

Wednesday, November 29, 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/87265014055>  
Dial-In: 1-669-900-9128 - Webinar ID: 872 6501 4055

## 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. CLOSED SESSION - 5:00 p.m.**

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Subject :	1.1 Call to Order / Roll Call
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	1. CLOSED SESSION - 5:00 p.m.
Type :	Procedural

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

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Subject : 2.1 Conference with Labor Negotiator - Agency  
Designated Representatives: Melissa Moreno and Richard Storti  
Employee Organization: Non-represented Employees

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type :

Subject : 2.2 Conference with Labor Negotiator - Agency  
Designated Representative: Randy Erickson and Julie Johnson  
Employee Organization: AFT

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type : Discussion

Subject : 2.3 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 : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type : Discussion

Subject : 2.4 Pursuant to Gov. Code, §54957: Public Employee Discipline/Dismissal/ Release

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type : Discussion

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

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Subject : 3.1 Comments by Community Members

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Type : Information

### **4. CLOSED SESSION**

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Subject : 4.1 Recess to Closed Session

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 4. CLOSED SESSION

Type : Procedural

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

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Subject :	5.1 Call to Order / Roll Call / Pledge of Allegiance
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	5. OPEN SESSION - 6:00 p.m.
Type :	Procedural
Subject :	5.2 Announcement of Any Reportable Action Taken in Closed Session
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	5. OPEN SESSION - 6:00 p.m.
Type :	Information, Procedural
Subject :	5.3 Discussion of the Order of the Agenda
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	5. OPEN SESSION - 6:00 p.m.
Type :	Discussion

## 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

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Subject :	6.1 Chancellor and Chancellor's Cabinet
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES
Type :	Informational

### File Attachments

[Combined Report of the College Presidents 11-29-23.pdf \(1,953 KB\)](#)

Subject :	6.2 District Academic Senate
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES
Type :	Informational
Subject :	6.3 Student Trustee and/or Associated Student Body
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Type : Informational

## 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

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Subject : 7.1 AFT, Local 1493  
Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category : 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS  
Type : Information  
Subject : 7.2 CSEA, Chapter 33  
Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category : 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS  
Type : Information  
Subject : 7.3 AFSCME, AFL-CIO, Local 829, Council 57  
Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category : 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS  
Type : Information

## 8. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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Subject : 8.1 Comments by Community Members  
Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category : 8. PUBLIC COMMENTS ON NON-AGENDA ITEMS  
Type : Information

## 9. APPROVAL OF MINUTES

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Subject : 9.1 Approval of Minutes from October 25, 2023 Regular Meeting (5 Mins.)  
Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category : 9. APPROVAL OF MINUTES  
Type : Action (Consent)  
Preferred Date : Nov 29, 2023  
Fiscal Impact : No  
Budgeted : No  
Recommended Action : It is recommended that the Board of Trustees approve the presented minutes.

# Public Content

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 OCTOBER 25, 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

[2023-10-25 Minutes.pdf \(166 KB\)](#)

## Consent

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 :	9.2 Approval of Minutes from November 8, 2023 Study Session (5 Mins.)
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	9. APPROVAL OF MINUTES
Type :	Action (Consent)
Preferred Date :	Nov 29, 2023
Fiscal Impact :	No
Budgeted :	No
Recommended Action :	It is recommended that the Board of Trustees approve the presented minutes.

# Public Content

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 NOVEMBER 8, 2023 STUDY SESSION

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

[2023-11-08 Study Session Minutes.pdf \(190 KB\)](#)

## Consent

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

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Subject :	10.1 Approval of Personnel Items (5 Mins.)
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	10. NEW BUSINESS
Type :	Action
Recommended Action :	It is recommended that the Board of Trustees approve the attached Personnel Report.

## Public Content

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 11-29-23.pdf \(361 KB\)](#)

Subject :	10.2 Adoption of Resolution Nos. 23-19, 23-20, AND 23-21 Fixing the Employer Contribution Under Section 22895 of the Public Employees Medical and Hospital Care Act
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	10. NEW BUSINESS
Type :	Action
Recommended Action :	It is recommended that the Board adopt Resolution Nos. 23-19, 23-20, and 23-21 to fix the employer contributions.

# Public Content

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

## **ADOPTION OF RESOLUTION NOS. 23-19, 23-20, AND 23-21 FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895 OF**

### **THE PUBLIC EMPLOYEES MEDICAL AND HOSPITAL CARE ACT**

#### Background

In June 2015, the Board adopted resolutions to inform CalPERS of the retiree health benefits that are to be provided to Districts employees pursuant to the Districts collective bargaining agreements. CalPERS generally refers to the amount of benefits provided by the District as the Employer Contribution. As a result of the adoption of these resolutions, the District now must inform CalPERS about any changes to the retiree benefits offered by the District that are calculated based on the Districts medical cap for a single active employee or the lowest cost plan available. The adoption of a resolution is not required for employees who are eligible at time of retirement for medical benefits that are either the choice of any medical plan available or the equivalent to the current cost of the Kaiser plan, also known as Kaiser Cap. Furthermore, a resolution is not required should there be no change to the retiree benefits for a particular retiree group. As described below, some of the Districts retirees, enrolled in a non-Medicare (basic enrollment) plan, are entitled to be paid an amount equivalent to the Districts medical cap for a single active employee. Some of the Districts retirees, who are Medicare eligible and are currently enrolled in a Medicare plan, are to be paid an amount equivalent to the lowest cost available plan offered by the District. Resolutions inform CalPERS about what the Districts medical cap for a single active employee amount is and which lowest cost plan is available.

The following is a brief description of the resolutions for the retiree groups eligible to receive a contribution equivalent to either the Districts medical cap for single active employees or the lowest cost plan available depending on whether or not the retiree is Medicare eligible:

- Resolution 23-19: AFSCME Group fixes the employer contribution for retirees with at least 20 years of service, who were hired on or after February 1, 1988, to the lowest cost basic (non Medicare) plan available which is currently PERS Gold (PPO). Effective January 1, 2024, PERS Gold (PPO) will remain the lowest cost plan available. Once Medicare eligible, the District will pay for the lowest cost Medicare (supplemental) plan available which is currently Kaiser Permanente Senior Advantage. Effective January 1, 2024, Kaiser Permanente Senior Advantage will remain the lowest cost plan available. Although there is no change to these plans for the 2024 plan year, previously, staff did not bring forth a resolution to change these plans therefore, a resolution is being brought before the Board as required by CalPERS. The first whereas clause in this resolution refers to Vesting B which is how CalPERS defines this retiree group in their system.
- Resolution 23-20: AFSCME Group fixes the employer contribution for retirees with twenty years of service, who were hired on or after July 1, 1992, to the Districts medical cap for a single active (AFSCME) employee amount of \$914.00 per month. Effective January 1, 2024, the single active cap will increase by \$107.41 per month to \$1021.41 per month. Once Medicare eligible, the District will pay for the lowest cost Medicare (supplemental) plan available, which currently is Kaiser Permanente Senior Advantage. There is no change to this plan for 2024. The first whereas clause in this resolution refers to Vesting C which is how CalPERS defines this retiree group in their system.
- Resolution 23-21: Non-Represented/Classified Group (this includes CSEA) - fixes the employer contribution for retirees with at least 20 years of service, who were hired on or after July 1, 1992, to the Districts medical cap for a single active (CSEA) employee amount of \$914.00 per month. Effective January 1, 2024, the single active cap will increase by \$107.41 per month to \$1021.41 per month. Once Medicare eligible, the District will pay for the lowest cost Medicare

(supplemental) plan available, which currently is Kaiser Permanente Senior Advantage. There is no change to this plan for 2024. The first whereas clause in this resolution refers to Vesting C which is how CalPERS defines this retiree group in their system.

The changes to the employer contributions will be activated by CalPERS effective January 1, 2024, pursuant to the receipt of these resolutions and CalPERS implementation procedures.

## RECOMMENDATION

It is recommended that the Board adopt Resolution Nos. 23-19, 23-20, and 23-21 to fix the employer contributions.

## File Attachments

[BrdResolution 23-19.pdf \(132 KB\)](#)

[Brd\\_Resolution 23-21.pdf \(132 KB\)](#)

[Brd\\_Resolution 23-20.pdf \(132 KB\)](#)

Subject :	10.3 Ratification of Successor Collective Bargaining Agreement Between San Mateo County Community College District and the San Mateo Community College Federation of Teachers, AFT Local 1493
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	10. NEW BUSINESS
Type :	Action
Recommended Action :	It is recommended that the Board of Trustees accept and approve the attached Tentative Agreement between the District and the San Mateo Community College Federation of Teachers, AFT Local 1493, and adopt the attached salary schedules.

## Public Content

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

### **Ratification of Successor Collective Bargaining Agreement Between San Mateo County Community College District and the**

### **San Mateo Community College Federation of Teachers, AFT Local 1493**

Negotiations on a successor collective bargaining agreement were recently concluded with AFT, and a Tentative Agreement was ratified by the AFT membership on November 17, 2023. The Tentative Agreement includes the following Appendix and Articles:

- Article 2 Organizational Rights
- Article 3 Payroll Deductions for Union Dues
- Article 6 - Workload



- Article 7 Hours of Employment
- Article 8 Pay and Allowances
- Article 9 Health and Welfare Benefits
- Article 10 - Retirement
- Article 11 Leaves of Absence
- Article 12 Transfers and Reassignments
- Article 13 Professional Development Program
- Article 17 Grievance Procedure
- Article 19 Part-time Employment
- Article 20 Faculty Service Areas (FSA)
- Article 21 Miscellaneous Provisions
- New Article Class Assignment
- New Article Reasonable Accommodation
- Appendix D Duties and Responsibilities

The cost-of-living adjustment for FY22/23 is retroactive to August 15, 2022, and for FY 23/24 it is retroactive to August 14, 2023. Retroactive adjustments are scheduled to be processed on February 29, 2024.

## RECOMMENDATION

It is recommended that the Board of Trustees accept and approve the attached Tentative Agreement between the District and the San Mateo Community College Federation of Teachers, AFT Local 1493, and adopt the attached salary schedules.

## File Attachments

[2022-2025 AFT Successor Contract Agreements.pdf \(1,037 KB\)](#)

[80 Regular Faculty Salary Schedule \(Schedules for FY2223 and FY2324\).pdf \(88 KB\)](#)

[HB Instructional LABORATORY Adjunct Faculty Salary Schedule \(Schedules for FY2223 and FY2324\).pdf \(103 KB\)](#)

[HC Instructional LECTURE Adjunct Faculty Salary Schedule \(Schedules for FY2223 and FY2324\).pdf \(87 KB\)](#)

[HI Instructional SPECIAL Adjunct Faculty Salary Schedule \(Schedules for FY2223 and FY2324\).pdf \(71 KB\)](#)

[AJ Non-Instructional Adjunct Faculty Salary Schedule \(Schedules for FY2223 and FY2324\).pdf \(106 KB\)](#)

[Overload Regular Faculty Salary Schedule \(Schedules for FY2223 and FY2324\).pdf \(77 KB\)](#)

## 11. CONSENT AGENDA

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Subject :	11.1 Ratification Of Site Use Permit San Bruno Amateur Radio Club at Skyline College
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	11. CONSENT AGENDA
Type :	Action (Consent)
Preferred Date :	Nov 29, 2023
Absolute Date :	Nov 29, 2023
Fiscal Impact :	No
Budgeted :	No
Budget Source :	NA
Recommended Action :	It is recommended that the Board of Trustees ratify the Site Use Permit Agreement with SBARC for the operation of an ARDEN Node at Skyline College

# Public Content

TO: Members of the Board of Trustees

FROM: Dr. Newin Orante, Acting President, Skyline College

PREPARED BY: Joe Morello, Vice President of Administrative Services, Skyline College

## RATIFICATION OF SITE USE PERMIT WITH SAN BRUNO AMATUER RADIO CLUB AT SKYLINE COLLEGE

San Bruno Amateur Radio Club (SBARC) is a non-profit club that exists for the benefit of club members and the public at large. The purpose of SBARC is to promote the exchange of information and cooperation among amateur radio operators in San Bruno and surrounding communities to promote radio knowledge, individual operating efficiency, and emergency service capability. More information about the club may be found on their webpage: <http://sbamradio.org/bylaws.php>

SBARC applied through the San Bruno Community Foundation for a grant to upgrade the emergency radio system used by amateur radio operators during times of emergencies in support of the City of San Bruno. The grant covered upgrades to the radio room in the City Hall Emergency Operations Center (EOC) as well as installation of radio equipment around San Bruno. SBARC was awarded a Foundation grant in 2022 and has started implementation. Part of that implementation involves developing and locating an Amateur Radio Emergency Data Network (ARDEN) system in San Bruno. Community Emergency Response Teams (CERT) with imbedded amateur radio operators would use the ARDEN network to send reports including photos back to the EOC over radio frequencies. In essence, the ARDEN network serves as a disaster internet when traditional wired, wireless and cellular systems are not available. ARDEN Nodes need to be located throughout San Bruno and Skyline College was identified as an ideal location for a node. The site use permit at Skyline College would allow SBARC to locate an ARDEN node on the rooftop of Building 7A. No financial transactions will occur between the District and SBARC as a result of this agreement.

The District now seeks Board ratification of the Site Use Agreement with SBARC commencing on November 1, 2023 through October 31, 2024, with renewal options for two additional one-year terms.

## RECOMMENDATION

It is recommended that the Board of Trustees ratify the Site Use Permit Agreement with SBARC for the operation of an ARDEN Node at Skyline College.

## Consent

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 Adoption of the 2026-2027 Academic Calendar
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	11. CONSENT AGENDA
Type :	Action (Consent)
Preferred Date :	Nov 29, 2023
Absolute Date :	Nov 29, 2023
Fiscal Impact :	No

Budgeted : Yes  
Recommended Action : It is recommended that the Board adopt the 2026-2027 District Academic Calendar as detailed in this report.

## Public Content

TO: Members of the Board of Trustees  
FROM: Melissa Moreno, J.D., Chancellor  
PREPARED BY: Karrie Mitchell, Ph.D. Vice President of Planning, Research & Institutional Effectiveness (650) 358-6861

### ADOPTION OF 2026-2027 ACADEMIC CALENDAR

The District Academic Calendar addresses days of work for San Mateo County Community College District employees represented by AFT, CSEA, and AFSCME. The proposed calendar has been negotiated with AFT and provided to CSEA and AFSCME.

The proposed calendar (attached) is designed to begin the 2026-2027 academic year in mid-August with completion of the Fall 2026 semester prior to the winter holidays. The following highlights the features of the calendar, which is attached in full to this report.

Fall 2026: Classes begin August 17, 2026

88 instructional days (including five (5) days of final examinations and three (3) professional growth flex days)

Semester ends December 19, 2026

Spring 2027: Classes begin January 19, 2027

87 instructional days (including five (5) days of final examinations and three (3) professional growth flex days)

Semester ends May 26, 2027

Summer 2027: All Summer Sessions are set to begin on June 7, 2027

### RECOMMENDATION

It is recommended that the Board adopt the 2026-2027 District Academic Calendar as detailed in this report.

## File Attachments

[2026-2027 Academic Calendar\\_Final\\_.pdf \(94 KB\)](#)

[2026-2027 Academic Calendar Publishable\\_Final.pdf \(193 KB\)](#)

## Consent

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 Sub-Grant Funds from California State University East Bay for the California Learning Lab's Grand Challenge: Building Critical Mass for Data Science

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 11. CONSENT AGENDA

Type : Action (Consent)

Preferred Date : Nov 29, 2023

Absolute Date : Nov 29, 2023

Fiscal Impact : Yes

Dollar Amount : \$196,773.00  
Budgeted : Yes  
Budget Source : Foundation for California Community Colleges  
Recommended Action : It is recommended that the Board of Trustees authorize acceptance of sub-grant funds to Skyline College in the amount of \$196,773 from California State University East Bay for the California Learning Labs Grand Challenge: Building Critical Mass for Data Science.

## Public Content

TO: Members of the Board of Trustees

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

PREPARED BY: Dr. Newin Orante, Acting President, Skyline College

Dr. Vinicio Lopez, Vice President of Instruction, Skyline College

Jing Folsom, Interim STEM Division Dean

### **ACCEPTANCE OF SUB-GRANT FUNDS FROM CALIFORNIA STATE UNIVERSITY EAST BAY FOR THE CALIFORNIA LEARNING LABS GRAND CHALLENGE:**

#### ***BUILDING CRITICAL MASS FOR DATA SCIENCE***

On May 17, 2023, California State University, East Bay was awarded a California Learning Lab Grand Challenge: *Building Critical Mass for Data Science* grant in the amount of \$1,130,000 from the Foundation for Community Colleges. The grants project is titled *Inclusive Novel Curriculum approach to Leverage Underserved communities for Data science Education* (INCLUDE) and the period of performance is July 1, 2023 through June 30, 2027.

Skyline College, Chabot Community College and Laney College are collaborating with California State University, East Bay on the INCLUDE project as sub-grantees. This project is designed to promote the buildout of Data Science pathways and course offerings that will modernize majors, attract historically underrepresented students in STEM, deepen both civic and interdisciplinary learning, and make California the leader in undergraduate education.

Skyline Colleges sub-grant amount totals \$196,773 and will focus on curriculum development for a new Math for Data Science course, outreach and recruitment for the new course and Data Science pathway, embedded tutoring for the new Math for Data Science course, and faculty training on the new Math for Data Science course and existing Math 211: Introduction to Data Science course.

### **RECOMMENDATION**

It is recommended that the Board of Trustees authorize acceptance of sub-grant funds to Skyline College in the amount of \$196,773 from California State University East Bay for the California Learning Labs Grand Challenge: *Building Critical Mass for Data Science*.

## Consent

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 Acceptance of Grant Funds from the Department of Energy for the Pathways to Improved Representation in Advanced Nuclear Science Project

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 11. CONSENT AGENDA

Type : Action (Consent)

Preferred Date : Nov 29, 2023

Absolute Date : Nov 29, 2023

Fiscal Impact : Yes

Dollar Amount : \$862,943.00

Budgeted : Yes

Budget Source : US Department of Energy

Recommended Action : It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$862,943 from the Department of Energy for the Pathways to Improved Representation in Advanced Nuclear Science project.

## Public Content

TO: Members of the Board of Trustees

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

PREPARED BY: Dr. Newin Orante, Acting President, Skyline College

Dr. Vinicio Lopez, Vice President of Instruction, Skyline College

Dr. Jing Folsom, Acting STEM Division Dean

### **ACCEPTANCE OF GRANT FUNDS FROM THE DEPARTMENT OF ENERGY FOR THE PATHWAYS TO IMPROVED REPRESENTATION**

#### **IN ADVANCED NUCLEAR SCIENCE PROJECT**

Skyline College was awarded grant funds from the Department of Energy in the amount of \$862,943 for its *Pathways to Improved Representation in Advanced Nuclear Science* project. The project period is from September 1, 2023 to August 31, 2025. This grant continues and expands a previous Department of Energy award.

This project is aligned with three core objectives of the Department of Energys Nuclear Physics Reaching a New Energy Sciences Workforce (NP-RENEW) program: increasing entry points, supporting retention, and investing in research capacity at minority-serving institutions (MSIs). The project will primarily help diversify the field of nuclear physics by fostering undergraduate MSI student involvement in the ongoing research and development (R&D) efforts towards an increased sensitivity follow-up to the now-complete Enriched Xenon Observatory (EXO).

Over the two-year project period, the College will support a total of 12 students, six per academic year, beginning in fall 2023. During each program year, three students will be responsible for supporting nEXO R&D at the SLAC National Accelerator Laboratory (SLAC), and the other three will be distributed among various nEXO collaborating institutions.

The projects learning outcomes are as follows: 1) students are acquainted with the field of experimental nuclear physics; 2) students have confidence in their ability to independently pursue graduate studies in experimental nuclear physics; 3) students have a clear sense of the career possibilities in nuclear physics; 4) students have seen firsthand and understand how a modern experimental nuclear physics project is run; and 5) students understand how some nuclear physics collaborations handle Diversity, Equity, and Inclusion (DEI). In addition, students will also acquire the following skills: 1) computer programming; 2) electronics test and assembly; 3) rapid prototyping; and 4) design of experiments.

## RECOMMENDATION

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$862,943 from the Department of Energy for the *Pathways to Improved Representation in Advanced Nuclear Science* project.

## Consent

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 Approval of Agreement with Jefferson Union High School District Regarding Middle College at Skyline College
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	11. CONSENT AGENDA
Type :	Action (Consent)
Preferred Date :	Nov 29, 2023
Absolute Date :	Dec 13, 2023
Fiscal Impact :	Yes
Dollar Amount :	\$140,760.00
Budgeted :	Yes
Budget Source :	Jefferson Union High School District
Recommended Action :	It is recommended that the Board of Trustees approve the Agreement between the Jefferson Union High School District and San Mateo County Community College District regarding the Middle College at Skyline College effective January 1, 2024 through June 30, 2024.

## Public Content

TO: Members of the Board of Trustees

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

PREPARED BY: Newin Orante, Ed.D., Acting President, Skyline College

Vinicio Lopez, Ed.D., Vice President of Instruction

## **APPROVAL OF AGREEMENT WITH JEFFERSON UNION HIGH SCHOOL DISTRICT REGARDING MIDDLE COLLEGE AT SKYLINE COLLEGE**

In collaboration with Jefferson Union High School District (JUHSD), the Middle College at Skyline College developed an Agreement to allow students from JUHSD high schools to attend the Middle College at Skyline College. This Agreement facilitates the enrollment of JUHSD high schools in the Middle College at Skyline College, the Middle College that is closest to many of the students who attend the five JUHSD high schools. Effective FY 2023-2024, beginning with a pilot program launching January 1, 2024, JUHSD agrees to pay SMCCCD \$7,038 per student for those who attend the Middle College at Skyline College. This pilot program will support ten (10) JUHSD students in the 11<sup>th</sup> grade and ten (10) JUHSD students in the 12<sup>th</sup> grade to join the Middle College at Skyline College program for Spring 2024 with anticipated continuance in the program through high school graduation.

This agreement was brought before the JUHSD Board of Trustees during their regular board meeting on Tuesday, November 7, 2024 and was unanimously approved.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Agreement between the Jefferson Union High School District and San Mateo County Community College District regarding the Middle College at Skyline College effective January 1, 2024 through June 30, 2024.

### **File Attachments**

[SMCCCD JUHSD-Middle College Signed.pdf \(8.921 KB\)](#)

### **Consent**

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 :	11.6 Approval of Contract Award for the Skyline College Distributed Antenna System Implementation Project - Phase 1 DAS Intergrator
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	11. CONSENT AGENDA
Type :	Action (Consent)
Preferred Date :	Nov 29, 2023
Absolute Date :	Nov 29, 2023
Fiscal Impact :	Yes
Dollar Amount :	\$2,632,257.24
Budgeted :	Yes
Budget Source :	LOCAL FUNDS
Recommended Action :	It is recommended that the Board of Trustees authorize the

Interim Chancellor, or designee, to execute a contract for the Skyline College Distributed Antenna System Implementation Project - Phase 1 DAS Integrator (Bid #86927) with Communication Technology Services, Inc. in an amount not-to-exceed \$2,632,257.24, which includes an owner contingency of 15% of the base bid.

# Public Content

TO: Members of the Board of Trustees

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

PREPARED BY: Yanely Pulido, Director of General Services

Marie Mejia, Director of Capital Projects

## APPROVAL OF CONTRACT AWARD FOR THE SKYLINE COLLEGE DISTRIBUTED ANTENNA SYSTEM IMPLEMENTATION PROJECT - PHASE 1 DAS INTEGRATOR

On January 25, 2023, the Board of Trustees received an overview of the Districtwide Cell Signal (Board Report 13.3). As part of the report, Skyline campus, in particular, was discussed as having the most complaints about dropped cell phone calls, the inability to make outgoing calls, or receive/send texts. Discussions with Skyline Cabinet confirmed that cellular signal strength throughout the campus is inadequate in many locations.

The Skyline College Distributed Antenna System (DAS) Implementation Project - Phase 1 DAS Integrator intends to design a DAS system that will improve and optimize cellular service to all buildings on campus for safety and convenience of occupants. The awarded DAS Integrator will coordinate signal coverage with major cellular carriers, procure DAS equipment and install the equipment coordinating with the subsequent Phase 2 Low Voltage Cabling contractor.

The Facilities Planning Department, with support from the General Services Department, advertised this technology project through the Districts online bid portal and a formal legal notice inviting Requests for Statements of Qualification was published in a local newspaper on September 11 and 18, 2023. The District received nine (9) Statements of Qualifications (SOQs) on September 27, 2023, and the SOQs were reviewed using the published scoring criteria. On October 6, 2023, five (5) firms were pre-qualified and were sent the Invitation to Bid (Bid #86927) for the selection of a DAS Integrator and product.

On November 9, 2023 the District received bids from the five (5) bidders as follows:

<b>BIDDER</b>	<b>Total Bid Amount (incl. all Allowances)</b>
CVE Technologies, Inc.	\$2,604,687.90
Communication Technology Services, Inc.	\$2,632,257.24
Pramira, Inc.	\$2,907,686.34
Helix Electric, Inc.	\$3,004,548.85



DAS Simplified	\$3,652,477.67
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On November 13, 2023 staff conducted its due diligence investigation and evaluation of the bid results, including the consideration of unit costs and total bid amount in accordance with Education Code 81645 that allows the District to contract with one of the three lowest responsible bids for this technology project. The bid received from Helix Electric, Inc. was deemed non-responsive. Communication Technology Services, Inc. (CTS) was deemed as the lowest responsible and responsive bidder most qualified to produce a comprehensive design and complete a quality well-coordinated DAS installation, meeting all the requirements of the project.

This project will be funded with local funds.

## RECOMMENDATION

It is recommended that the Board of Trustees authorize the Interim Chancellor, or designee, to execute a contract for the Skyline College Distributed Antenna System Implementation Project - Phase 1 DAS Integrator (Bid #86927) with Communication Technology Services, Inc. in an amount not-to-exceed \$2,632,257.24, which includes an owner contingency of 15% of the base bid.

## Consent

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 :	11.7 Curricular Additions, Deletions and Modifications - Cañada College, College of San Mateo, and Skyline College
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	11. CONSENT AGENDA
Type :	Action (Consent)
Preferred Date :	Nov 29, 2023
Absolute Date :	Nov 29, 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.

## Public Content

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 eleven courses and one program to, and the deletion of ten courses and one department 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.

Two courses 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 twenty-two courses and eight programs were modified, and one course was reactivated.

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

### **RECOMMENDATION**

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

### **File Attachments**

[Brd 11-29-23 Attachment A CAN.pdf \(91 KB\)](#)  
[Brd 11-29-23 Attachment B CSM.pdf \(139 KB\)](#)  
[Brd 11-29-23 Attachment C SKY.pdf \(77 KB\)](#)

### **Consent**

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 : 11.8 Denial of Claim Against the District by Seeyuen Sam Chuang

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 11. CONSENT AGENDA

Type :

## **Public Content**

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D. Interim Chancellor

PREPARED BY: Julie Johnson, Chief Human Resources Officer

## DENIAL OF CLAIM AGAINST THE DISTRICT BY SEEYUEN SAM CHUANG

### BACKGROUND

On October 24, 2023, Seeyuen Sam Chuang filed an administrative claim alleging reputational harm and emotional distress in the amount of \$500,000.

### RECOMMENDATION

It is recommended that the Board of Trustees deny the claim against the District and refer the matter to the Districts insurance and legal advisors.

Subject : 11.9 Final Adoption of the Board Goals 2023-2024  
Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category : 11. CONSENT AGENDA  
Type : Action (Consent)  
Recommended Action : Staff recommends the Board adopt the Board Goals 2023-2024.

## Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Interim Chancellor  
PREPARED BY: David McLain, Interim Executive Director of Community & Government Relations  
**FINAL ADOPTION OF THE BOARD GOALS 2023-2024**

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 its October 25, 2023, Regular Meeting, the Board completed its final reading of the Board Goals, provided additional feedback, and approved them with discussed modifications.

At this meeting, staff is bringing the Board Goals 2023-2024 back for final adoption. After final adoption, the Chancellor shall draft a Strategic Plan based on these goals that incorporate measurable outcomes.

### RECOMMENDATION

Staff recommends the Board adopt the Board Goals 2023-2024.

### File Attachments

[2023-2024 Board Goals\\_FINAL.pdf \(221 KB\)](#)

### Consent

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 : 11.10 Final Adoption of the Board of Trustees Handbook

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 11. CONSENT AGENDA

Type : Action (Consent)

Recommended Action : Staff recommends the Board adopt the Board of Trustees Handbook.

## Public Content

TO: Members of the Board of Trustees

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

PREPARED BY: David McLain, Interim Executive Director of Community & Government Relations

### FINAL ADOPTION OF THE BOARD OF TRUSTEES HANDBOOK

In the 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 combine 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. The Board submitted feedback on the handbook, and those revisions were reflected in the final draft presented at the October 4, 2023, Special Meeting. The Board approved the final draft with additional feedback and suggestions at that meeting. Attached is the revised version of the Board Handbook for final adoption.

### RECOMMENDATION

Staff recommends the Board adopt the Board of Trustees Handbook.

## File Attachments

[SMCCCD Trustee Handbook Final 11-29-23.pdf \(922 KB\)](#)

## Consent

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

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Subject : 12.1 Second Read and Final Adoption of Board Policies Chapters 1 and 2 (20 Mins.)

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 12. OTHER RECOMMENDATIONS  
Type : Action  
Recommended Action : It is recommended that the Board of Trustees adopt SMCCCD Board Policies Chapters 1 and 2.

## Public Content

TO: Members of the Board of Trustees

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

PREPARED BY: David McLain, Interim Executive Director of Community & Government Relations

### SECOND READ AND FINAL ADOPTION OF BOARD POLICIES CHAPTERS 1 AND 2

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. At the October 25, 2023, Regular Meeting, the Board completed its first read of the remaining policies in Chapter 2.

### RECOMMENDATION

It is recommended that the Board of Trustees adopt SMCCCD Board Policies Chapters 1 and 2.

## File Attachments

[SMCCCD Board Policies Ch 1 and 2 Final 11-29-23.pdf \(1,560 KB\)](#)

Subject : 12.2 Permanent Chancellor Recruitment (20 Mins.)  
Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category : 12. OTHER RECOMMENDATIONS  
Type : Action  
Recommended Action : It is recommended that the Board appoint a community member to the search committee, determine salary, and approve the recruitment materials for immediate publication.

## Public Content

TO: Members of the Board of Trustees

FROM: Julie Johnson, Chief Human Resources Officer

PREPARED BY: Julie Johnson, Chief Human Resources Officer

## PERMANENT CHANCELLOR RECRUITMENT

At the September 13, 2023 Board of Trustees Regular Meeting, the Board approved the retention of R.H. Perry as the search firm for the permanent Chancellor recruitment, the tentative timeline, and the composition of the search committee. The Board agreed to provide Staff and the Search Consultant with a specific salary for the job profile instead of a range.

At the November 8, 2023 Study Session, the board requested more time to nominate community members for appointment to the search committee and more data to support their determination of salary. Time is of the essence for publication of recruitment materials.

In addition, R.H. Perry is concluding Phase I of its service and Staff requests board consideration and approval to engage the search consultant for Phase II.

As such, Staff and Search Consultant R.H. Perry require Board action on the following:

1. Appointment of community member to the search committee;
2. Determination of salary for the job profile and marketing materials;
3. Approval of the recruitment materials for publication.
4. Approval of engagement of search consultant, R.H. Perry, for Phase II.

Paul Doeg of R.H. Perry is available to guide the discussion on these items.

### RECOMMENDATION

It is recommended that the Board appoint a community member to the search committee, determine salary, and approve the recruitment materials for immediate publication.

## File Attachments

[SanMateoCC Chancellor Profile R1.pdf \(8.063 KB\)](#)

Subject :	12.3 Contract Award for Architectural Services for College of San Mateo Building 9 Library Modernization (5 Mins.)
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action
Preferred Date :	Nov 29, 2023
Absolute Date :	Nov 29, 2023
Fiscal Impact :	Yes
Dollar Amount :	\$1,001,896.00
Budgeted :	Yes
Budget Source :	local funds
Recommended Action :	It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a contract with HKS for design services for the College of San Mateo Building 9 Library Modernization Project (RFSOQ/P #86926) in an amount not to exceed \$1,001,896.00.

## Public Content

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

**CONTRACT AWARD FOR ARCHITECTURAL SERVICES**

**FOR COLLEGE OF SAN MATEO BUILDING 9 LIBRARY MODERNIZATION**

As part of the 2016 California Community Colleges Capital Bond Program (Prop. 51), the District has received approval from the California Community Colleges Chancellors Office (CCCCO) to encumber State Funds in the amount of \$828,000 for the Preliminary Plans phase of the project. Working Drawings and Construction phase funding is still in negotiations with the CCCCCO.

The District staff issued a Request of Qualifications/Proposals (RFSOQ/P) from five (5) firms seeking architectural/engineering services for the project. The RFSOQ/P provided information about the intent of the project, as well as detailed reference documents related to the existing site, State Final Project Proposal (FPP) and the Districts design and contractual requirements.

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

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

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

The Districts Selection Committee independently reviewed three (3) qualifications proposals received and invited them to participate in an interview on October 16, 2023. The General Services Department released the following fee proposal once the QBS evaluation and ranking process was completed by the Selection Committee. Under the oversight and support of the General Services Department, the RFSOQ/P Selection Committee was comprised of representatives from the CSM Library, KCSM and Facilities Planning and Operations. Each team brought a unique perspective and approach to the table.

<b>Firm Name</b>	<b>QBS Ranking</b>	<b>Fees</b>	<b>Reimbursable Allowance</b>
HKS	1	\$994,396	7
DLR Group	2	\$1,356,600	
Noll & Tam	3	\$1,387,464	

At the conclusion of the evaluation and interview processes, the Selection Committee determined that HKS demonstrated the best understanding of the Districts goals and objectives. The design teams experience in higher-education programming, planning and design was the best fit and would bring the most value to this project.

HKS will work closely with the campus end-user group of representatives comprised of the departments located in Building 9, College of San Mateo cabinet members and the Facilities Planning team.

This project will be funded with local funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a contract with HKS for design services for the College of San Mateo Building 9 Library Modernization Project (RFSOQ/P #86926) in an amount not to exceed \$1,001,896.00.

Subject : 12.4 Approval of Contract Award for Architectural and

Engineering Services for the Coastside Education Center  
Half Moon Bay Project (5 Mins.)

Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action
Preferred Date :	Nov 29, 2023
Absolute Date :	Nov 29, 2023
Fiscal Impact :	Yes
Dollar Amount :	\$95,950.00
Budgeted :	Yes
Budget Source :	Local Funds
Recommended Action :	It is recommended that the Board of Trustees authorize the Chancellor or designee to execute a contract for the Coastside Education Center Project to Aedis Architects in an amount not-to-exceed \$95,950.00.

## Public Content

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

Marie Mejia, Director of Capital Projects

### APPROVAL OF CONTRACT AWARD FOR ARCHITECTURAL AND ENGINEERING SERVICES

#### FOR THE COASTSIDE EDUCATION CENTER HALF MOON BAY PROJECT

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 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 (Board Report 10.8). 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 complaints are not received from surrounding neighbors that cannot be successfully addressed. The lease also has limitations on operating hours.

At its meeting on August 23, 2023, 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.(Board Report 13.3)



At its meeting on October 25, 2023, the Board of Trustees was presented with a revised lease agreement that includes an extension of evening hours, allowing classes Monday through Friday from 8 am to 10 pm, with classes ending at 9 pm. The Board of Trustees authorized the staff 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, 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 (Board Report 11.8).

The Coastsides Education Center Project located at 650 Mill Street in downtown Half Moon Bay will support the coastal communities who are unable to access the College of San Mateos main campus by providing educational programs in both a small classroom and virtually. The College is leasing the entire ground floor of a newly constructed stand-alone building, which consists of two commercial units on the ground floor, and five (5) apartment units on the top/second floor. The construction of the building is still in progress, with the handover of the space reliant on PG&Es completion of power hook-up.

The scope of work consists of, but is not limited to:

- Addition of non-structural walls for the creation of two offices and a smaller classroom
- Flooring throughout both spaces
- Ceiling tiles and lighting
- Electrical to support wireless access points and a new IDF room
- High-tech classroom displays
- Exterior signage

The Facilities Planning Department, with support from Swinerton Management & Consulting, procured the project through aggressive forms of communication with four (4) architects. Two of these architects were on the Districts Pre-Qualification list, while the other two were not. Of the four architects who showed interest in submitting a proposal for the tenant improvement project, two declined due to the extensive Pre-Qualification process.

The two firms who submitted a proposal were as follows:

Firm Name	Total Fees
Aedis Architects	\$95,950
Group 4 Architects	\$121,650

Staff conducted its due diligence investigation of the proposal results, and Aedis Architects was deemed the lowest responsive responsible firm and met all the requirements of the project.

This project will be funded by local funds included in the projects initial investment budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor or designee to execute a contract for the Coastsides Education Center Project to Aedis Architects in an amount not-to-exceed \$95,950.00.

Subject : 12.5 Approval of Contract Award for District-Wide Food & Dining Services to Pacific Dining Food Service Management (10 Mins.)

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 12. OTHER RECOMMENDATIONS

Type :	Action
Preferred Date :	Nov 29, 2023
Absolute Date :	Nov 29, 2023
Fiscal Impact :	No
Budgeted :	No
Recommended Action :	It is recommended that the Board of Trustees award the Districts Districtwide Food & Dining Services contract (per RFP 86925), to Pacific Dining Food Service Management for a period of five years commencing January 1, 2024 - December 31, 2029. Renewal will be at the sole discretion of the District.

## Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D. Interim Chancellor

PREPARED BY: Dr. Richard Storti, Interim President, College of San Mateo

Kurt Scholler, Director of Auxiliary Services

Yanely Pulido, Director of General Services

### **APPROVAL OF CONTRACT AWARD FOR DISTRICT-WIDE FOOD & DINING SERVICES TO PACIFIC DINING FOOD SERVICE MANAGEMENT**

Districtwide Cafeteria & Events rights provide comprehensive food and dining services for all three Colleges and the District Office. These exclusive rights extend to all cafeteria, coffee concessions, events located throughout each College. On July 1, 2017 Pacific Dining Food Service Management was awarded a five- year contract for exclusive cafeteria and events rights across the District ((Board Report Number 17-6-100B). Due to COVID the contract was extended one additional year, expiring December 31, 2023.

On August 22, 2023 the District issued A Request for Proposal (RFP) for Districtwide Catering & Events (RFP 86925) seeking proposals from qualified vendors to provide exclusive cafeteria, coffee concessions and events 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.

On October 11, 2023, the Evaluation Committee conducted final 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 Districts goals and objectives, thus providing the best value to the District.

On October 25, 2023 the District approved a recommendation that the Interim Chancellor, or her designee 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.

The negotiated terms of the recommendation of contract award to Pacific Dining Food Services Management Include:

- Café Commission: 7%
- Catering Commission (College and District events): 7%
- Catering Commission (external events): 10%

- Coffee Concession Commission: 7%
- In-kind (free) Catering for Student Body: \$2,000 per college per year (\$6,000 annually)
- Scholarships: \$2,000 per campus per year (\$6,000 annually)
- Free meal cards for Food Insecurity: \$10,000 per campus per year (\$30,000 annually).
- In-kind (free) Catering for Chancellors Office and each Presidents Office: \$2,000 each per year (\$8,000 annually)
- Operational management of Coffee Concessions with no impact to current staffing, and with coffee concessions commission: 7%.

## RECOMMENDATION

It is recommended that the Board of Trustees award the Districts Districtwide Food & Dining Services contract to Pacific Dining Food Service Management (per RFP 86925) for a period of five years commencing January 1, 2024- December 31, 2029. Renewal will be at the sole discretion of the District.

Subject :	12.6 Appointment of John Hoffman to the District's Citizens' Bond Oversight Committee (2 Mins.)
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action
Preferred Date :	Nov 29, 2023
Absolute Date :	Nov 29, 2023
Fiscal Impact :	No
Recommended Action :	It is recommended by the interview committee that the Board of Trustees consider the application from John Hoffman and approve for appointment to the District's Bond Oversight Committee.

# Public Content

TO: Members of the Board of Trustees

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

PREPARED BY: David McLain, Interim Executive Director of Community & Government Relations

### APPOINTMENT OF MEMBER TO THE BOND OVERSIGHT COMMITTEE

The Board of Trustees makes appointments of members to the District's Bond Oversight Committee. The Committee is responsible for assuring voters that the bond proceeds are expended only for construction, reconstruction, rehabilitation, or replacement of facilities in compliance with the ballot language approved by the voters and that no funds are used for teacher or administrator salaries or other operating expenses. Appointed members serve two-year terms and may serve no more than three terms.

As a reminder to the Board, the Bond Oversight Committee currently has five members and can have as many as 15 members. Two of the five members are filling statutorily mandated positions (i.e., business organization and senior citizens organization), and the remainder serve as at-large members. Currently, the vacant statutorily mandated positions are a member of a bona-fide taxpayers association, a district-support organization, and a student representative.

Individuals interested in applying for the Bond Oversight Committee can do so through the Districts Bond Oversight Committee website. New applications are reviewed by the Chancellors Office followed by an interview recommendation. This applicant was interviewed by the Interim Chancellor on October 30, 2023, with three others in attendance: Acting Executive Vice Chancellor of

Administrative Services, Interim Executive Director of Community and Government Relations, and Ann Kennedy, President and Founder of AKG. Upon the interview's completion and discussion, the Interim Chancellor approved a formal recommendation to the Board of Trustees.

An application has been received for consideration for appointment to the Bond Oversight Committee to fill the seat designated for a member of a senior citizens organization. The current representative in this position is scheduled to term out in December 2024. Accordingly, if appointed, the applicant will assume the vacated senior citizens organization position in December 2024. The applicant is John Hoffman, and their application is provided for consideration.

#### **RECOMMENDATION**

It is recommended by the interview committee that the Board of Trustees consider the application from John Hoffman and approve for appointment to the District's Bond Oversight Committee.

## **File Attachments**

[John Hoffmann - Bond Oversight Committee application.pdf \(201 KB\)](#)

Subject :	12.7 Appointment of Christopher Robell to the District's Citizens' Bond Oversight Committee (2 Mins.)
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action
Preferred Date :	Nov 29, 2023
Absolute Date :	Nov 29, 2023
Fiscal Impact :	No
Recommended Action :	It is recommended by the interview committee that the Board of Trustees consider the application from Christopher Robell and approve for appointment to the District's Bond Oversight Committee.

## **Public Content**

TO: Members of the Board of Trustees

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

PREPARED BY: David McLain, Interim Executive Director of Community & Government Relations

#### **APPOINTMENT OF MEMBER TO THE BOND OVERSIGHT COMMITTEE**

The Board of Trustees makes appointments of members to the District's Bond Oversight Committee. The Committee is responsible for assuring voters that the bond proceeds are expended only for construction, reconstruction, rehabilitation, or replacement of facilities in compliance with the ballot language approved by the voters and that no funds are used for teacher or administrator salaries or other operating expenses. Appointed members serve two-year terms and may serve no more than three terms.

As a reminder to the Board, the Bond Oversight Committee currently has five members and can have as many as 15 members. Two of the five members are filling statutorily mandated positions (i.e., business organization and senior citizens organization), and the remainder serve as at-large members. Currently, the vacant statutorily mandated positions are a member of a bona-fide taxpayers association, a district-support organization, and a student representative.

Individuals interested in applying for the Bond Oversight Committee can do so through the District's Bond Oversight Committee website. New applications are reviewed by the Chancellors Office followed by an interview recommendation. This applicant was interviewed by the Interim Chancellor on October 30, 2023, with three others in attendance: Acting Executive Vice Chancellor of Administrative Services, Interim Executive Director of Community and Government Relations, and Ann Kennedy, President and

Founder of AKG. Upon the interview's completion and discussion, the Interim Chancellor approved a formal recommendation to the Board of Trustees.

An application has been received for consideration for appointment to the Bond Oversight Committee to fill the seat designated for a member of a bona-fide taxpayers' organization. The applicant is Christopher Robell, and their application is provided for consideration.

#### **RECOMMENDATION**

It is recommended by the interview committee that the Board of Trustees consider the application from Christopher Robell and approve for appointment to the District's Bond Oversight Committee.

## **File Attachments**

[Chris Robell - Bond Oversight Committee Online Application Redacted.pdf \(81 KB\)](#)

Subject :	12.8 Appointment of Edward Evans to the District's Citizens' Bond Oversight Committee (2 Mins.)
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action
Preferred Date :	Nov 29, 2023
Absolute Date :	Nov 29, 2023
Fiscal Impact :	No
Recommended Action :	It is recommended by the interview committee that the Board of Trustees consider the application from Edward Evans and approve for appointment to the District's Bond Oversight Committee.

## **Public Content**

TO: Members of the Board of Trustees

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

PREPARED BY: David McLain, Interim Executive Director of Community & Government Relations

#### **APPOINTMENT OF MEMBER TO THE BOND OVERSIGHT COMMITTEE**

The Board of Trustees makes appointments of members to the District's Bond Oversight Committee. The Committee is responsible for assuring voters that the bond proceeds are expended only for construction, reconstruction, rehabilitation, or replacement of facilities in compliance with the ballot language approved by the voters and that no funds are used for teacher or administrator salaries or other operating expenses. Appointed members serve two-year terms and may serve no more than three terms.

As a reminder to the Board, the Bond Oversight Committee currently has five members and can have as many as 15 members. Two of the five members are filling statutorily mandated positions (i.e., business organization and senior citizens organization), and the remainder serve as at-large members. Currently, the vacant statutorily mandated positions are a member of a bona-fide taxpayers association, a district-support organization, and a student representative.

Individuals interested in applying for the Bond Oversight Committee can do so through the District's Bond Oversight Committee website. New applications are reviewed by the Chancellors Office followed by an interview recommendation. This applicant was interviewed by the Interim Chancellor on October 30, 2023, with three others in attendance: Acting Executive Vice Chancellor of Administrative Services, Interim Executive Director of Community and Government Relations, and Ann Kennedy, President and Founder of AKG. Upon the interview's completion and discussion, the Interim Chancellor approved a formal recommendation to the Board of Trustees.

An application has been received for consideration for appointment to the Bond Oversight Committee to fill the seat designated for a business community member. This seat is currently filled, and another community-at-large member is waiting to fill that seat once vacated in May 2024. Therefore, the applicant is submitted for consideration as a community-at-large member. The applicant is Edward Evans, and their application is provided for consideration.

#### RECOMMENDATION

It is recommended by the interview committee that the Board of Trustees consider the application from Edward Evans and approve for appointment to the District's Bond Oversight Committee.

### File Attachments

[Edward Evans - Bond Oversight Committee Online Application\\_Redacted.pdf \(83 KB\)](#)

Subject : 12.9 Appointment of Peggy Berlese to the Educational Housing Corporation Board (2 Mins.)

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 12. OTHER RECOMMENDATIONS

Type : Action

Preferred Date : Nov 29, 2023

Absolute Date : Nov 29, 2023

Fiscal Impact : No

Recommended Action : The Educational Housing Corporation Board recommends that the Board of Trustees approve Peggy Bernese for appointment to the Educational Housing Corporation Board.

## Public Content

TO: Members of the Board of Trustees

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

PREPARED BY: David McLain, Interim Executive Director of Community & Government Relations

#### APPOINTMENT OF PEGGY BERLESE TO THE EDUCATIONAL HOUSING CORPORATION BOARD

The Board of Trustees makes appointments of directors to the Educational Housing Corporation. The Corporation supports the Districts efforts to attract and retain qualified educational employees through the management and operation of affordable housing for such employees. Appointed members serve four-year terms and may serve no more than two consecutive terms.

The Educational Housing Corporation is governed by an appointed Board of Directors. The Bylaws of the Educational Housing Corporation prescribe the general composition of the Board of Directors of the Corporation:

The Board shall consist of at least seven (7) but no more than nine (9) Directors, with the precise number of Directors within this range to be determined by the San Mateo County Community College District Board of Trustees. One Director shall be recommended for membership by the Academic Senate of the District and a second Director shall be recommended by the CSEA chapter. The qualifications for Directors shall be as established as needed by the San Mateo County Community College District Board of Trustees from time to time.

The Housing Board currently consists of five (5) Directors as follows:

Director	Representing	Term Expiration	Eligible for Reappointment
Michael Guingona	Board of Trustees	12/31/2027	YES
Richard Holober	Board of Trustees	12/31/2025	YES

Grace Beltran	Faculty	3/31/2026	YES
Brittney Sneed	Classified Staff	1/25/2027	YES
Michael Pierce	Property Manager	12/31/2025	NO

To fill Housing Board vacancies, staff recently established a new online application process and advertised the vacant positions in the local newspaper, social media, and the District homepage. Upon receipt of a new application, staff notifies the applicant that their information has been received and reviews the application. The application is then submitted to the Educational Housing Board for consideration.

At its November 1, 2023, meeting, the Educational Housing Corporation Board reviewed and approved forwarding an application from Peggy Bernese, a community member, to the Board of Trustees for approval. Peggy Berlese has previously served on the Educational Housing Board and is eligible to serve again as per the Educational Housing Board Bylaws, which state, "A Director may serve a maximum of two consecutive four (4)-year terms, but may serve again after taking a one (1)-year hiatus."

**RECOMMENDATION**

The Educational Housing Corporation Board recommends that the Board of Trustees approve Peggy Bernese for appointment to the Educational Housing Corporation Board.

**File Attachments**

[Peggy Berlese - Housing Board Application.pdf \(829 KB\)](#)

Subject : 12.10 Appointment of Meta Townsley to the Educational Housing Corporation Board (2 Mins.)

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 12. OTHER RECOMMENDATIONS

Type : Action

Preferred Date : Nov 29, 2023

Absolute Date : Nov 29, 2023

Fiscal Impact : No

Recommended Action : The Educational Housing Corporation Board recommends that the Board of Trustees approve Meta Townsley for appointment to the Educational Housing Corporation Board.

**Public Content**

TO: Members of the Board of Trustees

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

PREPARED BY: David McLain, Interim Executive Director of Community & Government Relations

**APPOINTMENT META TOWNSLEY TO THE EDUCATIONAL HOUSING CORPORATION BOARD**

The Board of Trustees makes appointments of directors to the Educational Housing Corporation. The Corporation supports the Districts efforts to attract and retain qualified educational employees through the management and operation of affordable housing for such employees. Appointed members serve four-year terms and may serve no more than two consecutive terms.

The Educational Housing Corporation is governed by an appointed Board of Directors. The Bylaws of the Educational Housing Corporation prescribe the general composition of the Board of Directors of the Corporation:

The Board shall consist of at least seven (7) but no more than nine (9) Directors, with the precise number of Directors within this range to be determined by the San Mateo County Community College District Board of Trustees. One

Director shall be recommended for membership by the Academic Senate of the District and a second Director shall be recommended by the CSEA chapter. The qualifications for Directors shall be as established as needed by the San Mateo County Community College District Board of Trustees from time to time.

The Housing Board currently consists of five (5) Directors as follows:

Director	Representing	Term Expiration	Eligible for Reappointment
Michael Guingona	Board of Trustees	12/31/2027	YES
Richard Holober	Board of Trustees	12/31/2025	YES
Grace Beltran	Faculty	3/31/2026	YES
Brittney Sneed	Classified Staff	1/25/2027	YES
Michael Pierce	Property Manager	12/31/2025	NO

To fill Housing Board vacancies, staff recently established a new online application process and advertised the vacant positions in the local newspaper, social media, and the District homepage. Upon receipt of a new application, staff notifies the applicant that their information has been received and reviews the application. The application is then submitted to the Educational Housing Board for consideration.

At its November 1, 2023, meeting, the Educational Housing Corporation Board reviewed and approved forwarding an application from Meta Townsley, a community member, to the Board of Trustees for approval.

#### **RECOMMENDATION**

The Educational Housing Corporation Board recommends that the Board of Trustees approve Meta Townsley for appointment to the Educational Housing Corporation Board.

### **File Attachments**

[Meta Townsley Housing Board Application.pdf \(2,401 KB\)](#)

Subject :	12.11 Approval of Revision to Bylaws of the San Mateo County Community Colleges Educational Housing Corporation (2 Mins.)
Meeting :	Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action
Preferred Date :	Nov 29, 2023
Absolute Date :	Nov 29, 2023
Fiscal Impact :	No
Recommended Action :	It is recommended that the Board of Trustees approve the amended Bylaws of the San Mateo County Community Colleges Educational Housing Corporation.

## **Public Content**

TO: Members of the Board of Trustees

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

PREPARED BY: David McLain, Interim Executive Director of Community & Government Relations



## APPROVAL OF REVISION TO BYLAWS OF THE SAN MATEO COUNTY COMMUNITY COLLEGES EDUCATIONAL HOUSING CORPORATION

The Bylaws of the San Mateo Colleges Educational Housing Corporation were originally approved by the Board of Trustees of the College District in January 2004, and subsequently amended and approved in 2011. Those Bylaws delegate to the Housing Corporation Board the responsibility of reviewing and amending the Bylaws as needed, subject to the approval of the Board of Trustees.

At its meetings on April 20, 2023, and July 13, 2023, the Housing Corporation Board of Directors discussed, edited, and reviewed amendments to three sections of the Bylaws: Article V, Sections 3, 5, and 6. The Housing Corporation Board reviewed and approved the final amendments below at their meeting on November 1, 2023, which are presented for the Boards approval:

(1) Article V. Section 3. Add the following language:

Directors recommended by the Academic Senate and CSEA shall be qualified members of that classification and/or bargaining unit and currently employed by the San Mateo County Community College District.

(2) Article V. Section 5. Revise paragraph:

The Directors shall be recommended by the Educational Housing Corporation Board, with final approval appointed by the San Mateo County Community College District Board of Trustees. Director vacancies shall be filled within three (3) months of an event causing a vacancy, as per Article V, Section 6, subject to identification of qualified candidates. Directors shall serve for staggered four (4)-year terms, with approximately one-third of the Directors being appointed each year. A Director may serve a maximum of two consecutive four (4)-year terms, but may serve again after taking a one (1)-year hiatus. Each Director, including a Director appointed to fill a vacancy, shall hold office until expiration of the term for which appointed. ~~and until a successor has been appointed and qualified.~~

(3) Article V. Section 6. Add the following language:

(e) a Director recommended by the Academic Senate or CSEA shall be disqualified if a change in job classification results in the Director no longer being a part of the constituency group they were nominated to represent or is no longer employed by the District.

A markup and clean version of the Bylaws are attached.

### RECOMMENDATION

It is recommended that the Board of Trustees approve the amended Bylaws of the San Mateo County Community Colleges Educational Housing Corporation.

### File Attachments

[Bylaws Markup Amended 11-29-23.pdf \(210 KB\)](#)

[Bylaws Clean Amended 11-29-23.pdf \(209 KB\)](#)

## 13. DISCUSSION ITEMS

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Subject : 13.1 District Financial Summary for the Quarter Ending September 30, 2023 (5 Mins.)

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE

BOARD OF TRUSTEES

Category :

13. DISCUSSION ITEMS

Type :

Discussion

## Public Content

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

### **DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2023**

In accordance with Education Code Section 72413, the State Chancellors Office requires submission of a Quarterly Financial Status Report (Form CCFS-311Q) and a copy of the Districts financial report.

Attached are:

- Form CCFS-311Q (Exhibit A) for the quarter ending September 30, 2023, which was forwarded to the State Chancellors Office on November 15, 2023
- Cash Flow Statement for quarter ending September 30, 2023 (Exhibit B).

### **File Attachments**

[1st Quarter End Report.pdf \(563 KB\)](#)

Subject :

13.2 Auxiliary Operations Financial Summary for the Quarter Ending September 30, 2023 (5 Mins.)

Meeting :

Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category :

13. DISCUSSION ITEMS

Type :

Discussion

## Public Content

TO: Members of the Board of Trustees

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

PREPARED BY: Bernata Slater, Acting Executive Vice Chancellor

### **AUXILIARY OPERATIONS FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2023**

The following report covers the period of July 1, 2023, through September 30, 2023, for associated student bodies; bookstores, cafeterias; the College of San Mateo Athletic Center; the Canada College Athletic Center; and Community, Continuing, and Corporate Education.

### **File Attachments**

[23.24 Q1 Auxiliary Report.pdf \(301 KB\)](#)

Subject : 13.3 Chief Diversity Officer and Ombuds Update to the Board (10 Mins.)

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 13. DISCUSSION ITEMS

Type : Discussion

## Public Content

TO: Members of the Board of Trustees  
FROM: Melissa Moreno, J.D., Interim Chancellor  
PREPARED BY: Dr. Oyame KenZoe Brian Selassie, Interim Chief Diversity Officer and Ombudsman  
**CHIEF DIVERSITY OFFICER AND OMBUDS UPDATE TO THE BOARD**

At its April 26, 2023 Regular Meeting, the SMCCCD Board of Trustees approved a Chief Diversity Officer/Ombuds position to execute Diversity, Equity, Inclusion and Access (DEIA) and Ombuds services for SMCCCD. Subsequently, at its July 15, 2023 Retreat, the Board approved Dr. Oyame KenZoe Brian Selassie to serve as the Interim Chief Diversity Officer and Ombuds, effective July 17, 2023.

As an informative component for potential discussion, the Chief Diversity Officer and Ombuds will occasionally report on activities and accomplishments. Attached is the PowerPoint for the public presentation.

### File Attachments

[CDO Ombuds Report BOT 11 29 23.pdf \(1,137 KB\)](#)

## 14. COMMUNICATIONS

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Subject : 14.1 Quarterly Report of Public Information Requests

Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 14. COMMUNICATIONS

Type : Informational

## Public Content

TO: Members of the Board of Trustees

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

PREPARED BY: Julie Johnson, Chief Human Resources Officer

### QUARTERLY REPORT OF PUBLIC INFORMATION REQUESTS

Attached for the Boards information is a quarterly report of California Public Records Act (CPRA) requests for information received by the District.

### File Attachments

## **15. STATEMENTS FROM BOARD MEMBERS**

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

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Subject : 16.1 Reconvened to Close Session  
Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category : 16. RECONVENE TO CLOSED SESSION (if necessary)  
Type : Procedural

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

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Subject : 17.1 Reconvened to Open Session  
Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category : 17. RECONVENE TO OPEN SESSION (if necessary)  
Type : Procedural  
Subject : 17.2 Announcement of Reportable Action Taken In Closed Session (if necessary)  
Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category : 17. RECONVENE TO OPEN SESSION (if necessary)  
Type : Procedural

### **18. ADJOURNMENT**

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Subject : 18.1 Adjourn  
Meeting : Nov 29, 2023 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category : 18. ADJOURNMENT  
Type : Procedural