



**Wednesday, October 25, 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/84547913489>
Dial-In: 1-669-900-9128 - Webinar ID: 845 4791 3489**

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	Oct 25, 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 Denial of Claim Against San Mateo County Community College District

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Action

Preferred Date Oct 25, 2023

Recommended Action It is recommended that the Board of Trustees deny the Claim against San Mateo County Community College District, and refer the matter to the District's insurance and legal advisors.

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 Oct 25, 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 Representative: Randy Erickson and Julie Johnson Employee Organization: AFT

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Subject 3.1 Comments by Community Members

Meeting Oct 25, 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 Oct 25, 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 Oct 25, 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 Oct 25, 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 Oct 25, 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 6.1 Chancellor and Chancellor's Cabinet**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Access Public

Type Informational

File Attachments
[10_25_Combined-SMCCCD-PresidentBoardReport-FINAL.pdf \(1,299 KB\)](#)

Admin Content

October Executive Board Report to be attached.

Subject **6.2 District Academic Senate**

Meeting Oct 25, 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 Oct 25, 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 Oct 25, 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 Oct 25, 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 Oct 25, 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 Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 8. PUBLIC COMMENTS ON NON-AGENDA ITEMS
Access Public
Type Information

9. NEW BUSINESS

Subject 9.1 Approval of Personnel Items (5 Mins.)

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 9. 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.

File Attachments
[Approval of Personnel Items 10-25-23.pdf \(204 KB\)](#)

10. CONSENT AGENDA

Subject 10.1 Acceptance of Grant Funds from the California Community College's Chancellor's Office (CCCCO) Rising Scholars Network Juvenile Justice Grant

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 10. CONSENT AGENDA
Access Public
Type Action (Consent)
Preferred Date Oct 25, 2023
Absolute Date Oct 25, 2023
Fiscal Impact No
Dollar Amount \$4.50

Recommended Action It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$4,500,000 (\$1,500,000 for each college over 5 years) from the California Community Colleges Chancellor's Office Juvenile Justice Grant for all three colleges (Cañada College, College of San Mateo, and Skyline College) to implement the programs and services outlined in each of the college Rising Scholars/Project Change Juvenile Justice Grant applications.

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

ACCEPTANCE OF GRANT FUNDS FROM THE CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE RISING SCHOLARS NETWORK JUVENILE JUSTICE GRANT

Each of the colleges of the SMCCCD (Cañada College, College of San Mateo, and Skyline College) was successful in its application to the CCCC for the Rising Scholars Network Juvenile Justice Grant to support the expansion of Project Change across the District. The primary goal of the Rising Scholars/Project Change Grant will be to work with district, college, community, and external partners to provide comprehensive student services and academic programming for juvenile justice system-impacted youth in San Mateo County. This includes dual enrollment opportunities for students in the Youth Services Center, as well as the court, community, and alternative high schools in San Mateo County. Each college has been awarded \$1.5million over five years, for a total of \$4.5million.

The scope of work for the Rising Scholars/Project Change Grant will focus on building pathways for system-impacted students through a collaborative and comprehensive model that includes a cohesive and holistic array of supports, programs, dedicated staff, academic and personal counseling, and mentoring as well as form a community that will ensure that not even one system-impacted youth slips through the cracks. The SMCCCD District Office is serving a coordinating role for the Advisory Committee that is working with internal and external partners to support the expansion of Project Change. The external partners include representatives from the San Mateo County Probation Department and the San Mateo County Office of Education.

RECOMMENDATION

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$4,500,000 (\$1,500,000 for each college over 5 years) from the California Community Colleges Chancellor's Office Juvenile Justice Grant for all three colleges (Cañada College, College of San Mateo, and Skyline College) to implement the programs and services outlined in each of the college Rising Scholars/Project Change Juvenile Justice Grant applications.

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 10.2 Curricular Additions, Deletions and Modifications - Community, Continuing, and Corporate Education (CCCE)

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Access Public

Type Action (Consent)

Preferred Date Oct 25, 2023

Absolute Date Oct 25, 2023

Fiscal Impact Yes

Budgeted Yes

Recommended Action It is recommended that the Board of Trustees approve the new youth programs for Community, Continuing and Corporate Education to be offered for Spring and Summer 2024

at College of San Mateo.

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
Perla Rumayor, Interim Executive Director of Community, Continuing & Corporate Education (CCCE)

CURRICULAR ADDITIONS, DELETIONS, AND MODIFICATIONS - COMMUNITY, CONTINUING & CORPORATE EDUCATION (CCCE)

Listed below are the planned, self-supporting Community, Continuing and Corporate Education (CCCE) program offerings at the College of San Mateo for Spring and Summer 2024. The community education programs offered typically range widely and address a broad range of educational and enrichment needs. All of the programs and courses offered below are not-for-credit. Classes offered through CCCE are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities.

New Youth Programs

- **Spring Break Art Camp** (A two 1-week session. Session 1: April 1, 2024 to April 5, 2024. Session 2: April 8, 2024 to April 12, 2024 from 9am to 1pm): This camp will be offered to youth entering 6th through 9th grades (ages 11-14) scheduled at College of San Mateo. Art Camp: Camp offers children the opportunity to explore a wide range of art and creative activities. We will do one activity each day, which may include drawing, watercolor, magic clay, origami, pencil and pastels, stop motion (will need to install free app to render the animations for stop motion), crafts and much more. Art supplies included.
- **Spring Break Coding Academy** (A two 1-week session. Session 1: April 1, 2024 to April 5, 2024. Session 2: April 8, 2024 to April 12, 2024 from 9am to 1pm): This camp will be offered to youth entering 6th through 9th grades (ages 11-14) scheduled at College of San Mateo. Coding Academy: Calling all future coders, programmers, & designers! Explore a series of coding languages like HTML, CSS, JavaScript, and Python through introductory projects and design challenges. Learn the basics to get started on your coding journey and become the next coding prodigy!
- **Coding Academy** (A three 2-week session. Session 1: June 17- June 28, 2024. Session 2: July 8- July 19, 2024. Session 3: July 22- August 2, 2024. From 9am to 1pm): This camp will be offered to youth entering 6th through 9th grades (ages 11-14) scheduled at College of San Mateo. Coding Academy: Calling all future coders, programmers, cyber spies, & designers! Explore a series of coding languages like HTML, CSS, JavaScript, and Python through introductory projects and design challenges. Learn the basics to get started on your coding journey and become the next coding prodigy! Projects will be available on a Black Rocket website to share with friends and family. Additionally, with the world's increased reliance on digital data, cyber security is more important than ever! In this class you are all that stands between a group of international hackers launching cyber-attacks and world peace. Through a series of challenges, students will learn to apply tools used by professional digital forensics teams to crack codes and use encryption. Working in teams you will collect clues, recover lost data, and explore the tools of the trade to become the next great cyber spy!
- **Bay Area Pathways Academy BAPA Jr. Camp** (A three 2-week session. Session 1: June 17- June 28, 2024. Session 2: July 8- July 19, 2024. Session 3: July 22- August 2, 2024. From 9am to 1pm): This camp will be offered to youth entering 1st through 2nd grade (ages 6-7) scheduled at College of San Mateo. BAPA Jr. Camp: We will do arts and crafts, sing songs, read books, play small group games and so much more. Supplies included. Camp includes outdoor time at CSM grounds. Outdoor time may include games, stretching, yoga, or dancing. We provide safe guidance for your child to explore.
- **Bay Area Pathways Academy BAPA Jr. Camp** (A three 2-week session. Session 1: June 17- June 28, 2024. Session 2: July 8- July 19, 2024. Session 3: July 22- August 2, 2024. From 9am to 1pm): This camp will be offered to youth entering 3rd through 5th grade (ages 8-10) scheduled at College of San Mateo. BAPA Jr. Camp: We will do one activity each day, which may include drawing, watercolor, magic clay, origami, pencil and pastels, stop motion (will need to install free app to render the animations for stop motion), intro to VEX robotics, crafts and much more. Art supplies included. Camp includes outdoor time at CSM grounds. Outdoor time may include games, stretching, yoga, or visiting another BAPA class on campus.

RECOMMENDATION

It is recommended that the Board of Trustees approve the new youth programs for Community, Continuing and Corporate Education to be offered for Spring and Summer 2024 at College of San Mateo.

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 **10.3 Curricular Additions, Deletions and Modifications - Cañada College, College of San Mateo, and Skyline College**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Access Public

Type Action (Consent)

Preferred Date Oct 25, 2023

Absolute Date Oct 25, 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 MODIFICATIONS - CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE

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

Six courses and two 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 sixty-four courses and four programs were modified.

Each of the proposed courses and programs has been reviewed by the appropriate Division Dean and approved by the College Curriculum or Instruction Committee, acting on behalf of the local Academic Senate. In addition, the Academic Senate Presidents provide oversight with respect to the necessary role of the local Senates in the review and approval process. The rigor of the approval process assures that each new course has substance and integrity in relation to its discipline and that it fills a clear student need not being served by existing course offerings.

RECOMMENDATION

It is recommended that the Board approve the attached curricular changes for the Cañada College, College of San Mateo, and Skyline College catalogs.

File Attachments

[Brd 10-25-23 Attachment A CAN.pdf \(47 KB\)](#)

[Brd 10-25-23 Attachment B CSM.pdf \(133 KB\)](#)

[Brd 10-25-23 Attachment C SKY.pdf \(111 KB\)](#)

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 **10.4 Approval of Contract with ASH Enterprises for Replacement and Installation of Star Projector at College of San Mateo Planetarium**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Access Public

Type Action (Consent)

Preferred Date Oct 25, 2023

Absolute Date Oct 25, 2023

Fiscal Impact Yes

Dollar Amount \$294,000.00

Budgeted Yes

Budget Source College Funds

Recommended Action It is recommended that the Board approve a contract with ASH Enterprises for the purchase and installation of new planetarium equipment in an amount not to exceed \$294,000.

To: Members of the Board of Trustees

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

Prepared by: Mohsen Janatpour, Physics Professor, College of San Mateo
Yanely Pulido, Director, General Services

. Community organizations such as San Mateo County Astronomical Society hold meetings and other community-wide events at the facility. Additionally, the College also offers the popular "Project Star Gaze" program for kindergarten through high school students and teachers, in the planetarium. Due to the fact that the facility is so integral to the educational program and is such an important community resource, it is important to keep up-to-date with the latest technology.

The existing planetarium equipment, a hybrid system consisting of the Chronos II Star Ball and RSA Cosmos, was procured through a Board approved sole source contract with Ash Enterprises in March of 2015 (Board Report No. 15-3-111B). This equipment has now become outdated and needs immediate replacement due to; frequent malfunctions requiring last minute improvisation during public planetarium shows; outdated computer hardware that does not lend itself to current software updates required to project in higher resolution; the sound and lighting hardware associated with the shows is similarly outdated; and the elevator system for the Star Ball is outdated and beyond repair which poses a safety hazard. Currently, multiple vendors must provide maintenance for the older technology, which will soon be unavailable. In effort to mitigate these issues, the College wishes to replace the outdated hybrid system with a safe up-to-date integrated system.

Division faculty have identified the Digistar 7 system as the appropriate integrated technology to replace the current equipment. The Digistar 7 system hybridizes well and syncs with the existing Goto Chronos II Optical projector. The new digital projectors will use laser technology, allowing for brighter star images while running quieter and cooler, two significant problems with our present digital projectors. Furthermore, laser technology eliminates the costly periodic change of projector lamps. The Digistar 7 system allows presentation of the latest discoveries in astronomy and accommodates newer high-resolution planetarium shows so students and the public receive the most recent information.

The integrated system faculty has identified is available from a sole source only. ASH Enterprises continues to be the only firm in the USA that can provide the required hybridization of the Evens & Sutherland's Digistar 7 system with our existing Goto Chronos II Star Projector, along with the installation, warranty repairs, and the optional extended service contract. The College requests Board approval to enter into a sole source contract with ASH Enterprises for the purchase and installation of new planetarium equipment in an amount not to exceed \$294,000.00. As is the case for the current equipment, the College anticipates entering into a separate agreement with ASH for extended service to be funded by the College.

RECOMMENDATION

It is recommended that the Board approve a contract with ASH Enterprises for the purchase and installation of new planetarium equipment in an amount not to exceed \$294,000.

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 **10.5 Ratification of July and August 2023 District Warrants**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Access Public

Type Action

Preferred Date Oct 25, 2023

Fiscal Impact Yes

Budgeted Yes

Recommended Action It is recommended that the Board of Trustees approve the warrants issued during the period July 1, 2023 through August 31, 2023 and ratify the contracts entered into leading to such payments.

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

RATIFICATION OF MAY AND JUNE 2023 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of July and August 2023 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period July 1, 2023 through August 31, 2023 and ratify the contracts entered into leading to such payments.

File Attachments
[July 2023 Warrants.pdf \(125 KB\)](#)
[August 2023 Warrants.pdf \(107 KB\)](#)

Subject **10.6 Approval of Contract Award for the Skyline College Buildings 3/7 Exhaust Fans and Building 7 HVAC Equipment Procurement**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Access Public

Type Action (Consent)

Preferred Date Oct 25, 2023

Absolute Date Oct 25, 2023

Fiscal Impact Yes

Dollar Amount \$324,452.00

Budgeted Yes

Budget Source State Scheduled Maintenance Funds

Recommended Action It is recommended that the Board of Trustees authorize the Chancellor or designee to execute a contract for the Skyline College Buildings 3/7 Exhaust Fan and Building 7 HVAC Replacement Project (Bid #86928) with Norman Wright, in an amount not-to-exceed \$324,452.00. Alternate #2 will not be awarded.

TO: Members of the Board of Trustees

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

PREPARED BY: Michele Rudovsky, Chief Facilities and Operations Officer
Marie Mejia, Director of Capital Projects

APPROVAL OF CONTRACT AWARD FOR THE SKYLINE COLLEGE BUILDINGS 3/7 EXHAUST FANS AND BUILDING 7 HVAC EQUIPMENT PROCUREMENT

The Skyline College Buildings 3/7 Exhaust Fan and Building 7 Heating Ventilation and Air Conditioning (HVAC) Replacement Project intends to replace dysfunctional and underperforming equipment with in-kind equipment. As the lead time for most of the equipment specified was 35 weeks, the District opted to purchase the equipment prior to bringing a contractor onboard in order to stay on schedule for a Summer 2024 installation. The bid included the following scope:

- (8) Exhaust Fans
- (4) Condensing Units
- (2) Sound Attenuators
- Certification of proper installation by future Contractor
- Training of district personnel
- Alternate Item No. 1: Extended warranties
- Alternate Item No. 2: Expedited Delivery

The Facilities Planning Department, with support from General Services Department, procured the project through the competitive bidding process. The Request for Quotes (RFQ #86928) was advertised through the District's online bid portal and a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on September 14 and 21, 2023.

On October 5, 2023 the District received one (1) quote for the project as follows:

BIDDER	Bid Item No. 1 (Total of Items 1-18)	Alternate #1 (Extended Warranty - 5 years)	Alternate #2 (Expedited Delivery)	Total Bid Amount
Norman Wright	\$294,652	\$29,800.00	\$31,000.00	\$355,452.00

Staff conducted its due diligence investigation of the bid results. Norman Wright was deemed a responsive responsible bidder and meets all the requirements of the project. The College consequently decided not to pursue Alternate #2 due to the two longest lead exhaust fans not being able to be included in the expedited delivery.

This project will be funded by State funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor or designee to execute a contract for the Skyline College Buildings 3/7 Exhaust Fan and Building 7 HVAC Replacement Project (Bid #86928) with Norman Wright, in an amount not-to-exceed \$324,452.00. Alternate #2 will not be awarded.

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 10.7 Approval of Recommendation to Negotiate Contract for District-Wide Food Services with Pacific Dining Food Service Management

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action It is recommended that the Board of Trustees authorize the Interim Chancellor, or her designee, to negotiate and with the approval of the Board execute a contract with Pacific Dining Food Service Management to operate the District-Wide Food & Dining Services contract (per RFP 86925) for a period of five years, commencing on January 1, 2024 and ending on December 31, 2029. The negotiated contract will be presented to the Board of Trustees for their approval at their November 29, 2023 meeting.

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
Kurt Scholler, Director of Auxiliary Services
Bob Domenici, Purchasing Supervisor

APPROVAL OF A RECOMMENDATION TO NEGOTIATE A CONTRACT FOR DISTRICT-WIDE FOOD SERVICES WITH PACIFIC DINING FOOD SERVICE MANAGEMENT

District-wide Food Services provide comprehensive food and dining services for all three Colleges and the District Office which include all cafeterias, coffee concessions, and catered events located throughout the District. On July 1, 2017, Pacific Dining Food Service Management was awarded a five-year contract for these services (Board Report Number 17-6-100B).

The terms of the contract included:

- Monthly Commissions equal to seven percent (7%) of net café and catering sales. Net sales are defined as gross sales less taxes.
- Monthly Commissions equal to ten percent (10%) of net outside catering sales. Outside catering defined as outside groups using the campus facilities.
- Scholarship Contribution - Two Scholarships in the amount of \$1000 each.
- In-Kind Catering at the Discretion of the District NTE \$2,000 – Annually.
- In-Kind Catering at the Discretion of the Associated Student Body Government NTE \$2,000 – Annually.
- Co-sponsor the College’s Student Recognition and Awards Ceremony Reception in May. (NTE \$4,500 retail value products and service).
- Food Vouchers at each College in the amount of \$1000, to be distributed by the Vice President of Student Services to students with Food Insecurities.

Due to the COVID-19 pandemic the contract was extended through December 31, 2023 with the following terms:

- From the time period beginning with the shelter-in-place closures of the campuses, Pacific Dining will not be responsible for making contributions via monthly commission payments to the SMCCCD Foundation Scholarship Fund.
- From the time period beginning with the first day of classes of the fall 2021 semester through the beginning of the spring 2022 semester, Pacific Dining will not be required to pay 7% commission of sales at all three cafes.
- Provided that the District returns to in-person modality in spring 2022, Pacific Dining will begin to pay the 7% commission to the District based on the original contract terms.
- Despite the aforementioned, Pacific Dining will pay the District 10% commission for all outside catering sales for events held in the Bayview and the Farallon rooms as outlined in the original contract.

Pacific Dining revenue and corresponding District earned commissions for the past four years are listed below. Please note, FY20-21 was a shelter-in-place year with campuses full closure:

Pacific Dining Sales				
	FY22-23	FY21-22	FY20-21	FY19-20
Pacific Dining SKY	387,771	-	-	665,129
Pacific Dining CAN	168,671	-	-	348,927
Pacific Dining CSM	599,700	-	-	898,310
Pacific Dining SKY Events	168,210	49,850	-	35,155
Pacific Dining CSM Events	151,680	39,620	-	162,797
Total	1,476,032	89,470	-	2,110,318
Pacific Dining Commissions Paid to the District				
	FY22-23	FY21-22	FY20-21	FY19-20
Pacific Dining SKY	27,144			46,612
Pacific Dining CAN	11,807			24,488

Pacific Dining CSM	41,979		62,882
Pacific Dining SKY Events	16,821	4,985	4,662
Pacific Dining CSM Events	15,168	3,962	15,130
Total	112,919	8,947	153,774

On August 22, 2023, the District issued a Request for Proposal (RFP) for District-wide Catering & Events (RFP 86925) seeking proposals from qualified vendors to provide exclusive cafeteria, coffee concessions, and catered event services carrying quality food at reasonable prices delivered with a high level of service that is responsive to the needs of each college and its students. An announcement for this business opportunity was released through the District's online bid portal and a formal notice was published in a local newspaper for two consecutive weeks on August 22, and August 29, 2023. Seven potential proposers were contacted at the beginning of the RFP process and three proposers attended on-site kitchen and dining area tours. On September 20, 2023, the District received two proposals which were reviewed and evaluated. Respondents were required to submit a proposal in response to the evaluation criteria listed in the table below.

Evaluation committee representatives consisted of the following: 2-students representing Cañada/CSM and Skyline: 1-CSEA Cañada College employee: 1-Skyline College Classified Exempt employee: 1- Cañada/CSM Classified Exempt Employee and 2-District Employees. with oversight by the General Services Department. The evaluation committee participated in four meetings to review the evaluation process: evaluate and score each written proposal (approx. 100 pages each submission); and discuss and review the master score tabulations.

As shown in the table below, the RFP Evaluation Committee scored both proposals using the criteria identified in the RFP, with Pacific Dining Food Service Management scoring 4.4 and PFD Management scoring 3.8, on a Scale of 1-5.

Evaluation Criteria	Weight	Points Awarded	
		Pacific Dining	PFD Management
Cover Letter & Service Description	8%	3.6	3.2
Qualifications & Experience	12%	4.3	2.9
Food Service Program	32%	4.3	4.5
Staffing & Supervision	9%	4.5	3.5
Quality Assurance / Sanitation / Safety	10%	4.3	4.1
Licenses / Insurance Litigation	4%	4.7	4.1
Financial Capability	10%	4.6	3.1
Financial Proposal	15%	4.8	3.5
Weighted Totals:	100%	4.4	3.8

On October 11, 2023, the Evaluation Committee conducted interviews with each respondent. At the conclusion of the evaluation process, the committee determined that Pacific Dining Food Service Management demonstrated to be the most qualified firm with the best understanding of the District's goals and objectives, thus providing the best value to the District.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Interim Chancellor, or her designee, to negotiate a contract with Pacific Dining Food Service Management to operate the District's Food & Dining Services contract (per RFP 86925) for a period of five years, commencing on January 1, 2024, and ending on December 31, 2029. The negotiated contract will be presented to the Board of Trustees for their approval at their November 29, 2023 meeting.

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.

11. OTHER RECOMMENDATIONS

Subject 11.1 Adoption of Board Goals (Presentation - 5 Mins.; Q & A - 10 Mins)

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. OTHER RECOMMENDATIONS

Access Public

Type Action

TO: Members of the Board of Trustees

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

ADOPTION 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, at its October 4, 2023 Special Meeting, the Board was presented with staff's draft of the Board Goals based on the survey results, and made final recommendations to staff for revisions. At this meeting, the Board will conduct its final reading of its goals with its feedback incorporated and formally adopt the goals for the Academic Year 2023-2024.

Once adopted, the Chancellor shall draft a Strategic Plan based on these goals that incorporate measurable outcomes.

File Attachments

[2023-2024 Board Goals 2.0.pdf \(183 KB\)](#)

Subject	11.2 Resolution No. 23-18: San Mateo County Community College District Board of Trustees Support Zero Textbook Costs (5 Mins.)
Meeting	Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. OTHER RECOMMENDATIONS
Access	Public
Type	Action
Recommended Action	It is recommended that the Board of Trustees approve and adopt Resolution No. 23-18 to support the Zero Textbook Costs (ZTC).
TO:	Members of the Board of Trustees
FROM:	Dr. Lisa Petrides, President of the Board of Trustees
PREPARED BY:	Dr. Lisa Petrides, President of the Board of Trustees Melissa Moreno, J.D., Interim Chancellor Aaron McVean, Vice Chancellor of Education Services and Planning

RESOLUTION NO. 23-18 SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES SUPPORT ZERO TEXTBOOK COSTS

Many of California's 1.8 million community college students are forced every term to make a difficult choice — whether to spend hundreds of dollars on textbooks required to help them earn a degree, or to pay their rent or buy meals for themselves and their families. This is a choice that no student should have to make.

With the establishment of zero textbook-cost programs throughout the California Community Colleges, students should not need to pay extra for course materials. These programs largely rely on openly-licensed materials that are free for faculty and students to use, edit, and share.

In 2021, Gov. Gavin Newsom appropriated \$115 million for the state's community colleges to implement zero-textbook-cost programs and develop open educational resources, paving the way for more affordable education for millions of students. However, the legislation requires statewide coordination to maximize the benefit to students. More than two years have passed with no coordinated effort to determine what zero-textbook-cost programs exist or are being developed, assess gaps in available openly licensed resources, or implement meaningful ways for colleges to share resources to complete their pathways.

RECOMMENDATION

It is recommended that the Board of Trustees approve and adopt Resolution 23-18 to support the Zero Textbook Costs (ZTC).

File Attachments

Subject **11.3 Reappointment of Member to the District's Citizens' Bond Oversight Committee (1 Min.)**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. OTHER RECOMMENDATIONS

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees reappoint Maxine Turner to the Citizens' Bond Oversight Committee for a third two-year term effective December 15, 2023, through December 14, 2025.

TO: Members of the Board of Trustees

FROM: Melissa Moreno J.D., Interim Chancellor

PREPARED BY: Bernata Slater, Acting Executive Vice Chancellor

REAPPOINTMENT OF MEMBER TO THE DISTRICT'S CITIZENS' BOND OVERSIGHT COMMITTEE

The Board of Trustees makes appointments of members to the District's Citizens' Bond Oversight Committee. The committee is charged with the responsibility to assure voters that the bond proceeds are expended only for the construction, reconstruction, rehabilitation or replacement of college facilities in compliance with the ballot language approved by the voters, and that no funds are used for teacher or administrator salaries or other operation expenses. Members are eligible to serve three consecutive two-year terms.

Maxine Turner's second term ends on December 14, 2023, and is eligible for a consecutive third two-year term. Ms. Turner currently holds a seat designated for community members at large.

RECOMMENDATION

It is recommended that the Board of Trustees reappoint Maxine Turner to the Citizens' Bond Oversight Committee for a third two-year term effective December 15, 2023, through December 14, 2025.

Subject **11.4 Reappointment of Member to the District's Citizens' Bond Oversight Committee (1 Min.)**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. OTHER RECOMMENDATIONS

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees reappoint Michael Duncheon to the Citizens' Bond Oversight Committee for a third two-year term effective December 15, 2023, through December 14, 2025.

TO: Members of the Board of Trustees

FROM: Melissa Moreno J.D., Interim Chancellor

PREPARED BY: Bernata Slater, Acting Executive Vice Chancellor

REAPPOINTMENT OF MEMBER TO THE DISTRICT'S CITIZENS' BOND OVERSIGHT COMMITTEE

The Board of Trustees makes appointments of members to the District's Citizens' Bond Oversight Committee. The committee is charged with the responsibility to assure voters that the bond proceeds are expended only for the construction, reconstruction, rehabilitation or replacement of college facilities in compliance with the ballot language approved by the

voters, and that no funds are used for teacher or administrator salaries or other operation expenses. Members are eligible to serve three consecutive two-year terms.

Michael Duncheon's second term ends on December 14, 2023, and is eligible for a consecutive third two-year term. Mr. Duncheon currently holds a seat designated for community members at large.

RECOMMENDATION

It is recommended that the Board of Trustees reappoint Michael Duncheon to the Citizens' Bond Oversight Committee for a third two-year term effective December 15, 2023, through December 14, 2025.

Subject	11.5 Appointment of Board Member to the Educational Housing Corporation Board (2 Mins.)
Meeting	Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. OTHER RECOMMENDATIONS
Access	Public
Type	Action
Preferred Date	Oct 25, 2023
Absolute Date	Oct 25, 2023
Fiscal Impact	No
Recommended Action	It is recommended that the Board approve the appointment of a colleague to the Educational Housing Corporation Board for a four-year term ending in December 31, 2027.
To:	Members of the Board of Trustees
From:	Melissa Moreno, Interim Chancellor
Prepared by:	David McLain, Interim Executive Director of Community & Government Relations

APPOINTMENT OF BOARD MEMBER TO THE EDUCATIONAL HOUSING CORPORATION BOARD

Two members of the Board of Trustees serve on the Educational Housing Corporation Board and it is the responsibility of the Board of Trustees to approve all appointments. Trustee Holober is currently serving a four-year term that expires December 31, 2025. This seat that will be opening up was held by former Trustee Maurice Goodman who vacated the seat early due to his transition to Vice Mayor of Millbrae. Trustee Michael Guingona graciously served the remainder of former Trustee Goodman's term. At this time, the Board is asked to appoint a Trustee for the next term that opens January 1, 2024 and ends December 31, 2027.

RECOMMENDATION

It is recommended that the Board approve the appointment of a colleague to the Educational Housing Corporation Board for a four-year term ending in December 31, 2027.

Subject	11.6 Appointment of Board Member to the Educational Housing Corporation Board (1 Min.)
Meeting	Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. OTHER RECOMMENDATIONS
Access	Public

Type	Action
Preferred Date	Oct 25, 2023
Absolute Date	Oct 25, 2023
Fiscal Impact	No
Recommended Action	It is recommended that the Board of Trustees appoint Professor Grace Beltran to the Educational Housing Corporation Board of Directors to complete the unexpired four-year term ending March 31, 2026.
TO:	Members of the Board of Trustees
FROM:	Melissa Moreno, Interim Chancellor
PREPARED BY:	David McLain, Interim Executive Director of Community & Government Relations

APPOINTMENT OF BOARD MEMBER TO THE EDUCATIONAL HOUSING CORPORATION BOARD

The Bylaws of the Educational Housing Corporation stipulate that the San Mateo County Community College District Board of Trustees make appointments to its board of directors. The Housing Corporation Bylaws further stipulates that "One Director shall be recommended for membership by the Academic Senate of the District [...]."

The District Academic Senate representative's seat on the Educational Housing Corporation Board is currently vacant due to the resignation of Professor Jessica Marshall. As such, the District Academic Senate has informed the District that Professor Grace Beltran is recommended to replace Professor Marshall on the Housing Board of Directors.

RECOMMENDATION

It is recommended that the Board of Trustees appoint Professor Grace Beltran to the Educational Housing Corporation Board of Directors to complete the unexpired four-year term ending March 31, 2026.

Subject **11.7 Approval to Change Location of Districtwide Student Housing at CSM (5 Mins.)**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. OTHER RECOMMENDATIONS

Access Public

Type Action, Discussion

Recommended Action It is recommended that the Board of Trustees approve changing the location of Districtwide Student Housing at CSM from parking lot W to parking lot B.

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
Michele Rudovsky, Chief Facilities and Operations Officer
Marie Mejia, Director of Capital Projects

APPROVAL TO CHANGE LOCATION OF DISTRICTWIDE STUDENT HOUSING AT CSM

Background

The application for Districtwide Student Housing at CSM approved by the State identified CSM parking lot W as the location of the facility. The Facilities Master Plan identified four locations at CSM for future housing projects including parking lots B and W. Following input received from neighbors during two open forum meetings held during September 2023 and collaboration with architects, CSM parking lot B is deemed more suitable for student housing as it is more central to the campus, provides greater distance from surrounding residential neighbors, and is more favorable from a pedestrian and vehicular traffic

standpoint. Upon the District's request, the State Chancellor's Office has granted preliminary approval to change the location of the facility from parking lot W to parking lot B and to grant a 6-9 month extension in the project timeline, subject to approval from the Board of Trustees.

RECOMMENDATION

It is recommended that the Board of Trustees approve changing the location of Districtwide Student Housing at CSM from parking lot W to parking lot B.

File Attachments
[CSM Site Image.jpg \(239 KB\)](#)

Subject **11.8 Approval of Lease Agreement for the College of San Mateo Education Facility in Half Moon Bay with Professional Peninsula Properties, LLC (Presentation - 15 Mins.; Q & A - 5 Mins.)**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. OTHER RECOMMENDATIONS

Access Public

Type Discussion

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
Andrea Vizenor, Executive Director of Strategic Initiatives and Economic Development
Yanely Pulido, Director of General Services

APPROVAL OF LEASE AGREEMENT FOR THE COLLEGE OF SAN MATEO EDUCATION FACILITY IN HALF MOON BAY WITH PROFESSIONAL PENINSULA PROPERTIES, LLC

At its meeting of April 27, 2022, the Board of Trustees received an overview of College of San Mateo's Coast to College Education Plan (Board Report 22-4-13.1). As part of the report, College administration discussed the potential of a lease agreement for a Coastside Education facility, and the Trustees provided direction for the CSM administration to proceed with pursuing a lease agreement for a CSM education facility in Half Moon Bay. The Board of Trustees authorized staff to negotiate a lease of space located within a newly constructed facilities located at 650 Mill Street, Half Moon Bay, CA.

At its meeting on October 26, 2022, the Board of Trustees authorized the Chancellor, or designee, to execute a lease with Professional Peninsula Properties, LLC for space at 650 Mill Street, Half Moon Bay, CA, for an initial term of three years, at a monthly cost not to exceed \$7,000, with an option to extend for two years. The lease is pending final Board approval.

At the August 8, 2023 City of Half Moon Bay Planning Commission meeting, the City approved a one-year Use Permit with limitations on operating hours. The Use Permit will automatically renew if there are no complaints received from the surrounding neighbors that cannot be successfully addressed. The lease also has limitations on operating hours.

At its meeting on August 23, 2024, the Board of Trustees received an update on terms of the proposed lease and provided staff with direction to finalize negotiations, including an expansion of allowable hours of operation beyond 7pm, Monday - Thursday to accommodate evening classes.

Negotiations with the owner were completed during September 2023 with an agreed upon extension of evening hours allowing classes Monday-Friday from 8am - 10pm with classes ending at 9pm.

Below are details related to parking, hours of operation, class size capacity, and cost.

Parking

- Student parking is limited to local streets or city parking structure
- 5 assigned parking spaces for staff in nearby lot (655 Miramontes Street)
- City parking structure nearby

Hours of Operation

City (Use Permit Limitations) (classes)

Monday-Thursday: 8am - 10pm (classes) Friday: 8am-6pm (classes) ending at 9pm

Owner Limitations M-Th: 8am-10pm

Monday-Friday: 8am - 10pm with classes

Saturday: 8am-5pm (community events)
Sunday: - CSM did not request Sunday use

Saturday: 8am-5pm (community events)
Sunday: 8am-5pm (community events)

Note: If residents complain about noise, the owner can reduce the hours of operations

Class Size Capacity

- Two rooms: A) classroom serving up to 30 students and B) conference room of serving up to 10
- No weekend classes and only allows community events on Saturday

Cost

- Initial Investment (A/E Fees, Permitting, Tenant Improvements, and FF&E) - \$350K
- Rent \$6K per month - \$72K year
- Total operating costs including rent and amortization of tenant improvements: \$461K - \$516K (years 1 - 3)

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Interim Chancellor, or her designee, to execute a lease with Professional Peninsula Properties, LLC for educational space located at 650 Mill Street, Half Moon Bay, CA, for an initial term of three years, at a monthly cost of \$6,000., and with an option to extend for two years. The rent for the extension period will be negotiated, and presented to the Board for consideration and approval.

File Attachments

[HMB Lease Oct 12.pdf \(2,093 KB\)](#)

[Coast-to-College 10-17-23.pptx \(31,561 KB\)](#)

12. DISCUSSION ITEMS

Subject **12.1 First Read of Partial Board Policy Updates (20 Mins.)**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. 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. At the October 4, 2023 Special Meeting, the Board conducted its first read of partial Chapters 1 and 2. Because the Board only got through a partial read, at this meeting, the Board will complete its first read of the remaining policies in Chapter 2. The Board will approve its revisions to Chapters 1 and 2 at its next Regular 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 **12.2 SMCCCD Fall 2023 Enrollment Report (Presentation - 5 Mins.; 5 Mins. Q & A)**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. DISCUSSION ITEMS
Access Public
Type Discussion
TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor
PREPARED BY: Dr. Aaron McVean, Vice Chancellor of Educational Services and Planning

SMCCCD FALL 2023 ENROLLMENT REPORT

At the regular meeting of the Board of Trustees on April 26, 2023, the SMCCCD adopted an enrollment goal for the Fall 2023 semester of an increase of 15% in student headcount across the three colleges of the District. This goal was specifically focused on increasing the headcount of domestic students, meaning that it did not include desired increases in other student populations, such as dual enrollment high school students or international students. There were several strategic efforts that were in alignment to help achieve this goal. Following the passage of SB 893 in Fall 2022, the Board adopted policies in the Spring 2023 semester outlining the parameters for the Free Community College strategic initiative in the SMCCCD. At the same time, a strategic marketing campaign was developed and deployed to promote Free Community College across multiple platforms, including physical promotion (e.g., bus wraps), radio, and social media. Additionally, each of the three colleges has been focused on growth in dual enrollment and investment in high school outreach and recruitment to increase the transition of high school students into higher education in the SMCCCD.

The culmination of these efforts has resulted in the District achieving its enrollment goal for Fall 2023 by increasing domestic student headcount by 16%. A detailed report is included in this Board packet.

File Attachments
[SMCCCD EnrollmentReport Fall2023-FINAL.pdf \(210 KB\)](#)

Subject 12.3 Request for Study Session on Funding for District-wide Capital Improvement and Repair/Renovation Projects (Presentation - 10 Mins. ; Q & A - 5 Mins.)
Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category 12. DISCUSSION ITEMS
Access Public
Type Discussion
TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor
PREPARED BY: Dr. Richard Storti, Acting President of College of San Mateo
Michele Rudovsky, Chief Facilities and Operations Officer

REQUEST FOR STUDY SESSION ON FUNDING FOR DISTRICTWIDE CAPITAL IMPROVEMENT AND REPAIR/RENOVATION PROJECTS

Capital Improvement Planning Historical Perspective

Over the past two decades the San Mateo County Taxpayers have supported SMCCCD with the passing of three General Obligation Bond Measures, including the latest Measure H in 2014. These bonds have allowed the District to advance three significant capital improvement plans resulting in the modernization of our campuses and provide spaces where our students and communities can thrive. This funding helped us to complete approximately 80% of the need. Now that Measure H funding is soon expiring, we need to have a strategy for funding ongoing scheduled maintenance and any necessary future capital improvements.

Fund 4 Balances

Over the last few months, the campus Presidents and the District were asked to create a prioritized list for campus and District needs and allocate all of their one-time Fund 4 balances (\$101M) to those needs over the next two to three years. Their priorities are aligned with identified projects in the Facilities Master Plan, the 5-Year Capital Outlay Plan, and the campus Education Master Plans. Additionally, the District team was asked to create a master priority list based on the Presidents' prioritization work and allocate other available one-time funds (\$174M). Some of this funding has already been allocated to address urgent needs. Tonight, staff is sharing this work with the Board.

Strategy to Address Shortfall in Funding

Staff has identified \$369M in improvements and maintenance needs over the next two to three years. If we are to fund all of this prioritized work using the funds we have identified, we will experience a shortfall of \$93M. In addition, above and beyond this work, we have an ongoing need over the next five years of approximately \$350M.

Staff Recommendation

Staff recommends bringing the board a study session in the near future on all the possible options for funding, including but not limited to, a new General Obligation Bond, financing, internal borrowing, strategic deferral, and/or revisions to the resource allocation model.

File Attachments

[2023 1025 CIP RR Project Priorities V3 \(1\).pdf \(828 KB\)](#)

13. COMMUNICATIONS

14. STATEMENTS FROM BOARD MEMBERS

15. RECONVENE TO CLOSED SESSION (if necessary)

Subject **15.1 Reconvened to Close Session**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 15. RECONVENE TO CLOSED SESSION (if necessary)

Access Public

Type Procedural

16. RECONVENE TO OPEN SESSION (if necessary)

Subject **16.1 Reconvened to Open Session**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 16. RECONVENE TO OPEN SESSION (if necessary)

Access Public

Type Procedural

Subject **16.2 Announcement of Reportable Action Taken In Closed Session (if necessary)**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 16. RECONVENE TO OPEN SESSION (if necessary)

Access Public

Type Procedural

17. ADJOURNMENT

Subject **17.1 Adjourn**

Meeting Oct 25, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 17. ADJOURNMENT

Access Public

Type Procedural