

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**July 28, 2021**  
**Closed Session at 5:00 p.m.; Open Session at 6:00 p.m.**

**In Person at 3401 CSM Drive, San Mateo, CA 94402**

**Members of the Public may also participate via Zoom.**  
**Zoom Meeting ID – <https://smccd.zoom.us/j/85780674797>**  
**Dial-In: 1-669-900-9128 – Webinar ID: 857 8067 4797**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

**Observing the Meeting**

Members of the public who wish to observe the meeting in-person or remotely by accessing the link or calling the following telephone number above at the beginning of the meeting.

**For individuals who attend the meeting in person, face coverings will be required while in-doors at the District Office for those individuals who are not fully vaccinated from COVID-19.**

**Providing Public Comment During the Meeting on NON-AGENDA Items**

To make a comment regarding a non-agenda item, members of the public:

- (1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or
- (2) If remote, 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.
- (3) Members of the public making comment are reminded of the 3-minute time limit for comment.

**Providing Public Comment During the Meeting on AGENDA Items**

To make a comment regarding an item on the agenda, members of the public:

- (1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or
- (2) If remote, 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.
- (3) Members of the public making comment are reminded of the 3-minute time limit for comment.

**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.

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**5:00 p.m.      Call to Order**

**CLOSED SESSION ITEMS FOR DISCUSSION**

1. Conference with Labor Negotiator  
Agency Designated Representative: Michael Claire  
Employee Organization: AFSCME, AFT, CSEA, Unrepresented Employees
2. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): One Case

**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**

- 21-07-01 Approval of the Minutes of the June 23, 2021 Regular Meeting
- 21-07-02 Approval of the Minutes of the June 29, 2021 Special Closed Session Meeting
- 21-07-03 Approval of the Minutes of the July 14, 2021 Study Session

**PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

- 21-07-05C Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity: Discussion of Recent Federal Court Ruling Declaring Deferred Action for Childhood Arrivals (DACA) Unlawful and Suspending Applications  
*(Time Allotted: 15 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**

- 21-07-02A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel *(Time Allotted: 5 minutes)*

**Approval of Consent Agenda**

*All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing for Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.*

- 21-07-01CA Annual Review and Approval of Instructional Material Fees

- 21-07-02CA Approval of Budgetary Transfers for the Period Ending May 31, 2021 and Adoption of Resolution No. 21-08 Authorizing Budget Revisions and Transfers for 2020-21
- 21-07-03CA Approval of Community College League of CA and California Community and College Athletic Association Annual Memberships
- 21-07-04CA Approval of Agreement with Dannis Woliver Kelley for District Legal Services
- 21-07-05CA Adoption of COVID-19 Vaccine Requirement Policy
- 21-07-06CA Approval of Memorandum of Understanding with South San Francisco Unified School District Regarding Middle College at Skyline College
- 21-07-07CA Approval of Agreement with San Mateo Union High School District Regarding Middle College at Skyline College

**Other Recommendations**

- 21-07-102B Adoption of the San Mateo County Community College District Strategic Plan, 2021 – 2026 *(Time Allotted: 15 minutes)*
- 21-07-103B Approval of 2023-2027 Five-Year Capital Construction Plan *(Time Allotted: 20 minutes)*
- 21-07-104B Approval of Contract with MV Transportation as Operator of the Skyline Express Shuttle Service *(Time Allotted: 5 minutes)*

**INFORMATION ITEMS**

- 21-07-06C Discussion of Process for Considering Trustee Area Adjustments *(Time Allotted: 10 minutes)*
- 21-07-07C Update on the Futuris Trust *(Time Allotted: 20 minutes)*
- 21-07-08C Update on Face Covering Guidance as it Relates to COVID-19 *(Time Allotted: 20 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  
June 23, 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 5:04 p.m.

Board Members Present: President Thomas A. Nuris, Vice President Richard Holober (not present at roll call–joined meeting in progress) Trustee Maurice Goodman (not present at roll call–joined meeting in progress), 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 Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Three cases, (2) Consider Employee Discipline, Dismissal, Release, (3) Consider ratification of March and April 2021 Confidential District Warrants, and (4) Hold Conference with Labor Negotiator for Employee Organizations: AFSCME, AFT, CSEA and Unrepresented Employees.

**STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY**

None.

**RECESS TO CLOSED SESSION**

The Board recessed to closed session at 5:05 p.m.

**RECONVENE TO OPEN SESSION**

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

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

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

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

*[\(Time Stamp: 1:06:22\)](#)*

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

**SWEARING IN OF THE STUDENT TRUSTEE**

Student Trustee Ashley Garcia took the oath of office.

**DISCUSSION OF THE ORDER OF THE AGENDA**

*[\(Time Stamp: 1:08:44\)](#)*

The Board agreed to staff's request to: (1) remove Consent Agenda Item 21-06-02CA – Annual Review and Approval of Instructional Material Fees, and (2) move Information Item 21-06-09C - Discussion of

Potential New Board Policy Regarding COVID-19 Vaccination Requirement up in the agenda to immediately follow Action Item 21-06-106B - Adoption of Policy Recommendations for COVID-19 Recovery Plan.

### **HONORS, AWARDS AND RECOGNITIONS**

*[\(Time Stamp: 1:10:09\)](#)*

Chancellor Claire recognized outgoing Cañada College President Jamillah Moore for her five years of service as president and wished her well in her new role at San Francisco State University. He also thanked Kim Lopez for her service, first as acting president then as interim president of College of San Mateo. The Chancellor also thanked District Academic Senate President Jeramy Wallace for her service as president during such an extraordinary time.

### **Approval of the Minutes of the June 9, 2021 Study Session (21-06-03)**

*Motion to Approve by:* Trustee Petrides

*Second by:* Vice President Holober

*Action:* Approved, with all Trustees voting Aye

*Summary of Edits or Corrections:* None.

### **PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

#### **Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity: Pride Month – A Discussion of Recent Research Regarding Disproportionate Harms Discrimination Inflicts on LGBTQ People of Color (21-06-06C)**

*[\(Time Stamp: 1:23:30\)](#)*

#### ***Summary of Discussion:***

President Nuris began the conversation by discussing a recent research brief authored by the What We Know Project at Cornell University titled: Anti-LGBTQ Discrimination Inflicts Disproportionate Harm on People of Color. President Nuris said the depth of the brief raised many profound issues. Chief of Staff Mitchell Bailey said Pride Month is an opportunity for us to celebrate the progress we have made. He also acknowledged a number of political milestones and firsts in the LGBTQ community. Mr. Bailey said it is important for us to understand these issues because although we are fortunate to live in an area with a lot of acceptance, not everyone in the LGBTQIA community has support. He also said it is important that SMCCCD continue to offer telehealth and mental health services for faculty, staff and students.

Chancellor Claire discussed intersectionality and the interconnected nature of race, class and gender. He said the complexity is that many people identify in several different ways. He said as a District we are working to make sure that everyone is supported and feels a sense of belonging. Chancellor Claire said the Board should see a report from the Anti-Racism Council in early Fall.

College of San Mateo Interim President, Kim Lopez said that students of color have been disproportionately affected by the pandemic. She said the most vulnerable students have been through trauma and we need to be ready to support them. As we plan and prepare for students to return to campus, Ms. Lopez said we need to keep this at the forefront of our minds.

Skyline College President, Melissa Moreno, spoke about the Intercultural Center at Skyline College. She said this support program has continued throughout the pandemic and is a place for students, faculty and staff to explore identity and find community.

Cañada College President Moore spoke about Cañada College's Anti-Racism Framework and the College-wide Safe Zone program. She said Canada College is working diligently to offer LGBTQ lived experiences training to student leaders, faculty, staff and administration.

Trustee Goodman said we need to address bias, create safe spaces for everyone, and support student clubs. He said the Board should continue these conversations to normalize and promote LGBTQ issues so that individuals have an opportunity to be and express who they are.

Chief Human Resources Officer, Cheng Yu Hou spoke about the importance of each letter in LGBTQ. He said intersectionality is a beautiful thing and should be celebrated. He also said that we need to recognize and acknowledge that there is also discrimination within the LGBTQ community. He said that all of us know someone within the LGBTQ community and now is the time to act.

President Nuris thanked everyone who shared in the discussion. He said the Board strongly supports this ongoing work on inclusion and equity.

### **STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

[\*\(Time Stamp: 1:43:50\)\*](#)

Chancellor Claire reported that based on prior Board discussion, the District would be ready to host in-person Board meetings beginning on July 28, 2021.

District Academic Senate President Wallace noted that this would be his last meeting and that Kate Williams Browne would be serving as the new president beginning July 1. He thanked the faculty for their work and noted that it was his honor to serve in this role during such an extraordinary time. He also thanked Chancellor Claire, Vice Chancellor McVean and the District leadership team for their partnership and leadership during the pandemic.

### **STATEMENTS FROM OTHER REPRESENTATIVE GROUPS**

[\*\(Time Stamp: 1:51:04\)\*](#)

- ***AFT, Local 1493:*** Katherine Harer expressed the union's concerns about safe workspaces and ventilation when returning on-site and said the reconstitution of the campus health and safety committees was an important step in ensuring the union had a voice in safety matters and encouraged greater engagement and transparency through the committees.
- ***CSEA, Chapter 33:*** Annette Perot said the union was looking forward to a safe return to campus.
- ***AFSCME, AFL-CIO, Local 829, Council 57:*** Joseph Puckett said the union has worked throughout the pandemic and looks forward to welcoming all employees and students back to campuses, which are safe for returning.

### **STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

[\*\(Time Stamp: 1:59:20\)\*](#)

- Charlotte Mally, a student at Cañada College, spoke about sustainability and presented a resolution about climate equity.
- Katinka Lennemann, a concurrent enrollment student, spoke in support of the earlier climate resolution.

**NEW BUSINESS**

**Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (21-06-03A)**

*[\(Time Stamp: 2:06:10\)](#)*

*Motion to Approve by:* Vice President Holober

*Second by:* Trustee Goodman

*Action:* Approved, with all Trustees voting Aye

*Summary of Discussion:* Trustee Pimentel asked for clarification about the fundraising position at Skyline College and about a comprehensive District fundraising strategy. President Moreno agreed that the District needs a comprehensive strategy, in coordination with the Foundation, and that this position specifically supports efforts of the President’s Council and other development projects at the college.

*Public Comment:* None.

**Public Hearing on California School Employees Association, Chapter 33 Initial Contract Proposal to the District for 2021-2022 Re-Opener Negotiations (21-06-04A) [\(Time Stamp: 2:12:33\)](#)**

*Motion to Approve by:* Trustee Goodman

*Second by:* Trustee Petrides

*Action:* Approved, with all Trustees voting Aye

*Summary of Discussion:* The Board held a public hearing. There were no members of the public who spoke at the hearing.

*Public Comment:* None.

**Adoption of California School Employees Association, Chapter 33 Initial Contract Proposal to the District for 2021-2022 Re-Opener Negotiations (21-06-05A) [\(Time Stamp: 2:13:57\)](#)**

*Motion to Approve by:* Trustee Goodman

*Second by:* Trustee Petrides

*Action:* Approved, with all Trustees voting Aye

*Summary of Discussion:* None.

*Public Comment:* None.

**NEW BUSINESS: Approval of Consent Agenda**

*[\(Time Stamp: 2:14:53\)](#)*

**Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College (21-06-01CA)**

**Request for Approval of Internal Borrowing (21-06-03CA)**

**Adoption of Resolution 21-07 Establishing 2021-22 Budget Limits (21-06-04CA)**

**Certification of District Equal Employment Opportunity Fund Allocation Application (21-06-05CA)**

**Ratification of March and April 2021 District Warrants (21-06-06CA)**

**Consideration of Support of Legislation: AB 1456 – The Cal Grant Equity Framework (21-06-07CA)**

**Approval of Enacting Option for One Year Renewal of Contract for Shuttle Service to and from Cañada College with TransMetro, Inc. (21-06-08CA)**

*Motion to Approve by:* Trustee Pimentel

*Second by:* Trustee Petrides

*Action:* Approved unanimously, with all Trustees voting Aye

*Summary of Discussion:* None.

**NEW BUSINESS: Other Recommendations**

**Approval of Contract Award for Cañada College Building 13 Multiple Program Instructional Center Project (21-06-104B)**

[\*\(Time Stamp: 2:15:39\)\*](#)

*Motion to Approve by:* Vice President Holober

*Second by:* Trustee Petrides

*Action:* Approved unanimously, with all Trustees voting Aye

*Summary of Discussion:* None.

*Public Comment:* None.

**Approval of Contract Award for Districtwide Solid Waste, Organics, and Recycling Services to Recology Peninsula Services (21-06-105B)**

[\*\(Time Stamp: 2:17:12\)\*](#)

*Motion to Approve by:* Trustee Goodman

*Second by:* Vice President Holober

*Action:* Approved unanimously, with all Trustees voting Aye

*Summary of Discussion:* Trustee Petrides asked how certain we are that Recology is following recycling protocols. Jose Nunez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said the District's Sustainability team works very closely with Recology and receives monthly reports on waste diversion. Joe Fullerton, Energy and Sustainability Manager, said this is a very complex, global issue. Mr. Fullerton discussed the District's Zero Waste Program and Circularity Program.

*Public Comment:* None.

**Adoption of Policy Recommendations for COVID-19 Recovery Plan (21-06-106B)**

*(Time Stamp: 2:23:08)*

***Motion to Approve by:*** Vice President Holober

***Second by:*** Trustee Petrides

***Action:*** Approved unanimously, as amended, with all Trustees voting Aye

***Summary of Discussion:***

Chancellor Claire stated that a draft of the Policy Framework was brought to the Board for general discussion and direction at a prior Board meeting. Staff has incorporated Board comments and is now bringing the final draft forward for Board approval.

Trustee Pimentel thanked the staff for their efforts and stated that he supports the policy framework. However, he would like to see the goal for on-campus courses stated a minimum of 30%, with a stretch goal of up to 50% for the Fall 2021 semester. Vice President Holober agreed with Trustee Pimentel's statement.

Trustee Petrides asked if the framework addresses the opportunity for faculty and classified staff input regarding return-to-work actions. Trustee Petrides also stated that she wants to ensure that there are processes to capture, document and address employee concerns about their specific work site.

Regarding the first question Chancellor Claire stated that each campus Safety Committee will function as the entity to capture the voice of faculty, classified staff and administrators. Regarding the second point Vice Chancellor Nunez replied that worksite assessments have been completed on all buildings and that Facilities has an existing workorder system that employees can use to report concerns. Trustee Petrides encouraged the District to be as transparent as possible in documenting worksite safety, employee concerns, and District mitigation factors.

Trustee Goodman asked if accommodations were being made for workload and class size. He also stated that the Cal/OSHA standards establish a minimum and that he wants to make sure that the Board would support additional mitigation factors above the minimum if needed. Finally, Trustee Goodman stated his concern about providing the same level of services and access for student support functions.

Chancellor Claire asked for clarification on Board direction for the policy framework. The original motion was amended with a direction to staff to more clearly state that the minimum goal is 30% on-site courses for Fall 2021, but that the District should attempt to reach 50% on-site; also, that the Cal/OSHA standards establish the floor and that additional mitigation efforts be considered if necessary.

***Public Comment:*** None.

**Discussion of Potential New Board Policy Regarding COVID-19 Vaccination Requirement (21-06-09C)**

*(Time Stamp: 2:47:50)*

***Summary of Discussion:*** Chancellor Claire started the discussion by stating that is not an action item and that he felt it was important to provide an opportunity for the Board to have a discussion and hear public comment on a potential Board Policy for a mandatory vaccination.

Vice President Holober asked about the rules for unvaccinated people. Director of Operations Ray

Hernandez stated that employees who are unvaccinated must wear masks according to Cal/OSHA rules. Vice President Holober stated that he supported a vaccination policy and that in general he would support a requirement to show proof of vaccination for those who declare that they are vaccinated. Vice President Holober also stated that while we should trust our employees and students we also need to consider the ramifications if a person falsifies their vaccination status. Finally, Vice President Holober asked about policies for students who come from another country. Vice Chancellor Aaron McVean stated that proof of an approved vaccination is required for F1 visas.

District Academic Senate President Wallace stated that the faculty he has heard from strongly support a requirement that employees and students provide a proof of vaccination for those that declare that they are vaccinated.

Vice Chancellor McVean shared vaccination and infection rate statistics for San Mateo County and stated that given these statistics employees should feel very comfortable about being in the workplace if they are vaccinated.

Trustee Goodman asked about policies for events and visitors. Chancellor Claire replied that the policies would apply to members of the public that use District facilities on a regular basis. Chancellor Claire stated that staff is still deliberating on recommendations concerning standalone events that are open to the public. Trustee Goodman also stated that given the high level of vaccination rates in San Mateo County, is there really a need for a mandatory vaccination policy? Vice Chancellor McVean stated that Cal/OSHA requires employers to record the vaccination status of employees. Trustee Goodman urged the District to be mindful of messaging to employees and students, and that marginalized communities have had a different experience regarding vaccinations. The goal should be to help people understand the importance of vaccinations without stigmatizing those who have concerns about the vaccination.

Trustee Nuris stated that the statistics for San Mateo County look good. However, we have learned that things can change quickly. Trustee Nuris supported a mandatory vaccination policy with the requirement that employees and students provide proof of vaccination if they state they are vaccinated.

Trustee Pimentel supported a mandatory vaccination policy and encouraged the District to sponsor pop-up vaccination sites.

Chancellor Claire thanked the Board and the public for their comments and stated that staff would bring a draft policy back to the Board for a first read and the next Board meeting.

***Public Comment:***

- Jessica Marshall supported the policy and feels that this is a public health issue.
- Milena Angelova agreed with Trustee Goodman's comments regarding communication to students.

**Adoption of the 2021-22 Tentative Budget (21-06-107B)**

**[\(Time Stamp: 3:54:20\)](#)**

***Motion to Approve by:*** Vice President Holober

***Second by:*** Trustee Pimentel

**Action:** Approved unanimously, with all Trustees voting Aye

**Summary of Discussion:** Chief Financial Officer Bernata Slater presented the 2021-22 Tentative Budget. Ms. Slater discussed projected property tax increases, Strategic Plan Initiative funding, and 15% reserves. She said the Governor released the May Revision on May 14<sup>th</sup> which includes additional revenue projections, one-time funding proposals, and federal relief funds. Ms. Slater discussed the key variances between the Governor's May Revision and the Legislature Budget noting some increases and decreases in certain programs. Ms. Slater spoke about SMCCCD's 2021-22 budget initiatives to support students and community including funding for the Promise Scholars Program, Dual Enrollment, Zero Textbook Cost, Food Insecurity, COVID Recovery, the Equity Institute, and 50% Law Commitment. Ms. Slater presented an overall summary of the balanced tentative budget for all funds. She said potential budget adjustments may occur leading up to the adopted budget due to property taxes, insurance, enrollment, and other factors.

Trustee Holober asked if funding for the Promise Scholar program is multi-year funding. Vice Chancellor McVean said the funding is one-time, but will likely be used over several years. He said as we move into the Fall Semester it will be easier to make projections for the next fiscal year.

Trustee Pimentel said this is a significant and useful step in the right direction. He thanked staff for listening to the Board's goal of emphasizing equity and accessibility.

**Public Comment:** None.

### **Consideration of Modification to the Academic Calendar to Include Juneteenth National Independence Day Holiday (21-06-108B)**

**(Time Stamp: 4:31:14)**

**Motion to Approve by:** Trustee Pimentel

**Second by:** Trustee Petrides

**Action:** It was moved that the District declare a holiday and celebrate Juneteenth on Monday, June 28, 2021 and on June 19 in future years. The motion was approved unanimously, with all Trustees voting Aye.

**Summary of Discussion:** Chancellor Claire said President Biden signed into law the Juneteenth National Independence Day Holiday. He said the District has consulted with County Counsel and is bringing this to the Board for official consideration.

Trustee Goodman said this is an opportunity to continue working toward educating about the Juneteenth National Independence Day Holiday. He proposed that the District adopt the holiday and acknowledge it this year on Monday, June 28<sup>th</sup>. The Board agreed to amend the motion to acknowledge the Juneteenth National Independence Day holiday this year on Monday, June 28<sup>th</sup>, 2021. In future years, Juneteenth National Independence Day holidays will be permanently acknowledged on the academic calendar on June 19<sup>th</sup>.

**Public Comment:**

- Dr. Jeremiah Sims read a letter he wrote to the Board of Trustees in support of the Juneteenth National Independence Day Holiday.

## INFORMATIONAL ITEMS

### District Strategic Plan Update – Revised Goals and Strategies (21-06-07C)

*(Time Stamp: 4:43:22)*

**Summary of Discussion:** Vice Chancellor McVean shared the revised District Strategic Plan Goals and Districtwide Strategies that included feedback and comments received from trustees, members of the steering committee, and representatives of college Academic Senates. He noted that the revised version includes two additional strategies that were added to the overall Districtwide strategies—one to address SMCCCD’s enrollment decline with Free Community College as a key strategy, and another to communicate to the District and the public regarding enrollment and student metrics. He noted revisions to specific strategic goals, including a strategy under Strategic Goal #2 on increasing outreach and recruitment to San Mateo County high school partners. The goal of this strategy is to make SMCCCD the school of choice for high school graduates in our county. A strategy was also added in Strategic Goal #3 to ensure that instruction is delivered in multiple modalities, including in-person, hybrid and hyflex. He noted that two strategies were recommended to be removed for this iteration of the District Strategic Plan—one to support and expand International Student Programs and two to remove the focus on generating alternative revenue resources. Vice Chancellor McVean noted that removing the strategy from the Strategic Plan does not mean the District is not supporting the International Student Program. The District will shift strategy from generating alternative revenue resources to ensuring strong fiscal stewardship and efficient utilization of taxpayer resources and developing and supporting legislation and Board policies that allow for greater flexibility and control over the use of District resources. Vice Chancellor McVean noted a revision under Strategic Goal #4 of establishing Community, Continuing and Corporate Education to be a net revenue generating program without infringing on established credit-based academic programs. He also noted concerns received that included how the District will maintain fiscal stability of Free Community College program beyond the proposed one-time budget allocation and meet the on-going needs of the program while balancing demands and needs of other district enterprise initiatives (e.g., in-house athletic club).

District Academic Senate President Jeremy Wallace noted concerns raised by Academic Senate representatives about the financial impact of a district-run SMAC. The concern is regarding how the academic programs might be impacted if district-run SMAC is expected to be in the deficit with no other revenue generating initiative making up for the windfall. Also, he noted that two of the three college Academic Senates had passed resolutions in support of college International Student Programs (ISP). He noted the District Academic Senate supports international education and would like the Board to support the international program in some way.

Trustee Petrides noted that her intent for international education and athletic club is to shift the focus of the two initiatives from revenue generating initiatives to student-centered initiatives. For SMAC, the intent is to bring the initiative in-house to serve the students first, then faculty and staff and then the community.

President Nuris noted that his comments are aligned with District Academic Senate President Wallace. He believes enterprise initiatives functions enhance our District functions. He noted his concern about the message the District would send if international education did not remain as a strategy on the Strategic Plan. He also noted that SMAC has been serving students and faculty and it would not be a true statement to say that students and faculty have not been served adequately before. He noted that adjustments may be needed, but we should not toss the initiative.

Vice President Holober noted that during the planning of the last Strategic Plan, Goal #4 was added and adopted toward the end of the process. He noted that the Strategic Plan creates the marching orders for various initiatives and the current revision reflects the values of this Board. He noted that emphasizing the programs in the Strategic Plan gave those programs disproportionate value and some of the initiatives were not necessarily consistent with SMCCCD values and educational mission. He also noted that he has not seen the metrics that measure how well we did for the last Strategic Plan and hopes to see those soon. He noted that the source of our good financial standing has been our basic aid status and we should focus on protecting that status as part of Strategic Goal #4. He noted that lifelong learning is an aspect of Community, Continuing Education and should not be struck out of the text of that related strategy.

Vice Chancellor McVean expressed appreciation to the Board for their comments and feedback on the Strategic Plan and noted the non-strike on lifelong learning for Community and Continuing Education.

Trustee Goodman noted that the Strategic Plan was developed over many months, with collaboration of trustee and college representatives and where each strategy has been vetted. He asked for clarification regarding whether seeking revenue streams to support our academic programs would continue if that strategy was removed from the Strategic Plan.

Vice Chancellor McVean responded that the District would continue to seek revenue-generating streams to maintain the resources needed to implement the Strategic Plan. He noted that there are strategies that remain in the Strategic Plan that focus on fundraising and philanthropic efforts for the foundation as well as leveraging other sources of funding. He noted that the removal of the strategy removes the intense focus on the program as a primary source of revenue, and also does not dictate an operational model for the athletic club.

President Nuris noted the inconsistency between an educational institution with a third-party professional organization that runs an athletics club as a profit generating entity vs an educational institutional that runs the athletic club in-house as a generating revenue.

Trustee Goodman noted that having a person from the industry run an athletic club is leaner than having an organization run it. This person and all staff hired under the athletic club would be on our payroll. He noted that this would avoid the overhead cost of hiring an organization to run the athletic club. He noted that he looks forward to having a robust conversation where the Board can find a point between running the athletic club completely in-house and having an organization run it.

President Nuris noted that it may not be necessary to remove the strategy from the Strategic Plan. He noted that the strategy may not be one of the top ones, but as good stewards we should show that we believe in raising money for our program and advances education.

District Academic Senate President Wallace noted that the Board should make clear of its support for International Education and extra revenue. He noted that the removing the strategy from the Strategic Plan was interpreted as the Board is no longer in support of International Education.

Trustee Goodman noted his agreement with District Academic Senate President Wallace and noted

the months of collaborative work involved in developing the strategies for the Strategic Plan that intentionally included International Education should not be changed based on comments received from a Board meeting. Trustee Goodman noted his support for inclusion of International Education in the Strategic Plan as a strong message of support to our faculty and students.

Vice President Holober suggested revising language of the strategy for International Students Program to “stabilize” instead “expand” the program to provide global education.

Trustee Goodman noted his support for keeping the strategy for International Students Program with appropriate wording to show the Board’s support and importance of the program.

Trustee Pimentel thanked Vice Chancellor McVean for his efforts to incorporate everyone’s suggestions and comments into the Strategic Plan. He noted the purpose of a Strategic Plan is to provide direction to those who are trying to implement programs or devise strategies. He noted the value and benefit of the International Student Program to our community for programmatic, social and global awareness reasons. He noted his purpose of the Strategic Plan is to provide guidance and emphasis to staff to prioritize programs serving San Mateo County residents who are first generation college students trying to better their lives through community college services. He noted a similar rationale for removing generating revenue as a strategy. He noted that he intended for the Strategic Plan to reflect our core mission as a community college to serve the people of San Mateo County, particularly as a basic aid district. He also noted regarding stewardship of public funds that his intent was to include efficient with responsible stewards. He noted that this might mean for the Board to make the hard decisions regarding not able to do X in order to support program Y. He noted that a strategic plan should provide emphasis and direction rather than a complete list of all we could do.

Trustee Petrides agreed that the Strategic Plan is a matter of emphasis and should help students who are part of our core mission—our first-generation students and Dreamers. She also would support and advocate an education for our students that creates global citizens and creating a diverse and rich educational culture for all students in the district.

President Nuris noted that education has come a long way in the last 40 years. He noted that food insecurity, housing and transportation for students were not the emphasis, but they are now. It is important for the District to bring more money into the district to support the needs and goals of the District. He noted that rather than being limited by our budget to only support program X instead of Y, we should find additional resources that will allow both program X and Y to be supported. He also noted that many of the revenue generating initiatives support themselves, do not cost additional money, do not have a negative impact on our budget. He noted to keep the language in the Strategic Plan regarding additional revenue and resources for the District.

Vice Chancellor McVean suggested a non-strike to the strategy of supporting alternative revenue sources to support student success. He noted that this strategy would be aligned to the District’s philanthropic development and grant management. He noted a non-strike to the strategy for International Student Program and revising the language to be supporting and stabilizing the International Student Program. He also noted the non-strike on the lifelong learner for Community and Continuing Education.

Vice Chancellor McVean noted the suggestions and will bring back a final read of the Strategic Plan for adoption.

***Public Comment:*** None.

**Board Retreat Planning (21-06-08C)**

[\(Time Stamp: 5:30:32\)](#)

**Summary of Discussion:** Chancellor Claire provided an outline of the retreat topics and schedule to include a discussion of Board operations, discussion of Board goals and conducting of Board self-evaluation. He noted that former state chancellor Brice Harris would be the facilitator.

The Trustees agreed to use the survey instrument from Dr. Harris for their self-evaluation, and to discuss at a future time the concept of a 360 evaluation of the Board.

**Public Comment:** None.

**Third Quarter Report of Auxiliary Operations, 2020-21 (21-06-10C)**

[\(Time Stamp: 5:52:31\)](#)

**Summary of Discussion:** President Nuris acknowledged receipt of the report.

**Public Comment:** None.

**District Financial Summary for the Quarter Ending March 31, 2020 (21-06-11C)**

[\(Time Stamp: 5:53:15\)](#)

**Summary of Discussion:** President Nuris acknowledged receipt of the report.

**Public Comment:** None.

**Information Report on Electric Vehicle Charging Stations (21-06-12C)**

[\(Time Stamp: 5:53:47\)](#)

**Summary of Discussion:** Trustee Goodman asked about scheduled maintenance of older charging stations. Joe Fullerton, Sustainability Manager, stated the District has a plan for maintaining and upgrading and replacing older stations as they reach the end of their useful life.

**Public Comment:** None.

**COMMUNICATIONS**

[\(Time Stamp: 5:58:56\)](#)

Chancellor Claire noted that the Board had received two communications from members of the public – the first relating to the future of SMAC and the second relating to re-opening plan – and he had followed up with those individuals.

**STATEMENTS FROM BOARD MEMBERS**

[\(Time Stamp: 5:59:37\)](#)

**President Nuris:** No comments.

**Vice President Holober:** In an effort to run more efficient meetings, Trustee Holober suggested setting a time of adjournment of meetings.

**Trustee Goodman:** Asked that the resolution read by student Charlotte Mally and letter read by Jeramiah

Sims be included in the record.

**Trustee Petrides:** Agreed with Trustee Holober's suggestion regarding setting meeting adjournment time.

**Trustee Pimentel:** Agreed with Trustee Holober's suggestion regarding setting meeting adjournment time. Asked for student housing discussion to be agendaized at a future meeting.

**Student Trustee Garcia:** No comments.

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

**RECONVENE TO CLOSED SESSION**

The Board recessed to Closed Session at 11:08 p.m.

**RECONVENE TO OPEN SESSION**

[\(Time Stamp: 6:45:33\)](#)

The Board reconvened to Open Session at 11:49 p.m.

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

President Nuris announced that the Board voted unanimously to terminate the employment of a classified employee in the position of Interim Director of Public Affairs.

**ADJOURNMENT**

The meeting adjourned by consent at 11:50 p.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Special Closed Session Meeting of the Board of Trustees  
San Mateo County Community College District  
June 29, 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 6:03 p.m.

Board Members Present: President Thomas A. Nuris, Vice President Richard Holober (not present at roll call–joined meeting in progress), Trustee Maurice Goodman (not present at roll call–joined meeting in progress), 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: Employee Discipline, Dismissal, Release.

**STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY**

None.

**RECESS TO CLOSED SESSION**

The Board recessed to closed session at 6:03 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 6:45 p.m.

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

*(Time Stamp: 41:43)*

President Nuris announced that in closed session the Board vote to non-renew all contracts scheduled to end on June 30, 2022 for the following executive positions: Provost – International Education; Vice Chancellor - Auxiliary Services and Enterprise Operations; Vice Chancellor, Chief of Staff; Vice Chancellor – Educational Services and Planning; and Vice Chancellor – Facilities. For the following positions, there was unanimous votes for Provost – International Education; Vice Chancellor - Chief of Staff; Vice Chancellor – Educational Services and Planning; and Vice Chancellor – Facilities, by the entire Board with all voting in favor of the motion. With the motion for Vice Chancellor - Auxiliary Services and Enterprise Operations, Trustees Goodman and Holober recused themselves prior to the motion being made and did not participate in the meeting going forward. Trustees Nuris, Petrides and Pimentel voted in favor of the motion for that position.

President Nuris also announced that the Board directed the Chancellor to provide the appropriate notices regarding the actions taken. He further explained that the Chancellor and Board expect to work diligently to adopt a revised organizational structure which applies to these positions and to adopt related agreements consistent with the new structure in the months to come.

**ADJOURNMENT**

The meeting adjourned by consent at 6:47 p.m.

Submitted by  
Michael Claire, Secretary

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
July 14, 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 5:04 p.m.**

Board Members Present: President Thomas A. Nuris, Vice President Richard Holober, Trustee Maurice Goodman (not present at roll call–joined meeting in progress), 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 Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two cases, (2) Hold Conference with Labor Negotiator for Employee Organizations: AFSCME, AFT, CSEA and Unrepresented Employees, (3) Consider Liability Claims pursuant to Gov. Code § 54956.95 – Workers’ Compensation Claim: One Case, and (4) Consider Employee Discipline, Dismissal, Release.

**STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY**

None.

**RECESS TO CLOSED SESSION**

The Board recessed to closed session at 5:06 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 6:05 p.m.

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

Others Present: Chancellor Michael Claire, Chief Financial Officer Bernata Slater; Skyline College President Melissa Moreno, College of San Mateo President Taylor-Mendoza, Cañada College Acting President Manuel Perez, District Academic Senate President Kate Williams Browne

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

*[\(Time Stamp: 59:59\)](#)*

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

**DISCUSSION OF THE ORDER OF THE AGENDA**

*[\(Time Stamp: 1:01:32\)](#)*

There were no changes to the order of the agenda.

## **STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

*(Time Stamp: 1:01:47)*

- Chancellor Claire welcomed Kate Browne to her new role as District Academic Senate President and Dr. Jennifer Taylor-Mendoza as College of San Mateo President.
- Jennifer Carson commented on campus re-openings and offering more in-person courses in the fall semester.
- Lucia Lachmayr read a statement from an adjunct faculty member regarding cancellation of low-enrolled, online courses for fall semester.
- David Lau read a statement from an adjunct faculty member regarding cancellation of low-enrolled, online courses for fall semester.
- Evan Kaiser spoke about cancelling low-enrolled ESL courses for fall semester.
- Marianne Kaletsky spoke about the impact of cancelling low-enrolled, online courses for the fall semester on students and adjunct faculty.
- Shannon Hoang spoke about the impact cancelling online classes in fall semester would have on her as a student.
- Kolo Wamba read a statement from an adjunct faculty member regarding cancellation of low-enrolled, online courses for fall semester.
- Nicholas Marin spoke about the impact cancelling online classes in fall semester would have on him as a student.
- Eric Brenner read a statement from an adjunct faculty member regarding cancellation of low-enrolled, online courses for fall semester.
- Rika Yonemura-Fabian read a statement from an adjunct faculty member regarding cancellation of low-enrolled, online courses for fall semester.
- Kassidy Corbin spoke about the impact cancelling online classes in fall semester would have on her as a student.
- Kristina Brower spoke about the impact of cancelling low-enrolled, online courses for fall semester.

## **NEW BUSINESS**

### **Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (21-07-01A)**

*(Time Stamp: 1:43:52)*

***Motion to Approve by:*** Vice President Holober

***Second by:*** Trustee Pimentel

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

***Summary of Discussion:*** None.

***Public Comment:*** None.

## NEW BUSINESS: Other Recommendations

### **Approval of District Equal Employment Opportunity Plan (21-07-101B)**

*(Time Stamp: 1:44:36)*

***Motion to Approve by:*** Vice President Holober

***Second by:*** Trustee Pimentel

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

***Summary of Discussion:*** Trustee Pimentel asked about the flexibility the District has in setting goals under this plan. Human Resources Director David Feune responded that the goals of the plan are worked through the District EEO Committee.

***Public Comment:*** None.

## STUDY SESSION

### **Marketing and Outreach Operations Update and Discussion (21-07-01C)**

*(Time Stamp: 1:50:25)*

***Summary of Discussion:*** Vice Chancellor and Chief of Staff Mitchell Bailey contextualized the presentation as a tool in the District's and colleges' toolbox in addressing declining enrollment and community engagement, but reminded all that it was not the only tool. He also acknowledged the amount of coordination, cooperation and collaboration between the three colleges on marketing, communication, community relations and recruitment efforts. Mr. Bailey introduced the team of presenters which included Megan Rodriguez Antone, Director of Community Relations and Marketing at Cañada College; Dave McLain, Acting Director of Community Relations and Marketing at CSM; and Connor Fitzpatrick, Communications Manager at Skyline College.

Ms. Rodriguez Antone, Mr. McLain and Mr. Fitzpatrick provided the Board with an overview and responsibilities of the campus marketing offices, a summary of the website re-designs and new builds as a result of COVID-19 operations, highlights of the Here for You Districtwide/countywide marketing campaigns – rounds one and two – along with a preview of the third installment of the campaign currently underway. This new campaign, which is designed to stem enrollment declines and to outreach to underrepresented communities, includes focused efforts for English as a Second Language households, the Promise Scholars Program, general enrollment and workforce and career education programs for in-demand sectors. The team also provided an overview of the colleges' community outreach to high schools and other organizations.

Trustee Pimentel thanked the team for their continued efforts, particularly during the challenging time of the pandemic. Acknowledging that things seem to be working well, he asked for suggestions or ideas about how the District could do better or get to the next level. Mr. Bailey suggested that the teams are working to create an institutionalized cycle rather than chase one and that efforts to enhance efforts in areas such as social media, among others, would likely require additional staffing and funding resources. Chancellor Claire noted that the District needs to develop a strategic marketing plan to identify key areas of focus and needed resources.

In responding to a question from Trustee Pimentel regarding high school outreach, the college recruiters each noted that their teams' presence at high schools depended on the respective schools, but generally teams were on-site on at least a weekly basis if not more frequently.

Trustee Petrides stated that she was curious about how the marketing plan aligns and supports the District strategic plan. She also referenced social media activities and noted the opportunity to leverage informal resources and local sourcing of content such as that from students.

The college presidents acknowledged the work of their teams and agreed that moving to the next level was a priority. They noted the need for internal and external communications plans, a need to expand efforts to be deeper and broader in connecting to focused populations within the county to ensure that prospective students can connect on a personal level with current students who have shared life experiences.

President Nuris thanked the team for their presentation and explained that this was a priority topic for the Board and suggested that a strategic marketing plan be developed and resources outlined and brought back to the Board at a future meeting.

### **Career Education Programming Update and Discussion (21-07-02C)**

**(Time Stamp: 2:36:55)**

***Summary of Discussion:*** Vice Chancellor Tom Bauer introduced the Workforce Development team: Tammy Robinson, Vice President of Instruction at Cañada College, Julian Branch, Director of Workforce Development at Cañada College, Alex Kramer, Director of Workforce Development at College of San Mateo, Andrea Vizenor, Dean of Strategic Partnership and Workforce Development at Skyline College and Jonathan Bissell, Executive Director of Community, Continuing and Corporate Education.

Dr. Branch defined Career Education as a group of programs that provide students with hands-on training while building comprehensive skill sets necessary for in-demand jobs. He noted there are 71 different Career Education programs across the District that serve over 21,000 students and award over 1,500 degrees and certificates. Dr. Vizenor discussed the development of Career Education programs which are created and led by experienced faculty members familiar with the industry. The curriculum they design prepares students for careers in critical workforce sectors throughout the county. Faculty and Workforce Development leaders at all three campuses collaborate and utilize labor market data trends and industry expertise to ensure that students have the necessary skills to enter in-demand careers and earn livable wages.

Mr. Kramer introduced different types of Career Education programs that offer pathways to meeting long-term, short-term and immediate career goals. Dr. Branch, Mr. Kramer and Dr. Vizenor provided the Board with a summary of how different workforce programs are distributed across the District and gave examples of a few noteworthy programs at each college. In closing, they discussed next steps and opportunities to expand Workforce Development to make a larger impact.

Trustee Holober asked a question about the discrepancy between enrollment headcounts and certificates awarded in some of the programs. Mr. Kramer noted that some classes may be included within other program disciplines which may not pertain to that particular certificate. Dr. Vizenor added that students have different goals and pathways and may take a class but decline to get a certificate. Trustee Petrides asked how they could use the data to determine the success rate for each certificate program. President Nuris summarized that the data is there to provide statistical information and not necessarily to show a measurement of success.

Trustee Petrides asked if there was coordination between the three college campuses in determining class offerings. Dr. Robinson and others responded that the three colleges were able to collaborate during the pandemic to avoid overlap or competition in courses.

Trustee Holober noted he would be in favor of granting certificates automatically after all necessary courses are completed rather than have students go through the petition process. Trustee Petrides stated she agreed with Trustee Holober and wanted to reiterate the importance of removing barriers for students and also providing them with information on how to best utilize their certificates once received.

Trustee Pimentel asked how many students received jobs upon completion of their program and how many kept their jobs. Mr. Kramer responded that based on available statistics at the College of San Mateo, over 70% of students obtained a job related to their field of study and over 80% of students found a job after completion of their program.

Trustee Goodman asked for employment statistics for not-for-credit programs. Mr. Bissell noted that a lot of these programs are new and their outcomes are currently being tracked. He will provide additional information to the Board once it is available.

Trustee Petrides asked if there was data available on achievement rates for women and minorities and if there were existing grants or initiatives in those areas. Dr. Branch answered that they have been intentional in the development of their Career Education programs and offer a number of programs specifically targeted to minorities. Mr. Kramer noted he could share additional statistics with the Board on these issues.

Trustee Pimentel stated he would be interested in seeing an actual headcount of students placed in jobs or solutions as to how these could be tracked. President Nuris thanked the presenters for providing an excellent, in-depth presentation to the Board in an efficient and timely manner. Trustee Petrides requested information on how Career Education programs use Open Educational Resources and how student costs for materials are addressed.

**Public Comment:** None.

## INFORMATIONAL ITEMS

### **Review of Draft Interim Board Policy Regarding COVID-19 Vaccination Requirement (21-07-03C)**

**(Time Stamp: 3:54:54)**

**Summary of Discussion:** There were no additional edits from the Board and President Nuris recommended that the Chancellor finalize the policy and bring it back for Board action at the next meeting.

**Public Comment:** None.

### **Update on District Fall 2021 Return to In-Person Work Preparations (21-07-04C)**

**(Time Stamp: 5:30:32)**

**Summary of Discussion:** Chancellor Claire invited Michele Rudovsky, Director of Facilities Operations and Maintenance, to provide an update on the District's air handling and ventilation systems. Ms. Rudovsky noted that currently all buildings can be used and meet Cal/OSHA criteria. She explained that the current goals are to (1) maximize outside air, (2) improve air filtration, (3) improve air movement, and (4) instill confidence. Ms. Rudovsky noted that all building HVAC systems are different and some have central heating and cooling systems, while others have natural ventilation systems. She explained that the facilities team continuously monitors ventilation controls across the District.

Ms. Rudovsky offered that COVID-19 ventilation response to date has included enhancing airflow and ventilation to spaces on campuses, and where achievable, increased outside air, improved filtration and inspected and confirmed functional all restroom exhaust fans. She explained that ongoing efforts include staying abreast of current requirements, completing an analysis to establish ventilation requirements for all spaces, purchasing portable HEPA air cleaners and identifying and funding capital projects that improve HVAC systems where needed.

Chancellor Claire noted that the District continues to follow data and science to respond to the pandemic and will continue to do so in guiding the District to a return to in-person work.

Trustee Pimentel complemented the team on a thorough presentation and noted that it leaves him with a lot of confidence in the District's systems. He noted that the technology referenced in the presentation was best in class.

***Public Comment:***

- Linda Allen expressed concerns about a need for communication about physical space accommodations, particularly with classified staff.

**COMMUNICATIONS**

*(Time Stamp: 4:33:10)*

Chancellor Claire noted that one communication had been received regarding return to in-person classes and he would be responding for the Board.

**STATEMENTS FROM BOARD MEMBERS**

There were no comments from Board members.

President Nuris announced that the next meeting of the Board of Trustees would be a regular meeting on July 28, 2021.

**RECONVENE TO CLOSED SESSION**

The Board recessed to Closed Session at 9:39 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 11:01 p.m.

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

President Nuris announced that the Board took no reportable actions in Closed Session.

**ADJOURNMENT**

The meeting adjourned by consent at 11:02 p.m.

Submitted by  
Michael Claire, Secretary

**BOARD REPORT NO. 21-07-05C**

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: DISCUSSION OF RECENT FEDERAL COURT RULING DECLARING  
DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA) UNLAWFUL AND  
SUSPENDING APPLICATIONS**

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 recent federal court ruling that found the Deferred Action for Childhood Arrivals (DACA) program unlawful and suspended applications to the program. A *New York Times* article discussing the ruling is attached to this report for further context.

## *Judge Rules DACA Is Unlawful and Suspends Applications*

The judge said President Barack Obama exceeded his authority when he created the program, but for now people protected under it will retain the ability to stay and work in the United States.



By Miriam Jordan

Published July 16, 2021 Updated July 19, 2021

A federal judge in Texas on Friday ruled unlawful a program that has shielded hundreds of thousands of undocumented young adults from deportation, throwing into question yet again the fate of immigrants known as Dreamers.

The judge, Andrew S. Hanen of the United States District Court in Houston, said President Barack Obama exceeded his authority when he created the program, Deferred Action for Childhood Arrivals, by executive action in 2012.

But the judge wrote that current program recipients would not be immediately affected, and that the federal government should not “take any immigration, deportation or criminal action” against them that it “would not otherwise take.”

The Department of Homeland Security may continue to accept new applications but is temporarily prohibited from approving them, the judge ruled. Immigrants currently enrolled in the program, most of whom were brought to the United States as children, will for now retain the ability to stay and work in the country, though those protections could evaporate if the government is unable to rectify a series of legal shortcomings.

Judge Hanen, who was appointed by President George W. Bush, ruled that the creation of the program violated the Administrative Procedure Act, in part because comment from the general public was never sought. “D.H.S. failed to engage in the statutorily mandated process,” he wrote, “so DACA never gained status as a legally binding policy that could impose duties or obligations.”

The Biden administration is expected to appeal the ruling, and unless Congress steps in with a legislative remedy, the ultimate legality of DACA is almost certain to be decided by the Supreme Court.

Since its inception, DACA has enabled more than 800,000 immigrants who were brought illegally to the United States or fell into unlawful status when they were children to remain in the country and secure work authorization.

A backlog of new and renewal applications had accumulated because the coronavirus pandemic hampered government processing of immigration cases.

“I was working through the pandemic and going through this process for years,” said William Cabeza Castillo, 32, a DACA recipient in New York who was brought to the United States when he was 3. “This makes me feel like a second-class citizen.”

Mr. Cabeza Castillo, who worked as a health aide at a hospital, is currently on unpaid leave because his renewal — required every two years — has not been processed and his protected status, which he had since 2014, expired on June 20.

Knowing that Friday’s ruling did not impede renewals was still not reassuring, he said. “It’s a lot of uncertainty. I’m frustrated by the whole system.”

President Biden moved to strengthen the DACA program on his first day in office, and in the absence of comprehensive immigration reform, the idea of extending a path to citizenship to the young immigrants who have enrolled has attracted bipartisan public support.

But the court ruling in Texas has introduced a new complication for the hundreds of thousands of people who have been able to build families, buy homes and work at jobs in the United States without fear of deportation. The ruling also represents a significant new challenge for Mr. Biden as he attempts to build support in Congress for his ambitious plan to allow up to 10 million other immigrants to live in the country legally.

Advocates have been urging Democrats to use the budget reconciliation process to provide expedited citizenship to Dreamers, and that pressure is likely to mount.

“Unless Congress acts for the Dreamers, DACA is likely to be entangled in litigation and legal doubt for a while,” said Michael Kagan, director of the immigration clinic at the University of Nevada, Las Vegas. “And there’s no reason to think Congress will act quickly or easily.”

He added, “Unfortunately, Dreamers may have to live with some level of doubt and anxiety for the foreseeable future.”

Lawyers from the Mexican American Legal Defense and Educational Fund had urged the judge to refrain altogether from ruling, citing Mr. Biden's directive to the Department of Homeland Security to create rules to fortify the program, and legislation introduced recently in Congress that would put Dreamers on a path to citizenship.

"The decision does not reflect new developments in the law, including from the Supreme Court and therefore presents many grounds for successful appeal," said Thomas A. Saenz, president and general counsel of the legal defense fund.

"The most important thing is, current recipients are protected," he said.

Texas led the effort to terminate the program, and was joined by Alabama, Arkansas, Kansas, Louisiana, Mississippi, Nebraska, South Carolina and West Virginia. Officials in those states had argued that the program was improperly adopted and left them with the burden of paying for education, health care and other benefits for immigrants who remained in the country under DACA's protections.

In his 77-page opinion, Judge Hanen said that Congress had reserved the broad authority to regulate immigration, and that it had declined several times to give legal status to a group like the Dreamers.

"The executive branch cannot just enact its own legislative policy when it disagrees with Congress's choice to reject proposed legislation," the judge wrote. "Congress has not given D.H.S. the power to enact DACA."

Currently, about 650,000 immigrants are enrolled in the program. Among them are some 200,000 frontline workers who have performed essential jobs in health care, agriculture, food processing and education during the pandemic.

President Donald J. Trump announced a cancellation of the program in 2017 but several federal court rulings barred him from completely terminating it. Recipients were allowed to renew their DACA enrollment even though new applications were not accepted.

With the embattled program's future still up in the air, Texas and the other states filed a lawsuit in 2018 that called for the program's "immediate" rescission. Judge Hanen declined to issue a preliminary injunction, saying that the "egg had already been scrambled" and that "to try to put it back in the shell" did not serve the best interests of the country.

He warned, however, that the states were likely to "prevail on the merits of their argument that DACA was unlawful."

In June 2020, the Supreme Court ruled against the Trump administration's decision to terminate the program, deeming its rescission "arbitrary and capricious." But the court did not rule on whether the program had been legally adopted.



When the Trump administration challenged the DACA program in 2017, supporters in New York marched from Columbus Circle to near Trump Tower. Hiroko Masuike/The New York Times

In December, the administration was ordered by a federal judge in New York to begin accepting applications for new DACA applicants, opening the door for thousands of people who had been shut out while such applications had been suspended.

But the case in Texas continued to wind its way through the court.

"We knew there was still a threat out there. So we said, please, please apply," recalled Julie Mitchell, managing attorney at the Central American Resource Center, a legal-aid organization in Los Angeles that has helped thousands of students file applications.

To qualify for DACA, applicants must have entered the United States before age 16, lived in the country continuously since June 2007, finished high school or enlisted in the military, and have a clean criminal record.

Sarahi Magallanez, a psychology student in Los Angeles, is among thousands of young immigrants still waiting for the approval of new applications.

On hearing the news, she cried: “Oh, no. No. No. This is just really bad.”

Ms. Magallanez said she had received a notification from U.S. Citizenship and Immigration Services on Tuesday that her application had been received and was being processed.

“I was banking on this to start my career,” she said, breaking into tears. “Now there is a chance I can’t. DACA is not safe, and we are at the mercy of whoever is in power.”

There is broad support in the American public for allowing Dreamers to remain in the country. In a Pew survey conducted last year, about three-quarters of respondents, including majorities of Democrats and Republicans, favored extending them a pathway to permanent legal status.

When Mr. Obama rolled out the program, it was intended as a temporary measure in the absence of more comprehensive immigration legislation, which Congress has been unable to pass over the past two decades.

New proposals have already drawn stiff opposition from Republicans, who have resisted offering legal status to hundreds of thousands of immigrants while there are large numbers of unauthorized migrants crossing the southwestern border.

About 250,000 U.S.-born children have at least one parent who is enrolled in DACA, and about 1.5 million people in the United States live with a beneficiary of the program.

**Correction: July 19, 2021**

*An earlier version of this article misidentified the method President Barack Obama used to create DACA. He did so through an executive action, not an executive order. Because of an editing error, the article also described incorrectly how current DACA recipients are affected by a court ruling. The judge allowed renewals to proceed; he did not say they could temporarily not be approved.*

Miriam Jordan is a national correspondent who reports on the impact of immigration on the society, culture and economy of the United States. Before joining The Times, she covered immigration at the Wall Street Journal and was a correspondent in Brazil, India, Hong Kong and Israel. @mirjordan

A version of this article appears in print on , Section A, Page 15 of the New York edition with the headline: Judge in Texas Clouds the Future of ‘Dreamers’

**BOARD REPORT NO. 21-07-02A**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: 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**

**Cañada College**

**Kim Lopez** Interim College President Office of the President

Reassigned from Vice President of Student Services (Grade AB of the Management Salary Schedule 20; Salary Range: \$180,804 - \$232,260) into this interim administrative assignment (Grade EC of the Executive Salary Schedule 10; Salary Range: \$249,912 - \$311,088), effective August 2, 2021, replacing Jamillah Moore who resigned.

**District Office**

**Micaela Ochoa** Executive Vice Chancellor Chancellor's Office

Reassigned from Vice President of Administrative Services (Grade AB of the Management Salary Schedule 20; Salary Range: \$180,804 - \$232,260) into this administrative assignment (Grade EC of the Executive Salary Schedule; Salary Range: \$249,912 - \$311,088), effective August 2, 2021. This is a vacant position.

**B. PUBLIC EMPLOYMENT**

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

**Cañada College**

**Alessandro Riva\*** Web Programmer Analyst Office of the President

New full-time, 12-month classified employment (Grade 37 of the Classified Salary Schedule 60; Salary Range: \$87,612 - \$112,152), effective August 24, 2021, replacing Michael Ryan who resigned.

**College of San Mateo**

**Liliana Ceja\*** Office Assistant II Counseling

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248), effective July 29, 2021, replacing Karen Rose Naval who was reassigned.

**Skyline College**

**Christopher Collins** Distance Education Coordinator (NP) Academic Support and Learning Technologies

New Contract I status academic employment, effective August 16, 2021. This position was previously Board approved on April 28, 2021.

**Lynsey Hemstreet** Cosmetology Instructor Business, Education and Professional Program

New Contract I status academic employment, effective August 16, 2021. This position was previously Board approved on March 24, 2021.

**Elizabeth Llamas\*** Personal Counselor (NP) Counseling

New Contract I status academic employment, effective August 16, 2021. This position was previously Board approved on May 12, 2021.

**2. Re-Employment**

None

**C. REASSIGNMENT THROUGH THE HIRING PROCESS**

None

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

**Araceli Arias Cuevas** Office Assistant II (Middle College) Strategic Partnerships & Workforce Development

Transferred from a part-time (48%) Office Assistant II (Grant Funded) (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248) at Cañada College into this full-time 12-month position at Skyline College at the same grade of the same salary schedule, effective August 1, 2021, replacing Jazmin Milton who resigned.

**E. CHANGES IN STAFF ALLOCATION**

**District Office**

Recommend creation of a new classified supervisory exempt classification titled, “Director of Community Fitness” at Grade 193E (Salary Range: \$135,240 - \$171,324) of the Academic-Classified Exempt Supervisory Salary Schedule (35), effective July 29, 2021. In addition, recommend a change in staff allocation to add one full-time, 12-month Director of Community Fitness position, effective July 29, 2021. This is a temporary position through June 30, 2022.

**F. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE**

**College of San Mateo**

**Diego Fernandez Fernandez** Instructional Aide II Creative Arts/Social Science

Personal leave of absence without pay with benefits, effective July 21, 2021 through August 23, 2021.

**Skyline College**

**Amal Aloudi** Cosmetology Aide Business, Education and Professional Programs

Personal leave of absence without pay with benefits, effective August 1, 2021 through May 31, 2022.

**H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**

**1. Retirement**

**2. Post-Retirement**

None

**3. Resignation**

**College of San Mateo**

**Alex Weeks** Instructional Aide II Kinesiology/Athletics/Dance

Resignation effective July 30, 2021, with 4 years of District service.

**I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS**

None

**J. PROFESSIONAL EXPERT/CONTRACT POSITIONS**

None

**K. SHORT-TERM, NON-CONTINUING POSITIONS**

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
College of San Mateo	Counseling / Disability Resource Center	1	08/17/2021	12/17/2021	<b>Instructional Aide II:</b> This position will assist with alternate media production for 508/ADA compliance. CSM DRC is currently supporting a fulltime CSM student who is blind which requires a tremendous amount of preparation to ensure all materials are accessible. The person we would like to hire for this position has already been fully trained and can step in to fill this need. The training is complex so this would help out tremendously. Requesting Manager: Krystal Duncan
District Office	Human Resources	1	08/01/2021	10/31/2021	<b>Human Resources Representative:</b> This position will assist on an as-needed basis with employee return to in-person work processes. Requesting Manager: David Feune
Skyline College	Social Science / Creative Arts	1	08/01/2021	12/31/2021	<b>Laboratory Technician – Art</b> Position includes: (a) demonstration set ups for lab classes, includes mixing and testing of chemicals and safe use of equipment and Materials; (b) Inventories equipment, supplies, and required lab materials to maintain adequate stock; sets up and maintains online tracking of equipment, supply purchases, equipment maintenance, storage, and disposal schedules; equipment check out, lab use, and maintaining inventories and records for art labs. Requesting Manager: John Ulloa
Skyline College	Enrollment Services	1	08/01/2021	10/31/2021	<b>Program Services Coordinator – Degree Audit:</b> A and R is working on a scribing project in conjunction with the District and CRM implementation. We need programs in SOACURR (Banner form: Curriculum Rules) and cleaned up so we can begin the next steps of being able to Audit degrees with the CSU-GE pattern on local degrees in an automated fashion. We estimate this project to be completed a total of 40 hours. Requesting Administrator/Manager: William Minnich

**BOARD REPORT NO. 21-07-01CA**

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

**ANNUAL REVIEW AND APPROVAL OF INSTRUCTIONAL MATERIAL FEES**

San Mateo County Community College District has developed an approval and annual reviewing process for Instructional Material Fees to ensure that the District is in compliance with the California Code of Regulations (§59402) and Board Policy 8.70. The Board Policy states that students may only be required to provide materials that are of continuing value to them outside of the classroom setting.

The Instructional Offices of Cañada College, College of San Mateo and Skyline College have reviewed the proposed instructional material fees for 2021-2022 to ensure compliance with the regulations and Board Policy 8.70. The fees are attached as Exhibits A, B and C respectively for the Board of Trustees to review and approve.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Annual Review of Instructional Material Fees as specified in Exhibits A, B and C.

**Exhibit A**  
**CAÑADA COLLEGE**  
**Instructional Material Fees**  
**2021-22**

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Kinesiology - Varsity Sports:</b>			
VARS	154	Varsity Soccer	\$75.00
<b>Multimedia Art and Technology:</b>			
MART	314	Introduction to Computer Graphics	\$6.00
MART	325	Digital Painting	\$6.00
MART	362	Introduction to Digital Photography	\$6.00
MART	363	Advanced Digital Photography	\$6.00
MART	366	Color Management and Theory	\$4.00
MART	372	Digital Illustration	\$6.00
MART	376	Introduction to Digital Imaging	\$6.00
MART	378	Digital Page Layout	\$6.00
MART	390	Portfolio Creation	\$4.00

**Exhibit B**  
**COLLEGE OF SAN MATEO**  
**Instructional Material Fees**  
**2021-2022**

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Art:</b>			
ART	200	Portfolio Preparation	\$40.00
<b>Cosmetology:</b>			
COSM	758	Advanced Techniques/Photo Shoot	\$35.00
COSM	759	Advanced Techniques/Hair Specialties	\$35.00
<b>Career and Life Planning</b>			
CRER	155	Leadership Study	\$25.00
<b>Digital Media:</b>			
DGME	103	Fundamentals of Two-Dimensional Design	\$10.00
DGME	211	Introduction to Graphic Design	\$10.00
DGME	216	Intermediate Graphic Design	\$10.00
DGME	220	Typography	\$10.00
DGME	230	Production Design for Print and Screen	\$10.00
DGME	250	Internship	\$10.00
<b>Electronics Technology:</b>			
ELEC	111	Introduction to Electronics Fundamentals	\$33.00
ELEC	112	Advanced Electronics Fundamentals	\$33.00
ELEC	441	Sensors and Data Transmission Systems	\$20.00
<b>Fire Technology:</b>			
FIRE	797	Emergency Medical Technician: Basic	\$175.00

**Exhibit C**  
**SKYLINE COLLEGE**  
**Instructional Material Fees**  
**2021-2022**

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Art:</b>			
ART	171	Visual Theory and Practice: B/W Photography	\$18.00
ART	175	Visual Theory and Practice: Ceramic Art	\$10.00
ART	231	Watercolor I	\$10.00
ART	232	Watercolor II	\$10.00
ART	234	Printmaking I	\$15.00
ART	239	Printmaking II: Monotype, Monoprint and Mixed Media	\$15.00
ART	351	Black and White Photography I	\$18.00
ART	352	Black and White Photography II	\$18.00
ART	353	Black and White Photography III	\$18.00
ART	354	Digital Photography I	\$18.00
ART	355	Digital Photography II	\$18.00
ART	401	Three-Dimensional Design	\$12.00
ART	405	Sculpture I	\$10.00
ART	406	Sculpture II	\$15.00
ART	407	Sculpture III: Direct Metal	\$15.00
ART	411	Ceramics I	\$12.50
ART	412	Ceramics II	\$12.50
ART	417	Ceramic Glazing Techniques	\$12.50
ART	418	Ceramics III	\$12.50
ART	430	Introduction to Digital Art	\$15.00
ART	431	Digital Imaging I: Photoshop	\$15.00
ART	432	Digital Imaging II: Advanced Photoshop	\$15.00
ART	435	Digital Illustration	\$15.00
ART	665SA	Fundamentals of Digital Photography	\$18.00
ART	665SJ	Sculpture: Lost Wax Bronze Casting	\$15.00
ART	665SK	Sculpture: Exploration of Figurative Sculpture	\$15.00
ART	665SP	Explorations in Clay	\$12.50

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Digital Media and Design:</b>			
DMAD	431	Digital Imaging I: Photoshop	\$15.00
DMAD	432	Digital Imaging II: Advanced Photoshop	\$15.00
<b>Emergency Medical Care:</b>			
EMC.	400	Emergency Medical Responder	\$12.00
EMC.	425	CPR: Health Care Provider	\$12.00
<b>Engineering:</b>			
ENGR	291	Autonomous Systems Engineering Academy	\$25.00
ENGR	680SA	Autonomous Systems Engineering Academy	\$25.00
<b>Wellness:</b>			
WELL	704	Massage Techniques and Clinical/Spa Experience	\$15.00
WELL	706	Introduction to Reflexology	\$15.00
WELL	707	Foundations of Aromatherapy and Essential Oils	\$15.00
WELL	723	Ayurvedic Aromatherapy	\$15.00

**BOARD REPORT NO. 21-07-02CA**

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

**APPROVAL OF BUDGETARY TRANSFERS FOR THE PERIOD ENDING  
 MAY 31, 2021 AND ADOPTION OF RESOLUTION NO. 21-08 AUTHORIZING  
 BUDGET REVISIONS AND TRANSFERS FOR 2020-21**

Section 58307 of Title 5 Regulations requires that the Board approve all transfers between expenditure classifications made after final adoption of the annual budget. Additionally, District Rules and Regulations Section 8.11 specifies that budgetary transfers will be authorized only when expenditures in certain accounting classifications are in excess of amounts budgeted and when there are amounts in other classifications that will not be required for expenditures in those classifications. The changes to the final adopted budget are submitted to the Board semi-annually.

The 2020-21 final budget (adopted by the Board in September 2020), mid-year changes approved by the Board in February 2021, and the revisions and transfers shown below are summarized as follows:

	<b>2020-21</b>	<b>Transfers</b>	<b>Transfers</b>
	<b><u>Final Budget</u></b>	<b><u>12/31/20</u></b>	<b><u>5/31/21</u></b>
General Fund (Unrestricted)	\$ 231,142,290	\$802,687	\$3,790,592
Self-Insurance Fund	4,915,236	3,948	0
Debt Service Fund	67,601,288	0	0
General Fund (Restricted)	51,781,513	7,447,993	16,028,794
Capital Projects Fund	89,648,892	243,656	5,783,653
Bookstore Fund	6,313,225	0	0
Cafeteria Fund	221,480	0	0
San Mateo Athletic Club	4,636,085	0	0
CCCE	1,380,054	0	0
Child Development Fund	1,163,365	11,000	10,808
Trust Fund (Financial Aid)	17,076,561	2,107,614	7,958,113
Post-Retirement Benefits	<u>7,136,355</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b><u>\$ 483,016,343</u></b>	<b><u>\$10,616,898</u></b>	<b><u>\$33,571,960</u></b>

Detailed budget records are maintained in the District’s Administrative Services Office and serve as support documentation for the summary report information below. This report highlights increases and decreases in major classifications of object accounts for each fund and provides a brief explanation for changes in the fund totals that have occurred since the mid-year budget report.

**Unrestricted General Fund – Fund 1**

Adjust the **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	\$6,905,982
2000	Classified Salaries	1,157,567
3000	Employee Benefits	2,437,310
4000	Materials and Supplies	-999,917
5000	Operating Expenses	-7,173,549
6000	Capital Outlay	-1,793,766
7000	Other Outgo	3,256,965
	Total	<u>\$3,790,592</u>

Adjust the **REVENUE** amounts in the following classifications:

8600	State Revenues	\$-28,544
8800	Local Revenues	3,788,336
8900	Other Sources	30,800
	Total	<u>\$3,790,592</u>

Changes in expenditure budgets are a result of realignments within the site allocations, transfers out, and transfers from Central Services to site allocations.

Changes in revenue budgets are primarily the result of a slight adjustments to state revenues, including lottery, part-time faculty office hours, and the mandated block grant. Changes to local revenue budgets were primarily a result of increases to interest earnings and non-resident tuition fees offset by adjustments to property tax revenues and resident tuition fees. Lastly changes in other sources reflect revenues recognized for surplus sales.

**Restricted General Fund – Fund 3**

Adjust the **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	\$2,927,564
2000	Classified Salaries	987,844
3000	Employee Benefits	720,667
4000	Materials and Supplies	307,874
5000	Operating Expenses	1,050,236
6000	Capital Outlay	246,550
7000	Other Outgo	9,788,059
	Total	<u>\$16,028,794</u>

Adjust the **REVENUE** amounts in the following classifications:

8100	Federal Revenues	\$11,127,807
8600	State Revenues	2,467,652
8800	Local Revenues	835,794
8900	Other Sources	1,597,541
	Total	<u>\$16,028,794</u>

Changes in expenditure budgets are a result of realignments within the specific programs and to align with the revenue changes noted below.

The increase in federal revenues occurred as a result of the receipt of HEERF II Institutional Funds netted against other slight adjustments to a couple of other federal programs. The increase in state revenues are associated with adjustments to various categorical programs such as Strong Workforce, DSPS, Veteran's Resource Centers, Dreamer Resource Liaisons, a grant through Rancho Santiago CCD for Global Trade (Cañada), and the Early Action funds signed by the Governor in this spring. The increase in local revenues are associated with the receipt of The Disaster Relief Emergency SF Aid Grant (all three colleges), a grant from the United Way of the Bay Area (Skyline), a grant for the Skyline College Express Shuttle, and a grant from the San Bruno Community Foundation (Skyline).

#### **Capital Outlay Projects Fund – Fund 4**

Adjust the **EXPENDITURE** amounts in the following classifications:

2000	Classified Salaries	\$87,717
3000	Employee Benefits	1,935
4000	Materials and Supplies	826,520
5000	Operating Expenses	3,284,185
6000	Capital Outlay	1,419,530
7000	Other Outgo	163,766
	Total	<u>\$5,783,653</u>

Adjust the **REVENUE** amounts in the following classifications:

8600	State Revenues	\$4,721,660
8800	Local Revenues	-1,189,296
8900	Other Sources	2,251,289
	Total	<u>\$5,783,653</u>

Changes in the expenditure budgets due to realignment within account classifications for various projects and to align with the revenue changes.

Revenue increased primarily as a result of the State allocation for State Capital Outlay Projects and transfers--in from other funds for various projects. Note that the reduction in local revenues is an accounting entry associated with unrealized losses, which is a GASB entry, and the budget transfer will be reversed.

#### **Child Development Fund – Fund 6**

Adjust the **EXPENDITURE** amounts in the following classifications:

2000	Classified Salaries	\$-210
4000	Materials and Supplies	10,876
5000	Operating Expenses	210
6000	Capital Outlay	-68
	Total	<u>\$10,808</u>

Adjust the **REVENUE** amounts in the following classifications:

8600	State Revenues	\$10,808
	Total	<u>\$10,808</u>

Changes in the expenditure budgets due to realignment within account classifications and to align with revenue changes.

Revenue increased as a result of CSM's Child Development Center receiving additional funding.

**Trust Fund (Financial Aid) – Fund 7**

Adjust the **EXPENDITURE** amounts in the following classification:

	Student Financial Aid /	
7xxx	Other Payments to Students	
	Total	<u>\$7,958,113</u>
		\$7,958,113

Adjust the **REVENUE** amounts in the following classifications:

8100	Federal Revenues	\$2,816,492
8600	State Revenues	50,000
8800	Local Revenues	700,000
8900	Other Sources	4,391,621
	Total	<u>\$7,958,113</u>

Changes in expenditure budgets are a result of alignment with the revenue changes noted below.

The increase in Federal Revenues occurred as a result of the receipt HEERF II Direct Aid Funding. The increase in State Revenues are primarily associated with the Cal Grant Program. The increase in Local Revenues are associated with the Promise Scholars Program. While the increase in Other Sources primarily reflect transfers-in from Fund 3 associated with direct aid to students (e.g., Student Success Completion Grant, EOPS, TRIO Grant, STEM Grant, CARES Act Funding, Grove Foundation Scholarships, etc.)

**Reserve for Post-Retirement Benefits / Housing Loan – Fund 8**

Adjust the **EXPENDITURE** amounts in the following classification:

3000	Employee Benefits	\$-7,180
5000	Operating Expenses	7,180
	Total	<u>\$0</u>

Changes in the expenditure budgets due to realignment within account classifications.

To close the fiscal year, a blanket budgetary revision or transfer will be required to authorize additional transfers that may be necessary to permit payment of District obligations incurred during 2020-21.

**RECOMMENDATION**

It is recommended that the Board approve budgetary transfers and income adjustments for the period January 1, 2021 through May 31, 2021 and that the Board adopt Resolution No. 21-08, authorizing budgetary transfers for 2020-21, as listed and as needed for year-end closing activities.

**RESOLUTION NO. 21-08**

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

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**RESOLUTION AUTHORIZING BUDGETARY TRANSFERS FOR 2020-21**

**WHEREAS**, Section 58307 of Title 5 Regulations provides that the governing board of a community college district may authorize transfers between expenditure classifications at any time by written resolution of the board of trustees of a district; and

**WHEREAS**, the governing board of the San Mateo County Community College District deems it necessary to make such budgetary transfers between expenditure classifications in the current year's budget as required to permit the payment of obligations of the District incurred during said fiscal year;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the San Mateo County Community College District authorizes transfers between expenditure classifications in the 2020-21 budget as required to permit the payment of obligations of the District during the 2020-21 fiscal year.

**REGULARLY PASSED AND ADOPTED** this 28<sup>th</sup> day of July 2021.

Ayes:

Noes:

Attest:

\_\_\_\_\_  
Richard Holober, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 21-07-03CA**

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

**COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC) AND CALIFORNIA  
COMMUNITY COLLEGE ATHLETIC ASSOCIATION (CCCAA)  
MEMBERSHIP DUES, 2021-2022**

The Community College League of California (CCLC) was formed in 1990 as the result of the merger of the California Association of Community Colleges (CACC), the California Community College Trustees (CCCT), and the Chief Executive Officers of the California Community Colleges. The CCLC staff provides assistance to its members in the areas of education services, research, and policy analysis, governmental relations, communications, athletics and association operations as well as facilitation of Board retreats and sponsorship of workshops and seminars.

The District has been a member in good standing of the CCLC since its inception in 1990 and was a member of the CACC and CCCT for many years prior to the merger.

The CCLC assesses its dues annually in conjunction with the dues for the California Community College Athletic Association (CCCAA) which is part of the CCLC. For 2021-2022, the total being assessed by CCLC/CCCAA for the District's annual membership is \$53,168.

Payment of the CCLC portion of the dues \$30,443 is prorated among the Board of Trustees, the Chancellor's Office, and the three Colleges. Payment of the CCCAA portion of the dues, \$22,725 is prorated among the three Colleges only.

**RECOMMENDATION**

It is recommended that the Board approve payment of Community College League of California membership dues, including dues for the California Community College Athletic Association, in the amount of \$53,168 for 2021-2022.

**BOARD REPORT NO. 21-07-04CA**

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

**APPROVAL OF AGREEMENT WITH DANNIS WOLIVER KELLEY (DWK)  
FOR DISTRICT LEGAL SERVICES**

The District seeks to renew its agreement with the law firm Dannis Woliver Kelley to provide legal advice and counseling services from July 1, 2021 through June 30, 2022. DWK will provide legal advice and counsel relating to such matters that the District may seek advice from time to time. DWK agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

DWK will charge the following hourly rates:

Gregory J. Dannis	\$425
Shareholders and Of Counsel	\$265 - \$360
Special Counsel	\$245 - \$295
Associates	\$195 - \$260
Paralegals and Law Clerks	\$130 - \$180

Rates for individual attorneys may vary within the above ranges depending on the level of experience and qualifications and the nature of the legal services provided. Agreements for legal fees at other than the hourly rate set forth above may be made by mutual agreement for special projects or particular scopes of work. In addition, the District will pay DWK for other actual and necessary expenses and costs with respect to providing legal services.

**RECOMMENDATION**

It is recommended that the Board authorize the Chancellor or his designee to execute an agreement with Dannis Woliver Kelley consistent with the fees outlined above.

**BOARD REPORT NO. 21-07-05CA**

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

**ADOPTION OF COVID-19 VACCINE REQUIREMENT POLICY**

At its meeting on June 23, 2021, the Board of Trustees ratified the Chancellor's COVID-19 Recovery Framework, which included a vaccination requirement for District employees and students. At that same meeting, the Chancellor provided the Board with sample vaccination policy outlines and received feedback about a potential interim vaccination policy for the District. At its meeting on July 14, 2021, the Board reviewed the draft District policy and directed the Chancellor to bring back a final policy for Board adoption.

The final draft of the policy is attached for the Board's consideration and is recommended for approval.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the attached policy relating to COVID-19 vaccination requirements.

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

**Subject:** COVID-19 Vaccination Requirement  
**Revision Date:** New - 07/2021

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The San Mateo County Community College District (District) is committed to protecting the health and well-being of students, faculty, staff, administrators, and the communities we serve, as well as maintaining higher education access and attainment for our students. As we work toward the safe resumption of increased on-campus learning, working and other activities, we embrace a comprehensive strategy designed to reduce the likelihood of transmission of the COVID-19 virus.

In light of the evidence established to date regarding the safety and effectiveness of available COVID-19 vaccines, the District hereby requires that:

- (1) all District employees who access campuses, the District office, District facilities, and/or participate in off-site work in-person for the District, must be fully vaccinated against COVID-19, unless approved as exempt due to verified medical or religious reasons (as defined in federal or state policy);
- (2) all students attending classes, programs, utilizing services or participating in any activity on any campus must be fully vaccinated against COVID-19, unless approved as exempt due to verified medical or religious reasons (as defined in federal or state policy).

Employees and students who qualify as exempt, or who decline to state their vaccination status may be subject to other safety measures in accordance with Cal/OSHA regulations.

This vaccine requirement is effective the later of (1) the first day of the fall semester (August 18, 2021); or (2) when a COVID-19 vaccine receives full U.S. Food & Drug Administration (FDA) approval and is readily available.

Visitors to campuses, the District office or other District facilities (e.g. those individuals not considered students or employees of the District) must comply with Cal/OSHA safety guidelines and other policies in place by the District and outlined in an administrative procedure associated with this policy.

The Chancellor shall establish administrative procedures to implement this policy.

**BOARD REPORT NO. 21-07-06CA**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Melissa Moreno, President, Skyline College  
Danni Redding Lapuz, Interim Vice President of Instruction

**APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT REGARDING MIDDLE COLLEGE AT SKYLINE COLLEGE**

In May 2015, the South San Francisco Unified School District (SSFUSD) entered into an agreement with the San Mateo County Community College District (SMCCCD) to establish a Middle College at Skyline College starting the academic year 2015-2016. In collaboration with Dr. Shawnterra Moore, Superintendent of South San Francisco Unified School District, the Skyline College Middle College developed a Memorandum of Understanding to allow students from district high schools to attend the Middle College at Skyline College. As in years past, effective for Fiscal Year 2021-2022, SSFUSD agrees to pay SMCCCD \$6,800 per student who attend the Middle College at Skyline College.

**RECOMMENDATION**

Skyline College recommends that the Board of Trustees approve the Memorandum of Understanding with South San Francisco Unified School District regarding the Middle College at Skyline College effective July 1, 2021 through June 30, 2022.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AGREEMENT  
WITH SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
FOR MIDDLE COLLEGE AT SKYLINE COLLEGE  
2021-22**

This Agreement is entered into this **1st day of July 2021**, by and between the San Mateo County Community College District, a political subdivision of the State of California, having its principal business address at 3401 CSM Drive, San Mateo, CA 94402 (hereinafter called "SMCCCD") and South San Francisco Unified School District, a unified school district formed and existing under the laws of the State of California, having its business address at 398 B Street, South San Francisco, CA 94080 (hereinafter called "SSFUSD").

**GOVERNANCE**

1. **GOVERNANCE.** The Middle College at Skyline College (MCSC) will be jointly administered by SMCCCD and SSFUSD. It will be established as an alternative program of choice between the SSFUSD and the State Superintendent of Public Instruction (SSPI) and subject to district, state, and federal policies and requirements.
2. **EDUCATION CODE AND WAIVERS.** SSFUSD will seek, apply for, and obtain all necessary waivers from the SSPI, if any, to fully support a middle college operating as an alternative program of choice within SSFUSD.
3. **EDUCATION ADVISORY COMMITTEE AND LIAISON.** The MCSC Education Advisory Committee (hereinafter called "EAC") will provide support and guidance for the Middle College. The EAC will consist of the Superintendent of SSFUSD or his/her designee(s); Skyline College Vice President of Instruction or his/her designee(s); and the SMCCCD MCSC Director (hereinafter called "MCSC Director"). The EAC will review instructional and programmatic activities (including for consistency with section 11300 of the California Education Code), identify problems, issues and challenges that arise, and make recommendations for the program in order to ensure student success.
  - a. The SSFUSD designee will report to the SSFUSD and has the fiduciary responsibility to comply with the California Department of Education regulations, i.e., state reporting, high school transcripts, IEPs, student safety, curriculum, and graduation; and comply with all SSPI requirements (e.g., waivers); and provide assistance in referring potential students and promoting MCSC.

- b. The MCSC Director will report to the Skyline College Vice-President of Instruction and has the responsibility of administering and managing the daily operations necessary to implement and maintain the middle college on the Skyline College campus, as well as, exercise responsibility over program operations, including faculty and staff hiring and supervision, student selection, curriculum alignment, scheduling of courses, academic standards, and student attendance.
- c. The MCSC Director and the Director of Educational Services will collaborate to assure successful implementation of the program operations, i.e., faculty and staff hiring and supervision, student selection, curriculum alignment, scheduling of courses, academic standards, and student attendance. They will monitor student progress, satisfy data reporting requirements and other program-appropriate issues or concerns.

## **FUNDING**

- 4. SSFUSD will fund each student enrolled in MCSC at \$6800 per student. The total program cost is dependent on student enrollment and will be adjusted accordingly. SMCCCD will fund all MCSC costs not covered by SSFUSD's funding provided for in this section 4 or from other sources. The total program cost is dependent on student enrollment and will be adjusted accordingly.
  - a. Students are admitted to MCSC program for the fall and spring semester. Should a SSFUSD student not complete a full semester, the SSFUSD will pay half of the annual cost per student. Should a SSFUSD student complete one semester, but not a second semester, the SSFUSD will pay the full annual cost per student. Please refer attached Appendix A for a detailed depiction of cost-completion matrix.

## **5. REMUNERATION FOR SERVICES.**

SMCCCD will invoice in December 2021 and May 2022, the bills are pay in January 2022 and June 2022.

- a. SSFUSD, upon receipt of a detailed invoice, should process payment to the following:

SMCCCD: San Mateo County Community College District,

Accounts Payable Office  
3401 CSM Drive, San Mateo, CA 94402

## **TERM, TERMINATION AND TIME OF PERFORMANCE**

6. **TERM OF CONTRACT.** This Agreement shall commence on July 1, 2021 and terminate on June 30, 2022. Notwithstanding the foregoing, if any applicable law limits the permissible length of the term of this Agreement, then the term of this Agreement shall not extend beyond the length permitted by law.
7. **TERMINATION OF CONTRACT.** SMCCCD may terminate for cause this Agreement, by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented to the SSFUSD within 60 days of the end of the current term so as not to interrupt student learning.

SSFUSD may terminate for cause this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented to the SMCCCD within 60 days of the end of the current term so as not to interrupt student learning.

## **STAFFING**

8. SMCCCD agrees to provide, through its established employment policies and procedures, the following staff to perform the following services:
  - a. The Director will oversee daily operations and provide supervision of all aspects of the Middle College at Skyline College including serving as an effective liaison between Skyline College and the SSFUSD.
  - b. The MCSC staff will monitor the progress of Middle College students in college and high school equivalent classes, will develop and implement high school equivalent curriculum in collaboration with SSFUSD Curriculum and Instructional staff that includes common core standards for English Language Arts and Literacy in History, Socials Studies, Science, and Technical Subjects including career and self-development courses, as well as monitor student and performance in all elements of MCSC.
  - c. In addition to the director and adjunct faculty members, SMCCCD will provide a 1.0 Full Time Equivalent (FTE) office assistant to support the Middle College Director, faculty and the day-to-day operation of the

program.

- d. SMCCCD will also provide a 2.0 FTE retention specialists whose duties include but are not limited to outreach and retention of students.
- e. The personnel provided hereunder shall be employed, assigned, directed and evaluated by the SMCCCD in accordance with the SMCCCD Collective Bargaining Agreements, and shall not be considered employees of the SSFUSD. SMCCCD shall pay all salary and provide all benefits to which the personnel provided are entitled in the normal course of their employment with SMCCCD.

## **FACILITIES AND SERVICES**

9. **PREMISES.** Subject to the terms and conditions set forth in this Agreement and during the term of the Agreement, SMCCCD will provide MCSC with space at Skyline College for classrooms, as well as staff and office space for all MCSC events.

Further, SMCCCD will provide MCSC with office supplies and outreach materials, as well as access to copy machines for instructional purposes.

10. **DISCLOSURES.** SSFUSD shall affirmatively make the following written disclosures to any potential enrollee in the Middle College Program, in a manner reasonably designed to inform all potential MCSC students and their parents/guardians of the following:
- a. MCSC is an alternative program of choice offered by the SSFUSD to its students. A maximum of 35 seats per grade level attending SSFUSD high schools will be reserved on an annual basis. SSFUSD may have additional seats as they are available in the 11<sup>th</sup> and/or 12<sup>th</sup> grade cohorts.
  - b. MCSC Faculty are acting in the capacity of employees and agents of SMCCCD, and are not pursuing any employment activity for or on behalf of SSFUSD. Such faculty are not agents of SSFUSD.
  - c. The MCSC Faculty shall be employed, assigned, directed, and evaluated by SMCCCD in accordance with the SMCCCD's Collective Bargaining Agreement. SMCCCD shall pay all salaries and provide all benefits to which the MCSC Faculty are entitled in the normal course of their employment with the SMCCCD.

- d. Students are dual enrolled in Skyline College courses. Complaints regarding instructor conduct, grading or other complaints or claims arising from Middle College students' concurrent enrollment in a Skyline College course must be directed to and resolved by Skyline College in accordance with policies, rules and regulations established by the SMCCCD.
- e. Parents/guardians will document their acknowledgement that their student must abide by the SMCCCD/Skyline College policies agreed to in signed documents for the MCSC program.
- f. Middle College Program Students are required to adhere to all standards of conduct and rules and regulations established both by SSFUSD and SMCCCD in their respective student hand books.
- g. Students will provide their own transportation to Skyline College in order to attend courses and other programs or Skyline College sponsored events.

#### **ATTENDANCE AND OTHER DATA SHARING**

- 11. **ATTENDANCE.** MCSC shall take and track attendance and high school class requirements, including grade information in the manner designated by SSFUSD that is consistent with the waivers, if any; being requested from the SSPI by SSFUSD.
- 12. **STUDENT MANAGEMENT SYSTEM.** Through a mutually determined process SSFUSD will provide MCSC staff access to SSFUSD student management and learning management systems.

#### **CURRICULUM, INSTRUCTION, BOOKS & SUPPLIES**

- 13. **CURRICULUM.** The goal of the partnership is to offer a seamless transition between high school to post-secondary education that promotes: (1) academic preparation for applying in the 12<sup>th</sup> grade to four-year colleges/universities; and/or (2) academic preparation for transferring from Skyline College to four-year colleges/universities; and/or (3) academic preparation for an Associate degree and/or (4) academic preparation for career technical education certificate. The following pathways are as follows:

- a. **A-G College Entrance Requirements**

This is a sequence of high school courses that high school students must complete (with a grade of C or better) to be minimally eligible for admission to the University of California (UC) and California State University (CSU). Dual enrollment courses are included.
  - b. **CSU General Education – Breadth Certification**

This includes COLLEGE courses which have been approved to meet one of the General Education (GE) Breadth requirements (i.e., Areas A through E) for the California State University (CSU) system. Many are approved as A – G college entrance requirements. The specific courses offered during any particular semester will vary.
  - c. **Intersegmental General Education Transfer Curriculum (IGETC)**

This includes COLLEGE courses which have been approved to meet the lower-division general education requirements at any CSU or University of California (UC) campus. Many are approved as A – G college entrance requirements. The specific courses offered during any particular semester will vary.
  - d. **Associate Degree & Career Technical Education Certificate**

This includes COLLEGE courses which have been approved to meet associate degree and/or career technical education certificate general education requirements.
14. **INSTRUCTION.** Instruction under this agreement will be provide for an enrollment of up to 35 students in the 11<sup>th</sup> and 35 students in the 12<sup>th</sup> grades. All courses will be conducted on the Skyline College campus.
- a. Students will receive 180 minutes of daily instruction by California secondary teaching credential instructors.
  - b. The instructional calendar will be based on 180 school days.
  - c. Students will participate in assigned high school equivalent classes, work with tutors and counselors, and receive intensive support services in order to facilitate their success. Students will take high school courses to earn their high school diploma and accrue college units toward either a Career Technical Education certificate and/or associate degree, and/or transfer to four-year college/university.
  - d. Skyline College will provide all students with the academic support

services needed to complete their courses successfully, which will include, but not be limited to academic coaching, tutoring, counseling/social services support. There is no cost for students to attend MCSC up to 11.0 college units.

- e. SMCCCD will award college credit for all courses successfully completed in accordance with official SMCCCD policies and procedures. Students be enrolled in approved concurrently enrolled courses to receive both high school and college credit for the courses.
  - f. SSFUSD will accept courses for high school credit by the beginning of the subsequent semester.
  - g. SMCCCD will assign faculty to deliver, monitor and evaluate the instruction of courses in order to assure the quality and uniformity of instruction in accordance with the standards established by the SSPI, SMCCCD, and the SSFUSD. SMCCCD faculty will have at least a master's degree and meet the other requirements necessary for instructors employed by a community college and meet the SSFUSD teacher requirements.
  - h. A student's withdrawal prior to completion of a course offered as part of this AGREEMENT shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
15. **BOOKS, SUPPLEMENTAL MATERIALS, SERVICES & FEES.** All high school textbooks and supplemental materials required for the mandatory high school classes will be provided by SSFUSD.
- a. Tuition fees shall not be assessed to students taking 11.0 or fewer units. Students taking more than 11.0 units will be responsible for the total cost of community college tuition, fees and textbooks.
  - b. SMCCCD shall have no obligation to provide students with school supplies such as course materials, lab equipment, pens, paper, and book bags.
  - c. Students will receive \$250 credit each semester to purchase and/or rent textbooks, students are responsible for any amount more than \$250.
  - d. Students shall not be assessed a health services fee, but will have access to SMCCCD health services.

- e. SMCCCD will provide the same resources and services to MCSC students that are available to all Skyline College students including counselling, library and Learning Center resources.

## GENERAL PROVISIONS

16. **SAFETY.** If any MCSC student should experience an accident or sudden illness while on the Skyline College campus, the response to such incidents will be based upon applicable SMCCCD regulations, guidelines, and procedures.
17. **EMERGENCY.** In emergency situations, MCSC students will follow emergency procedures as directed by SMCCCD emergency personnel.
  - a. All students are required to have a Student Emergency/Medical Information Card on file in MCSC office. Student Emergency/Medical Information Cards must be updated every school year, and the MCSC should be notified of any changes of information on the student emergency/medical information cards.
  - b. Students will remain on campus under the supervision of school staff during the regular school day or until it is determined safe to allow the students to go home. If students must be released prior to the end of the school day, the MCSC staff will automatically call the emergency contact and leave a message.
  - c. Students who are 18 years of age or older may legally leave the premises, but will be encouraged to stay until contact with a parent/guardian can be made. For accountability/tracking purposes, the student must communicate his/her intended destination (e.g., home, grandparents' house, neighbor's house) for MCSC Staff to use to inform any adult who may come looking for them.
18. **ATTENDANCE AND DATA SHARING.** SMCCCD and SSFUSD shall have equal access to students' data, including fiscal data. MCSC shall take and track attendance and high school class requirements, including grade information in the manner designated by the SSFUSD. An annual audit of the MCSC program will be submitted by SSFUSD to the SSPI.
  - a. Permanent records of student attendance, grades and achievement will be maintained by SSFUSD for SSFUSD students who enroll in a

course(s) offered as part of this AGREEMENT. Permanent records of student enrollment, grades and achievement for COLLEGE courses shall be maintained by COLLEGE.

- b. Each party shall maintain records pertaining to this AGREEMENT as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.
19. **ENROLLMENT/ELIGIBILITY.** Participation at MCSC is through application, interview and selection only. Admitted students are considered concurrently enrolled college students (as defined by state law related to community college), with all the benefits and responsibilities of all other Skyline College student.
- a. SMCCCD will provide the necessary admission and registration forms and procedures and both SMCCCD and SSFUSD will jointly ensure that each applicant accepted has met all the enrollment requirements.
  - b. SSFUSD and SMCCCD understand and agree that successful admission and registration requires that each participating student has completed the SMCCCD dual enrollment application process.
  - c. The MCSC Director has been designated by San Mateo Union High School District to sign the College Connection Course Request Form (concurrent enrollment form) to assist students in the registration process. Each semester the MCSC Director will provide the respective high school principals and Assistant Superintendent of Educational Services a list of students that were approved for concurrent enrollment.
20. **RELATIONSHIP OF THE PARTIES.** It is understood that this is an Agreement by and between independent contractors and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture of association, or any other relationship whatsoever other than that of independent contractor. Except as SMCCCD may specify in writing, SSFUSD shall have no authority, expressed or implied, to act on behalf of SMCCCD in any capacity whatsoever. SSFUSD shall have no authority, expressed or implied, pursuant to this Agreement to bind SMCCCD to any obligation whatsoever. Except as SSFUSD may specify in writing, SMCCCD shall have no authority, expressed or implied, to act on behalf of SSFUSD in any capacity whatsoever. SMCCCD shall have no authority, expressed or implied pursuant to this

- Agreement to bind SSFUSD to any obligation whatsoever. SSFUSD and the SMCCCD will each be solely responsible for and will bear all of their own respective costs and expenses; at no time will either be responsible for any costs or expenses incurred by the other party.
21. **TRADEMARKS.** For the term of this Agreement and subject to its terms and conditions, each party agrees to get prior approval by the other party for use of that party's name, logos, and trademarks for the purposes of advertisement.
  22. **SEPARATE EMPLOYERS.** This agreement does not permit or authorize either party to enter into, directly or indirectly, a joint employer relationship vis-a-vis the other's employees. SMCCCD will determine the hiring, termination or other terms and conditions of employment of its own employees. SSFUSD and the SMCCCD will not be joint employers nor co-employers of any employee of either or both Parties. SSFUSD shall not be employer or joint employer of any instructors hired by SMCCCD to teach its coursework, and such instructors shall not be agents of the SSFUSD. Notwithstanding any other provision herein, the SMCCCD shall defend and indemnify SSFUSD against any claim by a SMCCCD employee, which is based in whole or in part on the argument that while working for the SMCCCD, the instructor was also an employee or agent of SSFUSD.
  23. **NON-DISCRIMINATION AND EQUAL OPPORTUNITY UNDER LAW.** Each Party agrees that in a manner consistent with applicable law, each will administer their activities provided for in this Agreement in full compliance with all laws and regulations governing their respective activities. The Parties also agree to comply with all other applicable federal, state, county, and local laws, ordinance, regulations, and codes in the performance of all of their obligations to each other under this Agreement. The Parties agree that actions taken or not taken, in compliance with the rules, guidelines or opinions of regulatory, licensing and accrediting bodies, boards and governing associations, shall not constitute a violation of the Agreement.
  24. **FAIR EMPLOYMENT PRACTICES/EQUAL OPPORTUNITY ACTS.** SSFUSD is an equal opportunity employer. By entering into this Agreement, SMCCCD certifies that he/she is in compliance with the Equal Employment Opportunity Requirement of Executive Order 1 1246, Title VII of the Civil Rights Act of 1973, the California Fair Employment Practices Act and any other Federal or State laws and regulations related to Equal Employment Opportunity. SMCCCD personnel policies shall be made available to

SSFUSD upon request.

25. **NOTICES.** Any notice required to be given or delivered to the other shall be in writing and addressed to the parties at the addresses provided below parties at the addresses provided below

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

SSFUSD  
South San Francisco Unified School District  
Keith Irish  
Assistant Superintendent for Educational Services & Categorical Programs  
398 B Street,  
South San Francisco, CA 94080

26. **MODIFICATION AND WAIVER.** No modification, amendment or waiver of any provision of this Agreement shall be effective unless in writing and signed by the party to be charged. No failure or delay by either party in exercising any right, power, or remedy under this Agreement shall operate as a waiver of any such right, power or remedy.
27. **FORCE MAJEURE.** Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.
28. **SUCCESSORS AND ASSIGNS.** Neither party may assign, transfer or delegate all or any part of its rights or obligations under this Agreement to any party, including subsidiaries, parent corporations, successors, or unrelated third parties without the other party's written consent, which either party may, in its sole discretion, withhold as it determines appropriate. Any unauthorized assignment, transfer, or delegation of all or any part of its rights or obligations under this Agreement shall constitute a material breach of this Agreement and shall be cause for immediate termination, subject to the other party's sole discretion.
29. **SEVERABILITY.** Should any part of this Agreement be declared through a

final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or to carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexercised portion, can be interpreted reasonably to give effect to the intentions of the parties.

30. **COUNTERPARTS.** This Agreement may be executed in any number of counterpart, each of which shall be deemed an original, but all such counterparts, together shall constitute one and the same instrument.
31. **LIABILITY AND INSURANCE.** SSFUSD shall be responsible for all damages to persons or properties that occur as a result of SSFUSD's or SSFUSD's employees fault or negligence in connection with the performance of this Agreement. SMCCCD shall be responsible for all damages to persons or properties that occur as a result of SMCCCD's or SMCCCD's employees' fault or negligence in connection with the performance of this Agreement.

SSFUSD and SMCCCD shall each take out and maintain during the life of this Agreement such liability insurance as shall protect them while performing work covered by this Agreement from any and all claims for damages and all operations under this Agreement, whether such operations be by either of the agencies or by any Subcontractor or by anyone directly or indirectly employed by either of them.

- 30.1 **Required Coverage.** SSFUSD and SMCCCD shall each procure and maintain liability coverage which shall not be less than the following amounts (unless agreed in writing by the Executive Vice Chancellor's office or the SSFUSD Superintendent, as the case may be.

Comprehensive General Liability and Property Damage insurance including:

- a. Bodily Injury Liability insurance which provides for injuries including accidental death, per any one occurrence in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate; and Property Damage insurance in an amount not less than \$1,000,000 per occurrence.
- b. Business Automobile Liability insurance in an amount not less than \$1,000,000 including coverage for owned, non-owned and hired vehicles; and

- c. Umbrella liability in an amount not less than \$3,000,000 per occurrence and annual aggregate.
- 30.2 **Required Rating.** Insurance carriers must have a Best rating of A(-) I 0 or better.
- 30.3 **Endorsements and Certificates of Insurance.** San Mateo County Community College District, its Officers, Agents and Employees must be named by endorsement on SSFUSD's Comprehensive General Liability and Property Damage Policies as co-insured or additional insured. South San Francisco Unified School District, its Officers, Agents, and Employees must be named by endorsement on SMCCCD's Comprehensive General Liability and Property Damage Policies as co-insured or additional insureds.

Certificates of Insurance and endorsements for coverages required herein shall be filed with SSFUSD's Superintendent and the SMCCCD's Chief Financial Officer prior to the commencement of work under this Agreement. The certificates shall provide that if the policy or policies be canceled by the insurance company or by SSFUSD or SMCCCD, as the case may be, during the terms of this Agreement, thirty (30) days written notice prior to the effective date of such cancellation will be given to SSFUSD's Superintendent or SMCCCD's Chief Financial Officer as the case may be. The certificates shall also show the information that the San Mateo County Community College District is named on SSFUSD's Comprehensive General Liability and Property Damage policies as co-insured or additional insured and that the SSFUSD is named on SMCCCD's Comprehensive General Liability and Property Damage policies as co-insured or additional insured. With respect to insurance procured by the SSFUSD, certificates shall clearly state that "The San Mateo County Community College District, its Officers, Agents and Employees are named as additional insured per attached endorsement" and that such insurance policy shall be primary to any insurance or self-insurance maintained by the District. With respect to insurance procured by the SMCCCD, certificates shall clearly state that "The South San Francisco Unified School District, its Officers, Agents and Employees are named as additional insured per attached endorsement" and that such insurance policy shall be primary to any insurance or self-insurance maintained by SSFUSD.

32. **WORKERS' COMPENSATION INSURANCE.** SSFUSD and SMCCCD shall each have in effect, during the full term of this Agreement, Workers'

Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, both parties certify awareness of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and certifies compliance with such provisions before commencing the performance of this work of the Agreement as set forth in California Labor Code section 1861.

Each Party Initials (if applicable)

I am aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for Workers Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of any work required under this Agreement with employees.

Each Party Initials (if applicable)

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

**33. MUTUAL HOLD HARMLESS**

- a. SMCCCD shall indemnify, hold harmless and defend the SSFUSD trustees, officers, employees and agents from and against every claim, demand and/or liability which may be made by reason of the negligent act(s) or omission(s) of SMCCCD and/or its employees or agents in their performance of this Agreement. Any right to indemnification shall not apply to acts of willful negligence or illegal actions.
- b. SSFUSD shall indemnify, hold harmless and defend SMCCCD and its trustees, officers, employees and agents from and against every claim, demand and/or liability which may be made by reason of the negligent act(s) or omission(s) of SSFUSD and/or its employees or agents in their performance of this Agreement. Any right to indemnification shall not

apply to acts of willful negligence or illegal actions.

- c. In the event of the concurrent negligence of SSFUSD and/or its officers and/or employees and SMCCCD and/or its officers and/or employees, the liability for any and all claims for injuries which arise out of the performance of this contract shall be apportioned under California's theory of comparative negligence as presently established or as may hereafter be modified.

34. **DISPUTE RESOLUTION.** Should any dispute arise out of this Agreement, the parties agree to meet in mediation and attempt to reach a resolution with the assistance of a mutually agreed upon mediator. The mediation process shall provide for the selection, within fifteen (15) days of either party notifying the other of the existence of a dispute, by both parties of a disinterested third person as mediator and shall be concluded within forty-five (45) days from the commencement of the mediation unless a time requirement is extended by stipulation of both parties.

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

Neither party shall be permitted to file legal action without first meeting in mediation and maintaining a good faith attempt to reach a mediated resolution.

35. **AMENDMENTS.** This Agreement may be amended only by a written instrument signed by both SMCCCD and SSFUSD which writing shall state expressly that it is intended by the parties to amend the terms and conditions of this Agreement.
36. **GOVERNING LAW AND VENUE.** This Agreement, including all exhibits attached hereto and incorporated herein by reference, shall be construed in and governed by the laws of the State of California. The parties consent to the exclusive jurisdiction and venue of the Superior Court of San Mateo County, California.
37. **ENTIRE AGREEMENT.** This Agreement, including all exhibits attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties and obligations of each party. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document

are of no force or effect. In the event of a conflict between the terms and conditions set forth herein and those in the exhibits attached hereto, the terms and conditions set forth herein shall prevail.

38. **REQUIRED POLICIES AND PROCEDURES.** SMCCCD shall have in place during the life of this Agreement such written rules, policies and procedures, including discrimination and harassment complaint procedures, as are required by applicable law.
39. **CAPTIONS.** Any captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used for the interpretation or determination of validity of this Agreement or any provision hereof.
40. **FAILURE TO PERFORM.** If, at any time, in the opinion of SSFUSD, SMCCCD fails to render services of proper quality or has failed to perform, keep, and observe any of the terms or conditions herein contained on the part of SMCCCD to be performed, kept, and observed, SSFUSD may give SMCCCD written notice to correct such conditions or cure such default; and if any such condition or default shall continue for ten (10) days after said written notice, then, and in that event, this Agreement shall cease and expire. Thereupon SSFUSD or its duly authorized representative may employ other parties or carry this Agreement to completion as SSFUSD may deem proper.
41. **EXECUTION.** By their signatures below, each of the following represents that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

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

**SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_

Bernata Slater  
Chief Financial Officer

Date:

Federal Tax Payer Identification Number:  
(EIN) 94-3084147

**SOUTH SAN FRANCISCO UNIFIED  
SCHOOL DISTRICT**

By: Ted O \_\_\_\_\_

Name: Ted O  
Assistant Superintendent, Business

Date:

Federal Tax Payer Identification Number  
(EIN): 94-3083861

## Appendix A

Case	Description	Total Charge to HS
1	<i>Student completes two terms</i>	\$ 6,800
2	<i>Student enrolls in Fall term and does not complete.</i>	\$ 3,400
3	<i>Student completes only Fall term, does not enroll Spring</i>	\$ 3,400
4	<i>Students completes only Fall, withdraw Spring <b>after</b> drop period</i>	\$ 6,800
5	<i>Student completes only Fall, withdraw <b>during</b> drop period</i>	\$ 3,400
6	<i>Student enrolls in Spring only and completes Spring only</i>	\$ 3,400
7	<i>Student enrolls in Spring only and does not complete Spring only</i>	\$ 3,400
8	<i>Student completes Fall, withdraws from Spring during valid drop period, 'replaced' by a Spring only enrollee. (combination of cases 5 <u>plus</u> 6 or 7.)</i>	\$ 6,800

**BOARD REPORT NO. 21-07-07CA**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Melissa Moreno, President, Skyline College  
Danni Redding Lapuz, Interim Vice President of Instruction

**APPROVAL OF AGREEMENT WITH SAN MATEO UNION HIGH SCHOOL DISTRICT  
REGARDING MIDDLE COLLEGE AT SKYLINE COLLEGE**

In collaboration with Dr. Kevin Skelly of San Mateo Union High School District (SMUHSD), the Middle College at Skyline College developed an Agreement to allow students from Capuchino High School to attend the Middle College at Skyline College. This Agreement will facilitate the enrollment of Capuchino High School students in the Middle College at Skyline College, the Middle College that is closest to many of the students who attend Capuchino High School.

The Capuchino High School student enrollment is capped at 24 students. Effective FY 2021-2022, SMUHSD agrees to pay SMCCCD \$6,800 per student for those who attend the Middle College at Skyline College.

**RECOMMENDATION**

Skyline College recommends that the Board of Trustees approve the Agreement between the San Mateo Union High School District and San Mateo County Community College District regarding the Middle College at Skyline College effective July 1, 2021 through June 30, 2022.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AGREEMENT  
WITH SAN MATEO UNION HIGH SCHOOL DISTRICT  
FOR MIDDLE COLLEGE AT SKYLINE COLLEGE  
2021-22**

This Agreement is entered into this **1<sup>st</sup> day of July, 2021**, by and between the San Mateo County Community College District, a political subdivision of the State of California, having its principal business address at 3401 CSM Drive, San Mateo, CA 94402 (hereinafter called "SMCCCD") and San Mateo Union School District, a union school district formed and existing under the laws of the State of California, having its business address at 650 North Delaware Street, San Mateo, CA 94401 (hereinafter called "SMUHSD").

### **GOVERNANCE**

1. **GOVERNANCE.** The Middle College at Skyline College (MCSC) will be jointly administered by SMCCCD and SMUHSD. It will be established as an alternative program of choice between the SMUHSD and the State Superintendent of Public Instruction (SSPI) and subject to district, state, and federal policies and requirements.
2. **EDUCATION CODE AND WAIVERS.** SMUHSD will seek, apply for, and obtain if necessary any waivers from the SSPI, if any, to fully support a middle college operating as an alternative program of choice within SMUHSD.
3. **EDUCATION ADVISORY COMMITTEE AND LIAISON.** The MCSC Education Advisory Committee (hereinafter called "EAC") will provide support and guidance for the Middle College. The EAC will consist of the Superintendent of SMUHSD or his/her designee(s), the Director of Student Services; Skyline College Vice President of Instruction or his/her designee(s), the MCSC Director. The EAC will review instructional and programmatic activities (including for consistency with section 11300 of the California Education Code), identify problems, issues and challenges that arise, and make recommendations for the program in order to ensure student success.
  - a. The Director of Student Services will report to the SMUHSD and has the fiduciary responsibility to comply with the California Department of Education regulations, i.e., state reporting, high school transcripts, IEPs, student safety, curriculum, and graduation; and comply with all SSPI requirements (e.g., waivers); and provide assistance in referring and recruiting potential students and promoting MCSC.
  - b. The MCSC Director will report to the Skyline College Vice-President of Instruction and has the responsibility of administering and managing the daily operations necessary to implement and maintain the middle college on the Skyline College campus, as well as, exercise responsibility over program operations, including

faculty and staff hiring and supervision, student selection, curriculum alignment, scheduling of courses, academic standards, and student attendance.

- c. The MCSC Director and the Director of Student Services will collaborate to assure successful implementation of the program operations, i.e., faculty and staff hiring and supervision, student selection, curriculum alignment, scheduling of courses, academic standards, and student attendance. They will monitor student progress, satisfy data reporting requirements and other program-appropriate issues or concerns.

## **FUNDING**

- 4. SMUHSD will fund each student enrolled in MCSC at \$6800 per student. The total program cost is dependent on student enrollment and will be adjusted accordingly. SMCCCD will fund all MCSC costs not covered by SMUHSD's funding provided for in this section 4 or from other sources. The total program cost is dependent on student enrollment and will be adjusted accordingly.
  - a. Students are admitted to MCSC program for the fall and spring semester. Should a SMUHSD student not complete a full semester, the SMUHSD will pay half of the annual cost per student. Should a SMUHSD student complete one semester, but not a second semester, the SMUHSD will pay the full annual cost per student. Please refer attached Appendix A for a detailed depiction of cost-completion matrix.

## **5. REMUNERATION FOR SERVICES.**

SMCCCD will invoice in December 2021 and May 2022, the bills are pay in January 2022 and June 2022.

- a. SMUHSD, upon receipt of a detailed invoice, should process payment to the following:

SMCCCD: San Mateo County Community College District,  
Accounts Payable Office  
3401 CSM Drive, San Mateo, CA 94402

## **TERM, TERMINATION AND TIME OF PERFORMANCE**

- 6. **TERM OF CONTRACT.** This Agreement shall commence on July 1, 2021 and terminate on June 30, 2022. Notwithstanding the foregoing, if any applicable law limits the permissible length of the term of this Agreement, then the term of this Agreement shall not extend beyond the length permitted by law.

7. **TERMINATION OF CONTRACT.** SMCCCD may terminate for cause this Agreement, by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented to the SMUHSD within 60 days of the end of the current term so as not to interrupt student learning.

SMUHSD may terminate for cause this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented to the SMCCCD within 60 days of the end of the current term so as not to interrupt student learning.

## **STAFFING**

8. SMCCCD agrees to provide, through its established employment policies and procedures, the following staff to perform the following services:
- a. The Director will oversee daily operations and provide supervision of all aspects of the Middle College at Skyline College including serving as an effective liaison between Skyline College and the SMUHSD.
  - b. The MCSC staff will monitor the progress of Middle College students in college and high school equivalent classes, will develop and implement high school equivalent curriculum in collaboration with SMUHSD that includes common core standards for English Language Arts and Literacy in History, Socials Studies, Science, and Technical Subjects including career and self-development courses, as well as monitor student and performance in all elements of MCSC.
  - c. In addition to the director and adjunct faculty members, SMCCCD will provide a 1.0 Full Time Equivalent (FTE) office assistant to support the Middle College Director, faculty and the day-to-day operation of the program.
  - d. SMCCCD will also provide 2.0 FTE retention specialists whose duties include but are not limited to outreach and retention of students.
  - e. The personnel provided hereunder shall be employed, assigned, directed and evaluated by the SMCCCD in accordance with the SMCCCD Collective Bargaining Agreements, and shall not be considered employees of the SMUHSD. SMCCCD shall pay all salary and provide all benefits to which the personnel provided are entitled in the normal course of their employment with SMCCCD.

## **FACILITIES AND SERVICES**

9. **PREMISES.** Subject to the terms and conditions set forth in this Agreement and during the term of the Agreement, SMCCCD will provide MCSC with space at Skyline College for classrooms, as well as staff and office space.

Further, SMCCCD will provide MCSC with office supplies and outreach materials, as well as access to copy machines for instructional purposes.

10. **DISCLOSURES.** SMUHSD shall affirmatively make the following written disclosures to any potential enrollee in the Middle College Program, in a manner reasonably designed to inform all potential MCSC students and their parents/guardians of the following:
- a. The MCSC is an alternative program of choice offered by the SMUHSD to its students. A maximum of 12 students per grade level attending Capuchino High School and/or living in the city of San Bruno, California and/or Millbrae, California will be reserved on an annual basis. SMUHSD may have additional seats as they are available in either 11<sup>th</sup> or 12<sup>th</sup> grade cohort. No additions over 24 without explicit permission by the Superintendent or designee. The recruitment count must be submitted to SMUHSD, with no new additional transfers, by May 1st of the previous school year to facilitate accurate budget planning.
  - b. MCSC Faculty are acting in the capacity of employees and agents of SMCCCD, and are not pursuing any employment activity for or on behalf of SMUHSD. Such faculty are not agents of SMUHSD.
  - c. The MCSC Faculty shall be employed, assigned, directed, and evaluated by SMCCCD in accordance with the SMCCCD's Collective Bargaining Agreement. SMCCCD shall pay all salaries and provide all benefits to which the MCSC Faculty are entitled in the normal course of their employment with the SMCCCD.
  - d. Students are dual enrolled in Skyline College courses. Complaints regarding instructor conduct, grading or other complaints or claims arising from Middle College students' concurrent enrollment in a Skyline College course must be directed to and resolved by Skyline College in accordance with policies, rules and regulations established by the SMCCCD.
  - e. Parents/guardians will document their acknowledgement that their student must abide by the SMCCCD/Skyline College policies agreed to in signed documents for the MCSC program.
  - f. Middle College Program Students are required to adhere to all standards of conduct and rules and regulations established both by SMUHSD and SMCCCD in their respective student hand books.

- g. Students will provide their own transportation to Skyline College in order to attend courses and other programs or Skyline College sponsored events.

## **ATTENDANCE AND OTHER DATA SHARING**

11. **ATTENDANCE.** MCSC shall take and track attendance and high school class requirements, including grade information in the manner designated by SMUHSD that is consistent with the waivers, if any; being requested from the SSPI by SMUHSD.
12. **STUDENT MANAGEMENT SYSTEM.** Through a mutually determined process SMUHSD will provide MCSC staff access to SMUHSD student management and learning management systems.

## **CURRICULUM, INSTRUCTION, BOOKS & SUPPLIES**

13. **CURRICULUM.** The goal of the partnership is to offer a seamless transition between high school to post-secondary education that promotes: (1) academic preparation for applying in the 12<sup>th</sup> grade to four-year colleges/universities; and/or (2) academic preparation for transferring from Skyline College to four-year colleges/universities; and/or (3) academic preparation for an Associate degree and/or (4) academic preparation for career technical education certificate. The following pathways are as follows:
- a. **A-G College Entrance Requirements**  
This is a sequence of high school courses that high school students must complete (with a grade of C or better) to be minimally eligible for admission to the University of California (UC) and California State University (CSU). Dual enrollment courses are included.
- b. **CSU General Education – Breadth Certification**  
This includes COLLEGE courses which have been approved to meet one of the General Education (GE) Breadth requirements (i.e., Areas A through E) for the California State University (CSU) system. Many are approved as A – G college entrance requirements. The specific courses offered during any particular semester will vary.
- c. **Intersegmental General Education Transfer Curriculum (IGETC)**  
This includes COLLEGE courses which have been approved to meet the lower-division general education requirements at any CSU or University of California (UC) campus. Many are approved as A – G college entrance requirements. The

specific courses offered during any particular semester will vary.

d. **Associate Degree & Career Technical Education Certificate**

This includes COLLEGE courses which have been approved to meet associate degree and/or career technical education certificate general education requirements.

14. **INSTRUCTION.** Instruction under this agreement will be provide for enrollment of up to 12 students in the 11<sup>th</sup> and 12 students in the 12<sup>th</sup> grades. All courses will be conducted on the Skyline College campus.
- a. Students will receive 180 minutes of daily instruction by California secondary teaching credential instructors.
  - b. The instructional calendar will be based on 180 school days.
  - c. Students will participate in assigned high school equivalent classes, work with tutors and counselors, and receive intensive support services in order to facilitate their success. Students will take high school courses to earn their high school diploma and accrue college units toward either a Career Technical Education certificate and/or associate degree, and/or transfer to four-year college/university.
  - d. Skyline College will provide all students with the academic support services needed to complete their courses successfully, which will include, but not be limited to academic coaching, tutoring, counseling/social services support. There is no cost for students to attend MCSC up to 11.0 college units.
  - e. SMCCCD will award college credit for all courses successfully completed in accordance with official SMCCCD policies and procedures. Students be enrolled in approved concurrently enrolled courses to receive both high school and college credit for the courses.
  - f. SMUHSD will accept courses for high school credit by the beginning of the subsequent semester.
  - g. SMCCCD will assign faculty to deliver, monitor and evaluate the instruction of courses in order to assure the quality and uniformity of instruction in accordance with the standards established by the SSPI, SMCCCD, and the SMUHSD. SMCCCD faculty will have at least a master's degree and meet the other requirements necessary for instructors employed by a community college and meet the SMUHSD teacher requirements.

- h. A student's withdrawal prior to completion of a course offered as part of this AGREEMENT shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
15. **BOOKS, SUPPLEMENTAL MATERIALS, SERVICES & FEES.** All high school textbooks and supplemental materials required for the mandatory high school classes will be provided by SMUHSD.
- a. Tuition fees shall not be assessed to students taking 11.0 or fewer units. Students taking more than 11.0 units will be responsible for the total cost of community college tuition, fees and textbooks.
- b. SMCCCD shall have no obligation to provide students with school supplies such as course materials, lab equipment, pens, paper, and book bags.
- c. Students will receive \$250 credit each semester to purchase and/or rent textbooks, students are responsible for any amount more than \$250.
- d. Students shall not be assessed a health services fee, but will have access to SMCCCD health services.
- e. SMCCCD will provide the same resources and services to MCSC students that are available to all Skyline College students including tutoring, academic coaching, psychological services, career services, counselling, library and Learning Center resources.

## GENERAL PROVISIONS

16. **SAFETY.** If any MCSC student should experience an accident or sudden illness while on the Skyline College campus, the response to such incidents will be based upon applicable SMCCCD regulations, guidelines, and procedures.
17. **EMERGENCY.** In emergency situations, MCSC students will follow emergency procedures as directed by SMCCCD emergency personnel.
- a. All students are required to have a Student Emergency/Medical Information Card on file in MCSC office. Student Emergency/Medical Information Cards must be updated every school year, and the MCSC should be notified of any changes of information on the student emergency/medical information cards.
- b. Students will remain on campus under the supervision of school staff during the regular school day or until it is determined safe to allow the students to go home. If

students must be released prior to the end of the school day, the MCSC staff will automatically call the emergency contact and leave a message.

- c. Students who are 18 years of age or older may legally leave the premises, but will be encouraged to stay until contact with a parent/guardian can be made. For accountability/tracking purposes, the student must communicate his/her intended destination (e.g., home, grandparents' house, neighbor's house) for MCSC staff to use to inform any adult who may come looking for them.

18. **ATTENDANCE AND DATA SHARING.** SMCCCD and SMUHSD shall have equal access to students' data, including fiscal data. MCSC shall take and track attendance and high school class requirements, including grade information in the manner designated by the SMUHSD. An annual audit of the MCSC program will be submitted by SMUHSD to the SSPI.

- a. Permanent records of student attendance, grades and achievement will be maintained by SMUHSD for SMUHSD students who enroll in a course(s) offered as part of this AGREEMENT. Permanent records of student enrollment, grades and achievement for COLLEGE courses shall be maintained by COLLEGE.
- b. Each party shall maintain records pertaining to this AGREEMENT as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

19. **ENROLLMENT/ELIGIBILITY.** Participation at MCSC is through application, interview and selection only. Admitted students are considered concurrently enrolled college students (as defined by state law related to community college), with all the benefits and responsibilities of all other Skyline College student.

- a. SMCCCD will provide the necessary admission and registration forms and procedures and both SMCCCD and SMUHSD will jointly ensure that each applicant accepted has met all the enrollment requirements.
- b. SMUHSD and SMCCCD understand and agree that successful admission and registration requires that each participating student has completed the SMCCCD dual enrollment application process.
- c. The MCSC Director has been designated by San Mateo Union High School District to sign the College Connection Course Request Form (concurrent enrollment form) to assist students in the registration process. Each semester the MCSC Director will provide the respective high school principals and Assistant Superintendent of

Educational Services a list of students that were approved for concurrent enrollment.

20. **RELATIONSHIP OF THE PARTIES.** It is understood that this is an Agreement by and between independent contractors and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture of association, or any other relationship whatsoever other than that of independent contractor. Except as SMCCCD may specify in writing, SMUHSD shall have no authority, expressed or implied, to act on behalf of SMCCCD in any capacity whatsoever. SMUHSD shall have no authority, expressed or implied, pursuant to this Agreement to bind SMCCCD to any obligation whatsoever. Except as SMUHSD may specify in writing, SMCCCD shall have no authority, expressed or implied, to act on behalf of SMUHSD in any capacity whatsoever. SMCCCD shall have no authority, expressed or implied pursuant to this Agreement to bind SMUHSD to any obligation whatsoever. SMUHSD and the SMCCCD will each be solely responsible for and will bear all of their own respective costs and expenses; at no time will either be responsible for any costs or expenses incurred by the other party.
21. **TRADEMARKS.** For the term of this Agreement and subject to its terms and conditions, each party agrees to get prior approval by the other party for use of that party's name, logos, and trademarks for the purposes of advertisement.
22. **SEPARATE EMPLOYERS.** This agreement does not permit or authorize either party to enter into, directly or indirectly, a joint employer relationship vis-a-vis the other's employees. SMCCCD will determine the hiring, evaluation, termination or other terms and conditions of employment of its own employees. SMUHSD and the SMCCCD will not be joint employers nor co-employers of any employee of either or both Parties. SMUHSD shall not be employer or joint employer of any instructors hired by SMCCCD to teach its coursework, and such instructors shall not be agents of the SMUHSD. Notwithstanding any other provision herein, the SMCCCD shall defend and indemnify SMUHSD against any claim by a SMCCCD employee, which is based in whole or in part on the argument that while working for the SMCCCD, the instructor was also an employee or agent of SMUHSD.
23. **NON-DISCRIMINATION AND EQUAL OPPORTUNITY UNDER LAW.** Each Party agrees that in a manner consistent with applicable law, each will administer their activities provided for in this Agreement in full compliance with all laws and regulations governing their respective activities. The Parties also agree to comply with all other applicable federal, state, county, and local laws, ordinance, regulations, and codes in the performance of all of their obligations to each other under this Agreement. The Parties agree that actions taken or not taken, in compliance with the rules, guidelines

or opinions of regulatory, licensing and accrediting bodies, boards and governing associations, shall not constitute a violation of the Agreement.

24. **FAIR EMPLOYMENT PRACTICES/EQUAL OPPORTUNITY ACTS.** SMUHSD is an equal opportunity employer. By entering into this Agreement, SMCCCD certifies that he/she is in compliance with the Equal Employment Opportunity Requirement of Executive Order 1 1246, Title VII of the Civil Rights Act of 1973, the California Fair Employment Practices Act and any other Federal or State laws and regulations related to Equal Employment Opportunity. SMCCCD personnel policies shall be made available to SMUHSD upon request.
25. **NOTICES.** Any notice required to be given or delivered to the other shall be in writing and addressed to the parties at the addresses provided below parties at the addresses provided below

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

SMUHSD  
San Mateo Union High School District  
Kevin Skelly, Ph.D., Superintendent  
650 North Delaware Street  
San Mateo, CA 94401

26. **MODIFICATION AND WAIVER.** No modification, amendment or waiver of any provision of this Agreement shall be effective unless in writing and signed by the party to be charged. No failure or delay by either party in exercising any right, power, or remedy under this Agreement shall operate as a waiver of any such right, power or remedy.
27. **FORCE MAJEURE.** Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.
28. **SUCCESSORS AND ASSIGNS.** Neither party may assign, transfer or delegate all or any part of its rights or obligations under this Agreement to any party, including subsidiaries, parent corporations, successors, or unrelated third parties without the other party's written consent, which either party may, in its sole discretion, withhold as

it determines appropriate. Any unauthorized assignment, transfer, or delegation of all or any part of its rights or obligations under this Agreement shall constitute a material breach of this Agreement and shall be cause for immediate termination, subject to the other party's sole discretion.

29. **SEVERABILITY.** Should any part of this Agreement be declared through a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or to carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexercised portion, can be interpreted reasonably to give effect to the intentions of the parties.
30. **COUNTERPARTS.** This Agreement may be executed in any number of counterpart, each of which shall be deemed an original, but all such counterparts, together shall constitute one and the same instrument.
31. **LIABILITY AND INSURANCE.** SMUHSD shall be responsible for all damages to persons or properties that occur as a result of SMUHSD's or SMUHSD's employees fault or negligence in connection with the performance of this Agreement. SMCCCD shall be responsible for all damages to persons or properties that occur as a result of SMCCCD's or SMCCCD's employees' fault or negligence in connection with the performance of this Agreement.

SMUHSD and SMCCCD shall each take out and maintain during the life of this Agreement such liability insurance as shall protect them while performing work covered by this Agreement from any and all claims for damages and all operations under this Agreement, whether such operations be by either of the agencies or by any Subcontractor or by anyone directly or indirectly employed by either of them.

- 30.1 **Required Coverage.** SMUHSD and SMCCCD shall each procure and maintain liability coverage which shall not be less than the following amounts (unless agreed in writing by the Executive Vice Chancellor's office or the SMUHSD Superintendent, as the case may be.

Comprehensive General Liability and Property Damage insurance including:

- a. Bodily Injury Liability insurance which provides for injuries including accidental death, per any one occurrence in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate; and Property Damage insurance in an amount not less than \$1,000,000 per occurrence.
- b. Business Automobile Liability insurance in an amount not less than \$1,000,000 including coverage for owned, non-owned and hired vehicles;

and

c. Umbrella liability in an amount not less than \$3,000,000 per occurrence and annual aggregate.

30.2 **Required Rating.** Insurance carriers must have a Best rating of A(-) | 0 or better.

30.3 **Endorsements and Certificates of Insurance.** San Mateo County Community College District, its Officers, Agents and Employees must be named by endorsement on SMUHSD's Comprehensive General Liability and Property Damage Policies as co-insured or additional insured. San Mateo Union High School District, its Officers, Agents, and Employees must be named by endorsement on SMCCCD's Comprehensive General Liability and Property Damage Policies as co-insured or additional insureds.

Certificates of Insurance and endorsements for coverages required herein shall be filed with SMUHSD's Superintendent and the SMCCCD's Chief Financial Officer prior to the commencement of work under this Agreement. The certificates shall provide that if the policy or policies be canceled by the insurance company or by SMUHSD or SMCCCD, as the case may be, during the terms of this Agreement, thirty (30) days written notice prior to the effective date of such cancellation will be given to SMUHSD's Superintendent or SMCCCD's Chief Financial Officer as the case may be. The certificates shall also show the information that the San Mateo County Community College District is named on SMUHSD's Comprehensive General Liability and Property Damage policies as co-insured or additional insured and that the SMUHSD is named on SMCCCD's Comprehensive General Liability and Property Damage policies as co-insured or additional insured. With respect to insurance procured by the SMUHSD, certificates shall clearly state that "The San Mateo County Community College District, its Officers, Agents and Employees are named as additional insured per attached endorsement" and that such insurance policy shall be primary to any insurance or self-insurance maintained by the District. With respect to insurance procured by the SMCCCD, certificates shall clearly state that "The San Mateo Union High School District, its Officers, Agents and Employees are named as additional insured per attached endorsement" and that such insurance policy shall be primary to any insurance or self-insurance maintained by SMUHSD.

32. **WORKERS' COMPENSATION INSURANCE.** SMUHSD and SMCCCD shall each have in effect, during the full term of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, both parties certify awareness of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the

Code, and certifies compliance with such provisions before commencing the performance of this work of the Agreement as set forth in California Labor Code section 1861.

Each Party Initials (if applicable)

I am aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for Workers Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of any work required under this Agreement with employees.

Each Party Initials (if applicable)

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

**33. MUTUAL HOLD HARMLESS**

- a. SMCCCD shall indemnify, hold harmless and defend the SMUHSD trustees, officers, employees and agents from and against every claim, demand and/or liability which may be made by reason of the negligent act(s) or omission(s) of SMCCCD and/or its employees or agents in their performance of this Agreement. Any right to indemnification shall not apply to acts of willful negligence or illegal actions.
- b. SMUHSD shall indemnify, hold harmless and defend SMCCCD and its trustees, officers, employees and agents from and against every claim, demand and/or liability which may be made by reason of the negligent act(s) or omission(s) of SMUHSD and/or its employees or agents in their performance of this Agreement. Any right to indemnification shall not apply to acts of willful negligence or illegal actions.
- c. In the event of the concurrent negligence of SMUHSD and/or its officers and/or employees and SMCCCD and/or its officers and/or employees, the liability for any and all claims for injuries which arise out of the performance of this contract shall be apportioned under California's theory of comparative negligence as presently established or as may hereafter be modified.

- 34. DISPUTE RESOLUTION.** Should any dispute arise out of this Agreement, the parties agree to meet in mediation and attempt to reach a resolution with the assistance of a

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

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

Neither party shall be permitted to file legal action without first meeting in mediation and maintaining a good faith attempt to reach a mediated resolution.

35. **AMENDMENTS.** This Agreement may be amended only by a written instrument signed by both SMCCCD and SMUHSD which writing shall state expressly that it is intended by the parties to amend the terms and conditions of this Agreement.
36. **GOVERNING LAW AND VENUE.** This Agreement, including all exhibits attached hereto and incorporated herein by reference, shall be construed in and governed by the laws of the State of California. The parties consent to the exclusive jurisdiction and venue of the Superior Court of San Mateo County, California.
37. **ENTIRE AGREEMENT.** This Agreement, including all exhibits attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties and obligations of each party. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are of no force or effect. In the event of a conflict between the terms and conditions set forth herein and those in the exhibits attached hereto, the terms and conditions set forth herein shall prevail.
38. **REQUIRED POLICIES AND PROCEDURES.** SMCCCD shall have in place during the life of this Agreement such written rules, policies and procedures, including discrimination and harassment complaint procedures, as are required by applicable law.
39. **CAPTIONS.** Any captions to or headings of the articles, sections, subsections, paragraphs, or subparagraphs of this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used for the interpretation or determination of validity of this Agreement or any provision hereof.
40. **FAILURE TO PERFORM.** If, at any time, in the opinion of SMUHSD, SMCCCD fails to render services of proper quality or has failed to perform, keep, and observe any of the terms or conditions herein contained on the part of SMCCCD to be performed, kept, and observed, SMUHSD may give SMCCCD written notice to correct such

conditions or cure such default; and if any such condition or default shall continue for ten (10) days after said written notice, then, and in that event, this Agreement shall cease and expire. Thereupon SMUHSD or its duly authorized representative may employ other parties or carry this Agreement to completion as SMUHSD may deem proper.

41. **EXECUTION.** By their signatures below, each of the following represents that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

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

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**SAN MATEO UNION HIGH SCHOOL DISTRICT**

By: \_\_\_\_\_

Bernata Slater  
Chief Financial Officer

Date:

Federal Tax Payer Identification Number:  
94-3084147

By:  \_\_\_\_\_

Kevin Skelly, Ph.D.,  
Superintendent

Date:

Federal Tax Payer Identification Number  
(EIN): 94-3083861

## Appendix A

<b>Case</b>	<b>Description</b>	<b>Total Charge to HS</b>
1	<i>Student completes two terms</i>	\$ 6,800
2	<i>Student enrolls in Fall term and does not complete.</i>	\$ 3,400
3	<i>Student completes only Fall term, does not enroll Spring</i>	\$ 3,400
4	<i>Students completes only Fall, withdraws from Spring term <b>after</b> drop period</i>	\$ 6,800
5	<i>Student completes only Fall, withdraws from Spring term <b>during</b> drop period</i>	\$ 3,400
6	<i>Student enrolls in Spring term only and completes Spring only</i>	\$ 3,400
7	<i>Student enrolls in Spring term only and does not complete Spring only</i>	\$ 3,400
8	<i>Student completes Fall, withdraws during Spring during valid drop period, and is 'replaced' by a Spring-only enrollee. (combination of cases 5 <u>plus</u> 6 or 7.)</i>	\$ 6,800

**BOARD REPORT NO. 21-07-102B**

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

**ADOPTION OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STRATEGIC PLAN 2021-2026**

The updated and revised District Strategic Plan was presented to the Board of Trustees for a first review at its June 9, 2021 Study Session, and a focused review of the Strategic Goals and Districtwide Strategies occurred at its June 23, 2021 meeting. The Board received a presentation outlining the process that was undertaken to update and revise the plan, the environmental scanning information that was considered during that revision process, and ultimately the updated Strategic Goals and Districtwide Strategies.

Based on Board discussion at those meetings, the District Strategic Plan Goals and Districtwide Strategies have been revised and are presented for final adoption.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the updated District Strategic Plan 2021-2026.

## EQUITY, SOCIAL JUSTICE, AND COMPLETION

### A STRATEGIC PLAN OF THE SMCCCD

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#### EXECUTIVE SUMMARY

The San Mateo County Community College District (SMCCCD), and its three colleges, Cañada College in Redwood City, College of San Mateo in San Mateo, and Skyline College in San Bruno provide access to higher education for the students and communities of San Mateo County, the Silicon Valley, the greater Bay Area, and beyond. The District is committed to the principles of social justice and equity with an intentional focus on ensuring students complete their educational goals, from certification in career education to associate degrees and transfer to four- year universities... on-time! This focus on completion comes from a recognition that the most important factor that contributes to upward social and economic mobility is the attainment of higher education.

This District Strategic Plan is organized around four Strategic Goals and attending Districtwide Initiatives that provide a blueprint and focus for the work of the District and its Colleges.

**STRATEGIC GOAL 1: DEVELOP AND STRENGTHEN EDUCATIONAL OFFERINGS, INTERVENTIONS, AND SUPPORT PROGRAMS THAT INCREASE STUDENT ACCESS, SUCCESS, AND COMPLETION.**

**STRATEGIC GOAL 2: ESTABLISH AND EXPAND RELATIONSHIPS WITH SCHOOL DISTRICTS, 4-YEAR COLLEGE PARTNERS, COMMUNITY-BASED ORGANIZATIONS AND EMPLOYERS TO INCREASE HIGHER EDUCATION ATTAINMENT AND ECONOMIC MOBILITY IN SAN MATEO COUNTY.**

**STRATEGIC GOAL 3: PROMOTE INNOVATION AND EXCELLENCE IN INSTRUCTION TO SUPPORT STUDENT LEARNING AND SUCCESS.**

**STRATEGIC GOAL 4: ENSURE NECESSARY RESOURCES ARE AVAILABLE TO IMPLEMENT THIS STRATEGIC PLAN THROUGH SOUND FISCAL PLANNING AND MANAGEMENT OF ALLOCATIONS. PROTECT COMMUNITY-SUPPORTED STATUS, AND UNDERTAKE THE DEVELOPMENT OF ALTERNATIVE SOURCES OF REVENUE THAT SUPPORT EDUCATIONAL PROGRAMS BEYOND WHAT IS AVAILABLE FROM COMMUNITY AND STATE ALLOCATIONS.**

Taken together, these Strategic Goals are intended to continue the work of the SMCCCD to be an innovative, effective, and equity focused institution of higher education. The District Strategic Plan will serve as a guide over the next five years as the District invests in the strategic development and allocation of resources in support of these goals.

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#### A FOCUS ON EQUITY AND SOCIAL JUSTICE

The previous iteration of the District Strategic Plan also included a focus on equity and social justice, which is carried through to this update. Social justice is not a passive statement, but instead requires focused action to dismantle systemic barriers that have prevented, in particular, low-income communities and communities of color from accessing and succeeding in higher education. A true commitment to

equity means being willing to invest more in communities and students that have been historically marginalized and have experienced disproportionately negative impacts from systemic racism and other institutionalized systems of oppression. Through the implementation of the Strategic Plan, the SMCCCD demonstrates its commitment to dismantling barriers to access, success, and completion of higher education.

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## FREE COMMUNITY COLLEGE IN THE SMCCCD

The environmental scan data presented later in this Strategic Plan highlights the essential role that the SMCCCD plays by providing THE point of access to public higher education in San Mateo County. In support of the focus on Equity, Social Justice, and Completion, a strategic initiative of the District over the life of this Strategic Plan is to make Free Community College in the SMCCCD a reality. Some of the key components that combine to make Free Community College a possibility for San Mateo County that are also captured in the Goals and Districtwide Strategies of this plan include the accelerated expansion of Dual Enrollment, the Promise Scholars Program (PSP), and Open Educational Resources (OER) for Zero Textbook Cost (ZTC) degree programs, all within a Guided Pathways framework.

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## RESOURCE DEVELOPMENT AND STEWARDSHIP

San Mateo County is one of the wealthiest, and also one of the most expensive, counties in the state of California, reflected in a median home price of more than \$1.8 million as of March 2021. This wealth is in large part generated by the robust economy of the Silicon Valley and greater Bay Area, from San Francisco through San Mateo and down to Santa Clara County. The SMCCCD is fortunate to benefit from this economy that causes it to be one of the handful of community supported (i.e., Basic Aid) districts in the California Community College System. As outlined in Strategic Goal 4, maintenance of this status is essential to the long-term stability of the District. However, just as important, is the strategic development of additional resources and the responsible stewardship of existing ones. The strategic development of partnerships with governmental agencies such as the San Mateo County Board of Supervisors and local city councils, expansion of philanthropic efforts through the San Mateo County Community College Foundation (SMCCCF), and the development of alternative revenue sources combined with legislative and policy changes, will all be necessary to implement the Districtwide Strategies outlined in this Strategic Plan. Responsible and effective stewardship of these resources, and the willingness to prioritize their allocation and expenditure, will be needed to fully realize the goals of the District.

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## THE COVID-19 PANDEMIC

It is important to note that during the update of the District Strategic Plan, the COVID-19 global pandemic disrupted not only the timeline for the revision of this plan, but the entire District, its colleges, and the lives of every student and employee. Emerging from this pandemic has led to a reexamination of what the implementation of the District Strategic Plan can look like, from what types of professional development are needed, to what does innovation in teaching and learning look like, and even to what does sustainability mean in the face of such a disruption?

## THE DISTRICT STRATEGIC PLAN UPDATE PROCESS

The District Strategic Plan (DSP) follows a regular cycle of review and update as shown below. Beginning in the 2019-20 academic year, a District Strategic Plan Steering Committee (DSPSC) was formed in order to lead the update process. Originally scheduled to be completed by the beginning of the 2020-21 academic year, the COVID-19 global pandemic forced the timeline to be extended.

District Strategic Plan Review Cycle							
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
<a href="#">SMCCCD Strategic Plan 2015-2020</a>	Plan Completed (Year 1)	Implement (Year 2) — Review — Assess	Implement (Year 3) — Mid-Term Review — Assess	Implement (Year 4) — Review — Assess —	Plan Update (Year 5) — Review — Assess	Plan Update Continued (Year 6)	Comprehensive Plan Update Completed (Year 1)

Table 1

## STEERING COMMITTEE MEMBERSHIP

The District Strategic Plan Steering Committee (DSPSC) was formed to guide the process for update and revision of the District Strategic Plan. The DSPSC included representation from the Board of Trustees and appointees from each of the Colleges. The Deans of PRIE were key members that were included to promote alignment between the local college Strategic Plans and Educational Master Plans and the revised District Strategic Plan. The committee membership was as follows:

Name	Title
Aaron McVean (Chair)	Vice Chancellor, Educational Services and Planning
Dave Mandelkern Tom Nuris	Trustees
Jamillah Moore	President (Cañada College)
Jeremy Wallace	District Academic Senate President (CSM)
Golda Margate	CSEA Representative (Skyline College)
Jordan Chavez (2019-20) Jade Shonette (2020-21)	Student Trustees

<b>Karen Engel</b>	Dean of PRIE (Cañada College)
<b>Hilary Goodkind</b>	Dean of PRIE (CSM)
<b>Ingrid Vargas</b>	Dean of PRIE (Skyline College)

Table 2

Over the course of the update period, the DSPSC met regularly to review relevant information that informed the current Strategic Goals and Districtwide Strategies. Once an updated set of Goals and Districtwide Strategies were developed, input was solicited from Academic and Classified Senates, as well as governance committees involved in local strategic planning and resource allocation at each of the three Colleges. From that input, additional changes were made to the final set of goals and strategies contained within this Strategic Plan.

<b>Date</b>	<b>Activity</b>	<b>Location</b>
<b>2019</b>		
<b>October 15<sup>th</sup></b>	First meeting of the DSP Steering Committee	District
<b>November 13<sup>th</sup></b>	DSPSC #2: District Mission and College Strategic Plans	District
<b>December 9<sup>th</sup></b>	DSPSC #3: Environmental Scan and SWOT Analysis	District
<b>2020</b>		
<b>January 28<sup>th</sup></b>	DSPSC #4: Strategic Goals and Districtwide Strategies Review	CSM
<b>February 18<sup>th</sup></b>	DSPSC #4.5: Strategic Goals and Districtwide Strategies Review cont.	District
<b>COVID-19</b>		
<b>October 7<sup>th</sup></b>	DSPSC #5: District Strategic Plan Metrics Review	Zoom
<b>October 14<sup>th</sup></b>	Board Study Session: District Strategic Plan Progress	Zoom
<b>November</b>	College Planning Council Presentations	Zoom
<b>2021</b>		
<b>January - March</b>	Academic Senate Presentations Classified Senate Presentations	Zoom
<b>March 3<sup>rd</sup></b>	DSPSC #6: Final Review	Zoom
<b>June 9<sup>th</sup></b>	Board Presentation	Zoom
<b>July 23<sup>rd</sup></b>	Board Adoption	TBD

Table 3

## STRATEGIC GOALS AND DISTRICTWIDE STRATEGIES

The following set of Strategic Goals and Districtwide Strategies was developed following the process outlined above. The first section of the District Strategic Plan focuses on Districtwide Strategies that cut across all Strategic Goals and provide a timely focus for District and College efforts. Reflecting emerging issues and priorities across the District, the following set of Districtwide Strategies were identified for the 2021-2026 District Strategic Plan.

Districtwide Strategies
<ul style="list-style-type: none"> <li>Continually explore and implement interventions that benefit all students and help them to achieve their specific educational goals.</li> </ul>
<ul style="list-style-type: none"> <li>Measure the impact of new and existing Districtwide efforts to increase access, success, and completion while reducing equity gaps for disproportionately impacted student groups.</li> </ul>
<ul style="list-style-type: none"> <li>Support the Colleges by providing resources for innovative teaching and learning that is designed to increase student success.</li> </ul>
<ul style="list-style-type: none"> <li>Fully implement and optimize the Salesforce CRM and associated products in order to integrate technology systems for better communication to students, staff, and faculty.</li> </ul>
<ul style="list-style-type: none"> <li>Support the implementation of the District’s sustainability initiatives to address its program goals as part of the District’s response to climate change.</li> </ul>
<ul style="list-style-type: none"> <li>Support the work of the District Anti-Racism Council to radically reimagine how we commit to anti-racism and how we can transform the educational experiences for all students, especially hyper-marginalized students.</li> </ul>
<ul style="list-style-type: none"> <li>Expand the Promise Scholars Program to serve all students who are interested and qualify for this completion focused program.</li> </ul>
<ul style="list-style-type: none"> <li>Increase enrollment of San Mateo County residents through coordinated efforts, including the implementation of the Free Community College initiative.</li> </ul>
<ul style="list-style-type: none"> <li>Communicate information to the District and the public regarding enrollment and student success metrics in an accurate and transparent manner.</li> </ul>

Strategic Goal #1 and the accompanying Districtwide Strategies focus on increasing student access, success, and completion. Although the District Strategic Plan is intended to set the strategic direction for the District for the next five years, it is impossible to not consider the current COVID-19 pandemic when reviewing the revised strategies below. The importance of continuing to develop and implement on-line support services and to provide professional development, for example, are both made more apparent in the current operating environment.

Strategic Goal #1
<b>DEVELOP AND STRENGTHEN EDUCATIONAL OFFERINGS, INTERVENTIONS, AND SUPPORT PROGRAMS THAT INCREASE STUDENT ACCESS, SUCCESS, AND COMPLETION</b>
Districtwide Strategies

<ul style="list-style-type: none"> <li>• Encourage the development of methodologies that increase the number of students who utilize support services that enable them to stay in school and succeed.</li> </ul>
<ul style="list-style-type: none"> <li>• Create on-line and web-based options for students to access advising and counseling services, interactive scheduling, and educational plans.</li> </ul>
<ul style="list-style-type: none"> <li>• Strengthen the alignment of career education programs with projected workforce needs.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide professional development resources for faculty, staff, and administration to ensure program effectiveness and excellence in teaching and learning.</li> </ul>
<ul style="list-style-type: none"> <li>• Establish a dedicated budget for new program development in order to increase access, success, and completion, and eliminate equity gaps.</li> </ul>
<ul style="list-style-type: none"> <li>• Review student placement processes and incorporate multiple measures of assessing the preparedness of new students for college level work with the goal of decreasing time needed to achieve one’s goal.</li> </ul>
<ul style="list-style-type: none"> <li>• Use emerging practices to accelerate student progression of ESL sequences into transfer-level courses.</li> </ul>
<ul style="list-style-type: none"> <li>• Evaluate the implementation of revised placement processes for English, and math, ensuring students are successful in transfer-level coursework.</li> </ul>
<ul style="list-style-type: none"> <li>• Systematically evaluate the effectiveness of academic and student support programs in all areas and develop, strengthen, or eliminate programs to support student success.</li> </ul>

Strategic Goal #2 and the accompanying Districtwide Strategies focuses on the continuum of strategic partnerships and pathways from feeder high schools through the District and onto four-year universities. The continued focus of the District and its colleges to implement Guided Pathways and increase Dual Enrollment opportunities is part of the intentional work to increase access to higher education for historically underserved communities and to increase their successful completion and transfer.

<b>Strategic Goal #2</b>
<b>ESTABLISH AND EXPAND RELATIONSHIPS WITH SCHOOL DISTRICTS, 4-YEAR COLLEGE PARTNERS, COMMUNITY-BASED ORGANIZATIONS AND EMPLOYERS TO INCREASE HIGHER EDUCATION ATTAINMENT AND ECONOMIC MOBILITY IN SAN MATEO COUNTY</b>
<b>Districtwide Strategies</b>
<ul style="list-style-type: none"> <li>• Increase collaboration, interaction, and alignment with high school partners to increase successful transitions from local high schools to ensure higher education is accessible for all San Mateo high school students.</li> </ul>
<ul style="list-style-type: none"> <li>• Increase outreach and recruitment efforts with San Mateo County high school partners, students, and parents to make the SMCCCD the “college of choice” for high school graduates.</li> </ul>
<ul style="list-style-type: none"> <li>• Continue to expand and support Middle College and Early College opportunities.</li> </ul>
<ul style="list-style-type: none"> <li>• Expand dual enrollment opportunities and make processes more efficient and accessible for secondary schools and their students.</li> </ul>

<ul style="list-style-type: none"> <li>• Create faculty-to-faculty collaboration as part of high school partnerships for Dual Enrollment and Guided Pathways to better align curricula and to create seamless transitions from secondary to postsecondary education.</li> </ul>
<ul style="list-style-type: none"> <li>• Work with feeder high schools to streamline processes for sharing transcript information to facilitate placement of more students into the appropriate transfer-level credit courses.</li> </ul>
<ul style="list-style-type: none"> <li>• Create an active campus environment that creates a sense of belonging and engagement for students.</li> </ul>
<ul style="list-style-type: none"> <li>• Increase and articulate Guided Pathways, programs, and services to improve career development and job placement to help students meet their stated goals.</li> </ul>
<ul style="list-style-type: none"> <li>• Increase/expand partnerships with four-year colleges and universities to increase seamless curriculum alignment and direct program transfer, as well as develop opportunities to complete four-year degrees in San Mateo County.</li> </ul>
<ul style="list-style-type: none"> <li>• Share data and information, especially about student success, with community partners.</li> </ul>

Strategic Goal #3 and the accompanying Districtwide Strategies focuses on the development of innovation in teaching and learning, including the use of emerging technologies. The need for this focus has again been highlighted by the COVID-19 pandemic, which has immediately shifted the operating environment of the District and has changed the future of higher education in ways that are not yet fully understood. Regardless, the continued investment in innovation is essential for the District to remain relevant and competitive for future generations of students.

Strategic Goal #3
PROMOTE INNOVATION AND EXCELLENCE IN INSTRUCTION TO SUPPORT STUDENT LEARNING AND SUCCESS
Districtwide Strategies
<ul style="list-style-type: none"> <li>• Expand program delivery options, including accelerated completion options, for all students including online students, e.g., College for Working Adults; short-term classes; intersession classes; cohort classes; and continuing, corporate and community education.</li> </ul>
<ul style="list-style-type: none"> <li>• Promote strategic development of online education to increase the development and delivery of quality, fully online certificate and degree programs.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure instruction is delivered in multiple modalities, including in-person, hybrid, and hyflex, to increase access to higher education and meet the needs of different student populations.</li> </ul>
<ul style="list-style-type: none"> <li>• Support professional development for faculty and staff to incorporate advances in teaching, learning, and effective use of technology.</li> </ul>
<ul style="list-style-type: none"> <li>• Increase technology use in the classroom and develop the overall District technology infrastructure to support innovative practices in teaching and learning.</li> </ul>
<ul style="list-style-type: none"> <li>• Integrate technological systems to ensure a seamless and efficient experience for students, faculty, and staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure student and academic support services are accessible to all students in the online environment.</li> </ul>

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Support innovation and excellence by increasing the availability of data and information to inform the effectiveness of programs and interventions designed to increase student success, equity, and achievement.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Foster an environment that continues to attract and retain highly qualified and dedicated faculty, staff, and administration that share the District’s values of equity and social justice.</li> </ul>                       |
| <ul style="list-style-type: none"> <li>• Accelerate the development and adoption of Open Educational Resources (OER) and expand Zero Textbook Cost (ZTC) course offerings for students across all modalities.</li> </ul>  |

Finally, Strategic Goal #4 and the accompanying Districtwide Strategies focuses on the maintenance and development of resources to support the innovation, programs, and services identified in the previous strategic goals.-

<b>Strategic Goal #4</b>
<b>ENSURE NECESSARY RESOURCES ARE AVAILABLE TO IMPLEMENT THIS STRATEGIC PLAN THROUGH SOUND FISCAL PLANNING AND MANAGEMENT OF ALLOCATIONS AND PROTECTION OF COMMUNITY-SUPPORTED STATUS.</b>
<b>Districtwide Strategies</b>
<ul style="list-style-type: none"> <li>• Protect and solidify District funding, predominately in the form of property taxes, through interaction and advocacy with key county and state legislators and the State Chancellor’s Office. To ensure this is achieved, build coalitions among other community-supported districts and statewide associations.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure strong fiscal stewardship and the efficient utilization of taxpayer resources in order to accomplish the strategic goals of the District.</li> </ul>
<ul style="list-style-type: none"> <li>• Support actions across the District to provide alternative revenue sources to promote programs that increase student success, equity, and completion.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop and support legislation and Board policies that allow for greater flexibility and control over the use of District resources.</li> </ul>
<ul style="list-style-type: none"> <li>• Expand the development, management, and grant funding strategy and infrastructure for the Districts and its Colleges.</li> </ul>
<ul style="list-style-type: none"> <li>• Increase philanthropic development efforts in order to provide resources that can be used to support programs and efforts that increase student success, equity, and completion.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop Community, Continuing and Corporate Education (CCCE), as a net revenue generating program through increased lifelong learning and focus on not-for-credit professional certifications and customized workforce training for public and private-sector organizations, without infringement on established credit-based academic programs.</li> </ul>
<ul style="list-style-type: none"> <li>• Increase credit-based enrollments through new credit/non-credit hybrid programming.</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to the economic development of San Mateo County through collaborative partnerships with industry and workforce/economic development agencies.</li> </ul>
<ul style="list-style-type: none"> <li>• Partner with local, regional, and state level governmental and other agencies in order to achieve the strategic goals of the District.</li> </ul>

- Review allocations and evaluate the investment of resources in order to align resource allocation with District goals and Districtwide strategies that increase student success, equity, and completion.

## ENVIRONMENTAL SCAN DATA

Informing the update and revision of the current District Strategic Plan is a robust set of environmental scanning data that was reviewed and considered in detail by the DSPSC and shared with the broader District community during discussion of the updated goals and strategies. Data from both the external and internal environment was reviewed and analyzed. The data presented below represent the most relevant information for the planning context that informed the update and revision of this District Strategic Plan.

## EXTERNAL CONTEXT

The relevant external context for the update and revision of the District Strategic Plan includes the broader trends in San Mateo County and the Silicon Valley, with particular focus on high schools and the economic conditions related to, and impacted by, higher education. Unless otherwise noted, environmental scanning data for the external context was pulled from the [Silicon Valley Index 2021](#), an annual report published by Joint Venture Silicon Valley.

High school data included here highlight one of the major equity

issues that several of the Districtwide Strategies are intended to address. Beginning with high school graduation rates (Figure 1), though relatively high across all groups there are noted discrepancies based on the race and ethnicity of students. The largest equity gaps exist for Hispanic/Latinx, American Indian or Alaskan Native (AIAN), and African American students, when compared to White and Asian students. This

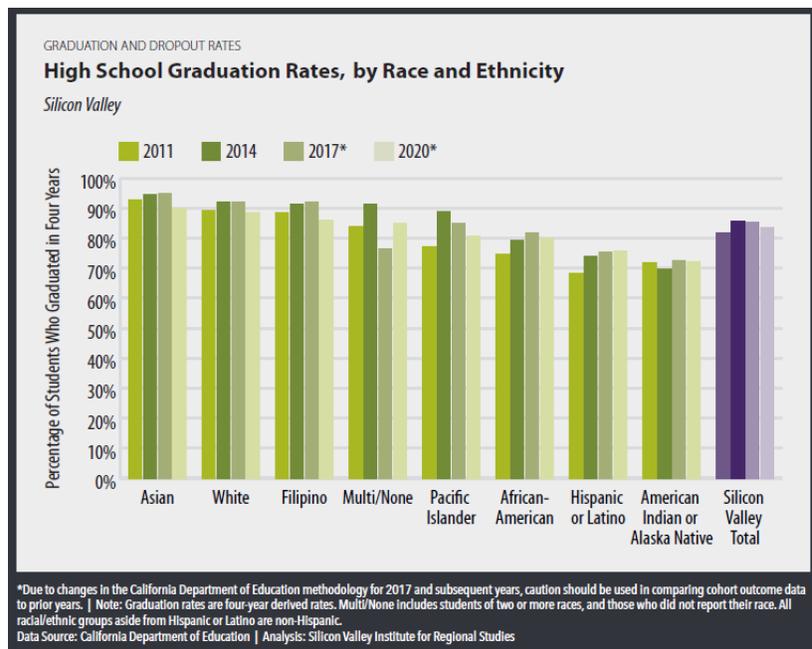


Figure 1

highlights a systemic issue that is resulting in institutions being less successful in serving these student populations. These data, when combined with data on the share of high school graduates who meet UC/CSU requirements (see Figures 2 and 3), also known as “a-g” requirements, reinforce the critical need to invest in strengthening and streamlining pathways from local high schools to the Colleges of the SMOCCD. Again, while generally high when compared to the overall State rates, there are gross disparities based on the race and ethnicity of students with regard to the completion of UC/CSU requirements.

The lowest rates of completion of UC/CSU requirements are seen in the Hispanic/Latinx, Pacific Islander, African-American, and American Indian or Alaska Native student

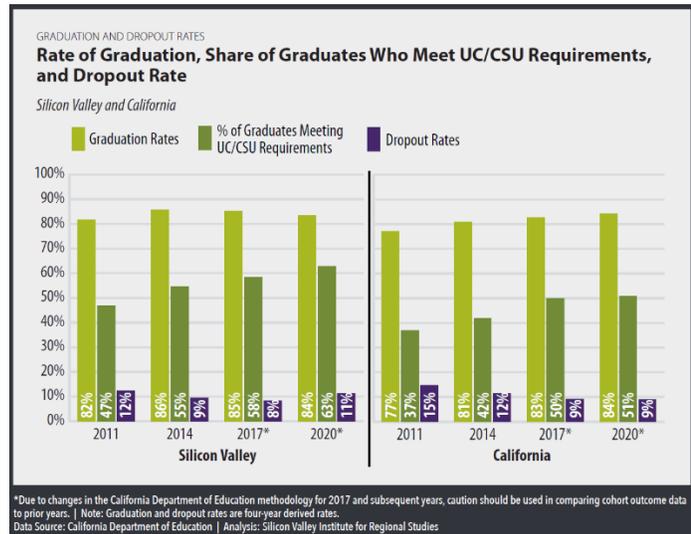
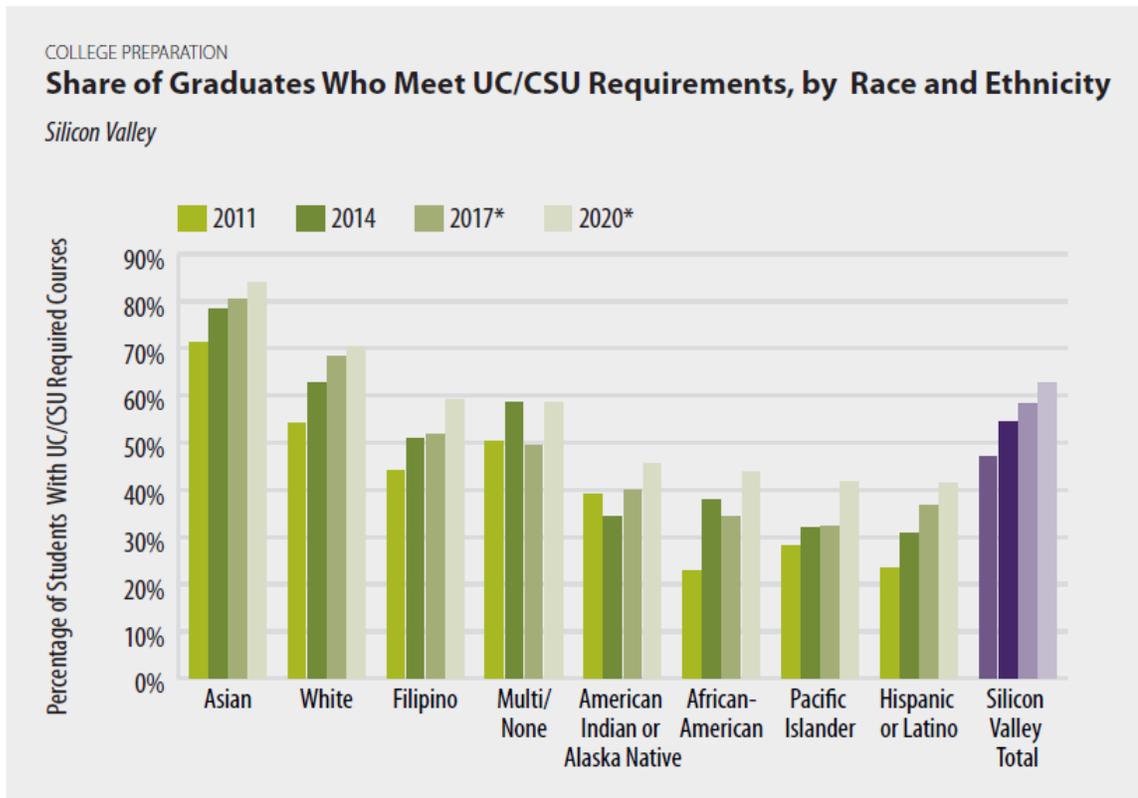


Figure 2



\*Due to changes in the California Department of Education methodology for 2017 and subsequent years, caution should be used in comparing cohort outcome data to prior years. | Note: Multi/None includes students of two or more races, and those who did not report their race. All racial/ethnic groups aside from Hispanic or Latino are non-Hispanic. | Data Source: California Department of Education | Analysis: Silicon Valley Institute for Regional Studies

Figure 3

populations. Taken in totality, these three figures highlight a persistent systemic issue that this District Strategic Plan is focused on addressing. The expansion of Dual Enrollment, as part of Strategic Goal 2 and a key component of the Free Community College initiative is specifically intended to address this issue. If students do not complete the UC/CSU requirements in high school, the SMCCCD is likely the only point of access to higher education available. The other Districtwide Strategies under Goal 2 that identify engagement with high schools and streamlining of data and information sharing are all in recognition of the importance of increasing the successful transition of high school students, and specifically students of color, into higher education.

## THE IMPORTANCE OF COMPLETION

Increasing access to higher education in the SMCCCD is only one component of the District Strategic Plan, but the overarching focus is on increasing completion of educational goals, and in particular completion of certificates, degrees, and eventual transfer to a four-year university. The next set of external environmental scanning data, taken together, highlight the importance of degree and transfer completion

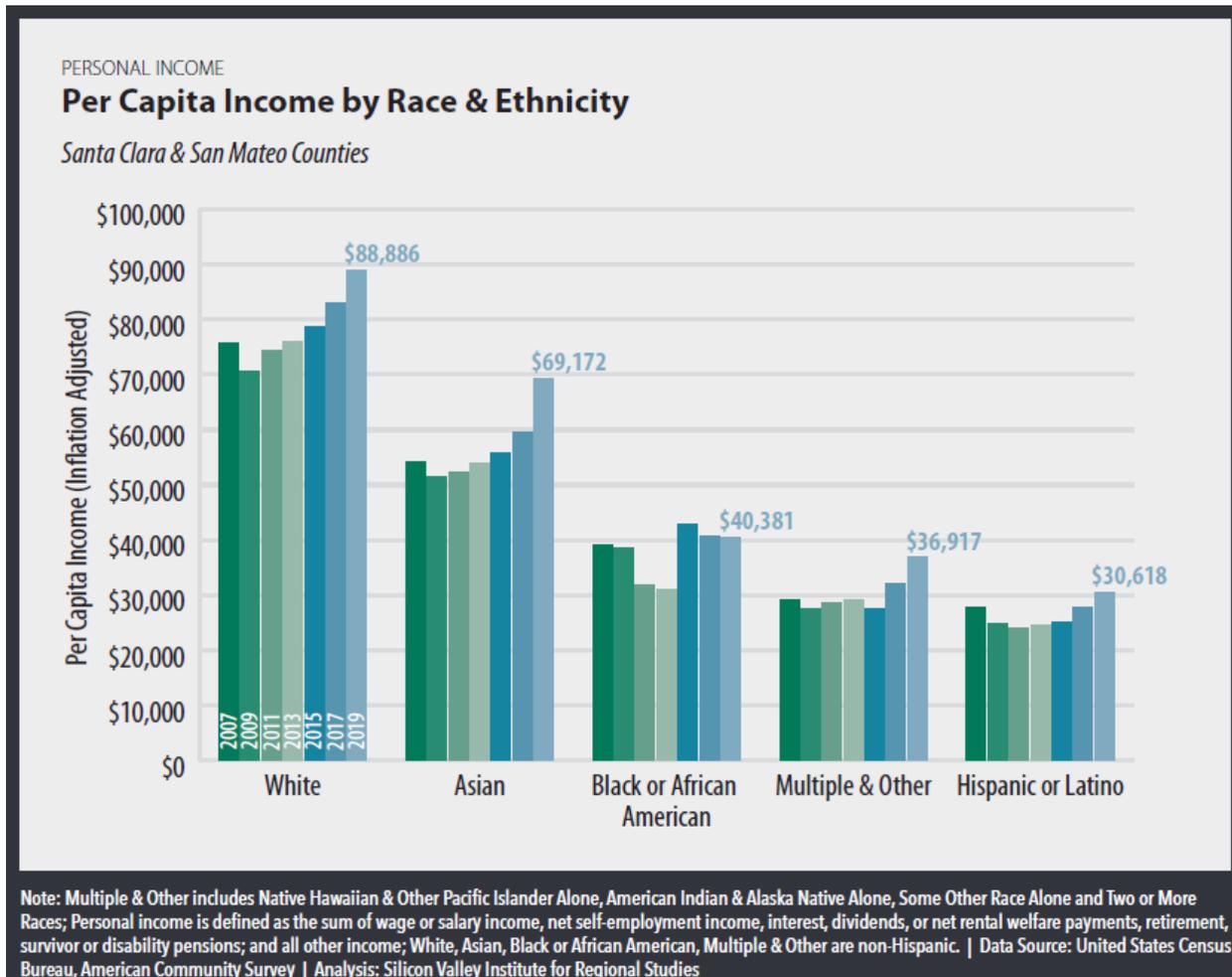


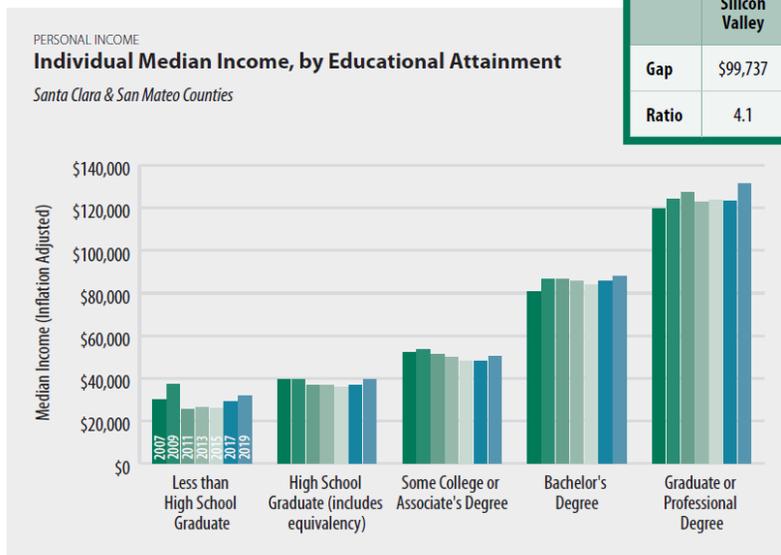
Figure 4

in particular for individuals in the Silicon Valley and San Mateo in order to gain access to the economies of the region. Beginning with Figure 4, there are wide disparities in per capita income between racial and ethnic groups in the Silicon Valley. African-American and Hispanic/Latinx communities earn substantially less than White and Asian communities. As shown in Figure 5 at right, these disparities have increased over the past decade, with communities of color not benefiting as much from the substantial growth in the overall incomes as a result of the growth in the economies of the Silicon Valley.

Although not the only reason for these disparities, a significant factor that prevents individuals from accessing the economy and reaching higher per capita income levels is educational attainment. As shown below, achieving a Bachelor’s Degree is essentially a minimum level of educational attainment in order to earn a median income level that is sustainable in the Silicon Valley. The Ratio presented also highlights that level of educational attainment has a greater impact on median income levels in the Silicon Valley, San Mateo, and San Francisco, than the state of California in general (see Figure 6).

<b>Percent Change in Inflation-Adjusted Per Capita Income, by Race &amp; Ethnicity</b> <i>Santa Clara &amp; San Mateo Counties, 2009-2019</i>	
<b>Asian</b>	+35%
<b>Multiple &amp; Other</b>	+34%
<b>White</b>	+26%
<b>Hispanic or Latino</b>	+23%
<b>Black or African American</b>	+5%
<b>ALL</b>	+25%

Figure 5



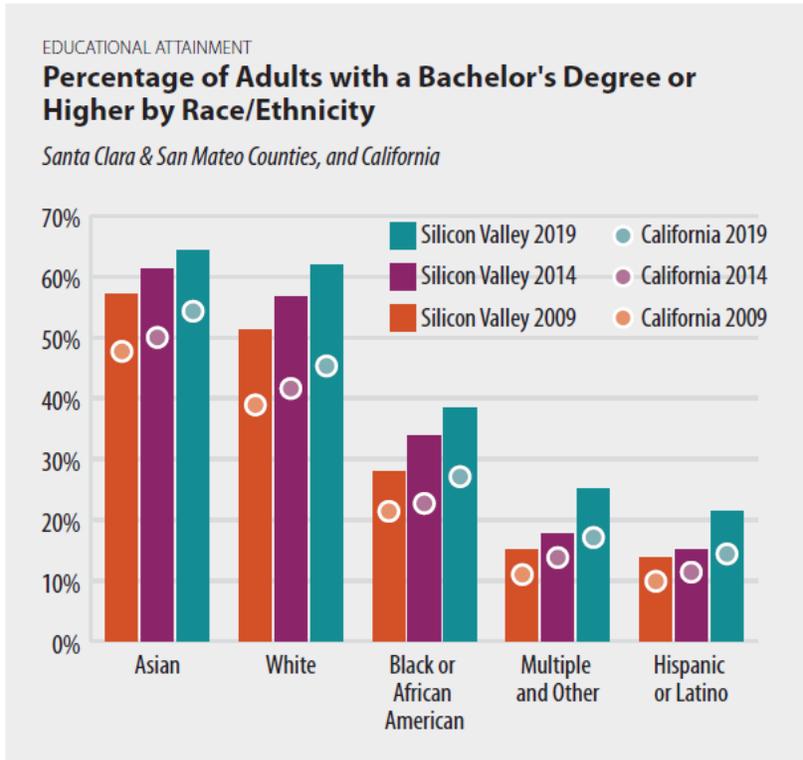
Note: Some College includes Less than 1 year of college; Some college, 1 or more years, no degree; Associate degree; Professional certification.  
Data Source: United States Census Bureau, American Community Survey | Analysis: Silicon Valley Institute for Regional Studies

Figure 6

<b>Disparity in Median Income between Highest and Lowest Educational Attainment Levels</b> <i>2019</i>				
	Silicon Valley	San Francisco	California	United States
<b>Gap</b>	\$99,737	\$96,037	\$66,385	\$49,619
<b>Ratio</b>	4.1	4.8	3.6	2.9

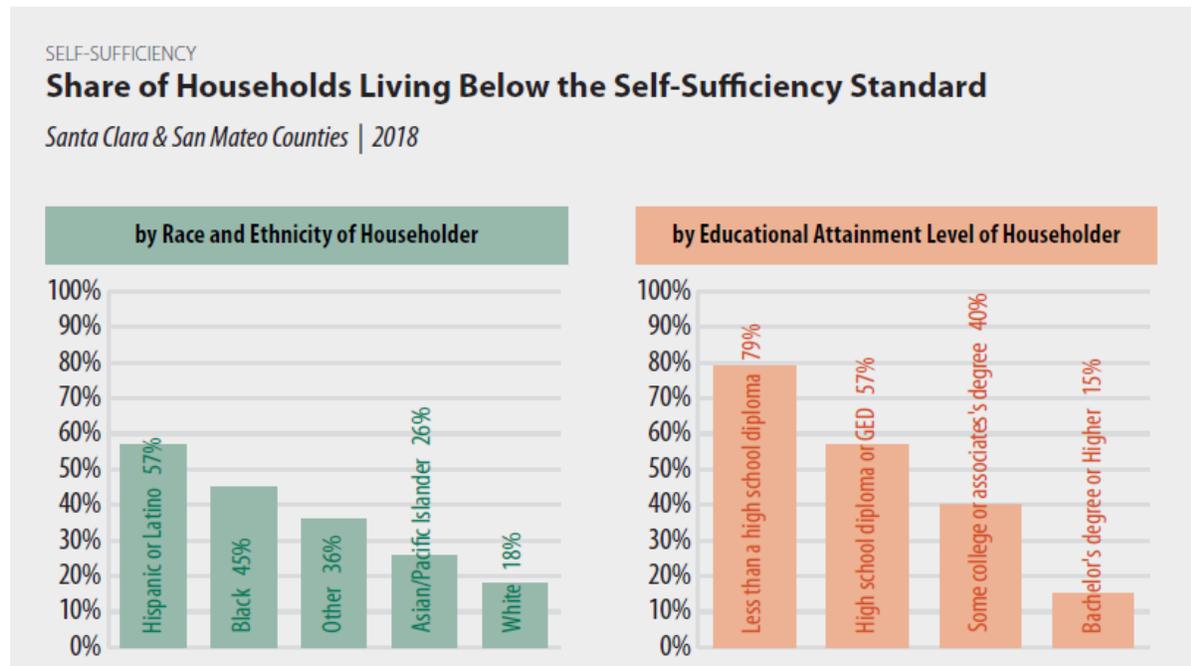
The income gap between residents of varying educational attainment levels is much wider in Silicon Valley and San Francisco than in California or the United States as a whole, and has expanded significantly since prior to the Great Recession.

As suggested in the high school data presented earlier, the culmination of systemic barriers has led to disparities in educational attainment and therefore per capita and median income for communities of color. Bachelor's Degree attainment, or higher, is lowest among Hispanic/Latinx communities, follow by those with Multiple racial identities, and the African American communities of the Silicon Valley (Figure 7). These factors directly result in far greater proportions of Hispanic/Latinx and African American Households living below the self-sufficiency standard for San Mateo County (see Figure 8).



Note: Categories Black or African American, Asian, and White are non-Hispanic or Latino. | Data Source: United States Census Bureau, American Community Survey | Analysis: Silicon Valley Institute for Regional Studies

Figure 7



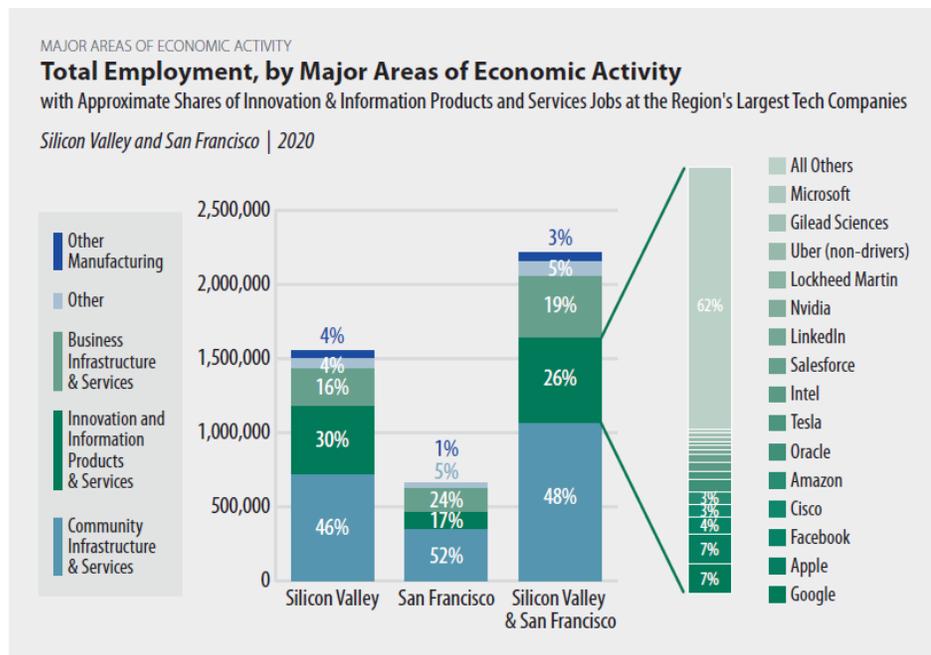
Note: The Self-Sufficiency Standard defines the amount of income necessary to meet basic needs without public subsidies or private/informal assistance. Asian/Pacific Islander, Black, White, and Other are non-Hispanic or Latino. | Data Source: Center for Women's Welfare, University of Washington  
Analysis: Silicon Valley Institute for Regional Studies

Figure 8

The set of environmental scanning data presented above highlights the need for educational attainment in order to access the economies of the Silicon Valley. Strategic Goals 2 and 3 both include Districtwide Strategies for more and better alignment with workforce needs and employment opportunities, whether through traditional credit-based programs or through the Districts Community, Continuing, and Corporate Education (CCCE; [CommEd](#)).

Therefore, it was also worth examining areas of economic activity or employment sectors provide living, sustainable wages that allow individuals and households to achieve the self-sufficiency standard.

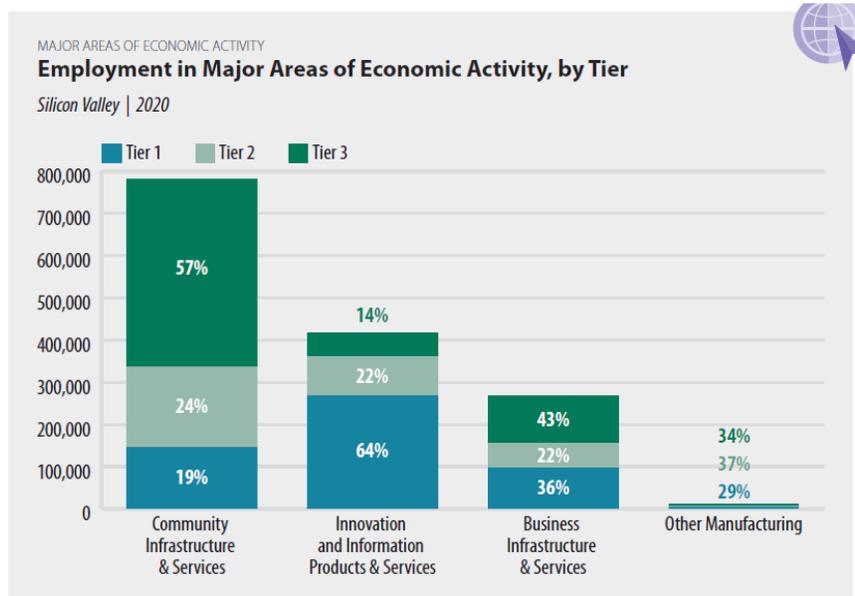
The largest general employment sector for both San Mateo County and the Silicon Valley is Community Infrastructure and Services, followed by Innovation and Information Products and Services, with the latter area containing what is commonly referred to as the Tech Industry (see breakout in Figure 9). Within each area, however, there is a wide range of jobs that require various levels of training and education (i.e., Tiers), and as a result the median income varies within and across each area (see Figure 10). While the largest employment sector is in Community Infrastructure and Services, the proportion of those jobs that require



Note: Definitions of the major areas of economic activity are included in Appendix A. | Data Sources: BW Research; U.S. Bureau of Labor Statistics Quarterly Census of Employment and Wages; EMSI; *Silicon Valley Business Journal*; LinkedIn | Analysis: BW Research; Silicon Valley Institute for Regional Studies

Figure 10

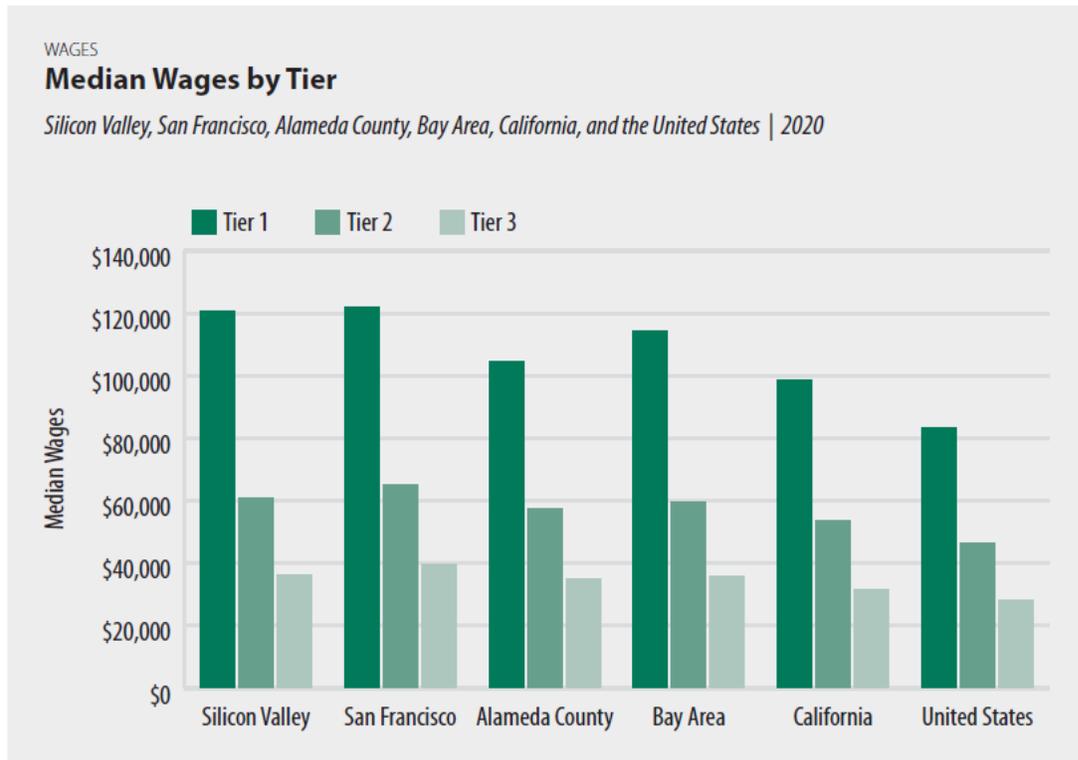
Community Infrastructure and Services, followed by Innovation and Information Products and Services, with the latter area containing what is commonly referred to as the Tech Industry (see breakout in Figure 9). Within each area, however, there is a wide range of jobs that require various levels of training and education (i.e., Tiers), and as a result the median income varies within and across each area (see Figure 10). While the largest employment sector is in Community Infrastructure and Services, the proportion of those jobs that require



Note: Definitions of the major areas of economic activity, and of Tier 1 (high-skill/high-wage), Tier 2 (mid-skill/mid-wage), and Tier 3 (low-skill/low-wage) jobs are included in Appendix A. | Data Sources: BW Research; U.S. Bureau of Labor Statistics, Quarterly Census of Employment and Wages; California Employment Development Department; FMSI | Analysis: BW Research

Figure 9

high-skilled workers with greater educational attainment is far less than what is available in the Innovation and Information Products and Services area (19% vs 64% of jobs). What this translates into is a focus on preparing the students served by the SMCCCD and its Colleges to access at least Tier 2, but ideally Tier 1 jobs, in order that they can achieve a median wage that provides for self-sufficiency in San Mateo County and the Silicon Valley (see Figure 11).

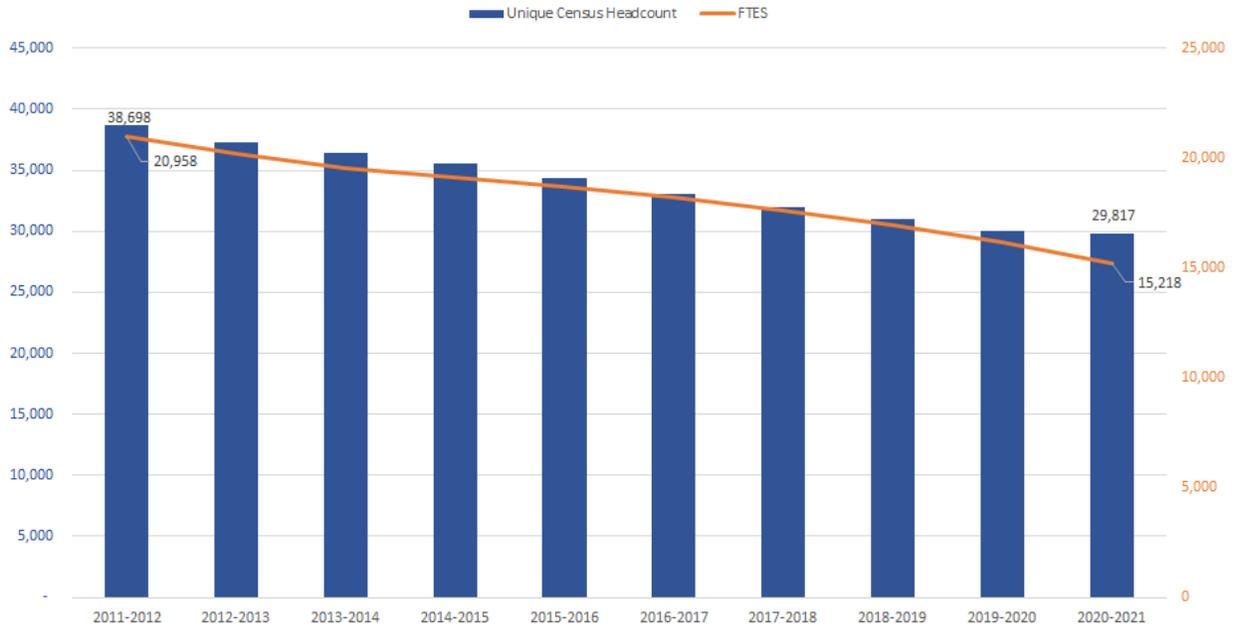


Note: Definitions of Tier 1 (high-skill/high-wage), Tier 2 (mid-skill/mid-wage), and Tier 3 (low-skill/low-wage) jobs are included in Appendix A.  
 Data Sources: BW Research; U.S. Bureau of Labor Statistics, Quarterly Census of Employment and Wages; California Employment Development Department; EMSI  
 Analysis: BW Research

Figure 11

## DISTRICT CONTEXT

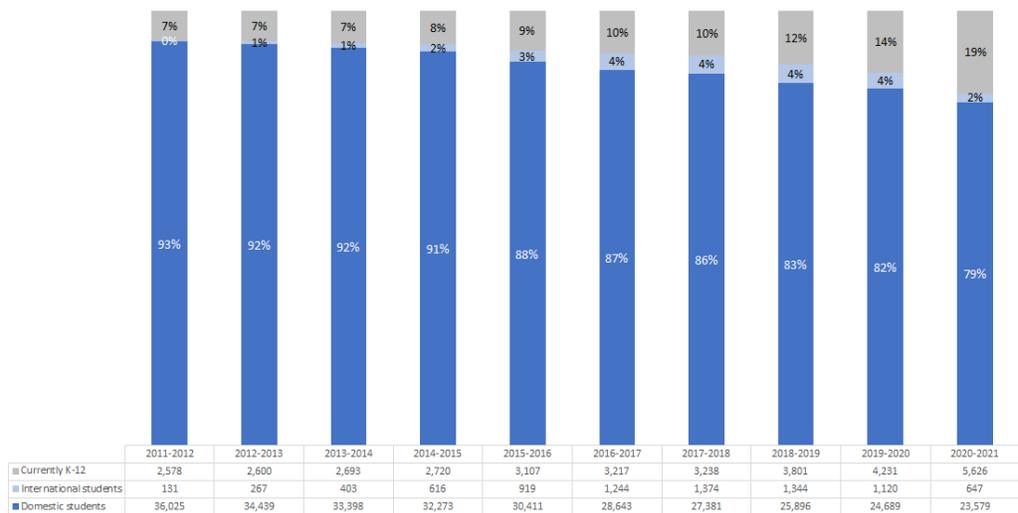
As part of the process to update and revise this District Strategic Plan, environmental scan data from the internal District context was also reviewed and considered. The most prominent factor that was considered, and one that underlies the focus of the Strategic Goals, Districtwide Strategies, and Free Community College initiative, was the persistent decline in enrollment that the District has experienced over the past decade. As shown in Figure 12 below, the District has seen a decline of 23% in the number of unique students served each academic year. At the same time it has also experienced a decline of almost 28% of FTES, which means that students on average are also taking fewer units. While this decline was severely exacerbated by the COVID-19 global pandemic in the 2020-21 academic year, the overall trend is cause for concern.



**Figure 12**

The only source of consistent growth in students and enrollment in the most recent academic years has been in concurrent and dual enrollment of high school students in the District (see Figure 13 below). As identified explicitly in Strategic Goal 2 and as a key component of the Free Community College initiative, the expansion of dual enrollment is a Districtwide Strategy and priority. Dual enrollment in particular is not only a promising source of new enrollment in the District, but as identified in the environmental scan data from the

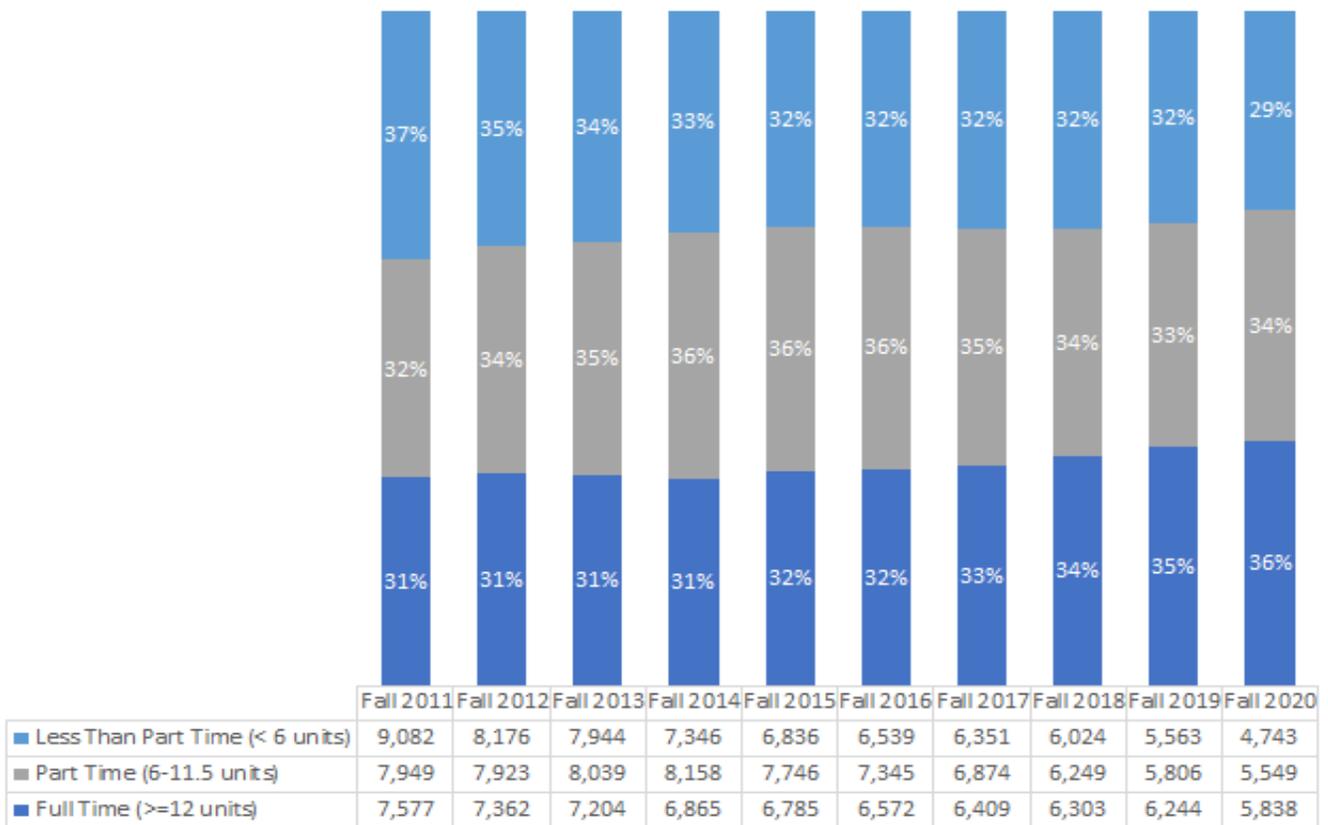
external context presented above, it is one way to address the equity gaps that exist in both higher education attainment and ultimately per capita income in particular for students and communities of color.



**Figure 13**

Also shown in Figure 13 is both the growth and decline of the international student population in the SMCCCD over the past decade. Strategic Goal 3 also includes a Districtwide Strategy to support the expansion of international education recognizing its contribution to providing a global education and campus culture that benefits all students.

Over the same time period that the District has experienced enrollment declines, there has been a gradual shift in enrollment patterns with regard to the unit load carried by students. Although the number of students who are enrolled full-time (greater than or equal to 12 units), part-time (at least 6 units but less than 12 units) or less-than-part-time (less than 6 units) have all decreased over the past ten years, the balance has shifted toward proportionately more full-time students (see Figure 14).

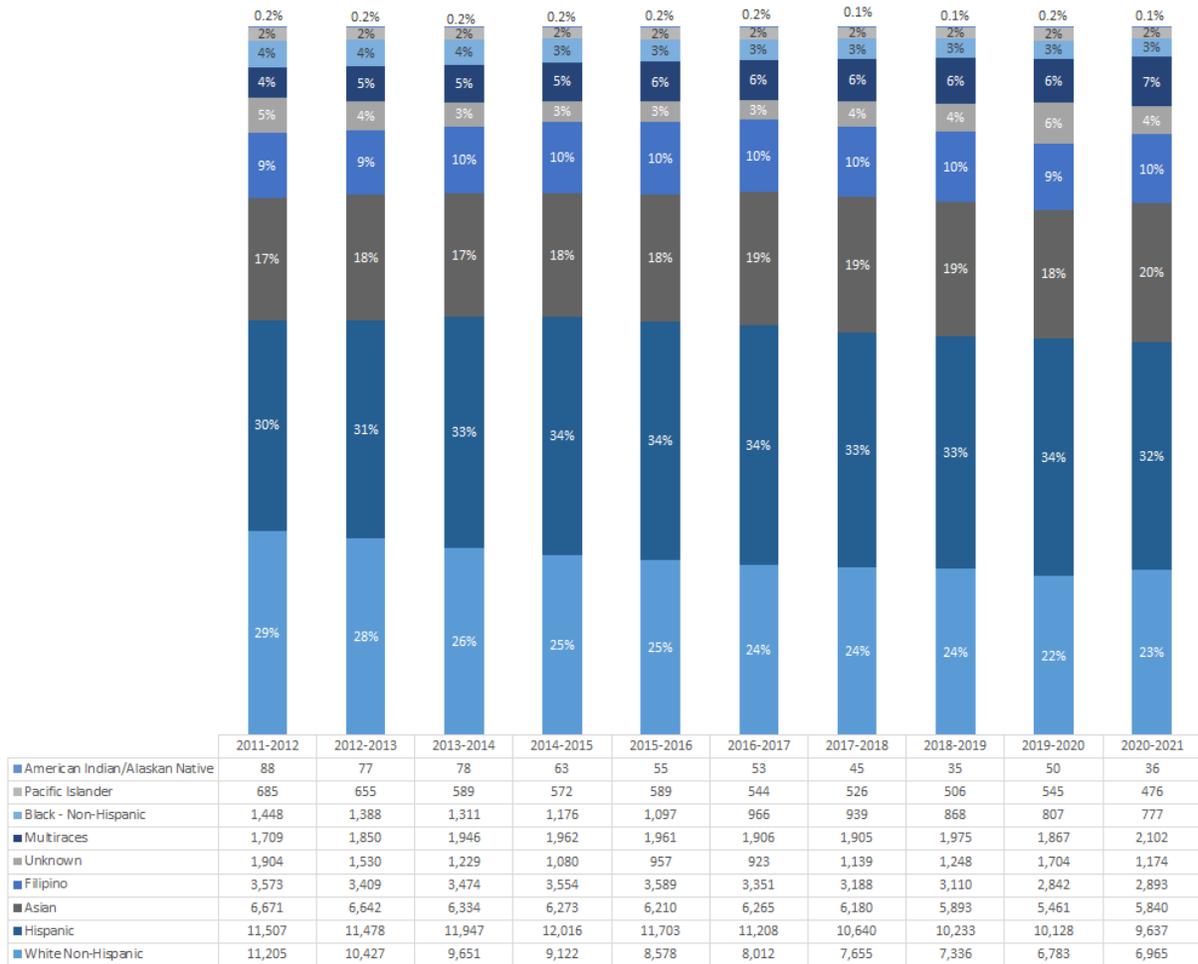


**Figure 14 – NOTE: Excludes International students and K-12 High School students**

As identified in Strategic Goal 3, this data taken together, and further highlighted by the COVID-19 global pandemic, puts a focus on the need to expand program delivery options such as greater online and hybrid course offerings. Furthermore, the Free Community College initiative is explicitly intended to engage students while they are still in high school, remove financial barriers to enrolling in the District, and provide the structure of the Promise Scholars Program to assist as many students as qualify to complete their educational goals. Through the combination of these efforts, and others identified in the Strategic Goals and Districtwide Strategies, that enrollment will begin to return to the Colleges of the SMCCCD.

The last piece of environmental scan data from the District context that is presented here reinforces the Districts intentional and explicit focus on promoting equity and social justice. The District and its Colleges

serve a majority of communities and students of color (Figure 15), and therefore have a responsibility to ensure that those students complete their educational goals in order to increase overall educational attainment and provide access to the economies of San Mateo County and the Silicon Valley. All three of the District’s Colleges are federally designated as Hispanic Serving Institutions (HSIs), with Skyline College and Cañada College having the additional designation of Minority Serving Institutions (MSIs).



**Figure 15 – Districtwide student demographics.**

As identified in the overarching Districtwide Strategies, a specific focus of the District during this strategic plan cycle, for example, will be to support the work of the District Anti-Racism Council to radically reimagine how we commit to anti-racism as a District in order to transform the educational experiences for all students, especially hyper-marginalized students.

## SUMMARY AND CONCLUSIONS

This District Strategic Plan is organized around four Strategic Goals and related Districtwide Initiatives that provide a blueprint and focus for the work of the District and its Colleges over the next five years. The principles of equity and social justice remain an intentional and unapologetic focus of the District and its

Colleges. A renewed focus on completion is evident throughout the Strategic Goals and Districtwide Strategies of this plan, and is highlighted by the Free Community College initiative that will be pursued as part of the implementation of this plan. The environmental scan of the external context reinforces that completion must be a focus if the students and communities served by the District and its Colleges are to be able to access the economies of San Mateo County, the Silicon Valley, and the greater Bay Area in order to obtain the per capita income and household wages that allow for self-sufficiency. The environmental scan of the internal District context puts a focus on the need to address enrollment decline through innovation to provide alternative access points to the District. Dual enrollment as a key component of the Free Community College initiative has been the sole consistent source of growth in recent years, and holds the promise to address equity gaps in higher education access and attainment shown in the high school data presented. The need to increase the number, type, and indeed quality of online, hybrid, and HyFlex courses was understood at the outset of the update and revision of this Strategic Plan, but the COVID-19 global pandemic has brought that need into sharper focus. As part of an overall effort to increase enrollment in the District, additional flexibility in scheduling will also need to be considered.

Though evidenced throughout the Strategic Goals and Districtwide Strategies included in this updated and revised District Strategic Plan, it is worth restating that the SMCCCD is committed to not only ensuring access to higher education, but to doing everything possible to help students complete their educational goals, with a particular focus on certificates, degrees, and eventual transfer to four-year colleges and universities. Completion is an equity issue. Social justice means working to dismantle systems that have resulted in the inequitable outcomes for students and communities of color served by the District and its Colleges. Free Community College is a key strategic initiative that can focus efforts to specifically dismantle and remove those systemic barriers. It is with that focus that this District Strategic Plan is presented.

## APPENDIX A – DISTRICT STRATEGIC PLAN METRICS

Below are the metrics annually presented to and reviewed by the Board of Trustees to assess the progress and impact of the implementation of the District Strategic Plan.

Districtwide Strategic Metrics	First-Time Full-Time Cohort Based	First Time Part-Time Cohort Based	Non-Cohort Based
% of students completing SEP	✓•	✓•	
Fall-to-Spring persistence	✓•	✓•	
Fall-to-Spring-to-Fall persistence	✓•	✓•	
% of students earning 20+ units in first year (Fall and Spring)	✓•	✓•	
% completing transfer level MATH within first year	✓•	✓•	
% completing transfer level ENGLISH within first year	✓•	✓•	
% of students completing a degree within two years.	✓•	✓•	
% of students transferring, with a degree, to a 4-year University within two years.	✓•	✓•	
% of students transferring, without a degree, to a 4-year University within two years.	✓•	✓•	
% of students transferring, with or without a degree, to a 4-year University within two years.	✓•	✓•	
% of students completing a degree and/or transferring to a 4-year University within two years.	✓•	✓•	
% of students completing a degree within three years.	✓•	✓•	
% of students transferring, with a degree, to a 4-year University within three years.	✓•	✓•	
% of students transferring, without a degree, to a 4-year University within three years.	✓•	✓•	
% of students transferring, with or without a degree, to a 4-year University within three years.	✓•	✓•	
% of students completing a degree and/or transferring to a 4-year University within three years.	✓•	✓•	
% of students completing a degree within four years.		✓•	
% of students transferring, with a degree, to a 4-year University within four years.		✓•	
% of students transferring, without a degree, to a 4-year University within four years.		✓•	

	First-Time Full-Time Cohort Based	First Time Part-Time Cohort Based	Non-Cohort Based
% of students transferring, with or without a degree, to a 4-year University within four years.		✓•	
% of students completing a degree and/or transferring to a 4-year University within four years.		✓•	
% of students completing a degree within five years.		✓•	
% of students transferring, with a degree, to a 4-year University within five years.		✓•	
% of students transferring, without a degree, to a 4-year University within five years.		✓•	
% of students transferring, with or without a degree, to a 4-year University within five years.		✓•	
% of students completing a degree and/or transferring to a 4-year University within five years.		✓•	
Average time to completion of Associate (semesters*) * Summer = 0.5 semesters	✓•	✓•	
<b>Districtwide Strategic Metrics</b>			
Associate Degree Completers			✓•
Median number of Units Attempted by Associate Degree Completers			✓•
Median number of Units Earned by Associate Degree Completers			✓•
Baccalaureate Degree Completers			✓•
Certificate Completers			✓•
CSU transfers			✓•
UC transfers			✓•
San Mateo County High School Take Rate			
<b>Districtwide Strategic Metrics</b>			
100% Online Associate Degree Completers			✓•
100% Online Certificate Completers			✓•

**BOARD REPORT NO. 21-07-103B**

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

**APPROVAL OF 2023-2027 FIVE-YEAR CAPITAL CONSTRUCTION PLAN**

On July 22, 2020 (Board Report No. 20-7-101B), the Board authorized submittal of the District’s 2022-2026 Five-Year Capital Construction Plan (5YCP), the related Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) to the California Community Colleges Chancellor’s Office (CCCCO). The authorization was in accordance with the Community College Construction Act and both the Education Code Section 81800, *et seq.*, and State Administrative Manual 6610. The plan constitutes the first part of the capital outlay proposal process and was prepared according to current guidelines.

The CCCCCO reviews and evaluates submitted plans for conformance to existing guidelines and potential for funding. In March, CCCCCO announced that additional new capital outlay projects were added to the fiscal year (FY) 2022-2023 budget which included, College of San Mateo Building 9 Library Modernization.

In preparing and submitting the 2023-2027 plan, the District maintains its priorities with regard to funding improvements for (1) buildings and facilities, (2) improvements and modifications to meet the needs of the physically limited, and (3) response to safety concerns.

This report is broken down into four (4) categories:

- I. FY 2019-2020 FPPs (CCCCO Approved in progress)
- II. FY 2022-2023 FPPs (CCCCO Approved to be considered in the Governor’s budget)
- III. FY 2024-2025 IPPs (Subject to CCCCCO approval and future funding)
- IV. Locally Funded Current and Future Projects

Each project is described under these sections and this report is meant to give the Board and community an understanding of the projects anticipated to be implemented in the 2023-2027 timeframe.

**I. FY 2019-2020 FPPs (CCCCO Approved in progress)**

**CAÑADA COLLEGE – BUILDING 13 MULTIPLE PROGRAM INSTRUCTIONAL CENTER MODERNIZATION**

**Project Description:** This project involves the modernization of the academic classroom building. The building was one of the original instructional buildings built on the Cañada College campus in 1968. The project proposes code upgrades to restroom facilities, corridors and vertical circulation systems. The modernization provides more flexible classroom layouts and new distance-learning

classrooms. It addresses problems associated with facility accessibility for ADA compliance. As part of the mechanical work, BMS controls and existing AC units serving computer labs are replaced. Modernization of faculty offices is also part of this proposed project. A total of 29 offices will receive basic improvements including lights, mechanical, telephone/data and finishes. Shared office space for adjunct faculty and meeting room capacity are also part of this project. The renovation of the building-wide infrastructure systems improves the functionality of all 22,711 assignable square feet (asf) in the building including 6,059 asf lecture; 10,301 asf instructional laboratory; 3,604 asf office and 730 asf AV space.

**Total Project Cost:** Total project cost for the renovation of this facility \$20.6 million, with \$9 million State Capital Outlay funding, supplemented by \$11.6 million in local funds.

**Status:** Currently in State Chancellor's Office/Department of Finance for review and approval to award the contract to the lowest bidder. Facility would be ready for use in Spring/Summer 2023.

### COLLEGE OF SAN MATEO – WATER SUPPLY TANK REPLACEMENT

**Project Description:** During a scheduled cleaning and inspection of the existing 500,000-gallon campus water storage tank performed in April 2017, inspection divers discovered degradation of the interior tank liner. This water storage tank supplies domestic, irrigation and fire water for the entire campus through a triplex booster pump system and dedicated fire pumps (electric-normal operations, diesel direct drive-emergency operations). The tank is supplied water from a public water system (California Water Company), but due to the location and topography of the campus the large storage tank is required to supply and maintain flow rate and pressure for domestic and fire water demands.

The degraded liner condition put the water quality and usage at risk. Unlined areas of the tank are subject to biofilm and algae growth, which use up the free disinfectant residual, creating water quality issues. Additionally, the degraded liner is breaking up into pieces that could lodge in the domestic or firewater outlets and/or pumps limiting available water. Replacement of the liner is possible, but would take the tank offline for two to three months to complete. The tank age of almost 60 years makes capital investment into the liner replacement questionable. The tank is reaching its useful life and replacement is warranted.

A replacement tank could be completed while the existing tank remains online with only short periods of system downtime for cutover. The campus FTE population, size of campus building, and current fire code require a replacement tank approximately 120% greater in volume than the existing tank.

This project replaces the existing tank considering the new design standards of the American Waterworks Association (AWWA) used in the design of steel and concrete water storage tanks, American Society of Civil Engineers (ASCE) used in the design of non-building and utility infrastructure, California Fire Code, as well as those standards used in the structural design review by the DSA.

**Total Project Cost:** Total replacement cost of this facility \$6.1 million, with \$5.5 million State Capital Outlay funding, supplemented by \$614,000 in local funds.

**Status:** Construction started June 2021. Facility would be ready for use in Spring 2022.

### SKYLINE COLLEGE – BUILDING 2 WORKFORCE AND ECONOMIC DEVELOPMENT PROSPERITY CENTER MODERNIZATION

**Project Description:** This project provides a readily accessible integrated service center that responds to the need to link services, benefits, opportunities, and instruction to build on the State's investment in workforce and economic development and to strengthen the connections of the public to benefits and opportunities that help build personal and community economic sustainability. In particular, it addresses the specific needs of students by linking their educational experience with the job market and long-term careers. The services consist of three strands: employment/career services, income/work supports, and financial services/asset building.

This 31,061 asf facility includes Strategic Workforce, Admissions & Records, Cashier, Financial Aid, Transfer Center, Counseling, Health Center, Promise Scholar, Outreach, Guardian Scholars/Extended Opportunity Program and Services, CARE, CalWorks, Assessment Center, Middle College, Veterans Resource Center and General Classrooms. Project includes activating 7,897 asf of unassigned space. Improvements also include upgrades to base building utility systems such as power, lighting, data, security, hvac, plumbing and a full seismic retrofit.

**Total Project Cost:** Total project cost for the renovation of this facility \$48 million, with \$24.2 million State Capital Outlay funding, supplemented by \$23.7 million in local funds.

**Status:** Currently in the Division of State Architect (DSA) office for review and approval of construction drawings. Facility would be ready for use in Summer 2023.

## II. 2022-2023 FPPs (CCCCO Approved to be considered in the Governor's budget)

### COLLEGE OF SAN MATEO – BUILDING 9 LIBRARY MODERNIZATION

**Project Description:** This project will modernize the 53-year old Library so that it can be reconfigured as a one-stop place for information needs, technology needs, and related services that support modern teaching pedagogies that have evolved over the last fifty years since the library was built. The reconfiguration of the top two floors will integrate the current media-technology-internet based learning systems throughout, provide a diversity of learning environments for study, collaboration and making, robust wired and wireless network and connection points, as well as comfortable flexible furniture. The project will also modernize the first floor to downsize TV/Radio spaces and convert the balance of the floor into two Academic Technology Support services: Center for Transformative Teaching and Learning (CTTL) for faculty and staff, and an Information Technology Help Center for students.

To provide the necessary infrastructure and environmental conditions to support these programs, to improve energy efficiency and reduce maintenance costs, the modernization includes the replacement and increase in capacity for the aged mechanical, electrical, telecommunications, fire alarm, security and lighting systems, as well as the removal of hazardous substances. The deteriorated roof and single pane glazing will also be replaced, and stairs, elevators, restrooms, doors and signage will be upgraded for accessibility and other code related changes. The modernization will also require some seismic strengthening.

The project will result in a total of 36,495 assignable square feet (asf) in the building including 3,501 asf office; 22,190 asf library space; 6,290 asf AV/TV space; and 6,804 other space.

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$35.6 million, with \$18 million requested from State Capital Outlay funding, supplemented by \$20 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** Based on the assumption that the project is approved, design would commence in 2022 with construction starting in 2023. Assuming State Capital Outlay funding and local funding are secured, the facility would be ready for use in 2026.

### III. FY 2024-2025 IPPs (Subject to CCCCCO approval and future funding)

#### CAÑADA COLLEGE – BUILDING 3 PERFORMING ARTS CENTER TECHNOLOGY AND ENVIRONMENTAL MODERNIZATION

**Project Description:** This project will modernize the 50-year old Fine Arts facility so that the visual arts, music and theater programs can be reconfigured for operational efficiencies, and be equipped with the appropriate technology, electrical, data, and mechanical systems required for comfortable, safe environments that increase student performance and learning. The rest of the Humanities and Social Sciences division also use the classrooms, computer labs and offices in the building which require the same upgrades. Programmatically the music program spaces will be consolidated to be next to one another, facilitating the creation of dressing rooms adjacent to the stage for the theater. A similar consolidation of art spaces facilitates a needed expansion for the Fashion program and the relocation of the theater sound/light control room to the second floor. Technology and environmental upgrades addressed in the modernization include: upgrades to the theater systems (lighting, sound, rigging, etc.), the replacement and increase in capacity for the aged telecommunications, electrical, mechanical, security and lighting systems, and the removal of hazardous substances. The re-routing of all data cabling inside the building in lieu of the roof, which will also be replaced. New waterproofing at below grade concrete areas to address reoccurring water intrusion issues; and replacement of single-pane glazing for energy efficiency and reduced glare. Building Code upgrades include minor seismic strengthening; upgrades/replacements to stairs, elevator, wheelchair lift, fire alarm and restrooms, automatic entry doors and signage.

During the past four years the District has systematically evaluated the facility issues on this campus. The results of the extensive reviews by the campus has evolved into a facility master plan for the campus. The Plan calls for bringing facilities up to code and conditions that improve the teaching/learning environments. This project addresses one of the highest use buildings on the campus. It is also one of the oldest buildings on the campus. For this reason, the facility master plan of the campus places it in a priority position.

The project will result in a total of 39,400 assignable square feet (asf) in the building including 4,200 ASF lecture space; 8,050 asf instructional laboratory; 3,300 asf office; and 23,850 other space.

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$32.6 million, with \$15.6 million requested from State Capital Outlay funding, supplemented by \$17 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCCCO approves this IPP, an FPP will be developed and submitted.

#### COLLEGE OF SAN MATEO – BUILDING 19 EMERGING TECHNOLOGIES MODERNIZATION

**Project Description:** Building 19 was constructed in 1963 and has outlived its capabilities to effectively deliver the high-tech programs of today. The modernization of Buildings 19 will allow for the construction of new state-of-the-art building for consolidation and centralization of highly active technology programs in Computer Information Science (CIS), Electronics, Engineering, Architecture, Building Technology, and Computer Aided Drafting. The existing building cannot support the mission of integrative learning wherein departments actively blend curricula and faculty to bring different disciplines together to work on projects. The Emerging Technology building will be home to Engineering, Architecture, Drafting, Electronics, Computer Information Sciences, and Building Inspection. The proximity of these disciplines will provide a unique opportunity to simulate industry's "Architecture, Engineering, and Construction" (A/E/C) process model for both large and small projects.

Students enrolled in programs in this facility will be trained to transfer to more advanced programs in architecture, engineering and building technology at the university level or will be able to join the local Bay Area job market in advanced computer technology, electronics, engineering and building technology fields. It is the desire of the College and the District to form partnerships with local industry to develop more directed areas of study that fit the needs of the local employers and better develop the student's capability toward skilled and professional advancement.

The opportunities this modernization will offer to the reconfigured instructional spaces in support of the new pedagogies will be maximized daylight control, interior lighting and acoustics designed to provide a comfortable environment minimizing competition to the education process. Reduction of glare and control of reverberation will release the student's energies for the task at hand – learning.

**Total Project Cost:** The cost is expected to be approximately \$23.8 million, with \$11.9 million requested State Capital Outlay funding, supplemented by \$11.9 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCCOC approves this IPP, an FPP will be developed and submitted.

## **COLLEGE OF SAN MATEO – BUILDING 8 MODERNIZATION FOR KINESIOLOGY**

**Project Description:** This 55,813 GSF building was constructed in 1963. It provides instructional space for the kinesiology program. The program and the instructional delivery methods have experienced significant changes over the last decade. The existing facilities are inadequate in addressing these changes in an effective and efficient manner. Areas have been carved out in a piecemeal fashion to address new programs in health and wellness. The locker/shower rooms consume large amounts of space that are no longer in high demand while important new programs are taking place in spaces that limit effective delivery. In some cases, enrollments have been limited by the inability of the spaces to provide safe and healthy physical activity. The program provides students with a learning environment that enhances health and wellness.

The Gymnasium (Bldg. 8) was listed as a high priority in the Board Adopted 2015 Facilities Master Plan. It was originally to be a demolition and a replacement with a new building larger in size. Costs became prohibitive and it was concluded that a modernization of the existing was a more feasible economic alternative.

**Total Project Cost:** The cost is expected to be approximately \$22 million, with \$11 million requested State Capital Outlay funding, supplemented by \$11 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCCOC approves this IPP, an FPP will be developed and submitted.

## SKYLINE COLLEGE – BUILDING 5 LIBRARY/LEARNING RESOURCE CENTER

**Project Description:** This project will modernize the Library/LRC facility so that it can be reconfigured appropriately to deliver the support services needed for student success. The current building arrangement and infrastructure hinder the ability for these services to meet these goals effectively. The Learning Center (Tutoring, Supplemental Instruction, TRIO, BAM) will be expanded by locating it on the second floor where there is more space and daylighting, while the library stacks will be reduced and relocated downstairs, along with the circulation desk, library offices and some quieter areas to study. The second floor will also increase the number of group study rooms, and create diverse, comfortable and flexible study spaces. The modernization will expand the Disability Resource Center and the Center for Transformative Teaching and Learning (CTTL) on the first floor.

To provide the necessary infrastructure and environmental conditions to support these programs, to improve energy efficiency and reduce maintenance costs, the modernization includes the replacement and increase in capacity for the aged mechanical, electrical, telecommunications, fire alarm, security and lighting systems, as well as the addition of cooling. The deteriorated roof and glazing will also be replaced, and stairs, elevators, restrooms, doors and signage will be upgraded for accessibility and other code related changes. The modernization will also require some seismic strengthening.

The project will result in a total of 36,495 assignable square feet (asf) in the building including 1,200 asf instructional laboratory; 5,860 asf office; 24,725 library space; 1,300 asf AV/TV space and 3,410 other space.

The project responds to the growing enrollments being experienced at Skyline College. Furthermore, it addresses the issues related to modernization and replacement of many of the 40-year-old buildings. This building is identified in the long-range plan to be remodeled for improved technology infrastructure and more efficient configuration of spaces.

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$26.6 million, with \$13.2 million requested from State Capital Outlay funding, supplemented by \$13.4 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCCOC approves this IPP, an FPP will be developed and submitted.

## SKYLINE COLLEGE – BUILDING 1 VISUAL AND PERFORMING ARTS MODERNIZATION

**Project Description:** Building 1, constructed in 1969, is a 77,827 GSF building. This project modernizes Building 1 interior spaces and upgrades equipment of the teaching/learning spaces and the theater to meet program needs of the social science and creative arts programs. The social sciences and creative arts are integral part of many student's academic programs. The building provides instructional spaces for Administration of Justice, Anthropology, Art (Drawing, Painting, Ceramics and Sculpture), Digital Arts, Economics, Film, Geography, History, International Studies, Music, Paralegal Studies, Philosophy, Political Science, Psychology, and Sociology. Courses utilizing space in this building facilitate the success of students in attaining transfer status as well as career opportunities in digital arts, Music and the legal professions. A 500-seat theater provides the only

large assembly space on the campus and supplements the learning experience with cultural, drama, and lecture events.

The replacement of this building was included in the Facilities Master as a top priority. It was originally anticipated to be a replacement with additional space to be included. However, the cost of the project was prohibitive for the present time and the project was scaled back to a replacement of the existing building. The District's commitment to the access and success of students is a recurring theme in the Educational Master Plan. This building provides access to all students in completing basic requirements of both transfer and career technology programs.

**Total Project Cost:** The cost is expected to be approximately \$45 million, with \$22.5 million requested State Capital Outlay funding, supplemented by \$22.5 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCCOC approves this IPP, an FPP will be developed and submitted.

#### **SKYLINE COLLEGE – BUILDING 19 PACIFIC HEIGHTS MODERNIZATION**

**Project Description:** Bldg. 19, a 38,842 GSF facility constructed in 1978, has served a number of purposes over the last 10 years often used as swing space during the modernization of other buildings on campus. This project provides for permanent space for a number of services and programs that enhance student access and success. Spaces are provided for the Global Learning/Passport service, graphic arts production for student use, computer repair instruction, and renovated classrooms. The Network Engineering Technology (NETX) computer repair program that requires expanded space is moved from Bldg. 2. California Community Colleges are all undergoing a much-needed focus to Student Learning Outcomes (SLOs). The projected changes for Building 19 with regard to providing spaces for the Network Engineering Technology program, a program with high demand in career technology occupations. Furthermore, the Global Learning Center and the graphic production for student projects aid in student success in the learning processes. This provides for additional laboratory space programs remaining in Bldg. 2. The project also includes space for IT services and shipping/receiving. Restrooms are brought up to code.

**Total Project Cost:** The cost is expected to be approximately \$25 million, with \$12.5 million requested State Capital Outlay funding, supplemented by \$12.5 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCCOC approves this IPP, an FPP will be developed and submitted.

#### **IV. Locally Funded Current and New Projects**

##### **CAÑADA COLLEGE – BUILDING 22 CLASSROOM UPGRADES AND PUBLIC SAFETY DEPT RELOCATION**

**Project Description:** Renovation of the existing 11,870 gross square feet building for relocation of the Office of Public Safety, new offices for Education and Human Development, and Digital Media faculty, new classrooms for Education and Human Development, Digital Media and Animation, new breakroom for shared faculty use and minor modification of existing restrooms for accessibility compliance.

**Total Project Cost:** This project has an estimated cost of approximately \$5.6 million, funded by Measure H general obligation bond funds and local funds.

**Status:** Construction Completion July 2021. Occupancy end of July 2021.

**COLLEGE OF SAN MATEO – BUILDING 3 THEATRE REPAIR & ROOF REPLACEMENT**

**Project Description:** This project will replace roofing for buildings 2/3/4, theater seating and carpet, theater lighting upgrade to LED, stage rigging system, stage drapes, fire curtain, new projection screen and other AV equipment upgrades. It also includes network upgrades and wireless access points for better coverage.

**Total Project Cost:** This project has an estimated cost of approximately \$5.6 million, funded by Measure H general obligation bond funds, scheduled maintenance funds and local funds.

**Status:** Construction in progress. Target completion September 2021.

**COLLEGE OF SAN MATEO – BUILDING 19 CENTERS FOR EMERGING TECHNOLOGIES FACELIFT**

**Project Description:** This project will improve the operational and functional performance of the facility for the next ten years while state funding is being secured for a full building modernization. It will include classrooms, labs and faculty offices finish and technology upgrade to accommodate the needs of the architecture, engineering and business technology programs.

**Total Project Cost:** This project has an estimated cost of approximately \$7 million, funded by Measure H general obligation bond funds and local funds.

**Status:** Currently in Division of State Architects (DSA) for review and approval. Target completion January 2023.

**SKYLINE COLLEGE – BUILDING 1 FACELIFT**

**Project Description:** This project will improve the operational and functional performance of the facility for the next ten years while state funding is being secured for a full building modernization. It will include classrooms, labs and faculty offices furniture, finish and technology upgrade to accommodate the needs of the Social Science and Creative Arts programs. The project includes upgraded for accessibility and other code related changes.

**Total Project Cost:** This project has an estimated cost of approximately \$15.5 million, \$1 million to be funded by the College, \$14.5 funded by Measure H general obligation bond funds and local funds.

**Status:** To avoid disruption to the programs this project is in phases. Target completion Spring 2023.

**SKYLINE COLLEGE – B3 A-F ATHLETIC PORTABLE BUILDING REPLACEMENT**

**Project Description:** This project is to replace 5 modular building and building foundations. It also includes improvements to existing electrical, sanitary and storm systems.

**Total Project Cost:** This project has an estimated cost of approximately \$3.1 million, funded by Measure H general obligation bond funds and local funds.

**Status:** Construction Completion May 2021.

## **RECOMMENDATION**

It is recommended that the Board of Trustees authorize submission of the District's 2023-2027 Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.

**BOARD REPORT NO. 21-07-104B**

TO: Members of the Board of Trustees  
FROM: Michael Claire, Chancellor  
PREPARED BY: Melissa Moreno, President, Skyline College  
Eloisa Briones, Vice President, Administrative Services, Skyline College  
Yanely Pulido, Director of General Services

**APPROVAL OF CONTRACT WITH MV TRANSPORTATION AS OPERATOR OF THE SKYLINE EXPRESS SHUTTLE SERVICE**

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

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

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

Approved by the SMCCCD Board of Trustees on February 26, 2020, Resolution (20-2-104B) articulated support for the Shuttle program and approved the submission of the grant proposal to seek funding, it also authorized its Chief Executive Officer to execute a funding agreement with the San Mateo County Transportation Authority to encumber any Measure A Local Shuttle Program funds and/or City/County Association of Governments to encumber Local Transportation Services Program funds.

The District indicated in the proposal that MV Transportation will continue to serve as the Shuttle operator. The firm was selected in 2014 through an RFP process conducted by the San Mateo County Transit District, the Peninsula Corridor Joint Powers Board and the Peninsula Traffic Congestion Relief Alliance (now known as Commute.org). It is in the best interest of the District to contract with the same firm, using the same terms negotiated through Commute.Org for the operation of two 28-seat, ADA accessible shuttles that meet CARB emission standards for a transit agency operated vehicle on this route. The terms of the contract with MV Transportation will be extended to the District and conforms to the TA’s funding agreement mentioned above.

**RECOMMENDATION**

It is recommended that the Board approve the execution of a contract with MV Transportation in the amount of \$294,597 for a term from August 10, 2021 to August 09, 2022 for operation of the Skyline College Express Shuttle program.

**BOARD REPORT NO. 21-07-06C**

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

**DISCUSSION OF PROCESS FOR CONSIDERING TRUSTEE AREA ADJUSTMENTS**

The United States Census Bureau has begun its staggered release of the data from the 2020 census. For community college districts using trustee area elections to elect their governing boards, the release of this data will trigger the need to examine, and potentially re-draw, the trustee areas based on population changes. Unlike the process to transition from at-large to by-trustee area elections, the procedure for adjusting trustee areas following release of the census data does not require a specific process, although it must be accomplished by March 1, 2022.

As a reminder, on June 14, 2017, the Board of Trustees voted unanimously to move to by-trustee area elections, effective with the November 2018 general election. On October 11, 2017, the Board approved a map of trustee area boundaries and set the election sequence for each trustee area district. Prior to making these decisions, the Board held seven public hearings at various locations across the county to seek input.

The first trustee area election cycle for the Board of Trustees was in 2018 and the second cycle, which completed the transition to trustee area elections, was in 2020. Currently, Trustee Areas 2 and 4 are on the same election cycle as gubernatorial elections and Trustee Areas 1, 3 and 5 are on the same election cycle as presidential elections.

Staff will provide a brief update about a suggested process for considering adjustments (if needed) to trustee areas as a result of the 2020 census, including:

1. Retaining a Demographer (Summer 2021)
2. Determining if Trustee Areas must be Adjusted (Early Fall 2021)
3. Adjusting Trustee Areas (if necessary) (Fall-Winter 2021/22)
4. Submitting Adjusted Trustee Areas or Notice of Review (by March 1, 2022)

Staff will recommend that the District work with a demographer to analyze and work with the census data/trustee areas in concert with legal counsel to guide the process and provide legal opinions on the analysis of the census data and trustee areas.

**BOARD REPORT NO. 21-07-07C**

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

**UPDATE ON THE FUTURIS TRUST**

In July 2009, the Board established the Retirement Futuris Public Entity Investment Trust. The purpose of the Trust is the investment and disbursement of:

- funds irrevocably designated by Employer for the payment of its obligations to eligible employees (and former employees) of Employer and their eligible dependents and beneficiaries for life, sick, hospitalization, major medical, accident, disability, dental and other similar benefits (sometimes referred to as “other post-employment benefits,” or “OPEB”), in compliance with Governmental Accounting Statement Nos. 43 and 45; and
- excess funds held by the Employer for future use in connection with any lawful purpose of the Employer.

The Trust is audited each year, and the audit is presented to both the Trust’s board of directors and the SMCCCD Board of Trustees.

The District has also contracted with Total Compensation Services for annual actuarial valuations of retiree health liabilities in compliance with Governmental Accounting Standards Board (GASB) Statements 74 and 75. As of this writing, the report is not yet available and is expected in September 2021; however, the last study prepared as of June 30, 2020, determined an OPEB liability of \$118 million with assets of \$128.5 million (or 9% “overfunded”).

While considering new hires, increased cost of medical benefits, employee and retiree demographics, market fluctuations, and additional contributions the District is anticipating the result of the updated actuarial valuation to indicate that the liability will continue to be fully-funded.

Representatives from Keenan (the Trust administrators), Morgan Stanley (the investment advisors) and Benefit Trust Company (the trustees) will present information and answer questions about the Trust. Additionally, the financial statements and the audit for the Trust can be found at:

<https://smccd.edu/financialservices/RBOAuditreports.php>.

### **History of OPEB Funding at SMCCCD**

In 1992, the Board of Trustees recognized that the District had a significant liability for employees' post-retirement medical benefits. Then-Associate Chancellor Irene Bluth reported that the District's liability was approximately \$49 million. Consequently, the Board directed a fund be set up (Fund 8) and approved a transfer to that fund in the 1992-93 budget to start funding the OPEB liability.

Prior to 1993, the District's union contracts provided for lifetime medical benefits for District employees and their spouses. These benefits are known as "Other Post-Employment Benefits" (OPEB) as they are in addition to any pension the employees may have. Between 1993 and 1995, the District negotiated limits to the retiree benefits, requiring employees meet the "magic 75", or at least 20 years of employment and 50 or 55 years of age (depending on the contract). In addition, employees hired after that date (a different date for each of the unions) would only receive retiree benefits for the employee and not the spouse, and only the lowest cost plan rather than any plan.

As the Governmental Accounting Standards Board (GASB) pronouncements changed throughout the years, the District has been required to have regular actuarial studies, and first to disclose and then recognize the OPEB liability on its financial statements. Any funds that the District had saved could reduce the liability that went on the financial statements, but only if the funds were set aside irrevocably. In 2008, the District issued an RFP for vendors to set up, manage and invest an irrevocable trust. The District ended up contracting with Benefit Trust Company to hold the funds, Morgan Stanley to direct the investments and Keenan and Associates to manage the process and support the newly created Retirement Board of Authority (RBOA). The new trust is named the Futuris Trust.

The RBOA consists of five members: a representative appointed by CSEA, a representative appointed by AFT, the District Chief Financial Officer, the District Controller, and the Chief Human Resources Officer. The RBOA is responsible for overseeing the management of the trust, setting the investment policy and communicating with the beneficiaries of the trust (employees). The District is responsible for determining transfers to and use of the trust. The District audits the trust's financial statements annually and has an actuarial study prepared every other year, with a "roll forward" on the in-between years.

In addition to establishing a trust, the District started charging itself for the "service cost", that is, the future cost of benefits that are accrued annually by employees. In 2009, the District proposed charging itself 4% of the salary costs in all funds, including restricted funds. This was of concern to categorical and grant programs that had not built this additional cost into their budgets, so the District helped those programs by subsidizing the cost for the first three years. Since then, the rate has fluctuated some along with the actuarially determined costs. Currently, the District is charging itself 3% effective 7/1/2020. The funds the District charges itself are transferred to Fund 8 and have been available to either pay the current cost of retiree benefits or be transferred to the Futuris Trust.

In 2018/19, the District charged a portion of its retiree benefit costs to Fund 8, and transferred a smaller amount to the Futuris Trust. In 2021/22, the District will be charging 100% of its retiree benefit costs to a combination of Fund 8 and the Futuris Trust. The District will not be transferring any funds to the Trust, and may have to pull some funds out of the trust (to be placed in Fund 8) for the purpose of paying for those benefits. After almost 30 years, the District has fully funded the OPEB benefits for existing retirees. The District will continue to charge itself for future OPEB benefits for current employees, which will mean that the Trust will continue to have a substantial balance in order to pay for those future benefits, but the District is no longer "catching up" with its benefit liability.

**BOARD REPORT NO. 21-07-08C**

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

**UPDATE ON FACE COVERING GUIDANCE AS IT RELATES TO COVID-19**

As part of its COVID-19 Recovery Operations Plan, the District maintains compliance with local, state and national mandates. On July 16, 2021, the Counties of San Mateo, Alameda, Contra Costa, Marin, San Francisco, Santa Clara, Sonoma, and the City of Berkeley issued an advisory recommending recommend “that everyone, regardless of vaccination status, wear masks indoors in public places to ensure easy verification that all unvaccinated people are masked in those settings and as an extra precautionary measure for all.” Though not a mandate at this time, the District is evaluating this recommendation, and will provide an update to the Board.

Attached as reference is the County’s advisory notice.



# NEWS

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July 16, 2021

**For Immediate Release**

**Counties of San Mateo, Alameda, Contra Costa, Marin, San Francisco, Santa Clara, Sonoma, and the City of Berkeley Recommend Masking Indoors for Everyone as a Precaution Against Increased Circulation of COVID-19**

***After falling in June, daily COVID-19 cases rising in San Mateo County***

With cases of COVID-19 rising locally and increased circulation of the highly transmissible Delta variant, the counties of San Mateo, Alameda, Contra Costa, Marin, San Francisco, Santa Clara, Sonoma, and the City of Berkeley recommend that everyone, regardless of vaccination status, wear masks indoors in public places to ensure easy verification that all unvaccinated people are masked in those settings and as an extra precautionary measure for all.

In June, the Delta variants comprised [43 percent of all specimens sequenced in California](#). The Centers for Disease Control and Prevention (CDC) noted that Delta variants are now responsible for [58 percent of new infections across the country](#).

Fully vaccinated people are well-protected from infections and serious illness due to known COVID-19 variants including Delta variants, and vaccinating as many people as possible, as soon as possible, continues to be our best defense against severe COVID-19 infection, and the harm it can do to our region. Vaccines are safe, effective, free, and widely available to everyone 12 and older.

Out of an abundance of caution, people are recommended to wear masks indoors in settings like grocery or retail stores, theaters, and family entertainment centers, even if they are fully vaccinated as an added layer of protection for unvaccinated residents.

Businesses are urged to adopt universal masking requirements for customers entering indoor areas of their businesses to provide better protection to their employees and customers. [Workplaces must comply with Cal/OSHA requirements](#) and fully vaccinated employees are encouraged to wear masks indoors if their employer has not confirmed the vaccination status of those around them.

“The Delta variant has higher transmissibility, which means it is more contagious. The epidemic is spreading faster in communities because the virus is more contagious. The good news is that the vaccines are effective against the Delta variant,” said Louise Rogers, chief of San Mateo County Health.

“Unfortunately, the bad news is that because vaccination gaps remain, there is an increase of cases throughout the Bay Area and California, primarily in unvaccinated communities. In reports throughout the country, over 95 percent of hospitalizations and deaths due to COVID are among those who are unvaccinated,” Rogers said.

Bay Area Health Officers will revisit this recommendation in the coming weeks as they continue to monitor transmission rates, hospitalizations, deaths, and increasing vaccination rates throughout the region. Data can be monitored here: <https://covid.cdc.gov/covid-data-tracker/#county-view>

“After vaccination, masking is the next most powerful tool we have to protect ourselves and each other during this latest wave of infections,” said Alameda County Health Officer Dr. Nicholas Moss. “Wearing masks, especially indoors and in crowded outdoor settings, will help us contain this more transmissible variant.”

People are considered fully vaccinated two weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine. People with only one vaccine dose of Pfizer or Moderna not fully protected. Completion of the vaccine series is necessary to provide full protection.

Visit <https://www.smchealth.org/vaccine-clinic-calendar> to find a vaccination site in San Mateo County or call the California COVID-19 Hotline at 1-833-422-4255.

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