



**Wednesday, October 4, 2023  
SPECIAL MEETING OF THE BOARD OF TRUSTEES**

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
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/86909848102>  
Dial-In: 1-669-900-9128 - Webinar ID: 869 0984 8102**

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

---

<b>Subject</b>	<b>1.1 Call to Order / Roll Call / Pledge of Allegiance</b>
Meeting	Oct 4, 2023 - SPECIAL MEETING OF THE BOARD OF TRUSTEES
Category	1. OPEN SESSION - 6:00 p.m.
Access	Public

Type Procedural

**Subject 1.2 Discussion of the Order of the Agenda**

Meeting Oct 4, 2023 - SPECIAL MEETING OF THE BOARD OF TRUSTEES

Category 1. OPEN SESSION - 6:00 p.m.

Access Public

Type Discussion

## **2. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

---

**Subject 2.1 Comments by Community Members**

Meeting Oct 4, 2023 - SPECIAL MEETING OF THE BOARD OF TRUSTEES

Category 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Access Public

Type

## **3. NEW BUSINESS**

---

**Subject 3.1 Approval of Personnel Items (5 Mins.)**

Meeting Oct 4, 2023 - SPECIAL MEETING OF THE BOARD OF TRUSTEES

Category 3. 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

Human Resources

David Feune, Director,

### **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.

## 4. CONSENT AGENDA

<b>Subject</b>	<b>4.1 Approval of Increases to District Contribution Rates Towards Health Plan Premiums for Non-Represented Exempt Employees (Administrators, Academic Supervisors, and Classified Exempt Supervisors)</b>
Meeting	Oct 4, 2023 - SPECIAL MEETING OF THE BOARD OF TRUSTEES
Category	4. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Recommended Action	It is recommended that the Board of Trustees approve the proposed increases to the District contribution rates for health plan premiums.
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 INCREASES TO DISTRICT CONTRIBUTION RATES TOWARD HEALTH PLAN PREMIUMS FOR NON-REPRESENTED EXEMPT EMPLOYEES (ADMINISTRATORS, ACADEMIC SUPERVISORS, AND CLASSIFIED EXEMPT SUPERVISORS)

On September 13, 2023, the board considered this item in closed session and staff is bringing specific calculations for final approval. Staff recommends an increase to the District contribution rates toward health plan premiums for administrators, academic supervisors, and classified exempt supervisors, effective January 1, 2024. The proposed dollar increases to each health plan tier vary so as to be in alignment with and not to exceed the 2024 District contribution rates for AFSCME, CSEA, and classified non-represented, non-exempt employees. The chart below provides the approved increases to the District contribution rates for AFSCME, CSEA, and classified non-represented, non-exempt employees, and the proposed increases to the District contribution rates for administrators, academic supervisors, and classified exempt supervisors.

Employee Group	Health Plan Tier	Current District Contribution Rates	Increase to District Contribution Rates	2024 District Contribution Rates
AFSCME	Single Party	\$914.00	\$107.41	\$1,021.41
	Two Party	\$1,678.00	\$147.34	\$1,825.34
	Family Plan	\$2,166.00	\$199.95	\$2,365.95
CSEA	Single Party	\$914.00	\$107.41	\$1,021.41
	Two Party	\$1,610.00	\$215.34	\$1,825.34
	Family Plan	\$2,086.00	\$279.95	\$2,365.95
Classified Non-Rep, Non-Exempt	Single Party	\$925.00	\$96.41	\$1,021.41
	Two Party	\$1,745.00	\$80.34	\$1,825.34
	Family Plan	\$2,330.00	\$35.95	\$2,365.95
<b>PROPOSED INCREASES</b>				
<b>Classified Exempt Supervisors</b>	<b>Single Party</b>	<b>\$914.00</b>	<b>\$107.41</b>	<b>\$1,021.41</b>
	<b>Two Party</b>	<b>\$1,650.00</b>	<b>\$175.34</b>	<b>\$1,825.34</b>

	<b>Family Plan</b>	<b>\$2,213.00</b>	<b>\$152.95</b>	<b>\$2,365.95</b>
<b>PROPOSED INCREASES</b>				
<b>Administrators &amp; Academic Supervisors</b>	<b>Single Party</b>	<b>\$914.00</b>	<b>\$107.41</b>	<b>\$1,021.41</b>
	<b>Two Party</b>	<b>\$1,575.00</b>	<b>\$215.34</b>	<b>\$1,790.34</b>
	<b>Family Plan</b>	<b>\$2,115.00</b>	<b>\$250.95</b>	<b>\$2,365.95</b>

## RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed increases to the District contribution rates for health plan premiums.

*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.*

## 5. OTHER RECOMMENDATIONS

<b>Subject</b>	<b>5.1 Review and Approval of Board of Trustees Handbook (30 Mins.)</b>
Meeting	Oct 4, 2023 - SPECIAL MEETING OF THE BOARD OF TRUSTEES
Category	5. OTHER RECOMMENDATIONS
Access	Public
Type	Action, Discussion
Recommended Action	Staff recommends the Board adopt the Board of Trustees Handbook and direct the Chancellor to draft a New Trustee Orientation Process. Staff will plan to bring the draft process early next year.
TO:	Members of the Board of Trustees
FROM:	Melissa Moreno, J.D., Interim Chancellor

### REVIEW AND APPROVAL OF BOARD OF TRUSTEES HANDBOOK

In academic year 2021-2022, the Board Operations subcommittee met and set a goal of having a board operations manual. The Board of Trustees Handbook creates a foundation and guide for the new trustee orientation process and meets the Board of Trustee's commitment to ongoing professional development. This handbook intends to bring together policies and required implementation into one easily accessible format. In addition, it will become a guide for onboarding newly appointed Board presidents.

The Board of Trustees reviewed the Board Handbook draft at the Board retreat on July 15, 2023. Since that discussion, the Board has submitted feedback on the handbook and those revisions are reflected in the final draft. The next step is to adopt the Board of Trustees Handbook and formalize the New Trustee Orientation Process.

## RECOMMENDATION

Staff recommends the Board adopt the Board of Trustees Handbook and direct the Chancellor to draft a New Trustee Orientation Process. Staff will plan to bring the draft process early next year.

**Subject**                    **5.2 Adoption of CCLC Board Policy Numbering System (5 Mins.)**

Meeting                    Oct 4, 2023 - SPECIAL MEETING OF THE BOARD OF TRUSTEES

Category                    5. OTHER RECOMMENDATIONS

Access                    Public

Type                    Action

Recommended            Staff recommends that the Board adopt the CCLC numbering system.  
Action

TO:            Members of the Board of Trustees

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

### **ADOPTION OF CCLC BOARD POLICY NUMBERING SYSTEM**

The Community College League of California (CCLC) provides a policy and procedure subscription service, in partnership with Liebert, Cassidy, & Whitmore (LCW). Every California Community College district subscribes to this service including SMCCCD. Subscribers have access to over 400 policy and procedure templates. In addition, subscribers receive biannual updates to policies and administrative procedures that reflect recent revisions to federal and state statutes and regulations, as well as accreditation standards.

Current Board Policy 2.06 requires that the District adopt the CCLC numbering system. This has been accomplished by cross-referencing the CCLC numbering system to the legacy SMCCCD numbering system on each board policy. It is now time to drop the legacy numbering system altogether. Fully adopting the CCLC numbering system will simplify ongoing maintenance.

A crosswalk of SMCCCD Board Policies legacy numbering to the CCLC standard numbering system is included in the Board Packet.

### **RECOMMENDATION**

Staff recommends that the Board adopt the CCLC numbering system.

## **6. DISCUSSION ITEMS**

---

**Subject**                    **6.1 Board Policy Updates (45 Mins.)**

Meeting                    Oct 4, 2023 - SPECIAL MEETING OF THE BOARD OF TRUSTEES

Category                    6. DISCUSSION ITEMS

Access                    Public

Type                    Discussion

TO:            Members of the Board of Trustees

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

### **BOARD POLICY UPDATES**

Beginning in the 2021-22 academic year the District initiated a project to review and recommend updates to all SMCCCD Board Policies and related administrative procedures. The overall goals of this project are to: 1) ensure that all SMCCCD Board Policies and related administrative procedures are current; 2) that board policies and administrative procedures are easily accessible; and 3) that a system is implemented to ensure systematic and regular updates.

The Board of Trustees reviewed the CCLC revised policies at the Board Retreat on July 15, 2023. From that discussion, the Board of Trustees submitted feedback on Chapters 1 and 2 resulting in slight changes to the CCLC revisions. The next step of the project is a first read of Chapters 1 and 2 at this meeting, with the second read and Board Action at the October 25, 2023 meeting.

After the Board completes its work for Chapters 1 and 2, we will prioritize other chapters for Board review and adoption as follows:

- Chapter 3 (General Institution)
- Chapter 7 (Human Resources)

**Subject**                    **6.2 Review and Discussion of Board Goals (75 Mins.)**

Meeting                    Oct 4, 2023 - SPECIAL MEETING OF THE BOARD OF TRUSTEES

Category                    6. DISCUSSION ITEMS

Access                    Public

Type                    Discussion

TO:                    Members of the Board of Trustees

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

#### **REVIEW AND DISCUSSION OF BOARD GOALS**

The Board of Trustees is required to conduct an annual self-evaluation in accordance with the requirements of the Accrediting Commission of Community and Junior Colleges (ACCJC) and in accordance with best practices as promulgated by the Community College League of California (CCLC). The self-evaluation assists the Board of Trustees to work as a whole in determining what they have been doing well, and where there is room for improvement and/or development. The self-evaluation also provides insight to its annual goal setting. Both the self-evaluation and the goal setting are conducted in tandem. The self-evaluation incorporates board effectiveness and a measure of self-reflection.

At the July 15, 2023 Board Retreat, the Board of Trustees engaged in discussions concerning self-evaluation objectives and tools. The primary aim was to align with ACCJC requirements while crafting an instrument that enhances Board performance and effectiveness. The Board Retreat resulted in a compilation of survey questions that were administered to the Board. At its Regular Meeting on August 23, 2023 the outcomes of the surveys were discussed. Subsequently, the next phase involves utilizing these responses to shape the Board Goals for the academic year 2023-2024. Before you is the review and discussion of the first read of a draft of Board Goals based on your self-evaluation results and your feedback. The final reading and formal adoption are scheduled for the next Regular Meeting on October 25, 2023.

## **7. COMMUNICATIONS**

---

## **8. STATEMENTS FROM BOARD MEMBERS**

---

## **9. ADJOURNMENT**

---

**Subject**                    **9.1 Adjourn**

Meeting                    Oct 4, 2023 - SPECIAL MEETING OF THE BOARD OF TRUSTEES

Category                    9. ADJOURNMENT

Access                    Public

Type                    Procedural