



**Wednesday, September 13, 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/82008308951>
Dial-In: 1-669-900-9128 - Webinar ID: 820 0830 8951**

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.

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 at 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 at 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 (650) 358-6877 at least 24 hours prior to the Board meeting.

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

Subject 1.1 Call to Order / Roll Call

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 1. CLOSED SESSION - 5:00 p.m.
Access Public
Type Procedural

2. CLOSED SESSION ITEMS FOR DISCUSSION

Subject 2.1 Pursuant to Gov. Code, §54957: Discussion of Complaint Against Employee

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Access Public
Type

Subject 2.2 Conference with Legal Counsel - Anticipated Litigation: Significant Exposure to Litigation Pursuant to Subdivisions (d)(2), (4) and (h) of Section 54956.9 - Number of Potential Cases: 1

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Access Public
Type Discussion

Subject 2.3 Conference with Labor Negotiator - Agency Designated Representatives: Melissa Moreno and Julie Johnson; Employee Organization: Non-represented Employees

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Access Public
Type

Subject 2.4 Conference with Labor Negotiator - Agency Designated Representative: Randy Erickson and Julie Johnson Employee Organization: AFT

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Access Public

Type

Subject **2.5 Pursuant to Gov. Code, §54957: Public Employee Discipline/Dismissal/Release**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Subject **3.1 Comments by Community Members**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Access Public

Type Information

4. CLOSED SESSION

Subject **4.1 Recess to Closed Session**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 4. CLOSED SESSION

Access Public

Type Procedural

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

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

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Access Public

Type Procedural

Subject **5.2 Announcement of Any Reportable Action Taken in Closed Session**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 5. OPEN SESSION - 6:00 p.m.
Access Public
Type Information, Procedural

Subject 5.3 Discussion of the Order of the Agenda

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 5. OPEN SESSION - 6:00 p.m.
Access Public
Type Discussion

6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Subject 6.1 Chancellor and Chancellor's Cabinet

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES
Access Public
Type Informational, Procedural

File Attachments
[2023_ExecutiveBoardReport_September_EDIT2.pdf \(1,999 KB\)](#)

Subject 6.2 District Academic Senate

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES
Access Public
Type Informational

Subject 6.3 Student Trustee and/or Associated Student Body

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES
Access Public
Type Informational

7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Subject **7.1 AFT, Local 1493**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Access Public

Type Information

Subject **7.2 CSEA, Chapter 33**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Access Public

Type Information

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

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Access Public

Type Information

8. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject **8.1 Comments by Community Members**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 8. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Access Public

Type Information

9. APPROVAL OF MINUTES

Subject **9.1 Approval of Minutes from August 23, 2023 Regular Meeting (5 Mins.)**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 9. APPROVAL OF MINUTES

Access Public

Type Action (Consent)

Preferred Date Sep 13, 2023

Fiscal Impact No

Budgeted No

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

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 MINUTES FROM AUGUST 23, 2023 REGULAR MEETING

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

RECOMMENDATION

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

File Attachments

[2023-08-23 Minutes.pdf \(268 KB\)](#)

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.

10. NEW BUSINESS

Subject 10.1 Approval of Personnel Items (5 Mins.)

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. NEW BUSINESS

Access Public

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 and recommendations for approval of new employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Personnel Report.

File Attachments
[Approval of Personnel Items 09-13-23.pdf \(199 KB\)](#)

11. CONSENT AGENDA

Subject	11.1 Approval to Execute Cell Site Use Permit with Verizon Wireless - Cañada College
Meeting	Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Sep 13, 2023
Absolute Date	Sep 13, 2023
Fiscal Impact	No
Recommended Action	It is recommended that the Board of Trustees approve the execution of the cell site use permit with GTE Mobilnet of California Limited Partnership d/b/a Verizon Wireless at Cañada College.
TO:	Members of the Board of Trustees
FROM:	Melissa Moreno, J.D., Interim Chancellor
PREPARED BY:	Bernata Slater, Acting Executive Vice Chancellor Yanely Pulido, Director of General Services

APPROVAL TO EXECUTE CELL SITE USE PERMIT WITH VERIZON WIRELESS – CAÑADA COLLEGE

In September 2007 (Board Report No. 07-9-2CA), the Board approved a site use permit with GTE Mobilnet of California Limited Partnership d/b/a Verizon Wireless for installation and operation of cellular communications equipment at Cañada College. The permit was issued for a period of five (5) years and renewed for two (2) successive five (5)-year renewal terms and ended on February 18, 2023.

The District began to negotiate a renewal with Verizon's assigned third-party agent in June of 2022, to include an equipment upgrade which is subject to the Division of State Architect's (DSA) approval. The original permit expired due to the current delay in DSA's approval, which is still pending. The new use permit requires to have a copy of the DSA approved plan set as an exhibit.

Verizon Wireless wishes to continue their business relationship with the District. As such, the District and Verizon have mutually agreed to the renegotiated new site use permit. The permit calls for a one-time administrative fee of \$3,000 and an annual payment to the District of \$65,486, with an annual four percent (4%) increase throughout the period of the permit. The period would be for five (5) years with an option to renew for two (2) successive five (5)-year renewal terms.

RECOMMENDATION

It is recommended that the Board of Trustees approve the execution of the cell site use permit with GTE Mobilnet of California Limited Partnership d/b/a Verizon Wireless at Cañada College.

Approval of Consent Agenda All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.

Subject 11.2 Approval of College Midterm Reports to the Accrediting Commission for Community and Junior Colleges (ACCJC)

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. CONSENT AGENDA

Access Public

Type Action (Consent)

Preferred Date Sep 13, 2023

Absolute Date Sep 13, 2023

Fiscal Impact No

Recommended Action It is recommended that the Board approve the ACCJC Midterm Reports for Cañada College, College of San Mateo, and Skyline College. A "Yes" vote confirms receipt and review of the Midterm Reports and authorizes the Board President/Chair to sign the certification page on behalf of the Board of Trustees.

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
Kim Lopez, President, Cañada College
Dr. Richard Storti, Acting President, College of San Mateo
Dr. Newin Orante, Acting President, Skyline College

APPROVAL OF COLLEGE MIDTERM REPORTS TO THE ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (ACCJC)

In accordance with the January 27, 2020 official letter from the Accrediting Commission for Community and Junior Colleges (ACCJC) [reaffirming the Accreditation](#) of each of the colleges for a period of seven years, Cañada College, Skyline College will submit a Midterm Report to the Commission no later than October 15, 2023. Per the [ACCJC Guidelines for Preparing Institutional Reports to the Commission](#), institutions are required to submit a Midterm Report in the 4th year of their comprehensive peer review cycle. In the Midterm Report, the institution:

- provides an update on how it has integrated improvement plans arising from the self-evaluation into its ongoing planning and implementation processes;
- addresses work accomplished in response to the improvement recommendations affirmed by the Commission in its Action Letter
- reflects on actions it has taken to improve institutional performance related to student learning outcomes and institution-set standards;
- reflects on fiscal health and indicates actions taken to improve conditions (if applicable); and
- reports on the progress and outcomes from the action projects identified in its most recent Quality Focus Essay (described in the ISER).

In preparing the Midterm Reports, all three colleges implemented a comprehensive, inclusive process that gathered input and perspectives from all campus constituencies and relied on the Colleges' participatory governance process to review, edit, and finalize the Midterm Report to the ACCJC.

RECOMMENDATION

It is recommended that the Board approve the ACCJC Midterm Reports for Cañada College, College of San Mateo, and Skyline College. A "Yes" vote confirms receipt and review of the Midterm Reports and authorizes the Board President/Chair to sign the certification page on behalf of the Board of Trustees.

File Attachments

[Skyline College Midterm Report 2023 BOT Final.pdf \(2,197 KB\)](#)

[Cañada-College-Midterm-Report-2023-FINAL.pdf \(14,266 KB\)](#)

[CSM-Midterm-Report-2023 vBoT 2023-09-01.pdf \(1,371 KB\)](#)

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	11.3 Acceptance of Grant from Peninsula Clean Energy to Support "Sustainability Collaborative Center" at San Mateo County Community College District
Meeting	Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Sep 13, 2023
Absolute Date	Sep 13, 2023

Fiscal Impact	Yes
Dollar Amount	\$175,000.00
Budget Source	Grant funds
Recommended Action	It is recommended that the Board accept the grant in the amount of not to exceed \$175,000 from Peninsula Clean Energy to carry out a collaborative project to train future sustainability leaders.
TO:	Members of the Board of Trustees
FROM:	Melissa Moreno, J.D. Interim Chancellor
PREPARED BY:	Bernata Slater, Acting Executive Vice Chancellor of Administrative Services Michele Rudovsky, Chief Facilities and Operations Officer

ACCEPTANCE OF GRANT FROM PENINSULA CLEAN ENERGY TO SUPPORT "SUSTAINABILITY COLLABORATIVE CENTER" AT SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

To further advance and institutionalize sustainability education & clean energy workforce development, SMCCCD is piloting the Sustainability Collaborative Center with the College of San Mateo. The Center will function as a central hub for faculty and students to incorporate sustainability into teaching and learning. The Sustainability Collaborative center will offer three main areas of service:

- Utilize the Museum of Tomorrow Model to engage students and faculty from all disciplines, with a priority on students enrolled in trades programs. The Museum of Tomorrow (MoT) is a sustainability pop-up museum designed & built by students to educate the public on tangible climate solutions. Through the process of exhibit creation, students gain hands-on professional experiences in sustainability-related careers.
- Empower the District Sustainability Team to expand engagement of students and faculty in energy-related projects
- Provide students, staff, and faculty with a physical space to connect, network, and explore energy and other sustainability topics.

Program planning for this endeavor began September 2022 with support from the former CSM President along with college leadership, CSM Sustainability as Social Justice Committee and others. CSM Building 9 Library is recommended physical location to accomplish this endeavor.

On Aug 23, 2023, Peninsula Clean Energy (PCE) issued a notice of proposed award to SMCCCD of up to \$175,000 to perform the following objectives:

- Hire one (1) AFSCME outreach Project Engineer for 184 days
- Provide Level D (Technical level) hourly wages for up to five (5) SMCCCD Student Assistants (limited to 250 hours each)
- Provide three (3) faculty mentorship support up to \$5000 each
- Submit exhibit ideation concept & exhibit fabrication plan for at least 3 clean-energy related Museum of Tomorrow exhibits
- Provide ongoing administrative services, track lessons-learned and measure impacts.
- Provide a final report

RECOMMENDATION

It is recommended that the Board accept the grant in the amount of not to exceed \$175,000 from Peninsula Clean Energy to carry out a collaborative project to train future sustainability leaders.

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 **11.4 Approval to Reject Bid for College of San Mateo Building 12 Elevator Maintenance and Repair Project**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. CONSENT AGENDA

Access Public

Type Action (Consent)

Preferred Date Sep 13, 2023

Absolute Date Sep 13, 2023

Fiscal Impact No

Recommended Action It is recommended that the Board of Trustees reject the bid from Elevated Technologies, Inc. dba Metro Elevator, for CSM Building 12 Elevator Maintenance and Repair.

TO: Members of the Board of Trustees

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

PREPARED BY: Michele Rudovsky, Chief Facilities and Operations Officer
Yanely Pulido, Director of General Services

APPROVAL TO REJECT BID FOR COLLEGE OF SAN MATEO BUILDING 12 ELEVATOR MAINTENANCE AND REPAIR PROJECT

The College of San Mateo Building 12 elevator (Serial Number 38392) is a hydraulic elevator manufactured by West Coast Elevator Company and installed in CSM Building 12 in 1963. Although this elevator continues to function reasonably, staff recommended that the elevator be renovated to ensure ongoing reliability given its antiquated status. The general scope of work for the project includes furnishing all labor, materials, equipment, and overhead for modernization of one existing hydraulic elevator.

Facilities Planning, with the assistance of General Services, advertised this construction opportunity (Bid #86919) to C-11 licensed contractors through the District’s online bid portal, which included a project specific prequalification application. A formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on June 27 and July 5, 2023. Two (2) contractors attended the mandatory pre-bid conferences held on July 10 and 12, 2023, submitted a prequalification application and were approved to bid on this project.

On August 7, 2023, the District received one (1) bid for the project as follows:

Contractor	Total Bid
Elevated Technologies, Inc. dba Metro Elevator	\$238,821.00

Staff conducted its due diligence process to validate that the bid met the project's minimum requirements and found that the cost proposal was reasonable. However, with the budget reduction for scheduled maintenance projects and competing priorities, staff recommends the Board to reject the bid. Staff recommends to re-bid the project when funding resources become available in the future. In addition, rebidding the project at a later date may foster more competition.

RECOMMENDATION

It is recommended that the Board of Trustees reject the bid from Elevated Technologies, Inc. dba Metro Elevator, for CSM Building 12 Elevator Maintenance and Repair.

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	11.5 Disposition of District Records for Skyline College
Meeting	Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Sep 13, 2023
Absolute Date	Sep 13, 2023
Recommended Action	It is recommended that the Board approve destruction of the obsolete records as shown on the attached list.
TO:	Members of the Board of Trustees
FROM:	Melissa Moreno, J.D., Interim Chancellor
PREPARED BY:	Yanelly Pulido, Director, General Services Bob Domenici, Purchasing Supervisor

DISPOSITION OF DISTRICT RECORDS FOR SKYLINE COLLEGE

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

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

- Class 1: Permanent Records
- Class 2: Optional Records – Optional records not required to be maintained permanently, but deemed worthy of further preservation. These records shall be retained as Class 2 records until reclassified as Class 3
- Class 3: Disposable Records

RECOMMENDATION

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

File Attachments

[Disposition of Records List 9-13-23 - Final.pdf \(101 KB\)](#)

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.

12. OTHER RECOMMENDATIONS

Subject	12.1 Public Hearing on the 2023-24 Final Budget (1 Min.)
Meeting	Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. OTHER RECOMMENDATIONS
Access	Public
Type	Action
Recommended Action	It is recommended that the Board of Trustees proceed with the public hearing of the proposed 2023-24 Final Budget for the San Mateo County Community College District
TO:	Members of the Board of Trustees
FROM:	Melissa Moreno, J.D., Interim Chancellor
PREPARED BY:	Bernata Slater, Acting Executive Vice Chancellor of Administrative Services

PUBLIC HEARING OF THE 2023-24 FINAL BUDGET

California Code of Regulations, Title V §58301, specifies that the proposed budget for the ensuing year be available for public inspection and that a public hearing be held.

The proposed 2023-24 budget to be presented for adoption has been available for public inspection since September 8, 2023, and in conformance with §58301, the public hearing has been scheduled for this meeting of September 13, 2023.

In accordance with the Code, notification of the dates and physical and virtual locations at which the proposed budget was available for inspection, as well as the date, time, and location of the public hearing, was published in the San Mateo Daily Journal on August 18, 2023.

RECOMMENDATION

It is recommended that the Board of Trustees proceed with the public hearing on the proposed 2023-24 Final Budget for the San Mateo County Community College District.

Subject 12.2 Adoption of the District 2023-24 Final Budget (Presentation - 10 Mins.; Q&A - 10 Mins.)

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. OTHER RECOMMENDATIONS

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees adopt the 2023-24 Final Budget as presented and that the CCFS-311 report be submitted to the State Chancellor's Office.

TO: Members of the Board of Trustees

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

PREPARED BY: Bernata Slater, Acting Executive Vice Chancellor of Administrative Services

ADOPTION OF THE DISTRICT FY 2023-2024 FINAL BUDGET

§58301(c) of the California Code of Regulations, Title V, requires that "on or before the 15th day of September, the governing board of each district shall adopt a final budget." The adoption of the budget will provide the District with a comprehensive financial plan of income sources and proposed expenditures for the 2023-24 fiscal year.

File Attachments

[FINAL BUDGET DOCUMENT.pdf \(16,613 KB\)](#)

[Budget Slides 2023-24 PDF copy.pdf \(1,862 KB\)](#)

Subject 12.3 Selection of Chancellor Search Consultant, Composition of Search Committee, Adoption of Draft Timeline, Consideration and Adoption of Revised Chancellor Selection Procedures (20 mins.)

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. OTHER RECOMMENDATIONS

Access Public

Type Action

TO: Members of the Board of Trustees

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

PREPARED BY: Julie Johnson, Chief Human Resources Officer

SELECTION OF CHANCELLOR SEARCH CONSULTANT, COMPOSITION OF SEARCH COMMITTEE, ADOPTION OF DRAFT TIMELINE, CONSIDERATION AND ADOPTION OF REVISED CHANCELLOR SELECTION PROCEDURES

At its August 23, 2023, meeting, the Board of Trustees heard presentations from four search firms. The Board revised and approved AP 2.02.1 – Selection Procedure for Chancellor (attached). At this meeting, staff needs approval to move forward with a search firm, approval of a proposed timeline and the composition of the search committee. In addition, given recent feedback from the District

Academic Senate President, staff is offering an opportunity to the Board to revisit pertinent language of the chancellor selection procedures.

RECOMMENDATIONS

Staff is recommending the following actions:

- The Board engages RH Perry for unbundled search firm assistance [Phase 1] with the possibility of renewing Board authorization for subsequent phases of the search process;
- Based on board feedback, the Board approve a streamlined committee composition as follows: three faculty, three classified staff, one student, 2 administrators, 1 community member, and 1 trustee;
- The Board approve the proposed search timeline attached (subject to the final timeline returning to the board if changes are made after consultation with search firm);
- The Board consider and adopt a revised Chancellor Selection Procedures as follows.

Language under consideration in AP 2.02.1 is the last sentence of section VI in the August 2023 version of the Selection Procedure for Chancellor (as attached) which states:

The Board of Trustees retains the right to consider one or more candidates whose names may not have been forwarded to the Board and will notify the Committee of their rationale.

Staff recommends the following revised language:

The Board of Trustees retains the right to consider one or more candidates whose names may not have been forwarded to the Board and will notify the Committee of their rationale in consultation with the Search Committee.

File Attachments

[AP 2.02.1 Selection Procedure for Chancellor.pdf \(235 KB\)](#)
[2023-0913 Draft Chancellor Search Timeline.pdf \(142 KB\)](#)

Subject **12.4 Formation of an Ad Hoc Committee to Address Innovations in Enrollment Management and Outreach (5 Mins.)**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. OTHER RECOMMENDATIONS

Access Public

Type Action

Recommended Action Staff recommends that the Board form an ad hoc committee to work with the Chancellor to address innovations in enrollment management and outreach.

TO: Members of the Board of Trustees

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

FORMATION OF AD HOC COMMITTEE TO ADDRESS INNOVATIONS IN ENROLLMENT MANAGEMENT AND OUTREACH

As the campuses experience growth in enrollments, the Board of Trustees has expressed a desire to do things differently than in the past, and explore opportunities for innovation in enrollment management and outreach. As such, the Board of Trustees directed staff to provide this opportunity to create an ad hoc committee to address innovations in enrollment management and outreach.

RECOMMENDATION

Staff recommends that the Board form an ad hoc committee to work with the Chancellor to address innovations in enrollment management and outreach.

Subject **12.5 Appointment to San Mateo County School Board Association (SMCSBA) (5 Mins.)**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. OTHER RECOMMENDATIONS

Access Public

Type Action

Recommended Action Staff recommends that the Board appoint one board member to serve as a representative of our District on the San Mateo County School Board Association for the 2023-2024 Academic Year.

TO: Members of the Board of Trustees

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

APPOINTMENT TO SAN MATEO COUNTY SCHOOL BOARD ASSOCIATION (SMCSBA)

The SMCSBA represents the 22 school districts, the Community College District and County Office of Education in San Mateo County, California. SMCSBA supports the governance team — school board trustees, superintendents and senior administrative staff – and provides networking opportunities for its members. We are a chapter of the California School Boards Association which is involved in developing, communicating and advocating the perspective of California school districts and county offices of education.

SMCSBA provides educational opportunities at dinner events for board members and administrators on critical issues as well as a New Board Member Workshop in the fall. Each academic year is celebrated with the J. Russell Kent Award Banquet which celebrates creative teaching and educational programs within the county in the spring.

Our community colleges play such a vital part in the future of our students of all ages, so having a SMCCCD trustee serve with us is vital.

What does a representative do? To grow a stronger community of school districts in San Mateo County, the SMCSBA relies on its Area Representatives to liaise between local district trustees and SMCSBA to foster connections. As members of the Board of Directors, Area Representatives attend meetings and share invaluable knowledge and ideas. They can also help shape and promote the goals of the SMCSBA by reaching out to fellow trustees in neighboring districts. There are many opportunities for connecting: through attending dinner gatherings which always include engaging speakers, celebrations like the Kent Awards, education advocacy, and local social events. Area Representatives may also volunteer to help coordinate these events.

RECOMMENDATION

Staff recommends that the Board appoint one board member to serve as a representative of our District on the San Mateo County School Board Association for the 2023-2024 Academic Year.

Subject	12.6 New Operating Agreement Between the District and San Mateo Community Colleges Foundation (10 Mins.)
Meeting	Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. OTHER RECOMMENDATIONS
Access	Public
Type	Action
Recommended Action	Staff recommends that the Board approve and adopt the attached final operating agreement with the Foundation. Once ratified by this Board, the Interim Chancellor will beginning a permanent Foundation Executive Director search.
TO:	Members of the Board of Trustees
FROM:	Melissa Moreno, J.D., Interim Chancellor
PREPARED BY:	Dr. Richard Storti, Acting President, College of San Mateo

NEW OPERATING AGREEMENT BETWEEN THE DISTRICT AND SAN MATEO COMMUNITY COLLEGES FOUNDATION

At its April 26, 2023 Regular Meeting, the Board of Trustees authorized Dr. Richard Storti to negotiate a Fourth Amended Master Agreement between the District and Foundation. The Board also established an ad hoc subcommittee of the Board that included Trustees Holober and Lee to work with Dr. Storti. In addition, the Board engaged counsel to assist with a legal analysis of the current Master Agreement and to assist with negotiations.

Since that time, we have learned that the appropriate and legal relationship with the San Mateo County Community Colleges Foundation (SMCCCF) is one of an Auxiliary entity. As such, the negotiating team has worked with the Foundation Board Members and their legal counsel to draft the attached Operating Agreement.

In short, this agreement provides the much needed clarification of the relationship. It affords the Foundation the opportunity for stability and sustainability given the new auxiliary status. In addition, it enables the Board the opportunity for a closer and more productive relationship with the Executive Director, who will report to the Chancellor. Pertinent points of the Agreement are as follows:

- The Board will fund the core foundation team and its office space without expectation of reimbursement;
- All employees serving the Foundation are employees of the District and subject to all District laws, policies, procedures, and benefits.
- The Executive Director will report to the Chancellor. The Chancellor and the Foundation will work collaboratively to regularly evaluate the performance of the Executive Director;
- The Foundation will keep its 501(c)(3) status. The Foundation Board and the Executive Director retains its primary focus on fundraising for the benefit of the students and District;
- The Foundation will rely on its governance committee to appropriately screen Board applicants for conflicts of interest and desirable expertise;
- The Foundation, the Board of Trustees, and the Chancellor will work collaboratively to meet the financial needs of District wide programs and services based on the stated needs of the Board of Trustees and the three campuses on behalf of our students.

On August 22, 2023, the SMCCC Foundation held a special board meeting for the purpose of voting to accept the new operating agreement. The Foundation Board members voted unanimously to accept and approve the agreement. Since that ratification, staff has worked closely with the Ad Hoc committee to review the final version.

RECOMMENDATION

Staff recommends that the Board approve and adopt the attached final operating agreement with the Foundation. Once ratified by this Board, the Interim Chancellor will begin a permanent Foundation Executive Director search.

File Attachments

[SMCCC District Foundation Proposed Operating Agreement 8.16.2023 Final Version - Clean \(2\).pdf \(163 KB\)](#)

13. DISCUSSION ITEMS

Subject **13.1 Update on Year One of the Memorandum of Understanding (MOU) between Cañada College and San Francisco State University, California State University East Bay, and Sequoia Union High School District, and Ravenswood City School District (Presentation - 10 Mins.; Q&A - 5 Mins.)**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. DISCUSSION ITEMS

Access Public

Type Informational

TO: Members of the Board of Trustees

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

PREPARED BY: Kim Lopez, President of Cañada College

UPDATE ON YEAR ONE OF THE MEMORANDUM OF UNDERSTANDING BETWEEN CAÑADA COLLEGE AND SAN FRANCISCO STATE UNIVERSITY AND CALIFORNIA STATE UNIVERSITY, EAST BAY, AND SEQUOIA UNION HIGH SCHOOL DISTRICT, AND RAVENSWOOD CITY SCHOOL DISTRICT

At its regular meeting on April 27, 2022, the Board approved the Memorandum of Understanding (MOU) between Cañada College and San Francisco State University (SFSU) and California State University, East Bay (CSUEB) and Sequoia Union High School District (SUHSD) and Ravenswood City School District. The purpose of the MOU is to increase the number of SUHSD student graduates who matriculate into postsecondary higher education, specifically to Cañada College, CSUEB, and SFSU. The agreement includes increasing the number of SUHSD students participating in early college access programs (8th grade bridge, dual enrollment, and Middle College), with an intentional focus on increasing the participation of students from minoritized communities. The agreement includes the establishment of a joint Equity Leadership Academy for K-14 leaders and also identifies the need to develop a bridge pathway program between the English as a Second Language, Adult Basic Education, and Adult Secondary Education programs at Sequoia Adult School and the Workforce Development Programs at Cañada College. The development of clear and efficient transfer pathways from Cañada College to CSUEB and SFSU is included, as well as the establishment of a data-sharing agreement. The MOU will remain in effect for an initial period of five years and includes periodic reviews, evaluation of activities and an annual joint report on the partnership.

The report included provides an update on the first year of the five-year MOU. The report will focus on areas of accomplishment in Year One, data if available, as well as plans for Year Two.

File Attachments

14. COMMUNICATIONS

Subject **14.1 Future Agenda Items**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 14. COMMUNICATIONS

Access Public

Type Discussion

TO:

FROM:

PREPARED BY:

15. STATEMENTS FROM BOARD MEMBERS

16. RECONVENE TO CLOSED SESSION (if necessary)

Subject **16.1 Reconvened to Close Session**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 16. RECONVENE TO CLOSED SESSION (if necessary)

Access Public

Type Procedural

17. RECONVENE TO OPEN SESSION (if necessary)

Subject **17.1 Reconvened to Open Session**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 17. RECONVENE TO OPEN SESSION (if necessary)

Access Public

Type Procedural

Subject **17.2 Announcement of Reportable Action Taken In Closed Session (if necessary)**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 17. RECONVENE TO OPEN SESSION (if necessary)

Access Public

Type Procedural

18. ADJOURNMENT

Subject **18.1 Adjourn**

Meeting Sep 13, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 18. ADJOURNMENT

Access Public

Type Procedural