



**Wednesday, August 28, 2024**  
**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/81358373553>**  
**Dial-In: 1-669-900-9128 - Webinar ID: 813 5837 3553**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

**OBSERVING THE MEETING**

**Members of the public who wish to observe the meeting in-person or remotely by accessing the link or calling the following telephone number above at the beginning of the meeting.**

**PROVIDING PUBLIC COMMENT DURING THE MEETING ON NON-AGENDA ITEMS**

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

- (1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or**
- (2) If remote, once in the Zoom meeting (via above link), can utilize the raise hand function at the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who raise their hand will be called upon in the order they appear.**
- (3) Members of the public making comment are reminded of the 3-minute time limit for comment. Reasonable time limits may be placed on public comment during an open meeting so that meetings can be concluded within a reasonable time.**

**PROVIDING PUBLIC COMMENT DURING THE MEETING ON AGENDA ITEMS**

**To make a comment regarding an item on the agenda, members of the public:**

- (1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or**
- (2) If remote, once in the Zoom meeting (via above link), can utilize the raise hand function at the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who raise their hand will be called upon in the order they appear.**
- (3) Members of the public making comment are reminded of the 3-minute time limit for comment. Reasonable time limits may be placed on public comment during an open meeting so that meetings can be concluded within a reasonable time.**

**ACCOMMODATIONS**

**Persons with disabilities who require an accommodation or service should contact the Chancellor's Office (650) 358-6877 at least 24 hours prior to the Board meeting.**

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

---

**Subject** 1.1 Call to Order / Roll Call  
Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 1. CLOSED SESSION - 5:00 p.m.  
Access Public  
Type Procedural

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

---

**Subject** 2.1 Pursuant to Board Policy 7.73 and Administrative Procedure 7.73.1: Hearing of Student Grievance Appeal  
Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Access Public  
Type

**Subject** 2.2 Pursuant to Gov. Code §54957: Public Employee Discipline/Dismissal/Release (2 matters)  
Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Access Public  
Type Action, Discussion

**Subject** 2.3 Pursuant to Gov. Code §54956.9 (d)(2), (d)(4), and (h): Conference with Legal Counsel - Anticipated Litigation: Significant Exposure to Litigation - Number of Potential Cases: 2  
Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Access Public  
Type Discussion

TO:  
FROM:  
PREPARED BY:

**Subject** 2.4 Pursuant to Gov. Code, §54957: Public Employment (Performance Auditor/Policy Analyst)

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Access Public  
Type Discussion

**Subject 2.5 Conference with Labor Negotiator - Agency Designated Representative: Randy Erickson and Julie Johnson Employee Organization: AFT**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Access Public  
Type Discussion

**Subject 2.6 Conference with Labor Negotiator - Agency Designated Representative: Randy Erickson and Julie Johnson Employee Organization: AFSCME**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Access Public  
Type Discussion

**Subject 2.7 Conference with Labor Negotiator - Agency Designated Representative: Julie Johnson; Employee Organization: Non-represented**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Access Public  
Type Discussion

**Subject 2.8 Pursuant to Gov. Code §54957: Public Employee Performance Evaluation: Chancellor**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 2. CLOSED SESSION ITEMS FOR DISCUSSION  
Access Public  
Type Discussion

**Subject** 2.9 Pursuant to Gov. Code §54956.8: Conference with Real Property Negotiators; Property: Commercial Property, San Mateo County; Agency Negotiators: Richard Storti Negotiating Party: SMCCCD; Consideration of Offer and Price

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

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

---

**Subject** 3.1 Comments by Community Members

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Access Public

Type Information

### **4. CLOSED SESSION**

---

**Subject** 4.1 Recess to Closed Session

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 4. CLOSED SESSION

Access Public

Type Procedural

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

---

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

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Access Public

Type Procedural

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

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Access Public

Type Information, Procedural

**Subject 5.3 Discussion of the Order of the Agenda**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Access Public

Type Discussion

## **6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

---

**Subject 6.1 Chancellor and Chancellor's Cabinet**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Access Public

Type Informational

File Attachments

[SMCCCD-President\\_Report to BOT\\_8-28-24.pdf \(932 KB\)](#)

**Subject 6.2 District Academic Senate**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Access Public

Type Informational

**Subject 6.3 Student Trustee and/or Associated Student Body**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Access Public

Type Informational

## **7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS**

---

**Subject 7.1 AFT, Local 1493**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS  
Access Public  
Type Information

**Subject 7.2 CSEA, Chapter 33**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS  
Access Public  
Type Information

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

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 7. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS  
Access Public  
Type Information

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

---

**Subject 8.1 Comments by Community Members**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 8. PUBLIC COMMENTS ON NON-AGENDA ITEMS  
Access Public  
Type Information

## **9. APPROVAL OF MINUTES**

---

**Subject 9.1 Approval of Minutes from July 24, 2024 Regular Meeting of the Board of Trustees (5 Mins.)**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 9. APPROVAL OF MINUTES  
Access Public  
Type Action  
Fiscal Impact No  
Budgeted No

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

TO:                                Members of the Board of Trustees  
FROM:                             Melissa Moreno, J.D., Chancellor  
PREPARED BY:                Candice E. Bell, Executive Assistant to the Board

**APPROVAL OF MINUTES FROM JULY 24, 2024, REGULAR MEETING OF THE BOARD OF TRUSTEES**

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  
[2024-07-24 Minutes.pdf \(207 KB\)](#)

**10. NEW BUSINESS**

---

|                    |   |
|--------------------|---|
| <b>Subject</b>     | <b>10.1 Approval of Personnel Items (5 Mins.)</b>                                   |
| Meeting            | Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES                       |
| Category           | 10. NEW BUSINESS  |
| Access             | Public  |
| Type               | Action  |
| Recommended Action | It is recommended that the Board of Trustees approve the attached Personnel Report. |

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

**APPROVAL OF PERSONNEL ITEMS**

Staff presents in the attached report for the Board's consideration and recommendations for approval of new employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

## RECOMMENDATION

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

File Attachments

[Approval of Personnel Items\\_08-28-24.pdf \(182 KB\)](#)

|                    |  |
|--------------------|--|
| <b>Subject</b>     | <b>10.2 Approval of Employer-Paid Medical Premium Cap Adjustment for Non-Represented, Non-Exempt Employees on Salary Schedules 40 (Classified Professional/Supervisory) and 50 (Classified Confidential), and for Non-Represented, Exempt Employees on Salary Schedules 10 (Executive), 20 (Management), and 35 (Academic-Classified Exempt Supervisory) (5 Mins.)</b> |
| Meeting            | Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  |
| Category           | 10. NEW BUSINESS   |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | It is recommended that the Board of Trustees approve the proposed increases to the employer-paid medical premium cap for the non-represented, non-exempt and exempt employees.   |

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Julie Johnson, Chief Human Resources Officer  
David Feune, Director, Human Resources

### **APPROVAL OF EMPLOYER-PAID MEDICAL PREMIUM CAP ADJUSTMENT FOR NON-REPRESENTED, NON-EXEMPT EMPLOYEES ON SALARY SCHEDULES 40 (CLASSIFIED PROFESSIONAL/SUPERVISORY) AND 50 (CLASSIFIED CONFIDENTIAL), AND FOR NON-REPRESENTED, EXEMPT EMPLOYEES ON SALARY SCHEDULES 10 (EXECUTIVE), 20 (MANAGEMENT), AND 35 (ACADEMIC-CLASSIFIED EXEMPT SUPERVISORY)**

Staff recommends for Board consideration that non-represented, non-exempt employees on Salary Schedules 40 (Classified Professional/Supervisory) and 50 (Classified Confidential), and non-represented, exempt employees on Salary Schedules 10 (Executive), 20 (Management), and 35 (Academic-Classified Exempt Supervisory) receive the same increase to the 2025 employer-paid medical premium cap provided to CSEA employees, which includes increasing the monthly employer-paid medical premium cap by \$91.49 for the single-party plan, \$182.98 for the two-party plan and \$237.87 for the family plan, effective January 1, 2025.

## RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed increases to the employer-paid medical premium cap for the non-represented, non-exempt and exempt employees.

## **11. CONSENT AGENDA**



**Subject** **11.1 Approval of Agreement with Sequoia Union High School District Regarding Middle College at Cañada College**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. CONSENT AGENDA

Access Public

Type Action

Preferred Date Aug 28, 2024

Absolute Date Aug 28, 2024

Fiscal Impact Yes

Dollar Amount \$280,000.00

Budgeted Yes

Budget Source College One-Time funds

Recommended Action It is recommended that the Board of Trustees approve the Agreement between Sequoia Union High School District and San Mateo County Community College District regarding the Middle College at Cañada College, effective July 1, 2024, through June 30, 2025.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Kim Lopez, Cañada College President  
Chialin Hsieh, Cañada College Vice President of Instruction

**APPROVAL OF AGREEMENT WITH SEQUOIA UNION HIGH SCHOOL DISTRICT REGARDING MIDDLE COLLEGE AT CAÑADA COLLEGE**

The Sequoia Union High School District (High School District) entered into an agreement with the San Mateo County Community College District (College District) to establish a Middle College at Cañada College. In collaboration with the Superintendent of the High School District, the agreement permits students from the High School District to attend the Middle College at Cañada College. Middle College is an approach in which students take college classes while in high school and graduate with substantial college credits, usually one year or more, some graduating with an associate's degree at the same time as graduating from high school.

The High School District will provide one (1) full-time Middle College/College & Career Executive Director and one (1) full-time Student Success Liaison. The responsibilities of these positions are to provide leadership and support in the implementation of the Memorandum of Understanding (MOU) between Cañada College, San Francisco State University, California State University, East Bay, and the Sequoia Union High School District. This MOU includes the expansion of the high school students participating in the Middle College program. The College District will reimburse the High School District for 50% of the personnel cost. The estimated fiscal impact is \$280,000.

CA Ed Code 11300 supports the Middle College approach:

- (a) The Legislature finds and declares that middle college high schools have proven to be a highly effective collaborative effort between local school districts and community colleges. The goal of the

middle college high school is to select at-promise high school pupils who are performing below their academic potential and place them in an alternative high school located on a community college campus in order to reduce the likelihood that they will drop out of school before graduation.

(b) Each middle college high school shall be structured as a broad-based, comprehensive instructional program focusing on college preparatory and school-to-work curricula, career education, work experience, community service, and support and motivational activities.

(c) The specific design of a middle college high school may vary depending on the circumstances of the community college or school district. The basic elements of the middle college high school shall include, but not be limited to, the following:

- (1) A curriculum that focuses on college and career preparation.
- (2) A reduced adult-student ratio.
- (3) Flexible scheduling to allow for work internships, community service experience, and interaction with community college student role models.
- (4) Opportunities for experiential internships, work apprenticeships, and community service.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Agreement between Sequoia Union High School District and San Mateo County Community College District regarding the Middle College at Cañada College, effective July 1, 2024, through June 30, 2025.

File Attachments  
[Sequoia Union High School District -Educational Agreement - Middle College - \(CAN\) - \(2024-2025\).pdf \(301 KB\)](#)

|                    |   |
|--------------------|---|
| <b>Subject</b>     | <b>11.2 Approval of Agreement with San Mateo Union High School District Regarding Middle College at College of San Mateo</b>  |
| Meeting            | Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES   |
| Category           | 11. CONSENT AGENDA  |
| Access             | Public  |
| Type               | Action (Consent)  |
| Preferred Date     | Aug 28, 2024  |
| Absolute Date      | Aug 28, 2024  |
| Fiscal Impact      | Yes   |
| Dollar Amount      | \$32,875.00   |
| Budgeted           | Yes   |
| Budget Source      | College One-Time Funds  |
| Recommended Action | It is recommended that the Board of Trustees approve the Agreement between San Mateo Union High School District and San Mateo County Community College District regarding the Middle College at College of San Mateo, effective July 1, 2024 through June 30, 2025. |

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Manuel Alejandro Pérez, Ed.D., College of San Mateo President  
Andrea Vizenor, College of San Mateo Executive Director of Strategic Initiatives & Economic Development

APPROVAL OF AGREEMENT WITH SAN MATEO UNION HIGH SCHOOL DISTRICT REGARDING MIDDLE COLLEGE  
AT COLLEGE OF SAN MATEO

The San Mateo Union High School District (High School District) entered into an agreement with the San Mateo County Community College District (College District) to establish a Middle College at College of San Mateo.

In collaboration with leadership across the High School District, the agreement permits students from the High School District to attend the Middle College at College of San Mateo. Middle College is an approach in which students take college classes while in high school and graduate with substantial college credits, usually one year or more, some graduating with an associate's degree at the same time as graduating from high school.

The High School District will provide a Middle College Principal, Faculty (for high school instruction) and a High School Counselor. The responsibilities of these positions are to carry out the day-to-day educational programming and experiences of the Middle College Program. The College District will provide an Office Assistant II and Leadership Support along with resources that include textbook rentals necessary for college course experiences, event and graduation facilities as well as program supplies and materials. The fiscal impact is \$32,875. This investment supports a collaborative, dynamic and integrated Middle College experience at College of San Mateo.

CA Ed Code 11300 supports the Middle College approach:

- (a) The Legislature finds and declares that middle college high schools have proven to be a highly effective collaborative effort between local school districts and community colleges. The goal of the middle college high school is to select at-risk high school pupils who are performing below their academic potential and place them in an alternative high school located on a community college campus in order to reduce the likelihood that they will drop out of school before graduation.
- (b) Each middle college high school shall be structured as a broad-based, comprehensive instructional program focusing on college preparatory and school-to-work curricula, career education, work experience, community service, and support and motivational activities.
- (c) The specific design of a middle college high school may vary depending on the circumstances of the community college or school district. The basic elements of the middle college high school shall include, but not be limited to, the following:
  - (1) A curriculum that focuses on college and career preparation.
  - (2) A reduced adult-student ratio.
  - (3) Flexible scheduling to allow for work internships, community service experience, and interaction with community college student role models.
  - (4) Opportunities for experiential internships, work apprenticeships, and community service.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Agreement between San Mateo Union High School District and San Mateo County Community College District regarding the Middle College at College of San Mateo, effective July 1, 2024 through June 30, 2025.

File Attachments

[San Mateo Union High School District - Educational Agreement - Middle College \(CSM 2024-2025\).pdf \(1,149 KB\)](#)

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

**Subject**                    **11.3 Ratification of the Disposal of Surplus Personal Property**

Meeting                      Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    11. CONSENT AGENDA

Access                        Public

Type                          Action

Recommended              It is recommended that the Board of Trustees ratify the disposal by sale of the  
Action                        below listed surplus personal property.

TO:                            Members of the Board of Trustees

FROM:                        Melissa Moreno, J.D. Chancellor

PREPARED BY:              Yanelly Pulido, Director of General Services  
   Bob Domenici, Purchasing Services Supervisor

**RATIFICATION OF THE DISPOSAL OF SURPLUS PERSONAL PROPERTY**

In accordance with Education Code Sections 81450 and 81452, property that becomes surplus to the needs of the District will be declared as such by the Board with the method of disposal dictated by the value of this property. In accordance with Board Policy 8.31, the Board delegates to the Chancellor or designee the responsibility to identify any District property which is to be disposed of for the purpose of replacement or because it is unsatisfactory, unsuitable, or no longer required for District/College use. Such property shall be considered surplus property and will be disposed of in compliance with state or local laws and regulations.

The vehicles, equipment and furniture sold during fiscal year 2023-2024 consisted mainly of:

- Vehicles from Cañada College Facilities Planning, Maintenance & Operations Department, College of San Mateo Public Safety and Athletics
- College of San Mateo, Canada and Wellness Center Equipment
- Skyline College Facilities Equipment

| <b>Commodity</b>                                    | <b>Surplus Sales</b> |
|---|----------------------|
| Facilities, Public Safety<br>Vehicles and Athletics | \$16,854             |
| Athletic and Wellness<br>Equipment                  | \$2,100.50           |
| Facilities Equipment                                | \$50                 |
| <b>Total</b>  | <b>\$19,004.50</b>   |

A detailed list of the surplus property is attached.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratify the disposal by sale of the below listed surplus personal property.

**SURPLUS PROPERTY SOLD FY24**

**\*\* ALL PROPERTY SOLD THROUGH PUBLIC SURPLUS AUCTION**

| <b>Commodity</b>   | <b>Description</b>                     | <b>Quantity</b> | <b>Reason</b>   |
|--------------------|--|-----------------|-----------------|
| Vehicle            | Golf Cart                              | 1               | Replaced with r |
| Vehicle            | Ford Ranger Pickup Truck               | 1               | Continual main  |
| Athletic Equipment | Commercial Basketball Shooting Machine | 1               | 14 year old and |
| Athletic Equipment | Eliptical Gym Equipment                | 1               | Outdated and r  |
| Athletic Equipment | Treadmill Gym Equipment                | 1               | Outdated and r  |
| Athletic Equipment | Treadmill Gym Equipment                | 1               | Outdated and r  |
| Athletic Equipment | Treadmill Gym Equipment                | 1               | Outdated and r  |
| Athletic Equipment | Treadmill Gym Equipment                | 1               | Outdated and r  |
| Athletic Equipment | Stair Master Gym Equipment             | 1               | 14 year old and |
| Athletic Equipment | Treadmill Gym Equipment                | 1               | Outdated and r  |
| Athletic Equipment | Flip Gym Equipment                     | 1               | Outdated and r  |
| Athletic Equipment | Abdominal Crunch Gym Equipment         | 1               | Outdated and r  |
| Athletic Equipment | Pulley Machine                         | 1               | Outdated and r  |
| Athletic Equipment | Treadmill Gym Equipment                | 1               | Outdated and r  |
| Athletic Equipment | Treadmill Gym Equipment                | 1               | Outdated and r  |
| Lab Equipment      | Microscope                             | 1               | Non operationa  |
| Lab Equipment      | Thermal Scanner                        | 1               | Non operationa  |
| Lab Equipment      | G300 Microscope                        | 1               | Non operationa  |
| Office Supply      | Toner Cartridge                        | 1               | Printer was ren |
| Vehicle            | Facilities Field & Brush Mower         | 1               | Replaced with r |
| Vehicle            | Daewoo Forklift                        | 1               | Non operationa  |
| Athletic Equipment | Electrical Stimulation Machine         | 1               | No longer used  |
| Athletic Equipment | Rubbermaid Tub                         | 1               | No longer used  |
| Athletic Equipment | Treatment Table                        | 1               | No longer used  |
| Athletic Equipment | Soccer Goal                            | 2               | No longer used  |
| Equipment          | Skyline Facilities Compactor           | 1               | Non-operationa  |

**Subject**                    **11.4 Ratification of May and June 2024 District Warrants**

Meeting                    Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    11. CONSENT AGENDA

Access                    Public

Type                    Action (Consent)

Recommended Action                    It is recommended that the Board of Trustees approve the warrants issued during the period of May 1, 2024, through June 30, 2024, and ratify the contracts entered into leading to such payments.

TO:                    Members of the Board of Trustees

FROM:                    Melissa Moreno, J.D., Chancellor

PREPARED BY: Peter Fitzsimmons, Interim Chief Financial Officer

**RATIFICATION OF MAY AND JUNE 2024 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of May and June 2024, respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached exhibits.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the warrants issued during the period of May 1, 2024, through June 30, 2024, and ratify the contracts entered into leading to such payments.

File Attachments  
[Exhibit A May 2024 Warrants.pdf \(91 KB\)](#)  
[Exhibit B June 2024 Warrants.pdf \(138 KB\)](#)

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

**Subject**                    **11.5 Report on the Use of Public Agency Contracts for the Purchase of Materials, Equipment, Supplies and Services**

Meeting                    Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    11. CONSENT AGENDA

Access                    Public

Type                    Action (Consent)

Recommended Action                    In accordance with District AP 8.15.3 (5), the attached list reflects this activity for the fiscal year ending June 30, 2024. Staff recommends approval of this list.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Yanely Pulido, Director of General Services  
Bob Domenici, Purchasing Supervisor

**REPORT ON THE USE OF PUBLIC AGENCY CONTRACTS FOR THE PURCHASE OF MATERIALS, EQUIPMENT, SUPPLIES AND SERVICES**

California Public Contract Code Section 20652 authorizes the Board of Trustees, without advertising for bids, to contract for the lease or purchase of materials, supplies, equipment, automobiles and other personal property through contracts let by other public agencies (commonly referred to as “piggybacking” contracts) when it finds it is in the best interest of the District. Additionally, PCC sections 20653 and 20653.5 authorize the Board to purchase materials, equipment, supplies, or services under the same terms and conditions as are specified in contracts lawfully awarded by the Department of General Services pursuant to Section 14814 of the Government Code and the University of California or the California State University.

**RECOMMENDATION**

In accordance with District AP 8.15.3 (5), the attached list reflects this activity for the fiscal year ending June 30, 2024. Staff recommends approval of this list.

| <b>PIGGYBACKABLE CONTRACTS</b>                                   |  |
|--|--|
| <b>VENDOR</b>  | <b>AGENCY</b>                            |
| AT&T   | CALNET                                   |
| Amazon Business  | Foundation for CCC                       |
| Apple  | Glendale Unified School District         |
| Aruba Networks (Dasher)  | NASPO ValuePoint                         |
| B&H Photo  | Foundation for CCC                       |
| BSN Sports   | Omnia                                    |
| CALCARD  | California Department of General Service |
| CDWG   | Foundation for CCC                       |
| Carahsoft  | NASPO                                    |
| Carolina Biological  | Sourcewell                               |
| Community Playthings   | Foundation for CCC                       |
| Computerland   | NASPO ValuePoint                         |
| Daktronics, Inc.   | Sourcewell                               |
| Deere & Company  | Sourcewell                               |
| Dell   | NASPO ValuePoint                         |
| DHE Computer   | NCPA                                     |
| Digital Sceptor  | NASPO ValuePoint                         |
| Downtown Ford  | CMAS                                     |
| Edgile   | Foundation for CCC                       |
| Ellucian Company L.P. (Banner, Degree Works, ApplicationXtender) | Foundation for CCC                       |
| ePlus Technology (Varonis)                                       | Department of General Services           |
| FieldTurf USA, Inc.  | CMAS                                     |
| Fisher Scientific  | Foundation for CCC                       |
| 4Imprint   | Buyboard                                 |

|   |                                      |
|---|--------------------------------------|
| GameTime  | Omnia                                |
| Grainger  | Foundation for CCC                   |
| Hellas Construction                                     | CMAS                                 |
| Hit Labs Inc. (Pronto)                                  | Foundation for CCC                   |
| Home Depot U.S.A, Inc.                                  | US Communities                       |
| Hyland (Brainware for Transcripts)                      | Omnia                                |
| iContracts, Inc. (Contract Management)                  | Foundation for CCC                   |
| IT Solutions  | Omnia                                |
| KI  | Foundation for CCC                   |
| Konica Minolta  | Foundation for CCC                   |
| KYA Services LLC  | Foundation for CCC                   |
| Laerdal Medical   | Foundation for CCC                   |
| Leslie Pool   | Omnia Partners                       |
| Life Fitness LLC (Advanced Exercise)                    | Sourcwell                            |
| Linguabee   | CMAS                                 |
| Lyft, Inc.  | UCLA                                 |
| Maverick Networks                                       | NASPO ValuePoint                     |
| Medicat, LLC (Electronic Health Records)                | Virginia Military Institute          |
| Mitel Business Systems                                  | Sourcwell                            |
| Motorola Solutions                                      | Sourcwell                            |
| Motomatic   | Foundation for CCC                   |
| Nelnet Business Solutions                               | Foundation for CCC                   |
| Office Depot  | Foundation for CCC                   |
| One Diversified (formerly Compview)                     | CMAS                                 |
| Oracle  | Midwestern Higher Education          |
| Parchment LLC   | Foundation for CCC                   |
| Patterson Dental  | E & I                                |
| Polaris Sales   | Omnia                                |
| Presido Network Solutions                               | NASPO ValuePoint                     |
| Proctorio   | Foundation for CCC                   |
| Pure Storage  | NASPO ValuePoint                     |
| Rave Mobile Safety (Campus Alert System)                | UC Davis                             |
| Quadient  | NASPO                                |
| Safeware  | Omnia                                |
| Sharp Electronics                                       | NASPO ValuePoint                     |
| SCP Distributors  | Clovis Unified School District       |
| SHI International                                       | Omni Partners                        |
| Snap-on   | Department of General Services       |
| SSP Data Inc.   | NASPO                                |
| Steelcase/One Workplace LLC                             | UC/CSU                               |
| System Wide Technology (Net Tudor, Labster)             | Foundation for CCC                   |
| T-Mobile  | NASPO                                |
| Timely Telehealth LLC                                   | Foundation for CCC                   |
| Tom Lopes Distributing DBA: Western States Oil Company) | City of Oakland & Santa Clara County |
| Town & Country Flooring Co. dba W2W Sport               | CMAS                                 |
| Toyota Material Handling                                | Sourcwell                            |



|  |                     |
|--|---------------------|
| Turbo Data Systems, Inc.                             | County of San Mateo |
| Turf and Industrial                                  | US Communities      |
| Turf Star  | Omnia               |
| Tymco  | Sourcewell          |
| Verizon  | CALNET              |
| Xerox  | UCOP                |
| Zoom Video Communications Inc. (Carasoft Technology) | NASPO ValuePoint    |

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

Meeting                                    Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                                    11. CONSENT AGENDA

Access                                        Public

Type                                         Action (Consent)

Preferred Date                            Aug 28, 2024

Absolute Date                            Aug 28, 2024

Fiscal Impact                            No

Budgeted                                    No

Recommended Action                    It is recommended that the Board of Trustees approve the programs for Community, Continuing and Corporate Education to be offered for Fall 2024.

TO:    Members of the Board of Trustees

FROM:                                        Melissa Moreno, J.D., Chancellor

PREPARED BY:    Dr. Aaron McVean, Vice Chancellor of Educational Services and Planning  
Perla Rumayor, Interim Executive Director, CCCE

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

Listed below are the planned, self-supporting Community, Continuing and Corporate Education (CCCE) program offerings at Cañada College, College of San Mateo and Skyline College for Fall 2024. The community service programs range widely and address a broad range of educational and enrichment needs. CCCE continues to offer programs in career and business, creative arts, health and wellness, food, languages, personal enrichment and home and garden, and we are continually reaching out to our constituent base for

new ideas for programs of interest to them. Information about the proposed new programs listed here. All of the programs and courses offered below are not-for-credit. Classes offered through CCCE are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The Schedule includes classes offered on campus, off-site, and Online via zoom.

### **College of San Mateo**

- **Evolution of Rock n’ Roll on the Radio** (*Five sessions of 1 hours*): We will trace the history of Rock n’ Roll from AM (**Top 40 all the hits**) radio to FM (**Album Oriented Rock-AOR**) radio utilizing video, recordings and publications. Our scope will be the 1950s-1970s. Beginning with the music and technology of generations before, we will explore the seismic shift occasioned by the transistor radio, leading to the liberation and new forms of entertainment for American kids in the 1950s. Focusing on radio stations, legendary disc jockeys and music venues spreading manically across the country, our journey will evolve into the more introspective music themes and styles allowed to flourish on the FM radio band. Students will gain an appreciation of this pivotal period in the evolution of radio in American history.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the programs for Community, Continuing and Corporate Education to be offered for Fall 2024.

*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**

---

|                    |  |
|--------------------|--|
| <b>Subject</b>     | <b>12.1 Adoption of 2024-2025 Board Goals and Priorities (10 Mins.)</b>                      |
| Meeting            | Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES                                |
| Category           | 12. OTHER RECOMMENDATIONS  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | It is recommended that the Board approve and adopt the 2024-2025 Board Goals and Priorities. |

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

### **ADOPTION OF 2024-2025 BOARD GOALS AND PRIORITIES**

To refresh the Board's recollection, on October 4, 2023, the Board finalized its goals priorities. After working with consultant Cindi Reiss, attached is the reflection of the feedback you have provided for your goals and priorities for 2024-2025. The **black ink** represents carryover from last year that is either ongoing work or, in some cases, has not yet been started. The **red ink** indicates new priorities for the board and the new support work required by the Chancellor. The question before the Board is whether any modifications to the attached document are desired by the Board for the upcoming year. If not, the 2024-2025 goals and priorities are presented for adoption.

For the board's reference, also attached is the Board's goals and priorities from 2023-2024 and a visual that reflects the completed work from 2023-2024.

**RECOMMENDATION**

It is recommended that the Board approve and adopt the 2024-2025 Board Goals and Priorities.

File Attachments  
[2024-2025 Board Goals.pdf \(170 KB\)](#)  
[2023-2024 Progress Report of Board Goals.pdf \(158 KB\)](#)  
[2023-2024 Board Goals FINAL.pdf \(126 KB\)](#)

|                    |   |
|--------------------|---|
| <b>Subject</b>     | <b>12.2 Ratification of Sole Source Contract Renewal with Modern Campus (5 Mins.)</b>   |
| Meeting            | Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES   |
| Category           | 12. OTHER RECOMMENDATIONS   |
| Access             | Public  |
| Type               | Action  |
| Preferred Date     | Aug 28, 2024  |
| Absolute Date      | Aug 28, 2024  |
| Fiscal Impact      | Yes   |
| Dollar Amount      | \$79,193.75   |
| Budgeted           | Yes   |
| Recommended Action | It is recommended that the Board of Trustees ratify the sole-source purchase for the renewal of Modern Campus Omni CMS software subscription and services effective July 1, 2024 for a period of two years in an amount not to exceed \$79,193.75. After two years, ongoing annual subscription fees will apply |

TO: : Members of the Board Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Daman Grewal, Chief Information Officer  
Christopher Smith, Director, Web Services  
Yanely Pulido, Director, General Services

**RATIFICATION OF SOLE SOURCE CONTRACT RENEWAL WITH MODERN CAMPUS**

Since 2010, the District has been utilizing Omni CMS by Modern Campus (formerly OmniUpdate) as its primary Content Management System, allowing the Cañada College, Skyline College, College of San Mateo, Foundation, and District websites websites to be modified by non-technical users. This is an essential tool used to deliver web content effectively to students and staff district-wide. Omni CMS is managed by the vendor on a 3rd-party website, while non-technical users are supported through the College Public Information Offices and District Web Services. Additionally, Omni CMS is the software used for college catalog production, automating much of the process to produce a digital and print catalog concurrently.

Public Contract Code Section 20651 requires that all purchases valued over \$114,500 be formally bid and awarded by the governing board. While the cost of renewing Omni CMS exceeds the formal bid threshold when extrapolated over a five-year period, a project to decide on an alternative solution and then migrate all SMCCCD websites would take substantial time, internal resources, and disruption to business processes. Moreover, migrating to a new catalog product would be major project and a pre-requisite before moving on from Omni CMS as the primary Content Management System for SMCCCD. As a result, the District has determined that there is no practical value in advertising for and receiving bids. While Omni CMS covers all the major features of an Enterprise Content Management System, SMCCCD will continue to look for alternative solutions to solve specific content requirements that serve the needs of the District. The District requests ratification of the Modern Campus Omni CMS agreement renewal through a single source purchase for a two-year term total:

|            |             |
|------------|-------------|
| 2024-2025: | \$38,875.00 |
| 2025-2026: | \$40,318.75 |

**RECOMMENDATION**

It is recommended that the Board of Trustees ratify the sole-source purchase for the renewal of Modern Campus Omni CMS software subscription and services effective July 1, 2024 for a period of two years in an amount not to exceed \$79,193.75. After two years, ongoing annual subscription fees will apply.

File Attachments  
[Board Rpt Approval of Sole Single Source Purchase - Modern Campus \(2024-2026\).pdf \(156 KB\)](#)

|                    |   |
|--------------------|---|
| <b>Subject</b>     | <b>12.3 Ratification of Sole Source Contract Renewal with Smartsheet (5 Mins.)</b>  |
| Meeting            | Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES   |
| Category           | 12. OTHER RECOMMENDATIONS   |
| Access             | Public  |
| Type               | Action  |
| Preferred Date     | Aug 28, 2024  |
| Absolute Date      | Aug 28, 2024  |
| Fiscal Impact      | Yes   |
| Dollar Amount      | \$166,074.00  |
| Budgeted           | Yes   |
| Recommended Action | It is recommended that the Board of Trustees ratify the single-source purchase for the renewal of Smartsheet software subscription effective July 1, 2024 for a period of two years in an amount not to exceed \$166,074. After two years, ongoing annual subscription fees will apply. |

TO: Members of the Board of Trustees

FROM: Melissa Moreno J.D., Chancellor

PREPARED BY: Daman Grewal, Chief Information Officer  
Christopher Smith, Director, Web Services  
Yanely Pulido, Director, General Services

### **RATIFICATION OF SOLE SOURCE CONTRACT RENEWAL WITH SMARTSHEET**

For the last four years, the District has been utilizing Smartsheet as its primary Project Management System, allowing teams across Cañada College, Skyline College, College of San Mateo, and the District to share and manage projects and business processes cross-institutionally. Smartsheet is a SaaS product managed by the vendor, and integrates with District systems allowing all employees to participate in projects using a simple OneLogin Single Sign On. Renewing Smartsheet is essential to maintaining district operations due to the number of ongoing projects and business processes managed in the system and number of users familiar with how to use the platform. With the EDU Plan, each licensed user gets access to 1:1 support with a Smartsheet expert and access to enterprise applications that allow data to be secured and governed within the system.

Public Contract Code Section 20651 requires that all purchases valued over \$114,500 be formally bid and awarded by the governing board. While Smartsheet is over this limit, use grows organically as teams request licenses. Teams are not required to use it to manage their team projects and may use an existing solution such as Microsoft Teams or request to purchase an alternative for their specific needs. Smartsheet does offer a combination of features not available in competitor products that make it the most ideal platform for district-wide project management, such as a set of comprehensive workflow and automation features, additional data automation and filtering through Dynamic View and Data Shuttle, and the ability to include all employees as a user in any project. With Smartsheet use continuing to grow and many operations relying on the technology to automate and support the business processes, migrating away would be a major project requiring significant resources. With these considerations in mind, the District has determined that there is no practical value in advertising for and receiving bids and thus requests ratification of the Smartsheet agreement renewal through a single source purchase for a two-year term total:

|            |          |
|------------|----------|
| 2024-2025: | \$80,850 |
| 2025-2026: | \$85,224 |

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the single-source purchase for the renewal of Smartsheet software subscription effective July 1, 2024 for a period of two years. After two years, ongoing annual subscription fees will apply.

File Attachments

[Board Rpt Approval of Sole Single Source Purchase - Smartsheet \(2024-2026\).pdf \(163 KB\)](#)

**Subject**

**12.4 Annual Approval of Construction Consultants (5 Mins.)**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. OTHER RECOMMENDATIONS

Access Public

Type Action (Consent)

Preferred Date Aug 28, 2024

Absolute Date Aug 28, 2024

Fiscal Impact Yes

Dollar Amount \$1,001,000.00

Budgeted Yes

Budget Source Measure H general obligation bond, State and local funds

Recommended Action It is recommended that the Board of Trustees approve these construction consultant services, as detailed above, in an amount not to exceed \$1,001,000.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Marie Mejia, Director of Capital Projects  
Yanely Pulido, Director of General Services

**ANNUAL APPROVAL OF CONSTRUCTION CONSULTANTS**

To fulfill the requirements of its Capital Improvement Program (CIP3), the District must retain consulting expertise and various construction consulting services. The professional services required by the District in support of its Capital Improvement Program are temporary or specialized in nature and District employees do not provide such expertise. Services provided include architectural and design, engineering, master scheduling, project management, program information and project controls, building commissioning, construction testing and inspection, environmental testing, construction-related legal services and documentation for construction planning, as required by the State Chancellor’s office.

Listed below are prequalified consultants that the District will have under contract in support of CIP3 planning, design and construction efforts.

| <b>Firm</b>     | <b>Board Approval Requested</b> | <b>Activity/Projects</b>   |
|-----------------|---------------------------------|--|
| A Kennedy Group | \$150,000                       | Consulting and Support Services for General Obligation Bond Compliance, Accountability, and Reporting Requirements<br><br>This includes two (2) years of bond management support services, that include bond compliance training and other related services; support to the Citizens’ Bond Oversight Committee, including financial reports, meeting coordination, website |



|                    |   |
|--------------------|---|
| Access             | Public  |
| Type               | Action  |
| Preferred Date     | Aug 28, 2024  |
| Absolute Date      | Aug 28, 2024  |
| Fiscal Impact      | Yes   |
| Dollar Amount      | \$78,719.00   |
| Budgeted           | Yes   |
| Budget Source      | Prorated among the BOT, Chancellor's Office and the three colleges  |
| Recommended Action | It is recommended that the Board approve payment of Community College League of California membership dues, including dues for the California Community College Athletic Association, in the amount of \$78,719.00 for 2024-2025. |

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor of Administrative Services

**COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC) AND CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION (CCCAA) MEMBERSHIP DUES, 2024-2025**

The Community College League of California (CCLC) was formed in 1990 as the result of the merger of the California Association of Community Colleges (CACC), the California Community College Trustees (CCCT), and the Chief Executive Officers of the California Community Colleges. The CCLC staff provides assistance to its members in the areas of education services, research, and policy analysis, governmental relations, communications, athletics and association operations as well as facilitation of Board retreats and sponsorship of workshops and seminars.

The District has been a member in good standing of the CCLC since its inception in 1990 and was a member of the CACC and CCCT for many years prior to the merger.

The CCLC assesses its dues annually in conjunction with the dues for the California Community College Athletic Association (CCCAA), which is part of the CCLC. For 2024-2025, the total being assessed by CCLC/CCCAA for the District's annual membership is \$78,719.00.

Payment of the CCLC portion of the dues in the amount of \$34,304.00, is prorated among the Board of Trustees, the Chancellor's Office, and the three colleges. Payment of the CCCAA portion of the dues in the amount of \$44,415.00, which includes the dues for the National Alliance of 2-year College Athletic Administrators (NATYCAA) and Name-Image-Likeness (NIL) compliance, is prorated among the three colleges only. NATYCAA dues provide institutional membership in the national organization, which qualifies each institution and their student-athletes for national awards consideration as it has in the past. All institutions are members of NACDA, which is the national organization for athletic directors from all governing bodies.

**RECOMMENDATION**

It is recommended that the Board approve payment of Community College League of California membership dues, including dues for the California Community College Athletic Association, in the amount of \$78,719.00 for 2024-2025.



**Subject** **12.6 Second Read and Adoption of Board Policy and Administrative Procedure 6401 - Performance Audits (10 Mins.)**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. OTHER RECOMMENDATIONS

Access Public

Type Action, Discussion

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Julie Johnson, Chief Human Resources Officer

**SECOND READ AND ADOPTION OF BOARD POLICY AND ADMINISTRATIVE PROCEDURE 6401 - PERFORMANCE AUDITS**

The proposed Board Policy and Administrative Procedure 6401 - Performance Audits aims to outline the authority and scope of the performance audit function for the San Mateo County Community College District and provide standards and guidelines for the Performance Audit Unit. The policy and procedure authorizes the performance auditor to provide the Board of Trustees and Chancellor with an independent assessment of the quality of the District's internal controls and administrative processes. It further authorizes the performance auditor to make recommendations to the Board and the Chancellor for the purpose of ongoing and continuous improvement.

At the July 24, 2024 Regular Board Meeting, the Board conducted its first read, the board provided feedback to staff for revisions to the Administrative Procedure (AP). Attached are tracked changes to the AP based on the Board's feedback. Clean copies of both the AP and the Board Policy are available for adoption.

**RECOMMENDATION**

It is recommended that the Board of Trustee adopt the revisions to Board Policy and Administrative Procedure 6401.

File Attachments

[CLEAN COPY Proposed\\_BP\\_6401\\_Performance\\_Audits\\_\(2\).pdf \(192 KB\)](#)

[fCLEAN\\_COPY\\_Second\\_Read\\_-\\_Proposed\\_AP\\_6401\\_Performance\\_Audits\\_\(2\).pdf \(209 KB\)](#)

[Second\\_Read\\_-\\_Proposed\\_AP\\_6401\\_Performance\\_Audits.pdf \(234 KB\)](#)

**Subject** **12.7 Create Ad Hoc Committee on Performance Audits (5 Mins.)**

Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 12. OTHER RECOMMENDATIONS

Access Public

Type Action

Recommended  
Action

It is recommended that the Board of Trustees determine who will serve on the Ad Hoc committee to review draft performance audits.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

### **CREATE AD HOC COMMITTEE ON REVIEW OF DRAFT AUDITS**

The Board of Trustees has established an Performance Audit Unit and a process through the newly adopted BP/AP 6410. The process requires review of the draft audit. At least one Board member is needed for review of draft audits and oversight of the draft review process.

### **RECOMMENDATION**

It is recommended that the Board of Trustees determine who will serve on the Ad Hoc committee for the purpose of reviewing the draft performance audits prior to publication.

## **13. DISCUSSION ITEMS**

---

|                |  |
|----------------|--|
| <b>Subject</b> | <b>13.1 Discussion of Board of Trustees Self-Evaluation (10 Mins.)</b> |
| Meeting        | Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES          |
| Category       | 13. DISCUSSION ITEMS   |
| Access         | Public   |
| Type           | Discussion   |

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

### **DISCUSSION OF BOARD SELF-EVALUATION**

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 was conducted by the Board of Trustees during the month of July, 2024. This self-evaluation provides insight to its annual goal setting which will be presented as a First Read at this Regular Meeting. Both the self-evaluation and the goal setting are normally conducted in tandem. The self-evaluation incorporates board effectiveness and a measure of self reflection. The Board made progress this last year and is reflected in the self-evaluation results.

At this meeting, the Board will review and discuss the results of the self-evaluation. Areas for improvement have been integrated into their 2024-2025 Board Goals.

File Attachments

[2024-0828 Board Self Eval.pdf \(195 KB\)](#)

**Subject** 13.2 Bond List Revision Process (5 Mins.)  
Meeting Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 13. DISCUSSION ITEMS  
Access Public  
Type Discussion, Informational

TO: Members of the Board of Trustees  
FROM: Melissa Moreno, J.D., Chancellor  
PREPARED BY: Peter Fitzsimmons, Interim Chief Financial Officer  
Michele Rudovsky, Chief Facilities and Operations Officer

### **BOND LIST REVISION PROCESS**

In the spirit of radical transparency, the Board of Trustees will now review and approve all changes to the bond program master project list via a newly revised Bond List Revision process through the Consent Agenda.

The bond program master project list, and all associated changes for the duration of the life of the bond in the Capital Improvement Program (CIP), are tracked and maintained via computer software. The bond program master project list continuously evolves during the entire capital improvement program. The Bond List Revision (BLR) process is the method used to track and archive those project changes, so that the bond program master project list remains current.

Historically, the Board of Trustees has been presented with, reviewed, and approved the Capital Improvement Program bond measure project lists and their revisions as part of the Annual and Mid-Year budget reports, Capital Improvement Program update presentations, and the Five Year Capital Outlay (5YCP) submissions.

To strengthen accountability measures for the Capital Improvement Program bond program, District staff has revised the process for managing, tracking and presenting to the Board of Trustees all revisions to the bond program master project list including changes to individual project names, scope of work, project status, budgets, and addition of new projects.

Going forward, whenever there is any change to a bond funded project, the Board will be presented with a Bond List Revision (BLR) to review and approve on the Consent Agenda. This action will occur prior to staff bringing the Bond List Revision to the Citizen’s Bond Oversight Committee (CBOC) for their information. This process adheres to the accountability standards outlined by Proposition 39 and provides ongoing and improved transparency in the evolution of the bond program master project list. This important modification to the Bond List Revision process allows for a more frequent review and clarity of the District’s progress in relation to the bond program and clearly within the public’s view.

Because the District is at the tail end of the Measure H Bond Capital Improvement Program, there are currently only 7 active bond projects. The complete Measure H bond program master project list is attached for reference.

File Attachments

[2024 0812 SMCCCD Active Bond Project List.pdf \(250 KB\)](#)

[2024 0812 SMCCCD Master Bond Project List Grouped References.pdf \(168 KB\)](#)

## **14. COMMUNICATIONS**

---

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

---

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

---

|                |   |
|----------------|---|
| <b>Subject</b> | <b>16.1 Reconvened to Close Session</b>                       |
| Meeting        | Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES |
| Category       | 16. RECONVENE TO CLOSED SESSION (if necessary)                |
| Access         | Public  |
| Type           | Procedural  |

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

---

|                |   |
|----------------|---|
| <b>Subject</b> | <b>17.1 Reconvened to Open Session</b>                        |
| Meeting        | Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES |
| Category       | 17. RECONVENE TO OPEN SESSION (if necessary)                  |
| Access         | Public  |
| Type           | Procedural  |

|                |  |
|----------------|--|
| <b>Subject</b> | <b>17.2 Announcement of Reportable Action Taken In Closed Session (if necessary)</b> |
| Meeting        | Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES                        |
| Category       | 17. RECONVENE TO OPEN SESSION (if necessary)   |
| Access         | Public   |
| Type           | Procedural   |

### **18. ADJOURNMENT**

---

|                |   |
|----------------|---|
| <b>Subject</b> | <b>18.1 Adjourn</b>   |
| Meeting        | Aug 28, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES |
| Category       | 18. ADJOURNMENT   |
| Access         | Public  |
| Type           | Procedural  |