000.00.

BOARD REPORT NO. 21-04-106B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

APPROVAL OF REVISIONS TO BOARD POLICIES:

Policy 2.35 – Use of District Communications Systems

Policy 6.05 – Academic Calendar

Policy 8.74 – Exemptions and Waivers from Fees

The District Participatory Governance Council has reviewed the following policies, and has advised the Chancellor on revisions to the policies. The Chancellor concurs with these recommendations and provides the following revisions for the Board’s consideration:

- **Policy 2.35: Use of District Communications Systems** – Substantive and technical updates are recommended for this policy. Additionally, this policy revision combines Policy 2.35 and 2.36 into one policy and eliminates Policy 2.36.
- **Policy 6.05: Academic Calendar** – Substantive and technical updates are recommended for this policy.
- **Policy 8.74: Exemptions and Waivers from Fees** – Substantive and technical updates are recommended for this policy.

RECOMMENDATION

It is recommended that the Board approve the revisions to the above referenced Board Policies as outlined in the attached documents.

BOARD POLICY
San Mateo County Community College District

Subject: BP 2.35 Use of District Communications Systems
Revision Date: 5/13; 4/21

1. Communications Systems

District communications systems include many platforms and technologies. This policy is intended to encourage best practices in communication, including limiting the number of messages being sent to any one person per day; using the appropriate technology for the need; providing for review and oversight of communications for quality and consistency with the goals of the Colleges and the District; and improving overall effectiveness of communications.

Because technology and communications platforms change frequently, this policy is intended to be applied to all the tools being used to communicate District business. This includes legacy and new technologies such as paper mail; printed flyers and posters; analog and digital telephones; email and SMS systems; websites; emergency messaging systems; enterprise systems such as learning management (LMS) systems, customer relationship management (CRM) systems, enterprise resource planning (ERP) systems, or other employee or student engagement systems; work group platforms such as Basecamp and Slack; social media; and any other systems or technologies that come into use as official District communications systems to conduct District business.

2. Categories of District-approved Communication

a. Category 1: One-to-One or One-to-Few Communication

Employees may use common communications systems such as telephone, email, web applications, and text messaging to conduct routine District-related business with other individual employees or limited groups of employees who conduct District business together. These limited groups include supervisors messaging to their staff, messages between groups of employees who serve together on committees, or messages between groups of employees who work on tasks or projects together. Similarly, an employee may communicate with individual students, or with small groups of students, with whom that employee works directly.

More specialized tools such as customer relationship management software may be used with approval of the employee's supervisor.

- b. Category 2: Limited Mass Communication to Specific Member Groups and Cohorts
District mass communications systems should be used to facilitate communication within classes, committees, work and task groups, departments, divisions, student support programs, learning communities, and other identifiable groups of employees or students. This category also includes employees communicating with groups of students with whom that employee works indirectly. Examples of these groups include:
- i. Faculty, staff, administrator, student, District or College committees
 - ii. Student support programs with identified membership or cohorts such as Promise Scholars Program, EOPS, Disability Resource Centers, Veterans Resource Centers; multicultural centers and similar programs
 - iii. Units with a business need for mass communication such as instructional departments and divisions; Admissions; Financial Aid; Transfer Services; Career Services and similar offices

Approved District tools for limited mass communications to specific groups are listed at smccd.edu/communications.

Mass communication tools used for these groups may include email lists, email listservs, email newsletters, text messages and text messaging platforms, social media, customer relationship management systems such as Salesforce, and other similar systems the District may acquire in the future.

- c. Category 3: Campus, District, and Public Mass Communication
Mass communication to faculty, staff, administrators, students, or the public is restricted to the of the College Presidents and/or the District Chancellor, or their designees. Any mass communication to faculty, staff, administrators, students, or the public is subject to approval and oversight of the President/Chancellor/designee. The designee is typically the marketing director/public information officer at each college, the District director of public affairs, or vice presidents, vice chancellors or other approved designees.

This category also includes the use of email distribution lists, listservs, and other lists of employees or students typically generated by ITS. These lists are only to be used by the Chancellor, Presidents, or their designees.

3. Mass Mailings and U.S. Mail

Mass mailings are mailings going out simultaneously to more than 100 recipients, including postcards, promotional flyers, form letters, and recruitment letters. Mass mailings must be approved by the College President, District Chancellor, or their designee (typically the Collegemarketing director).

Materials from outside organizations that are properly addressed and stamped and delivered to the District site by the U.S. Postal Service will be delivered to employees. If material from an outside organization is delivered to a District mail location without the proper postage and

cancellation, the organization will be contacted and asked to retrieve the material, or the material will be destroyed.

4. Required Employee Communications

The District communicates essential information to employees via several communications systems. Employees are expected to monitor these communications to the best of their ability and may not opt-out or “unsubscribe” from communications sent to District-provided addresses, email addresses, phone numbers, or other District-provided communications systems.

District-provided email addresses and personal cell phone numbers for employees are automatically enrolled in the District’s emergency notification system for their own safety. Employees may login to the District emergency notification system to change their communications preferences.

5. Required Student Communications

The District communicates essential information to students via several communications systems, typically via U.S. mail, District-provided email, or the student’s personal telephone number. These essential communications may include important information related to the student’s enrollment, financial aid, attendance, grading, emergency communications, and other information critical to student success. Students are expected to monitor these communications to the best of their ability and may not opt-out or “unsubscribe” from communications sent to District-provided addresses and email addresses.

Students who do not want their personal email addresses or phone numbers used can opt out by contacting the Records Officer at the College (See District Rules and Regulations Policy 7.28).

District-provided email addresses and personal cell phone numbers of students are automatically enrolled in the District’s emergency notification system for their own safety. Students may login to the District emergency notification system to change their communications preferences.

6. Communicating with Prospective Students and Other External Audiences

The District communicates regularly with prospective students, and the general public, using mass communications tools, mailings, media relations, paid advertising, and other platforms. These communications are overseen, and must be approved, by the marketing and outreach offices at each college or the Office of the Chancellor in the District Office.

All District communications must comply with applicable communications laws such as the Federal CAN-SPAM Act, the Telephone Consumer Protection Act (TCPA). District communications to prospective students and the public should include clear instructions for opting-in, opting-out, and privacy guidelines.

7. Exemption for Student Academic Communications

The restrictions in this policy shall not apply to communications related to student enrollment status or academic status such as letters of admission, registration information, counseling appointments, financial aid information, grades, or other communications needed for a student to make progress toward their educational goal.

8. Union Use

The exclusive representatives of employees may have access to District-provided email and individual campus mailboxes to communicate with employees regarding union business. In compliance with Federal Private Express Statutes, neither District personnel nor District resources may be used to deliver the material to employees; i.e., a representative of the organization must deliver the material directly to the employee mailboxes at each District site.

9. Use of District Communications Platforms by Shared Governance Senates

Shared governance bodies such as District and College academic, classified, and student senates, and other recognized employee and student organizations, may have access to the campus mail and email systems to communicate with their constituents. All communications materials distributed must comply with College time, place and manner regulations.

10. Commercial Use

District communications systems may not be used to promote or sell a commercial good or service. In some cases, the President, Chancellor, or their designee (usually the College marketing director) may approve the distribution of a limited commercial message to employees or students such as a special offer or exclusive opportunity to SMCCCD employees or students. District-provided employee or student contact information (names, mailing addresses, email addresses, phone numbers) shall not be provided to a commercial third party.

11. Political Use

District communications systems may not be used to promote a particular political candidate, legislation, political position, or to campaign or lobby. All employee and student communications via District communications systems must comply with District Rules and Regulations Section 2.30, Policy on Political Activity, and all other Federal, State or local regulations regarding public employees and political campaigns.

12. Exceptions and Changes

The Chancellor, College Presidents, director of public affairs, and College marketing directors/public information officers may grant exceptions for special circumstances.

13. Further Reference

The District provides a list of approved tools for communications (the District whitelist), as well as guidelines for best practices in internal and external communications at smccd.edu/communications.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.35**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.35 Use of District Communications Systems

Revision Date: 5/13

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- ~~1.—The District has three internal communications systems which provide the opportunity for electronic and other communications between the District as employer, employees and students. These systems consist of a) the internal mail system (traditional paper-based communications); b) the electronic mail (email) system; and c) the phone mail system. These systems exist to facilitate the work of the District.~~
 - ~~2.—When conducting the District's business, all employees have the right to use any or all of the District's communications systems, subject to resource limitations. When a mass distribution of information to employees or students is required, the email system shall normally be used.~~
 - ~~3.—The email addresses of students may be used by appropriate College and District personnel (as determined by the College Vice President of Student Services or designee) to communicate with students about important information related to their attendance at the College unless the student has specifically requested that the email address not be used. Students who do not want their email addresses used can opt out by contacting the Records Officer at the College (See District Rules and Regulations Policy 7.28).~~
 - ~~4.—Material distributed to employees and students must comply with District Rules and Regulations Section 2.30, Policy on Political Activity, and all other Federal, State or local regulations regarding public employees and political campaigns.~~
 - ~~5.—The exclusive representatives of employees may have access to email and individual mailboxes of the internal mail system to communicate with employees regarding Union business, and recognized student organizations may have access to the internal mail system to communicate with staff regarding approved student activities, subject to the following regulations:
 - ~~a.—In compliance with Federal Private Express statutes, neither District personnel nor District resources may be used to deliver the material via the internal mail system to employees; i.e., a representative of the exclusive representative or of the student organization must deliver the material directly to the employee mailboxes at each District site.~~
 - ~~b.—Materials distributed by recognized student organizations must comply with College time, place and manner regulations.~~~~
 - ~~6.—Any other use of District communications systems by organizations or individuals within the District must be approved by the College President at the College level or the Executive Vice Chancellor for the District.~~

BP 2.35 Use of District Communications Systems (continued)

~~7. Outside organizations will not be allowed to access District communications systems to distribute informational or commercial materials. Materials from outside organizations that are properly addressed and stamped and delivered to the District site by the U.S. Postal Service will be delivered to employees. The District will not provide employee or student names, mailing addresses or email addresses to an outside organization for this purpose.~~

~~If material from an outside organization is delivered to a District mail location without the proper postage and cancellation, the organization will be contacted and asked to retrieve the material, or the material will be destroyed.~~

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.36

BOARD POLICY
San Mateo County Community College District

Subject: _____ BP 2.36 Policy on Use of Student Email Addresses

Revision Date: _____ 1/11

~~Email is not appropriate for transmitting sensitive or confidential student information.~~

~~Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.~~

~~Email shall not be the sole method for notification of any legal action or disciplinary action.~~

~~In order to control the use of mass emails to students, the following recommendations and guidelines are proposed:~~

~~1. "Mass email" is defined as a non-personalized email that is sent to more than 100 student email addresses at one time. Emails sent by faculty members to students enrolled in their classes are not considered to be "mass email" even if the number of emails sent at one time exceeds 100.~~

~~2. The Vice President of Student Services at each College or designee shall approve the content and timing of delivery of any mass email, including mass email proposed by Auxiliary Services, to all current or prospective students. When determining whether a mass email should be sent, the Vice President shall consider the following:~~

- ~~a. the number of mass emails that have been sent to students in the most recent four-week period of time;~~
- ~~b. whether prospective email messages from several departments can be combined into one email in order to reduce the total number of email messages sent to students;~~
- ~~c. the appropriateness of the message; and~~
- ~~d. whether the student has indicated that the College cannot release the student's "directory information" without the student's consent. In this case, the College does not have permission to use a student's email address.~~

~~3. Mass emails shall typically be used to communicate with students regarding the following:~~

- ~~a. registration dates and opening of the school semester~~
- ~~b. financial aid information (not including any personally identifying information)~~
- ~~c. special events on campus~~
- ~~d. schedule of final examinations~~
- ~~e. billing and payment information~~
- ~~f. new program information~~

~~4. Mass emails to students shall not be used to communicate with students for private commercial purposes (e.g., special deals for college students offered by local vendors, etc.). Mass email may be~~

~~BP 2.36 Policy on Use of Student Email Addresses (continued)~~

~~used for District-sponsored commercial activities (e.g., sales at College bookstores; sales of athletic or special event tickets) with the permission of the College Vice President of Student Services.~~

- ~~5. In order to prevent students from seeing other students' email addresses, mass email messages sent to students should be sent by using distribution groups or the "blind carbon copy" options.~~
- ~~6. At the end of each mass email sent, the student will be given the option to "Unsubscribe" from the mass email list.~~

**CHAPTER 6: Educational Program
BOARD POLICY NO. 6.05 (BP 4010)**

**BOARD POLICY
San Mateo County Community College District**

Subject: 6.05 Academic Calendar

Revision Date: 9/08; 4/15; 4/21

Policy References: Education Code Sections 70902(b)(12) and 79020; Title 5 Sections 55700 et seq. and 58142

1. Each year, the Board shall establish a Districtwide Academic Calendar.
2. The number of days that define the academic year shall be 175 days of instruction and ~~evaluation~~ examinations, and flex days.
3. The District will negotiate with the AFT (local 1493) to set the Academic Calendar.
4. The Academic Calendar will be developed by the Academic Calendar Committee in with consultation by the District Academic Senate and Vice Presidents (VP) Council.
5. The Academic Calendar will identify to determine the first and last days of instruction, holidays and dates of final ~~evaluations~~ examinations for the Fall, Spring and Summer Terms, and Flexible Calendar options (i.e., Flex Days).
6. The Academic Calendar will identify the holidays designated by the State of California and granted by the Board of Trustees. Total or partial closing of the campus shall occur only upon order of the College President or the Chancellor (or their designee).
7. The Academic Calendar will include ~~Other~~ other important dates and deadlines, such as for registration, withdrawal and drop, financial aid, petitions for certificates and degrees, and Federal deadlines. ~~that fall with the Academic Calendar that is negotiated by AFT and the District, are to be set in consultation with the District Academic Senate and Vice Presidents (VP) Council.~~
8. Membership of the Academic Calendar Committee, its meetings and its minutes, shall be published and made public to the District. The membership of the Academic Calendar Committee shall include:
 - Vice Presidents Council Representation (Co-Chair)
 - District Academic Senate Representation (Co-Chair)
 - AFT Representation
 - Curriculum Specialists
 - Registrars
 - Financial Aid Directors
 - Human Resources Representation
 - Professional Development Coordinators

BOARD POLICY

San Mateo County Community College District

Subject: 8.74 Exemptions and Waivers from Fees
Revision Date: 2/12; 04/21
Policy References: Education Sections 66025.3, 72246(c)(d.1)(d.2), 72252 and 76060.5

1. Students who qualify in the following categories will be exempted from payment of the health services fee:
 - a. Students who are deemed to be "low-income" students by the College Financial Aid Office and will be receiving a California College Promise Grant (CCPG) (previously the Board of Governors Waiver; BOGW). ~~are exempt from paying the health services fee.~~
 - ~~b.~~ Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. ~~are exempt from paying the health services fee.~~
 - ~~c.~~ Students who are attending college under an approved apprenticeship training program ~~are exempt from paying the health services fee (as well as the enrollment fee).~~
 - d. Students who are dependents of disabled veterans or service-connected deceased veterans.
2. Students who qualify in the following categories will have their health services fee waived:
 - a. All regular faculty and classified employees of the District enrolled in classes.
 - b. High school students enrolled in classes through ~~the concurrent~~ or dual enrollment ~~program.~~
 - c. Students enrolled exclusively in ~~distance learning classes,~~ community services or contract education classes, ~~weekend classes or off-campus classes.~~
 - d. Students classified as non-resident students and who do not reside in California.
3. Students who qualify in the following categories will have their student body fee waived:
 - a. All regular faculty and classified employees of the District enrolled in classes.
 - b. High school students enrolled in classes through concurrent or dual enrollment.
 - c. Students enrolled exclusively in community services or contract education classes.
4. Students who qualify in the following categories will have their enrollment fee waived:
 - a. ~~The enrollment fee will be waived for special part-time students concurrently enrolled in high~~

- ~~school.~~ High school students enrolled in classes through concurrent or dual enrollment.
- b.
- c. Students who are attending college under an approved apprenticeship training program.
5. The student representation fee will be waived for students who refuse to pay it. Students will be able to refuse to pay the fee on the same form that is used for the collection of fees. ~~for religious, political, moral or financial reasons.~~
 6. District fees may be waived for economically disadvantaged students. An economically disadvantaged student is one who applies for and is certified eligible to receive financial aid, but there is no money available for an award.
 7. Nonresident tuition for international students may be waived by the ~~Vice President for Student Services~~ District International Fees Committee when there is student financial hardship. Waivers will be limited to ten percent (10%) of the total international students attending the District's Colleges. Each eligible student can only be approved for one semester during their studies at SMCCCD.
 8. State-mandated fees shall be waived for economically disadvantaged students, in accordance with regulations and definitions adopted by the State.

BOARD REPORT NO. 21-04-06C

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

**REVIEW OF DISTRICT WHISTLEBLOWER POLICIES,
PROCEDURES AND PROTECTIONS**

The Board has expressed interest in enhancing the District's whistleblower protocols. Currently, the District has a policy (BP 2.21) and administrative procedure (AP 2.12.1) that address whistleblower protections, policies and procedures and can be accessed at the links below:

- **Policy 2.12** - *Employee Rights and Protection, Domestic Partner Rights, and Whistleblower Protection*
(https://downloads.smccd.edu/file?s=/sites/downloads/BoT&du=/sites/downloads/BoT/PoliciesProcedures/2_12.pdf)
- **Procedure 2.12.1** – *Whistleblower Protection*
(https://downloads.smccd.edu/file?s=/sites/downloads/BoT&du=/sites/downloads/BoT/Procedures/2_12.1.pdf)

The Board will review the above referenced policy and discuss and direct staff on any modifications to whistleblower protections and protocols it is interested in pursuing.

BOARD REPORT NO. 21-04-07C

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

DISCUSSION OF INTERNAL AUDITOR POSITION

At its retreat on February 6, 2021 and at a study session on March 10, 2021, the Board discussed creating an internal audit function within the District. An ad-hoc committee was formed to explore this topic. Further information has been gathered and the ad-hoc committee will provide an update and get further feedback from the Board about possible next steps.

BOARD REPORT NO. 21-04-08C

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

REVIEW OF BOARD MEETING PROTOCOLS AND MANAGEMENT

The Board has expressed interest in evaluating the order and management of its meetings, including the topics covered, length of items discussed and general meeting protocols.

There are three Board policies that inform this discussion and which can be accessed at the links below:

- **1.45** – *Agendas for Meetings*
(https://downloads.smccd.edu/file?s=/sites/downloads/BoT&du=/sites/downloads/BoT/PoliciesProcedures/1_45.pdf)
- **1.55** – *Order of Business and Procedure*
(https://downloads.smccd.edu/file?s=/sites/downloads/BoT&du=/sites/downloads/BoT/PoliciesProcedures/1_55.pdf)
- **1.60** – *Rules of Order for Board Meetings*
(https://downloads.smccd.edu/file?s=/sites/downloads/BoT&du=/sites/downloads/BoT/PoliciesProcedures/1_60.pdf)

The Board will review the above referenced policies and discuss any modifications to meeting management it is interested pursuing.