



Wednesday, August 10, 2022
STUDY SESSION OF THE BOARD OF TRUSTEES

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Closed Session 5:00 p.m.; Open Session 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/89461113145>
Dial-In: 1-669-900-9128 - Webinar ID: 894 6111 3145

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.

1. CLOSED SESSION - 5:00 p.m.

2. CLOSED SESSION ITEMS FOR DISCUSSION

Subject

2.1 Conference with Legal Counsel - Existing Litigation - Jordan Chavez v. San Mateo County Community College District - San Mateo County Superior Court - Case No. 21-CIV-06647

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Access Public
Type

Subject 2.2 Conference with Legal Counsel - Potential Litigation: Significant Exposure to Litigation Pursuant to Gov. Code, § 54956.9, Subd. (D)(2): One Case

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Access Public
Type

Subject 2.3 Conference with Legal Counsel - Potential Litigation: Initiation of Litigation Pursuant to Gov. Code, § 4956.9, Subd. (d)(4): One case

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Access Public
Type

Subject 2.4 Pursuant to Gov. Code, §54957: Public Employee Discipline / Dismissal / Release

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Access Public
Type

Subject 2.5 Public Employee Performance Evaluation: Review of Goals - Chancellor; Evaluation – Chancellor

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Access Public
Type

Subject 2.6 Discuss of Complaint Against Employee Pursuant to Cal. Gov. Code § 54957(b) (1)

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Access Public
Type

Subject 2.7 Conference with Labor Negotiator - Agency Designated Representative: Michael Claire and Richard Storti - Employee Organization: Non-Represented Employees

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Access Public
Type

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Subject 3.1 Comments by Members of the Public

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY
Access Public
Type Procedural

4. CLOSED SESSION

Subject 4.1 Recess to Closed Session

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 4. CLOSED SESSION
Access Public
Type Procedural

5. OPEN SESSION - 6:00 p.m.

Subject 5.1 Call to Order / Roll Call / Pledge of Allegiance

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 5. OPEN SESSION - 6:00 p.m.
Access Public
Type Procedural

Subject 5.2 Announcement of Any Reportable Action Taken in Closed Session

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 5. OPEN SESSION - 6:00 p.m.
Access Public
Type Information, Procedural

Subject 5.3 Discussion of the Order of the Agenda

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 5. OPEN SESSION - 6:00 p.m.
Access Public
Type Discussion

6. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject 6.1 Comments by Members of the Public

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 6. PUBLIC COMMENTS ON NON-AGENDA ITEMS
Access Public
Type Information

7. APPROVAL OF MINUTES

Subject 7.1 Approval of Minutes from the June 14, 2022 Special Closed Session

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 7. APPROVAL OF MINUTES
Access Public
Type Action
Preferred Date Aug 10, 2022
Absolute Date Aug 10, 2022
Fiscal Impact No
Budgeted No
Recommended Action It is recommended that the Board of Trustees approve the presented minutes from the June 14, 2022 Special Closed Session.

File Attachments
[2022-06-14 Special Closed Session Minutes.pdf \(95 KB\)](#)

Subject 7.2 Approval Minutes from the June 22, 2022 Regular Meeting

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 7. APPROVAL OF MINUTES
Access Public
Type Action
Preferred Date Aug 10, 2022
Absolute Date Aug 10, 2022
Fiscal Impact No
Budgeted No
Recommended Action It is recommended that the Board of Trustees approve the presented minutes from the June 22, 2022 Regular Meeting.

File Attachments
[2022-06-22 Minutes.pdf \(303 KB\)](#)

Subject 7.3 Approval of Minutes from the June 25, 2022 Board Retreat

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 7. APPROVAL OF MINUTES
Access Public
Type Action
Preferred Date Aug 10, 2022
Absolute Date Aug 10, 2022
Fiscal Impact No
Budgeted No
Recommended Action It is recommended that the Board of Trustees approve the presented minutes from the June 25, 2022 Board Retreat.

File Attachments
[2022-06-25 Retreat Minutes.pdf \(174 KB\)](#)

Subject 7.4 Approval of Minutes from the July 7, 2022 Special Closed Session

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 7. APPROVAL OF MINUTES
Access Public
Type Action
Preferred Date Aug 10, 2022

Absolute Date Aug 10, 2022
Fiscal Impact No
Budgeted No
Recommended Action It is recommended that the Board of Trustees approve the presented minutes from the July 7, 2022 Special Closed Session.

File Attachments
2022-07-07 Special Closed Session Minutes .pdf (78 KB)

Subject 7.5 Approval of Minutes from the July 18, 2022 Special Meeting
Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 7. APPROVAL OF MINUTES
Access Public
Type Action
Preferred Date Aug 10, 2022
Absolute Date Aug 10, 2022
Fiscal Impact No
Budgeted No
Recommended Action It is recommended that the Board of Trustees approve the presented minutes from the July 18, 2022 Special Meeting.

File Attachments
22-07-18 Special Meeting Minutes.pdf (107 KB)

8. NEW BUSINESS

Subject 8.1 Approval of Personnel Items
Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 8. NEW BUSINESS
Access Public
Type Action
Recommended Action It is recommended that the Board of Trustees approve the attached Personnel Report.
TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Julie Johnson, Chief Human Resources Officer
David Feune, Director, Human Resources

APPROVAL OF PERSONNEL ITEMS

Staff presents in the attached report for the Board's consideration recommendations for approval of 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.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Personnel Report.

File Attachments
[APPROVAL OF PERSONNEL ITEMS_8-10-22.pdf \(346 KB\)](#)

9. STUDY SESSION

Subject	9.1 Discussion of Chancellor Search Process and Timeline (30 minutes)
Meeting	Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	9. STUDY SESSION
Access	Public
Type	Discussion, Informational
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor

DISCUSSION OF CHANCELLOR SEARCH PROCESS AND TIMELINE

On June 2, 2022, Chancellor Claire announced that he would be retiring from his position and the District at the end of the 2022-2023 academic year. As a result of the announcement, the Board of Trustees had an initial discussion about the process and timeline for selecting the District's next chancellor at its June 22, 2022 Board Meeting.

At the June 22, 2022 Board meeting, the Board established an ad-hoc committee and charged the ad-hoc committee with identifying potential search consultants for consideration by the full Board. The ad-hoc committee invited four search consulting firms to make a presentation at a special Board meeting on July 18. After hearing presentations from each firm and asking questions, the Board selected Community College Search Services (CCSS) to assist in the search for chancellor.

Dr. Joan Smith, Managing Partner at CCSS, will serve as the primary search consultant. Dr. Smith met with the Board ad-hoc subcommittee to discuss a search timeline, as well as the composition of the screening committee.

Before proceeding with the next phase of the search process, the ad-hoc committee and Dr. Smith require Board guidance and feedback on the following:

1. The proposed composition of the screening committee: four faculty; four classified personnel; a student from each college (3 total); three administrators; two community members; and two trustees.
2. The proposed search timeline (see attached)
3. Feedback on the draft job announcement (see attached)
4. Discussion of a general salary range.

Dr. Smith will be available to guide the discussion on these four items.

File Attachments
[Timeline for SMCCCD Chancellor Search Draft 1.pdf \(107 KB\)](#)
[SMCCCD_Chancellor_Announcement.pdf \(3,209 KB\)](#)

Subject **9.2 Update on Districtwide Fall 2022 Semester Marketing Campaign (20 minutes)**

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 9. STUDY SESSION

Access Public

Type Informational

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Chief of Staff

UPDATE ON DISTRICTWIDE FALL SEMESTER MARKETING CAMPAIGN

The Board of Trustees approved the first-ever District-wide agency of record contract for marketing services in November 2021. This contract award, to VisionPoint Marketing, was for the development and deployment of a short-term and long-term comprehensive strategic marketing strategy that would provide a Districtwide approach, while still allowing for college-level sub-marketing campaigns. The District/Colleges marketing teams and VisionPoint worked for several months to gather stakeholder feedback to inform the development of the marketing plans (for multiple semesters) and materials. Additionally, the team consulted with the District Council on Anti-Racism.

The marketing campaign for the fall semester is currently active and District/Colleges staff and VisionPoint consultants will provide the Board with an update on the campaign.

File Attachments
[Marketing Campaign Report - August 2022.pdf \(3,622 KB\)](#)

Subject **9.3 Update on Cañada College Athletic Center (20 minutes)**

Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 9. STUDY SESSION

Access Public

Type Informational

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor for Administrative Services

UPDATE ON CAÑADA COLLEGE ATHLETIC CENTER

In 2020, the Board of Trustees directed staff to create student-centered athletic centers at College of San Mateo (formerly San Mateo Athletic Club) and the new Cañada College Building 1. Staff have worked to transform and create these centers and have provided updates to the Board about the operations of the College of San Mateo Athletic Center. On August 1, 2022, the new Cañada College Athletic Center opened for public use and staff will provide an update to the Board on the center's operations.

Attached for the Board's reference is the presentation that staff will be utilizing during their briefing to the Board.

File Attachments
[Board Presentation - KAD Division ML 7.20.pdf \(2,132 KB\)](#)

Subject 9.4 Update on San Mateo County Community Colleges Foundation (60 minutes)
Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 9. STUDY SESSION
Access Public
Type Discussion

File Attachments
SMCCC Foundation_BOT Study Session_Aug 10 2022_Presentation Packet.pdf (14,105 KB)

10. COMMUNICATIONS

11. STATEMENTS FROM BOARD MEMBERS

12. RECONVENE TO CLOSED SESSION (if necessary)

13. RECONVENE TO OPEN SESSION (if necessary)

Subject 13.1 Reconvened to Open Session
Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 13. RECONVENE TO OPEN SESSION (if necessary)
Access Public
Type Procedural

Subject 13.2 Announcement of Reportable Action Taken In Closed Session (if necessary)
Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 13. RECONVENE TO OPEN SESSION (if necessary)
Access Public
Type Procedural

14. ADJOURNMENT

Subject 14.1 Adjourn
Meeting Aug 10, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 14. ADJOURNMENT
Access Public
Type Procedural