

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**SPECIAL MEETING OF THE BOARD OF TRUSTEES**  
**January 11, 2022**  
**Open Session at 5:00 p.m.**  
**Closed Session immediately following conclusion of Open Session**

**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/82671260458>**  
**Dial-In: 1-669-900-9128 – Webinar ID: 826 7126 0458**

**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 all individuals, regardless of COVID-19 vaccination status.**

**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 Chancellor's Office at (650) 358-6877 at least 24 hours prior to the Board meeting.

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**OPEN SESSION**

**5:00 p.m.      Call to Order / Roll Call**

**NEW BUSINESS**

22-01-101B      Adoption of Resolution No. 22-01 to Make Findings Allowing Continued Remote Meetings Under Brown Act

22-01-102B      Consideration of In-Person Operations and Services for Spring 2022 Academic Semester due to COVID-19

**CLOSED SESSION *(Immediately Following Conclusion of Open Session)***

**CLOSED SESSION ITEMS FOR DISCUSSION**

1. Pursuant to Government Code 54957: Public Employment (Internal Auditor)
2. Pursuant to Government Code 54957: Public Employee Discipline/Dismissal/Release

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

**RECESS TO CLOSED SESSION**

**RECONVENE TO OPEN SESSION**

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

**ADJOURNMENT**

**BOARD REPORT NO. 22-01-101B**

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

**ADOPTION OF RESOLUTION NO. 22-01 TO MAKE FINDINGS ALLOWING CONTINUED REMOTE MEETINGS UNDER BROWN ACT**

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act. The original Executive Order provided that all provisions of the Brown Act that required the physical presence of members or other personnel as a condition of participation or as a quorum for a public meeting were waived for public health reasons. If these waivers fully sunsetted on October 1, 2021, legislative bodies subject to the Brown Act would have to contend with a sudden return to full compliance with in-person meeting requirements as they existed prior to March 2020, including the requirement for full physical public access to all teleconference locations from which board members were participating.

On September 16, 2021, the Governor signed AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor’s Executive Orders addressing Brown Act compliance during shelter-in-place periods. AB 361 allows a local agency to continue to use teleconferencing under the same basic rules as provided in the Executive Orders when certain circumstances occur or when certain findings have been made and adopted by the local agency.

AB 361 also requires that, if the state of emergency remains active for more than 30 days, the agency must make findings by majority vote every 30 days to continue using the bill’s exemption to the Brown Act teleconferencing rules. The findings are to the effect that the need for teleconferencing persists due to the nature of the ongoing public health emergency and the social distancing recommendations of local public health officials. Effectively, this means that local agencies must agendize a Brown Act meeting once every thirty days to make findings regarding the circumstances of the emergency and to vote to continue relying upon the law’s provision for teleconference procedures in lieu of in-person meetings.

AB 361 provides that Brown Act legislative bodies must return to in-person meetings on October 1, 2021, unless they choose to continue with fully teleconferenced meetings because a specific declaration of a state or local health emergency is appropriately made. AB 361 allows local governments to continue to conduct virtual meetings as long as there is a gubernatorially-proclaimed public emergency in combination with (1) local health official recommendations for social distancing or (2) adopted findings that meeting in person would present risks to health. AB 361 is effective immediately as urgency legislation and will sunset on January 1, 2024.

Because local rates of transmission of COVID-19 are still in the “substantial” tier as measured by the Centers for Disease Control, it is recommended that the Board avail itself of the provisions of AB 361 allowing continuation of online meetings by adopting findings to the effect that conducting in-person

meetings would present an imminent risk to the health and safety of attendees. A resolution to that effect, and directing staff to return each 30 days with the opportunity to renew such findings, is attached hereto.

The Board of Trustees adopted a similar resolution with similar findings on October 13, 2021, November 10, 2021, and December 15, 2021.

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution No. 22-01 finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees.

**RESOLUTION NO. 22-01****BY THE GOVERNING BOARD OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

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**RESOLUTION FINDING THAT, AS A RESULT OF THE CONTINUING COVID-19  
PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM, MEETING  
IN PERSON FOR MEETINGS OF THE SAN MATEO COUNTY COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES WOULD PRESENT IMMINENT RISKS TO THE HEALTH  
OR SAFETY OF ATTENDEES**

**WHEREAS**, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

**WHEREAS**, on June 4, 2021, the Governor clarified that the “reopening” of California on June 15, 2021 did not include any change to the proclaimed state of emergency or the powers exercised thereunder, and as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government Code section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 that provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act provided the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and

**WHEREAS**, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and

**WHEREAS**, the CDC has established a “Community Transmission” metric with 4 tiers designed to reflect a community’s COVID-19 case rate and percent positivity; and

**WHEREAS**, the County of San Mateo currently has a Community Transmission metric of “substantial” which is the second most serious of the tiers; and

**WHEREAS**, the Board of Trustees has an important governmental interest in protecting the health, safety and welfare of those who participate in its meetings; and

**WHEREAS**, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the Board of Trustees deems it necessary to find that meeting in person would present

imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The recitals set forth above are true and correct.
2. The Board of Trustees finds that meeting in person would present imminent risks to the health or safety of attendees.
3. Staff is directed to return no later than thirty (30) days after the adoption of this resolution with an item for the Board to consider making the findings required by AB 361 in order to continue meeting under its provisions.
4. Staff is directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

REGULARLY PASSED AND ADOPTED this 11<sup>th</sup> day of January 2022.

Ayes:

Noes:

Abstentions:

Attest:

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Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 22-01-102B**

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

**CONSIDERATION OF IN-PERSON OPERATIONS AND SERVICES FOR  
SPRING 2022 ACADEMIC SEMESTER DUE TO COVID-19**

Due to the surge in transmissions of the Omicron variant of COVID-19, the Board has requested an opportunity to discuss the current situation and its impact, if any, on the District in light of the planned beginning of the spring 2022 academic semester on January 18, 2022.

To inform the Board's discussion, the Chancellor and his staff will provide data and information, including:

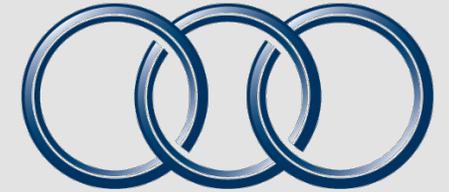
- Up-to-date San Mateo County COVID-19 metrics
- A review of current San Mateo County COVID-19 Health Orders
- Current COVID-19 metrics from local high school districts
- Current, reported COVID-19 case activity within the SMCCCD
- A review of the District's COVID-19 Isolation/Exposure/Quarantine decision tree
- Overview of other community college districts and universities actions relating to in-person activities for the spring semester
- Point-in-time enrollment trends for spring semester
- Recommendations should the Board direct the Chancellor to modify the current in-person activities scheduled for spring semester

A preliminary presentation, containing various data points and information from the items above is included with this report as Attachment #01. Also included as Attachment #02 is an enrollment overview for spring 2022 (as of January 3, 2022 – up-to-date data will be provided at the meeting).

**RECOMMENDATION**

It is recommended that the Board of Trustees discuss the impacts of the Omicron variant of COVID-19 and determine if any modifications to in-person operations for the planned beginning of the spring 2022 academic semester are needed.

# Chancellor's Update for Board Discussion of In-Person Operations and Services for Spring 2022 Academic Semester



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

**Board of Trustees  
Special Meeting  
January 11, 2022**

# San Mateo County Health

## Mask Mandate Criteria

<https://www.smchealth.org/data-dashboard/criteria-lifting-indoor-mask-mandate>

***NOTE: For Discussion Purposes ONLY. Information included does not constitute a recommendation or decision.***

# San Mateo County Health

## Adopted Isolation/ Quarantine Directives

### Persons Who Test Positive for COVID-19 (Isolation)

Everyone, regardless of vaccination status, previous infection or lack of symptoms.

### Recommended Action

- **Stay home** for at least 5 days.
- Isolation can end after day 5 if symptoms are not present or are resolving **and** a test performed on day 5 or later tests negative.
- If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10.
- If fever is present, isolation should be continued until fever resolves.
- If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10.
- Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings

**NOTE: For Discussion Purposes ONLY. Information included does not constitute a recommendation or decision.**

# San Mateo County Health

## Adopted Isolation/ Quarantine Directives

### Persons Who are Exposed to Someone with COVID-19 (No Quarantine)

- Unvaccinated; OR
- Vaccinated and booster-eligible but have not yet received their booster dose.

### Recommended Action

- **Stay home** for at least 5 days, after your last contact with a person who has COVID-19.
- Test on day 5.
- Quarantine can end after day 5 if symptoms are not present **and** a diagnostic specimen collected on day 5 or later tests negative.
- If unable to test or choosing not to test, and symptoms are not present, quarantine can end after day 10.
- Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings
- If testing positive, follow isolation recommendations above.
- If symptoms develop, test and stay home.

**NOTE: For Discussion Purposes ONLY. Information included does not constitute a recommendation or decision.**

# San Mateo County Health

## Adopted Isolation/ Quarantine Directives

### Persons Who are Exposed to Someone with COVID-19 (No Quarantine)

### Recommended Action

- Boosted; OR
- Vaccinated, but not yet booster-eligible.

- Test on day 5.
- Wear a well-fitting mask around others for 10 days, especially in indoor settings (see Section below on masking for additional information)
- If testing positive, follow isolation recommendations above.
- If symptoms develop, test and stay home.

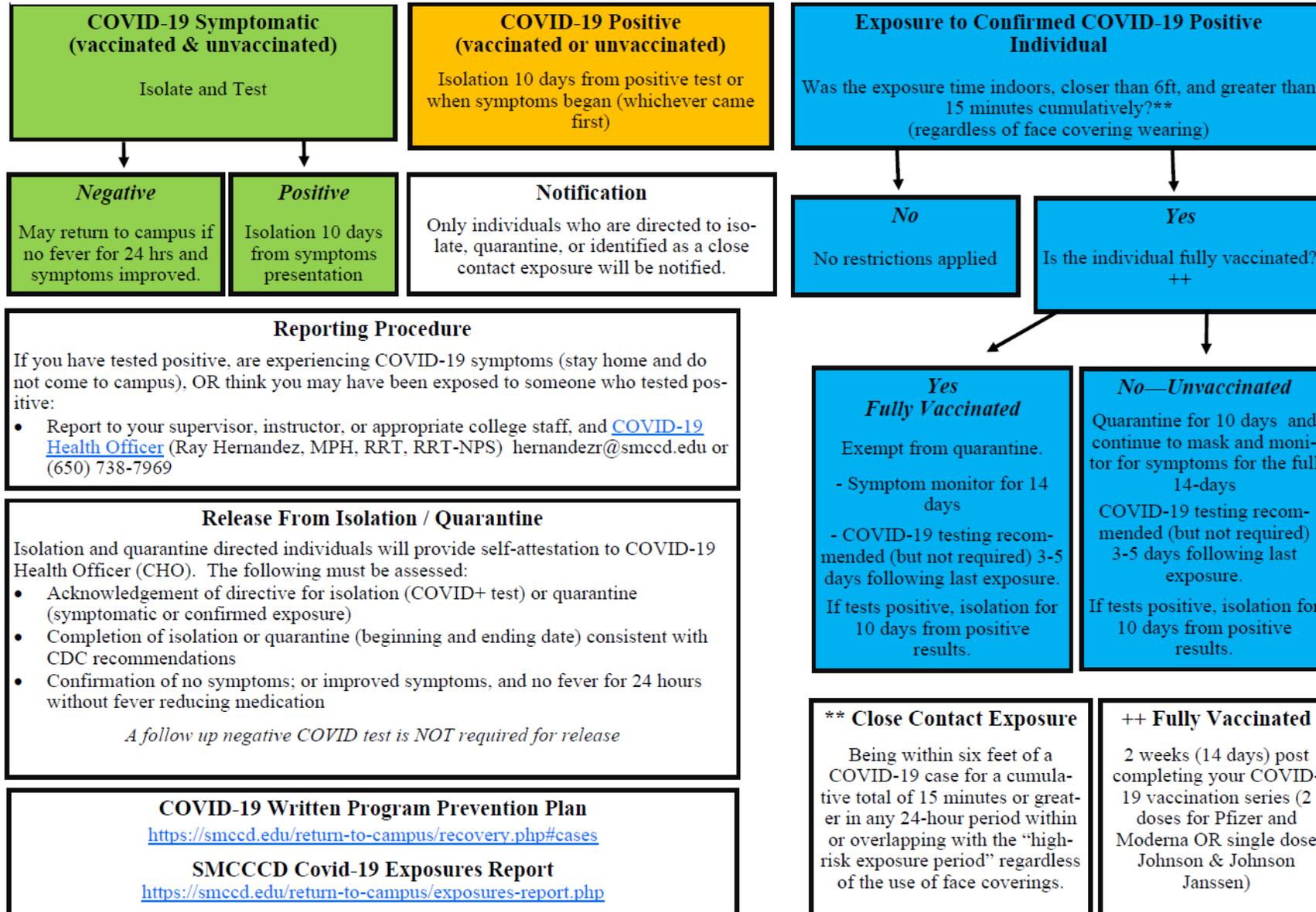
<https://www.smchealth.org/testing-contact-tracing>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>

**NOTE: For Discussion Purposes ONLY. Information included does not constitute a recommendation or decision.**

# Isolation / Exposure / Quarantine Decision Tree

*Aligned with California State and San Mateo County Public Health Directives*



# High School COVID Cases: Week of January 3

Source: Covid Dashboard for each district – includes confirmed positive tests and self-reported cases

District	Total Cases
Sequoia Union High School District	641
San Mateo Union High School District	204
Cabrillo Unified School District (includes K-8)	0
Jefferson Union High School District	86
South San Francisco Union High School District	33
La Honda-Pescadero (includes K-8)	14

**NOTE: For Discussion Purposes ONLY. Information included does not constitute a recommendation or decision.**

# What are Others Doing?

## Multi-College Districts - Statewide

*Data source: survey of multi-college districts, all 23 districts reporting*

- Planned online offerings for Spring 2022 range from a low of 30% to a high of 90%
- More than 2/3 of districts surveyed plan to shift some portion of on-ground courses to remote in response to an uptick in COVID cases.
- Most of these courses planned to move to remote are lecture courses; hard-to-convert CTE and lab courses will remain on campus
- No specific metrics regarding a return to campus - date specific timelines established that range between end of January to mid-February.
- 22 of 23 districts have a vaccination mandate for employees and students

**NOTE: For Discussion Purposes ONLY. Information included does not constitute a recommendation or decision.**

# What are Others Doing?

Local Community College Districts

*Data source: survey of multi-college districts*

District/College	% of Courses On-Campus or Hybrid	Start Spring in Remote Mode?	Comments
SMCCCD	60%	TBD	
West Valley-Mission	66%	No	
Foothill-De Anza	20%	No	Winter Quarter - shift to more on-campus for Spring Quarter
San Jose-Evergreen	10-20%	No	
Contra Costa	33%	No	
Chabot-Las Positas	60%	Tentative plan is to start remote	
Peralta	53%	Not at this time	

**NOTE: For Discussion Purposes ONLY. Information included does not constitute a recommendation or decision.**

# What are others Doing?

## Other Local Higher Ed Institutions

Institution	Status	Comments
San Francisco State	Remote until 2/7	In person services available on 2/7; on-campus courses remote until 2/14
CSU East Bay	Remote until 1/31	
San Jose State	In person	According to website, SJSU is in Phase-4 of campus repopulation plan
UC Berkeley	Remote until 1/31	
Stanford	Remote until 1/24	
Santa Clara University	In person	Isolation housing at full capacity

**NOTE: For Discussion Purposes ONLY. Information included does not constitute a recommendation or decision.**

# SMCCCD

## Remote:

### A Possible Scenario

- Remote until 1/31. Assess extension of remote modality at 1/26/22 Board meeting.
- Campuses remain open to the public (similar to Summer 2021)
- Most onsite lecture only courses offered in a synchronous remote mode.
- Hard-to-convert courses continue on-campus.
- Many student-facing services offered in a remote mode.
- High school partnership programs such as Middle College High School and Dual Enrollment remain as is.
- Employees who are able to work from home are encouraged, but not required to do so.

***NOTE: For Discussion Purposes ONLY. Information included does not constitute a recommendation or decision.***

**BRIEF REPORT: SPRING 2022 ENROLLMENT UPDATE**

**OVERVIEW**

As of January 3, 2022, enrollment for the Spring 2022 semester in the SMCCCD is trending lower than the Spring 2021 semester by approximately 15% at the same point in the registration cycle. Small increases are emerging in the enrollment of first-time students. The ongoing impact of the COVID-19 global pandemic continues to present challenges that are negatively impacting enrollment, not only in the SMCCCD, but all surrounding Bay 10 districts and across the entire CCC system based on available information.

**COURSE MODALITY COMPARISON**

The change in distribution of course modalities from Fall 2021 to Spring 2022 is presented in Table 1 below. As noted, dual enrollment CCAP courses that take place on high school campuses are NOT included in these or subsequent course modality counts.

Fall 2021	Modality	Spring 2022 as of 1/3/2022
13%	On Campus	47%
7%	Hybrid (on campus and online)	12%
80%	Online Only	41%

Fall 2021 total non-CCAP sections=2,134

Spring 2022 total non-CCAP sections=2,162

**Table 1**

**STUDENT HEADCOUNT BY COURSE MODALITY**

The number of students (i.e., student headcount) enrolled in each course modality is presented in Table 2 below. The majority of students are enrolled in at least one on-campus course and they align with the distribution of sections and enrollments presented above. Students enrolled in on-campus courses and/or hybrid courses may also be enrolled in online courses, impacting the distribution of enrollments presented in Table 3. These numbers will continue to change through the start of the Spring semester on January 18, 2022.

Modality	Spring 2022 as of 1/3/2022	
<b>On Campus</b> (enrolled in at least one on campus section)	50%	5,629
<b>Hybrid</b> (enrolled in at least one hybrid and no on campus section)	11%	1,176
<b>Exclusively Online</b> (enrolled in at least one online and no on campus or hybrid section)	39%	4,379

**\*Spring 2022 total non-CCAP headcount=11,184**

**Table 2 – Headcount by Course Modality \*NOTE: Headcount as of 1/3/2022**

The percentage of enrollments in the respective course modalities (On Campus, Hybrid with both on campus and online required meetings, and Online only) are presented in Table 3 below. The percentages for Spring 2022 will continue to change as enrollment continues through the start of the Spring 2022 semester.

Fall 2021	Modality	Spring 2022 as of 1/3/2022
8%	<b>On Campus</b>	33%
5%	<b>Hybrid</b> (on campus and online)	11%
87%	<b>Online</b>	56%

**Fall 2021 total non-CCAP enrollment=44,189**

**Spring 2022 total non-CCAP enrollment=32,681\***

**Table 3 - Enrollment by Course Modality \*Note: Enrollment as of 1/3/2022**

#### COURSE FILL RATE BY MODALITY

The average course fill rate by course modality is presented in Table 4 below.

Modality	Spring 2022 as of 1/3/2022
<b>On Campus</b>	58%
<b>Hybrid</b>	67%
<b>Online</b>	79%

**Table 4 – Average Fill Rate by Course Modality**

STUDENT RACE/ETHNICITY BY COURSE MODALITY

Students do not currently demonstrate a preference for exclusively online courses based on race/ethnicity, as shown by the distribution of student headcount in Table 5 below.

On Campus or Hybrid		Exclusively Online
27%	Asian and Filipino	28%
2%	Black/ African American	3%
35%	LatinX	34%
23%	White	24%
12%	Native American, Pacific Islander, Multi-race, and Unknown	12%

Spring 2022 total non-CCAP headcount in at least one campus or hybrid section = 6,805

Spring 2022 total non-CCAP headcount in exclusive online sections = 4,379

Table 2 – NOTE: Headcount as of 1/3/2022. Total may not add to 100% due to rounding error.