

Meeting Nov 9, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 1. CLOSED SESSION - 5:00 p.m.
Type

2. CLOSED SESSION ITEMS FOR DISCUSSION

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

Meeting Nov 9, 2022 - STUDY SESSION 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 Nov 9, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Type Discussion

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

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Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Type Discussion

Subject 2.4 Conference With Legal Counsel – Anticipated Litigation: Significant Exposure to Litigation Pursuant to Gov. Code, § 54956.9, Subd. (D)(2): Two cases

Meeting Nov 9, 2022 - STUDY SESSION 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 Nov 9, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY
Type Information

PROVIDING PUBLIC COMMENT DURING THE MEETING ON CLOSED SESSION 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.

4. CLOSED SESSION

Subject 4.1 Recess to Closed Session

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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 Nov 9, 2022 - STUDY SESSION 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 Nov 9, 2022 - STUDY SESSION 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 Nov 9, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

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

Type Discussion

6. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject 6.1 Comments by Community Members

Meeting Nov 9, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 6. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Type Information

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.

7. NEW BUSINESS

Subject **7.1 Approval of Personnel Items (5 minutes)**

Meeting Nov 9, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 7. NEW BUSINESS

Type Action

Recommended Action It is recommended that the Board of Trustees approve the personnel actions as outlined in the attached 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 personnel actions as outlined in the attached report.

File Attachments Approval of Personnel Items_11-09-22.pdf (187 KB)

8. STUDY SESSION

Subject **8.1 Discussion of Proposed Telework Pilot Program (20 Minutes)**

Meeting Nov 9, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 8. STUDY SESSION

Type Discussion

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

Meeting Nov 9, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 8. STUDY SESSION

Type

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

[PROPOSED AP 2.14.1 Outside Employment.pdf \(288 KB\)](#)

[BP 2.14 Outside Employment.pdf \(105 KB\)](#)

Subject **8.3 Discussion of Revised Timeline for Chancellor Search (10 Minutes)**

Meeting Nov 9, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 8. STUDY SESSION

Type

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 **8.4 San Mateo County Promise - Cradle-to-Career Coalition Update (20 Minutes)**

Meeting Nov 9, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 8. STUDY SESSION

Type Discussion, Informational

TO: Member of Board of Trustees

FROM: Mike Claire, Chancellor

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

SAN MATEO COUNTY PROMISE - CRADLE-TO-CAREER COALITION UPDATE

The San Mateo County Community College District (SMCCCD) has committed to working together with our County partners to make meaningful positive change for the communities of San Mateo County through establishing a broad-based San Mateo County Promise – Cradle-to-Career Coalition. The District has joined with partners from education, government, healthcare, and private businesses to begin the process to establish a countywide coalition that is focused on improving educational, social, and economic outcomes for the communities of San Mateo County. The Board will receive a brief report and presentation on where this effort currently stands and the direction that it is moving.

File Attachments

[SMCCCD_SanMateoPromise_C2C-Coalition-FINAL.pdf \(203 KB\)](#)

9. COMMUNICATIONS

10. STATEMENTS FROM BOARD MEMBERS

11. RECONVENE TO CLOSED SESSION (if necessary)

Subject **11.1 Reconvened to Close Session**

Meeting Nov 9, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 11. RECONVENE TO CLOSED SESSION (if necessary)
Type Procedural

12. RECONVENE TO OPEN SESSION (if necessary)

Subject 12.1 Reconvened to Open Session

Meeting Nov 9, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 12. RECONVENE TO OPEN SESSION (if necessary)
Type Procedural

Subject 12.2 Announcement of Reportable Action Taken In Closed Session (if necessary)

Meeting Nov 9, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 12. RECONVENE TO OPEN SESSION (if necessary)
Type Procedural

13. ADJOURNMENT

Subject 13.1 Adjourn

Meeting Nov 9, 2022 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 13. ADJOURNMENT
Type Procedural