



**Wednesday, March 6, 2024
STUDY SESSION OF THE BOARD OF TRUSTEES**

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

**Open Session 6:00 p.m.
In person at 3401 CSM Drive, San Mateo, CA 94402**

**Members of the Public may also participate via Zoom.
Zoom Meeting ID - <https://smccd.zoom.us/j/82111826301>
Dial-In: 1-669-900-9128 - Webinar ID: 821 1182 6301**

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.

Subject 1.1 Call to Order / Roll Call
Meeting Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 1. CLOSED SESSION - 5:00 p.m.
Type Procedural

2. CLOSED SESSION ITEMS FOR DISCUSSION

Subject 2.1 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: 2
Meeting Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION
Type Discussion

TO:

FROM:

PREPARED BY:

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Subject 3.1 Comments by Community Members
Meeting Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY
Type Procedural

4. CLOSED SESSION

Subject 4.1 Recess to Closed Session
Meeting Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 4. CLOSED SESSION
Type Procedural

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

Subject 5.1 Call to Order / Roll Call / Pledge of Allegiance
Meeting Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 5. OPEN SESSION - 6:00 p.m.
Type Procedural

Subject 5.2 Discussion of the Order of the Agenda
Meeting Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 5. OPEN SESSION - 6:00 p.m.
Type Discussion

6. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject 6.1 Comments by Community Members
Meeting Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 6. PUBLIC COMMENTS ON NON-AGENDA ITEMS
Type Information

PROVIDING PUBLIC COMMENT DURING THE MEETING ON NON-AGENDA ITEMS

To make a comment regarding a non-agenda item, members of the public:

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- (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.

7. NEW BUSINESS

Subject 7.1 Approval of Personnel Items
Meeting Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category 7. NEW BUSINESS
Type Action
Recommended Action It is recommended that the Board of Trustees approve the attached Personnel Report.

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor
PREPARED BY: Julie Johnson, Chief Human Resources Officer
David Feune, Director, Human Resources

APPROVAL OF PERSONNEL ITEMS

Staff presents in the attached report for the Board's consideration recommendations for approval of new employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and

resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

File Attachments

[Approval of Personnel Items_03-06-24.pdf \(406 KB\)](#)

8. OTHER RECOMMENDATIONS

Subject	8.1 Permanent Chancellor Search Update and Timeline (10 Mins.)
Meeting	Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	8. OTHER RECOMMENDATIONS
Type	Action
Recommended Action	It is recommended the Board approve the updated timeline and Phase 4 for RH Perry's services and guarantee.

TO: Members of the Board of Trustees

FROM: 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.

At this time, Staff and Search Consultant R.H. Perry require Board action on the following:

1. Approval of updated timeline, and
2. Approval of engagement of search consultant, R.H. Perry, for Phase IV.

RECOMMENDATION

It is recommended that the Board approve the updated timeline and authorize R.H. Perry to commence Phase IV of consultant services.

File Attachments

[Cost sheet for SMCCD Chancellor - VAS Services Proposal.pdf \(581 KB\)](#)

[SMCCD Chancellor Search Timeline 3.6.24.pdf \(174 KB\)](#)

9. STUDY SESSION

Subject	9.1 Form 700 Training (10 Mins.)
Meeting	Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	9. STUDY SESSION
Type	Discussion

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor

FORM 700 TRAINING

Members of the Board of Trustees, District Executives and other District employees are designated as mandatory filers of annual conflict of interest forms (Form 700 - State of Economic Interests). These annual filings can be accessed via the [San Mateo County Statement of Economic Interests portal](#). San Mateo County Attorney will review the process for Form 700 Filing which is due April 2, 2024.

Subject **9.2 Second Read of Revisions to Chapter 3 of Board Policy (20 Mins.)**

Meeting Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 9. STUDY SESSION

Type Discussion

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor

SECOND READ OF REVISIONS TO CHAPTER 3 OF BOARD POLICY

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

The Board of Trustees reviewed and adopted revised Chapters 1 and 2 at its regular meeting on November 29, 2023. Staff has published the new policies on the BoardDocs platform and they are easily accessible and available to the public. Once the board has reviewed and adopted all seven chapters, staff will share a system for regular updates.

At that time, the Board prioritized the next chapters for review: Chapter 3 (General Institution) and Chapter 7 (Human Resources).

At this time, staff brings a revised Chapter 3 for a second read with a planned final adoption at the Regular Meeting of March 27, 2024.

File Attachments

[Chap 3 BP with revisions-BOT3.6.24.pdf \(1,285 KB\)](#)

Subject **9.3 First Read of Chapter 4 Board Policy Updates (20 Mins.)**

Meeting Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES

Category 9. STUDY SESSION

Type Discussion

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor

FIRST READ OF CHAPTER 4 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 has before it its first read of the policies in Chapter 4. This is part of its ongoing effort to review all of its policies in accordance with its newly set goals and to be accountable to its regular duties.

File Attachments

[Chapter 4 BPs for BOT_2_29_24 \(1\).pdf \(595 KB\)](#)

Subject	9.4 Discussion of Mission Statement and Values Statement (45 Mins.)
Meeting	Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	9. STUDY SESSION
Type	Discussion

TO: Members of the Board of Trustees
FROM: Melissa Moreno, J.D., Interim Chancellor

DISCUSSION OF MISSION STATEMENT AND VALUES STATEMENT

Mission Statement

The Accrediting Commission for Junior and Community Colleges (ACCJC) and Board Policy 1200 requires a regular review of the District's mission statement. At the Board's retreat in July, 2023, the Board directed the Chancellor to bring forth a review of the mission statement, and set this as a goal in the adopted board goals.

At the Study Session of February 3, 2024, the board provided feedback to staff after reviewing the first draft of the Mission Statement. The Board has been provided a new draft based on the feedback given on February 3, and has been given "homework" time to review and suggest further revisions based on a review of the current mission statement, the mission statements of the State Chancellor's office and of the three campuses. At this meeting, the Board will have its second conversation and provide guidance to staff for its final mission statement expected to be adopted at the next Regular Meeting on March 27, 2024. The current proposed Mission Statement is as follows:

We put students first, focus on equity, and transform futures in the communities we serve.

We achieve this by:

- Removing barriers to student access by investing in free college for San Mateo County residents in need.*
- Ensuring student achievement and academic excellence by offering equitable and supportive learning environments.*
- Transforming futures by focusing on completion so students can thrive in local and global careers.*

Values

In addition, and in accordance with the adopted Board Goals, the board can provide further feedback on a draft values statement to include support for Board Goal II: **Reinforce a thriving and positive-oriented workplace where employees feel supported in professional growth and innovation.** The Board was given an opportunity to review the below list of values and provide feedback. Based on feedback provided, staff will prepare for a final read and further discussion of a District's values statement at the next Regular Meeting of March 27, 2024 with a planned final adoption at its next regular meeting in April.

The list of values currently under consideration are:

- **Access** - We believe all students have a right to higher education. We are committed to providing free college for San Mateo County residents in need.
- **Accountability** - We strive to make data-informed decisions and hold ourselves accountable as District leaders.
- **Community** - We are an integral part of our surrounding communities and are committed to advancing their educational, intellectual, artistic, civic, cultural, and economic aspirations through excellence in education.
- **Continuous Improvement** - We are committed to inquiry, professional development, and reflection. We adjust our practices and embrace new tools and methods to provide equitable opportunities and outcomes for students.
- **Diversity** - We celebrate our diverse community by committing to an inclusive and welcoming institutional culture.
- **Equity** - We actively address achievement gaps and systemic racism to ensure equitable opportunities for students.
- **Excellence** - We set the highest standards for ourselves and support the professional development of faculty, staff, administrators, and board members.
- **Innovation** - We challenge the status quo by finding creative solutions to increase student success. Additionally, we embrace our industry partners in this endeavor as we improve our institution's ability to meet the demands of a dynamic technological world.
- **Integrity** - We cultivate a collaborative and equity-minded culture of mutual respect, honesty, and responsibility. We expect radical transparency, social responsibility, and ethical behavior.
- **Learning** - We commit to offering holistic programs that promote personal and professional growth for students, staff, administrators, and trustees.
- **Partnerships** - We commit to building and strengthening relationships with our business, community, industry, and educational partners to enhance the cultural and economic vitality of our region.
- **Positive-Oriented Workplace** - We work and communicate collegially and create respectful working and learning environments which are conducive to the open exchange of ideas and innovation.
- **Student Centric** - We promote student success by providing programs and services that are student-centered and reflect the changing needs of our students and surrounding communities.
- **Student Success** - We are committed to supporting student completion so that many more students reach their personal, academic and professional goals.
- **Teaching** - We strive for academic excellence by providing evolving, dynamic, high-quality instruction and professional development.
- **Transparency** - As stewards of the public trust, we ensure radical transparency, accountability, and prudent fiscal planning.

Subject	9.5 Review of Administrative Procedures Connected to Chapters 1 and 2 of Board Policies and Notice of Public Posting of Newly Adopted Board Policies and Administrative Procedures (10 Mins.)
Meeting	Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	9. STUDY SESSION
Type	

TO: Members of the Board of Trustees

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

REVIEW OF ADMINISTRATION PROCEDURES CONNECTED TO CHAPTERS 1 AND 2 OF BOARD POLICIES

At the Study Session on February 3, 2024, the Board respectfully requested to see the Administrative Procedures (APs) connected to the Board Policy Revision Project. Current Board Policy 2410 states in part:

Paragraph 7:

Administrative procedures are to be issued by the District Chancellor as statements of method to be used in implementing board policy. Such administrative procedures shall be consistent with the intent of board policy. Administrative procedures may be revised as deemed necessary by the District Chancellor.

Paragraph 8:

The District Chancellor shall, on an annual basis, provide each member of the Board with any revisions since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

As the Board continues its Board Policy project, the Interim Chancellor will follow adoption of Board Policies with a review and revision to the APs. The "draft" APs for the now-approved policies contained in Chapters 2 are attached and are currently under review by the Interim Chancellor. [Please note: There are no APs for Chapter 1]. When the review is complete, the final versions will be publicly posted and shared with the Board of Trustees.

NOTICE OF PUBLIC POSTING OF NEWLY ADOPTED BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

Please note that the newly adopted Board Policies (BPs) and Administrative Procedures (APs) are now publicly posted on the BoardDocs platform. The public can click on this [link](#) or search "SMCCCD BoardDocs". The newly adopted policies are found by clicking POLICIES on the upper right corner menu. In addition, the public can easily follow the Board's progress of migration of newly adopted BPs and APs to BoardDocs on the SMCCCD website link found [here](#). As we move through revising and adopting all of the BPs and APs, the permanent home will be on BoardDocs.

File Attachments

[Draft Chapt 2 APs.pdf \(4,402 KB\)](#)

Subject	9.6 Review Board Calendar (20 Mins.)
Meeting	Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	9. STUDY SESSION
Type	Discussion

TO: Members of the Board of Trustees

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

REVIEW BOARD CALENDAR

Staff requests the Board review its adopted calendar and provide guidance on the following:

(1) Cancel the July Board Meeting to enable staff to prepare for the Board Retreat in August;

- To view calendar, [click this link](#) or view the image attached.

(2) Whether the Board would like to see monthly resolutions honoring the Heritages. At it Regular Meeting on February 28, 2024, the Board acknowledged Black History Month. Below is a list to consider including as resolutions for the month referenced. These are the heritage months that the campuses are already acknowledging and celebrating:

- February: Black History Month
- March: Women's History Month
- April: Arab Heritage Month
- May: Asian Pacific Islander Desi American Heritage Month
- June: LGBTQ+ Pride Month
- July: Disability Pride Month
- September - October: Hispanic Heritage Month
- October: Filipino American History Month
- November: Native American and Indigenous Heritage Month

File Attachments

[2023-2024 SMCCCD Board Calendar.png \(375 KB\)](#)

Subject	9.7 Equal Employment Opportunity 2023 - 2026 Draft Plan (15 Mins.)
Meeting	Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	9. STUDY SESSION
Type	Discussion

TO: Members of the Board of Trustees

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

PREPARED BY: Julie Johnson, Chief Human Resources Officer

EQUAL EMPLOYMENT OPPORTUNITY 2023 - 2026 DRAFT PLAN

Background

In July 2021, the Board of Governors of the California Community Colleges adopted new Equal Employment Opportunity (EEO) regulations to provide the necessary framework for more robust and accountable EEO programs. These regulations became effective October 20, 2022. The new regulations significantly change the requirements for drafting and submitting EEO plans. These changes include, but are not limited, to the following:

- District governing boards must review and adopt the EEO plan at a regular meeting where the plan is considered as a separate action item and not part of the consent agenda. (5 C.C.R. § 53003(a)(2))
- A district’s draft EEO plan must be submitted to the State Chancellor for review at least 90 days before its adoption. The governing board must consider the Chancellor’s comments on the draft EEO plan, if any, before adoption. (5 C.C.R. § 53003(a)(4))
- The plan must be developed in collaboration with the district’s Equal Employment Opportunity Advisory Committee established according to section 53005. (5 C.C.R. § 53003(a)(1)).

The District's plan was developed in collaboration with the District's EEOAC, and the draft plan was submitted to the State Chancellor's Office and feedback was returned to the District in November 2023.

Staff expects to bring the final plan for adoption at it's next regular board meeting of March 27, 2024.

File Attachments

[San Mateo CCD Draft EEO Plan 10.2.23.pdf \(2,272 KB\)](#)

[San Mateo EEO Plan Feedback.pdf \(719 KB\)](#)

10. STATEMENTS FROM BOARD MEMBERS

11. ADJOURNMENT

Subject	11.1 Adjourn
Meeting	Mar 6, 2024 - STUDY SESSION OF THE BOARD OF TRUSTEES
Category	11. ADJOURNMENT
Type	Procedural