

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 26, 2022
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/82228011470>
Dial-In: 1-669-900-9128 – Webinar ID: 822 2801 1470

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.

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

CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel – Existing Litigation
Cal'Landra Glenn v. San Mateo County Community College District (Cañada College)
U.S.D.C. (Northern District) Case No. C20-06951-JCS
2. Conference with Labor Negotiator
Agency Designated Representative: Michael Claire
Employee Organizations: AFSCME, AFT, CSEA, Unrepresented Employees

3. Conference with Legal Counsel – Potential 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**

- 22-01-01 Approval of the Minutes of the November 10, 2021 Regular Meeting
- 22-01-02 Approval of the Minutes of the December 15, 2021 Reorganization Meeting
- 22-01-03 Approval of the Minutes of the December 22, 2021 Special Closed Session
- 22-01-04 Approval of the Minutes of the January 11, 2022 Special Meeting

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**

- 22-01-01A Approval of Revisions to Student Assistant Salary Schedule
(Time Allotted: 5 minutes)
- 22-01-02A 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 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.

- 22-01-01CA Approval of Curricular Additions, Deletions, and Modifications Cañada College, College of San Mateo, and Skyline College

- 22-01-02CA Adoption of the 2023-2024 Academic Calendar
- 22-01-03CA Authorization of Sole Source Purchase of Classroom Audio-Video Lecterns and Cabinets from Wood Tech, Inc.
- 22-01-04CA Authorization of the Sole Source Agreement with College Source for Transfer Evaluation System (TES®) Subscription Services
- 22-01-05CA Approval of the 2022-2023 Integrated District Budget Planning Calendar

Other Recommendations

- 22-01-103B Approval of Contract Award of Skyline College Building 1 Renovation Project
(Time Allotted: 5 minutes)
- 22-01-104B Approval of Contract Award for Districtwide Classroom Technology Upgrade for Hyflex *(Time Allotted: 5 minutes)*
- 22-01-105B Adoption of Resolution No. 22-02 Confirming Existing Trustee Area Boundary Maps for By-Trustee Area Elections of Members of the Board of Trustees
(Time Allotted: 5 minutes)
- 22-01-106B Authorization to Execute Contract with LPA, Inc. for Districtwide Student Housing Project
(Time Allotted: 10 minutes)
- 22-01-107B Consideration of Nominations for California Community College Trustees Board of Directors *(Time Allotted: 5 minutes)*
- 22-01-108B Approval of Construction Consultants *(Time Allotted: 5 minutes)*
- 22-01-109B Approval of Cañada College Mural Proposal *(Time Allotted: 10 minutes)*
- 22-01-110B Approval of Modifications to Internal Auditor Position Description
(Time Allotted: 10 minutes)
- 22-01-111B Approval to Initiate RFP Process for Consultant to Conduct a Performance Audit of District Personnel Policies and Actions Related to Groups of Non-Bargaining Unit Administrative, Professional, Supervisory, and Executive Personnel
(Time Allotted: 10 minutes)

INFORMATION ITEMS

- 22-01-02C Receipt of the 2020-2021 Citizens' Bond Oversight Committee Annual Report
(Time Allotted: 10 minutes)
- 22-01-03C Board Retreat Planning Update
(Time Allotted: 20 minutes)
- 22-01-04C Review of Proposed Updates to Board Policy No. 2401 Regarding Board Policies and Administrative Procedures
(Time Allotted: 10 minutes)

- 22-01-05C Review of Proposed Updates to Board Policy No. 2710 and Administrative Procedures 2710 and 2712 Regarding Conflict of Interest
(Time Allotted: 10 minutes)
- 22-01-06C Discussion of Board Professional Development
(Time Allotted: 10 minutes)

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

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

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
November 10, 2021 – San Mateo, CA**

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

The meeting was called to order at 6:10 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, Executive Vice Chancellor Richard Storti, Skyline College President Melissa Moreno, College of San Mateo President Jennifer Taylor-Mendoza, Cañada College Interim President Kim Lopez, District Academic Senate President Kate Williams Browne

DISCUSSION OF THE ORDER OF THE AGENDA

[\(Time Stamp: 2:07\)](#)

President Nuris stated that staff asks that Information Item 21-11-103B – Consideration of Revisions to Board Policy 2.90 Regarding Vaccination Requirements for Students and Employees be moved up in the agenda to be considered immediately after New Business, and before the approval of the Consent Agenda. The Board agreed to the change and no further modifications were requested.

Approval of the Minutes of the October 27, 2021 Regular Meeting (21-11-01)

[\(Time Stamp: 2:41\)](#)

Motion to Approve by: Trustee Pimentel

Second by: Trustee Goodman

Action: Approved unanimously, with all Trustees voting Aye.

Summary of Edits or Corrections: None.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

Joint Presentation by Associated Students of Cañada College, College of San Mateo and Skyline College (21-11-01C)

[\(Time Stamp: 3:15\)](#)

Anthony Tran (ASSC President, Skyline College); Xitlali Curincita (AS President, Cañada College) and Jeison Velasquez (AS Vice President, Cañada College); Andrea Morales (AS President, CSM) and Anna Mahoney (AS Vice President, CSM) each presented the previous and upcoming student centered activities, events, and initiatives that are happening on their respective campuses.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

(Time Stamp: 28:14)

- **Chancellor Claire** commended the student leaders on their presentations, as well as the District student body on how they are working together and implementing ways to support and encourage each other during these difficult times.
- **President Moreno** mentioned Skyline College faculty, staff, and students celebrated Veteran's Day by honoring Veterans and their families; the college also celebrated the Tongan culture with a Tonga Day. Dr. Moreno shared a student highlight on Megan Lauren Buena who is a Filipina, 3rd year Promise Scholar student at Skyline.
- **President Taylor-Mendoza** acknowledged the student body for doing an amazing job this semester. She also acknowledged the Athletic Department and coaching staff for mentoring and coaching their athletes, while keeping the focus on academics. Lastly, Dr. Taylor-Mendoza acknowledged and thanked Veteran students, staff, faculty, and their families for their honorable service to the United States in observance of Veteran's Day.
- **Interim President Lopez** mentioned the success of this year's President's Luncheon with 90 persons in attendance virtually, and achieving their fundraising goal of \$50,000.00. Ms. Lopez stated Cañada College's shuttle service will restart in the spring semester, providing service to students in Menlo Park, Belhaven, and now East Palo Alto. Lastly, the college is actively connecting and engaging with the community to find out how the college is doing and what can be done better.
- **Executive Vice Chancellor Storti** stated that the Student Housing grant application was submitted on October 31, 2021. There is \$500 million available for the first round of the construction grant, and SMCCCD is 1 out of 21 community college districts that have applied. SMCCCD is 1 out of 71 community college districts that has applied to receive a portion of the \$25 million planning grant. District Administration is actively soliciting proposals from architectural firms, as well as doing work on environmental impact and engineering studies.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

(Time Stamp: 39:10)

- **AFT, Local 1493:** Jenna French spoke on behalf of union members regarding the spring 2022 MOU. She mentioned how a new MOU would help provide some sort of normalcy for faculty and staff to return to work with clarity and support to be able to support students safely and effectively.
- **CSEA, Chapter 33:** Annette Perot spoke on behalf of members who are seeking return to work options and directives from District Administration for the spring semester, as well as a spring 2022 MOU. Ms. Perot also acknowledged those who served the United States in observance of Veteran's Day.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

(Time Stamp: 48:15)

- David Lau spoke regarding the health and safety of faculty and staff.
- Lori Slicton spoke regarding the health and safety accommodations of faculty and staff returning

to campus and campus safety committee functions.

- Michael Hoffman addressed some of the concerns some campus safety members have with the committee..

NEW BUSINESS

Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (21-11-01A) **(Time Stamp: 47:13)**

Motion to Approve by: Trustee Goodman

Second by: Trustee Petrides

Action: Approved unanimously, with all Trustees voting Aye.

Summary of Discussion: No discussion.

Public Comment: None.

INFORMATION ITEMS

Consideration of Revisions to Board Policy 2.90 Regarding Vaccination Requirements for Students and Employees (21-11-103B) **(Time Stamp: 59:17)**

This item was moved up in the agenda at the request of District staff.

Chancellor Claire wanted the Board to revisit this policy as it pertains to include religious exemptions for students, now that the District has received more information since the previous approval of the policy in July 2021.

While this item was designated for discussion only, Trustee Goodman requested a motion to approve (see below) this policy change as it is stated and presented, except for the clause where it states students are prevented from using religious exemptions.

Motion to Approve by: Trustee Goodman

Second by: Trustee Pimentel

Action: Approved unanimously, with all Trustees voting Aye.

Summary of Discussion: The Board of Trustees spoke on the different complexities of the religious exemptions for students.

Vice President Holober inquired about the legal aspect of the vaccination exemptions for employees, and asked about the current number of employees that have applied for exemptions.

Marie Billie, Interim Chief Human Resources Officer, advised that there is a difference between exemptions for both students and employees. Religious exemptions for employees are covered under Title 7. She mentioned employees who are not vaccinated will be required to wear masks inside buildings and take a weekly COVID-19 Test.

Student Trustee Garcia mentioned the District Student Advisory Council does not want to discriminate against anyone, and would like SMCCCD to allow religious exemptions for students.

Trustee Goodman mentioned it is more than the health and safety of SMCCCD students, but about acknowledging the humanity and presence of their cultures and lived experiences.

President Nuris is in favor of the clause, but also agreed that there should be specific protocols and procedures in place for persons who are not vaccinated.

Public Comment: The following persons made comments in favor of the District policy allowing religious exemptions for students.

- Danielle Trimiew
- Nancy Cook
- Rusty Mooney
- Ashley McCoy
- Chris Cavigioli
- Anthony Grigsby (CSM Student)
- Jerry Johnson (CSM Student)
- Tim Tulloch (CSM Faculty Member and Coach)
- Emily Cabitac
- Laurie Butterfield
- Pam Chang

- Emma Right
- Andy Chan
- Elizabeth Starks
- Georgette Guerra
- Lisa Bellamy
- Sydney Farrell
- Monica Malamud
- Jeanne Stalker

The following persons made comments against the district policy clause allowing religious exemptions for students.

- Dr. Melissa Moreno read a letter on behalf of the Associated Students and student body of Skyline College

NEW BUSINESS: Approval of Consent Agenda

[\(Time Stamp: 2:41:00\)](#)

Approval to Renew Districtwide Natural Gas Purchase Agreement with SPURR (21-11-01CA)

Approval of Revision to Board Policy 2.27 – Policy on Smoking and Tobacco Use (21-11-02CA)

Trustee Goodman requested for this item to be removed for Public Comment prior to approval.

Motion to Approve by: Trustee Goodman

Second by: Trustee Petrides

Action: Approved unanimously, with all Trustees voting Aye.

Summary of Discussion: None.

Public Comment: Janet Herbst spoke in favor of this policy.

Ratification of Agreement with VisionPoint Marketing, LLC for Districtwide Agency of Record for Marketing Services (21-11-03CA)

Adoption of Resolution No. 21-09 to Make Findings Allowing Continued Remote Meetings Under Brown Act (21-11-04CA)

Setting December 15, 2021 as Date for Annual Organizational Meeting of the Board of Trustees (21-11-05CA)

Ratification of Student Accidental Injury Insurance Program, 2021-2022 (21-11-06CA)

Board Items 21-11-01CA, 21-11-03CA, 21-11-04CA, 21-11-05CA, and 21-11-06CA were approved as follows:

Motion to Approve by: Trustee Petrides

Second by: Trustee Goodman

Action: Approved unanimously, with all Trustees voting Aye.

Summary of Discussion: None.

Public Comment: None.

NEW BUSINESS: Other Recommendations

Approval of Supplemental Funding for College Ridge Employee Housing Construction Contract (21-11-101B)

(Time Stamp: 2:46:03)

Motion to Approve by: Trustee Goodman

Second by: Trustee Petrides

Action: Approved unanimously, with all Trustees voting Aye.

Summary of Discussion: Trustee Pimentel wanted to know the reason as to why SMCCCD would not use OPEB funds for reimbursement. Vice President Holober asked if the Capital Projects Reserves are used for this project, will it prevent other entities or developments from taking place.

Executive Vice Chancellor Storti explained that the \$10 million reserves are not designated for any purpose at this time, and can be used for reimbursement.

Public Comment: None.

Consideration of Appointment of Members to the Bond Oversight Committee (21-11-102B)
(Time Stamp: 2:48:54)

Motion to Approve by: Trustee Goodman

Second by: Trustee Pimentel

Action: Approved unanimously, with all Trustees voting Aye.

Summary of Discussion: None.

Public Comment: None.

INFORMATION ITEMS

Discussion of 2022 Facilities Master Plan Development (21-11-02C)
(Time Stamp: 2:49:40)

Summary of Discussion: Jose Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, and Public Safety introduced this item. He stated the intention of the presentation is to seek guidance, recommendation, and direction from the Board on how SMCCCD will move forward, while staying in alignment with both the Strategic Goals and the individual colleges' Educational Master Plans – in the middle of a pandemic.

Rob Barthelman of Steinberg Hart presented the Process and Timeline, Planning Principles, Engagement Strategy, and Assessments and Analysis of comprising the Facilities Master Plan.

Trustee Pimentel suggested that SMCCCD move aggressively on the development of the Student Housing project more than any other project. He also mentioned SMCCCD should consider using other areas for development for satellite campuses.

Trustee Goodman addressed the WiFi and Cell Phone connectivity, and asked if it will improve with the Facilities Master Plan. He also asked how the Environmental Impact and ADA Compliance is incorporated in the plan.

Public Comment: Maxine Terner commented on how pleased she is that SMCCCD is going through this process, but suggested there be more community involvement and input.

NOTE: The following agenda items may be viewed on the video entitled “2021-11-10 Board of Trustees Regular Meeting - Part II”.

Review of Renaming and Branding Activities for the San Mateo Athletic Club (21-11-03C)
(Time Stamp: 4:54)

Summary of Discussion: Kurt Scholler, Interim Director of Community Fitness, presented on the inclusive and intentional rebranding and renaming process for SMAC.

The Board of Trustees commended Mr. Scholler on his presentation, and appreciated how there was a reason behind each aspect of the development process.

Trustee Goodman reminded everyone that when something is said to be student-centered or focused, it needs to reflect that – even when students are contributors to processes.

Public Comment: None.

Discussion on Process for Development and Implementation of Administrative Procedures (21-11-04C)

[*\(Time Stamp: 16:38\)*](#)

Summary of Discussion: Chancellor Claire reminded everyone that Vice President Holober asked how Administrative Procedures are developed and implemented, at a recent Board Meeting. He mentioned the place of improvement would be such that District Administration would develop the procedures. The procedures would then be presented to the Board to make sure they are addressing the spirit of the Board Policy. A revised draft of this policy will be presented to the Board for a first read, hopefully in December.

The Board of Trustees is in agreement with the process, and look forward to reviewing updates.

Public Comment: Juanita Celaya stated that the District Participatory Governance Committee (DPGC) has an interest in the development and implementation of the Administrative Procedures.

Update from Board Operations Subcommittee (21-11-05C)

[*\(Time Stamp: 25:32\)*](#)

Summary of Discussion: Trustee Pimentel and Trustee Petrides are the Board Members on this subcommittee. They met to review and discuss current Board Operations, and presented an outline of items for consideration as possible changes. At this time, they are needing direction on what is next and how the Board would like to move things forward.

President Nuris commended both Trustees on the outline, and agrees that the Board should look at the items further. He advised if there are any questions or comments about any of the items, Board Members should address them to Chancellor Claire.

Vice President Holober thanked both Trustees on the time it took to produce the outline, which covers a lot of ground on Board Operations. He would like to add for consideration, the rotation of Board Officers, as well as a procedure for Board directed external performance audits.

Public Comment: None.

Review and Feedback on Proposed Op Ed Proposed by Trustee Pimentel (21-11-06C)

[*\(Time Stamp: 34:04\)*](#)

Summary of Discussion: Trustee Pimentel wrote an op-ed in support of promoting the expansion of Promise Scholars Dual Enrollment and textbook cost. There are local media sources that are interested in publishing the document, and he would like for his fellow Board Members to be co-authors on this document.

President Nuris thanked Trustee Pimentel for taking the liberty to write the document, and suggested a Board consensus that all members are in agreement to be co-authors.

Public Comment: None.

COMMUNICATIONS

[\(Time Stamp: 35:45\)](#)

Chancellor Claire mentioned that the Board received a significant number of emails regarding the vaccination policy, specifically being in support of keeping the religious exemption for students.

STATEMENTS FROM BOARD MEMBERS

[\(Time Stamp: 36:21\)](#)

President Nuris: He attended the Retiree and Service Awards Celebration at CSM, as well as the 25 year Service Award Celebration at Skyline College. He had the opportunity to meet with the District Academic Senate to share thoughts and get to know them better.

Vice President Holober: None.

Trustee Goodman: He stated he had the privilege to represent SMCCCD and the Board by providing a welcome for during the Peninsula Conflict Resolution Center celebration at CSM and the State of the County Address.

Trustee Petrides: She mentioned the Zero Textbook Cost (ZTC) allocation was approved by Governor Newsom (\$115 million), and there is discussion on how the funds will be allocated. She suggested that SMCCCD stay on top of this situation, as there might be opportunities for the colleges to submit proposals to receive funds.

Trustee Pimentel: He requested for consideration of scheduling an opportunity for future Board conversation to discuss enrollment declines, how to better engage with high schools and community groups, and how to attack a plan to increase enrollment. He also mentioned how the Board took action on providing a significant budget on goals to enhance the Promise Scholars and Dual Enrollment programs. He would like updates from the colleges and District Administration on how they will implement a plan to achieve those program goals.

Student Trustee Garcia: None.

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Nuris stated that during Closed Session, the Board will take up items as listed on the printed agenda including: (1) Conference with Labor Negotiators for Employee Organizations: AFSCME, AFT, CSEA, Unrepresented Employees

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

No comments.

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 10:43 p.m.

Board Members

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

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 11:18 p.m.

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION
(Time Stamp: 1:16:09)

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

ADJOURNMENT

Meeting adjourned at 11:19 p.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Reorganization Meeting of the Board of Trustees
San Mateo County Community College District
December 15, 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 5:06 p.m.

Board Members

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Nuris stated that during Closed Session, the Board will take up items as listed on the printed agenda including: 1) Conference with Labor Negotiator for Employee Organizations: AFSCME, AFT, CSEA, Unrepresented Employees; 2) Pursuant to Government Code 54957: Public Employee Discipline/Dismissal/Release

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

- Monica Malamud commented regarding the teaching in Hyflex Modality, and the need to support and compensate faculty who do choose to instruct this way.

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 5:12 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:25 p.m.

Board Members

Present: President Thomas A. Nuris, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Lisa Petrides, Student Trustee Ashley Garcia, Trustee Pimentel (joined at meeting 6:50 p.m.)

Others Present: Chancellor Michael Claire, Executive Vice Chancellor Richard Storti, Skyline College Acting President Newin Orante, College of San Mateo President Jennifer Taylor-Mendoza, Cañada College Interim President Kim Lopez, District Academic Senate President Kate Williams Browne

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

[*\(Time Stamp: 1:19:09\)*](#)

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

DISCUSSION OF THE ORDER OF THE AGENDA

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

President Nuris stated that due to an error, staff has requested for item 21-12-01 be removed from the agenda, and placed on the agenda of the next meeting. Staff has also requested for item 21-12-03C be removed from the agenda.

Additionally, staff has requested for items 21-12-01C be moved up in the agenda.

Furthermore, staff requested that items 21-12-103B, 21-12-104B, 21-12-105B, and 21-12-106B be moved up in the agenda and presented together; however, voted on separately.

Lastly, staff requested that item 21-12-05C be moved up in the agenda to precede item 21-12-01A.

Vice President Holober requested that the Organization of the Board of Trustees be delayed until Trustee Pimentel joins the meeting.

ORGANIZATION OF THE BOARD OF TRUSTEES

(Time Stamp: 1:50:47)

1. Election of President

Trustee Pimentel nominated Trustee Holober for the office of Board President. There were no further nominations. Trustee Goodman moved and Trustee Petrides seconded that Trustee Holober be elected Board President. The motion carried unanimously.

Trustee Holober relieved Trustee Nuris of his duties as Board President, and continued the meeting as the new Board President. Trustee Nuris was recognized and presented with a plaque.

2. Election of Vice President-Clerk

President Holober nominated Trustee Petrides, and Trustee Nuris nominated Trustee Goodman for the role of Board Vice President. A roll call vote was taken with President Holober, Trustee Petrides and Trustee Pimentel voting for Trustee Petrides, and Trustee Nuris and Trustee Goodman voting for Trustee Goodman. Trustee Petrides was elected Board Vice President.

3. Election of Secretary for the Board

Trustee Nuris nominated Chancellor Claire and Trustee Goodman seconded the nomination. Trustee Pimentel nominated Executive Vice Chancellor Storti. A roll call vote was conducted and President Holober, Vice President Petrides, Trustee Goodman, Trustee Nuris and Trustee Pimentel voted for Chancellor Clair. No trustees voted for Executive Vice Chancellor Storti. Chancellor Claire was elected Board Secretary.

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

Trustee Nuris nominated Trustee Pimentel for this position. There were no other nominations. Trustee Pimentel was unanimously elected as the Board's Representative of the Board to the County Committee on School District Organization

NEW BUSINESS

Note: Items 21-12-103B, 21-12-104B, 21-12-105B, and 21-12-106B were moved up in the agenda preceding the Organization of the Board of Trustees. These items were presented together, however, voted on separately.

Summary of Discussion *(Time Stamp: 1:22:47)* Chief Financial Officer Bernata Slater stated that the District's audit for the 2020-2021 Fiscal Year was conducted and completed in July 2021 by an independent external auditing firm, CWDL.

John Dominguez of CWDL was in attendance to present and respond to questions about the audit results, as well as go over the firm's findings and recommendations for SMCCCD. He commended on the staff's professionalism, diligence, and assistance of providing the firm with all documentation (over 1,500 documents) needed to complete the audit. Some of the points presented include: 1) SMCCCD's Management Discussion and Analysis Factors; 2) Financial Statement; 3) Reconciliation; 4) KCSM Radio Report and Financial Statement; 5) Measure H Audit Report and Balance Sheets; and 6) Futuris Trust Audit and Financial Statement. The auditor noted unqualified opinions for all reports.

Receipt and Acceptance of the 2020-2021 District Audit Report (21-12-103B) [\(Time Stamp: 1:48:46\)](#)

Motion to Approve by: Vice President Holober

Second by: Trustee Goodman

Action: Approved unanimously, with all Trustees voting Aye.

Public Comment: None.

Receipt and Acceptance of the 2020-2021 KCSM-FM Audit Report (21-12-104B) [\(Time Stamp: 1:49:03\)](#)

Motion to Approve by: Vice President Holober

Second by: Trustee Goodman

Action: Approved unanimously, with all Trustees voting Aye.

Public Comment: None.

Receipt and Acceptance of the 2020-2021 General Obligation Bond Financial and Performance Audit Reports (21-12-105B) [\(Time Stamp: 1:49:14\)](#)

Motion to Approve by: Vice President Holober

Second by: Trustee Goodman

Action: Approved unanimously, with all Trustees voting Aye.

Public Comment: Vera Quijano asked why there aren't internal controls when it comes to Bond Measures.

Receipt and Acceptance of the 2020-2021 Retirement Futuris Public Entity Investment Trust Audit Report (21-12-106B) [\(Time Stamp: 1:49:44\)](#)

Motion to Approve by: Vice President Holober

Second by: Trustee Goodman

Action: Board approved with a 4-1 vote. Aye – President Nuris, Vice President Holober, Trustee Goodman, and Trustee Petrides; Nay – Trustee Pimentel

Public Comment: None.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

(Time Stamp: 2:20:30)

- **Chancellor Claire** thanked Trustee Nuris for his leadership as Board President during the past year, especially during these unprecedented and difficult times. He congratulated both President Holober and Vice President Petrides for being voted into their new positions. He briefly highlighted Spring 2022 Enrollment and the student percentages per course modality, at this time.

Vice Chancellor Bailey briefly mentioned the enrollment marketing campaign (both digital and print) that will begin in January to encourage students to register for spring semester.

Lastly, he provided an update on the implementation of AB 367, which is providing premenstrual products to students. Facilities will be placing dispensers on each campus starting in the spring semester, during Spring Break.

- **Skyline College Vice President Orante** served as Acting College President during the meeting in the absence of President Moreno. He acknowledged students who attended the California Conference for the Advancement of Ceramic Art at UC Davis, as well as the Forensic Team who won a competition on November 19, 2021 at Apple Valley College. He recognized author, activist, and professor Gloria Jean Hooks also known as Bell Hooks on her passing today, and how she was an inspiration to him and other educators.
- **President Taylor-Mendoza** recognized the passing of Bell Hooks. She noted that the college has started a Student Equity Survey with students, (734 responses thus far) which should help with analyzing and understanding the student experience on the campus.
- **Interim President Lopez** noted that Cañada College will be hosting a holiday gathering at The Grove on Friday, December 17th at 11:30 a.m. – 1:00 p.m.
- **District Academic Senate President Browne** thanked President Holober for attending the Senate Meet and Greet. The District Teaching and Learning Committee is putting together a guiding document for students for the spring semester. Lastly, the work groups for the District Academic Goals are getting their crews together to support and achieve each goal.

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

(Time Stamp: 2:40:24)

- **AFT, Local 1493:** Monica Malamud mentioned the comparison of student enrollment for spring 2021 and spring 2022. Student Enrollment has decreased in spring 2022, and AFT Members suggest to create additional online courses and services to support student needs; and improve and insure better implementation and communication of the health and safety protocols for in-person courses and services.
- **CSEA, Chapter 33:** Annette Perot mentioned they have started working with the District on a new MOU for the spring semester. It is the request of the members to keep the health and safety protocols in place for the spring semester.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

(Time Stamp: 2:48:30)

- Suzanne Poma commented on the District's inconsistent health and safety protocols for in-person classes and services.
- Katherine Hart finished reading the letter by Suzanne Poma.
- Vera Kejano commented on behalf of her mother (Tatiana Kejano, San Mateo County resident) who has concerns about whether or not the buildings within SMCCCD are student-centered.
- Lesly Ta commented on the indoor mask mandate and how the District should require and insure that those who attend class in person wear a mask.
- Sammy Abouata spoke in favor of keeping the indoor mask mandate in SMCCCD classrooms.
- Kaye Luck spoke in favor of keeping the indoor mask mandate in SMCCCD classrooms.
- Jennifer Betty Lo spoke in favor of keeping the indoor mask mandate in SMCCCD classrooms.
- Sarah Chambers spoke in favor of keeping the indoor mask mandate in SMCCCD classrooms.

INFORMATION ITEMS

Review of Site Finding Allocations Supporting Free Community College Initiative (21-12-05C)

(Time Stamp: 3:04:21)

Summary of Discussion: Vice Chancellor McVean presented on how the initiative funds (\$6.75M total) were allocated. The allocation was designated for the expansion of three components: Dual Enrollment (\$2.5M), Promise Scholars (\$3M), and Open Educational Resources (OER) and Zero Textbook Cost (ZTC) (\$1.25M). Each college was allocated an amount according to their budget request to achieve their current and future expansion goals, and that allocation was determined by providing the most critical components to fund in order for them to expand.

Public Comment: None.

NEW BUSINESS

Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel (21-12-01A)

(Time Stamp: 3:23:30)

Motion to Approve by: Vice President Petrides

Second by: Trustee Nuris

Action: No action taken on initial motion to approve this item. On the amended motion, items were approved unanimously, with all Trustees voting Aye.

Summary of Discussion: Trustee Pimentel and President Holober asked to remove positions for discussion before approval. There was an amended motion by Vice President Petrides with a second from Trustee Nuris to approve all other positions in this item, except for those removed.

Public Comment: None

- Counselor – International Education
 - **Motion to Approve by:** Trustee Nuris
 - **Second by:** Trustee Goodman
 - **Action:** Board approved with a 4-1 vote. Aye – Trustee Nuris, Trustee Goodman, President Holober, and Vice President Petrides. Nay – Trustee Pimentel
 - **Summary of Discussion:** Trustee Pimentel asked why someone is being hired when enrollment is declining. Chancellor Claire clarified that this position is not an administrative position, but Counseling position. Interim President Lopez explained that this position was needed in order to be compliant with Non-Tenure Track positions, and counseling positions are key in building back the International program at Cañada College.
- Communications Manager for Community Relations and Marketing
 - **Motion to Approve by:** Trustee Nuris
 - **Second by:** Trustee Goodman
 - **Action:** Board approved with a 4-1 vote. Aye – Trustee Nuris, Trustee Goodman, President Holober, and Vice President Petrides. Nay – Trustee Pimentel
 - **Summary of Discussion:** Trustee Pimentel does not see the need for campus level managers, but consolidate the position to a district-level position. President Taylor-Mendoza stated it is a desperate need, as the position is essential to external and internal communication in the college's strategic plans.

Trustees would like a more centralized marketing strategy (specifically for enrollment) across the District where even if trustees want to bring forth a point of concern about it, it can be discussed during meetings prior to approval.
- Executive Director of Strategic Initiatives and Economic Development
 - **Motion to Approve by:** Trustee Nuris
 - **Second by:** Trustee Pimentel
 - **Action:** Board approved with a 3-2 vote. Aye – Trustee Nuris, Trustee Goodman, Trustee Pimentel. Nay - President Holober and Vice President Petrides.
 - **Summary of Discussion:** President Holober believes it is time for the Board to have an external auditor look at the District's structure on managerial positions. The said the District needs to look at other districts to compare who they are hiring, pay scales, and see what the trends are. He would like this position placed on hold until further review is done.

President Taylor-Mendoza explained that the position speaks to district and college goals to insure they have job placement services.

- Ombudsperson
 - **Motion to Approve by:** Trustee Nuris
 - **Second by:** Trustee Pimentel
 - **Action:** Board approved with a 3-2 vote. Aye – Trustee Nuris, Trustee Goodman, Trustee Pimentel. Nay - President Holober and Vice President Petrides.
 - **Summary of Discussion:** President Holober would like this position to be placed on hold. President Taylor-Mendoza explained that this position is related to the equity work on the campus of CSM. This is a way to address campus climate issues before a student complaint is made. Position that advocates for the student.
- Information Security Office
 - **Motion to Approve by:** Trustee Nuris
 - **Second by:** Trustee Pimentel
 - **Action:** Board approved with a 3-2 vote. Aye – Trustee Nuris, Trustee Goodman, Trustee Pimentel. Nay - President Holober and Vice President Petrides.
 - **Summary of Discussion:** Executive Vice Chancellor Storti explained this position is needed to help with reviewing cyber-attacks and threats. He believes this position will strengthen the district's control environment, strengthen security over the district's technology systems and data, and keep the district one step ahead of the cyber-criminals. President Holober would like this position to be placed on hold.

RECESSED TO BREAK

9:15 p.m.

RECONVENED TO OPEN SESSION

9:30 p.m.

NEW BUSINESS: Approval of Consent Agenda

[*\(Time Stamp: 4:29:10\)*](#)

Resolution No. 21-10 to Make Findings Allowing Continued Remote Meetings Under Brown Act (21-12-01CA) *Note: Item removed for discussion before approval.*

Motion to Approve by: Trustee Goodman

Second by: Vice President Petrides

Action: Approved unanimously, with all Trustees voting Aye.

Summary of Discussion: Trustee Pimentel found this to be a contradiction as the district is now returning to in-person instruction. It was explained that this resolution speaks to allowing “hyflex” meetings, so persons can continue to have remote meetings as well as in-person meetings.

Ratification of Agreement with AFSCME Regarding Adjustments to Health Benefits Caps (21-12-02CA)

Disposition of Records for College of San Mateo and District Office (21-12-03CA)

Approval of Curricular Additions, Deletions, and Modifications Cañada College, College of San Mateo, and Skyline College (21-12-04CA)

Re-appointment of Members to District's Bond Oversight Committee (21-12-05CA)

Re-appointment of Members to Educational Housing Corporation Board of Directors (21-12-06CA)

Note: Item removed for discussion before approval.

Motion to Approve by: Trustee Nuris

Second by: Trustee Goodman

Action: Approved unanimously, with all Trustees voting Aye.

Summary of Discussion: Trustee Goodman mentioned typically this is not made an agenda item, but appointed by the Board during the re-organization meeting.

President Holober was appointed to complete the remainder of the term for former Trustee Schwartz. Trustee Goodman mentioned that President Holober was not initially appointed to the position, so Trustees had to approve his continuation.

- ***Motion to Approve by:*** Trustee Nuris
- ***Second by:*** Trustee Goodman
- ***Action:*** Approved unanimously, with all Trustees voting Aye.

Additionally, Trustees needed to approve the term extension of Michael Pierce to the Housing Corporation Board of Directors.

- ***Motion to Approve by:*** Trustee Goodman
- ***Second by:*** Trustee Nuris
- ***Action:*** Approved unanimously, with all Trustees voting Aye.

Extension of Contract for Interim Chief Human Resources Officer (21-12-07CA)

Acceptance of California Electric Vehicle Infrastructure Program Grant and Sole Source Agreement for ChargePoint (21-12-08CA)

Adoption of Local Hazard Mitigation Plan (21-12-09CA)

Motion to Approve by: Trustee Nuris

Second by: Vice President Petrides

Action: Approved unanimously, with all Trustees voting Aye.

Summary of Discussion: Trustee Goodman requested to remove item 21-12-06CA for discussion. Trustee Pimentel requested to remove item 21-12-01CA for discussion. All other items were

approved on the initial action.

NEW BUSINESS: Other Recommendations

Setting of Board of Trustees Meeting Dates for 2022 (21-12-101B)

Note: This item is on Board Video "2021-12-15 Board of Trustees Regular Meeting – Part II"

(Time Stamp: 0:47)

Motion to Approve by: Vice President Petrides

Second by: Trustee Nuris

Action: No initial action taken.

Summary of Discussion: Chancellor Claire mentioned this item was addressed in last summer's Board Retreat. Action is needed, so the calendar can be set for the upcoming year.

Trustees discussed which scenarios seem to be best for what they want to accomplish in terms of items needing to be discussed.

Trustees approved Scenario 3, with flexibility to add more meeting dates as needed.

- **Motion to Approve by:** Trustee Nuris
- **Second by:** Vice President Petrides
- **Action:** Approved unanimously, with all Trustees voting Aye.

Public Comment: None.

San Mateo Athletic Club Fiscal Year 2021-2022 Budget Adjustment (21-12-102B)

Note: This item is on Board Video "2021-12-15 Board of Trustees Regular Meeting – Part II"

(Time Stamp: 8:35)

Motion to Approve by: Vice President Petrides

Second by: Trustee Goodman

Action: Approved unanimously, with all Trustees voting Aye.

Summary of Discussion: Executive Vice Chancellor Storti presented that after further review, the budget needs to be adjusted from what was initially adopted budget from 6 months ago. It is requested to approve the budget to increase the revenue in expenses.

Public Comment: None.

INFORMATION ITEMS

Update on Demographer Findings Relating to the 2020 Census and Impacts on Board of Trustees Area Map (21-12-01C) (Time Stamp: 2:03:25)

Summary of Discussion: Vice Chancellor Bailey introduced Scott Torlucci of Davis Demographers and William Tunick from Dannis Wolliver and Kelley.

Mr. Torlucci confirmed that his firm had it had conducted an analysis of the District's trustee areas to determine population balance and determined there was only a 7.8% overall variance based on total population distribution.

Mr. Tunick confirmed that the 2020 census data does not indicate the need for the District to consider redistricting or revision of the trustee area maps based on the new census data. Both Mr. Torlucci and Mr. Tunick recommended the Board adopt a resolution at a future meeting confirming these findings and report the resolution to the County by the February 28, 2022 deadline.

Trustee Goodman asked that the Board, at a future meeting, process and resolve any ideas relating to the size (five vs. seven members) of the Board.

Public Comment: None.

Discussion of Creation of Standing Board Sub-Committee for Finance and Budget and Ad-Hoc Committee for Long-Term Planning (21-12-02C)

Note: This item is on Board Video "2021-12-15 Board of Trustees Regular Meeting – Part II" (Time Stamp: 14:07)

Summary of Discussion: No action needs to be taken on this item, but only for discussion. Chancellor Claire is recommending that this committee would provide Board-level insight. This is a two-member committee and considered to be a Brown Act committee.

Trustees are in agreement with this, as it would provide communication with the development of the budget between District Administration and the Board of Trustees. Chancellor Claire will do more research on how this committee is formed and the work that is involved.

Public Comment: None.

Discussion of Board Retreat Planning (21-12-04C)

Note: This item is on Board Video "2021-12-15 Board of Trustees Regular Meeting – Part II" (Time Stamp: 21:25)

Summary of Discussion: Chancellor Claire is requesting that the retreats focus on Board and Chancellor Goals for the next year. Focus on prioritizing the goals for the Chancellor, such that the items and topics that are most important can be carried out by administration in a timely manner.

Trustees asked the Chancellor to evaluate what priority areas of interest had been surfaced over the last year and bring back a recommended agenda to the Board prior to the retreat.

Public Comment: None.

District Financial Summary for the Quarter Ending September 30, 2021 (21-12-06C)

Note: This item is on Board Video "2021-12-15 Board of Trustees Regular Meeting – Part II" (Time Stamp: 25:07)

Summary of Discussion: No staff presentation. Report received by the Board. Trustee Pimentel pointed out that administrative salaries have gone up 8%, while academic and classified salaries have gone up 4% - 5%.

Public Comment: None.

Auxiliary Operations Financial Summary for the Quarter Ending September 30, 2021 (21-12-07C)

Note: This item is on Board Video "2021-12-15 Board of Trustees Regular Meeting – Part II"

(Time Stamp: 26:03)

Summary of Discussion: No staff presentation. Report received by the Board.

Public Comment: None.

COMMUNICATIONS

Note: This item is on Board Video "2021-12-15 Board of Trustees Regular Meeting – Part II"

(Time Stamp: 26:34)

Chancellor Claire stated that communication was received from the Belmont City Council as they took action in support of continuing the Crystal Springs Cross Country Course. The City Council has an active resolution in place, and SMCCCD was provided with a copy of the resolution.

STATEMENTS FROM BOARD MEMBERS

Note: This item is on Board Video "2021-12-15 Board of Trustees Regular Meeting – Part II"

(Time Stamp: 27:07)

President Nuris: Congratulated Trustees Holober and Petrides on their elections to the positions of President and Vice President.

Vice President Holober: He would like to commission an expert review of the classifications, hiring trends, salaries, etc. for executive District positions, and present it at the next board meeting. He is in agreement with Trustee Pimentel to have a deeper discussion regarding enrollment decline.

Trustee Goodman: Noted that if observations are made or a call for some sort of action by a Trustee, then the Board should follow-up or "circle back" for formal discussion. He is in agreement with Trustee Pimentel to have a deeper discussion regarding enrollment decline.

Trustee Petrides: Pointed out that what Trustee Goodman addressed could be discussed as a goal during a retreat. She is in agreement with Trustee Pimentel to have a deeper discussion regarding enrollment decline.

Trustee Pimentel: Thanked Trustee Goodman for his statement. He mentioned how enrollment decline is a combination of issues, and he would like the Board of Trustees to meet to discuss and brainstorm ideas on how it can be addressed from a Board level.

Student Trustee Garcia: None.

MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

Note: This item is on Board Video "2021-12-15 Board of Trustees Regular Meeting – Part II"

(Time Stamp: 43:35)

1. Call to Order at 10:20 p.m.

2. Roll Call – all members are present: President Nuris, Vice President Claire, Secretary Holober, Treasurer Slater, Director Goodman, Director Petrides, and Director Pimentel

3. Approval of Minutes of the December 14, 2020 Meeting

- a. Motion by: Secretary Holober
- b. Seconded by: Director Goodman
- c. Action: Approved unanimously, with all Trustees voting Aye.

4. Naming of Officers for 2022

It was moved by Director Goodman and seconded by Secretary Holober that the following individuals serve as officers and directors for the next year: Richard Holober, President; Michael Claire, Vice President; Lisa Petrides, Secretary; Bernata Slater, Treasurer; Maurice Goodman, Director; Thomas A. Nuris, Director; and John Pimentel, Director. The motion passed unanimously.

5. Adjournment at 10:29 p.m.

- a. Motion by: Vice President Claire
- b. Seconded by: Director Goodman
- c. Action: Approved unanimously, with all Trustees voting Aye.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session from District Financing Corporation Meeting at 10:30 p.m.

ADJOURNMENT

Meeting adjourned at 10:30 p.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Special Closed Session of the Board of Trustees
San Mateo County Community College District
December 22, 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 11:38 a.m.

Board Members

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Holober stated that during Closed Session, the Board will take up items as listed on the printed agenda, including: 1) Pursuant to Government Code 54957: Public 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 11:39 a.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 1:33 p.m.

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

President Holober reported that on November 28, 2021, the Board received a written resignation from the Vice Chancellor of Facilities Planning, Maintenance and Operations, Public Safety. According to BP 2.60, the Board received and accepted this resignation with a unanimous vote (5-0) with an effective date of March 1, 2022.

ADJOURNMENT

Meeting adjourned at 1:34 p.m.

Submitted by

Michael Claire, Secretary

**Minutes of the Special Meeting of the Board of Trustees
San Mateo County Community College District
January 11, 2022 – San Mateo, CA**

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

The meeting was called to order at 5:08 p.m.

Board Members

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

Others Present: Chancellor Michael Claire, Executive Vice Chancellor Richard Storti, Skyline College President Melissa Moreno, College of San Mateo President Jennifer Taylor-Mendoza, Cañada College Interim President Kim Lopez, District Academic Senate President Kate Williams Browne

NEW BUSINESS

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

[*\(Time Stamp: 3:31\)*](#)

Motion to Approve by: Trustee Goodman

Second by: Vice President Petrides

Action: Approved unanimously, with all Trustees voting Aye.

Summary of Discussion: No discussion.

Public Comment: None.

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

[*\(Time Stamp: 5:00\)*](#)

Summary of Discussion: President Holober advised that this item is on the agenda at the request of a member of the Board the Trustees. No action is needed to be taken on this item, only advise and give direction to District Administration.

Chancellor Claire presented the item and explained the issues surrounding the beginning of the spring 2022 academic semester in light of the COVID-19 Omicron variant. He advised that if the Board's direction is for the District to "stay the course", there are safety precautions in place to conduct classes in-person the best way possible. The District is also prepared to "pivot" if necessary.

SMCCCD COVID-19 Safety Officer, Ray Hernandez, presented COVID-19 Metrics, Indoor Mask Mandate Criteria, and the Adopted Isolation/Quarantine Directives within San Mateo County.

Trustee Goodman mentioned that the information being presented needs to be current when being

communicated to staff and students. He said the District does not want staff and students confused by what they are receiving or hearing from the CDC versus San Mateo County. He advised that when information is released, District administration needs to communicate to staff and students as effectively and quickly as possible.

Chancellor Claire presented the high school COVID Cases from the COVID-19 Dashboard, as they just returned to in-person instruction for the spring semester. He also presented data on how other colleges and college districts (local and statewide) are planning to return for the spring semester.

Vice Chancellor Aaron McVean presented the current Spring 2022 Enrollment, per course modality (On Campus, Hybrid, and Online). This spring's enrollment is 15% lower than last spring, due to the challenges presented by the impact of the COVID-19 pandemic.

Chancellor Claire presented a possible scenario if the Board's direction is to remain in remote modality.

Public Comment: The following person(s) made comments in favor of the district moving forward with returning to in-person operations and services for the spring semester.

- Jennafer Carson
- Kate Maloney
- Robert Andrews
- Mike Tillson
- Kathy Diamond

The following person(s) made comments against the district moving forward with returning in-person operations and services for the spring semester.

- Kolo Wamba
- Trang Luong Paningbatan
- Marianne Kaletzky
- Joan Murphy
- Mikayla Balan
- Anthony Tran

The following person(s) made comments regarding this item, however, did not clearly specify in favor nor against returning in-person operations and services for the spring semester.

- District Academic Senate President Browne
- Monica Malamud
- Elisha Polomski
- Catherine Burton
- Rosemary Bell
- Linda Allen
- Michael Cross
- Maria Lara
- Kathy Zarur
- Nancy
- Alicia Frangos
- Brittney Sneed
- Lin Chan
- Teresa Morris

After Board discussion and public comment, District administration was advised by the Board to proceed with plans to begin the 2022 spring academic semester as planned with in-person operations and services, while ensuring class availability for students in all modalities, enhancing communication, and addressing any needed safety issues.

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Holober stated that during Closed Session, the Board will take up items as listed on the printed agenda including: 1) Pursuant to Government Code 54957: Public Employment (Internal Auditor); 2) Pursuant to Government Code 54957: Public Employee Discipline/Dismissal/Release

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

No comments.

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 7:56 p.m.

Board Members

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

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 11:32 p.m.

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

[\(Time Stamp: 6:27:10\)](#)

Trustee Goodman stated that no reportable actions were taken in Closed Session.

ADJOURNMENT

Meeting adjourned at 11:33 p.m.

Submitted by

Michael Claire, Secretary

January 25, 2022

To: SMCCCD Board of Trustees

From: Michael Claire, Chancellor

Subject: COVID 19 - District Policies and Procedure Update

At the January 11, 2022 Special Board meeting, the Board asked that I provide an update concerning the implementation of District COVID-19 key policies and procedures. I have attached a summary document for your review. I will make a few remarks on this document during the *Executive Statements to the Board* portion of the January 26, 2022 Board meeting.

Policies/Mitigation Measures	Action(s) to Date	Action(s) Planned	Future Considerations
Vaccine Policy <i>The Board adopted a vaccine mandate for employees and students.</i>	Policy went into full effect for employees for fall 2021 semester; and full effect for students for Spring 2022 semester.	Follow-up continues for those who have not provided vaccination status. Administrative Procedure to be brought to Board for review.	District will continue to monitor definition of “fully vaccinated” by San Mateo County Public Health and will make changes to the administrative procedure as necessary.
Vaccine Exemption Process <i>Board policy allows for medical and religious exemptions from the vaccine policy.</i>	Process was established for employees by District Human Resources and began accepting requests in Fall 2021. https://smccd.edu/return-to-campus/employees.php#exemptions Process is in place for students and is administered by campus Vice Presidents for Student Services. https://smccd.edu/return-to-campus/students.php#verify Those with exemptions are subject to additional testing requirements.		
Face Coverings/Masking <i>The District has aligned to San Mateo County Public Health Orders.</i>	Per San Mateo County Public Health Orders, masking is required of all individuals, regardless of vaccination status, when indoors (with limited exceptions); this applies to all employees, students, and visitors on-site. Surgical masks are widely available at various locations in each campus building.	The District distributed 10,000 N95 masks the week of January 17 to all District sites. The District has received an additional 50,000 N95 masks as of 1/24/2022. The District has also received 10,000 KN95 masks. There will be widespread distribution of KN95 masks for students (beyond bookstores) once the new inventory is processed.	The District will continue to monitor inventory and assess the supply chain for re-orders.

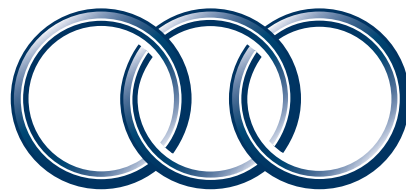
Policies/Mitigation Measures	Action(s) to Date	Action(s) Planned	Future Considerations
	Personal Protective Equipment (PPE) – N95, KN95, and surgical masks and face shields – are widely available for any employee who wants them. Free KN95 masks are available to students via the bookstores.	The District does not mandate the type of face covering required. N95 and KN95 masks are preferred and the District will continue to message this to students, while also increasing KN95 availability and distribution.	
Testing <i>Each college site offers testing services with a dedicated employee responsible for administering tests and tracking compliance.</i>	The District is prioritizing tests to employees and students who are required to regularly test due to having an exemption from the vaccination requirement. Information about on-campus testing can be found here: https://smccd.edu/return-to-campus/employees.php#covidtesting The District offers on-site COVID-19 testing at CSM, in cooperation with San Mateo County, for employees, students, and members of the public. https://smccd.edu/return-to-campus/testing.php Regardless of test availability, employees and students are encouraged to stay home if they are not feeling well. MOUs with the collective bargaining units allow employees to work remote while under quarantine if they are feeling well enough to do so. This benefit extends to employees who may need to stay home because of child or dependent care responsibilities due to COVID. The Academic	The District will receive its first order of 7,500 antigen rapid test kits on 1/27/2022. Antigen test kits will be made available to all employees, free of charge, by 1/31/2022. Antigen tests will also be available to any student who needs a test to return from required isolation due to an on-campus exposure. The District is has ordered an additional 15,000 antigen rapid test kits, with the plan to make kits readily available to all employees and students.	The District is evaluating vendors to provide expanded testing capabilities.

Policies/Mitigation Measures	Action(s) to Date	Action(s) Planned	Future Considerations
	Senate has provided guidance for faculty working with students who may miss on-campus classes due to illness.		
Vaccination Clinics <i>The District is conducting COVID-19 vaccination pop-up clinics, which have been hosted at all three campuses for all members of the community.</i> https://smccd.edu/return-to-campus/vaccine-info.php	Pop-up clinics have been available at all three campuses (for use by all District employees and students) for the last few semesters. Clinics are for first-time vaccination and boosters.	For Spring 2022 semester, seven dates were/are available: January 11, February 1 and 22, March 15, April 5 and 26, and May 17, 2022.	
Ventilation/Filtration <i>Appropriate ventilation/filtration and sanitation protocols are in place (or alternatives have been identified) for buildings to ensure compliant working conditions.</i> https://smccd.edu/return-to-campus/facilities-safety.php	All the spaces in the District have adequate ventilation, either using mechanical ventilation or natural ventilation. In addition, the District has met or exceeds Cal/OSHA requirements by enhancing ventilation, air flow, and filtration in the buildings. A report was prepared and video was produced explaining the ventilation and filtration processes.	Employees can request a workplace assessment by facilities team. https://smccd.edu/return-to-campus/recovery.php#workplace The District will take action to accommodate employees where necessary.	
Sanitization and Hygiene <i>The District utilizes sanitization and hygiene strategies are identified to mitigate the spread of COVID-19.</i>	Facilities custodians clean and disinfect the following spaces/items at least once daily: • High use community spaces: in-use classrooms, break rooms, work rooms, conference rooms, etc. • High touch points: handrails, door handles, elevator buttons, etc. • Restrooms		

Policies/Mitigation Measures	Action(s) to Date	Action(s) Planned	Future Considerations
	All campus community members are expected to participate in effective hand hygiene by washing and sanitizing hands frequently, and sanitizing the furniture, fixtures, and equipment they touch and use. Hand sanitizing stations are available in each building and cleaning wipes are available in offices.		
Isolation/Quarantine/Reporting <i>Public health officials have prescribed isolation/quarantine/reporting protocols for those who contract and/or who are exposed to COVID-19.</i>	The District follows San Mateo County Public Health protocols regarding COVID-19 isolation and quarantine. The latest requirements regarding isolation and quarantine can be found here (this includes an instructional video): https://smccd.edu/return-to-campus/employees.php#cases Additionally, the District investigates reports of positive COVID cases or exposures on District property in collaboration with the San Mateo County Health Department. An active report is maintained at: https://smccd.edu/return-to-campus/exposures-report.php	The CDC and County Public Health have recently revised their isolation/quarantine protocols. The District is aligned with these new standards and documentation regarding isolation and quarantine reflects the most recent County health directives.	
Accommodations	The District established accommodations protocols for both medical and non-medical accommodation requests. All medical-related		

Policies/Mitigation Measures	Action(s) to Date	Action(s) Planned	Future Considerations
<i>Some employees may have circumstances that will prevent them from returning to on-site work immediately.</i>	requests are processed by District Human Resources utilizing an established interactive process; and most non-medical-related requests are processed at the site-level. https://smccd.edu/humanresources/reasonable-accommodation.php		
Flexible Work Location <i>Flexibility to work on-site and remotely has allowed employees to support students and has created a modern working environment that creates positive employee morale.</i>	Flexible work location pilot began in fall 2021, allowing employees to work remotely up to two days per week, with at least three days per week on-site (3-2 or 4-1 schedule).	This pilot program continues for the 2022 spring semester.	
Union MOUs <i>The District engaged in impact bargaining with the three collective bargaining units regarding COVID-19-related issues.</i>	MOUs have been negotiated on a semester-by-semester basis, addressing issues current at the time of negotiations.		The District will engage in impact bargaining, as needed, in future semesters.
Communication <i>Accurate and timely information is shared with employees and students.</i>	COVID-19-related conditions and guidance (from health officials) changes on a regular basis and the District makes every effort to be current on all matters impacting employees and students. District-wide written communications have been sent to all employees and students as appropriate since March 2020, providing information on operations, health protocols, safety, etc. Additionally, in preparation for the fall 2021 semester, all COVID-19 information was consolidated onto one website for ease of use by all stakeholders:	The Return-to-Campus website continues to be updated and information revised to maintain current information.	

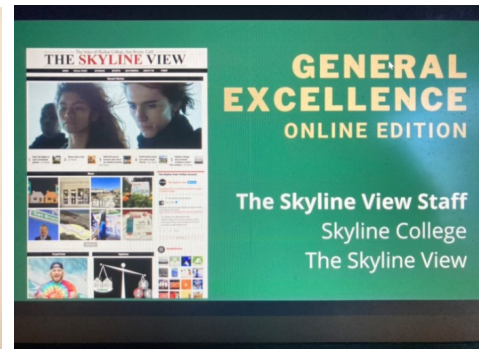
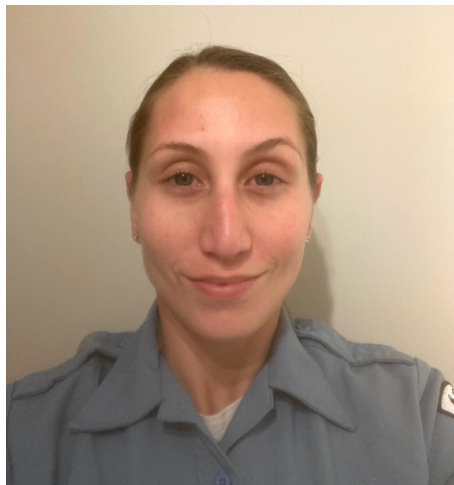
Policies/Mitigation Measures	Action(s) to Date	Action(s) Planned	Future Considerations
	https://smccd.edu/return-to-campus/ Additionally, there have been various virtual briefings held by District leadership, explanatory videos created on specific topics, and college-level briefings and forums to address employee questions and concerns.		



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Cañada College • College of San Mateo • Skyline College

Combined Report of the College Presidents





STEM SPEAKER SERIES CONNECTS STUDENTS WITH ALUMNI & PROFESSIONALS



The STEM Center at Cañada College

STEM

SPEAKER SERIES

FALL 2021

Wednesdays:
5:00-6:00 pm

Location:
Meeting ID:
82385096317

Sept 8		Speaker Series Kick Off Becoming a competitive internship candidate
Sept 15		Nathan Carlson - Cañada Alum Associate Manufacturing Engineer Northrop Grumman <i>"Solving Problems, Building Things, and the Art of Not Taking it All Too Seriously"</i>
Sept 22		Ameer Thompson Dean of Science and Tech Cañada College Title: Currently in Development
Sept 29		Roberto Ortiz-Soto Mechanical Engineer Science Space Laboratories Title: Currently in Development
Oct 6		Yardley Ordenez - Cañada Alum Automation Engineer USS-POSCO <i>"Taking Advantage of the Little Things During Your Academic Journey"</i>
Oct 13		Hubert Lo Data Analytics Enjoy Technology Inc <i>"Data Analyst Experience in Startups and Silicon Valley Companies"</i>
Oct 20		Brian Andrade Simulation and Modeling Engineer BAE Systems Title: Currently in Development
Oct 27		Kristi Longoria SparkPoint Coordinator Cañada College <i>A Lesson In Persistence</i>

For more info: cañadacollege.edu/STEMcenter/SpeakerSeries

FREE and open to all

Every year, the STEM (Science, Technology, Engineering, and Mathematics) Center at Cañada College hosts the [STEM Speaker Series](https://cañadacollege.edu/STEMcenter/SpeakerSeries), a series of talks from professionals and alumni in the STEM fields. This year, the Speaker Series took place over the course of two months, featuring a total of seven speakers. These

speakers generously volunteered their time to help advise and guide students on their academic journeys.

Having successfully established an online format in the 2020-2021 school year while the College transitioned into a virtual campus, students joined via online video streaming to listen and learn from a variety of speakers. Although the talks were generally focused on transferring to university and starting a career in STEM, each speaker brought a distinct voice and story to the series. They ranged from the recently graduated to long-standing professionals, and covered a variety of subjects ranging from data analysis to education.

One of the greatest benefits of the Speaker Series is the opportunity that students have to ask questions and connect with professionals working in their fields of interest. Rance Bobo, STEM Transfer Liaison and the STEM Speaker Series host, sees this as one of the critical functions of the talks. "For me, it's always the way students word their questions and how specific the questions are." Rance sees this engagement as proof of the success of the Series. "This is an indication that the students are paying attention, have been inspired or hold an interest in the matter."

The speakers that students got to learn from in this Series were eclectic and fascinating, and each brought valuable knowledge to Cañada students. There was Dr. Ameer Thompson, who serves as the Dean of Science and Technology at Cañada College and previously served as the Interim Dean of Natural, Social, and Applied Sciences at Contra Costa College. His impressive career is underpinned by years of persistence in education from which our students got to pull from. Another speaker was Yardley Ordenez-Hernandez, a Cañada alum who currently works as an Automation Engineer, and whose story reflects the journey of so many of our Latino students. In Yardley, students got to see what a potential future trajectory for a successful career could look like for themselves, an invaluable exercise in visualizing their own futures.

The STEM Speaker Series will return in the Spring 2022 semester. If students are undecided on a STEM career choice, they are encouraged to attend the STEM Speaker Series events and listen to former Cañada alumni who are now professionals. View past recorded Speaker Series [here](#). The presenter's insight and real-world experiences can and will bring much-needed enlightenment to all Cañadians!

CAÑADA HOSTS A SERIES OF EVENTS AIMED TO SUPPORT REGISTRATION



In an effort to help students register for the Spring 2022 or Summer 2022 semesters, Cañada College has launched a series of Student Support Station events. This initiative was a result of an alliance with several on-campus program and services: Outreach, Financial Aid, Promise Scholars Program, STEM, Student Life & Leadership Development, ESO Adelante and the Counseling Department.



On December 15, the Cañada team hosted its first Student Support Station on campus where students and parents were

served. The event, held in the Outreach Office, was filled with energy and excitement as students prepared to begin their Cañada College journey.

At the Student Support Stations, prospective students and their families receive assistance in submitting Cañada College applications and help with orientation, counseling appointments, registration, financial aid and more! The January Student Support Stations were held January 10-14 and 18-21.



In addition to the Student Support Stations, the Cañada Outreach Department, in collaboration with several Cañada programs, has hosted a myriad of community partnership and registration events aimed to help prospective Cañada College students register for classes. This includes virtual workshops for general registration, Dual Enrollment and Concurrent Enrollment. The team also held a virtual forum for 30 high school counselors and community partners in November. The Outreach Department is also hosting [Daily Zoom Drop In Hours](#) for students who would like to speak with a live Campus Ambassador to receive assistance, including adding or dropping

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a class. To support Spring registration, Campus Ambassadors are also making phone calls to walk students, step-by-step, through how to submit vaccine information and answer questions about registration.

The Cañada College team looks forward to continued collaborations with its community partners to transition prospective students to register and enroll at the college.

College of San Mateo

DANIELA HAAS: FROM COMPETITIVE FIGHTER TO FIREFIGHTER

Peruvian-born CSM student becomes first female Fire Academy Leader



CSM student Daniela Haas' relaxed demeanor hides an intense physical and mental toughness. The youngest of eight kids growing up in Peru, Daniela tackled any sport that happened

to draw her interest as a kid, "anything and everything that didn't involve a bat or a racket," she says. One of those sports that would introduce her to one of her callings was Japanese Jiu-Jitsu. That first taste of martial arts led her to begin training seriously as a competitive Muay Thai fighter through her teenage years. She worked hard and became good enough to join the Peruvian National Muay Thai Team, but it wasn't enough for her. She decided to move from her home country to the Bay Area at the age of 22. Asked why, she claims, "West Coast Muay Thai was where the action was. I didn't want to be a big fish in a small pond."

Daniela decided to move to San Mateo because her aunt and cousin already lived here. Her cousin attended College of San Mateo and suggested Daniela take some classes. While continuing her competitive fighting, Daniela applied to CSM and registered for kinesiology and nutrition classes being that it was a natural fit with her love of fighting. She planned to use this knowledge to work with fighters on injury prevention and cutting their weight, which was often difficult for many of them.

She continued her classes and played water polo for a year before completing her associate degrees in kinesiology and nutrition. Daniela then transferred to San Jose State University to continue her kinesiology and nutrition studies. Unfortunately, her financial aid began to run out, forcing her to contemplate her academic future. She understood that she'd need to eventually get a master's degree to secure a solid career in the nutrition field. Looking back at that moment, she says, "That was not a commitment I was ready for and adding the monetary issues, I realized it was ludicrous." While she appreciated the education she had already received, it dawned on her that she wasn't interested in continuing her learning in a formal education setting.

"It's like CSM keeps calling me back."

Daniela's continued involvement with fighting helped bring her back to CSM to join the CSM Fire Academy. "I was doing Brazilian Jiu-Jitsu, and some of my friends there—I want to say about half of them—were firefighters, and they're like, why don't you go into firefighting? You will be amazing." She was worried that she might be too old for firefighting but decided to take a class anyway. "That first step was all that I needed; I dove into the pool and fell in love with it."

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She learned that just like competitive fighting, firefighting requires intense physical and mental challenges, problem-solving under pressure, and self-confidence. In addition, Daniela found that she loved the camaraderie and teamwork that's part of the program. "I've always been part of a team, whether it's in sports or as part of my large family, it's just great!" She also notes the strength of the bonds that are formed in the Academy, saying, "I feel like the bonds I'm making right now with my classmates and instructors will still be there 10, 20, and 30 years down the road, and that's a beautiful thing."

This passion and dedication led to Daniela becoming the first female Fire Academy student to be nominated as Academy Leader. According to CSM Fire Instructor and Academy Co-Director Ben'Zara Minkin, "The Academy Leader is a designation that is given to students that possess strong leadership traits, display strategic and tactical knowledge relevant to the fire service, and possess a background that can enhance their classes' learning objectives." In addition, Daniela notes that this role requires her to be a liaison between the student body and the instructors, ensuring consistency and structure among the students. "It's not glamorous, but it's fun, and I've learned so much about dealing with different personalities and my own."

Asked to summarize his experience with Daniela, Ben'Zara says, "It is rare in this world to encounter people who desire to listen to the world and those around them. Far too often we interpret people through our own internal voices. Daniela's authenticity and singularity is substantiated through her strong sense of self, and is manifested through exhausting her ability to listen."

CSM Fire Technology Program Coordinator Christy Baird adds, "We are so fortunate to have Daniela as the lead for the Fire Academy this semester. She exemplifies the word team. It is rare to find an individual who is so aware of everyone in the group. She is conscious of their lives outside of the academy and checks on the students regularly. She has done all that she can to lift others up and gone above and beyond to make sure that all 24 students that started the Academy in August finish the academy in December. She is truly an amazing individual. We can't wait to see what the world has in store for Daniela, or should we say, what Daniela has in store for the world!"

Daniela completed her third associate degree when she completed the Fire Academy at the end of the Fall 2021 semester. Looking forward, she says, "it's bittersweet because

I love the Academy, but I'm also very excited for the next chapters." She recently received the great news that she's been hired by the San Francisco Fire Department and will begin her new position January 2022.

She is considering returning to CSM in the future to teach physical training to new students in the Fire Academy. "Maybe CSM will call me back again!" Daniela says with a wry smile.

CSM CENTENNIAL PLANNING IN FULL SWING



All hands are on deck to plan and implement College of San Mateo's Centennial Celebration. [Four committees](#) have been working hard to coordinate various components of the year-long series of events starting with the Centennial Gala on March 31, 2022, the day that CSM came into existence 100 years ago.

The [Gala](#) will be held at the historic Kohl Mansion in Burlingame, one of the first CSM campus locations when the mansion was located in downtown San Mateo. The Centennial Gala Committee is leading the planning for the event that will include dinner, dancing, video presentations, student performances, and a variety of student, alumni, and dignitary speakers. Tickets for students and employees will go on sale in late January and community member tickets will go on sale in early February. Ticket quantities will be extremely limited as seating capacity for the venue is capped at 300 total.

The Centennial Development Committee is in charge of developing sponsorship opportunities and attracting donors. [Sponsorships](#) are available at various financial levels throughout the year with a fundraising goal of \$1 million to support CSM Promise Scholar students. It is a great opportunity for the community to support students, build a stronger partnership with the College, and connect to events throughout the year.

The Centennial Activities Planning Committee is charged with planning and executing activities throughout the year to

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celebrate the institution's history and the rich diversity of the campus and immediate community. The committee includes current and former College of San Mateo faculty and staff, and San Mateo County Community College District and Foundation employees. They are working throughout the campus to "centennialize" all annually-occurring events and inspire the college community to develop new ideas to pack the year with additional engaging events.

One notable event being planned by this committee is the return of Jazz on the Hill this summer. Last held in 2016, the day-long event draws thousands of jazz lovers to the campus to enjoy a day of fantastic music, fun, and food. Other signature events include a student-led social justice conference in April, an Athletics Hall of Fame paired with a homecoming event in fall, the Foundation's annual golf tournament, and much more.

The President's Centennial Committee is a network of dedicated community leaders who provide input, feedback, and support to the president throughout the Centennial Celebration Year. The Committee includes representatives from business, industry, government, nonprofits, and other organizations.



1954 name change from San Mateo Junior College to College of San Mateo reflected the college's breadth of course offerings and community role.

In addition to the outstanding work these committees have been doing, Centennial Writer Barbara Wilcox has been researching and writing stories tied to the history of CSM and the District. With [over 40 stories published](#) so far, there will be 100 posted before the Gala kickoff.

Planning this Centennial Celebration during a global pandemic has been a challenge, but as a campus community, we are determined to use this opportunity to reflect on our past, celebrate our present, and plan for the future. Stay tuned to the [Centennial website](#) to learn more and sign up on this [interest form](#) to get updates through the year.



TALISMAN MAGAZINE CELEBRATES 50 YEARS OF PUBLISHING



In 2020, Talisman literary magazine celebrated its 50th Anniversary/50th Issue! The 50th Issue of Talisman is now available online (with print copies available at the start of Spring 2022 semester).

The very first issue, titled LIM1, short for Skyline College Literary Magazine, was published in 1970, and features twenty-four pages of student writing and art. The first faculty advisor was

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beloved Skyline College Professor Rich Yurman, who taught Creative Writing for over twenty years at Skyline College. Over the next few years, other iterations of the literary magazine were advised by Professors Samuel N. Goldman and Marvin Shaw; however, it returned to Prof. Yurman. In 1992, acclaimed poet and popular Skyline College Creative Writing Instructor Katharine Harer, became the next advisor. Professor Harer brought a special passion and unique perspective, even changing the shape of the magazine from horizontal to vertical. The covers from her years are some of the most beautiful in the history of the magazine.

Skyline College Library Archives have copies of all fifty issues available for perusing. Each issue is a fascinating literal and literary time capsule.

This magazine is about the students and it's about collaboration. The editorial team is made up of Skyline College Students from all Divisions—not just Creative Writing. Our team often includes students from Art, Math, Science, and Business, and more, in addition to English and Creative Writing. Students promote the open calls for submissions, collect the submissions, sort through them, and then read, discuss, and decide, for every issue, what pieces of writing or art, will end up in the issue. It takes students hours of dedication for every issue, working after classes, on a volunteer basis, to create the magazine.

Because of the students—for 50 years—Skyline College has produced a magazine that has vividly and uniquely recorded, through art and writing, the changing times, moods, politics, and other landscapes of our world. The name of the magazine has seen many incarnations, first LM, then expressions, Luminosity, until it finally became known as Talisman (an object held to act as a charm to avert evil and bring good fortune; something producing apparently magical or miraculous effects). The name fits. Creating the magazine brings students of different ages, histories, and backgrounds together, who work toward a common, wonderful goal: to create something beautiful, something true, something that reflects who they are and who they will become. And that's definitely magical.

If you have any feedback, the student editors and Advisor would love to hear from you.

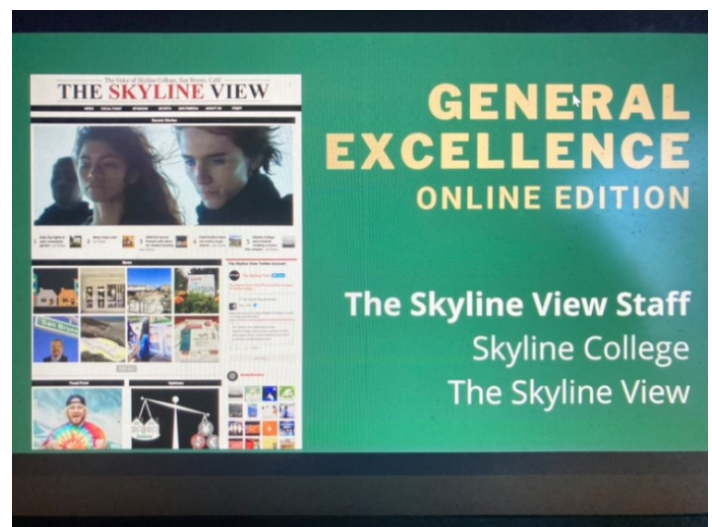
williamsrob@smccd.edu

—Rob Williams, Faculty Advisor & English Professor, November, 2021

Link to the 50th Issue of Talisman:

<https://skylinecollege.edu/talisman/index.php>

THE SKYLINE VIEW WRAPS UP THE SEMESTER WITH A SERIES OF WINS



The Skyline View wrapped up the semester with several wins under their collective belts. First, current Editor-in-Chief Steven Rissotto was honored with Second Place as the Associated Collegiate Press's Reporter of the Year for Two-Year Colleges.

The semester's good news continued at the Journalism Association of Community Colleges Fall Conference held virtually Nov. 5-7, 2021 where the publication won a series of awards, most notably General Excellence awards for both Online Journalism and Print Journalism.

At the event, former Skyline View Features Editor Christian Carlo Ceguerra won several individual awards, namely Third Place for Inside Page Layout, Fourth Place for Photo Illustration, and an Honorable Mention for Environmental Portrait.

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Former staffer, Hunter Feiner, won Fourth Place for Editorial Cartoon. Former Editor-in-Chief John Harrison picked up a First and Third Place for Student Designed Ad. Former Opinions Editor Marco Milani won First Place for Informational Graphic, as well as First Place for Photo Illustration. Staff collected Third Place for Front Page Layout and Third Place for Editorial. And finally, former staffer Antonio Maffei earned a Fourth Place for Webcast/Broadcast News.

The Skyline View also earned an Excellence in Writing badge from School Newspapers Online's (SNO) Best of SNO program. To do so, they had to earn at least three stories with Best of SNO designations. Current staffers Features Editor Anoush Torounian, Editor-in-Chief Steven Rissotto, and Reporter Derian Lopez all wrote stories that met the Best of SNO standard this semester.

Finally, the program was just awarded a \$15,000 grant from the California Humanities Emerging Journalist Fellowships, which will offer several students in the spring the opportunity to be mentored on some larger journalism projects.

Article by Nancy Kaplan-Biegel, Adviser to The Skyline View

BOARD REPORT NO. 21-01-01A

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Marie Billie, Interim Chief Human Resources Officer
David Feune, Director, Human Resources

APPROVAL OF REVISIONS TO STUDENT ASSISTANT SALARY SCHEDULE

The local minimum wage for San Mateo increased to \$16.20 per hour, effective January 1, 2022. Accordingly, staff is proposing an adjustment to the Student Assistant Salary Schedule to reflect this new rate for the initial step of Level A. All other hourly rates on the salary schedule will remain unchanged.

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised Student Assistant Salary Schedule, effective January 1, 2022.



Student Assistant Salary Schedule

Effective January 1, 2022

Category	Hourly Rate	
Level A (Entry level) Under direct supervision, tasks assigned are entry-level, typically routine, and have limited responsibility. Students in Level A positions are assigned duties which primarily consist of such tasks as the following: - duplicating - alphabetizing/sorting - stocking (store clerk) - filing - receptionist duties - taking messages - bulk mailings - making deliveries - routine data entry - facilities maintenance	\$16.20	\$16.62
Level B (Intermediate level) Under direct supervision, tasks performed require some specialized knowledge, skills, training, and/or experience. Students in Level B positions are assigned duties which primarily consist of such tasks as the following: - tutoring - cashiering - scanning to WebExtender - routine correspondence - preparation of spreadsheets - data analysis for reports - laboratory assistant - complex data entry/retrieval - customer service - perform detailed calculations	\$17.12	\$18.12
Level C (Specialist level) Under general supervision, tasks assigned are complex within the scope of student assignments, with specialized skills or abilities. This level may include responsibility for coordinating the work of lower-level student employees. Students in Level C positions are assigned duties which primarily consist of such tasks as the following: - operate complex equipment - preparation of presentations - student services support - database setup & maintenance - language translations - accounting assistant - program coordinator - laboratory instructional aide - high school outreach - classroom/community presentations	\$19.12	\$20.12
Level D (Technical level) Under limited supervision, tasks assigned require proficiency necessary to perform highly complex tasks, which require specialized technical knowledge, previous experience, a high degree of independence, responsibility and creativity within the scope of student assignments. This level may include responsibility for coordinating the work of lower-level student employees. Students in Level D positions are assigned duties which primarily consist of such tasks as the following: - creation of interactive forms - web page preparation - directed technical services - programming - equipment maintenance/repair - accounting specialist - technical writing - use of complex software - audio/video services - troubleshooting	\$20.37	\$21.37

BOARD REPORT NO. 22-01-02A

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Marie Billie, Interim Chief Human Resources Officer
David Feune, Director, Human Resources

APPROVAL OF PERSONNEL ITEMS

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT, AND REASSIGNMENT

District Office

Anjali Saxena* Payroll Manager Administrative Services

New classified supervisory (exempt) employment (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388), effective January 31, 2022, replacing Nettie Wong who was reassigned.

B. PUBLIC EMPLOYMENT

College of San Mateo

Kimberly Lantz* Staff Assistant (NP) Community Relations and Marketing

New full-time, 12-month classified employment (Grade 21 of the Classified Salary Schedule 60; Salary Range: \$59,112 - \$75,552), effective January 27, 2022. This position was previously Board approved on October 13, 2021.

Brittany Rubio* Administrative Assistant Planning, Research, Innovation
And Effectiveness

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective January 31, 2022, replacing Mary Vogt who resigned.

Tasia Scott Instructor, Cosmetology Business /Technology

New temporary academic employment, effective January 27, 2022 through Spring 2022 semester, replacing Andria Nalls who retired.

District Office

Rebeca Cardenas* Custodian (NP) Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736), effective January 27, 2022. This position was previously Board approved on December 15, 2021.

Xiaozhu Chen* Custodian (NP) Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736), effective January 31, 2022. This position was previously Board approved on December 15, 2021.

Khanh Duong* Custodian (NP) Facilities

New full-time, 12-month classified employment (Grade AA of the Buildings and Grounds Salary Schedule 70; Salary Range: \$50,604 - \$62,736), effective February 1, 2022. This position was previously Board approved on December 15, 2021.

1. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

Cañada College

Ronald Andrade Director of Student Support Academic Support and Learning Technologies

Reassigned from a full-time Learning Center Manager (Grade 189E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$105,696 - \$133,884) into this full-time 12-month academic exempt supervisory position (Grade 192E of the same Salary Schedule; Salary Range: \$122,688 - \$155,388), effective February 14, 2022. Position was previously unused and vacant.

Skyline College

Michelle Amaral Program Services Coordinator Business, Education and Professional Programs

Reassigned from a full-time, 10-month Child Development Center Aide III (Master Teacher) (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$60,552 - \$77,688) into this full-time 12-month classified position (Grade 27 of the same salary schedule; Salary Range: \$68,580 - \$87,504), effective February 1, 2022, replacing Kristina Brower who resigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

Cañada College

Klaressa Ortiz

Program Services Coordinator – Degree Audit

Enrollment Services

Reassigned through the managed hiring process from a SparkPoint Coordinator (Funded by the ESO Grant) (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) at Cañada College into this full-time, 12-month position at the same grade of the same salary schedule, effective January 27, 2022, replacing Maria Lara who was reassigned.

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT**None****F. CHANGES IN STAFF ALLOCATION****Cañada College**

1. Recommend a change in staff allocation to add two Promise Counselor positions (Faculty Salary Schedule 80) in the Student Services, effective January 27, 2022.
2. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in Financial Aid, effective January 27, 2022.
3. Recommend a change in staff allocation to add one temporary full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in the Kinesiology, Athletics and Dance Division, effective January 27, 2022 through June 30, 2022.
4. Recommend a change in staff allocation to add one full-time, 12-month SparkPoint Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in the Enrollment Services and Support Programs Division, effective January 27, 2022.

College of San Mateo

5. Recommend a change in staff allocation to add one full-time, 12-month Instructional Aide II position (Grade 22 of the Classified Salary Schedule 60; Salary Range: \$60,552 - \$77,688) in the Kinesiology, Athletics, and Dance Division, effective January 27, 2022.
6. Recommend a change in staff allocation to add one full-time, 12-month Director of Sparkpoint position (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$122,688 - \$155,388) in the Enrollment Services and Support Programs Division, effective January 27, 2022.
7. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator (funded by DHSI Title V Grant) position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) in the Math/Science Division, effective January 27, 2022 through September 30, 2026.
8. Recommend creation of a new classification titled, "Promise Scholars Program Manager" (Grade 189E of the Academic-Classified Exempt Salary Schedule 35; Salary Range: \$105,696- \$133,884), effective January 27, 2022. In addition, recommend a change in staff allocation to add one full-time, 12-month Promise Scholars Program Manager position in Student Services, effective January 27, 2022.

9. Recommend a change in staff allocation to add one part-time (48%), 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$32,918.40 - \$42,001.92) in Financial Aid, effective January 27, 2022.

District Office

10. Recommend creation of a new classification titled, “Chief Facilities and Operations Officer” (Grade AA of the Management Salary Schedule 20; Salary Range: \$217,920 - \$270,780), effective March 1, 2022. In addition, recommend a change in staff allocation to add one full-time, 12-month Chief Facilities and Operations Officer position in the Chancellor’s Office, effective March 1, 2022. This new classification will replace the Vice Chancellor of Facilities position, 1A0019, (Grade EC of the Executive Salary Schedule 10; Salary Range: \$249,912 - \$311,088).
11. Recommend reactivation of the Director of Auxiliary Services position, 1A0028, (Grade AE of the Management Salary Schedule 20; salary range: \$161,328 - \$205,824), effective January 27, 2022. The Vice Chancellor of Auxiliary Services and Enterprise Operations position, 1A0031, (Grade EC of the Executive Salary Schedule 10; salary range: \$249,912 - \$311,088) will not be replaced.
12. Recommend a change in staff allocation to add one full-time, 12-month Foundation Development Manager position (Grade 189E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$105,696 - \$133,884) in Foundation, effective January 27, 2022.

Skyline College

13. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504) for Dual Enrollment in the Strategic Partnerships and Workforce Development Division, effective January 27, 2022.

G. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Skyline College

Imelda Hermosillo

Counselor

Counseling

At its meeting on August 25, 2021, the Board approved Imelda Hermosillo’s retirement effective December 17, 2021, with 20.5 years of District service. Ms. Hermosillo and the District have agreed to postpone her retirement until May 27, 2022.

Soodabeh Zamani

Professor

Science/Math/Technology

Retired as Professor Emerita effective December 17, 2021, with 24.5 years of District service. Eligible for District retiree benefits.

College of San Mateo

Cheryl Navarrete Accounting Technician Administrative Services

Retirement effective April 30, 2022, with 39 years of District service. Eligible for District retiree benefits.

Kay Hunter Accounting Technician Administrative Services

Retirement effective February 28, 2022, with 21 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

College of San Mateo

Steven Kong Athletic Trainer Kinesiology/Athletics

Resignation effective December 31, 2021, with 9 months of District service.

Magda Mercado Division Assistant Academic Support and
Learning Technologies

Resignation effective December 31, 2021, with 5 months of District service.

Kimberly Saccio Assistive Computer Technology Specialist Student Equity/Counseling

Resignation effective December 17, 2021, with 6 years of District service.

District Office

Eleftherios Karkazis Public Safety Officer Public Safety

Resignation effective January 2, 2022, with 24 years of District service.

Skyline College

Mayra Lopez-Thibodeaux Instructional Aide II Science/Math/Technology

Resignation effective January 24, 2022, with 2.5 years of District service.

Renee Liang Program Services Coordinator Strategic Partnership
(Job Placement Program: Arts, Language, & Workforce Development
& Communication Emphasis) (Funded By Strong Workforce Program)

Resignation effective January 7, 2022, with 11 months of District service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
District Office	Auxiliary and Community Services	50	03/01/2022	08/15/2022	Professional Expert: Community Services Instructor: Bay Area Pathways Academy (BAPA) for kids' summer program. The requested start date is March 1 for the preparation of the classes and training. Requesting Manager: Jonathan Bissell
Skyline College	Social Science / Creative Arts	1	04/18/2022	04/23/2022	Professional Expert: Consultant – Spring Music (Non-Instructional): Assists director and supervises script during production. Controls lighting, sound, and set cues during spring musical production. Coordinates with Theater Events Manager about front-of-house responsibilities, including handling emergency situations for performers and the audience. Requesting Manager: Nicole Porter
Skyline College	Social Science / Creative Arts	1	05/02/2022	05/27/2022	Professional Expert: Videographer: Audio-video engineer to record and film performing ensembles for use as the final performance of the course as required by the COR. The expert will be able to record, edit, mix, and master audio files. The film, edit, and render video files. Provide all equipment and software necessary to complete the project. A total of 50 hours. Requesting Manager: Nicole Porter

K. SHORT-TERM, NON-CONTINUING POSITIONS

Location	Division / Department	No. of Pos.	Start and End Date		Services to be performed
Cañada College	Enrollment Services/ SparkPoint	1	01/27/2022	06/30/2022	SparkPoint Coordinator: The CCCCOC mandated AB 132 to meet college students' basic needs. AB 132 requires each community college campus to hire a basic needs coordinator by July 1, 2022. This position will link students to on- and off-campus housing, food, mental health, and other basic needs services and resources. This position will also support the weekly Drive-Thru Food distribution, the on-site Food Pantry, the Food Grant Program, the Rapid Response Hotel Stay Program and will connect students to County CORE Agencies for additional support. This position is needed while the process to hire for the permanent position takes place. Requesting Manager: Wissem Bennani
Cañada College	Humanities & Social Sciences / Drama and Civic Center	6	02/01/2022	06/30/2022	Theater Production Technician: <i>Previously Requested Position</i> To assist with construction and implementation of theatrical sets, lighting, sound, and other operational aspects of the Theatre Arts Department, internal college usage of, and usage by public clients. This request covers two different programs, Drama and Civic Center. It is plausible that we could be using 5 techs on the same day working two different events and using two different account numbers. Requesting Manager: James Carranza
Skyline College	Social Science / Creative Arts	1	01/27/2022	06/30/2022	Instructional Aide II: Prepare and maintain music lab classrooms for rehearsals, including ensemble set-up, organization and distribution of sheet music, coordination of rehearsal schedule, and recommend equipment maintenance as needed; Scheduling and tracking of music labs, practice rooms, performance spaces, studio lessons, and musical instruments; coordinate instrument and sheet music check-out for

					students and faculty remote-teaching kit (mics/green-screens/cameras) checkouts and tracking; Schedule and coordinate student access to music practice rooms during COVID Requesting Manager: Nicole Porter
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BOARD REPORT NO. 22-01-01CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning,

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

The addition of twenty-six courses, one program, and one department to, and the deletion of one course from, the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, twenty-four courses are proposed to be offered in the distance education mode.

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

Furthermore, one hundred six courses and fourteen programs were modified, and three courses were reactivated.

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

RECOMMENDATION

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

San Mateo County Community College District

January 26, 2022

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

PREPARED BY: Danni Redding Lapuz, Interim Vice President, Instruction
Skyline College

APPROVED BY: Jessica Hurless, Curriculum Committee Chair
Skyline College

Lindsey Ayotte, Academic Senate President
Skyline College

Melissa Moreno, President
Skyline College

PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

COMMUNICATION STUDIES

170 ORAL INTERPRETATION I (3.0) (day or evening; distance education)

Justification: In 2018, Skyline College began offering an experimental Forensics course to gauge the interest of students, and with strong numbers transitioned to a permanent course in 2019 (with the permanent course being a part of the Communication Studies AA-T degree). The following year we received a President's Innovation Fund (PIF) grant to fund travel and other Forensics (Speech & Debate) related expenses. The result of this work is that students across the district are now competing against other colleges in platform speaking events, limited prep events, debate events, and interpretive events. We use our current courses (Public Speaking and Argumentation & Debate) as a way to introduce students to the skills and prepare events for competition but have found that we don't offer a course that covers the interpretive event content. To continue to grow the program and allow students to compete in all event categories, we would like to add COMM 170 to our course offerings. In addition to Forensics students taking this course, our department, in collaboration with the Women's Mentoring and Leadership Academy (WMLA), is interested in developing an annual production where women are able to share their narratives through a public performance. Oral Interpretation is a course that would not only allow this project to happen but to thrive. As COMM 170 has a C-ID Descriptor, we will be able to add it to the Communication Studies AA-T as well.

Prerequisite: None.

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

Description: Focus on interpretation and performance as a creative means of liberation, form of resistance, and force for social change. Through selecting, reading, analyzing, editing, and interpreting culturally diverse literature (poetry, prose, and drama), students will better understand and be able to critique the structural, aesthetic, and ethical components of narrative and performance.

Classification: AA/AS Degree; AA-T/AS-T Degree; CSU transferable.

COMPUTER INFORMATION SYSTEMS: WEB

201 ADVANCED FULL STACK DEVELOPMENT (3.0) (day or evening; distance education)

Justification: This course is instrumental in the design of Skyline College's Alternative Pathways to Technology Workforce Training Program. Specifically, it will be part of a pending Full Stack Developer Certificate preparing students for entry-level and mid-skill careers in Full Stack Development. This project was designed to develop key certificates in the areas of technology that create increased access to innovative training and preparation for disproportionately impacted individuals designed to increase access to in-demand careers in the tech sector. Faculty work closely with an advisory board of collaborative faculty, leading employer professionals, students and other external partners in identifying core skills, abilities and application of content necessary to best prepare students for careers in the Full Stack Development field.

Prerequisite: CISW 121 or equivalent.

Recommended Preparation: None.

Description: Immersion in Full Stack technologies. Development of industry level web software skills, including engineering and advanced frameworks, supported by projects showcased in a state-of-the-art portfolio. Preparation to enter the workforce as an industry-ready full stack developer will include peer review and technical interviews, as well as engineering and soft skill readiness.

Classification: AA/AS Degree; Certificate; not transferable.

COSMETOLOGY

880SH COSMETOLOGY LAB EXPERIENCE AND INDUSTRY EXPLORATION (3.0) (day or evening; distance education)

Justification: As a result of recent legislation changes, this course will be offered as a substitution for COSM 707 in the Spring and Fall 2022 semesters to transition students who are completing the Cosmetology program.

Prerequisite: COSM 704 and COSM 705, or equivalent.

Recommended Preparation: None.

Description: One of three courses in the final semester of the Cosmetology sequence. Topics include industry exploration, compensation schedules, career pathways, and licensure options. Students will continue working towards California Board of Barbering and Cosmetology minimum practical operations in subjects learned.

Classification: Not degree applicable; not transferable.

880SI COSMETOLOGY LAB EXPERIENCE AND CAREER PREPARATION (3.0) (day or evening; distance education)

Justification: As a result of recent legislation changes, this course will be offered as a substitution for COSM 707 in the Spring and Fall 2022 semesters.

Prerequisite: COSM 704 and COSM 705, or equivalent.

Recommended Preparation: None.

Description: One of three courses in the final semester of the Cosmetology sequence. Topics include resume creation, interviewing skills, professionalism, and preparing for entry into the cosmetology industry. Students will continue working towards California Board of Barbering and Cosmetology minimum practical operations in subjects learned.

Classification: Not degree applicable; not transferable.

880SJ COSMETOLOGY CORE CONCEPTS (6.0) (day or evening; distance education)

Justification: As a result of recent legislation changes, this course will be offered as a substitution for COSM 701 in the Spring 2022 semester.

Prerequisite: Admission to the Cosmetology Program by special application.

Corequisite: COSM 702 and COSM 703.

Recommended Preparation: None.

Description: One of three courses in the first semester of the Cosmetology sequence. Topics include history and career opportunities, life skills, professional image, communicating for success, infection control, nail care & enhancements, and basic hairstyling. Students will work towards California Board of Barbering and Cosmetology minimum practical operations in subjects learned.

Classification: Not degree applicable; not transferable.

880SK COSMETOLOGY INTERMEDIATE CONCEPTS (6.0) (day or evening; distance education)

Justification: As a result of recent legislation changes, this course will be offered as a substitution for COSM 704 in the Spring 2022 semester.

Prerequisite: COSM 701, COSM 702 and COSM 703, or equivalent.

Recommended Preparation: None.

Description: One of two courses in the second and final semester of the Cosmetology sequence. Topics include skin care, hair removal, advanced hair color, and advanced hair cutting. Students will continue working towards California Board of Barbering and Cosmetology minimum hours in subjects learned.

Classification: Not degree applicable; not transferable.

880SL COSMETOLOGY BUSINESS AND SALON EXPERIENCE (9.0) (day or evening; distance education)

Justification: As a result of recent legislation changes, this course will be offered as a substitution for COSM 705 in the Spring 2022 semester.

Prerequisite: COSM 701, COSM 702 and COSM 703, or equivalent.

Recommended Preparation: None.

Description: One of two courses in the second and final semester of the Cosmetology sequence. Topics include business fundamentals, Career Preparation and offering of salon services to clientele. Students will continue working towards California Board of Barbering and Cosmetology minimum hours in subjects learned.

Classification: Not degree applicable; not transferable.

ETHNIC STUDIES

101 LATIN AMERICAN AND INDIGENOUS PEOPLES HISTORY AND CULTURE (3.0) (day or evening; distance education)

Justification: All California State Universities now have an Ethnic Studies requirement for graduation. Ethnic Studies courses offered at Skyline College will satisfy this requirement, which supports student transfer.

Prerequisite: None.

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

Description: Study of the historical and cultural presence of Native Americans/Indians and Latino[a] Americans in the United States. We will study the general background of two of America's oldest ethnic groups and examine issues that show racial and ethnic stereotypes as well as how these images create an ethnic identity.

Classification: AA/AS Degree; CSU transferable.

107 INTRODUCTION TO NATIVE AMERICAN STUDIES (3.0) (day or evening; distance education)

Justification: All California State Universities now have an Ethnic Studies requirement for graduation. Ethnic Studies courses offered at Skyline College will satisfy this requirement, which supports student transfer.

Prerequisite: None.

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

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

Classification: AA/AS Degree; CSU transferable.

109 BORDERS AND CROSSINGS (3.0) (day or evening; distance education)

Justification: All California State Universities now have an Ethnic Studies requirement for graduation. Ethnic Studies courses offered at Skyline College will satisfy this requirement, which supports student transfer.

Prerequisite: None.

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

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

Classification: AA/AS Degree; CSU transferable.

WELLNESS**716 FOUNDATIONS OF HEALTH AND WELL-BEING (3.0) (day or evening; distance education)**

Justification: The Wellness department has implemented this new course to reflect the pivot from massage therapy toward holistic/integrative health and wellness. This is a core course that will be associated with development of new certificates and degrees. Integrative Approaches to Health and Wellness, Sports Medicine Integrative Therapies and Rehabilitation, Essential Oils/Aromatherapy, and Herbal/Botanical Medicine are some examples that reflect student interest surveys and advisory board recommendations in moving forward. The addition of this course is to benefit our students by expanding their skill sets and marketability for entry-level positions to provide greater diversity of employment opportunities in holistic health and wellness.

Prerequisite: None.

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

Description: Exploration of health and well-being focusing on the six dimensions of wellness, core concepts of applied nutrition, fitness and health effects of stress. Also addresses health and well-being associated with disease progression and weight management, an overview of stress management skills, as well as other lifestyle choices.

Classification: AA/AS Degree; Certificate; not transferable.

PROPOSED CURRICULAR DELETION – SKYLINE COLLEGE**SOCIOLOGY****SOCI 108 COMMUNITY RELATIONS**

Justification: The course has been and continues to be taught exclusively by faculty in the Administration of Justice Department as ADMJ 108. SOCI 108 has had consistently less enrollment than ADMJ 108 and is not tied to any major program.

PROPOSED CURRICULAR INACTIVATION – SKYLINE COLLEGE

POLITICAL SCIENCE

335 History and Politics of the Middle East

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE

ANTHROPOLOGY

125 Biological Anthropology
127 Biological Anthropology Laboratory
155 Human Prehistory: Discovering Ancient Civilizations

ANESTHESIA TECHNOLOGY

400 Professional Aspects of Anesthesia Technology
405 Basic Principles of Anesthesia Technology
410 Basic Anesthesia Equipment
420 Application of Principles in Anesthesia Technology
430 Advanced Anesthesia Equipment
440 Anesthesia Technology Examination and Review

ANTHROPOLOGY

110 Cultural Anthropology

BIOLOGY

215 Organismal Biology: Core I

CHEMISTRY

114 Survey of Chemistry and Physics

COMPUTER SCIENCE

252 Data Structures: C++

COSMETOLOGY

701 Cosmetology Core Concepts
704 Cosmetology Intermediate Concepts
705 Cosmetology Business and Salon Experience
799 Braiding, Natural Hair Care, and Hair Weaving (Non-Licensure)

DANCE

- 157.1 Afro Cuban Dance I
- 157.2 Afro Cuban Dance II
- 157.3 Afro Cuban Dance III
- 157.4 Afro Cuban Dance IV

ENGLISH

- 161 Creative Writing I

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

- 100 Introduction to Environmental Science
- 492 Climate Protection Professional II

GEOGRAPHY

- 106 Weather and Climate

GEOLOGY

- 106 Weather and Climate

HISTORY

- 101 History of Western Civilization II
- 104 World Civilizations I
- 335 History and Politics of the Middle East

OCEANOGRAPHY

- 100 Survey of Oceanography
- 101 Oceanography Laboratory/Field Study

PHYSICS

- 114 Survey of Chemistry and Physics

POLITICAL SCIENCE

- 130 Introduction to International Relations
- 200 National, State and Local Government
- 210 American Politics
- 301 California State and Local Government

SURGICAL CAREERS

- 440 Basic Sciences for Surgical Technology
- 441 Surgical Patient Care Concepts
- 442 Surgical Specialties
- 443 Clinical Practice for Surgical Technology

- 448 Clinical Lab Practicum for Central Service Technology
- 451 Surgical Skills Lab

WELLNESS

- 707 Foundations of Aromatherapy and Essential Oils

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

- 802 Intermediate Conversational English

HISTORY

- 453 History of China

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE**COMMUNICATION STUDIES**

- 170 Oral Interpretation I

COMPUTER INFORMATION SYSTEMS: WEB

- 201 Advanced Full Stack Development

COSMETOLOGY

- 880SH Cosmetology Lab Experience and Industry Exploration
- 880SI Cosmetology Lab Experience and Career Preparation
- 880SJ Cosmetology Core Concepts
- 880SK Cosmetology Intermediate Concepts
- 880SL Cosmetology Business and Salon Experience

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

- 802 Intermediate Conversational English

ETHNIC STUDIES

- 101 Latin American and Indigenous Peoples History and Culture
- 107 Introduction to Native American Studies
- 109 Borders and Crossings

HISTORY

- 453 History of China

WELLNESS

716 Foundations of Health and Well Being

PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE

BARBERING

Barbering – Certificate of Achievement

Barbering – Associate in Science Degree

COSMETOLOGY

Cosmetology – Certificate of Achievement

Cosmetology – Associate in Science Degree

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

Environmental Science for Transfer – Associate in Science Degree for Transfer

HISTORY

History for Transfer – Associate in Arts Degree for Transfer

SOCIOLOGY

Sociology for Transfer – Associate in Arts Degree for Transfer

San Mateo County Community College District

January 26, 2022

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

PREPARED BY: Tammy Robinson, Vice President, Instruction
Cañada College

APPROVED BY: Lisa Palmer, Curriculum Committee Chair
Cañada College

David Eck, Academic Senate President
Cañada College

Kim Lopez, Interim President
Cañada College

PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

HUMAN SERVICES

121 SOCIAL WORK AND HUMAN SERVICES SEMINAR (1.00) (day or evening)

Justification: The State C-ID system has updated HMSV 300 Field Experience to be divided into two required corequisite courses: HMSV 121 Social Work and Human Services Seminar (1 unit), and HMSV 122 Social Work & Human Services Fieldwork (2 units). The two courses are core requirements of both the ADT in Human Services and a newly proposed Certificate of Achievement.

Corequisite: Concurrent enrollment in HMSV 122

Prerequisite: HMSV 100

Recommended Preparation: Eligibility for ENGL 100.

Description: This course provides the student who is participating in a supervised field experience in a community organization, agency, or institution with a weekly class meeting that provides the academic element to the experiential course offering. The application of concepts gained in the prerequisite or corequisite course to the field experience are emphasized. This course is designed to provide the student with an opportunity to develop skills that would facilitate gaining employment in the human services field.

Classification: AA-T/AS-T Degree for Transfer; Certificate of Achievement; CSU transferable.

122 SOCIAL WORK AND HUMAN SERVICES FIELDWORK (2.00) (day or evening)

Justification: The State C-ID system has updated HMSV 300 Field Experience to be divided into two required corequisite courses: HMSV 121 Social Work and Human Services Seminar (1 unit), and HMSV

122 Social Work & Human Services Fieldwork (2 units). The two courses are core requirements of both the ADT in Human Services and a newly proposed Certificate of Achievement.

Corequisite: Concurrent enrollment in HMSV 121

Prerequisite: HMSV 100

Recommended Preparation: Eligibility for ENGL 100.

Description: This course offers the student a supervised field experience in a community organization, agency, or institution, allowing the student to apply knowledge and learn new skills outside of the classroom environment. This course is designed to provide the student with an opportunity to observe, practice, and develop skills that would facilitate gaining employment in the human services field.

Classification: AA-T/AS-T Degree for Transfer; Certificate of Achievement; CSU transferable.

INTERIOR DESIGN

301 PORTFOLIO DEVELOPMENT (1.00) (day or evening)

Justification: This new course provides students with a capstone experience that allows them to show the design skills acquired through their formal training in this program. It is a common professional practice to put together a portfolio in approaching the job market. The course is a requirement for various certificates in the Interior Design program, and its need is supported by the Advisory Committee and faculty members. Students strongly advocated for the addition of this course as well.

Prerequisite: INTD 128, 175 and 360 or 361

Recommended Preparation: None.

Description: Portfolio Development is the culminating course for students earning certificates of achievement and associate of arts degrees in Interior Design. Emphasis is placed on selecting several pieces of original work to build a professionally presented digital portfolio. This includes floor plans and elevations, computer-aided design (CAD) drawings, 3D computer designs, lighting plans, perspective sketches, and hand renderings.

Classification: AA/AS Degree; Certificate of Achievement; CSU transferable.

KINESIOLOGY, ATHLETICS AND DANCE: AQUATICS

135.1 AQUA EXERCISE I (1.00) (day or evening)

Justification: Aqua Exercise I is the first of four courses examining and practicing the skills needed to use exercise in a pool as a safe, fun and effective option of physical activity to maintain good health and overall fitness. Students are able to apply this course towards an AA Degree in Kinesiology.

Prerequisite: None.

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

Description: A beginning level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate in class.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE

HUMAN SERVICES

300 Field Experience in Social Work and Human Services

PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE

HUMAN SERVICES

100 Introduction to Social Work and Human Services

PROPOSED CURRICULAR REACTIVATIONS – CAÑADA COLLEGE

INTERIOR DESIGN

350 Commercial Design

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE

HUMAN SERVICES

121 Social Work and Human Services Seminar

122 Social Work and Human Services Fieldwork

INTERIOR DESIGN

301 Portfolio Development

350 Commercial Design

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

Cañada College proposes to offer a Certificate of Achievement in the following program:

HUMAN SERVICES

Human Services Paraprofessional – Certificate of Achievement (18 units)

PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE

HUMAN SERVICES

Social Work and Human Services – Associate in Arts Degree for Transfer

INTERIOR DESIGN

Home Staging – Certificate of Achievement

Interior Design – AS Degree Program

Interior Design – Certificate of Achievement

Kitchen and Bath Design (Affiliated with NKBA) – Certificate of Achievement

KINESIOLOGY, ATHLETICS AND DANCE: KINESIOLOGY

Kinesiology – AA Degree Program

San Mateo County Community College District

January 26, 2022

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

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

APPROVED BY: Chris Walker, Chair, Curriculum Committee
College of San Mateo

Arielle Smith, Co-President, Academic Senate
Teresa Morris, Co-President, Academic Senate
College of San Mateo

Jennifer Taylor-Mendoza, President
College of San Mateo

PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

BUSINESS

123 BUSINESS STATISTICS (3) (day or evening; distance education)

Justification: This course introduces statistics with an emphasis on business applications. It satisfies the Communication and Analytical Thinking requirement for Language and Rationality (Area E2C). This course was recommended in our general business advisory meeting in May 2021 and in the business analytics advisory meeting in October 2021.

Prerequisite: MATH 120 or MATH 190 or equivalent.

Recommended Preparation: Eligibility for ENGL 100 or eligibility for ENGL 105.

Description: This course introduces statistics with an emphasis on business applications. Students will learn how to collect, cleanse, analyze, interpret, and present numerical data for the purpose of making effective business decisions. Topics include: collection and presentation of data, measures of central value, probability, sampling and the sampling distribution of the sample average, estimation via confidence intervals, hypothesis testing, and regression and correlation.

Classification: AA/AS Degree; CSU transferable.

207 BUSINESS ANALYTICS FUNDAMENTALS (3) (day or evening; distance education)

Justification: This course is designed to introduce business students to statistical analysis in order to analyze and transform data into useful information, identify and anticipate trends and outcomes, and ultimately make smarter, data-driven business decisions. This course was recommended in our general business advisory meeting in May 2021 and again the business analytics advisory meeting in October 2021.

Prerequisite: None.

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

Description: This course is designed to introduce business students to statistical analysis in order to analyze and transform data into useful information, identify and anticipate trends and outcomes, and ultimately make smarter, data-driven business decisions. The course covers the process, technologies, applications, tools, and skills required to analyze data so that informed and timely decisions can be made. Students will learn the methodologies, techniques, and tools (such as Structured Query Language (SQL), Excel, and Tableau) for visualization, inference, forecasting, optimization, simulation, and data mining.

Classification: AA/AS Degree; CSU transferable.

208 QUANTITATIVE BUSINESS ANALYSIS (3) (day or evening; distance education)

Justification: This is an introductory course on data analysis using spreadsheet. It provides a foundation for understanding data analysis principles, tools and applications. This course was recommended in our general business advisory meeting in May 2021 and in the business analytics advisory meeting in October 2021.

Prerequisite: BUS. 123 or MATH 200.

Recommended Preparation: BUSW 418, and Eligibility for ENGL 100 or eligibility for ENGL 105.

Description: This is an introductory course on data analysis using spreadsheet software to support management decision including: simple and multiple regression models, forecasting, business simulation models, decision, analysis, and optimization models for resource allocation. Students will become comfortable working with larger datasets and articulating their analysis to a non-technical audience.

Classification: AA/AS Degree; CSU transferable.

209 DATA VISUALIZATION (3) (day or evening; distance education)

Justification: This course is an introduction to the principles and techniques for data visualization which is graphical depictions of data that can improve comprehension, communication, and decision making. This course was recommended in our general business advisory meeting in May 2021 and in the business analytics advisory meeting in October 2021.

Prerequisite: BUS. 123 or MATH 200.

Recommended Preparation: Eligibility for ENGL 100 or eligibility for ENGL 105.

Description: This course is an introduction to the principles and techniques for data visualization, the graphical representation of data that improves comprehension, communication, and decision making. Students will learn visual representation methods and techniques to increase the understanding of complex data and models using currently available technology.

Classification: AA/AS Degree; CSU transferable.

FIRE TECHNOLOGY

721 FIRE ACADEMY PREPARATION (2) (day or evening)

Justification: Students entering the fire academy do not always possess the physical fitness required to successfully complete the course. This is especially true for female students, who do not possess the upper body strength necessary for basic firefighter skills. There is also a lack of knowledge and skills tied to basic tool use. Introduction to the tools and equipment used in the academy will allow students to determine if this is really the right career for them without overcommitting themselves. We have a directive from State Fire Training (accrediting body) as well as our advisory board to encourage more females and minorities to participate in the fire service.

Prerequisite: FIRE 715 with a minimum grade of C or equivalent course from another accredited California Community College Fire Technology program.

Recommended Preparation: Eligibility for ENGL 100 or eligibility for ENGL 105.

Description: This course will prepare students for participation in the Firefighter Academy. Students will receive an introduction to the daily requirements of a firefighter, apparatus and equipment used for rescue and fire suppression, tool identification and use, mechanical aptitude, and rope rescue practices. Students will perform physical exercises using fire hose, ladders, ropes, tool operations, personal protective equipment, and stairs. Students will learn to apply the health and wellness techniques for longevity in a fire service career through proper body mechanics, lifting techniques, and physical conditioning principles.

Classification: AA/AS Degree

722 FIREFIGHTER ACADEMY (17) (day or evening)

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

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

Recommended Preparation: None.

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

Classification: AA/AS Degree

LEARNING SKILLS

850 ASSISTIVE TECHNOLOGY TOOLS FOR SUPPORTING USE OF AUDIO-RECORDING/ NOTE-TAKING ACCOMMODATIONS (.5) (day or evening)

Justification: This new course is designed primarily for students with disabilities who have accommodations for Smartpen/audio-recording notetaker and/or Zoom transcription. This course will replace CSM's existing note-taking class - DSKL 827 - Assistive Technology - Smartpen. Over the past few years, new recording/notetaking options have become available beyond the Smartpen for students who need support for taking notes for their in-person and/or online classes. This course will teach DRC students who are taking classes at CSM the options that are available to support their note-taking accommodations.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed primarily for students with disabilities with accommodations for Smartpen/audio-recording notetaker and/or Zoom transcription. This course provides instruction in the use of various note taking tools that can be used in college classes including the Smartpen, audio-to-text recording, transcripts through online lecture recordings, and audio recordings combined with typing notes. Students will identify the tool which will support their notetaking needs for in-person and/or online classes. (Units do not count toward the Associate Degree).

Classification: Not degree applicable; non-transferable.

851 THE BEST OF CHROME FOR FOCUS AND ORGANIZATION (.5) (day or evening)

Justification: This new course is designed primarily for students who have disabilities, especially in the area of focus, attention and organization. College students always have their Smartphones with them; most of them do not carry a paper planner or use one to keep them organized. This course is intended to help students who have disabilities, especially ADHD, learning differences, and/or mental health challenges get and stay organized and focused using digital tools such as those found in Google Chrome and the Google Suite of tools. Given students already have access to these tools through their smccd.edu email it makes sense to support them in learning how to use these tools to keep them organized and focused on getting assignments completed and submitted on time. This often represents a block to student success. In addition, students can access all of these tools across their Windows or Macintosh computers or Chromebook and their phones so students will be able to use the platform(s) to which they have access and/or prefer to participate in this class and apply what they learn moving forward.

Prerequisite: None.

Recommended Preparation: None.

Description: This course is designed primarily for students who have disabilities. Students will learn about the best free Chrome tools which are designed to support focus and organization. Students will gain experience in applying these tools to their college classes and their daily lives. In addition, students will have the opportunity to use a strategy that will help them get started on tasks. (Units do not count toward the Associate Degree).

Classification: Not degree applicable; non-transferable.

MUSIC

222 LIVE SOUND AND STREAMING (3) (day or evening; distance education)

Justification: This new course prepares students for employment as live sound engineers and technicians. Live Sound and Streaming is an integral part of a comprehensive Music and Technology degree. This course is designed to articulate to C-ID CMUS 120X (Commercial Music Live Sound I). The Commercial Music Advisory Board supports this course and the proposed Music and Technology A.A. degree and Certificate of Achievement.

Prerequisite: MUS. 290 or DGME 118.

Recommended Preparation: None.

Description: This course provides hands-on experience in equipment setup and operation, troubleshooting, sound checking, and mixing sound for live music performances and streaming applications. Topics include sound system theory and applications and individual sound system component operation (microphones, mixers, effects, power amplifiers, and speaker systems).

Classification: AA/AS Degree; CSU transferable.

289 RECORDING FOR MUSICAL APPLICATIONS (3) (day or evening; distance education)

Justification: This new course prepares students for employment as audio and recording engineers. Recording Arts is an integral part of a comprehensive Music and Technology degree. This course is designed to articulate to C-ID CMUS 130X (Commercial Music Recording I). The Commercial Music Advisory Board supports this course and the proposed Music and Technology A.A. degree and Certificate of Achievement.

Prerequisite: MUS. 290 or DGME 118.

Recommended Preparation: None.

Description: In this course students gain hands-on experience recording a variety of musical instruments, vocalists, and ensembles in a professional recording studio. With a focus on project management and musical aesthetics across genres, it covers concepts including applied acoustics, signal flow, microphone placement and techniques, signal processing, multi-track recording procedures, mixing, client interaction, and session management. This course builds on the fundamentals of audio recording and studio techniques introduced in DGME 118 or MUS 290.

Classification: AA/AS Degree; CSU transferable.

398 NEW INTERFACES FOR MAKING MUSIC II (4) (day or evening; distance education)

Justification: This course provides an opportunity for students who have already taken MUS 298 to continue their study in the field of musical interface design in a more in-depth manner and create a complete working musical interface for performance. This proposal creates a permanent number for the experimental course MUS 680 MM: New Interfaces for Making Music II. This course is an integral part of a comprehensive Music and Technology degree. The Commercial Music Advisory Board supports this course and the proposed Music and Technology A.A. degree and Certificate of Achievement.

Prerequisite: MUS. 298.

Recommended Preparation: None.

Description: A continuation of MUS 298 New Interfaces for Making Music. Students gain experience with more complex sensors, microprocessors and computer-human interaction for musical expression. Focus on designing and building an original, stand-alone musical interface for live musical performance. Additional supplies may be required.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR INACTIVATIONS – COLLEGE OF SAN MATEO

ASTRONOMY

- 200 Introduction to Astrophysics
- 203 Astroimaging Techniques
- 204 Application of Astroimaging Techniques

COUNSELING

- 112 Introduction to Choosing a College Major

MATH

- 111 Elementary Algebra I

PHYSICS

- 101 Conceptual Physics Lab

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO

BIOLOGY

- 130 Human Biology
- 260 Human Physiology

BUSINESS

- 136 Business Finance

COMPUTER AND INFORMATION SCIENCE

- 254 Introduction to Object-Oriented Program Design

COSMETOLOGY

- 712 Cosmetology I
- 722 Cosmetology II
- 732 Cosmetology III
- 742 Cosmetology IV
- 746 Cosmetology V
- 749 Cosmetology VI
- 757 Cosmetology VII

766 Salon Business Entrepreneur

COUNSELING

240 College and Academic Success

DANCE

167.1 Swing Dance I
167.2 Swing Dance II
167.3 Swing Dance III
167.4 Swing Dance IV

DENTAL ASSISTING

749 Preclinical Dental Science Laboratory
751 Dental Clinic I
770 Dental Office Procedures

DIGITAL MEDIA

101 Writing for Mass Media
103 Fundamentals of Two-Dimensional Design
104 Digital Media Career Pathways
105 Introduction to Digital Media
110 Photoshop Fundamentals
113 Digital Video Production
211 Introduction to Graphic Design
220 Typography
250 Internship

ELECTRONICS TECHNOLOGY

111 Introduction to Electronics Fundamentals

FITNESS

225 Athletic Conditioning
332.1 Stretching and Flexibility I
332.2 Stretching and Flexibility II
332.3 Stretching and Flexibility III
332.4 Stretching and Flexibility IV
336.1 Restorative Yoga I
336.2 Restorative Yoga II
336.3 Restorative Yoga III
336.4 Restorative Yoga IV

KINESIOLOGY

119 First Aid/Adult & Pediatric CPR

MANAGEMENT

100	Introduction to Management
220	Organizational Behavior
235	Leadership and Supervision
265	Project Management
306	Essentials of Facility Management
307	Sustainable Facility Management

NURSING

212	Concepts of Homeostasis in Nursing
241	Advanced Medical/Surgical Nursing
620	Bridge Course for Advanced Entry Students

PSYCHOLOGY

105	Experimental Psychology
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REAL ESTATE

100	Real Estate Principles
105	Real Estate Investment
110	Real Estate Practice
121	Legal Aspects of Real Estate
131	Real Estate Finance
141	Real Estate Appraisal: Basic
200	Real Estate Economics
215	Commercial and Investment Property
220	Real Estate Property Management

TEAM SPORTS

105	Advanced Baseball
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VARSITY SPORTS

160	Varsity Swim
340	Varsity Volleyball

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

123	Business Statistics
207	Business Analytics Fundamentals
208	Quantitative Business Analysis
209	Data Visualization

MUSIC

222	Live Sound and Streaming
289	Recording for Musical Applications
398	New Interfaces for Making Music II

PROPOSED PROGRAM MODIFICATION – COLLEGE OF SAN MATEO**BUSINESS****Small Business Management – Certificate of Specialization****PROPOSED DEPARTMENT ADDITION– COLLEGE OF SAN MATEO****LEARNING SKILLS (LSKL)**

Justification: Currently our assistive technology skills courses are listed under Developmental Skills however, faculty have received feedback from students stating they did not want DSKL on their transcripts especially associated with the word “developmental”. Additionally, faculty state that these classes relate more to technology skills which support students’ accommodations and/or help students be successful in their college classes.

BOARD REPORT NO. 22-01-02CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Karrie Mitchell, Vice President of Planning, Research & Institutional Effectiveness

ADOPTION OF 2023-2024 ACADEMIC CALENDAR

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

The proposed calendar (attached) is designed to begin the 2023-2024 academic year in mid-August with a completion of the Fall 2023 semester prior to the winter holidays. The following highlights the features of the calendar, which is attached in full to this report.

Fall 2023: Classes begin August 16, 2023
86 instructional days (including five (5) days of final examinations and three (3) professional growth flex days)
Semester ends December 16, 2023

Spring 2024: Classes begin January 16, 2024
89 instructional days (including five (5) days of final examinations and three (3) professional growth flex days)
Semester ends May 24, 2024

Summer 2024: All Summer Sessions are set to begin on June 10, 2024

RECOMMENDATION

It is recommended that the Board adopt the 2023-2024 District Academic Calendar as detailed in this report.



CAÑADA COLLEGE, Redwood City / COLLEGE OF SAN MATEO, San Mateo / SKYLINE COLLEGE, San Bruno

Academic Calendar 2023–2024

FALL SEMESTER 2023 (86 Instructional Days including 5 Final Days, plus 3 Flex Days)

August	14, 15	 Flex Days (No Classes)
August	16	 Day and Evening Classes Begin
August	29	 Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
August	29	 Last Day to Add Semester Length Classes
September	2,3	 Declared Recess
September	4	 Labor Day (Holiday)
September	4	 Last Day to Drop Semester Length Classes Without Appearing on Record
September	5	 Census Day
October	6	 Last Day to Apply for Degree – Certificate
October	11	 Flex Day (No Classes)
November	10	 Veterans' Day (Holiday)
November	14	 Last Day to Withdraw from Semester Length Classes
November	23	 Thanksgiving Day (Holiday)
November	24	 Day after Thanksgiving (Holiday)
November	25 -26	 Declared Recess
December	10 - 16	 Final Examinations (Day and Evening Classes)
December	16	 Day and Evening Classes End
December 22 – January 1		 Winter Recess (Total of Seven District Work Days)

SPRING SEMESTER 2024 (89 Instructional Days including 5 Final Days, plus 3 Flex Days)

January	11, 12	 Flex Days (No Classes)
January	13, 14	 Declared Recess
January	15	 Martin Luther King Jr. Day (Holiday)
January	16	 Day and Evening Classes Begin
January	29	 Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
January	29	 Last Day to Add Semester Length Classes
February	4	 Last Day to Drop Semester Length Classes Without Appearing on Record
February	5	 Census Day
February	16	 Lincoln's Birthday (Holiday)
February	17, 18	 Declared Recess
February	19	 Presidents' Day (Holiday)
March	1	 Last Day to Apply for Degree – Certificate
March	24 - 30	 Spring Recess
March	29	 Cesar Chavez Day (Holiday)
April	18	 Flex Day (No Classes)
April	25	 Last Day to Withdraw From Semester Length Classes
May	18 - 24	 Final Examinations (Day and Evening Classes)
May	24	 Day and Evening Classes End
May	25, 26	 Declared Recess
May	27	 Memorial Day (Holiday)

SUMMER SESSION 2024

June 10 – July 20	 Six Week Session
June 10 – July 27	 Seven Week Session
June 10 – August 3	 Eight Week Session
June 19	 Juneteenth National Independence Day (Holiday)
July 4	 Independence Day (Holiday)
July 5	 Last Day to Apply for Degree – Certificate

BOARD REPORT NO. 22-01-03CA

TO: Members of the Board of Trustees

FROM: Michael Claire,

PREPARED BY: Daman Grewal, Chief Technology Officer
Yanely Pulido, Director, General Services

**AUTHORIZATION OF SOLE SOURCE PURCHASE OF
CLASSROOM AUDIO-VIDEO LECTERNS AND CABINETS FROM WOOD TECH, INC.**

The Districtwide Classroom Technology Upgrade to HyFlex Project accommodates hybrid teaching and learning by providing instructors with the tools to teach in multiple modalities within the same instructional session due to COVID-19. As part of this Project, ITS has engaged with Wood Tech to provide instructor lecterns. This lectern is custom designed to accommodate the District's classroom technology which also houses a fully secure and well-ventilated (AV) system cabinet.

Staff has exercised due diligence, supported by evidence, to justify this sole source procurement. An objective market analysis was conducted to determine the reasonableness of the price and technical reasons for selecting this vendor. The ITS team worked with five vendors to meet its instructor lectern design standard; however, none but Wood Tech was able to meet District specifications. While almost all of the other vendors provided custom built and durable solutions, their approach was to combine three to four of their off-the-shelf existing models into an instructor podium. The challenges faced with this approach were; the lectern wasn't scaled to address future needs, hard to integrate cable retracting system, and infrastructure cabling such as network and AV cabling were cumbersome, non-secure and posed equipment overheating concerns. Likewise, product delivery was eight months or longer, which would make it difficult for the ITS team to deliver the final technology setup for project completion. Therefore, staff has determined that Wood Tech, Inc. is the sole source vendor with the only known product or service that will meet the specialized needs of the District and perform the intended function. Wood Tech is a minority owned and local company based out of Oakland, California and it is one of Bay Area's best in making customized technology-based furniture. Additionally, Wood Tech is a Green company where sustainable and renewed wood is only used through its manufacturing, as well as environmentally safe components to assemble all of the custom-built lecterns.

The District intends to enter to purchase approximately 29 AV lecterns for a total cost of \$180,000 using Higher Education Emergency Relief Funds (HEERF).

RECOMMENDATION

It is recommended that the Board of Trustees authorize a sole source purchase of custom AV lecterns from Wood Tech, Inc. in the amount not to exceed \$200,000, which includes an owner's allowance for incidentals.

BOARD REPORT NO. 22-01-04CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Karrie Mitchell, Vice President of Planning, Research & Institutional Effectiveness
Yanely Pulido, Director, General Services

**APPROVAL OF SOLE SOURCE AGREEMENT WITH COLLEGE SOURCE FOR
TRANSFER EVALUATION SYSTEM (TES®) SUBSCRIPTION SERVICES**

The Transfer Evaluation System (TES®) from College Source is the industry standard across the country in the evaluation of transfer coursework. The system provides access to 164,282 college catalogs from 7,359 colleges (CCC's, CSU's, UC's, Private, Military, Out-of-State, International) in one platform. The system allows transcript evaluators to quickly access course descriptions from outside institutions, across Catalog years; route and track the evaluation process; store and publicize the resulting equivalencies to the campus community and manage articulated equivalencies.

Currently the wait time for a transcript evaluation for a student is over five months because the Transcript Evaluators have to go to each Transfer-from college, find the Catalog Year, and read through the course descriptions for the evaluations. Communication is also currently managed through email vs. being contained within one system for follow-up and reference. In 2020, SMCCCD's Transcript Evaluation Services department reviewed 1094 transcripts, with various quantities of transferrable coursework.

Staff has exercised due diligence, supported by evidence, to justify this sole source procurement. Therefore, staff has determined that College Source is the sole source vendor with the only known product or service that will meet the specialized needs of the colleges and perform the intended function. There is no other product/vendor that offers such a robust library of catalogs for researching institution profiles and course descriptions.

The District intends to enter into an initial contract for an annual subscription to the Transfer Evaluation System (TES®) at a total cost of \$26,965. After the initial one-year period, annual subscription fees of approximately \$26,965 plus a standard renewal increase fee per year, will apply.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to enter into a sole source agreement with College Source for the use of the Transfer Evaluation System (TES®) for one year at a total cost of \$26,965, with the option to renew for up to four (4) additional one-year terms. The total amount of the contract over a five-year period is not expected to exceed \$140,000.

GUIDELINES FOR SOLE/SINGLE SOURCE PROCUREMENTS

State law subjects the District to competitive bidding requirements. It is the policy of the District to promote fair and open competition to the maximum extent possible. Sole source and single source are two procurement methods that limit competition. Any decision to limit competition may also have the effect of limiting the District's ability to minimize costs, negotiate favorable terms and conditions and take alternate course of action during disputes. These methods should be used only when it has been determined that other competitive procurement methods will not fulfill the requirements of the District.

A situation may arise which makes compliance with Public Contract Code 20651 (competitively bid for equipment, materials or services) impracticable thereby making a sole/single source justification the appropriate choice for procurement. The requestor should be able to document a thorough and equitable evaluation of alternatives that have been made. Special or unique features may be used as a consideration; however, price, quality and/or delivery terms may not be used as a basis for sole/single source justification. Sole/single source requests may not be used for the purpose of expediting a purchase which otherwise would not qualify as a sole/single source.

- **SOLE SOURCE - DEFINED**

Sole Source is procurement in which only one vendor is capable of supplying the commodity or service. This may occur when the goods or services are specialized or unique in character. 'Sole' means 'the one and only'.

- **SINGLE SOURCE - DEFINED**

Single Source is procurement in which, although two or more vendors supply the commodities or services, the department selects one for substantial reasons, eliminating the competitive bidding process. 'Single' means 'the one among others'.

A Quick Reference Guide on What is Eligible vs. Not Eligible for Sole Source Purchase:

Eligible for Sole Source	Not Eligible for Sole Source
This vendor is the only vendor that can manufacturer or provide this specific product that meets the requirements	I have worked with this vendor in the past and liked their work
This service provider is the only vendor that can provide the service needed during the time frame specified	This vendor provides a great discount (Price is never a justification for a sole source)
This consultant is the only one with the unique mix of experience and knowledge / skill set that can provide the service needed in the timeframe	This vendor was recommended by a colleague
This vendor is the only one who can provide maintenance services on this piece of equipment that they manufactured, no one else is certified to do so	A product that is made by one manufacturer but sold through many distributors

NOTE: Sole/single source justifications are to be supported by factual statements that will pass an internal or Federal audit. It is the salient features of a product/service that make it a sole source. Sparse or incomplete information will require greater investigation by General Services and will result in a less expedient resolution to your needs. The more relevant information you include in each section, the better. This form, including supporting documentation, must be submitted to General Services Department for review and final approval. The timeline for a sole/single source could take up to 60–90 days depending if further market research is needed.

Sole / Single Source Justification Request Form

Instructions: This Sole Source Purchase Justification Form is to be completed and retained as supporting documentation for all sole source purchases. Review the guidelines referenced above. Complete all sections below and submit to the General Services Department.

Date: Requestor Name:
Department: Title:
Phone #: Email Address:

Section 1: Basic Information

Justification Type: Sole Source Single Source
Vendor Name: Amount \$:
Vendor Contact Information (Phone/Email):
Source of Funding (Federal, State, Local, etc.):

Section 2: Case for Sole / Single Source Purchase *(attach additional pages if needed)*

1. What are you buying? Please provide a full description of the goods or services that you want to purchase from the vendor named above.

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For equipment or supplies provide the following:

Manufacturer:	Model #
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2. What are the unique performance features of the product or brand specified? Provide detailed specifications and descriptions. For services: What are the unique qualifications of the vendor?

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3. Why are the unique features/qualifications required?

4. What other comparable products/services currently available were evaluated, rejected and why? Please state specific reasons. Provide brand name, model, vendor name.

5. Why was this product and/or vendor chosen?

6. Please describe and provide estimates and methodology for total cost of ownership that will be required each year beyond this initial purchase.

7. Please indicate any additional background or other information that you feel may be of assistance in the approval of this request.

8. What efforts will be taken in the future to promote competition for the requirement? (For Single Source Only)

9. List the names of each individual who was involved in making this sole/single source purchase recommendation.

Section 3: Acknowledgement

This section must be completed.

I acknowledge the District's requirements for soliciting competitive quotes/bids for purchases over \$20,000 and the criteria for justification for Sole/Single Source purchases. I have gathered the required technical information, have made a concerted effort to review comparable/equal equipment (e.g., market research), and further affirm that there is no conflict of interest involved in the selection made.

Requestor Signature:

Date:

Authorized by Dean/Director Signature:

Date:

Authorized by Vice President Signature:

Date:

GENERAL SERVICES USE ONLY:

APPROVED:

NOT APPROVED:

Board Approval Required:

☐ Yes

☐ No

Reason for denial:

Board Approval Date:

Board Report Number:

Director of General Services:

Date:

COMMENTS:

BOARD REPORT NO. 22-01-05CA

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Richard Storti, Executive Vice Chancellor

APPROVAL OF 2022-23 INTEGRATED DISTRICT BUDGET PLANNING CALENDAR

Board Policy 8.11 requires the development of a budget calendar to serve as a guide to the Board of Trustees and administration for the orderly development of the annual budget, in accordance with law. Included in the 2022-23 calendar is consultation with the District Committee on Budget and Finance, which is a subcommittee of the District Participatory Governance Council in matters relating to finance.

The calendar provides timelines for planning, discussions, and decisions by the Board concluding with the adoption of the Final Budget for 2022-23 in September 2022.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached 2022-23 Integrated District Budget Planning Calendar in accordance with the administrative procedure, which provides for the adoption of the integrated budget planning calendar in January by the Board of Trustees.

Integrated District Budget Planning Calendar, 2022-23

Date	Campus & District Review / Action	Committee on Budget and Finance Consultation	Board Review / Action
September 2021	Colleges: Finalize Spring 2022 Schedule of Classes		
September	College Budget and Planning Committees convene: Review priorities, budget goals for current year and accomplishments from past year	District Committee on Budget and Finance convenes	
September - October	Colleges: Develop program plans and discuss strategies		
October – November	College Budget and Planning Committees: - Develop college budget goals for 2022-23 - Review District preliminary resource allocation District Office: - Faculty Obligation Number due to the State - Review draft external audit reports		
October – December	College Budget and Planning Committees: - Submit hiring priorities - Submit tentative recommendations for 2022-23 that includes number of positions to be funded	Review budget planning calendar Discuss: - Budget strategies - New resource allocation, if any - Budget development process - Resource Allocation Model	District Financial Summary for Quarter Ending September 30 First Quarter Auxiliary Operations Accept 2020-21 Independent Audit Reports
January 2022	2021-22 “P1” First Principal Apportionment:	Review P1 CCFS-320 (FTES Report)	Approve 2022-23 Integrated District Budget Planning Calendar

	Chief Financial Officer certifies P1 CCF5-320 (FTES Report)		
January 10	Governor's 2022-23 Budget Proposal		
January – February	College Budget and Planning Committees: - Review 2021-22 expenditures to date Chancellor's Council: - Discuss budget strategies and allocations	Revise budget planning calendar, as appropriate Review and reassess 2022-23 estimates impacted by Governor's Budget Proposal - Discuss revenue and expenditure implications - Inform District Participatory Governance Council	
January - February	Ongoing State Budget Hearings Legislative Analyst's Office Review of Governor's Proposed Budget		
February	Colleges: Finalize Summer 2022 Schedule of Classes 2020-21 Recalc Apportionment received from State (final adjustments from prior year)	Review of 2021-22 Mid-Year Budget Report Presentation of Preliminary Resource Allocation Model Review of preliminary 2022-23 assumptions	Review of Governor's Proposed Budget Review of preliminary State and District revenue assumptions and implications Review of District expenditure plans and implications Discuss budget priorities Discuss program and operational priorities Acceptance of 2021-22 Mid-Year Budget Report Approval of Non-Resident Tuition for 2022-23
March	Colleges: Finalize Fall 2022 Schedule of Classes	Review of Board 2022-23 budget priorities and district-wide allocations	
March – April	District Budget Officer: Run preliminary position control report for 2022-23		Receive budget updates, as needed

	Colleges: - On-going review of position control - Prepare for current year external audit College Budget and Planning Committees: - Review preliminary 2021-22 ending balance estimates		Review budget assumptions for 2022-23 Tentative Budget
March – May	Departments: - Submit budget requests for 2022-23 to College Budget Committees College Budget Committees: - Review departmental budget requests for 2022-23		
April	2021-22 “P2” Second Principal Apportionment: Chief Financial Officer certifies P2 CCFS-320 (FTES Report)	Review P2 CCFS-320 (FTES Report)	
Mid May	Governor’s May Revise		
May	Review of Governor’s May Revise Site tentative budgets completed Work begins on developing final budget District Budget Officer / Chief Financial Officer: Prepare Fiscal Management Self-Assessment Checklist	Review of Governor’s May Revise Inform District Participatory Governance Council Review Fiscal Management Self-Assessment Checklist Review 2022-23 Tentative Budget Resource Allocation	Receive Governor’s May Revise Budget Update District Financial Summary for Quarter Ending March 31 Third Quarter Auxiliary Operations
June	District Budget Officer: - Completes 2022-23 Tentative Budget input and document - Complete 2022-23 GANN Limit Calculation	Receive 2022-23 Tentative Budget (via email)	Adopt the 2022-23 Tentative Budget Adopt the 2022-23 GANN Limit Calculation Approval of Internal Borrowing Resolution
June 30	State Budget Adopted		
June-August	Adjustments to 2022-23 Final Budget	Receive 2022-23 Final Budget Resource Allocation with	

		changes from 2022-23 Tentative Budget Resource Allocation Model noted/explained (via email)	
July	2021-22 Annual Principal Apportionment: • Chief Financial Officer certifies PA CCFS-320 (FTES Report) County: • Finalizes 2022-23 Assessed Valuation		
August	Legislative Trailer Bills State Budget Workshop		
August	District Office: • Close 2021-22 books • Completes 2022-23 Final Budget input and document 2022-23 Advanced Apportionment received from State		
September		Review PA CCFS-320 (FTES Report)	Public Hearing and adopt 2022-23 Final Budget

BOARD REPORT NO. 22-01-103B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Richard Storti, Executive Vice Chancellor of Administrative Services
Marie Mejia, Interim Director of Capital Projects

**APPROVAL OF CONTRACT AWARD FOR
SKYLINE COLLEGE BUILDING 1 RENOVATION PROJECT**

The 2015 Facilities Master Plan Amendment identified Skyline Building 1 (SKYB1) to be demolished and reconstructed. Subsequently, in January 2019 the project was re-envisioned as a renovation of the existing facility due to unsurmountable budget escalation in the overheated Bay Area construction market. The project remodels all restrooms for ADA compliance, provides a new ADA compliant elevator, constructs a single story building to house the kilns for the ceramics program, remodels the choral and band classrooms, installs a photography darkroom, upgrades the lighting in the gallery, replaces smoke hatches, curtains, the main drape and rigging in the theater, develops the exterior area on the south side for curb appeal, improved use and ADA compliance, seals leaking courtyard windows, upgrades select mechanical units and network infrastructure as well as installs enhanced technology in select classrooms. This project is covered under the approved Program Stabilization Agreement amended by the Board of Trustees on March 16, 2016 (Board Report 16-3-103B).

LPAS Architecture was hired to work with the College administration, faculty and staff, as well as with Facilities, to program and design the project to best meet ranked priorities within the established budget. The architect completed the design plans and specifications, submitted those to the Division of the State Architect, obtained final approval and issued the DSA approved documents for bidding.

The Facilities Planning Department, with support from Swinerton Management & Consulting, advertised this construction opportunity (Bid #86847) to B licensed General Building contractors through the District's online bid portal and a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on November 10, 2021 and November 17, 2021. Eight (8) general contractors attended the mandatory pre-bid conferences and job walks held on November 16, 2021 and November 18, 2021.

On December 28, 2021 the District received three (3) bids for the project as follows:

Contractor	Total Bid
Strawn Construction, Inc.	\$9,472,401
W.E. Lyons Construction Co.	\$10,204,346
Rodan Builders, Inc.	\$10,221,734

Staff conducted its due diligence investigation of the bid results. Strawn Construction, Inc. was deemed the lowest responsive responsible bidder and meets all the requirements of the project.

This project will be funded by Measure H general obligation bonds and local funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a contract with Strawn Construction, Inc. for the Skyline College Building 1 Renovation project, Bid #86847, in an amount not-to-exceed \$9,472,401.00, which includes all four Alternate Bid prices and an owner contingency of 10% of the base bid.

BOARD REPORT NO. 22-01-104B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Daman Grewal, Chief Technology Officer
Marie Mejia, Interim Director of Capital Projects

**APPROVAL OF CONTRACT AWARD FOR
DISTRICTWIDE CLASSROOM TECHNOLOGY UPGRADE TO HYFLEX PROJECT**

The HyFlex Classroom project accommodates hybrid teaching and learning by providing instructors with the tools to teach in multiple modalities within the same instructional session due to COVID-19. The project consists of providing audio/visual infrastructure for 56 hybrid teaching spaces - Cañada College with 15 spaces, College of San Mateo with 26 spaces, Skyline College with 15 spaces.

The Facilities Planning Department bid this project initially on October 28, 2021 (Bid #86867); however, only two bids were received and both bids were determined to be non-responsive as the bids did not conform in all material respects to the solicitation, including submission requirements. Therefore, the project was immediately rebid in effort to encumber and spend funding and meet the colleges' timelines for completion of the work.

The Facilities Planning and ITS Departments, with support from the General Services Department, advertised this construction opportunity (Bid #86867R) through the District's online bid portal and a formal Advertisement to Bid was published in a local newspaper on December 3, 2021 and December 10, 2021. Two (2) contractors attended the mandatory pre-bid conference and job walks held on December 9, 2021.

On January 4, 2022 the District received one (1) bid for the project as follows:

Contractor	Total Bid
Helix Electric Inc.	\$640,628.00

Staff conducted its due diligence investigation of the bid results. Helix Electric Inc. was deemed the lowest responsive responsible bidder and meets all the requirements of the project.

This project will be funded by the Higher Education Emergency Relief Fund III (HEERF III) Institutional Allocation.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a contract with Helix Electric Inc. for the Districtwide Classroom Technology Upgrade to HyFlex Project, Bid #86867R, in an amount not-to-exceed \$640,628.00, which includes an owner contingency of 10% of the

base bid.

BOARD REPORT NO. 22-01-105B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**ADOPTION OF RESOLUTION NO. 22-02 CONFIRMING EXISTING
TRUSTEE AREA BOUNDARY MAPS FOR BY-TRUSTEE AREA ELECTIONS OF
MEMBERS OF THE BOARD OF TRUSTEES**

Starting with the November 2018 election, the District moved from an “at-large” trustee election system to a “by-trustee area” election system. Voters now elect District trustees based on the specific area in which the voter lives. When the District made this switch, it adopted a boundary map for these trustee areas that was based on the census data available at that time.

The United States Census Bureau recently released data from the 2020 census. For community college districts using by-trustee area elections, the release of this data triggers the need to examine, and potentially re-draw, the trustee areas based on population changes. Specifically, in accordance with Education Code, section 5019.5, the District must adjust its trustee area boundaries, if necessary, based on population changes following each decennial census, such that either or both of the following conditions are satisfied: (1) the population of each area is, as nearly as may be, the same proportion of the total population of the district as the ratio that the number of governing board members elected from the area bears to the total number of members of the governing board, and (2) the population of each area is, as nearly as may be, the same proportion of the total population of the district as each of the other areas.

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.

On December 15, 2021, the Board received a presentation from its demographer, Davis Demographics, giving an overview of the results of the 2020 Census data, as it pertains to the District’s demographics, and whether the data indicated the need for the District to consider redistricting. Davis Demographics confirmed that it had conducted an analysis of the District’s trustee areas to determine population balance and determined there was only a 7.8% overall variance based on total population distribution.

Accordingly, as confirmed by the District’s legal counsel, the 2020 census data does not indicate the need for the District to consider redistricting or revision of the trustee area maps based on the new census data pursuant to Education Code, section 5019.5.

At its December 15, 2021 meeting, the Board concurred with this assessment and directed that a resolution be prepared for its consideration confirming the existing trustee area boundary maps.

RECOMMENDATION

It is recommended that the Board of Trustees adopt attached Resolution No. 22-02, confirming existing trustee area boundary maps for by-trustee area elections of members of the Board of Trustees.

RESOLUTION NO. 22-02

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

**RESOLUTION CONFIRMING EXISTING TRUSTEE AREA BOUNDARY MAPS FOR BY-
TRUSTEE AREA ELECTIONS OF MEMBERS OF THE BOARD OF TRUSTEES**

WHEREAS, the San Mateo County Community College District (“District”) is governed by a five-member Board of Trustees (“Board”); and

WHEREAS, starting with the November 2018 election, pursuant to Resolution No. 17-14, adopted by the Board on October 11, 2017 (the “Resolution Establishing By-Trustee Area Elections and Boundary Maps”) the District moved from an “at-large” trustee election system to a “by-trustee area” election system, whereby voters now elect District trustees based on the specific area in which the voter lives; and

WHEREAS, when the District transitioned to a by-trustee area election system, it adopted a boundary map for its trustee areas that was based on the census data available at that time; and a copy of such boundary map is attached as part of **Exhibit A**; and

WHEREAS, the United States Census Bureau recently released data from the 2020 census which, for community college districts using by-trustee area elections, triggers the need to examine, and potentially re-draw, the trustee areas based on population changes; and

WHEREAS, specifically, in accordance with Education Code Section 5019.5, the District must adjust its trustee area boundaries, if necessary, based on population changes following each decennial census, such that the population of each area is, as nearly as may be, the same proportion of the total population of the district as each of the other areas; and

WHEREAS, courts have concluded that area boundaries are considered to contain equal population if there is less than a 10% variance of total population between the most populated trustee area and the least populated trustee area (see *Navajo Nation v. San Juan County* (10th Cir. 2019) 929 F.3d 1270, 1282); and

WHEREAS, the District engaged its demographer, Davis Demographics, to examine the trustee areas based on population changes within the District as indicated in the 2020 census; and

WHEREAS, on or about December 10, 2021, the District received a compliance letter from Davis Demographics, attached hereto as **Exhibit A**, confirming that it had conducted an analysis of the District’s trustee areas to determine population balance and determined there was only a 7.8% overall variance based on total population distribution; and

WHEREAS, it appears to the Board, upon consultation with legal counsel, that the 2020 census data does not indicate the need for the District to consider redistricting or revision of the trustee area maps based on the new census data pursuant to Education Code, section 5019.5; and

WHEREAS, the Board has considered the information presented and believes no further action on this matter need be taken at this time, and intends that this a resolution be adopted to confirm the same.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Mateo County Community College District as follows:

- (1) The foregoing recitals are true and correct.
- (2) The Board confirms: (i) it has conducted a review of its trustee areas pursuant to Education Code section 5019.5; (ii) the population of each area is, as nearly as may be, the same proportion of the total population of the district as each of the other areas; (iii) the trustee area boundary map currently on file shall remain in effect; and (iv) no further action on this matter need be taken at this time.
- (3) The Chancellor shall take any action and/or execute any documents which they deem necessary to carry out, give effect to, and comply with the terms and intent of this Resolution.

REGULARLY PASSED AND ADOPTED this 26th day of January 2022.

Ayes:

Noes:

Abstentions:

Attest:

Lisa Petrides, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 22-01-106B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor of Administrative Services
Mitchell Bailey, Chief of Staff
Yanely Pulido, Director, General Services

**AUTHORIZATION TO EXECUTE CONTRACT WITH LPA, INC.
FOR DISTRICTWIDE STUDENT HOUSING PROJECT**

At the Board's direction, the District submitted an application for state funds through the state grant program for higher education student housing. In the FY2022 state budget, \$2 billion was allocated to develop student housing on college and university campuses over a three-year period with \$500 million available the first year. Half of the available funds were allocated for use for community colleges. The District proposed, with the Board's consent, a project that would house nearly 500 students and requested \$98.5 million in state funding to cover the costs of this project. The state anticipates making a determination on which institutions receive funding in this initial round of proposals in the spring/summer timeframe of 2022.

The District realizes the aggressive timeline that is needed to realize the development of this project. As such, on November 8, 2021, District staff issued a Request for Statements of Qualifications/Proposals (RFSOQ/P) seeking architectural/engineering services for the project. An announcement for this business opportunity was released through the District's online bid portal and a formal notice was published in a local newspaper for two consecutive weeks on November 8, and 15, 2021. The RFSOQ/P provided information about the intent of the project, as well as detailed reference documents related to the existing site, current planning efforts and the District's design and contractual requirements. The criteria used to consider which firm should be selected to design this high-visibility, high-impact project included the firm's: capability and experience of key personnel; qualifications and experience meeting project specific requirements; project approach; work plan and capacity to provide the required services to meet the project's schedule; and experience in designing similar projects. Although cost was a component in the selection process, the firms were notified that they would be evaluated on a Qualifications-Based Selection (QBS) process under which the most appropriate firm is selected based on qualifications such as knowledge, skill, experience, and other project-specific factors, rather than on fees.

The District held a mandatory respondent pre-proposal conference on November 17, 2021 and a total of 44 firms attended this meeting. On December 6, 2021 the District received 16 proposals. The District's Selection Committee reviewed all of the 16 proposals and shortlisted to the following three firms, who were invited to participate in an interview with the Selection Committee on December 17, 2021.

Firm	Ranking
Gensler	3 rd
HPI Architecture	2 nd
LPA, Inc. (+Mithūn)	1 st

At the conclusion of the evaluation and interview processes, the Selection Committee determined that LPA, Inc. demonstrated to be the most qualified firm with the best understanding of the District's goals and objectives, thus providing the best value to the District. Each team brought a unique perspective and approach to the table.

One firm – LPA, Inc., with principal consultant +Mithūn (a national leader in student housing design) – impressed the panel as the design team whose approach, perspectives, energy and vision was the best fit and would bring the most value to this initiative. The RFSOQ/P Selection Committee was comprised of representatives from the District’s Chancellor’s office, Executive Vice Chancellor’s office, Facilities Planning and Operations, Swinerton Management and Consulting, under the oversight and support of the General Services Department.

In effort to conserve critical planning time, staff executed an initial pre-planning professional services agreement to start the programming phase which began earlier this month. The District now seeks Board authorization to execute a contract with LPA, Inc. for the full scope of design services for this significant and exciting project whose impact will continue to remove barriers for students to access the District’s colleges and persist in and complete their education. LPA, Inc. will work closely with a districtwide end-user group of representatives for programming and design guidance. Several outreach sessions are planned over the coming months, during the various phases of design, to solicit feedback from the three campuses, the surrounding community, and the Board of Trustees.

Of further note and clarification, in the event that the District does not receive initial funding from the state grant program, it is still necessary for the District to engage in the work of designing student housing, regardless of the funding mechanism, in order to proceed with any such project.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a contract with LPA, Inc. for design services for the Districtwide Student Housing Project (RFSOQ/P #86866), in an amount not to exceed \$7,150,000.

BOARD REPORT NO. 22-01-107B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**CONSIDERATION OF NOMINATIONS FOR MEMBERSHIP ON THE CALIFORNIA
COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD OF DIRECTORS, 2022**

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

Nominations for membership on the CCCT board will be accepted from January 1 through February 15, 2022. Nominations are to be made by member district boards of trustees, and each district may nominate only members of its own board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

The election of members of the CCCT board will take place between March 10 and April 25, 2022. Each member district board of trustees will have one vote for each open seat on the CCCT board. CCCT board members are elected for three-year terms. No CCCT board member shall serve more than three (3) full terms consecutively.

For 2022, six (6) persons will be elected to the board. There are four (4) incumbents eligible to run for reelection and two (2) vacancies due to trustees who have reached their three term limit.

Election results will be announced at the Annual Trustees Conference in April 2022. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference (April 29 - May 1, 2022), and the President of the CCCT Board will administer the Oath of Office at the June 2022 meeting.

RECOMMENDATION

It is recommended that the Board determine interest of any Board member to be nominated to serve on the CCCT board for 2022. If any Board member consents to be nominated, it is recommended that the Board approve the nomination.

BOARD REPORT NO. 22-01-108B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Marie Mejia, Interim Director of Capital Projects
Yanely Pulido, Director of General Services

APPROVAL OF CONSTRUCTION CONSULTANTS

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

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

Firm	Board Approval Requested	Activity/Projects
AKG	\$150,000	Consulting and Support Services for General Obligation Bond Compliance, Accountability, and Reporting Requirements
CIS, Inc.	\$250,000	Construction Inspection Services for Districtwide Projects
ENGEO Incorporated	\$100,000	Geotechnical Services for Skyline College Ridge Faculty/Staff Housing Project
Steinberg Hart	\$250,000	Districtwide Facilities Master Planning Services and Five-Year Capital Outlay Planning Consulting Services
The Scion Group	\$150,000	Planning and Consulting Services for Districtwide Student Housing Project

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

RECOMMENDATION

It is recommended that the Board of Trustees approve these construction consultant services, as detailed above, in an amount not to exceed \$900,000.

BOARD REPORT NO. 22-01-109B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Kim Lopez, Interim College President
Manuel Alejandro Pérez, Vice President of Student Services

APPROVAL OF CAÑADA COLLEGE MURAL PROPOSAL

Since 2018, Cañada College has engaged the campus community in various conversations, planning discussions, and presentations about the role of social justice and the value of art in transforming a campus community. Through the efforts of various student leaders, staff, faculty and administrators, Cañada College's Mural Committee has presented to key committees, planning councils, and Cabinet leadership and received support for its proposal to paint a mural on campus.

For this mural project, Cañada College will partner with Precita Eyes, a community-based, mural arts organization in the San Francisco Bay Area. For more than 40 years, Precita Eyes has helped to enrich shared, public spaces and raise awareness about the value of community-engaged and facilitated art in our neighborhoods. As part of the partnership with Precita Eyes, Cañada College will work directly with a professional muralist to host a series of art workshops for students, including a number of community painting days. This series of workshops and painting days will take place over a 12-week period of time during the Spring 2022 semester with the goal to engage our community in capturing student voices, identities, values, and imagination in the design of our college mural. The mural will be fully funded through local college funds and is estimated at \$23,330.

RECOMMENDATION

It is recommended that the Board of Trustees support the Cañada College mural proposal and partnership with Precita Eyes.

BOARD REPORT NO. 22-01-110B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

APPROVAL OF MODIFICATIONS TO INTERNAL AUDITOR POSITION DESCRIPTION

The Board of Trustees established an ad hoc committee to research and assess the need for an internal auditor. President Holober and Trustee Pimentel were assigned to the ad hoc committee and worked with the Chancellor on this matter.

The ad hoc committee presented its findings and a recommendation to the full Board of Trustees at its May 12, 2021 meeting. At that meeting, the Board provided direction to staff to develop a formal job description and to bring the position forward for approval by the Board. The Board approved the internal auditor position and the related job description at the June 9, 2021 Board meeting.

The District has conducted its hiring process for the position. Unfortunately, the search did not yield a successful candidate. The ad hoc committee has reconvened and has proposed a modification to the job description, which is attached. Staff requests that the Board discuss the modified description and provide further feedback before recruiting for the position commences.

Both the original position description (Attachment #01) and the proposed modified position description (Attachment #02) are included with this report.

RECOMMENDATION

It is recommended that the Board of Trustees review the attached revised internal auditor position description and determine if the new description aligns with the Board's goals and expectations for the role.



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

INTERNAL AUDITOR

A Classified Supervisory Position (Exempt)
Grade 200E –Salary Schedule 35

A. General Statement

The Internal Auditor performs professional internal auditing work. Day-to-day general direction will come from the Chancellor; however, direct reporting will be to the Board of Trustees. The Internal Auditor prepares an annual audit plan based on the assessment of risk areas in collaboration with the Board of Trustees and the Chancellor. The Internal Auditor plans, organizes and conducts financial, operational, and performance audits and assesses internal controls in compliance with internal auditing standards and reports the results to the Board of Trustees and Chancellor. The Internal Auditor maintains the District's whistleblower function and acts as the primary investigator of any alleged fiscal wrongdoing. The Internal Auditor assists the District in preparation for external audits and other special reports required by external entities. Public contact is extensive, and involves staff, students, auditors, contractors, outside educational institutions, business and community representatives, and governmental agencies for the purposes of exchanging policy and procedural information. A high degree of independence and independent judgement is required. The Internal Auditor can supervise the work of clerical and other staff as assigned.

B. Duties & Responsibilities

1. Prepares an annual audit plan based on assessment of risk areas; collaborates the Board of Trustees and the Chancellor on the development of the annual audit plan.
2. Maintains a degree of independence from other District staff, and functions in a manner sufficient to provide positive integrity of the responsibilities of the internal audit function.
3. Provides periodic reports to the Board of Trustees and to the Chancellor on the status of the annual audit plan; provides reports as necessary on outcomes of specific audits.
4. Plans and conducts financial, operational, compliance, and performance audits in compliance with internal auditing standards.
5. Prepares audit reports, memoranda, and other related documents to communicate audit findings and recommendations; submits documents to appropriate internal personnel. Recommends outside performance auditors and/or other subject matter experts to the Board of Trustees and Chancellor.
6. Assists in setting up and managing whistleblower infrastructure to receive, process, catalogue, investigate, report whistleblower complaints.
7. Determines the priority of audits in collaboration with the Board of Trustees and Chancellor.

8. Assures District hiring, compensation, separation, promotion actions are properly approved by the Board and documented for review by internal auditor.
9. Reviews capital expenditures to ensure they are consistent with adopted facilities master plan, budgets, specific authority provided by voters or funding agencies. Reviews change orders and building costs to comparable facilities.
10. Ensures accurate reporting, transparency, ethical practices, and disclosure of potential conflicts of interest; supports mandatory obligation to report irregularities.
11. Recommends and assists in the development of District policy and procedures related to finance and accounting, and recommendations to optimize performance of non-academic elements of college programs; works with stakeholders to review and recommend updates to Board policies and administrative procedures to ensure that they reflect best practices.
12. Trains District personnel on policy and procedures related to finance, accounting and fraud prevention and reporting.
13. Reviews implementation of policies and procedures.
14. Assists with preparation for and coordination of external audits and serves as a liaison with external auditors and other experts as requested.
15. Conducts special investigations as requested or deemed necessary by the Board and Chancellor.
16. Acts as the primary investigator of any alleged fiscal wrongdoing by vendor, management and/or other employees.
17. Makes recommendations for improved internal controls, operating procedures, accounting records, and systems.
18. Routinely reviews and submits internal controls/segregation of duties report to the Board of Trustees with corrective action plan from affected areas.
19. Examines and reports on the effectiveness of management in safeguarding assets and compliance with established policies and procedures.
20. Prepares written reports of findings and recommends improvements.
21. Exchanges information with College and District personnel at all levels regarding policies and procedures related to the assigned functional accounting and record keeping area.
22. Meets and communicates with personnel to gain an understanding of individual departments and/or functions under review and to obtain sufficient evidential matter to develop appropriate audit findings and recommendations; documents and reports on findings.
23. Conducts unannounced audits in areas where cash and other assets require specific safeguards and appropriate internal controls; conducts special audits at the request of the Chancellor or the Board of Trustees.
24. Provides technical information as a resource to various offices within the District.
25. Attends, meetings, workshops, and other gatherings to obtain most current information.

26. Monitors and evaluates performance of internal and external financial and other records systems and develops recommendations, in conjunction with information technology staff, to implement system improvements and upgrades and to maintain effective integration of systems.
27. Plans and reviews report data and conclusions with management staff; coordinates required changes in District fiscal records, policies, and procedures, in conjunction with senior management and other staff.
28. Monitors and interprets federal and state regulations and guidelines and assures compliance with requirements; updates and revises procedures as necessary.
29. Performs other related duties as assigned.

C. Requirements

1. Bachelor's degree from an accredited institution in accounting, business administration, finance or a closely related field
2. Successful work experience of increasing responsibility that has included auditing; financial analysis and reporting; and project budgeting, planning, and design
3. Extensive public contact experience with people of diverse cultures, language groups and abilities
4. Experience in the coordination of workloads with people at various levels within an organization
5. Skill in complex data research, analysis and reporting
6. Skill in the use of spreadsheets and a variety of computer software to compose and prepare data analysis, reports, summaries, correspondence and other materials
7. Extensive public contact with people of diverse cultures, language groups and abilities
8. Demonstrated skills in written and oral communication, including public speaking and persuasive communication
9. Skill in training, directing, supervising, and evaluating the work of others
10. Possession of a California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-campus locations

OR equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires multi-level tasking and strategic planning, attention to detail and organization of financial data, active listening; individual to large-group communication, persuasion, good memory, tact, patience, flexibility and the ability to drive a motor vehicle to off-site locations in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of generally accepted accounting and auditing standards, practices and procedures, and fund accounting
2. Knowledge of financial analysis and research procedures
3. Skill in the development and use of a variety of spreadsheet and other software instruments to conduct financial analysis, develop, format and prepare data for a variety of reports
4. Skill in planning, organizing, and coordinating the work of accounting and support staff, technical resources and other staff from various constituencies and levels within the organization
5. Skill in training, directing, supervising, and evaluating the work of others
6. Skill in oral and written communication, including public and persuasive speaking
7. Skill in planning, organizing, and prioritizing a variety of workloads and deadlines
8. Ability to communicate effectively with people of diverse cultures, language groups and abilities who are at various levels within organizations



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

Performance Auditor/ Policy Analyst
A Classified Supervisory Position (Exempt)
Grade 200E –Salary Schedule 35

A. General Statement

The Performance Auditor is a public policy professional who provides independent review and analysis of various college district programs and procedures, and who develops findings and recommendations for review by the Board of Trustees and Chancellor. The primary purpose of this position is to assist the Board of Trustees and Chancellor in identifying strengths and weaknesses in various district programs, identifying best practices for the Board of Trustees to consider, including correcting shortcomings in district practices and programs. Internal financial auditing is a secondary aspect of this position. Day-to-day general direction will come from the Chancellor; however, direct reporting will be to the Board of Trustees. The Performance Auditor prepares an annual work plan in collaboration with the Board of Trustees and the Chancellor. A typical work plan will include undertaking a few specific programs or procedures for in-depth research, review and analysis, and includes benchmarking the District against other college districts and other public or private sector institutions. The Performance Auditor maintains the District's whistleblower function and acts as the primary investigator of any alleged fiscal wrongdoing. The Performance Auditor assists the District in preparation for external performance audits and other special reports required by external entities. The Performance Auditor plans, organizes and conducts financial, operational, and performance audits and assesses internal controls in compliance with internal auditing standards and reports the results to the Board of Trustees and Chancellor. Public contact is extensive, and involves staff, students, auditors, contractors, outside educational institutions, business and community representatives, and governmental agencies for the purposes of exchanging policy and procedural information. A high degree of independence and independent judgement is required. The Performance Auditor can supervise the work of clerical and other staff as assigned.

B. Duties & Responsibilities

1. Prepares an annual work plan in collaboration with the Board of Trustees and the Chancellor.
2. Maintains a degree of independence from other District staff, and functions in a manner sufficient to provide positive integrity of the responsibilities of the performance audit function.
3. Provides periodic reports to the Board of Trustees and to the Chancellor on the status of the annual work plan; provides reports as necessary on outcomes of specific projects.
4. Plans and conducts financial, operational, compliance, and performance audits in compliance with internal auditing standards.
5. Prepares audit reports, memoranda, and other related documents to communicate audit findings and recommendations; submits documents to appropriate internal personnel. Recommends outside performance auditors and/or other subject matter experts to the Board of Trustees and Chancellor.

6. Oversee whistleblower infrastructure to receive, process, catalogue, investigate, report whistleblower complaints.
7. Assures District hiring, compensation, separation, promotion procedures are consistent with best practices, and assures that personnel actions are properly approved by the Board and documented.
8. Reviews capital expenditures to ensure they are consistent with adopted facilities master plan, budgets, specific authority provided by voters or funding agencies, and Board resolutions. Reviews change orders and building costs to comparable facilities.
9. Ensures accurate reporting, transparency, ethical practices, and disclosure of potential conflicts of interest; supports mandatory obligation to report irregularities.
10. Recommends and assists in the development of District policy and procedures related to finance and accounting, and recommendations to optimize performance of non-academic elements of college programs. works with stakeholders to review and recommend updates to Board policies and administrative procedures to ensure that they reflect best practices.
11. Trains District personnel on and review implementation of policy and procedures related to finance, accounting, conflict of interest reporting and fraud prevention and reporting.
12. Assists with preparation for and coordination of external audits and serves as a liaison with external auditors and other experts as requested.
13. Conducts special investigations as requested or deemed necessary by the Board and Chancellor.
14. Acts as the primary investigator of any alleged fiscal wrongdoing by vendor, management and/or other employees.
15. Makes recommendations for improved internal controls, operating procedures, accounting records, and systems.
16. Examines and reports on the effectiveness of management in preventing and disclosing fraud and unethical activities, conflicts of interest, safeguarding assets and compliance with established policies and procedures.
17. Exchanges information with College and District personnel at all levels regarding policies and procedures related to the assigned functional accounting and record keeping area.
18. Provides technical information as a resource to various offices within the District.
19. Attends, meetings, workshops, and other gatherings to obtain most current information.
20. Monitors and evaluates performance of internal and external financial and other records systems and develops recommendations, in conjunction with information technology staff, to implement system improvements and upgrades and to maintain effective integration of systems.
21. Monitors and interprets federal and state regulations and guidelines and assures compliance with requirements; updates and revises procedures as necessary.
22. Performs other related duties as assigned.

C. Requirements

1. Bachelor's degree from an accredited institution in public policy, accounting, public or business administration, finance or a closely related field. Graduate level degree in a similar discipline preferred.

2. Successful work experience of increasing responsibility conducting independent in-depth analysis of public or private entity operations, programs and procedures is required. Auditing; financial analysis and reporting; and project budgeting, planning, and design experience is desirable.
3. Extensive public contact experience with people of diverse cultures, language groups and abilities
4. Experience in the coordination of workloads with people at various levels within an organization
5. Skill in complex data research, analysis and reporting
6. Skill in the use of spreadsheets and a variety of computer software to compose and prepare data analysis, reports, summaries, correspondence and other materials
7. Extensive public contact with people of diverse cultures, language groups and abilities
8. Demonstrated skills in written and oral communication, including public speaking and persuasive communication
9. Skill in training, directing, supervising, and evaluating the work of others
10. Possession of a California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-campus locations

OR equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires multi-level tasking and strategic planning, attention to detail and organization of financial data, active listening; individual to large-group communication, persuasion, good memory, tact, patience, flexibility and the ability to drive a motor vehicle to off-site locations in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of in-depth research, analysis and reporting of public or private sector programs, procedures and policies.
2. Knowledge of generally accepted accounting and auditing standards, practices and procedures, and fund accounting is desirable.
3. Knowledge of financial analysis and research procedures is desirable
4. Skill in the development and use of a variety of spreadsheet and other software instruments to conduct public policy analysis, develop, format and prepare data for a variety of reports
5. Skill in planning, organizing, and coordinating the work of accounting and support staff, technical resources and other staff from various constituencies and levels within the organization???
6. Skill in training, directing, supervising, and evaluating the work of others
7. Skill in oral and written communication, including public and persuasive speaking
8. Skill in planning, organizing, and prioritizing a variety of workloads and deadlines
9. Ability to communicate effectively with people of diverse cultures, language groups and abilities who are at various levels within organizations

(1/2022)

BOARD REPORT NO. 22-01-111B

TO: Members of the Board of Trustees

FROM: Richard Holober, Board President

**APPROVAL TO INITIATE RFP PROCESS FOR CONSULTANT TO CONDUCT A
PERFORMANCE AUDIT OF DISTRICT PERSONNEL POLICIES AND ACTIONS RELATED
TO GROUPS OF NON-BARGAINING UNIT ADMINISTRATIVE, PROFESSIONAL,
SUPERVISORY, AND EXECUTIVE PERSONNEL**

At its meeting on April 28, 2021, the Board of Trustees adopted a revision to Board Policy 1.10: Duties and Responsibilities of the Board, adding to the essential duties of the board the following:

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

At its meeting on December 15, 2021, the Board agreed by consensus to bring back as an action item directing an external performance audit of District personnel policies and actions related to groups of non-bargaining unit administrative, professional, supervisory, executive, and other highly compensated personnel. This performance audit is designed to help the Board and others better understand the personnel structure of the district and its evolution and help identify areas of excellence and potential weakness.

The Board will use an RPF process to invite organizations and individuals with relevant expertise to make proposals to the Board. The Board will develop a process to review these proposals, conduct interviews and background research on proposers, make a selection, and develop an agreement with the selected organization or individual. College district staff will assist the Board as required.

The scope of this external performance audit would include researching the evolution since 2000 of the organization chart for these groups of non-bargaining unit personnel. It will research changes in job titles, job classifications, reclassifications, and changes in placement on salary schedules, and the impact of these changes in job title, classification, reclassification, and salary schedule placement on pay and benefits for these groups of non-bargaining unit personnel, and for specific sub-groupings within these groups.

The performance audit would analyze the changes in pay and benefits for bargaining unit employees over this period and compare these changes with the actual changes in pay and benefits received by employees in the groups of non-bargaining unit administrative, professional, supervisory, executive, and other highly compensated personnel, by group and by specific subgroupings.

The audit would survey the organizational charts of other comparable community college districts and other comparable public sector organizations. It would benchmark our district with the pay and benefits for groups of non-bargaining groupings and subgroupings of comparable institutions, including benchmarking the evolution of pay and benefits of these groups and subgroupings at comparable institutions over time.

The audit would examine the methodology used by the college district to determine the classification placement and pay scales of these non-bargaining unit positions, and the methodology used to determine reclassification of these positions. It would examine the methodology used for determining classification placement and reclassification at comparable institutions.

The organization or individual conducting this performance audit will report its results directly to the College Board and may make recommendations in its report. The Board will receive periodic updates on the progress of this performance audit and may appoint an ad-hoc committee to assist in developing and refining the scope of its research project.

RECOMMENDATION

It is recommended that the Board of Trustees approve a performance audit of District personnel policies and actions related to groups of non-bargaining unit administrative, professional, supervisory and executive personnel and to engage an external consultant, through an RFP process, to conduct the audit.

BOARD REPORT NO. 22-01-02C

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

**RECEIPT OF 2020-2021 CITIZENS' BOND OVERSIGHT COMMITTEE
ANNUAL REPORT TO THE COMMUNITY**

As required by law, the Board of Trustees established a Citizens' Bond Oversight Committee composed of community leaders with expertise in finance, accounting, education, construction, sustainability and local government. The Committee is charged with the responsibility to assure voters that bond proceeds are expended only for construction, reconstruction, rehabilitation or replacement of College facilities in compliance with the ballot language approved by voters, and that no funds are used for teacher or administrator salaries or other operating expenses.

The Bond Oversight Committee has approved their 2020 – 2021 annual report to the community as submits it to the Board of Trustees for its receipt.

The report can be accessed in digital format at: <https://cboc.smccd.edu/AR2021/index.html>.

BOARD REPORT NO. 22-01-03C

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

BOARD RETREAT PLANNING UPDATE

Each year, the Board of Trustees meets in a retreat format to discuss strategic initiatives and set priorities for the year. The 2022 Board Retreat will be held on Saturday, February 12.

To assist the Board President and Chancellor in preparing the agenda, the Board will discuss potential topics for consideration at the retreat.

January 24, 2022

To: SMCCCD Board of Trustees

From: Michael Claire, Chancellor

Subject: Board Retreat Topics

The Annual Board Retreat will be held on February 12, 2022. The Board requested that I present potential topics to aid in the discussion of retreat planning at the January 26 Board meeting. I have done my best to include the input that I have received from the Board over the last several months in this document.

I want to highlight two major initiatives that will require significant effort and attention as I think about the coming year: 1) the design and preliminary implementation of a comprehensive San Mateo County Promise Program (The Big Launch), and 2) re-imagining our colleges in a post-pandemic world. Please note that these two strategic initiatives encompass many of specific interests that the Board has discussed over this last year.

Also, we always set aside some time at the retreat to discuss the budget for the upcoming fiscal year. In fact, discussion with the Board marks the start of the formal budget planning process. Thus, I recommend that we include a discussion of the budget at the retreat. We will also provide an update on our work in adjusting the allocation model so that resources are better aligned with goals and priorities.

Finally, there are other issues that require Board attention in the coming year. I have included these items for your consideration either as retreat topics or as future Study Session topics.

Strategic Initiatives

San Mateo County Promise Program (The Big Launch)

Board members and other San Mateo County leaders have expressed interest in developing a San Mateo County Promise Program. The overall goal of the proposed program would be to provide authentic post-secondary access and success for all students in San Mateo County. The proposed program would bridge the gap between efforts directed at pre-K through the 3rd Grade (The Big Lift), and college completion efforts (including the Promise Scholars Program) by providing a comprehensive and seamless program integrating the K-12 system, the three colleges, local transfer institutions, and employers. I view the Big Launch as a county-wide effort that will require partnerships with the K-12 sector, the Foundation, other public agencies, community-based organizations, local CSUs, and the private sector.

Several elements of the proposed program at the post-secondary level exist but require a long-term commitment of resources to fund current operations and future expansion including the Promise Scholars Program; programs to meet student basic needs including food insecurity, transportation, and housing; reducing or eliminating textbook costs; fostering deep connections with the K-12 sector including expanding pathways and dual enrollment capacity; and developing partnerships with our K-12 partners so that our colleges are the preferred option for students--particularly for those students with barriers in accessing post-secondary opportunities. Staff is prepared to present a briefing paper on the topic at the Board retreat and welcomes Board discussion and direction.

Re-imagining Our Colleges

The pandemic has accelerated many changes in higher-education and has also amplified the stark differences in access and success among the students that we serve. It is incumbent that we recognize that we will live in a post-pandemic world that is different than our world prior to March 2020. This fact requires us to think differently about our institutions.

Working in collaboration with our participatory governance groups, I propose convening a group of leaders from across the District to investigate and to make recommendations for change with a focus on mission, curriculum (including workforce development), pedagogy, and student support services. In addition, the Board has heard presentations from the Anti-Racism Council about the need to view policies and practices with an equity and anti-racism lens. This work must be part of the process of re-imagining our institutions. I request Board discussion, feedback, and direction on this initiative and also request that the Board appoint up to two Board members to serve on this ad-hoc working group,

Other Issues for Board Consideration

The District faces immediate issues that require Board discussion and direction. The items below are presented as potential retreat topics or as future study session topics:

Enrollment Trends

All Board members have expressed concerns about the current enrollment trends in our District. The long-term goals referenced above will help to reverse this trend but the District must take action now to address this significant drop in enrollment. District staff are prepared to present a comprehensive plan for this next year and to receive feedback from the Board.

Improving Transparency, Responsibility, and Accountability to our Community

The District must redouble its efforts to be more transparent and accountable to the public. The Board has taken action on this matter by enhancing audit capacity and by suggesting changes in operations to improve transparency. While these actions are helpful, we must develop the structure, the systems, and the culture so that this goal is sustainable for the long-term. Finally, the District must develop robust, timely, and accurate reporting to the community.

The Future of Auxiliary Services

I am recommending several changes to the District organizational structure and Auxiliary Services will report to the Executive Vice Chancellor before the end of the current academic year. Moving forward, Auxiliary Services will include the bookstores, food services, and the athletic club(s). Auxiliary Services must be self-sustaining. The executive vice chancellor and his staff will review the current model and provide forecasts of revenues and expenses for the entire operation. The Cañada Athletic Club site should be included in this discussion.

The Foundation MOU

The MOU with the Foundation expires in 2023 and the Board will need to make a decision regarding the next MOU. The Foundation's long-term goals should be included as part of the discussion. I have had a conversation with the Executive Director of the Foundation and have asked that she be prepared for a possible study session before the end of the current fiscal year.

Board Professional Development

The Board has expressed interest in developing a robust professional development program for Board members. A meaningful professional development program and on-boarding was mentioned by several Board members in the Board self-evaluation last July.

Student Basic Needs: Transportation, Housing, Food Insecurity

Although addressed as part of the Big Launch initiative presented above, the Board may wish an update on these initiatives and to provide further direction. Continuation of these programs will require a budget allocation in the coming fiscal year.

BOARD REPORT NO. 22-01-04C

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

**REVIEW OF PROPOSED UPDATES TO BOARD POLICY 2401 (2.60) REGARDING BOARD
POLICIES AND ADMINISTRATIVE PROCEDURES**

As part of a broader review of District policies and administrative procedures conducted through consulting services with the Community College League of California, staff will be recommending edits to a number of policies and procedures, including those relating to the District's policy regarding Board policies and administrative procedures. This is a timely review as the Board and Chancellor have discussed, at recent meetings, an interest in clarifying how administrative procedures are created.

This policy is being presented for information and feedback purposes only and is not agendaized for action at this meeting.

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2410 2.06(BP-
24102.60)

BOARD POLICY
San Mateo County Community College District

Subject: BP 2.06 Board Policies and Administrative Procedures
Revision Date: 12/11; 7/17; 4/19; X/22
Policy Reference: Education Code Section 70902; ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7 and I.C.5

The Board of Trustees may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

1. The policies adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All District employees shall be expected to know and shall be held responsible for observing all provisions of law pertinent to their job responsibilities and activities as District employees.
2. Any policy may be suspended by a majority vote of the Board, which vote shall be taken by roll call and shall be entered in the minutes of the meeting.
- 2.3. Policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.
- 3.4. The policies governing the District may be amended by a majority vote of the Board at any meeting. Amendment shall be made by repeal of the existing rule and, if required, the enactment of a new rule.
- 4.5. The administration, in conjunction with the appropriate constituencies, will review each policy on a six-year schedule in accordance with the accreditation cycle. Any changes required will be brought to the appropriate consultative group and to the Board of Trustees for approval.
- 5.6. Board Policy policies 2.05 and 2.08 2510 (Participation in Local Decision-Making) assigns responsibility to the Academic Senate to advise the Board on eleven different areas of "academic and professional" matters. Policy changes which impact any of the eleven areas will be reviewed by the Academic Senate prior to being sent to the Board for approval.
6. Board Policy 2510 (Participation in Local Decision-Making) policy 2.08 assigns responsibility to the District Participatory Governance Council (DPGC) to advise the Board on seven different governance matters. Policy changes which impact any of these seven areas will be reviewed by the DPGC before being sent to the Board for approval.
7. Administrative procedures are to be issued by the District Chancellor as statements of method to be

used in implementing board policy. Such administrative procedures shall be consistent with the intent of board policy. Administrative procedures may be revised as deemed necessary by the District Chancellor.

8. The District Chancellor shall, on an annual basis, provide each member of the Board with any administrative procedure revisions since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

~~7.9.~~ Administrative procedures implementing Board-adopted policies shall be developed by designated administrators subject to approval of the Chancellor. Procedures shall be consistent with and not in conflict with policies adopted by the Board.

~~8.10.~~ Board policies and administrative procedures will utilize the numbering and titling system recommended by the Community College League of California.

11. Board policies will only reference the "Chancellor ~~(or designee)~~" as the responsible party for implementing Board policies and developing administrative procedures, as the District Chancellor is the primary employee of the governing board.

~~9.12.~~ Copies of all board policies and administrative procedures shall be readily available to District employees through the District Chancellor.

13. Board policies and administrative procedures will be posted on the District's website.

Also see AP 2410 Board Policies and Administrative Procedures and BP 2430 Delegation of Authority to the District Chancellor.

BOARD REPORT NO. 22-01-05C

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

**REVIEW OF PROPOSED UPDATES TO BOARD POLICY 2710 (2.45) AND
ADMINISTRATIVE PROCEDURES 2710 (2.45.1) AND 2712 (2.45.2)
REGARDING CONFLICT OF INTEREST**

As part of a broader review of District policies and administrative procedures conducted through consulting services with the League of California Community Colleges, staff will be recommending edits to a number of policies and procedures, including those relating to the District's conflict of interest processes. This is also a timely review as the annual form 700 financial disclosure filings are due in the spring.

Within the edits proposed for the conflict of interest policies and procedures, of particular note is:

- Clarification on Form 700 filers
- Requirement for training on conflict of interest policies, procedures and Form 700 disclosures
- Enhanced language for requirements for receipt of federal grant funds
- Enhanced and clarifying language for the Political Reform Act of 1974 and disclosure regulations of the Fair Political Practices Commission

Attached to this report, Trustees will find the following documents, with recommended staff edits noted in red text:

- Attachment #01: Board Policy 2710 (old number 2.45) - Conflict of Interest
- Attachment #02: Administrative Procedure 2710 (old number 2.45.1) - Conflict of Interest
- Attachment #03: Administrative Procedure 2712 (old number 2.45.2) - Conflict of Interest Code

This policy is being presented for information and feedback purposes only and is not agendaized for action at this meeting.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.45 (BP 2710)**

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

Subject: ~~BP 2.45~~ Conflict of Interest
Revision Date: 5/12; 1/17; ~~X/22~~
Policy References: Government Code Sections 1090, et seq., 1126, 87200, et seq.; Title 2, Sections 18730 et seq.

1. In compliance with law, the Board ~~of Trustees~~ shall adopt a Conflict of Interest Code and shall periodically review the list of designated employees required to complete financial disclosure forms. The Chancellor shall designate a filing Officer for conflict of interest matters and that person shall perform related duties as required by law.
2. Each Board member and each designated employee under the District's Conflict of Interest Code shall annually file a statement ~~of economic interest with the filing officer identified by the administrative procedures~~ disclosing those interests in investments, real property, and income that are designated as reportable under the Conflict of Interest Code.
3. A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her/~~their~~ duties as an officer of the District.
4. No Board member nor any employee of the District shall make, participate in making or, in any way, attempt to use his/~~or~~ her/~~their~~ position to influence a governmental decision in which he/~~or~~ she/~~they~~ know(s) or has reason to know that he/~~or~~ she/~~they~~ has/~~have~~ a financial interest.
5. Board members and employees shall not be financially interested in any contract made by them in their official capacity or in any body or board of which they are members. A Board member shall not be considered to be financially interested in a contract if his/her/~~their~~ interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.
6. A Board member who has a remote interest in any contract considered by the Board shall disclose his/~~or~~ her/~~their~~ interest during a Board meeting and have the disclosure noted in the official board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.
7. In compliance with law and regulation, the District Chancellor shall establish administrative procedures to provide for disclosure of assets or income of Board members who may be affected by their official actions and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest ~~and shall, as necessary, obtain legal advice should a potential conflict of interest occur.~~
8. Administrative procedures established by the District Chancellor shall also include provisions for mandatory training for those employees required to complete financial disclosure forms as prescribed in Section 1 of this policy.

7.9. Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

Also see BP 2200 Board Duties and Responsibilities, AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Code, BP/AP 2715 Code of Ethics/Standards of Practice, BP/AP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board, BP/AP 3050 Institutional Code of Ethics, and BP/AP 3300 Public Records.

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.45.1 (AP 2710)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: ~~AP 2.45.1~~ Conflict of Interest

Revision Date: 9/12; ~~X/22~~

References: Government Code Sections 1090 et seq., 1099, 1126, 87100 et seq., 87103, 87105, 87200-87210, 87300-87302, 87406.3, 89501-89503 and 89506; Title 2 Sections 18700 et seq. and 18730 et seq.; Education Code Section 72103 et seq.; 2 Code of Federal Regulations Part 200.318 subdivision (c)(1); and other citations as listed below

1. Incompatible Activities (Government Code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to their duties as officers or employees of the District. A Board member shall not simultaneously hold two public offices that are incompatible as defined in Government Code Section 1099. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

2. Financial Interest (Government Code Sections 1090 et seq.)

Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make ~~by them~~ in their ~~official~~ capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if his/her/their interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he/she/they has/have only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her/their minor child.

3. No Employment Allowed (Education Code Section 72103 subdivision (b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

4. Financial Interest in a Decision (Government Code Sections 87100 et seq.)

If a Board member or employee determines that he/she/they has/have a financial interest in a decision, as

described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- a. Publicly identify the financial interest in detail sufficient to be understood by the public;
- b. Recuse himself/~~or~~ herself/themselves from discussing and voting on the matter;
- c. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

5. **Gifts** (Government Code Section 89503)

- a. Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.
- b. Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her/their statement of economic interests.
- c. The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.
- d. Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506. A gift of travel does not include travel provided by the District for Board members and designated employees.
- e. Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).
- f. Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her/their statement of economic interests. The term "honorarium" does not include (1) earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches, or (2) any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

6. **Representation** (Government Code Section 87406.3)

Elected officials and the District Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

7. The District will follow all guidelines contained in Title 5, Sections 18730 et seq.

8. Contracts Supported by Federal Funds (2 Code of Federal Regulations Part 200.318 subdivision (c)(1))

No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he/she/they has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, Board member, or agent, any member of his/her/their immediate family, his/her/their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by Board members, employees, or agents of the District.

Also see BP 2200 Board Duties and Responsibilities, BP 2710 Conflict of Interest, AP 2712 Conflict of Interest Code, BP/AP 2715 Code of Ethics/Standards of Practice, BP/AP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board, BP/AP 3050 Institutional Code of Ethics, and BP/AP 3300 Public Records.

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.45.2 (AP 2712)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 2.45.2 Conflict of Interest Code
Revision Date: 9/12; 8/16; 8/18
References: Government Code Sections 87103(e), 87300-87302, 89501 and 89503; Title 2
Section 18730

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation, along with the designation of employees and the formulation of disclosure categories in the Appendix attached to this procedure, constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

**CONFLICT OF INTEREST CODE OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

The Political Reform Act, Government Code Sections 8100, et. seq., requires state and local government agencies to adopt Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Adm. Code Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice hearings. Therefore, the terms of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the San Mateo County Community College District (Hereinafter "Agency").

Pursuant to Section 18730(b)(4)(B) of the Standard Code, all designated employees shall file statements of economic interests with the agency, which shall make and retain a copy and forward the originals to the code reviewing body, which shall be the filing officer.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to Title 2, Division 6 of the California Administrative Code, Section 18277, the County Clerk for the County of San Mateo shall be the official responsible for receiving and retaining statements of economic interests filed with the Board of Supervisors.

Section 1. Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees

The persons holding positions listed in Section 13 are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Section 3. Disclosure Categories

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economics interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and

(C) The filing officer is the same for both agencies.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in Section 13 specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his/her/their statement of economic interests those economic interests he/she/they has which are of the kind described in the disclosure categories to which he/she/they is assigned in Section 13. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he/she/they foreseeably can affect materially through the conduct of his/her/their office.

Section 4. Statements of Economic Interests

Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

Section 5. Statements of Economic Interests

Time of Filing

- (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- (C) Annual Statements. All designated employees shall file statements no later than April 1.
- (D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5. Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/she/they did not make or participate in the making of, or use his/her/their position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/her/their appointment. Such persons shall not file either an assuming or leaving office statement.

- (A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:
 - 1. File a written resignation with the appointing power; and
 - 2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she/they did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code Section 81004.

² See Government Code Section 81010 and Title 2 Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

Section 6. Contents of and Period Covered by Statements of Economic Interests

- (A) Contents of Initial Statements.** Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.
- (B) Contents of Assuming Office Statements.** Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
- (C) Contents of Annual Statements.** Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.
- (D) Contents of Leaving Office Statements.** Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

- (A) Investments and Real Property Disclosure.** When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:
1. A statement of the nature of the investment or interest;
 2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
 3. The address or other precise location of the real property;
 4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).
- (B) Personal Income Disclosure.** When personal income is required to be reported,⁵ the statement shall contain:
1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
 2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of ten percent or greater.

⁵ A designated employee's income includes his/her/their community property interest in the income of his/her/their spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);

3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/she/they is a director, officer, partner, trustee, employee, or in which he/she/they holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 8. Prohibition on Receipt of Honoraria

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her/their statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.

(B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

Section 8.1. Prohibition on Receipt of Gifts in Excess of \$470

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$470 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her/their statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Section 8.2. Loans to Public Officials

- (A) No elected officer of a state or local government agency shall, from the date of his/her/their election to office through the date that he/she/they vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she/they holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (C) No elected officer of a state or local government agency shall, from the date of his/her/their election to office through the date that he/she/they vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she/they holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (E) This section shall not apply to the following:
1. Loans made to the campaign committee of an elected officer or candidate for elective office.
 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
 3. Loans from a person which, in the aggregate, do not exceed \$500 at any given time.
 4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3. Loan Terms

- (A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/her/their election to office through the date he/she/they vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his/her/their spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 8.4. Personal Loans

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9. Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his/her/their official position to influence the making of any governmental decision which he/she/they knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her/their immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$470 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3. Legally Required Participation

No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her/their participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her/their participation legally required for purposes of this section.

Section 9.5. Disqualification of State Officers and Employees

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her/their official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/her/their immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

Section 10. Disclosure of Disqualifying Interest

When a designated employee determines that he/she/they should not make a governmental decision because he/she/they has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel

Any designated employee who is unsure of his/her/their duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his/her/their agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000- 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

DESIGNATED CATEGORIES

CATEGORY 1. A designated employee assigned to Category 1 is required to disclose investments that may foreseeably be materially affected by any decision made or participated in by the designated employee. All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within in the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.

CATEGORY 2. A designated employee assigned to Category 2 is required to disclose interests in real property that may be materially affected by any decision made or participated in by the designated employee. All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the District.

CATEGORY 3. A designated employee assigned to Category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his-~~or~~/ her/their position. All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.

CATEGORY 4. A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management that may be materially affected by any decision made or participated in by the designated employee. All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

CATEGORY 5. All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the District.

CATEGORY 6. All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the Designated Employee's Department.

TRAINING

1. Each employee designated in Appendix A shall participate in a training on Board Policy 2712 (2.45) and Administrative Procedures 2710 (2.45.1) and 2712 (2.45.2) on an annual basis. Trainings will be coordinated by the District Chancellor's office.
2. Each employee designated in Appendix A shall participate in a training on the filing of financial disclosure statements (Form 700) on an annual basis. Trainings will be coordinated by the District Chancellor's office.

4.—

APPENDIX A

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
DESIGNATED OFFICIALS AND EMPLOYEES

Designated Positions, and the Disclosure Categories assigned to them, are as follows:

Designated Positions	Disclosure Category
Board of Trustees	1,2,3,4, <u>5,6</u>
Chancellor	1,2,3,4, <u>5,6</u>
Deputy Chancellor	1,2,3,4
Executive Vice Chancellor	1,2,3,4, <u>5,6</u>
<u>College Presidents</u>	<u>1,2,3,4,5,6</u>
Vice Chancellors	1,2,3,4, <u>5,6</u>
Chief of Staff	1,2,3,4, <u>5,6</u>
College Presidents	1,2,3,4
Consultants*	1,2,3,4
All Other Administrators <u>on Salary Schedule 20</u>	1,3,4, <u>5,6</u>
<u>Controller</u>	<u>1,2,3,4,5,6</u>
<u>District Budget Director</u>	<u>1,2,3,4,5,6</u>
<u>Facilities Manager</u>	<u>1,3,4,6</u>
Bookstore Managers	1,3,4, <u>6</u>
Student Life and Leadership Manager/Director of Student Development	1,3,4, <u>6</u>
Coordinators of Library Services	1,3,4, <u>6</u>
Buyers and Senior Buyers, Purchasing	1,3,4, <u>6</u>
<u>Consultants*</u>	<u>1,2,3,4,5,6</u>

* The Chancellor, or designee, shall review the duties and authority of all consultants retained by the District. Those consultants who, within the meaning 2 CA. Code of Regulations 18700(a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the District shall maintain a list of such consultants for public inspection in the same manner and location as this

Conflict of Interest Code.

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The District Chancellor or designee may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based on that description, a statement of the extent of disclosure requirements. The District Chancellor’s or designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

Also see BP 2200 Board Duties and Responsibilities, BP/AP 2710 Conflict of Interest, BP 2715 Code of Ethics/Standards of Practice, BP/AP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board.

~~August 2018~~

BOARD REPORT NO. 22-01-06C

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

DISCUSSION OF BOARD PROFESSIONAL DEVELOPMENT

Board Policy 1.10, Section 2(h) outlines that one of the responsibilities of the Board of Trustees is to: “To engage in ongoing development of the Board. The Board will conduct study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.”

Trustees will discuss activities that it wishes to engage in for individual and collective professional development.