

Meeting Dec 14, 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 Conference with Legal Counsel - Potential Litigation: Initiation of Litigation Pursuant to Gov. Code, § 4956.9, Subd. (d)(4): One case

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Type

Subject 2.2 Conference with Legal Counsel - Anticipated Litigation: Significant Exposure to Litigation Pursuant to Subdivisions (d)(2), (4) and (h) of Section § 54956.9 - Number of potential cases: 3

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Type Discussion

Subject 2.3 Conference with Labor Negotiator - Agency Designated Representative: Randy Erickson and Richard Storti Employee Organizations: AFT and CSEA

Meeting Dec 14, 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 Dec 14, 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 Dec 14, 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 Dec 14, 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 Dec 14, 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 Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 5. OPEN SESSION - 6:00 p.m.
Type Discussion

6. SWEARING IN OF RE-ELECTED AND NEWLY ELECTED TRUSTEES

Subject 6.1 Swearing-In of Re-Elected Trustee Richard Holober

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 6. SWEARING IN OF RE-ELECTED AND NEWLY ELECTED TRUSTEES
Type

Subject 6.2 Swearing-In of Newly Elected Trustee Michael Guingona

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 6. SWEARING IN OF RE-ELECTED AND NEWLY ELECTED TRUSTEES
Type

7. ORGANIZATION OF BOARD OF TRUSTEES

Subject 7.1 Election of President

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 7. ORGANIZATION OF BOARD OF TRUSTEES
Type Action

Subject 7.2 Election of Vice President-Clerk

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 7. ORGANIZATION OF BOARD OF TRUSTEES
Type Action

Subject 7.3 Election of Secretary for the Board
Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 7. ORGANIZATION OF BOARD OF TRUSTEES
Type Action

Subject 7.4 4. Appointment of Representative of the Board to the County Committee on School District Organization
Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 7. ORGANIZATION OF BOARD OF TRUSTEES
Type Action

8. RECESS FOR CONGRATULATORY CELEBRATION

Subject 8.1 Recess In Honor of Re-Elected and Newly Elected Trustees (20 Minutes)
Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 8. RECESS FOR CONGRATULATORY CELEBRATION
Type

9. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Subject 9.1 Combined Report of the College Presidents
Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 9. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES
Type Informational

File Attachments
[2022_ExecutiveBoardReport_December_edit2\[45\].pdf \(15,329 KB\)](#)

10. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Subject 10.1 AFT, Local 1493
Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 10. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS
Type Information

Subject 10.2 CSEA, Chapter 33
Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 10. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS
Type Information

Subject 10.3 AFSCME, AFL-CIO, Local 829, Council 57
Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 10. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS
Type Information

11. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject 11.1 Comments by Community Members
Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 11. PUBLIC COMMENTS ON NON-AGENDA ITEMS
Type Information

12. APPROVAL OF MINUTES

Subject 12.1 Approval of Minutes from August 10, 2022 Study Session (5 Minutes)
Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 12. APPROVAL OF MINUTES
Type Action

Recommended Action It is recommended that the Board of Trustees approve the presented minutes.

TO: Members of the Board

FROM: Michael Claire, Chancellor

PREPARED BY: Candice Bell, Executive Assistant to the Board

APPROVAL OF MINUTES FROM AUGUST 10, 2022 STUDY SESSION

Minutes are to specifically reflect reportable Actions taken by the Board of Trustees during the times at which they meet. Minutes do not have to reflect verbatim statements or comments by any Member of the Board, Faculty, Staff, and/or Community Member(s). We encourage all to visit the San Mateo County Community College District's website to view the recorded Board Meetings in order to review and/or hear detailed statements or comments.

RECOMMENDATION

It is recommended that the Board of Trustees approve the presented minutes.

File Attachments
[2022-08-10 Study Session Minutes.pdf \(184 KB\)](#)

Subject 12.3 Approval of Minutes from August 30, 2022 Special Closed Session (5 Minutes)
Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 12. APPROVAL OF MINUTES

Type Action

Recommended Action It is recommended that the Board of Trustees approve the presented minutes.

TO: Members of the Board

FROM: Michael Claire, Chancellor

PREPARED BY: Candice Bell, Executive Assistant to the Board

APPROVAL OF MINUTES FROM AUGUST 30, 2022 SPECIAL CLOSED SESSION

It was requested by the Board during the last Regular Board Meeting on November 30, 2022 to double check the attendance for the August 30th Special Closed Session, and make any needed revision to the minutes for that meeting. According to the video recording on the San Mateo County Community College District's website the initial recorded attendance is correct. There was no revision or edit needed to the presented minutes.

Please note that attendance for Special Closed Sessions and Special Closed Meetings are only taken at the beginning of the meeting, in Open Session. Any attendance or activity after the Board recesses to Closed Session is not recorded or documented.

Minutes are to specifically reflect reportable Actions taken by the Board of Trustees during the times at which they meet. Minutes do not have to reflect verbatim statements or comments by any Member of the Board, Faculty, Staff, and/or Community Member(s). We encourage all to visit the San Mateo County Community College District's website to view the recorded Board Meetings in order to review and/or hear detailed statements or comments.

RECOMMENDATION

It is recommended that the Board of Trustees approve the presented minutes.

File Attachments
[2022-08-30 Special Closed Session Minutes.pdf \(119 KB\)](#)

Subject 12.5 Approval of Minutes from September 13, 2022 Special Closed Session (5 Minutes)

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. APPROVAL OF MINUTES

Type Action

Recommended Action It is recommended that the Board of Trustees approve the presented minutes.

TO: Members of the Board

FROM: Michael Claire, Chancellor

PREPARED BY: Candice Bell, Executive Assistant to the Board

APPROVAL OF MINUTES FROM SEPTEMBER 13, 2022 SPECIAL CLOSED SESSION

It was requested by the Board during the last Regular Board Meeting on November 30, 2022 to double check the attendance for the September 13th Special Closed Session, and make any needed revision to the minutes for that meeting. According to the video recording on the San Mateo County Community College District's website the initial recorded attendance is correct. There was no revision or edit needed to the presented minutes.

Please note that attendance for Special Closed Sessions and Special Closed Meetings are only taken at the beginning of the meeting, in Open Session. Any attendance or activity after the Board recesses to Closed Session is not recorded or documented.

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RECOMMENDATION

It is recommended that the Board of Trustees approve the presented minutes.

File Attachments
[2022-09-13 Special Closed Session Minutes.pdf \(110 KB\)](#)

Subject **12.6 Approval of REVISED Minutes from September 20, 2022 Special Meeting (5 Minutes)**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. APPROVAL OF MINUTES

Type Action

Recommended Action It is recommended that the Board of Trustees approve the presented minutes.

TO: Members of the Board

FROM: Michael Claire, Chancellor

PREPARED BY: Candice Bell, Executive Assistant to the Board

APPROVAL OF REVISED MINUTES FROM SEPTEMBER 20, 2022 SPECIAL MEETING

It was requested by the Board during the last Regular Board Meeting on November 30, 2022 to double check the attendance for the September 20th Special Meeting, and make any needed revision to the minutes for that meeting. According to the video recording on the San Mateo County Community College District's website the initial recorded attendance is incorrect. There was a revision made to the initially presented minutes to reflect that Vice President Lisa Petrides was not present at the time of Roll Call.

Please note that attendance for Special Closed Sessions and Special Closed Meetings are only taken at the beginning of the meeting, in Open Session. Any attendance or activity after the Board recesses to Closed Session is not recorded or documented.

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RECOMMENDATION

It is recommended that the Board of Trustees approve the presented minutes.

File Attachments
[2022-09-20 Special Meeting Minutes - REVISED.pdf \(114 KB\)](#)

Subject **12.7 Approval of REVISED Minutes from October 5, 2022 Special Meeting (5 Minutes)**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. APPROVAL OF MINUTES

Type Action

Recommended Action It is recommended that the Board of Trustees approve the presented minutes.

TO: Members of the Board

FROM: Michael Claire, Chancellor

PREPARED BY: Candice Bell, Executive Assistant to the Board

APPROVAL OF REVISED MINUTES FROM OCTOBER 5, 2022 SPECIAL MEETING

It was requested by the Board during the last Regular Board Meeting on November 30, 2022 to double check the attendance for the October 5th Special Meeting, and make any needed revision to the minutes for that meeting. According to the video recording on the San Mateo County Community College District's website the initial recorded attendance is incorrect. There was a revision made to the initially presented minutes to reflect that Vice President Lisa Petrides was not present at the time of Roll Call.

Please note that attendance for Special Closed Sessions and Special Closed Meetings are only taken at the beginning of the meeting, in Open Session. Any attendance or activity after the Board recesses to Closed Session is not recorded or documented.

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RECOMMENDATION

It is recommended that the Board of Trustees approve the presented minutes.

File Attachments
[2022-10-05 Special Meeting Minutes - REVISED.pdf \(55 KB\)](#)

Subject 12.9 Approval of Minutes from November 9, 2022 Study Session (5 Minutes)

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. APPROVAL OF MINUTES

Type Action

Recommended Action It is recommended that the Board of Trustees approve the presented minutes.

TO: Members of the Board

FROM: Michael Claire, Chancellor

PREPARED BY: Candice Bell, Executive Assistant to the Board

APPROVAL OF MINUTES FROM NOVEMBER 9, 2022 STUDY SESSION

Minutes are to specifically reflect reportable Actions taken by the Board of Trustees during the times at which they meet. Minutes do not have to reflect verbatim statements or comments by any Member of the Board, Faculty, Staff, and/or Community Member(s). We encourage all to visit the San Mateo County Community College District's website to view the recorded Board Meetings in order to review and/or hear detailed statements or comments.

RECOMMENDATION

It is recommended that the Board of Trustees approve the presented minutes.

File Attachments
[2022-11-09 Study Session Minutes.pdf \(149 KB\)](#)

Subject **12.10 Approval of Minutes from November 16, 2022 Special Closed Session (5 Minutes)**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. APPROVAL OF MINUTES

Type Action

Recommended Action It is recommended that the Board of Trustees approve the presented minutes.

TO: Members of the Board

FROM: Michael Claire, Chancellor

PREPARED BY: Candice Bell, Executive Assistant to the Board

APPROVAL OF MINUTES FROM NOVEMBER 16, 2022 SPECIAL CLOSED SESSION

Please note that attendance for Special Closed Sessions and Special Closed Meetings are only taken at the beginning of the meeting, in Open Session. Any attendance or activity after the Board recesses to Closed Session is not recorded or documented.

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RECOMMENDATION

It is recommended that the Board of Trustees approve the presented minutes.

File Attachments
[2022-11-16 Special Closed Session Minutes.pdf \(127 KB\)](#)

Subject **12.11 Approval of Minutes from November 21, 2022 Special Closed Session (5 Minutes)**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. APPROVAL OF MINUTES

Type Action

Recommended Action It is recommended that the Board of Trustees approve the presented minutes.

TO: Members of the Board

FROM: Michael Claire, Chancellor

PREPARED BY: Candice Bell, Executive Assistant to the Board

APPROVAL OF MINUTES FROM NOVEMBER 21, 2022 SPECIAL CLOSED SESSION

Please note that attendance for Special Closed Sessions and Special Closed Meetings are only taken at the beginning of the meeting, in Open Session. Any attendance or activity after the Board recesses to Closed Session is not recorded or documented.

Minutes are to specifically reflect reportable Actions taken by the Board of Trustees during the times at which they meet. Minutes do not have to reflect verbatim statements or comments by any Member of the Board, Faculty, Staff, and/or Community Member(s). We encourage all to visit the San Mateo County Community College District's website to view the recorded Board Meetings in order to review and/or hear detailed statements or comments.

RECOMMENDATION

It is recommended that the Board of Trustees approve the presented minutes.

File Attachments
[2022-11-21 Special Closed Session Minutes.pdf \(56 KB\)](#)

13. NEW BUSINESS

Subject **13.1 Approval of Personnel Items (5 Minutes)**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. 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_12-14-22.pdf \(275 KB\)](#)

Subject **13.2 Adoption of Resolution No. 22-33 to Make Findings Allowing Continued Remote Meetings Under Brown Act (5 Minutes)**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. NEW BUSINESS

Type Action

Preferred Date Dec 14, 2022

Absolute Date Dec 14, 2022

Fiscal Impact No

Budgeted No

Recommended Action It is recommended that the Board of Trustees adopt Resolution No. 22-33 finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Candice E. Bell, Executive Assistant to the Board

ADOPTION OF RESOLUTION NO. 22-33 TO MAKE FINDINGS ALLOWING CONTINUED REMOTE MEETINGS UNDER BROWN ACT

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

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

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

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

Because local rates of transmission of COVID-19 are still in the "substantial" tier as measured by the Centers for Disease Control, it is recommended that the Board avail itself of the provisions of AB 361 allowing continuation of online meetings by adopting findings to the effect that conducting in-person meetings would present an imminent risk to the health and safety of attendees. A resolution to that effect, and directing staff to return each 30 days with the opportunity to renew such findings, is attached hereto.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 22-33 finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent

risks to the health or safety of attendees.

File Attachments
RESOLUTION NO. 22-33 - Brown Act Remote Meetings.pdf (94 KB)

14. CONSENT AGENDA

Subject	14.1 Approval of Menlo Park's Beta Spanish Entrepreneurship Workshop Program
Meeting	Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	14. CONSENT AGENDA
Type	Action
Preferred Date	Dec 14, 2022
Absolute Date	Dec 14, 2022
Fiscal Impact	Yes
Budgeted	Yes
Budget Source	Strong Workforce Funds
Recommended Action	It is recommended that the Board of Trustees approve the Beta Spanish Entrepreneurship Workshop Program.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Kim Lopez, College President, Cañada College Dr. Chialin Hsieh, Interim Vice President of Instruction, Cañada College

APPROVAL OF MENLO PARK'S BETA SPANISH ENTERPRENEURSHIP WORKSHOP PROGRAM

Program Summary

Cañada College, Workforce Development seeks to partner with Bay Area Community College Consortium on a Regional Joint Venture (RJV) to offer a not-for-credit class in Entrepreneurship that will be taught in Spanish. Through a public-private partnership with ESO Ventures, Inc, the RJV has partnered with six participating community colleges to target neighboring communities of color to incubate 240+ businesses directly. This RJV impacts \$18 million in taxable revenue and creates approximately 500 jobs that will remain in their communities.

The program will be eight weeks long and will cover the following topics; (1.) Appraise the complexities and challenges of the entrepreneurial lifestyle and the importance of the entrepreneurial mindset, (2.) leverage GROW coaching model to build entrepreneurial resilience, understand behavior change and establish measurable action towards achieving long-term business goals, (3.) identify and create opportunities for the 21st-century marketplace, (4.) plan entrepreneurial activities, including go-to-market strategy, using the ESO Workbook, Business Model Canvas, and ESO Growth Plan, (5.) design and build business and revenue models as well as additional outcomes. Additionally, with the program being taught in Spanish, we will utilize ESL faculty to support the students as they develop their small businesses.

If approved, the program will be offered in March 2023, and it will be free to the public and target 30 students.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Beta Spanish Entrepreneurship Workshop Program.

Subject	14.2 Approval of Skyline College's 2022-2025 Student Equity and Achievement (SEA) Plan
Meeting	Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	14. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	Dec 14, 2022
Absolute Date	Dec 14, 2022
Fiscal Impact	No
Budgeted	Yes
Budget Source	State of California Categorical Funding Sources, Other
Recommended Action	It is recommended that the Board of Trustees approve Skyline College's Student Equity and Achievement Plan as submitted to the State Chancellor's Office.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Dr. Melissa Moreno, President, Skyline College Dr. Newin Orante, Vice President of Student Services, Skyline College

APPROVAL OF SKYLINE COLLEGE'S 2022-2025 STUDENT EQUITY AND ACHIEVEMENT (SEA) PLAN

Education Code (EC) 78222 requires as a condition for receiving Student Success and Support Program funding, and in order to ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances, the governing board of each community college district shall maintain a student equity plan (as outline in EC 78220) that includes all of the following for each community college in the community college district: (1) Campus-based research, as to the extent of student equity by gender and for each of the following categories of students, that uses the methodology established pursuant to subdivision (d) of Section 78221: (A) current or former foster youth, (B) students with disabilities, (C) low-income students, (D) veterans, (E) students' ethnic and racial categories, as defined by the United States Census Bureau for the 2010 Census for reporting purposes, (F) homeless students, (G) lesbian, gay, bisexual, or transgender students, (H) additional categories of students determined by the governing board of the community college district.

Student Equity and Achievement Plans are to be submitted via the statewide online NOVA platform by December 31, 2022. After presenting the Student Equity and Achievement Plan to various campus constituencies, Skyline College submitted its Student Equity and Achievement Plan on November 16, 2022, in order secure approval and required signatures by the established deadline.

RECOMMENDATION

It is recommended that the Board of Trustees approve Skyline College's Student Equity and Achievement Plan as submitted to the State Chancellor's Office.

<p>File Attachments Skyline College - Student Equity Plan 2022-25.pdf (451 KB)</p>

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 **14.3 Acceptance of Grant Funds from U.S. Department of Education: Developing Hispanic Serving Institutions for Cañada College’s Pathway to Completion project**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 14. CONSENT AGENDA

Type Action (Consent)

Preferred Date Dec 14, 2022

Absolute Date Dec 14, 2022

Fiscal Impact Yes

Dollar Amount \$2,669,824.00

Budgeted No

Budget Source U.S. Department of Education

Recommended Action It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$2,669,824.00 from the U.S. Department of Education in order to support Cañada College’s Pathway to Completion project.

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Kim Lopez, College President, Cañada College
Dr. Manuel A. Pérez, Vice President of Student Services, Cañada College

ACCEPTANCE OF GRANT FUNDS FROM THE U.S. DEPARTMENT OF EDUCATION, DEVELOPING HISPANIC INSTITUTIONS FOR CAÑADA COLLEGES PATHWAY TO COMPLETION PROJECT

On September 29, 2022, Cañada College was awarded a grant in the total amount of \$2,669,824.00 from the U.S. Department of Education for Developing Hispanic Serving Institutions (DHSI). The funds are to support Cañada College’s Pathway to Completion project to address several systemic barriers to higher education attainment for current and future students.

The Pathway to Completion project seeks to ensure student access to relevant and transformative student services and programs that are inclusive, diverse, equitable, and antiracist. It also seeks to remove barriers to student access, success, and completion through educational practices that reflect the fundamental importance of individualized learning experiences, shared building of knowledge, and promoting access, continuous innovation, and excellence in teaching and learning.

The objectives related to the Pathway to Completion goals are designed to measure changes in the following: 1. percent of part-time students retained; 2. percent of part-time students who complete an education plan; 3. fall-to-fall retention for Hispanic students; 4. degree completion for Hispanic students; 5. overall transfer rates; 6. sense of belonging; 7. the number of faculty who complete a Certificate in College Teaching & Learning; 8. success rates of Hispanic students in courses taught by HSI fellows; 9. number of students reached through the proposed Financial Support Program; 10. and the number of students who take at least 7.5 units to increase eligibility for financial aid and access to various support programs.

To meet the Pathway to Completion Goals and Objectives, three strategies will be implemented that will expand the College’s capacity to better serve Hispanic, low-income, and other students—Strategy 1: Engage students in a Second-Year Experience (SYE); Strategy 2: Create a culture of HSI “Servingness”; and Strategy 3: Improve the financial stability of students.

RECOMMENDATION

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$2,669,824.00 from the U.S. Department of Education Developing Hispanic Service Institutions (DHSI) in order for Cañada College to implement its Pathway to Completion project.

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	14.4 Cañada College Student Equity and Achievement Program (SEAP) Plan 2022-2025
Meeting	Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	14. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	Dec 14, 2022
Absolute Date	Dec 14, 2022
Fiscal Impact	No
Budgeted	No
Budget Source	State of California Categorical Funding Sources, Other
Recommended Action	It is recommended that the Board of Trustees adopt Cañada College's 2022-2025 Student Equity and Achievement Program Plan.
TO:	Members of the Board of Trustees
FROM:	Michael Claire, Chancellor
PREPARED BY:	Kim Lopez, President, Cañada College Dr. Manuel Alejandro Pérez, Vice President of Student Services, Cañada College

CAÑADA COLLEGE'S STUDENT EQUITY AND ACHIEVEMENT PROGRAM (SEAP) PLAN 2022-2025

In 2018, the California Community College Chancellor's Office (CCCCO) established the Student Equity & Achievement Program (SEAP) by the merging of funding for three initiatives: the Student Success and Support Program, the Basic Skills Initiative, and Student Equity. The SEA Program advances system-wide goals to address our gaps in supporting the success of students from traditionally underrepresented and minoritized populations.

The SEA Program requires colleges to implement the Guided Pathways framework offering a clear path to a stated goal. It also requires that all students be provided with an education plan based on that goal. Our College SEA Plan addresses critical areas of focus based on data metrics, interventions, resources, and strategic plans to remove friction points, outdated and inaccurate policies, and practices that are barriers for students to complete their goals in a timely manner.

Equity plans are focused on improving student success and overall goal attainment as measured by specific "success indicators" (access, transfer-level Math and English course completion, persistence, completion, and transfer) that are established by the CCCCCO and require each college to develop detailed goals to address the disparities identified in the College plan.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Cañada College's 2022-2025 Student Equity and Achievement Program Plan.

File Attachments

Cañada College's Student Equity and Achievement (SEA) Plan (2022-2025).pdf (555 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	14.5 Approval of Curricular Additions, Deletions, and Modifications for Cañada College, College of San Mateo, and Skyline College
Meeting	Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	14. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	Dec 14, 2022
Absolute Date	Dec 14, 2022
Fiscal Impact	No
Budgeted	No
Budget Source	n/a
Recommended Action	It is recommended that the Board approve the attached curricular changes for the Cañada College, 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

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

The addition of two courses to the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, two 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, eighty-seven courses and four programs 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 Cañada College, College of San Mateo, and Skyline College catalogs.

File Attachments

[Brd 12-14-22_Attachment A_CAN.pdf \(108 KB\)](#)
[Brd 12-14-22_Attachment B_CSM.pdf \(69 KB\)](#)
[Brd 12-14-22_Attachment C_SKY.pdf \(107 KB\)](#)

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.

15. INFORMATIONAL REPORTS

Subject **15.1 Discussion/Consideration of Board Vacancy (15 Minutes)**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 15. INFORMATIONAL REPORTS

Type Discussion

TO: Members of the Board

FROM: Michael Claire, Chancellor

DISCUSSION/CONSIDERATION OF BOARD VACANCY

The Board will review and discuss its policies regarding Board vacancies and will discuss options for filling a Board vacancy.

File Attachments

[BP 1.02.pdf \(23 KB\)](#)

Subject **15.2 Discussion of Proposed Telework Pilot Program (25 Minutes)**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 15. INFORMATIONAL REPORTS

Type Discussion

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Julie Johnson, Chief Human Resources Officer

DISCUSSION OF PROPOSED TELEWORK PILOT PROGRAM

Summary

On October 26, 2022, the Board reviewed the proposed Administrative Procedure 2.11.2 – Telework Pilot Program. The Board’s discussion of the potential impacts of continuing hybrid schedules on the delivery of student services generated follow-up items for the Office of Human Resources. In response to the Board’s feedback, the following action items have occurred:

- Proposed Administrative Procedure 2.11.2 has been revised. Attachment 1 provides a red-lined and clean version of the revised Administrative Procedure to address two concerns:
 - the potential for the word "professional" to limit telework opportunities for classified staff. The work professional has been deleted, and
 - the concern of inequitable analysis of positions compatible with a hybrid schedule by managers. To address the concern, and after consultation with the Anti-Racism Council, a process for the review of denials and terminations of a proposed Telework Plan by Human Resources and the appropriate designee of the President or Chancellor has been added to the pilot program.
- Feedback and discussion occurred with two primary consultative bodies: the Equal Employment Opportunity Committee and the Anti-Racism Council – please refer to Attachment 2.

Also included in Attachment 2 is a short summary of relevant data related to:

- An October 2022 survey of SMCCD students,
- Summary of surveys related to the effectiveness of hybrid and remote work programs,
- Feedback from the EEOC and Anti-Racism Council, and
- Results of an April 2022 survey of managers on the work-related outcomes of the current hybrid schedules

Attachment 3 provides the qualitative survey results of the April 2022 survey to the question, "Do you have any additional information or comments you would like to share about your experience with the SMCCD Hybrid Remote Work Location Pilot Program or its impact on District operations."

Staff has responded to Board feedback and now seeks Board direction to implement the proposed telework pilot program through June 30, 2024.

File Attachments
[Attachment 1 Red Line Version of AP.pdf \(301 KB\)](#)
[Bd Rpt Attachment 2.pdf \(5,047 KB\)](#)
[ATTACHMENT 3 Qualitative feedback.pdf \(95 KB\)](#)

Subject 15.3 Discussion of Metrics (15 Minutes)

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
 Category 15. INFORMATIONAL REPORTS
 Type Discussion, Informational
 TO: Members of the Board
 FROM: Michael Claire, Chancellor

DISCUSSION OF METRICS

The Board has expressed a desire to establish metrics to track trends and progress on various operational functions, as well as student enrollment, and student success and equity measures. In addition, the Board has asked to revisit the metrics associated with the District Strategic Plan. The Board will review current metrics and will identify and discuss other possible metrics that they wish to receive regular updates on.

Subject 15.4 District Financial Summary for the Quarter Ending September 30, 2022 (15 Minutes)

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
 Category 15. INFORMATIONAL REPORTS
 Type Informational
 TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor
PREPARED BY: Bernata Slater, Chief Financial Officer

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2022

In accordance with Education Code Section 72413, the State Chancellor's Office requires submission of a Quarterly Financial Status Report (Form CCFS-311Q) and a copy of the District's financial report.

Attached are:

- Form CCFS-311Q (Exhibit A) for the quarter ending September 30, 2022, which was forwarded to the State Chancellor's Office on November 9, 2022
- Cash Flow Statement for quarter ending September 30, 2022 (Exhibit B).

File Attachments
[Brd report Sept 2022 copy.pdf \(316 KB\)](#)

Subject 15.5 Auxiliary Operations Financial Summary for the Quarter Ending September 30, 2022 (15 Minutes)

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 15. INFORMATIONAL REPORTS

Type Informational

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Richard Storti, Executive Vice Chancellor

AUXILIARY OPERATIONS FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2022

The following report covers the period July 1, 2022, through September 30, 2022, for associated student bodies; bookstores; cafeterias; the Athletic Center at the College of San Mateo; the Athletic Center at Canada College; and Community, Continuing, and Corporate Education.

File Attachments
[Q1 Auxiliary Services Board Report 2022-2023.pdf \(376 KB\)](#)

16. COMMUNICATIONS

17. STATEMENTS FROM BOARD MEMBERS

18. MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

Subject 18.1 Call to Order

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 18. MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

Type

Subject **18.2 Roll Call**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 18. MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

Type

Subject **18.3 Approval of Minutes of the December 15, 2021 Meeting**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 18. MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

Type Action

Subject **18.4 Naming of Officers for 2023**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 18. MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

Type

TO:

FROM:

PREPARED BY:

Subject **18.5 Adjournment**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 18. MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

Type Procedural

19. RECONVENE TO CLOSED SESSION (if necessary)

Subject **19.1 Reconvened to Close Session**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 19. RECONVENE TO CLOSED SESSION (if necessary)

Type Procedural

20. RECONVENE TO OPEN SESSION (if necessary)

Subject **20.1 Reconvened to Open Session**

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 20. RECONVENE TO OPEN SESSION (if necessary)

Type Procedural

Subject 20.2 Announcement of Reportable Action Taken In Closed Session (if necessary)

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 20. RECONVENE TO OPEN SESSION (if necessary)

Type Procedural

21. ADJOURNMENT

Subject 21.1 Adjourn

Meeting Dec 14, 2022 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 21. ADJOURNMENT

Type Procedural