



**Wednesday, May 24, 2023**  
**REGULAR BOARD MEETING 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/83998179965>**  
**Dial-In: 1-669-900-9128 - Webinar ID: 839 9817 9965**

**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. Reasonable time limits may be placed on public comment during an open meeting so that meetings can be concluded within a reasonable time.**

**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. Reasonable time limits may be placed on public comment during an open meeting so that meetings can be concluded within a reasonable time.**

**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.**

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**Subject** 1.1 Call to Order / Roll Call  
Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 1. CLOSED SESSION - 5:00 p.m.  
Type Procedural

## **2. CLOSED SESSION ITEMS FOR DISCUSSION**

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**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

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Type Discussion

**Subject** 2.2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (§ 54956.8) Property: Vacant land adjacent to College of San Mateo Campus Agency Negotiators: Melissa Moreno of San Mateo County Community College District Negotiating Party: Town of Hillsborough Under Negotiation: Consideration of Terms of Joint Use and Price

Meeting May 24, 2023 - 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 May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Type

## **3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

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**Subject** 3.1 Comments by Community Members

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY  
Type Information

## **4. CLOSED SESSION**

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**Subject** 4.1 Recess to Closed Session

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 4. CLOSED SESSION

Type Procedural

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

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

Meeting May 24, 2023 - 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 May 24, 2023 - 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 May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Type Discussion

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## 6. STATEMENTS FROM EXECUTIVES, ACADEMIC SENATE, AND STUDENT REPRESENTATIVES

**Subject** 6.1 Chancellor and Chancellor's Cabinet

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 6. STATEMENTS FROM EXECUTIVES, ACADEMIC SENATE, AND STUDENT REPRESENTATIVES

Type Informational, Procedural

File Attachments

[2023\\_ExecutiveBoardReport\\_May\\_FINAL.pdf \(3,875 KB\)](#)

**Subject** 6.2 District Academic Senate

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 6. STATEMENTS FROM EXECUTIVES, ACADEMIC SENATE, AND STUDENT REPRESENTATIVES  
Type Informational, Procedural

**Subject 6.3 Student Trustee and/or Associated Student Body Representatives**

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 6. STATEMENTS FROM EXECUTIVES, ACADEMIC SENATE, AND STUDENT REPRESENTATIVES  
Type Informational

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**7. RECOGNITION OF STUDENT TRUSTEE, LESLY ANN TA**

**Subject 7.1 Recognition of Student Trustee, Lesly Ta**

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 7. RECOGNITION OF STUDENT TRUSTEE, LESLY ANN TA  
Type Informational, Procedural  
TO: Members of the Board of Trustees  
FROM: Melissa Moreno, J.D., Interim Chancellor  
PREPARED BY: Mike Claire, Chancellor

**RECOGNITION OF STUDENT TRUSTEE, LESLY ANN TA**

Student Trustee Ta has served as Student Trustee for the past 12 months. Student Trustee Ta has served with distinction and has worked tirelessly and collaboratively with her student constituents and other district stakeholder groups. In addition, Student Trustee Ta was instrumental in organizing student support for SB 893. Student Trustee Ta has fulfilled all requirements of the office as specified in the Education Code and Board Policies.

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**8. CELEBRATORY RECESS**

**Subject 8.1 Recess in Honor of Student Trustee Lesly Ta (15 Min.)**

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 8. CELEBRATORY RECESS  
Type Procedural

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**9. PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

**Subject 9.1 Presentation from Associated Students of Cañada College (5 Min.)**

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 9. PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS  
Type Informational

**Subject 9.2 Presentation from Associated Students of College of San Mateo (5 min.)**

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 9. PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS  
Type Informational

**Subject 9.3 Presentation from Associated Students of Skyline College (5 min.)**

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 9. PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS  
Type Informational

**10. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS**

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**Subject 10.1 AFT, Local 1493**

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 10. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS  
Type Information

**Subject 10.2 CSEA, Chapter 33**

Meeting May 24, 2023 - 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 May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 10. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS  
Type Information

**11. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

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**Subject 11.1 Comments by Community Members**

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 11. PUBLIC COMMENTS ON NON-AGENDA ITEMS  
Type Information

## **12. NEW BUSINESS**

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**Subject 12.1 Approval of Personnel Items (5 Min.)**

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. 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: 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.

File Attachments

[Approval of Personnel Items\\_5-24-23.pdf \(435 KB\)](#)

**Subject 12.2 Ratification of Successor Collective Bargaining Agreement Between San Mateo County Community College District and the California School Employees Association (CSEA) and its San Mateo CCCD Chapter 33 (5 Min.)**

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. NEW BUSINESS

Type Action

Recommended Action It is recommended that the Board of Trustees accept and approve the attached Tentative Agreement between the District and the California School Employees Association and its San Mateo CCCD Chapter 33 and adopt attached salary schedules.

TO: Members of the Board of Trustees

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

PREPARED BY: Julie Johnson, Chief Human Resources Officer

**Ratification of Successor Collective Bargaining Agreement Between San Mateo County Community College District and the California School Employees Association (CSEA) and its San Mateo CCCD Chapter 33**

Negotiations on a successor collective bargaining agreement were recently concluded with CSEA, and a Tentative Agreement was ratified by the CSEA membership on May 16, 2023. The Tentative Agreement includes the following Articles:

- Article 2 – Membership Dues
- Article 4 - Organizational Rights
- Article 5 – Hours and Overtime
- Article 6 – Vacation
- Article 7 – Holidays
- Article 8 – Pay and Allowances
- Article 9 – Health and Welfare Benefits
- Article 10 – Leaves
- Article 13 - Safety
- Article 14 – Performance Evaluation Procedures
- Article 16 – Effective of Agreement
- Article 19 – Reduction in Force
- Article 21 – Duration

The FY22-23 cost-of-living adjustment is retroactive to July 1, 2022, and is scheduled to be processed on June 30, 2023.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept and approve the attached Tentative Agreement between the District and the California School Employees Association and its San Mateo CCCD Chapter 33 and adopt attached salary schedules.

File Attachments

- [CSEA Salary Schedule 60 \(Schedules for FY22-23, FY23-24, & FY24-25\).pdf \(238 KB\)](#)
- [CSEA Salary Schedule 62 \(Schedules for FY22-23, FY23-24, & FY24-25\).pdf \(76 KB\)](#)
- [2022-2025 CSEA Successor Contract Tentative Agreements.pdf \(1,065 KB\)](#)

**Subject**                    **12.3 Approval of Salary and Employer-Paid Medical Premium Cap Adjustments Per Article 8.1 of the 2022-2025 American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Local 829, Council 57 Contract (5 Min.)**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    12. NEW BUSINESS

Type                        Action

Recommended Action                    It is recommended that the Board of Trustees approve the salary and employer-paid medical premium cap adjustment and increase for AFSCME employees and adopt the attached salary schedule.

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 SALARY AND EMPLOYER-PAID MEDICAL PREMIUM CAP ADJUSTMENTS PER ARTICLE 8.1 OF THE 2022-2025 AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), AFL-CIO, LOCAL 829, COUNCIL 57 CONTRACT**

The Board of Trustees approved the ratification of the 2022-2025 AFSCME successor collective bargaining agreement on August 24, 2022. The successor agreement provided members with an increase of 5% to base pay effective July 1, 2022. In addition, the successor agreement states that if any other bargaining unit receives a greater raise and/or benefit at any point during the contract, AFSCME members will receive the same raise and/or benefit.

The CSEA agreement provides its members with an increase of 7% to base pay effective July 1, 2022. Therefore, per the AFSCME contract, members shall receive a 2% increase adjustment to their raise received effective July 1, 2022. The salary adjustment is scheduled to be processed on June 30, 2023.

Furthermore, the CSEA agreement increases the single-party employer-paid medical premium cap to provide members a \$0 per month out-of-pocket amount for the Kaiser single-party plan. Per Article 8.1 of the AFSCME contract, it is recommended that AFSCME members receive an increase of \$50 per month to the single-party employer-paid medical premium cap to bring the employee out-of-pocket amount to \$0 for the Kaiser single-party plan.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the salary and employer-paid medical premium cap adjustment and increase for AFSCME employees and adopt the attached salary schedule.

File Attachments  
[Buildings and Grounds Salary Schedule 70 - FY22-23.pdf \(150 KB\)](#)

**Subject**                    **12.4 Approval of Salary and Employer-Paid Medical Premium Cap Adjustment for Non-Represented, Non-Exempt Employees on Salary Schedules 40 (Classified Professional/Supervisory) and 50 (Classified Confidential) (5 Min.)**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    12. NEW BUSINESS

Type                        Action

Recommended Action                    It is recommended that the Board of Trustees approve the salary and employer-paid medical premium cap adjustment and increase for the non-represented, non-exempt employee and adopt the attached salary schedules.

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 SALARY AND EMPLOYER-PAID MEDICAL PREMIUM CAP ADJUSTMENT FOR NON-REPRESENTED, NON-EXEMPT EMPLOYEES ON SALARY SCHEDULES 40 (CLASSIFIED PROFESSIONAL/SUPERVISORY) AND 50 (CLASSIFIED CONFIDENTIAL)**

Staff recommends for Board consideration that non-represented, non-exempt classified employees on Salary Schedules 40 (Classified Professional/Supervisory) and 50 (Classified Confidential) receive the same salary adjustment provided to CSEA employees, of 7% effective July 1, 2022, for FY22-23, 5% effective July 1, 2023, for FY23-24, and 3% effective July 1, 2024, for FY24-25. The salary adjustment for FY22-23 is scheduled to be processed on June 30, 2023.

Staff also recommends these two employee groups receive the same increase to the employer-paid medical premium cap provided to CSEA employees, which includes increasing the employer-paid medical premium cap by \$113.00 for the two-party plan and \$146.00 for the family plan. Although there is an increase to the employer-paid medical premium cap of \$34.00 per month for CSEA employees to cover the Kaiser single-party plan premium, staff does not recommend an increase to the single-party tier for these two employee groups because the employee out-of-pocket amount for the Kaiser single party is currently \$0.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the salary and employer-paid medical premium cap adjustment and increase for the non-represented, non-exempt employees and adopt the attached salary schedules.

File Attachments

[Classified Confidential Salary Schedule 50 \(Schedules for FY22-23, FY23-24, & FY24-25\).pdf \(164 KB\)](#)

[Classified ProfessionalSupervisory Salary Schedule 40 \(Schedules for FY22-23, FY23-24, & FY24-25\).pdf \(198 KB\)](#)

**Subject**                    **12.5 Approval of Salary and Employer-Paid Medical Premium Cap Adjustment for Non-Represented Exempt Employees on Salary Schedules 10 (Executive), 20 (Management), and 35 (Academic-Classified Exempt Supervisory) (5 Min.)**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    12. NEW BUSINESS

Type                        Action

Recommended Action                    It is recommended that the Board of Trustees approve the salary and employer-paid medical cap adjustment and increase for the non-represented exempt employees and adopt the attached salary schedules.

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 SALARY AND EMPLOYER-PAID MEDICAL PREMIUM CAP ADJUSTMENT FOR NON-REPRESENTED EXEMPT EMPLOYEES ON SALARY SCHEDULES 10 (EXECUTIVE), 20 (MANAGEMENT), AND 35 (ACADEMIC-CLASSIFIED EXEMPT SUPERVISORY)**

Staff recommends for Board consideration a 5% salary adjustment effective July 1, 2022, for FY22-23 for non-represented exempt employees on Salary Schedules 10 (Executive), 20 (Management), and 35 (Academic-Classified Exempt Supervisory). The salary adjustment is scheduled to be processed on June 30, 2023.

Staff also recommends increasing the employer-paid medical premium cap by \$25 for the single-party plan, \$113.00 for the two-party plan, and \$146.00 for the family plan. Although there is an increase to the employer-paid medical premium cap of \$34.00 per month for CSEA employees to cover the Kaiser single-party plan premium, staff only recommends an increase of \$25.00 per month to the single-party tier for these employee groups to bring the employee out-of-pocket amount to \$0 for the Kaiser single-party plan.

## RECOMMENDATION

It is recommended that the Board of Trustees approve the salary and employer-paid medical cap adjustment and increase for the non-represented exempt employees and adopt the attached salary schedules.

### File Attachments

[Executive Salary Schedule 10 - FY22-23.pdf \(94 KB\)](#)

[Management Salary Schedule 20- FY22-23.pdf \(86 KB\)](#)

[Academic-Classified Exempt Supervisory Salary Schedule 35 - FY22-23.pdf \(160 KB\)](#)

## 13. CONSENT AGENDA

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**Subject**                    **13.1 Approval of Service Award for 2022-2023 Student Trustee Lesly Ann Ta**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    13. CONSENT AGENDA

Type                        Action

Preferred Date            May 24, 2023

Recommended            It is recommended that the Board authorize payment of a service award to Student  
Action                    Trustee Lesly Ta, in accordance with Board Policy 1.05, as described above.

TO:                         Members of the Board of Trustees

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

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

### APPROVAL OF SERVICE AWARD FOR 2022-2023 STUDENT TRUSTEE LESLY ANN TA

Currently, the Student Trustee earns a maximum of \$438 per month for serving as Trustee. Prior to February 2022, when the Board received a compensation increase, the Student Trustee earned a maximum of \$417 per month. The Student Trustee is eligible, at the Board's discretion, for a service award if they have fulfilled the duties of the position for a 12-month period, in an amount equal to the total already earned during their 12-month term.

Student Trustee Ashley Garcia has served as Student Trustee for the past 12 months and has fulfilled all requirements of the office as specified in the Education Code and Board Policies.

## RECOMMENDATION

It is recommended that the Board authorize payment of a service award to Student Trustee Lesly Ta, in accordance with Board Policy 1.05 Paragraph 8a, as described above.

**Subject**                    **13.2 Approval of 2025-2029 Five Year Capital Construction Plan**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    13. CONSENT AGENDA

Type                        Action (Consent)

Preferred Date            May 24, 2023

Absolute Date            May 24, 2023

Fiscal Impact            No

Recommended Action    It is recommended that the Board of Trustees authorize submission of the District's 2025-2029 Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.

TO:                         Members of the Board of Trustees

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

PREPARED BY:            Dr. Richard Storti, Executive Vice Chancellor of Administrative Services  
                                  Michele Rudovsky, Chief of Facilities Operations Officer  
                                  Marie Mejia, Interim Director of Capital Projects

### **APPROVAL OF 2025-2029 FIVE-YEAR CAPITAL CONSTRUCTION PLAN**

On July 27, 2022 (Board Report No. 11.3), the Board authorized submittal of the District's 2024-2028 Five-Year Capital Construction Plan (5YCP), the related Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) to the California Community Colleges Chancellor's Office (CCCCO). The authorization was in accordance with the Community College Construction Act and both the Education Code Section 81800, *et seq.*, and State Administrative Manual 6610. The plan constitutes the first part of the capital outlay proposal process and was prepared according to current guidelines. The CCCCCO reviews and evaluates submitted plans for conformance to existing guidelines and potential for funding.

In preparing and submitting the 2025-2029 plan, the District maintains its priorities with regard to funding improvements for (1) buildings and facilities, (2) improvements and modifications to meet the needs of the physically limited, and (3) response to safety concerns.

This report is broken down into three (3) categories:

- I. FY 2019-2020 FPPs (CCCCO Approved in progress/completed)
- II. FY 2023-2024 FPPs (CCCCO Approved to be considered in the Governor's budget)
- III. FY 2026-2027 IPPs (Subject to CCCCCO approval and future funding)

Each project is described under these sections and this report is meant to give the Board and community an understanding of the projects anticipated to be implemented in the 2024-2028 timeframe.

#### **I. FY 2019-2020 FPPs (CCCCO Approved in progress/completed)**

##### **CAÑADA COLLEGE – BUILDING 13 MULTIPLE PROGRAM INSTRUCTIONAL CENTER MODERNIZATION**

**Project Description:** This project involves the modernization of the academic classroom building. The building was one of the original instructional buildings built on the Cañada College campus in 1968. The project proposes code upgrades to restroom facilities, corridors and vertical circulation systems. The modernization provides more flexible classroom layouts and new distance-learning classrooms. It addresses problems associated with facility accessibility for American with Disabilities Act (ADA) compliance. As part of the mechanical work, building management systems (BMS) controls and existing air conditioning units serving computer labs are replaced. Modernization of faculty offices is also part of this proposed project. A total of 29 offices will receive basic improvements including lights, mechanical, telephone/data and finishes. Shared office space for adjunct faculty and meeting room capacity are also part of this project. The renovation of the building-wide infrastructure systems improves the functionality of all 22,711 assignable square feet (asf) in the building including 6,059 asf lecture; 10,301 asf instructional laboratory; 3,604 asf office and 730 asf AV space.

**Total Project Cost:** Total project cost for the renovation of this facility \$25 million, with \$9 million State Capital Outlay funding, supplemented by \$14.2 million Measure H and \$1.8 million in other local funds.

**Status:** Currently in construction. Facility is scheduled to be ready for use in Fall 2023.

## **COLLEGE OF SAN MATEO – WATER SUPPLY TANK REPLACEMENT**

**Project Description:** During a scheduled cleaning and inspection of the existing 500,000-gallon campus water storage tank performed in April 2017, inspection divers discovered degradation of the interior tank liner. This water storage tank supplies domestic, irrigation and fire water for the entire campus through a triplex booster pump system and dedicated fire pumps (electric-normal operations, diesel direct drive-emergency operations). The tank supplied water from a public water system (California Water Company) but, due to the location and topography of the campus, the large storage tank is required to supply and maintain flow rate and pressure for domestic and fire water demands.

The degraded liner condition put the water quality and usage at risk. Unlined areas of the tank are subject to biofilm and algae growth, which use up the free disinfectant residual, creating water quality issues. Additionally, the degraded liner is breaking up into pieces that could lodge in the domestic or firewater outlets and/or pumps limiting available water. Replacement of the liner is possible, but would take the tank offline for two to three months to complete. The tank age of almost 60 years makes capital investment into the liner replacement questionable. The tank is reaching its useful life and replacement is warranted.

A replacement tank could be completed while the existing tank remains online with only short periods of system downtime for cutover. The campus FTE population, size of campus building, and current fire code require a replacement tank approximately 120% greater in volume than the existing tank.

This project replaces the existing tank considering the new design standards of the American Waterworks Association (AWWA) used in the design of steel and concrete water storage tanks, American Society of Civil Engineers (ASCE) used in the design of non-building and utility infrastructure, California Fire Code, as well as those standards used in the structural design review by the DSA.

**Total Project Cost:** Total replacement cost of this facility \$7.4 million, with \$5.2 million State Capital Outlay funding, supplemented by \$2.2 million of Measure H.

**Status:** Construction/State Close-out scheduled to be completed May 2023.

## **SKYLINE COLLEGE – BUILDING 2 WORKFORCE AND ECONOMIC DEVELOPMENT PROSPERITY CENTER MODERNIZATION**

**Project Description:** This project provides a readily accessible integrated service center that responds to the need to link services, benefits, opportunities, and instruction to build on the State's investment in workforce and economic development and to strengthen the connections of the public to benefits and opportunities that help build personal and community economic sustainability. In particular, it addresses the specific needs of

students by linking their educational experience with the job market and long-term careers. The services consist of three strands: employment/career services, income/work supports, and financial services/asset building.

This 31,061 asf facility includes Strategic Workforce, Admissions & Records, Cashier, Financial Aid, Transfer Center, Counseling, Health Center, Promise Scholar, Outreach, Guardian Scholars/Extended Opportunity Program and Services, CARE, CalWorks, Assessment Center, Middle College, Veterans Resource Center and General Classrooms. Project includes activating 7,897 asf of unassigned space. Improvements also include upgrades to base building utility systems such as power, lighting, data, security, hvac, plumbing and a full seismic retrofit.

**Total Project Cost:** Total project cost for the renovation of this facility \$68.1 million, with \$24 million State Capital Outlay funding, supplemented by \$41.1 million and \$3 million in other local funds.

**Status:** CCCC and Dept of Finance approved drawings and budget to proceed with construction on May 5, 2023. Construction to start June 2023. Facility will be ready for use in Summer 2025.

## II. 2023-2024 FPPs (CCCCO Approved to be considered in the Governor's budget)

### COLLEGE OF SAN MATEO – BUILDING 9 LIBRARY MODERNIZATION

**Project Description:** This project will modernize the library, constructed in 1969, so that it can be reconfigured as a one-stop place for information needs, technology needs, and related services that support modern teaching pedagogies that have evolved over the last fifty years since the library was built. The reconfiguration of the top two floors will integrate the current media-technology-internet based learning systems throughout, provide a diversity of learning environments for study, collaboration and making, robust wired and wireless network and connection points, as well as comfortable flexible furniture. The project will also modernize the first floor to downsize TV/Radio spaces and convert the balance of the floor into two Academic Technology Support services: Center for Transformative Teaching and Learning (CTTL) for faculty and staff, and an Information Technology Help Center for students.

To provide the necessary infrastructure and environmental conditions to support these programs, to improve energy efficiency and reduce maintenance costs, the modernization includes the replacement and increase in capacity for the aged mechanical, electrical, telecommunications, fire alarm, security and lighting systems, as well as the removal of hazardous substances. The deteriorated roof and single pane glazing will also be replaced, and stairs, elevators, restrooms, doors and signage will be upgraded for accessibility and other code related changes. The modernization may also require some seismic strengthening.

The project will result in a total of 38,795 assignable square feet in the building including 3,501 asf office; 22,390 asf library space; 6,290 asf AV/TV space; and 6,614 other space.

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$43 million, with \$21.8 million requested from State Capital Outlay funding, supplemented by \$21.2 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** Based on the assumption that the project is approved, design would commence in July 2023 with construction starting in 2025. Assuming State Capital Outlay funding and local funding are secured, the facility would be ready for use in 2027.

## III. FY 2025-2026 IPPs (Subject to CCCC approval and future funding)

### CAÑADA COLLEGE – BUILDING 3 PERFORMING ARTS CENTER TECHNOLOGY AND ENVIRONMENTAL MODERNIZATION

**Project Description:** This project will modernize the 51-year old Fine Arts facility so that the visual arts, music and theater programs can be reconfigured for operational efficiencies, and be equipped with the appropriate technology, electrical, data, and mechanical systems required for comfortable, safe environments

that increase student performance and learning. The building also houses a 550-seat capacity theater. The rest of the Humanities and Social Sciences division also use the classrooms, computer labs and offices in the building which require the same upgrades. Programmatically the music program spaces will be consolidated to be next to one another, facilitating the creation of dressing rooms adjacent to the stage for the theater. A similar consolidation of art spaces facilitates a needed expansion for the Fashion program and the relocation of the theater sound/light control room to the second floor. Technology and environmental upgrades addressed in the modernization include: upgrades to the theater systems (lighting, sound, rigging, etc.), the replacement and increase in capacity for the aged telecommunications, electrical, mechanical, security and lighting systems, and the removal of hazardous substances. The re-routing of all data cabling inside the building in lieu of the roof, which will also be replaced. New waterproofing at below grade concrete areas to address reoccurring water intrusion issues; and replacement of single-pane glazing for energy efficiency and reduced glare. Building code upgrades include minor seismic strengthening; upgrades/replacements to stairs, elevator, wheelchair lift, fire alarm and restrooms, automatic entry doors and signage.

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$39 million, with \$19 million requested from State Capital Outlay funding, supplemented by \$20 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCC approves this IPP, an FPP will be developed and submitted.

## **COLLEGE OF SAN MATEO – BUILDING 19 EMERGING TECHNOLOGIES MODERNIZATION**

**Project Description:** Building 19 was constructed in 1963 and is limited in its capabilities to effectively deliver the high-tech programs of today. The reconstruction of Building 19 will allow for the consolidation and centralization of highly active technology programs in Computer Information Science (CIS), Electronics, Engineering, Architecture, Building Technology, and Computer Aided Drafting. The building cannot currently adequately support the mission of integrative learning wherein departments actively blend curricula and faculty to bring different disciplines together to work on projects. The building will be home to Engineering, Architecture, Drafting, Electronics, Computer Information Sciences, and Building Inspection. The proximity of these disciplines will provide a unique opportunity to simulate industry's "Architecture, Engineering, and Construction" (A/E/C) process model for both large and small projects. We have found that faculty who work with colleagues to transfer knowledge-based skills from one course to another and/or colleagues from other disciplines become better teachers (perhaps because they are working with other professionals) and better learners. There is an excitement among the faculty participating in learning communities, which becomes infectious within departments. This creates a powerful bond between faculty and students because they are all learning together. California Community Colleges are all undergoing a much-needed focus to Student Learning Outcomes (SLOs) and College of San Mateo is no exception. The projected changes for Building 19 with regard to integrative teaching and learning fit in with SLOs and the accreditation of our institution. Built in assessment measures of the impact of the integrated program for instructional delivery will translate into graduating students with more complete knowledge and skills desired by the workforce. In addition, providing more relevant instructional space in line with the workplace environment provides the typically underserved students with the potential for successful employment in career technology occupations. Students enrolled in programs in this facility will be trained to transfer to more advanced programs in architecture, engineering and building technology at the university level or will be able to join the local Bay Area job market in advanced computer technology, electronics, engineering and building technology fields. It is the desire of the college and the District to form partnerships with local industry to develop more directed areas of study that fit the needs of the local employers and better develop the students capability toward skilled and professional advancement.

The opportunities this modernization will offer to the reconfigured instructional spaces in support of the new pedagogies will be maximized daylight control, interior lighting and acoustics designed to provide a comfortable environment minimizing competition to the education process. Reduction of glare and control of reverberation will release the student's energies for the task at hand – learning.

**Total Project Cost:** The cost is expected to be approximately \$21 million, with \$10 million requested State Capital Outlay funding, supplemented by \$11 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCCOC approves this IPP, an FPP will be developed and submitted.

## **COLLEGE OF SAN MATEO – BUILDING 8 MODERNIZATION FOR KINESIOLOGY**

**Project Description:** This 55,813 GSF building was constructed in 1963. It provides instructional space for the kinesiology program. The program and the instructional delivery methods have experienced significant changes over the last decade. The existing facilities are inadequate in addressing these changes in an effective and efficient manner. Areas have been carved out in a piecemeal fashion to address new programs in health and wellness. The locker/shower rooms consume large amounts of space that are no longer in high demand while important new programs are taking place in spaces that limit effective delivery. In some cases, enrollments have been limited by the inability of the spaces to provide safe and healthy physical activity. The program provides students with a learning environment that enhances health and wellness.

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$27 million, with \$13 million requested State Capital Outlay funding, supplemented by \$14 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCCOC approves this IPP, an FPP will be developed and submitted.

## **SKYLINE COLLEGE – BUILDING 5 LIBRARY & LEARNING RESOURCE CENTER**

**Project Description:** This project will modernize the Library/LRC facility so that it can be reconfigured appropriately to deliver the support services needed for student success. The current building arrangement and infrastructure hinder the ability for these services to meet these goals effectively. The Learning Center (Tutoring, Supplemental Instruction, TRIO, BAM) will be expanded by locating it on the second floor where there is more space and daylighting, while the library stacks will be reduced and relocated downstairs, along with the circulation desk, library offices and some quieter areas to study. The second floor will also increase the number of group study rooms, and create diverse, comfortable and flexible study spaces. The modernization will expand the Disability Resource Center and the Center for Transformative Teaching and Learning (CTTL) on the first floor.

To provide the necessary infrastructure and environmental conditions to support these programs, to improve energy efficiency and reduce maintenance costs, the modernization includes the replacement and increase in capacity for the aged mechanical, electrical, telecommunications, fire alarm, security and lighting systems, as well as the addition of cooling. The deteriorated roof and glazing will also be replaced, and stairs, elevators, restrooms, doors and signage will be upgraded for accessibility and other code related changes. The modernization will also require some seismic strengthening.

The project responds to the growing enrollments being experienced at Skyline College. Furthermore, it addresses the issues related to modernization and replacement of many of the 40-year-old buildings. This building is identified in the long-range plan to be remodeled for improved technology infrastructure and more efficient configuration of spaces.

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$31 million, with \$15 million requested from State Capital Outlay funding, supplemented by \$16 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCCOC approves this IPP, an FPP will be developed and submitted.

## **SKYLINE COLLEGE – BUILDING 1 VISUAL AND PERFORMING ARTS MODERNIZATION**

**Project Description:** Building 1, constructed in 1969, is a 77,587 GSF building. This project replaces Building 1 and upgrades equipment of the teaching/learning spaces and a 550-seat theater to meet program needs of the social science and creative arts programs. The social sciences and creative arts are integral part of many student's academic programs. The building provides instructional spaces for Administration of Justice, Anthropology, Art (Drawing, Painting, Ceramics and Sculpture), Digital Arts, Economics, Film, Geography, History, International Studies, Music, Paralegal Studies, Philosophy, Political Science, Psychology, and Sociology. Courses utilizing space in this building facilitate the success of students in attaining transfer status

as well as career opportunities in digital arts, Music and the legal professions. A 550-seat theater provides the only large assembly space on the campus and supplements the learning experience with cultural, drama, and lecture events.

**Total Project Cost:** The cost is expected to be approximately \$60 million, with \$30 million requested State Capital Outlay funding, supplemented by \$30 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCCCO approves this IPP, an FPP will be developed and submitted.

## RECOMMENDATION

It is recommended that the Board of Trustees authorize submission of the District's 2025-2029 Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.

*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.*

<b>Subject</b>	<b>13.3 Approval of Contract with Bay Central Printing, Inc. for Printing and Delivery of Marketing Materials</b>
Meeting	May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	13. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	May 24, 2023
Absolute Date	May 24, 2023
Fiscal Impact	Yes
Dollar Amount	\$73,303.90
Budgeted	Yes
Budget Source	College Funds
Recommended Action	It is recommended that the Board of Trustees approve the award of ITB 86912 to Bay Central Printing, Inc. and authorize the execution of a three-year contract beginning October 1, 2023.
TO:	Members of the Board of Trustees
FROM:	Melissa Moreno, J.D., Interim Chancellor
PREPARED BY:	Yanely Pulido, Director of General Services Bob Domenici, Purchasing Supervisor

## APPROVAL OF CONTRACT WITH BAY CENTRAL PRINTING INC. FOR PRINTING AND DELIVERY OF MARKETING MATERIALS



On February 21, 2023, the Department of General Services issued an Invitation to Bid (ITB 86912) for printing and delivering marketing materials for the three colleges. The Bid requested responses from companies that were “green committed,” which at a minimum means the company would be using soy inks and offering recycled paper for these printed materials.

On March 7, 2023 the District received three responsive and responsible bids, shown below, from Bay Central Printing, Inc., Folger Graphics and Casey Printing.

<b>Vendor</b>	<b>Bid Amount</b>
Bay Central Printing, Inc.	\$73,303.90
Folgers Graphics	\$84,985.10
Casey Printing and Marketing	\$94,240.00

The bids are considerably lower than the last bid cycle. The Colleges are taking steps to significantly reduce the quantities and cost of these materials by implementing online digital and newsprint versions and printing and mailing postcards announcing the availability of the online versions. These bid results reflect those changes.

Pursuant to public contract code, the bid must be awarded to the lowest responsive and responsible bidder. Bay Central Printing, Inc. of Union City, California, was the low responsive and responsible bidder with a proposal of \$73,303.90 per year. Bay Central Printing, Inc. is a Women Owned Certified “Green Printer” business in the San Francisco Bay Area. As a Green Printer they need to meet stringent environmentally friendly business practices, but also demonstrate their commitment to the environment.

The District intends to award a three year contract.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the award of ITB 86912 to Bay Central Printing, Inc. and authorize the execution of a three-year contract beginning October 1, 2023. Pricing for the first year is \$73,303.90 plus applicable sales tax. If applicable, price increases for future years are capped at the percentage increase in the consumer price index for the San Francisco Bay Area.

*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                    13.4 Disposition of District Records**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    13. CONSENT AGENDA

Type                        Action (Consent)

Preferred Date            May 24, 2023

Absolute Date            May 24, 2023

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

TO:                         Members of the Board of Trustees

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

PREPARED BY: Yanely Pulido, Director, General Services  
Bob Domenici, Purchasing Supervisor

## DISPOSITION OF DISTRICT RECORDS

District Rules and Regulations, Section 8.27.1 (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 are no longer needed in paper format since they have been preserved and maintained beyond their required retention, and that no record included in this action conflicts with the Board's Records Retention Policy.

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 Records

## RECOMMENDATION

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

File Attachments  
[Disposition of Records 5-24-23 -Final.pdf \(25 KB\)](#)

*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.*

<b>Subject</b>	<b>13.5 Curricular Additions, Deletions and Modifications - Cañada College, College of San Mateo, and Skyline College</b>
Meeting	May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	13. CONSENT AGENDA
Type	Action (Consent)
Preferred Date	May 24, 2023
Absolute Date	May 24, 2023
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: Melissa Moreno, J.D., Interim Chancellor

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

**CURRICULAR ADDITIONS, DELETIONS AND MODIFICATION - CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE**

The addition of four courses and two programs to the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, three courses are proposed to be offered in the distance education mode.

Eight courses and four programs 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, the courses will be deleted in the coming years.

Furthermore, one hundred two courses and thirty-two programs were modified, and one course was reactivated.

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 05-24-23 Attachment A CAN.pdf \(132 KB\)](#)

[Brd 05-24-23 Attachment B CSM.pdf \(133 KB\)](#)

[Brd 05-24-23 Attachment C SKY.pdf \(129 KB\)](#)

*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 13.6 Acceptance of Regional Equity and Recovery Partnerships Grant Funding for College of San Mateo**

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. CONSENT AGENDA

Type Action (Consent)

Preferred Date May 24, 2023  
Absolute Date May 24, 2023  
Fiscal Impact Yes  
Dollar Amount \$125,353.00  
Budgeted No  
Budget Source California Workforce Development Board  
Recommended Action It is recommended that the Board of Trustees approve the acceptance of the \$125,353 grant opportunity provided by the California Workforce Development Board (CWDB), administered by the California Community College Chancellor's Office's Workforce and Economic Development Division.  
TO: Members of the Board of Trustees  
FROM: Melissa Moreno, J.D., Interim Chancellor  
PREPARED BY: Dr. Jennifer Taylor-Mendoza, President, College of San Mateo  
Andrea Vizenor, Executive Director, Strategic Initiatives & Economic Development, College of San Mateo

### **ACCEPTANCE OF REGIONAL EQUITY & RECOVERY PARTNERSHIPS GRANT FUNDING FOR THE COLLEGE OF SAN MATEO**

The Regional Equity & Recovery Partnerships (RERP) grant opportunity represents an acceleration and deepening of existing Regional Plan Implementation (RPI) efforts by the California Workforce Development Board (CWDB). These efforts aim to align the needs of regional industry sectors and employers with training and technical assistance providers, among which are community colleges, workforce development boards, and America's Job Centers of California (AJCC). RERP grants are intended to support and invest in partnerships attempting to add "high road" approaches to existing sector strategies and career pathway programs. The terms "High Road" refer to a set of economic and workforce development strategies to achieve economic growth, economic equity, shared prosperity, and a clean environment. It also refers to interventions that improve job quality as well as job access for women and people from underserved communities.

The RERP grant provides a unique opportunity for the College of San Mateo to continue meeting the needs of our local communities and contributing to the economic vitality of our region by adding to our current short-term not-for-credit and accelerated-for-credit career education pathways. In particular, this grant will enable the College of San Mateo to build upon its ongoing Amazon Web Services cloud computing training to meet the needs of regional employers. It will also contribute to CSM's expansion of programming and services to Coastside residents by building new training opportunities. College of San Mateo will therefore be able to further its efforts to align programs with in-demand industry needs while supporting the attainment of college credit for training participants.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the acceptance of the \$125,353 grant opportunity provided by the California Workforce Development Board (CWDB), administered by 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.*

**Subject**                    **13.7 MOU with Longfellow to Explore Student and Employee Housing Opportunities at Cañada College**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    13. CONSENT AGENDA

Type                         Action (Consent)

Preferred Date            May 24, 2023

Recommended Action    It is recommended that the Board of Trustees approve the MOU with Longfellow to explore student and employee housing opportunities at Cañada College.

TO:                         Members of the Board of Trustees

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

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

**MOU WITH LONGFELLOW TO EXPLORE STUDENT AND EMPLOYEE HOUSING OPPORTUNITIES AT CAÑADA COLLEGE**

Longfellow is an industry leader with a well-earned reputation as a world-class life science real estate developer, owner, and operator. Longfellow is proposing to redevelop an outdated 84-acre office park in Redwood Shores into a 21st-century campus for today's leading life science companies. This project, called RedwoodLIFE:Evolve, will replace the existing outdated office buildings with 15 new state-of-the-art life science buildings; transform acres of surface parking into parks with expansive green, publicly accessible open spaces; address sea-level rise and invest in levee improvements; provide inviting community space for its neighbors; exceed environmental sustainability best practices; make enhancements to the San Francisco Bay Trail; and allow Redwood City to attract world-class life science and innovation companies and secure long-term economic vitality for generations to come. In connection with RedwoodLIFE:Evolve, and as part of its commitment to investing in the Redwood City community, Longfellow is proposing an Alternative Affordable Housing Plan that will meet and exceed the City's requirements for contributing to the development of affordable housing. The Plan proposes that instead of paying into the City's affordable housing fund, where the money may wait years to be applied to construction, Longfellow will invest its contribution directly with organizations actually developing affordable housing, so that new affordable housing can come online quickly and efficiently. The anticipated investment is approximately \$20 million.

In connection with processing the planning application for RedwoodLIFE:Evolve, the City of Redwood City has requested that Longfellow identify specific locations and opportunities where its contributions to affordable housing can be directed. Potential sites are at Canada College. The District and Longfellow have initiated discussions regarding Cañada College's critical need for student and staff housing and how Longfellow's contributions could help it meet that need and allow Cañada College to deliver new high-quality affordable housing on its Redwood City campus for its students and staff.

The purpose of the proposed Memorandum of Understanding ("MOU") is for the parties to work together in good faith to explore and identify opportunities and specific locations on the Cañada College campus for the development of affordable student and/or employee housing that aligns with the SMCCCD and Cañada College's long-range planning efforts and the City of Redwood City's Affordable Housing Ordinance. This MOU is for discussion purposes only, and accordingly, none of the Parties shall have any obligation to proceed with the transactions described herein unless and until the Parties execute and deliver definitive documents in their sole and absolute discretion.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the MOU with Longfellow to explore student and employee housing opportunities at Cañada College.

File Attachments

[Canada College - SMCCD - Longfellow - Housing MOU 4.26.23.pdf \(136 KB\)](#)

*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**                    **13.8 Denial of Claim Against the District by Claimant Milo Greenwood**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    13. CONSENT AGENDA

Type                        Action (Consent)

Recommended Action    It is recommended that the Board of Trustees deny the 4/19/23 claim against the District by Claimant Milo Greenwood and refer the matter to the District's insurance provider and legal advisors.

TO:                         Members of the Board of Trustees

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

PREPARED BY:         Dr. Richard Storti, Executive Vice Chancellor

**DENIAL OF CLAIM AGAINST THE DISTRICT BY CLAIMANT MILO GREENWOOD (4/19/23)**

Claimant alleges the District is responsible for a trip and fall injury suffered on the Javelin Runway located at the College of San Mateo.

**RECOMMENDATION**

It is recommended that the Board of Trustees deny the 4/19/23 claim against the District by Claimant Milo Greenwood and refer the matter to the District's insurance provider and legal advisors.

*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.*

**14. OTHER RECOMMENDATIONS**

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**Subject**                    **14.1 Adoption of Resolution No. 23-08 Support to Apply for Funding for Cañada College Child Development Laboratory Center (CDLC) (5 Min.)**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    14. OTHER RECOMMENDATIONS

Type                        Action

Preferred Date            May 24, 2023

Absolute Date May 24, 2023

Fiscal Impact No

Budgeted No

Recommended Action 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).

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

**ADOPTION 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 Support to Apply for Funding for Cañada College Child Development Laboratory Center \(CDLC\).pdf \(89 KB\)](#)

**Subject 14.2 Interim Board Policy to Authorize the SMCCCD Telework Program (5 Min.)**

Meeting May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 14. OTHER RECOMMENDATIONS

Type Action (Consent)

TO: Members of the Board of Trustees

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

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

**DISTRICT TELEWORK PROGRAM AUTHORIZATION**

**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 retention;
- Decrease commuter traffic and improve regional air quality;
- Reduced required office space;
- Enhance customer service.

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 25, 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, requesting the development of a Board Policy on which the Board could act. A draft interim Board Policy and associated revised Administrative Procedure were presented to the Board for discussion at its Study Session on May 10, 2023. Based on that discussion, a final revised interim Board Policy is included in this packet for approval.

## RECOMMENDATION

It is recommended that the Board of Trustees approve the interim Board Policy authorizing the District's Telework Program.

### File Attachments

[SMCCCD\\_InterimBoardPolicy\\_Telework\\_rev05152023.pdf \(146 KB\)](#)

*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.*

<b>Subject</b>	<b>14.3 Approval of Contract Award for Architectural Services for the District-Wide Student Housing at College of San Mateo (5 Min.)</b>
Meeting	May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	14. OTHER RECOMMENDATIONS
Type	Action
Preferred Date	May 24, 2023
Absolute Date	May 24, 2023
Fiscal Impact	Yes
Dollar Amount	\$3,923,000.00



Budgeted Yes

Budget Source This project will be funded by Higher Education Student Housing Grant funds and local funds.

Recommended Action It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a contract with HPI Architecture for design services for the Districtwide Student Housing Project at the College of San Mateo (RFSOQ/P #86913) in an amount not to exceed \$3,923,000.

TO: Members of the Board of Trustees

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

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor of Administrative Services  
Michele Rudovsky, Chief Facilities and Operations Officer  
Marie Mejia, Interim Director of Capital Projects

### **APPROVAL OF CONTRACT AWARD FOR ARCHITECTURAL SERVICES FOR THE DISTRICTWIDE STUDENT HOUSING AT COLLEGE OF SAN MATEO PROJECT**

As part of the 2021-22 California Budget package, the Legislature passed Senate Bill 169 in 2021, providing funding for grants to public colleges and universities to develop affordable student housing. This program provides California Community Colleges the opportunity to apply for student housing grants over a three-year period with three rounds of grant awards. In 2022, AB 183 transferred the administration of the Affordable Student Housing Grant Program from the California Department of Finance (DOF) to the California Community Colleges Chancellor's Office (CCCCO).

On October 26, 2022 (Board Report No.12.1), the Board was provided an update on the Student Housing Grant Application. In the first round of grant applications submitted in October 2021, the District was awarded a \$200,000 planning grant and the California Department of Finance further determined that the District's proposal was ineligible for construction grant funding.

On January 25, 2023 (Board Report No. 12.7), the Board adopted Resolution No. 23-01 in support of opportunities to build affordable housing for SMCCCD students on District property, with priority at all three (3) campuses, and supports applications to the Affordable Student Housing Grant Program.

The District reapplied for the second round of construction funding on January 25, 2023 for inclusion in the 2023-24 State Budget. The District's application has been ranked fifth out of 21 applications statewide. Given the strong chance of a favorable awarded and recognizing the project's timeline requirements, the District has completed the process of selecting an architectural/engineering services firm. Final outcome of the award is anticipated by the end of June 2023.

On March 20, 2023, the District staff issued a Request of Qualifications/Proposals (RFSOQ/P) from the four shortlisted firms in the initial round seeking architectural/engineering services for the project. The RFSOQ/P provided information about the intent of the project, as well as detailed reference documents related to the existing site, current planning efforts and the District's design and contractual requirements.

The criteria used to select which firm should design this high-visibility, high-impact project included the following:

- capability and experience of key personnel
- qualifications and experience meeting project specific requirements
- project approach
- work plan and capacity to provide the required services to meet the project's schedule
- experience with the permitting agency
- experience in designing similar projects

Although cost was a component in the proposal submittal process, the firms were notified that they would be evaluated on a Qualifications-Based Selection (QBS) process under which the most appropriate firm is selected based on qualifications such as knowledge, skill, experience, and other project-specific factors, rather than on fees.

The District's Selection Committee independently reviewed all of the four (4) qualifications proposals and invited them to participate in an interview on April 10, 2023. The General Services Department released the fee proposal once the QBS evaluation and ranking process was completed by the Selection Committee. The RFSOQ/P Selection Committee was comprised of representatives from the Executive Vice Chancellor's office and Facilities Planning and Operations, under the oversight and support of the General Services Department. Each team brought a unique perspective and approach to the table.

Firm	Qualifications Base Ranking	Base Fee	Design Contingency	Travel/Printing Reimbursable Allowance	Final Fee	Negotiated Base Fee	Printing Reimbursable Allowance	Final Fee*
HPI Architecture	1st	\$ 3,923,000	\$ 115,000	Not provided/TBD	\$ 4,038,000	\$ 3,908,000	\$ 15,000	\$ 3,923,000
HED	2nd	\$ 3,843,285	\$ -	Not provided/TBD	\$ 3,843,285	*HPI's final fee is inclusive of 84 trips for meetings and site visits (cost of travel, lodging and meals)		
Gensler	3rd	\$ 3,250,864	\$ 219,420	\$ 120,000	\$ 3,590,284			
LPA, Inc. (+Mithūn)	4th	\$ 3,783,200	\$ -	\$ 18,285	\$ 3,801,485			

At the conclusion of the evaluation and interview processes, the Selection Committee determined that HPI Architecture demonstrated the best understanding of the District's goals and objectives. The design team's experience in community college student housing, approach, perspectives, energy and vision was the best fit and would bring the most value to this project.

This project will be funded by Higher Education Student Housing Grant funds and local funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a contract with HPI Architecture for architectural services for the Districtwide Student Housing at College of San Mateo Project (RFSOQ/P #86913) in an amount not to exceed \$3,923,000.

**Subject**                    **14.4 Approval College of San Mateo and Cañada College Athletic Centers Monthly Fee and Plan Revisions (5 Min.)**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    14. OTHER RECOMMENDATIONS

Type                        Action

Preferred Date            May 24, 2023

Recommended Action    It is recommended that the Board of Trustees approve a fee revision for the College of San Mateo and Cañada College Athletic Centers, as highlighted on the attached monthly fee schedule comparative, to become effective July 1, 2023.

TO:                         Members of the Board of Trustees

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

PREPARED BY:          Dr. Richard Storti, Executive Vice Chancellor of Administrative Services  
Kurt Scholler, Director of Auxiliary Services

**APPROVAL COLLEGE OF SAN MATEO AND CAÑADA COLLEGE ATHLETIC CENTERS MONTHLY FEE AND PLAN REVISIONS**

The College of San Mateo and Cañada College Athletic Centers are proposing an increase in the monthly fees for the first time since January 2019. This proposal also recommends continuing free membership monthly dues options for students and continuation of discounted monthly dues for SMCCCD Faculty & Staff and San Mateo County Teachers, Administrators and Staff. The average proposed increases presented is 7%.

Increases in monthly dues nationwide are generally applied on an annual basis and are designed to offset increases in operational costs. The industry standard for increase in membership fees is 3%-10%. Given the increased operational costs in utilities and salary/benefit costs, an increase in dues is necessary to ensure CSM & CAN Athletic Centers continue exceptional levels of service to students and members and economic support for reinvestment in equipment replacement, upgrades and economic support for academic initiatives.

The rate analysis of similar fitness facilities based upon location or similar enterprise models in comparison to CSM & CAN – Athletic Centers was conducted. The monthly dues for the facilities that were identified in size, services, and programming are detailed in the table below.

<b>Site:</b>	<b>Single Dues:</b>
BC Redwood Shores	\$300
Equinox	\$185
Peninsula JCC	\$106
UCSF Mission Bay	\$119
FitnessSF	\$100
CSM & CAN Athletic Centers	\$72
Peninsula YMCA	\$85

The proposed 7% increase in monthly dues is considerably less than all six comparative sites and after rate increase reflects \$8 lower price in monthly dues than cheapest membership option, noted at the YMCA.

The CPI, (Consumer Price Index) increased 5.0 percent for the 12 months ending March 2023, according to the U.S. Bureau of Labor Statistics. Consideration is requested for 7% Athletic Center monthly rate increase be applied to coincide with forecasted CPI increases of an additional 2.0 percent for year 2023.

**CSM - CAN Athletic Center Monthly Dues**

<u><b>Current Dues SINGLE</b></u>			<u><b>Current Dues DUAL Site</b></u>		
<u><b>Site</b></u>	<u><b>7%</b></u>	<u><b>Actual</b></u>	<u><b>Site</b></u>	<u><b>7%</b></u>	<u><b>Actual</b></u>
<b>Current Rate:</b>	<b>Increase:</b>	<b>TTL:</b>	<b>Current Rate:</b>	<b>Increase:</b>	<b>TTL:</b>
<b>California State Select (Lives/works outside San Mateo County)</b>					
84	5.88	89.88	105	7.35	112.35
129	9.03	138.03	183	12.81	195.81
160	11.2	171.2	207	14.49	221.49
<b>Community Collective (Lives/Works in San Mateo County)</b>					
72	5.04	77.04	90	6.3	96.3
113	7.91	120.91	141	9.87	150.87
138	9.66	147.66	172	12.04	184.04
<b>Senior Select (62 years old or older)</b>					
58	4.06	62.06	73	5.11	78.11
89	6.23	95.23	111	7.77	118.77

**Veterans, Active Duty, Employed by San Mateo County First Responders**

61	4.27	65.27	76	5.32	81.32
94	6.58	100.58	118	8.26	126.26
119	8.33	127.33	149	10.43	159.43

**Student Select (6+ Units registered in SMCCD, must be 18+yrs.)****(First 2-months New Membership Free) & (Free dues after 15 visits)**

15	0	15.00	19	0	19.00
56	0	56.00	80	0	80.00
76	0	76.00	95	0	95.00

**Faculty, Staff or Administrator (Employed by SMCCD or San Mateo County K-12 School)**

30	2.1	32.1	38	2.66	40.66
55	3.85	58.85	69	4.83	73.83
75	5.25	80.25	94	6.58	100.58

**Faculty, Staff or Administrator (Employed by SMCCD or San Mateo County K-12 School)****(Non-primetime)(Limited Access M-F 6:00a - 8:30a & 4:00p - CLOSE, Weekends: No Restrictions)**

12	0.84	12.84	15	1.05	16.05
24	1.68	25.68	31	2.17	33.17
33	2.31	35.31	41	2.87	43.87

**RECOMMENDATION**

It is recommended that the Board of Trustees approve a fee revision for the College of San Mateo and Cañada College Athletic Centers, as highlighted on the attached monthly fee schedule comparative, to become effective July 1, 2023.

**15. DISCUSSION**

**Subject**                    **15.1 Auxiliary Operations Financial Summary for the Quarter Ending March 31, 2023 (10 Min.)**

**Meeting**                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

**Category**                    15. DISCUSSION

**Type**                         Discussion

**TO:**                         Members of the Board of Trustees

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

**PREPARED BY:**        Richard Storti, Executive Vice Chancellor

**AUXILIARY OPERATIONS FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2023**

The following report covers the period of July 1, 2022, through March 31, 2023, 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

[2022-23 Q3 Board Report.pdf \(402 KB\)](#)

**Subject**                    **15.2 District Financial Summary for the Quarter Ending March 31, 2023 (5 Min.)**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    15. DISCUSSION

Type                        Discussion

TO:                         Members of the Board of Trustees

FROM:                      Melissa Moreno, Chancellor

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

**DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2023**

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 as exhibits to this report are:

- Form CCFS-311Q (Exhibit A) for the quarter ending March 31, 2023, which was forwarded to the State Chancellor's Office on May 10, 2023
- Cash Flow Statement for the quarter ending March 31, 2023 (Exhibit B)

File Attachments

[3rd Quarter End Report.pdf \(446 KB\)](#)

**Subject**                    **15.3 Review Draft of Board of Trustees Meeting Dates for 2024 (15 Min.)**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    15. DISCUSSION

Type                        Discussion

**TO:**                         Members of the Board of Trustees

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

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

**REVIEW DRAFT OF BOARD OF TRUSTEES MEETING DATES FOR 2024**

The Board annually sets meeting dates for the next calendar year. Board Policy 1.40 states that “the regular meetings of the Board shall normally be held on the second and fourth Wednesday of each month” and that “the date, time and place of the regular meeting may be changed by action of the Board.”

Traditionally, the Board holds only one meeting in May, August, November and December due to a large number of events and/or holidays. Additionally, the Board holds an annual retreat on the first Saturday in February rather than holding a meeting on the second Wednesday of the month.

On occasion, the Board may change a scheduled meeting date due to unforeseen circumstances. In such instances, the change will be noted in advance of the meeting.

The attached shows proposed dates for the 2024 meetings. The Board will discuss this schedule and come to an agreement on any changes.

File Attachments

[2024 Board of Trustees Meeting Dates.pdf \(28 KB\)](#)

**Subject**                    **15.4 Governor's 2023-24 May Revision (10 Min.)**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    15. DISCUSSION

Type                         Discussion

TO:                         Members of the Board of Trustees

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

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor of Administrative Services  
Bernata Slater, Chief Financial Officer

**GOVERNOR'S 2023-24 MAY REVISION**

On May 12th, Governor Newsom released an update (known as the May Revise) to his 2023-24 budget proposal from January 2023. The focus of this update is primarily on the impact on community colleges and the San Mateo County Community College District, a community-supported (i.e., basic aid) district.

The Governor’s revised budget proposal for 2023-24 now totals \$306 billion. As anticipated, the State’s budget deficit has grown from \$22.5 billion in January to \$31.5 billion in May due to the continued downturn in the economy, inflation, and a decrease in state revenues. The Governor cautioned that there are several uncertainties surrounding his proposed budget, including the federal debt ceiling impasse, delayed tax receipts (estimated at \$42 billion) given the deferral of the payment date from April to October, additional interest rate increases, and a possible moderate recession. With that in mind, the Governor continues to take a conservative approach to the 2023-24 budget while protecting critical programs by deploying various tactics including spending reductions, reductions in current year (2022-23) one-time funds, fund shifts, borrowing from special funds, and withdrawing funds from the Safety Net Reserve while still providing for \$37.2 billion in total reserves, including \$22.3 billion in the Budget Stabilization Account (the Rainy Day Fund).

**Community Colleges**

Funding under Proposition 98 for K-14 education has been reduced to \$106.8 billion which is a \$2.2 billion decrease from January and a \$3.6 billion decrease from the 2022-23 enacted budget. Community colleges are slated to receive \$12.3 billion from general funds and local property taxes combined, which is an overall reduction of \$360.1 million from proposal in January. This reduction has a major impact on current year (2022-23) appropriations as the

Governor is proposing to cut both Scheduled Maintenance and COVID-19 Recovery Block Grant by over 50 percent. If signed into law as proposed, for San Mateo County Community College District, this reduction would translate into “take back” of \$6.4 million and \$4.9 million, respectively. To put this in perspective the allocation for Scheduled Maintenance in 2022-23 was \$11.9 million and for the COVID-19 Recovery Block Grant was \$9.3 million. It is expected that there will be strong advocacy from community colleges against these reductions since districts have already received a majority of these funds through apportionment and have already began planning and/or spending these funds.

The May Revision includes two statutory change proposals related to categorical programs. The first proposal would allow districts to spend funds from the Student Equity and Achievement Program, Student Financial Aid Administration, and Student Mental Health Resources flexibly and create an assessment mechanism after five years for the State Chancellor’s Office to determine whether districts have made progress toward the meeting the roadmap goals. If no progress is shown, then those districts will lose this spending flexibility. The second change expands the eligible uses of resources for the Strong Workforce Program by allowing for student grants for licensing and certification fees and to support applied and experiential learning.

A summary of the \$306.1 million reduction to community colleges via the May Revision and the impacts to the San Mateo County Community College District are listed below.

### **Ongoing Resources:**

- \$23 million for the increased cost of living adjustment (COLA) for the Student Centered Funding Formula (SCFF) (the COLA is now calculated at 8.22%) – does not apply to the District
- \$4.2 million net reduction for the increased COLA for select categorical programs offset by technical adjustments – the District will receive an 8.22% COLA for EOPS, CARE, DSPS, Apprenticeship, CalWORKS, and the Mandated Block Grant..
- \$10 million for a new LGBTQ+ Pilot Program – this is currently earmarked solely for the Los Angeles Community College District.
- \$50 million reduction in Student Success Completion grants to reflect the current program participation levels

### **One-Time Resources:**

- \$239.2 million additional reduction (for a total reduction of \$452.2 million) in Scheduled Maintenance funds allocated in 2022-23. The District’s allocation was \$11.9 million. If this proposal comes to fruition, then the District’s allocation will be reduced by \$6.4 million to \$5.5 million.
- \$344.7 million reduction in the COVID-19 Recovery Block Grant allocated in 2022-23. The District’s allocation was \$9.3 million. If this proposal comes to fruition, then the District’s allocation will be reduced by \$4.9 million to \$4.4 million.
- \$100 million reduction from the originally proposed \$200 million for student enrollment and retention efforts. This will provide an estimated \$1.3 million to the colleges.
- \$2.5 million for the East Los Angeles College Entrepreneurship and Innovation Center.

### **The May Revision also included:**

- \$450 million in 2023-24 and \$94.5 million in 2024-25 for student housing grants. No specific projects have been identified in the budget but if the State were to fund the projects in ranked order these funds would cover the first six projects from the applications filed in January 2023. As of this writing, staff is in process of verifying if San Mateo County Community Colleges project would receive this funding given that it ranked fifth.
- Among the various projects funded by the Statewide Construction Bond, the Governor’s proposal has added funding for the renovation of Building B9 at the College of San Mateo. This will require a significant match from the District. Discussions are underway to identify the required match.

District administration is monitoring these proposals closely as the State navigates through its budget process. The legislature will begin its process to respond to the May Revision with the expectation to of counter budget proposals from both the Senate and Assembly within the next couple weeks. If there are any line items that differ between the

Governor's revised proposal and the Legislators' agreed-upon proposal, then those line items will become the focus of budget negotiations..

The Final Adopted Budget for 2023-24, which will be presented to the Board of Trustees for approval at their meeting of September 13<sup>th</sup> will incorporate items that are signed into law by the Governor with the adoption of the State's Budget, which is anticipated by June 30, 2023.

Additional information on Governor's May Revision and State's budget process can be found at:

[https://www.cccco.edu/-/media/CCCO-Website/College-Finance-and-Facilities/Budget-News/Budget-2023-2024/CCC\\_2023\\_Joint-Analysis-May-Revision.pdf?la=en&hash=47F05E477F7C6361D61B214D9A393EBB18F7E137](https://www.cccco.edu/-/media/CCCO-Website/College-Finance-and-Facilities/Budget-News/Budget-2023-2024/CCC_2023_Joint-Analysis-May-Revision.pdf?la=en&hash=47F05E477F7C6361D61B214D9A393EBB18F7E137)

**Subject**                    **15.5 Proposed Changes to BP 6.04 - Minimum Class Size Guidelines (25 Min. Total: 10 Min. Presentation; 15 Min. Discussion)**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    15. DISCUSSION

Type                        Discussion, Informational

TO:                         Members of the Board of Trustees

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

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

### **PROPOSED CHANGES TO BOARD POLICY 6.04 - MINIMUM CLASS SIZE GUIDELINES**

During the COVID-19 global pandemic, the District negotiated a series of MOUs with the AFT that, in part, temporarily suspended the Minimum Class Size Guidelines outlined in BP 6.04, to reduce the number of students that served as a guideline for class section cancellation from twenty (20) to ten (10) students. At the conclusion of these MOUs, the Chancellor, through executive action related to recovery from the COVID-19 global pandemic, continued the temporary suspension of the twenty (20) student minimum class size guideline. At its meeting on November 30, 2022, the Board of Trustees received a report and presentation on the impacts of class cancellations as they related to the existing minimum class size guidelines included in BP 6.04. Subsequently, the District Participatory Governance Council (DPGC) received the same report and presentation and discussed potential changes to BP 6.04 at its regular Spring 2023 meetings. Ultimately, DPGC recommended a series of changes to BP 6.04, including a permanent change of the minimum class size guideline for class cancellations to ten (10) students. This recommendation was forwarded to the Chancellor for consideration, per [Board Policy 2.08](#).

Following the Chancellor's Cabinet review and discussion of the recommended changes from DPGC, the Chancellor has drafted a separate recommendation, incorporating some of the changes recommended by DPGC, modifying others, and adding some additional clarifying language. This item is being provided to the Board as a first read, with anticipated action to be taken at its regular meeting scheduled for June 28, 2023.

#### **Included Attachments**

1. BP 6.04 - Minimum Class Size Guidelines - Chancellor's Recommendation (clean DRAFT)
2. BP 6.04 - Minimum Class Size Guidelines - Chancellor's Recommendation (redline DRAFT)
3. BP 6.04 - Minimum Class Size Guidelines - DPGC Recommendation (redline DRAFT)

#### **Additional Materials**

[Cañada College Section Cancellation Guidance Document](#)  
[Skyline College Section Cancellation Guidance Document](#)  
[College of San Mateo Section Cancellation Guidance Document](#)



File Attachments

[Board Policy 6.04 - Minimum Class Size Guidelines - Chancellor's Recommendation\\_cleanDRAFT.pdf \(127 KB\)](#)

[Board Policy 6.04 - Minimum Class Size Guidelines - Chancellor's Recommendation\\_redline.docx \(33 KB\)](#)

[Board Policy 6.04 - Minimum Class Size Guidelines - DPGC Recommendation\\_redline.docx \(23 KB\)](#)

[SMCCCD\\_MinimumEnrollment\\_CancelledCourses-FINAL.pdf \(222 KB\)](#)

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## **16. COMMUNICATIONS**

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## **17. STATEMENTS FROM BOARD MEMBERS**

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## **18. RECONVENE TO CLOSED SESSION (if necessary)**

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**Subject**                    **18.1 Reconvened to Close Session**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    18. RECONVENE TO CLOSED SESSION (if necessary)

Type                         Procedural

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## **19. RECONVENE TO OPEN SESSION (if necessary)**

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**Subject**                    **19.1 Reconvened to Open Session**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    19. RECONVENE TO OPEN SESSION (if necessary)

Type                         Procedural

**Subject**                    **19.2 Announcement of Reportable Action Taken In Closed Session (if necessary)**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    19. RECONVENE TO OPEN SESSION (if necessary)

Type                         Procedural

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## **20. ADJOURNMENT**

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**Subject**                    **20.1 Adjourn**

Meeting                    May 24, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    20. ADJOURNMENT

Type                         Procedural