



Wednesday, May 10, 2023
STUDY SESSION OF THE BOARD OF TRUSTEES

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Closed Session 5:00 p.m.; Open Session 6:00 p.m.
In person at 3401 CSM Drive, San Mateo, CA 94402

Members of the Public may also participate via Zoom.
Zoom Meeting ID - <https://smccd.zoom.us/j/81537576256>
Dial-In: 1-669-900-9128 - Webinar ID: 815 3757 6256

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

OBSERVING THE MEETING

Members of the public who wish to observe the meeting in-person or remotely by accessing the link or calling the following telephone number above at the beginning of the meeting.

For individuals who attend the meeting in person: San Mateo County's current COVID Community Level is LOW, and face masks are strongly recommended but not required while indoors any SMCCCD facility. As the San Mateo County community level changes, information will be provided to students, employees, and visitors.

PROVIDING PUBLIC COMMENT DURING THE MEETING ON NON-AGENDA ITEMS

To make a comment regarding a non-agenda item, members of the public:

- (1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or**
- (2) If remote, once in the Zoom meeting (via above link), can utilize the "raise hand" function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who "raise their hand" will be called upon in the order they appear.**
- (3) Members of the public making comment are reminded of the 3-minute time limit for comment.**

PROVIDING PUBLIC COMMENT DURING THE MEETING ON AGENDA ITEMS

To make a comment regarding an item on the agenda, members of the public:

- (1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or**
- (2) If remote, once in the Zoom meeting (via above link), can utilize the "raise hand" function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who "raise their hand" will be called upon in the order they appear.**
- (3) Members of the public making comment are reminded of the 3-minute time limit for comment.**

ACCOMMODATIONS

Persons with disabilities who require an accommodation or service should contact the Chancellor's Office at (650) 358-6877 at least 24 hours prior to the Board meeting.

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

Subject 1.1 Call to Order / Roll Call

Meeting May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

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

Access Public

Type

2. CLOSED SESSION ITEMS FOR DISCUSSION

Subject 2.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (§ 54956.8) Property: College of San Mateo, 1700 W. Hillsdale Boulevard, San Mateo Agency Negotiators: Richard Storti Negotiating Party: Castilleja School Under Negotiation: Consideration of Terms of Joint Use and Price

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Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Subject 3.1 Comments by Community Members

Meeting May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Access Public

Type Information

PROVIDING PUBLIC COMMENT DURING THE MEETING ON CLOSED SESSION ITEMS

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- (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

Meeting May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 4. CLOSED SESSION

Access Public

Type

TO:

FROM:

PREPARED BY:

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

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

Meeting May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

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

Access Public

Type Procedural

Subject 5.2 Announcement of Any Reportable Action Taken in Closed Session

Meeting May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

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

Access Public

Type Information, Procedural

Subject 5.3 Discussion of the Order of the Agenda

Meeting May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

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

Access Public

Type Discussion

6. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject 6.1 Comments by Community Members

Meeting May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 6. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Access Public

Type Information

PROVIDING PUBLIC COMMENT DURING THE MEETING ON NON-AGENDA ITEMS

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(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 Min.)

Meeting May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 7. NEW BUSINESS

Access Public

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: Melissa Moreno, J.D., Interim 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_05-10-23.pdf \(162 KB\)](#)

Subject 7.2 Appoint Trustees to Ad Hoc Subcommittee of the Board re: Negotiation of Fourth Amended Master Agreement Between District and San Mateo County Community Colleges Foundation (10 Min.)

Meeting May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 7. NEW BUSINESS

Access Public

Type Action

Recommended Action To appoint two trustees to the ad hoc subcommittee of the Board to work with the Executive Vice Chancellor in negotiating a Fourth Amended Master Agreement between the District and San Mateo County Community Colleges Foundation.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Interim Chancellor

Appoint Trustees to Ad Hoc Subcommittee of the Board re: Negotiation of Fourth Amended Master Agreement Between District and San Mateo County Community Colleges Foundation

At the Regular Meeting on April 26, 2023, the Board voted to create an Ad Hoc Committee to work with the Executive Vice Chancellor in negotiating a Fourth Amended Master Agreement between the District and Foundation. The Interim Chancellor recommends that the Board appoint two trustees to this Ad Hoc subcommittee of the Board. It is further recommended that the two trustees appointed are not current SMCCC Foundation Board Members.

RECOMMENDATION

To appoint two trustees to the ad hoc subcommittee of the Board to work with the Executive Vice Chancellor in negotiating a Fourth Amended Master Agreement between the District and Foundation.

8. STUDY SESSION

Subject 8.1 Review of Draft Interim Board Policy and Administrative Procedure for SMCCCD Telework Program (15 Min. Presentation; 30 Min. Discussion)

Meeting May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 8. STUDY SESSION

Access Public

Type Discussion

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Interim Chancellor

PREPARED BY: Dr. Aaron McVean, Vice Chancellor, and Julie Johnson, Chief Human Resources Officer

REVIEW OF DRAFT INTERIM BOARD POLICY AND ADMINISTRATIVE PROCEDURE FOR SMCCCD TELEWORK PROGRAM

Overview

The draft Interim Board Policy and Administrative Procedure included in this Board Report provide a structure with minimum expectations, requirements, and eligibility criteria for participation in the District's Telework Program. The proposed District Telework Program would be made available for all full-time classified staff, administrators, and other non-represented, non-exempt employees (e.g., confidential employees, managers, directors, etc.).

Background

The COVID-19 global pandemic forced all District and College operations into a remote, telework situation beginning in March 2020 and extending through Spring 2021. As employees and students returned to campus, and based on the experience and learning that had taken place, there was an interest in exploring the feasibility of continuing telework options for employees moving forward. There were several reasons for this interest, including but not limited to:

- Improved program operational effectiveness and flexibilities, increased individual productivity, and higher morale;
- Increase the available pool of applicants applying to District positions; and Improve employee retention ([Bay Area has approximately 35% home-based workers which is one the highest in major metro areas](#));
- [Decrease commuter traffic and improve regional air quality](#);
- Reduced required office space;

The District began an informal Pilot Telework Program in Fall 2021, allowing telework options of a 4-1 or 3-2 weekly schedule for individual employees interested in taking advantage of that flexibility. It was and continues to be the District's perspective that operational and student needs would be paramount in decisions to allow employees to exercise a telework option.

After review and discussion of a proposed Administrative Procedure 2.11.2 – Telework Pilot Program, on October 26, 2022, the Board agreed to allow the District to continue the Pilot Program through the Spring 2023 semester at its December 14, 2022 meeting, with the expectation that an evaluation and review would take place in order for District staff to make a final recommendation for continuing the program. At its April 26, 2023 meeting, the Board reviewed the results of a survey conducted with managers and supervisors to assess the impact of the Pilot Telework Program, and provided feedback on a revised Administrative Procedure, indicating an interest in the development of a Board Policy upon which the Board could act. A draft Interim Board Policy and associated revised Administrative Procedure are included in the Board Packet for discussion at this Study Session. Included in the Board Packet are the following:

1. Interim Board Policy – Telework Program DRAFT
2. Administrative Procedure – Telework Program DRAFT
3. SMCCCD Telework Survey Questions
4. Summary of CCC and CA Higher Education Telework Program approaches

File Attachments

[SMCCCD_InterimBoardPolicy_TeleworkProgram.pdf \(146 KB\)](#)

[SMCCCD_TeleworkSurvey-Questions.pdf \(135 KB\)](#)

[SMCCCD_CCCTelecommuteApproaches_Summary.pdf \(149 KB\)](#)

[SMCCCD_AdministrativeProcedure_TeleworkProgram.pdf \(242 KB\)](#)

Subject	8.2 Draft of the Resolution No. 23-08 Support to Apply for Funding for Cañada College Child Development Laboratory Center (CDLC) (15 Min. Presentation; 30 Min. Discussion)
Meeting	May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	8. STUDY SESSION
Access	Public

Type Discussion
TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor
PREPARED BY: Kim Lopez, Cañada College President
Ludmila Prisecar, Vice President of Administrative Services

DRAFT OF RESOLUTION NO. 23-08 SUPPORT TO APPLY FOR FUNDING FOR CAÑADA COLLEGE CHILD DEVELOPMENT LABORATORY CENTER (CDLC)

With the attached resolution, the Board of Trustees supports and certifies that SMCCCD intends to provide a full-day Preschool Program at Cañada College and supports Cañada College in applying for funding for Cañada College Child Development Laboratory Center (CDLC).

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 23-08 Support to Apply for Funding for Cañada College Child Development Laboratory Center (CDLC).

File Attachments

[Resolution 23-08.pdf \(108 KB\)](#)

[2023 0510 CDC Taskforce Update \(Board Presentation\).pdf \(4,135 KB\)](#)

9. COMMUNICATIONS

10. STATEMENTS FROM BOARD MEMBERS

11. RECONVENE TO CLOSED SESSION (if necessary)

Subject 11.1 Reconvened to Closed Session
Meeting May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 11. RECONVENE TO CLOSED SESSION (if necessary)
Access Public
Type Procedural

12. RECONVENE TO OPEN SESSION (if necessary)

Subject 12.1 Reconvened to Open Session
Meeting May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 12. RECONVENE TO OPEN SESSION (if necessary)
Access Public
Type Procedural

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

Meeting May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 12. RECONVENE TO OPEN SESSION (if necessary)

Access Public

Type Procedural

13. ADJOURNMENT

Subject **13.1 Adjourn**

Meeting May 10, 2023 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 13. ADJOURNMENT

Access Public

Type Procedural