

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 1. CLOSED SESSION - 5:00 p.m.
Type Procedural

2. CLOSED SESSION ITEMS FOR DISCUSSION

Subject 2.1 Public Employee Performance Evaluation: President, College of San Mateo

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Type Discussion

Subject 2.2 Public Employee Performance Evaluation: President, Skyline College

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Type Discussion

Subject 2.3 Conference With Legal Counsel – Anticipated Litigation: Significant Exposure to Litigation Pursuant to Gov. Code, § 54956.9, Subd. (D)(2): Two cases

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Type Discussion

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

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Type Discussion

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Subject 3.1 Comments by Community Members

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY
Type Information

4. CLOSED SESSION

Subject 4.1 Recess to Closed Session

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 4. CLOSED SESSION

Type Procedural

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

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

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Type Procedural

Subject 5.2 Announcement of Any Reportable Action Taken in Closed Session

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Type Information, Procedural

Subject 5.3 Discussion of the Order of the Agenda

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Type Discussion

6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Subject 6.1 Combined Report of the College Presidents

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Type Informational

Attached is the monthly Combined Report of the College Presidents.

File Attachments
[2022_ExecutiveBoardReport_October.pdf \(16,959 KB\)](#)

7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Subject 7.1 AFT, Local 1493

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type Information

Subject 7.2 CSEA, Chapter 33

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS
Type Information

Subject 7.3 AFSCME, AFL-CIO, Local 829, Council 57

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS
Type Information

8. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject 8.1 Comments by Community Members

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 8. PUBLIC COMMENTS ON NON-AGENDA ITEMS
Type Information

9. NEW BUSINESS

Subject 9.1 Approval of Personnel Items

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 9. NEW BUSINESS
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.

File Attachments
[Approval of Personnel Items_10-26-22.pdf \(465 KB\)](#)

Subject 9.2 Recommendation to Suspend Board Policy 2.90 COVID-19 Vaccination Requirement

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 9. NEW BUSINESS

Type Action

Fiscal Impact No

Budgeted No

Recommended Action It is recommended that the Board suspend Board Policy 2.90- Covid Vaccination Requirement and the related Administrative Procedure 2.90.1 effective immediately.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

RECOMMENDATION TO SUSPEND BOARD POLICY 2.90 COVID-19 VACCINATION REQUIREMENT

The Board adopted *Board Policy 2.90 Covid Vaccination Requirement (BP2.90)* in July 2021 and revised the policy in November 2021 to allow for religious exemptions for students. The District developed *Administrative Procedure 2.90.1 (AP2.90.1)* to operationalize BP 2.90.

The policy was originally developed to mitigate the risk of spread of COVID on our campuses and at our District. Much has changed regarding COVID since the policy was initially developed in July 2021. Most significantly, with the advent ever-changing variants, vaccinations are less effective at mitigating the spread of COVID, but remain highly effective at preventing serious illness. In addition, the following points are pertinent to the discussion regarding the consideration to suspend Board Policy 2.90:

1. Most individuals are vaccinated and/or have contracted COVID-19 thereby increasing immunity in our community.
2. There is no procedural differentiation (masking & surveillance testing) between vaccinated and exemption (unvaccinated) students on campus. Exemption students who are unvaccinated are allowed to attend in person classes and services. However, per policy, unvaccinated students without an exemption are barred from accessing these in-person classes and services. This provides an inequity for our students.
3. New variants continue to evolve which complicates the ability of vaccinations to prevent the spread of COVID.
4. National and state public health guidance have moved from mandatory directives to education and guidance to support individual agency and responsibility.
5. San Mateo County is a highly vaccinated community with approximately 74% of primary vaccinated over 18 years of age receiving a first booster.
6. Students have been negatively impacted in their ability to enroll and register for in person classes and services (unvaccinated, students having difficulty navigating the procedures for submitting vaccination documentation, completing and submitting exemption documentation, or navigating the procedures surround the vaccination policy). Student data regarding vaccinated status since January 2022 is as follows:
 - 28,902 students have registered since January 2022 (unduplicated headcount)
 - Of the 28,902 registered students, 19,572 students completed the attestation process for access to in-person instruction and student services.
 - 9,330 either attested "not vaccinated" OR did not participate in attestation process are approved to only register for online instruction and virtual student services.
7. Our campuses are open to the general public and it is impossible to monitor the vaccinated status all who visit our campuses for events and other reasons—meaning that it is likely that unvaccinated individuals are on our campuses every day, and they are not barred from the use of our facilities. Again, this creates an inequity for our unvaccinated students.
8. The District has successfully implemented its COVID mitigation plan. Mitigation measures include improved building ventilation and assessment of classroom and work spaces, free N95 masks at all building entrances, a masking policy that is responsive to current community spread conditions, access to free antigen testing, and variety of informational resources for students and employees.

Given the change in conditions since BP 2.90 was first developed, the chancellor consulted with faculty, classified, and administrative leaders, and Student Trustee Ta to form an ad-hoc committee. The charge of the committee was to review Board Policy 2.90 for relevancy, as well as the equitable impact on all students and employees, and to

recommend a course of action that reflects the most recent policies and thinking on COVID at a local, state, and national level.

The ad-hoc committee has met and has reported the following to the chancellor:

"The Ad-Hoc committee to review the District Covid-19 Vaccination Requirement, Board Policy 2.90, agreed by consensus to recommend the suspension of this policy.

The committee's commitment to the continuing health and safety of students and employees urges the Board of Trustees to commit continued resources aimed at the following:

*Development and implementation of a robust SMCCCD community COVID-19 education campaign to include emphasis of all CDC identified strategies.
Availability of free COVID-19 antigen testing and N95 masks.
Collaboration with SMC Department of Public Health to provide continued vaccination clinics across the district.
Assessment and optimization of ventilation in all SMCCCD indoor spaces."*

The chancellor concurs with the recommendations of ad-hoc committee and commends the leadership of the AFT, the Academic Senate, the CSEA, the Classified Senates at each college, and Chancellor's Cabinet for their rapid response in appointing members to the ad-hoc committee. Furthermore, the chancellor commends the ad-hoc committee for its thoughtful work. It was important to expedite this work because registration for the Spring 2023 semester begins in early November.

RECOMMENDATION

It is recommended that the Board suspend Board Policy 2.90- Covid Vaccination Requirement and the related Administrative Procedure 2.90.1 effective immediately.

| | |
|--------------------|---|
| Subject | 9.3 Affirmation of Statement in Support of DACA Students |
| Meeting | Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES |
| Category | 9. NEW BUSINESS |
| Type | Action |
| Fiscal Impact | No |
| Budgeted | No |
| Recommended Action | Our colleges proudly serve DACA students and the Board has consistently issued statements in support of DACA students. Staff recommends that that Board support and affirm the joint statement by California Community Colleges Interim Chancellor Gonzales, University of California President Michael Drake, and California State University Interim Chancellor Jolene Koester. |
| TO: | Members of the Board of Trustees |
| FROM: | Michael Claire, Chancellor |

AFFIRMATION OF STATEMENT IN SUPPORT OF DACA STUDENTS

On October 6, 2022 California Community Colleges Interim Chancellor Daisy Gonzales, PhD., University of California President Michael V. Drake, M.D., and California State University Interim Chancellor Jolene Koester, PhD. released the following joint statement after the Fifth Circuit Court of Appeals' decision upholding the State of Texas, et al., v. United States (2021) ruling that the Deferred Action for Childhood Arrivals (DACA) Program is unlawful:

"We are deeply troubled by the Fifth Circuit Court of Appeals' decision, which holds that the DACA program violates federal law. We support the decision to allow current DACA recipients to avoid immediate disruption to their lives and also to seek extensions of their DACA status. Even as we hope that this decision is overturned, the uncertainty it

creates is untenable. DACA recipients deserve to have their status as equal Americans protected from court decisions like this one.

We remain fully committed to working with California Gov. Gavin Newsom, Attorney General Rob Bonta and our students, faculty, and staff to advocate for permanent pathways to citizenship so undocumented Californians can pursue their academic and professional goals without fear of deportation.

Since its implementation 10 years ago, DACA has protected thousands of undocumented students in California and hundreds of thousands across the United States from deportation as they pursue their college degrees. Today, recipients are first responders, medical professionals, educators, scientists, and serve in a host of other critical professions. They have made and continue to make positive contributions to our local, state, and federal economies and communities.

We stand by our students, faculty, and staff. They are vital and valued members of our campus communities. Our systems are dedicated to the continued success of all our undocumented students, many of whom do not participate in DACA.

Undocumented and DACA students can enroll and stay enrolled in California's public colleges and universities. The decision of the Fifth Circuit Court of Appeals does not change our mission to welcome and serve all students. This is what we have always done, and we will not waver. We will continue to do all we can to ensure our undocumented students feel safe and supported on our campuses."

Recommendation

Our colleges proudly serve DACA students and the Board has consistently issued statements in support of DACA students. Staff recommends that that Board support and affirm the joint statement by California Community Colleges Interim Chancellor Gonzales, University of California President Michael Drake, and California State University Interim Chancellor Jolene Koester.

10. CONSENT AGENDA

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|--------------------|--|
| Subject | 10.1 Ratification of May and June 2022 District Warrants |
| Meeting | Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES |
| Category | 10. CONSENT AGENDA |
| Type | Action |
| Recommended Action | It is recommended that the Board of Trustees approve the warrants issued during the period May 1, 2022 through June 30, 2022 and ratify the contracts entered into leading to such payments. |
| TO: | Members of the Board of Trustees |
| FROM: | Michael Claire, Chancellor |
| PREPARED BY: | Bernata Slater, Chief Financial Officer |

RATIFICATION OF MAY AND JUNE 2022 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of May and June 2022 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period May 1, 2022 through June 30, 2022 and ratify the contracts entered into leading to such payments.

File Attachments

Subject **10.2 Community College League of California (CCLC) and California Community College Athletic Association (CCCAA) Membership Dues, 2022-2023**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Type Action (Consent)

Preferred Date Oct 26, 2022

Absolute Date Oct 26, 2022

Recommended Action It is recommended that the Board approve payment of Community College League of California membership dues, including dues for the California Community College Athletic Association, in the amount of \$66,843.00 for 2022-2023.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC) AND CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION (CCCAA) MEMBERSHIP DUES, 2022-2023

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

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

The CCLC assesses its dues annually in conjunction with the dues for the California Community College Athletic Association (CCCAA), which is part of the CCLC. For 2022-2023, the total being assessed by CCLC/CCCAA for the District's annual membership is \$66,843.00.

Payment of the CCLC portion of the dues in the amount of \$30,443.00, is prorated among the Board of Trustees, the Chancellor's Office, and the three colleges. Payment of the CCCAA portion of the dues in the amount of \$36,400.00, which includes the dues for the National Alliance of 2-year College Athletic Administrators (NATYCAA) and Name-Image-Likeness (NIL) compliance, is prorated among the three colleges only. NATYCAA dues provide institutional membership in the national organization, which qualifies each institution and their student-athletes for national awards consideration as it has in the past. All institutions are members of NACDA, which is the national organization for athletic directors from all governing bodies.

RECOMMENDATION

It is recommended that the Board approve payment of Community College League of California membership dues, including dues for the California Community College Athletic Association, in the amount of \$66,843.00 for 2022-2023.

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.

Subject **10.3 Approval of Contract Award for College of San Mateo Building 5 Health Center Relocation Project**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Type Action (Consent)

Preferred Date Oct 26, 2022

Fiscal Impact Yes

Dollar Amount \$1,220,100.00

Budgeted Yes

Budget Source Local Funds

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Michele Rudovsky, Chief Facilities and Operations Officer
Marie Mejia, Interim Director of Capital Projects

APPROVAL OF CONTRACT AWARD FOR COLLEGE OF SAN MATEO BUILDING 5 HEALTH CENTER RELOCATION PROJECT

The College of San Mateo Health Center is being relocated from Building 1 to Building 5. The scope of work for this project is to renovate rooms on the 3rd floor of Building 5. The renovation will provide offices, exam rooms, counseling rooms, restroom, nurse station, and a group meeting room.

Artik Architects 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 (DSA), obtained final approval, and issued the DSA approved documents for bidding.

The Facilities Planning Department, with assistance from General Services Department, advertised this construction opportunity (Bid #86897) 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 September 1, 2022 and September 8, 2022. Eighteen (18) general contractors attended the mandatory pre-bid conferences and job walks held on September 12, 2022 and September 14, 2022.

On September 27, 2022 the District received six (6) bids for the project as follows:

| Contractor | Total Bid |
|--|-----------------------|
| Beals Martin and Associates, Inc. | \$1,220,100.00 |
| Angotti & Reilly, Inc. | \$1,557,589.00 |
| Wickman Development and Construction | \$1,567,254.00 |
| CWS Construction Group, Inc. | \$1,817,042.82 |
| Cal-Pacific Construction, Inc. | \$1,950,300.00 |
| Strawn Construction, Inc. | \$2,045,281.00 |

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

This project will be funded by local funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor or his designee, to execute a contract with Beals Martin and Associates, Inc. for the College of San Mateo Building 5 Health Center Relocation project, Bid #86897, in an amount not-to-exceed \$1,220,100.00, which includes an owner contingency of 10% of the base bid.

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.

Subject 10.4 Approval of Construction Consultants

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Type Action (Consent)

Preferred Date Oct 26, 2022

Fiscal Impact Yes

Dollar Amount \$1,800,000.00

Budget Source MEASURE H GOB, STATE AND LOCAL FUNDS

Recommended Action It is recommended that the Board of Trustees approve these construction consultant services, as detailed above, in an amount not to exceed \$1,800,000.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Michele Rudovsky, Chief Facilities and Operations Officer
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 |
|------------------------|--------------------------|---|
| CIS, Inc. | \$800,000 | Construction Inspection Services for Districtwide Projects |
| Firefly Sports Testing | \$100,000 | Turf Replacement Studies for Districtwide Projects |
| HMC Architects | \$100,000 | Architectural, Engineering and Design Services for CSM Building 19 Facelift Project |

| | | |
|----------------------|-----------|--|
| Servitas LLC | \$500,000 | Grant Application Support and Consulting Services for Districtwide Student Housing Project |
| Suniya360 Architects | \$300,000 | Districtwide Campus Programming Services |

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

RECOMMENDATION

It is recommended that the Board of Trustees approve these construction consultant services, as detailed above, in an amount not to exceed \$1,800,000.

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.

Subject **10.5 Acceptance of Perkins Reserve Innovation Grant from the California Community College Chancellor's Office for the College of San Mateo**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Type Action (Consent)

Preferred Date Oct 26, 2022

Absolute Date Oct 26, 2022

Fiscal Impact No

Dollar Amount \$300,000.00

Budgeted No

Budget Source California Community College Chancellor’s Office’s Workforce and Economic Development Division

Recommended Action It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$300,000 from the California Community College Chancellor’s Office’s Workforce and Economic Development Division

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, President, College of San Mateo
Anthony Djedi, Interim Vice-President, Administrative Services

ACCEPTANCE OF PERKINS RESERVE INNOVATION GRANT FUNDING FOR THE COLLEGE OF SAN MATEO

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) was signed into law on July 31, 2018. This bipartisan measure reauthorized the Carl D. Perkins Career and Technical Education Act of 2006 and provides annual Federal funding to support Career and Technical Education for our nation's youth and adults. Perkins V funding allocated to California Community Colleges Chancellor's Office is focused on preparing individuals from traditional underrepresented student groups, including those individuals who are economically or educationally disadvantaged and those identified as economically distressed or at-risk, with the goal of entering high skill, high wage, and/or in-demand occupations.

The **Perkins Reserve Innovation Grant** provides additional funding to supplement the College of San Mateo's Perkins V annual allocation to assist colleges with implementing proven and evidence-based strategies to close equity and participation gaps in skills and employment. As such, the College of San Mateo will work to accelerate key career education pathways in high-wage, high-demand fields and provide wrap-around support to prepare students with in-demand skills. Grant funds will be utilized to prepare and directly link students to careers and provide a broad range of classroom, hands-on and industry interaction to underserved students in the graphic design, technology and dental assisting programs. The College will work to offer expedited pathways to employment by compressing the length of time to completion in key programs.

RECOMMENDATION

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$300,000 from the California Community College Chancellor's Office's Workforce and Economic Development Division.

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.

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| Subject | 10.6 Disposition of District Records for Skyline College |
| Meeting | Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES |
| Category | 10. CONSENT AGENDA |
| Type | Action (Consent) |
| Preferred Date | Oct 26, 2022 |
| Absolute Date | Nov 30, 2022 |
| Fiscal Impact | Yes |
| Dollar Amount | \$10.00 |
| Budgeted | Yes |
| Budget Source | Fund 10002 |
| Recommended Action | It is recommended that the Board approve destruction of the obsolete records as shown on the attached list. |
| TO: | Members of the Board of Trustees |
| FROM: | Michael Claire, Chancellor |
| PREPARED BY: | Yanely Pulido, Director, General Services Bob Domenici, Purchasing Supervisor Joseph Morello, Jr., Vice President of Administration, Skyline College |

DISPOSITION OF DISTRICT RECORDS FOR SKYLINE COLLEGE

District Rules and Regulations, Section 8.27 (Records Management), provides for disposition of District records, including classification, retention and destruction in accordance with the California Education Code. After its review of District records, District staff requests the Board's approval for the destruction of the records in Exhibit A. All of the listed records have outlived their usefulness and were kept for the period mandated by the Education Code.

For the Board's information, the record types are summarized as follows:

- Class 1: Permanent Records

- Class 2: Optional Records – Optional records not required to be maintained permanently, but deemed worthy of further preservation. These records shall be retained as Class 2 records until reclassified as Class 3
- Class 3: Disposable Record

RECOMMENDATION

It is recommended that the Board approve destruction of the obsolete records as shown on the attached list.

File Attachments
[Oct 22 Document Shredding Spreadsheet.pdf \(144 KB\)](#)

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.

Subject **10.7 Curricular Additions, Deletions and Modifications for College of San Mateo and Skyline College**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Type Action (Consent)

Preferred Date Oct 26, 2022

Absolute Date Oct 26, 2022

Fiscal Impact No

Budget Source n/a

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

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 FOR COLLEGE OF SAN MATEO AND SKYLINE COLLEGE

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

Four 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, sixteen courses and one program were modified.

Each of the proposed courses and programs has been reviewed by the appropriate Division Dean and approved by the College Curriculum or Instruction Committee, acting on behalf of the local Academic Senate. In addition, the Academic Senate Presidents provide oversight with respect to the necessary role of the local Senates in the review and approval

process. The rigor of the approval process assures that each new course has substance and integrity in relation to its discipline and that it fills a clear student need not being served by existing course offerings.

RECOMMENDATION

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

File Attachments

[Brd 10-26-22_Attachment A_CSM.pdf \(239 KB\)](#)

[Brd 10-26-22_Attachment B_SKY.pdf \(201 KB\)](#)

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.

Subject **10.8 Approval of Lease Agreement for the College of San Mateo Facility in Half Moon Bay With Professional Peninsula Properties, LLC**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Type Action (Consent)

Preferred Date Oct 26, 2022

Absolute Date Oct 26, 2022

Fiscal Impact Yes

Dollar Amount \$252,000.00

Budgeted Yes

Budget Source College Funds

Recommended Action It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a lease with Professional Peninsula Properties, LLC for space at 650 Mill Street, Half Moon Bay, CA, for an initial term of three years, at a monthly cost not to exceed \$7,000, with an option to extend for two years. The rent for the extension term shall be negotiated at a fair market value, and will be presented to the Board for its consideration and approval.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, President, College of San Mateo
Anthony Djedi, Interim Vice President, Administrative Services
Yanely Pulido, Director of General Services

APPROVAL OF LEASE AGREEMENT FOR THE COLLEGE OF SAN MATEO EDUCATION FACILITY IN HALF MOON BAY WITH PROFESSIONAL PENINSULA PROPERTIES, LLC

On May 25, 2022 (Board Report 22-5-13.5), the Board of Trustees authorized the Chancellor, or designee, to negotiate a lease for the College of San Mateo's Education Facility in Half Moon Bay, California in accordance with the CSM's Coast to College Education Plan presented to the Board of Trustees on April 27, 2022 (Board Report 22-4-13.1). Pursuant to the Board of Trustees' direction and authorization, Staff, in consultation with legal counsel, negotiated a lease agreement for the 650 Mill St. property (the "Property") with Professional Peninsula Properties, LLC.

The District is requesting the Board of Trustees to approve the lease, in the form attached to the report, between the District and Professional Peninsula Properties, LLC establishing the terms of the lease of the Property, and delegates authority to the Chancellor, or designee, to execute the lease, subject to any final non-substantive revisions Staff and legal counsel deem necessary.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a lease with Professional Peninsula Properties, LLC for space at 650 Mill Street, Half Moon Bay, CA, for an initial term of three years, at a monthly cost not to exceed \$7,000, with an option to extend for two years. The rent for the extension term will be negotiated at a fair market value, and will be presented to the Board for its consideration and approval.

File Attachments
[650 Mill St HMB Lease Agmt_Final Draft 2022 0823.pdf \(16,936 KB\)](#)

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.

| | |
|--------------------|--|
| Subject | 10.9 Acceptance of Grant Funds from the Unity Higher Education Extended Reality(XR) Grant through the Tides Foundation |
| Meeting | Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES |
| Category | 10. CONSENT AGENDA |
| Type | Action (Consent) |
| Preferred Date | Oct 26, 2022 |
| Absolute Date | Oct 26, 2022 |
| Fiscal Impact | No |
| Dollar Amount | \$150,000.00 |
| Budgeted | No |
| Budget Source | Unity Higher Education XR Innovation Grant through the Tides Foundation |
| Recommended Action | It is recommended that the Board of Trustees authorize acceptance of the grant funds for \$150,000 from the Unity Higher Education XR Innovation Grant for Cañada College. |
| TO: | Members of the Board of Trustees |
| FROM: | Michael Claire, Chancellor |
| PREPARED BY: | Kim Lopez, College President Dr. Chialin Hsieh, Interim Vice President of Instruction |

ACCEPTANCE OF GRANT FUNDS FROM THE UNITY HIGHER EDUCATION EXTENDED REALITY(XR) GRANT THROUGH THE TIDES FOUNDATION

On August 12, 2022, Cañada College was awarded a grant in the amount of \$150,000 from the Unity Higher Education XR Innovation Grant through the Tides Foundation. The funds will be disbursed through the Tides Foundation in the Fall of 2022 as a one-time grant.

Cañada College is proposing to partner with Unity and META to increase the number of extended reality(XR) training degrees/certificates, XR related apprenticeships within SMCCCD programs and expand and align occupations within the K-12 curriculum.

Cañada College created the first XR Developer Pre- Apprenticeship and Apprenticeship Program in California. In addition, Cañada College has had many students receive certificates and/or degrees in XR-related disciplines and secure positions with AAA gaming studios and VR/AR businesses after program completion.

New, online, innovative, and non-traditional training is in high demand throughout California, especially in the XR technology industry. Currently, there are 6,690 annual openings in California alone in this field and 224,000 projected jobs by 2030 nationally in this new and expanding career field. There is considerable unmet labor market demand for these workers, with annual openings of 35,700 nationwide (BLS.Gov).

Cañada will work with META and Unity to help design a new competency-based education model that will enhance Cañada College's existing registered apprenticeship programs, CCC certificates/degrees, and K-12 pathways and curriculum.

RECOMMENDATION

It is recommended that the Board of Trustees authorize acceptance of the grant funds for \$150,000 from the Unity Higher Education XR Innovation Grant for Cañada College.

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.

| | |
|--------------------|---|
| Subject | 10.10 Learning-Aligned Employment Program: Ratification of Agreements and Acceptance of Funds |
| Meeting | Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES |
| Category | 10. CONSENT AGENDA |
| Type | Action (Consent) |
| Preferred Date | Oct 26, 2022 |
| Absolute Date | Oct 26, 2022 |
| Fiscal Impact | No |
| Dollar Amount | \$2,084,270.00 |
| Budgeted | No |
| Budget Source | California Student Aid Commission |
| Recommended Action | It is recommended that the Board of Trustees authorize the agreements and accept funds for \$2,084,270 District-wide, with Cañada College accepting \$455,910, College of San Mateo accepting \$681,237, and Skyline College accepting \$947,123. |
| TO: | Members of the Board of Trustees |
| FROM: | Michael Claire, Chancellor |
| PREPARED BY: | Kim Lopez, President, Cañada College Dr. Jennifer Taylor-Mendoza, President, College of San Mateo College Dr. Melissa Moreno, President, Skyline College |

LEARNING-ALIGNED EMPLOYMENT PROGRAM: RATIFICATION OF AGREEMENTS AND ACCEPTANCE OF FUNDS

Cañada College, College of San Mateo, and Skyline College have submitted agreements to the California Student Aid Commission (CSAC) to participate in the 2022-2031 Learning-Aligned Employment Program (LAEP).

The 2021-22 State budget appropriated \$200 million with funding anticipated through 2031 for the Learning-Aligned Employment Program. This program allows eligible students to earn money while gaining education-aligned, career-related employment.

Institutional allocations are based on the share of students receiving a federal Pell Grant in the most recent prior fiscal year. Up to five percent of allocated funding may be used to cover the program's administrative costs.

LAEP funds may offset up to 90% of the student's compensation for positions at public educational institutions or nonprofit corporations, up to 100% for positions at California community colleges, UC or CSU campuses, and up to 50% for positions at for-profit employers. Any unused funds will roll over to the following year until 2031. There is no institutional penalty for unused funds.

LAEP allows participating students to be placed in an educationally beneficial position related to the student's area of study, career objective, or the exploration of career objectives.

LAEP offers eligible students at California public colleges and universities the opportunity to earn money to help defray their educational costs while gaining education-aligned, career-related employment. The program was created to enhance the affordability of higher education, promote equity, better align higher education with workforce needs, and bridge the gap between college and career.

The performance period is July 1, 2022, through June 30, 2031.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the agreements and accept funds in the amount of \$2,084,270 District-wide, with Cañada College accepting \$455,910; College of San Mateo accepting \$681,237, and Skyline College accepting \$947,123.

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.

Subject 10.11 Acceptance of Gifts and Donations by the District: Engineering Laboratory Equipment

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Type Action (Consent)

Preferred Date Oct 26, 2022

Absolute Date Oct 26, 2022

Budgeted No

Recommended Action It is recommended that the Board of Trustees accept the gift of engineering laboratory equipment.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Kim Lopez, President, Cañada College
Dr. Chialin Hsieh, Interim Vice President of Instruction, Cañada College

ACCEPTANCE OF GIFTS AND DONATIONS BY THE DISTRICT: ENGINEERING LABORATORY EQUIPMENT

Board Policy 8.38, Gifts and Donations, requires that a periodic report of gifts and donations valued at \$1,000 or more be made to the Board of Trustees. All gifts are promptly acknowledged when received. The following donation was received since the last report:

| | |
|---------------------------------------|---|
| Donated Item / Equipment: | Engineering Laboratory Equipment |
| Donor's Estimated Value: | \$45,700 |
| Donation to be specifically used for: | Science and Technology Division at Cañada College |
| Donor: | Dr. Ramki Kalyanaraman Engineering Professor at Cañada College |

RECOMMENDATION

It is recommended that the Board of Trustees accept the gift of engineering laboratory equipment.

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.

Subject 10.12 Acceptance of Gifts and Donations by the District: Fire Equipment for the College of San Mateo Fire Technology Program

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Type Action (Consent)

Preferred Date Oct 26, 2022

Absolute Date Oct 26, 2022

Dollar Amount \$20,000.00

Budgeted No

Recommended Action It is recommended that the Board of Trustees accept the gift of fire equipment for the College of San Mateo Fire Technology Program.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Jennifer Taylor-Mendoza, President, College of San Mateo
Anthony Djedi, Interim Vice-President, Administrative Services

ACCEPTANCE OF GIFTS AND DONATIONS BY THE DISTRICT: FIRE EQUIPMENT FOR THE COLLEGE OF SAN MATEO FIRE TECHNOLOGY PROGRAM

Board Policy 8.38, Gifts and Donations, requires that a periodic report of gifts and donations valued at \$1,000 or more be made to the Board of Trustees. All gifts are promptly acknowledged when received. The following donation was received since the last report:

| | |
|---------------------------------------|---|
| Donated Item / Equipment: | 1999 Smeal 1500 GPM Type 1 Fire Engine |
| Donor's Estimated Value: | \$20,000 |
| Donation to be specifically used for: | Training purposes in Fire Technology courses at College of San Mateo |
| Donor: | Sean Kavanaugh Deputy Fire Chief, Special Services Bureau, North County Fire Authority City of Daly City |

RECOMMENDATION

It is recommended that the Board of Trustees accept the gift of fire equipment for the College of San Mateo Fire Technology Program.

File Attachments
[Smeal Donation Packet Signed.pdf \(608 KB\)](#)

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.

Subject **10.13 College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement between San Mateo County Community College District and Middle College at Cañada College**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Type Action (Consent)

Preferred Date Oct 26, 2022

Absolute Date Oct 26, 2022

Fiscal Impact No

Budgeted No

Recommended Action It is recommended that the Board of Trustees approve the CCAP agreement between SMCCCD and Middle College at Cañada College.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

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

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) DUAL ENROLLMENT PARTNERSHIP AGREEMENT BETWEEN SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AND MIDDLE COLLEGE AT CAÑADA COLLEGE

The SMCCCD in its District Strategic Plan 2021-2026 identifies Dual Enrollment as a key component of its Free Community College Initiative. In accordance with the provisions of AB 288, AB 30, and SB 586, the SMCCCD has established a College and Career Access Pathways (CCAP) agreement with Middle College at Cañada College to provide expanded dual enrollment opportunities for Middle College students.

RECOMMENDATION

It is recommended that the Board of Trustees approve the CCAP agreement between SMCCCD and Middle College at Cañada College.

File Attachments

[College & Career Access Pathway \(CCAP\) SMCCCD - Middle College at Canada College.pdf \(466 KB\)](#)

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.

11. OTHER RECOMMENDATIONS

Subject **11.1 Approval of Contract Award for Districtwide ITS Management and Enterprise Systems (Banner) Consulting to Strata Information Group**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. OTHER RECOMMENDATIONS

Type Action

Preferred Date Oct 26, 2022

Absolute Date Oct 26, 2022

Fiscal Impact Yes

Dollar Amount \$3,451,000.00

Budgeted Yes

Recommended Action It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a five-year contract with Strata Information Group for the Districtwide ITS Management and Enterprise Systems (Banner) Consulting RFP 86896, in an amount not-to-exceed \$3,451,000.

TO: Members of the Board of Trustees

FROM: Michael E. Claire, Chancellor

PREPARED BY: Daman Grewal, Chief Information Officer
Yanely Pulido, Director, General Services
Bob Domenici, Purchasing Supervisor, General Services

APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE ITS MANAGEMENT AND ENTERPRISE SYSTEMS (BANNER) CONSULTING TO STRATA INFORMATION GROUP

As part of the ITS & District Strategic Plan, ITS maintains & manages the Banner ERP system. Banner is a commercial ERP (Enterprise Resource Planning) system designed specifically for higher education. The Banner system is comprised of several tightly integrated modules that share a single database. These include Banner Student, Banner Finance, Banner Human Resources, and Banner Financial Aid. Students use Banner to register for classes, check grades, review financial aid status & pay fees. The name of the application that students use is WebSmart. Faculty use Banner to access class lists, schedules, and submit student grades. Administrative support staff use Banner for internal student

support, business services, financial aid, registration, admissions, human resources, accounting, and finance. Depending upon end user's role at the at the District, everyone uses Banner to accomplish their daily tasks. Banner is cloud hosted, secured, and maintained by District ITS Staff. ITS Staff has developed data integration with multiple third-party systems including Salesforce (CRM), Canvas (LMS), OneLogin(SSO) and many others.

On August 12, 2022, the District issued a Request for Proposals (RFP) 86896 via the District's Online Vendor Portal (PlanetBids) to select a qualified professional services firm to provide management and consulting services to support the District's enterprise (Banner by Ellucian) and related systems Districtwide. 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 August 12, 2022 and August 19, 2022. Proposals were due on August 26, 2022.

The District received two proposals from the following firms which were reviewed and evaluated using the following criteria: cover letter, work plan to manage and maintain Banner services, experience and qualifications, sample work portfolio, cost and references.

| Vendor Name | Annual Cost | Weighted Evaluation Score | Ranking |
|--------------------------|--------------------|----------------------------------|----------------|
| Strata Information Group | \$690,200 | 4.6 | 1 |
| OculusIT | \$483,500 | 3.7 | 2 |

The Evaluation Committee consisted of representatives from ITS, Finance and Educational Services. At the conclusion of the evaluation process, the committee determined that Strata Information Group (SIG) 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. The selection of Strata Information Group was made for the following reasons:

1. SIG is Ellucians platinum partner & presents at CoHEsion (Banner user groups)
2. SIG has provided detailed list of highly skilled staff & their background information. Individual consultants have decades of experience in higher education & in the industry. Individuals who will be assigned to provide the services have been identified and their roles have been described as to how the project will be managed.
3. Close to 30+ years of experience working with California Community Colleges.
4. Extensive experience around Salesforce, Banner, Jitterbit.
5. Detailed information on 3 major projects completed including costs associated & project details.
6. SIG will assist the District in hiring its own Director of Application Services.

The initial term of this contract shall be for five years, from July 1, 2023 through June 30, 2028.

The contract value is \$3,451,000.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or his designee, to execute a five-year contract with Strata Information Group for the Districtwide ITS Management and Enterprise Systems (Banner) Consulting RFP 86896, in an amount not-to-exceed \$3,451,000.

Subject **11.2 Memorandum of Understanding for Facilities Use between Jefferson Union High School District and Skyline College**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. OTHER RECOMMENDATIONS

Type Informational

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Melissa Moreno, President, Skyline College
 Dr. Vinicio Lopez, Vice President of Instruction, Skyline College

MEMORANDUM OF UNDERSTANDING FOR FACILITIES USE BETWEEN JEFFERSON UNION HIGH SCHOOL DISTRICT AND SKYLINE COLLEGE

Skyline College is pleased to announce its partnership with Jefferson High School in Daly City as a pilot for Skyline's Community Nights Program. The Skyline College Neighborhood Center will extend the College's presence and reach in strategic locations embedded in the community.

Skyline College's Neighborhood Center will initially support Adult Education courses offered by Jefferson High's Adult School, and will provide services directly into the community at a location that is convenient and central to many of those for whom the requirement to travel to the campus proves a significant barrier to access. This improved proximity will not only increase the local outreach efforts within the community but enhance community awareness of the College's many services and programs that can be accessed either remotely or at the campus.

Jefferson High School is strategically located in Daly City, about 2.7 miles north of the main campus, where demographic and enrollment analyses suggest that increased presence is likely to yield optimal results. The High School is also walking distance from the busy shopping center located at Serramonte Boulevard and Gellert Boulevard known as Serramonte Center, which also features excellent access to Interstate 280, CA Routes 1 and 35, and broad SamTrans service.

During the pilot Fall semester, Skyline will provide select services to support parents enrolled in Adult Education Courses. Skyline will offer reading and math tutoring for K-12 students, and food distribution and a weekly meal for enrolled Adult Education students and their families. In addition, childcare for participating families will be offered as a way to support and encourage students to continue their education. Skyline's Outreach team will also provide information once per week so that students are aware of educational options and services the College offers. The Skyline Community Nights team will develop and deploy a survey during the fall semester to learn more about student needs and goals. The survey results might inform the Skyline team to implement more effective ways to transition students from the Adult School to Skyline College.

The Skyline's Neighborhood Center will be housed in three classroom spaces at Jefferson Union High School, located at 699 Serramonte Boulevard, Daly City California 94015. The space will be made available free of charge in conjunction with the Civic Center Act, California Education Code sections 38130-38139, although Skyline plans to reimburse the High School for custodial and other additive costs directly associated with Skyline College's use. The agreement permits usage beginning November 1, 2022 and with optional extension continuing through June, 2027.

File Attachments

[Skyline_Jefferson_High_Facilities_Use_Agreement_SMCCCD_2022_10_05.pdf \(426 KB\)](#)

12. INFORMATIONAL REPORTS

| | |
|----------------|---|
| Subject | 12.1 Update on Student Housing Grant Application (20 Minutes) |
| Meeting | Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES |
| Category | 12. INFORMATIONAL REPORTS |
| Type | Informational |
| TO: | Members of the Board of Trustees |
| FROM: | Michael Claire, Chancellor |
| PREPARED BY: | Richard Storti, Executive Vice Chancellor for Administrative Services |

UPDATE ON STUDENT HOUSING GRANT APPLICATION

In the FY 2022 state budget state budget, \$2 billion was allocated (over three years) to fund grants to support the development and expansion of affordable housing at California's community colleges and universities. Half of the funds (\$1 billion) were designated for the state's community colleges. The state Department of Finance was charged with

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. INFORMATIONAL REPORTS

Type Discussion, Informational

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Michael Claire, Chancellor
Julie Johnson, Chief Human Resources Officer

DISCUSSION OF PROPOSED TELEWORK PILOT PROGRAM

Summary

A quote from a recent study on the post-pandemic workplace sums up why the District is asking the Board to consider a pilot telework program: *"Like it or not, our workplace culture is not what it was, and the best ways to nurture that culture have shifted as well. As employees move back into the office, this is an ideal time to ask questions, be curious, and build flexibility into policies and procedures."*

There is no question that the post-pandemic workplace is different and all organizations from the largest tech companies to small businesses and nonprofits are grappling with the same issues at the same time. Moreover, there is a lack of data on new workplace policies because all organizations have emerged from working under emergency conditions.

Entities must take the time to carefully consider new policies and approaches to a post-pandemic workplace. Failure to do so will have a detrimental effect on organizations. This is especially true for organizations such as the SMCCCD, which relies heavily on people to execute the District's primary mission of serving students and our community. Without a thoughtful approach and strategy to the post-pandemic work environment, our District could face a competitive disadvantage regarding our ability to attract and retain talented employees. We will continue to experience employee turnover due to retirements, and newer employees may expect a different work experience than those leaving the workforce. Moreover, the District risks losing current employees to competitors who may offer more attractive work options.

It is a tribute to our employees that we were able to pivot to a fully remote work environment at the height of the pandemic. We made some mistakes, learned from those mistakes, and refined our remote/hybrid policies over time. COVID has accelerated many trends, and remote and/or hybrid work environments are one of those trends. Most agree that a hybrid/remote work environment is here to stay. Like all employers, the District needs the time to assess the long-term viability of a hybrid, and for some positions, a fully remote work environment.

The administration recognizes that establishing a pilot program is a major policy decision. The purpose of this report is to provide an initial framing of the conversation. It possible that further conversations and additional information will be needed before the Board is prepared to provide a resolution on a pilot study. At the same time, employees are asking about the continuation of the current hybrid work agreement for the Spring 2023 semester. That is why it is important to receive Board direction on a proposed pilot program as soon as reasonably possible.

National Survey Data

Very little data is available regarding the efficacy of work from home policies. However, the following survey data provides some insight regarding the current status of remote work preferences on a national level:

The Work from Home Employee Experience (WFH):

- 41% of employees say that they are dissatisfied with their current WFH experience.
- At the same time, 83% of workers rated that WFH environment as more supportive of productivity than their office environment.

What Workers Want:

- 73% of workers want flexible work options to continue.
- At least 80% of workers would like to work from home at least some of the time.
- US workers ranked "no commute" as the number one benefit of WFH, followed by the ability to focus and be productive, with no office distractions.

- For those dissatisfied with their WFH experience, 14% reported a drop in engagement, and 12% reported lower productivity.

The Future is Hybrid:

- 54% of workers said they expected to work one day a week or less from home, with only 20% expecting to work from home four to five days per week.
- In January 2021, 87% of leaders said they would allow more flexibility around when, where, and how people work—a 38 point shift from April 2020.
- 7 out of 10 leaders said they anticipated a hybrid work model in the future rather than fully in-office or fully remote.

Source: *The New Hybrid Credit Union Workplace (data summarized from a variety of workplace surveys)*

What are Community Colleges Doing?

A recent informal survey among multi-college community colleges in California shows that a majority of districts are not contemplating any changes to remote policies in the near future and will continue with their current temporary measures (most are offering some version of SMCCCD's 3-2, 4-1 hybrid remote option). Five multi-college districts in the state are contemplating a change in policy and it will be useful to reach out to these districts for additional information.

The Proposed Pilot Program

At the most basic level, the program would be a continuation of the District's current "3-2, 4-1" Hybrid Remote program. This program was initially developed for classified and management employees to minimize the load on work space and to maintain social distancing as employees returned to the worksite during the pandemic. The program would be expanded to provide options for faculty, and particularly for non-instructional faculty including counselors, librarians, instructional designers, and others where remote work is possible. The District proposes that the pilot program end on June 30, 2024. This will provide sufficient time to fully implement the program and to assess the efficacy of the program.

A draft administrative procedure is attached to this report that provides specificity in terms of how the program would be implemented. The administrative procedure reflects the current program, as well as best practices from other established programs. In addition, the District will continue to review best practices and make refinements. In particular, the State of California hosts an informative website for the state telework program, which provides a helpful resource as the district continues to refine its procedures: <https://telework.dgs.ca.gov/>

The District will need to design a research study or series of research studies to assess the efficacy of the program. As stated earlier, there is little data because most companies are just returning their employees to the worksite.

Possible data points may include: effect on employee turnover rates, recruiting metrics and time to fill positions, feedback from job applicants, employee satisfaction surveys, productivity and efficiency measures, on-going costs to maintain a WFH program and a comparison of costs savings due to reduced facility use and needs, student trends include access to online courses and support services, student satisfaction surveys, employee demographics, and in-person coverage patterns for student facing services.

The District proposes completing all necessary research by April 15, 2024 to provide the Board with ample time to make a long-term policy decision on remote work.

Next Steps

Staff is requesting direction from the Board on the telework pilot program. If the Board is not prepared to provide direction at this time, staff requests that this item be brought back to the November 9 Study Session and welcomes Board feedback on additional information to facilitate a decision.

Concluding Thoughts

Our District has maintained its reputation of being innovative and a leader on many fronts. The District has an opportunity to lead on innovative human resources practices by executing a pilot program. The purpose of the proposed pilot program is to facilitate a structured and thoughtful analysis of hybrid/remote work possibilities for the long-term.

File Attachments
DRAFT Admin Procedure re Telework Pilot Program_.pdf (347 KB)

Subject **12.4 Discussion of Proposed Changes to Board Policy 2.14 Outside Employment and Review of Proposed Administrative Procedure 2.14.1 (10 Minutes)**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. INFORMATIONAL REPORTS

Type Discussion, Informational

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

**DISCUSSION OF PROPOSED CHANGES TO BOARD POLICY 2.14 OUTSIDE EMPLOYMENT
AND REVIEW OF PROPOSED ADMINISTRATIVE PROCEDURE 2.14.1**

Attached are proposed changes to Board Policy 2.14 - Outside Employment. Also, the administration proposes a new administrative procedure to provide clarity on the process of securing approval for outside employment.

File Attachments
BP 2.14 Outside Employment.pdf (105 KB)
PROPOSED AP 2.14.1 Outside Employment.pdf (288 KB)

Subject **12.5 Discussion of Potential Vacancy on Board of Trustees and Review of Options to Fill Vacancy, Should It Occur, in Accordance with Board Policy 1.02 (20 minutes)**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. INFORMATIONAL REPORTS

Type Discussion, Informational

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

**DISCUSSION OF POTENTIAL VACANCY ON BOARD OF TRUSTEES AND REVIEW OF OPTIONS TO FILL
VACANCY,
SHOULD IT OCCUR, IN ACCORDANCE WITH BOARD POLICY 1.02**

The Board may experience a board member vacancy in the future. The Board will discuss the potential vacancy and will review options to fill the potential vacancy in accordance Board Policy 1.02.

File Attachments
BP 1.02.pdf (23 KB)

Subject **12.6 Discussion of Revised Timeline for Chancellor Search (10 minutes)**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 12. INFORMATIONAL REPORTS
Type Discussion, Informational
TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor

DISCUSSION OF REVISED TIMELINE FOR CHANCELLOR SEARCH

The Board of Trustees discussed the chancellor search process at its August 10 Study Session, which included a discussion of the general timeline for the chancellor search. Since the August 10 meeting the search process has commenced and the announcement for the position has been advertised. The Board will review the timeline discussed on August 10 to determine whether or not to extend the timeline as it relates to finalists for the position.

Subject 12.7 Report on Proposed Agenda Items for Future Meetings

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 12. INFORMATIONAL REPORTS
Type Informational
TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor

REPORT ON PROPOSED AGENDA ITEMS FOR FUTURE MEETINGS

For planning purposes and to allow for Trustee engagement, below is a running list of known and potential agenda items for upcoming Board of Trustees meetings.

OCTOBER

- Discussion of Modifications to District COVID-19 Policies, Procedures and Protocols

NOVEMBER

- Approval of Educational Master Plan, College of San Mateo
- Review/discussion of minimum class size – and financial impact
- Review of Annual Meeting Calendar

DECEMBER

- Swearing-in of Newly Elected Trustees
- Election of Board Officers
- Adoption of Annual Meeting Calendar
- Presentation of Annual Audits

UNASSIGNED

- Discussion of Employee Housing Program and Construction of More Units

The Board will also hold a Study Session on November 9. Staff seeks Board direction on potential Study Session topics. The Board has identified the following as potential Study Session topics in prior Board meetings including the Board Retreat.

- Compressed Calendar/Alternative Calendar Considerations
- Update on the San Mateo County Promise Initiative

- Review of Auxiliary Operations

13. COMMUNICATIONS

14. STATEMENTS FROM BOARD MEMBERS

15. RECONVENE TO CLOSED SESSION (if necessary)

Subject **15.1 Reconvened to Close Session**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 15. RECONVENE TO CLOSED SESSION (if necessary)

Type Procedural

16. RECONVENE TO OPEN SESSION (if necessary)

Subject **16.1 Reconvened to Open Session**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 16. RECONVENE TO OPEN SESSION (if necessary)

Type Procedural

Subject **16.2 Announcement of Reportable Action Taken In Closed Session (if necessary)**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 16. RECONVENE TO OPEN SESSION (if necessary)

Type Procedural

17. ADJOURNMENT

Subject **17.1 Adjourn**

Meeting Oct 26, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 17. ADJOURNMENT

Type Procedural