



**Wednesday, January 29, 2025  
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/83039590237>  
Dial-In: 1-669-900-9128 - Webinar ID: 830 3959 0237**

**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.**

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**Subject**

**1.1 Call to Order / Roll Call**

Meeting

Jan 29, 2025 - 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**

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**Subject 2.1 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: 5**

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

TO:

FROM:

PREPARED BY:

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

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

**Subject 2.3 Conference with Labor Negotiator - Agency Designated Representative: Randy Erickson and Julie Johnson Employee Organization: CSEA**

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

**Subject 2.4 Conference with Labor Negotiator - Agency Designated Representative: Randy Erickson and Julie Johnson Employee Organization: AFSCME**

Meeting Jan 29, 2025 - 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: Melissa Moreno; Employee Organization: Nonrepresented Employees**

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

**Subject 2.6 Pursuant to Gov. Code, §54957: Public Employee Discipline/Dismissal/Release (3 Matters)**

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type Discussion

**Subject 2.7 Pursuant to Gov. Code §54957: Public Employee Appointment**

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 2. CLOSED SESSION ITEMS FOR DISCUSSION

Access Public

Type

TO:

FROM:

PREPARED BY:

**Subject 2.8 Pursuant to Gov. Code §54957: Public Employee Evaluation: Contract Renewal Discussion for Cañada College President, Executive Vice Chancellor, and Vice Chancellor**

Meeting Jan 29, 2025 - 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 §54957: Public Employee Performance Evaluation: Chancellor**

Meeting Jan 29, 2025 - 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**

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**Subject 3.1 Comments by Community Members**  
Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY  
Access Public  
Type Information

### **4. CLOSED SESSION**

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**Subject 4.1 Recess to Closed Session**  
Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 4. CLOSED SESSION  
Access Public  
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 Jan 29, 2025 - 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 Jan 29, 2025 - 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 Jan 29, 2025 - 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**

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**Subject** **6.1 Chancellor and Chancellor's Cabinet**  
Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 6. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES  
Access Public  
Type Informational

[SMCCCD's Undocumented Community Resources Web Page](#)

File Attachments  
[SMCCCD Board Resolution RE Protecting Undocumented Students FINAL Jan 2017 2.pdf \(18 KB\)](#)

### Admin Content

October Executive Board Report to be attached.

**Subject** **6.2 District Academic Senate**  
Meeting Jan 29, 2025 - 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 Jan 29, 2025 - 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**

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**Subject** **7.1 AFT, Local 1493**  
Meeting Jan 29, 2025 - 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                    Jan 29, 2025 - 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                    Jan 29, 2025 - 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**

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**Subject**                    **8.1 Comments by Community Members**

Meeting                    Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    8. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Access                      Public

Type                         Information

## **9. RECOGNITION OF RE-ELECTED AND NEWLY ELECTED TRUSTEES**

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**Subject**                    **9.1 Official Election Results and Recognition of Re-Elected and Newly Elected Trustees (7 Mins.)**

Meeting                    Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                    9. RECOGNITION OF RE-ELECTED AND NEWLY ELECTED TRUSTEES

Access                      Public

Type                         Informational, Procedural

TO:                         Members of the Board of Trustees

FROM:                      Melissa Moreno, J.D., Chancellor

PREPARED BY:         Candice E. Bell, Executive Assistant to the Board/Board Clerk

### **OFFICIAL ELECTION RESULTS AND RECOGNITION OF RE-ELECTED AND NEWLY ELECTED TRUSTEES**

The Presidential General Election was held on Tuesday, November 4, 2025 throughout the United States. During this election, the San Mateo County Community College District Board of Trustees had two (2) members on the ballot for re-election and one (1) member on the ballot for official election. Those Board Members are Dr. Lisa Petrides, John Pimentel, and Wayne Lee.

The official election results have been provided by the Chief Elections Officer of San Mateo County Mark Church confirming that all three (3) Board Members have been elected to serve on the San Mateo County Community College District Board of Trustees for a four-year term.

Thank you Trustee Petrides, Trustee Pimentel, and Trustee Lee for continuing your service to SMCCCD and the community.

File Attachments

[Official Election Results from 11-5-24.pdf \(67 KB\)](#)

## 10. CELEBRATORY RECESS

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**Subject** 10.1 Celebratory Recess in Honor of Re-Elected Trustees and Newly Elected Trustee (15 Mins.)

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 10. CELEBRATORY RECESS

Access Public

Type

TO: Members of the Board

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Candice E. Bell, Executive Assistant to the Board/Board Clerk

### CELEBRATORY RECESS IN HONOR OF RE-ELECTED TRUSTEES AND NEWLY ELECTED TRUSTEE

This recess is to celebrate the re-election of Trustee John Pimentel and Trustee Lisa Petrides, and the official newly elected Trustee Wayne Lee. Additionally, we recognize and celebrate Trustee Pimentel for his tenure as Board President during the 2023-2024 school year.

## 11. APPROVAL OF MINUTES

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**Subject** 11.1 Approval of Minutes from December 11, 2024 Regular Meeting of the Board of Trustees (5 Mins.)

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 11. 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/Board Clerk

**APPROVAL OF MINUTES FROM DECEMBER 11, 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  
[2024-12-11 Minutes.pdf \(215 KB\)](#)

<b>Subject</b>	<b>11.2 Approval of Minutes from December 13, 2024 Annual Reorganization Meeting of the Board of Trustees (5 Mins.)</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	11. 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/Board Clerk

**APPROVAL OF MINUTES FROM DECEMBER 13, 2024, ANNUAL REORGANIZATION 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  
[2024-12-13 Special Board Meeting Minutes.pdf \(161 KB\)](#)



## 12. NEW BUSINESS

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**Subject**                    **12.1 Approval of Personnel Items**

Meeting                      Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                     12. NEW BUSINESS

Access                        Public

Type                          Action

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

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 01-29-25.pdf \(695 KB\)](#)

**Subject**                    **12.2 Appointment of Board Members to the San Mateo County Community Colleges Foundation Board of Directors (5 Mins.)**

Meeting                      Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                     12. NEW BUSINESS

Access                        Public

Type                          Action

Preferred Date                Jan 29, 2025

Recommended                It is recommended that the Board of Trustees appoint two of its members to fill two  
Action                            seats on the San Mateo County Community Colleges Foundation Board of Directors.

TO:                            Members of the Board of Trustees

FROM:                        Melissa Moreno, J.D., Chancellor

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

**APPOINTMENT OF BOARD MEMBERS TO THE SAN MATEO COUNTY COMMUNITY COLLEGES FOUNDATION BOARD OF DIRECTORS**

According to Board Policy 2210 (formerly BP 1.20): "Two members of the Board of Trustees shall be appointed as representatives to the Foundation Board for a term of two years."

Currently, two Board Members sit on the Board of Directors of the San Mateo County Community Colleges Foundation. The term for each Board Member is two years, of which ended in December 2024. The Board will need to appoint two representatives to fill the vacancies on the Foundation Board.

It is recommended that the Board of Trustees appoint two of its members to fill two seats on the San Mateo County Community Colleges Foundation Board of Directors.

<b>Subject</b>	<b>12.3 Approval of Revisions to the Student Assistant Salary Schedule (5 Mins.)</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. NEW BUSINESS
Access	Public
Type	Action
Recommended Action	It is recommended that the Board of Trustees approve the revised Student Assistant Salary Schedule, effective January 1, 2025.

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 REVISIONS TO THE STUDENT ASSISTANT SALARY SCHEDULE**

Effective January 1, 2025, the minimum wage in California increased to \$16.50 per hour. As a result, the entry pay rate for the Student Assistant Salary Schedule must be increased by 30 cents to comply with California's minimum wage rate. All other hourly rates on the schedule will remain unchanged.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the revised Student Assistant Salary Schedule, effective January 1, 2025.

File Attachments  
[Student Assistant Salary Schedule 2025.pdf \(340 KB\)](#)

<b>Subject</b>	<b>12.4 Holding of Public Hearing on District's Initial Contract Proposal to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO (5 Mins.)</b>
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Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 12. NEW BUSINESS  
Access Public  
Type Action  
Recommended Action It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

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

**HOLDING OF PUBLIC HEARING ON DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO**

Notice is hereby given that the Board of Trustees will hold a public hearing on the District's initial contract proposal to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO, received by the Board of Trustees on December 11, 2024. At its December 11, 2024 meeting, the Board set a public hearing date for January 29, 2025.

**DATE:** Wednesday, January 29, 2025

**TIME:** 6:00 p.m.

**LOCATION:** SMCCCD District Office Board Room (3401 CSM Dr., San Mateo, CA 94402) or via Zoom at <https://go.boarddocs.com/ca/smccd/Board.nsf/Public>

A copy of the District's proposal is attached and, by reference, made a part of this agenda item.

**RECOMMENDATION**

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

File Attachments  
[District Sunshine Proposals 25.28.pdf \(35 KB\)](#)

**Subject** **12.5 Acceptance of District's Initial Contract Proposal to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO (5 Mins.)**  
Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 12. NEW BUSINESS  
Access Public  
Type Action

Recommended  
Action

It is recommended that the Board of Trustees accept the District's initial contract proposal to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO.

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

**ACCEPTANCE OF DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO**

The Board of Trustees received an initial contract proposal from the District to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO on December 11, 2024, and held a public hearing on the proposal at its meeting on January 29, 2025.

A copy of the District's proposal is attached and by reference made a part of this agenda item.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the District's initial contract proposal to the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO.

File Attachments  
[District Sunshine Proposals 25.28.pdf \(35 KB\)](#)

<b>Subject</b>	<b>12.6 Holding of Public Hearing on Initial Contract Proposal from the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District (5 Mins.)</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. NEW BUSINESS
Access	Public
Type	Action
Recommended Action	It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

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

**HOLDING OF PUBLIC HEARING ON INITIAL CONTRACT PROPOSAL FROM THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO TO THE DISTRICT**

Notice is hereby given that the Board of Trustees will hold a public hearing on the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District, received by the Board of Trustees on December 11, 2024. At its December 11, 2024 meeting, the Board set a public hearing date for January 29, 2025.

**DATE:** Wednesday, January 29, 2025

**TIME:** 6:00 p.m.

**LOCATION:** SMCCCD District Office Board Room (3401 CSM Dr., San Mateo, CA 94402) or via Zoom at <https://go.boarddocs.com/ca/smccd/Board.nsf/Public>

A copy of AFT's proposal is attached and by reference made a part of this agenda item.

## RECOMMENDATION

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

File Attachments

[Sunshine doc draft .pdf \(161 KB\)](#)

<b>Subject</b>	<b>12.7 Acceptance of Initial Contract Proposal from the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District (5 Minutes)</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	12. NEW BUSINESS
Access	Public
Type	Action
Recommended Action	It is recommended that the Board of Trustees accept the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO's initial contract proposal to the District.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Julie Johnson, Chief Human Resources Officer

### **ACCEPTANCE OF INITIAL CONTRACT PROPOSAL FROM THE SAN MATEO COMMUNITY COLLEGE FEDERATION OF TEACHERS, LOCAL 1493, AMERICAN FEDERATION OF TEACHERS, AFL-CIO TO THE DISTRICT**

The Board of Trustees received an initial contract proposal from the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO to the District on December 11, 2024, and held a public hearing on the proposal at its meeting on January 29, 2025.

A copy of AFT's proposal is attached and by reference made a part of this agenda item.

## RECOMMENDATION

It is recommended that the Board of Trustees accept the San Mateo Community College Federation of Teachers, Local 1493, American Federation of Teachers, AFL-CIO's initial contract proposal to the District.

File Attachments

[Sunshine doc draft .pdf \(161 KB\)](#)

### 13. CONSENT AGENDA

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<b>Subject</b>	<b>13.1 Approval to Reject Bid and Rebid the Purchase and Installation of a Permanent Modular for Canada College Child Development Center</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	13. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Jan 29, 2025
Absolute Date	Jan 29, 2025
Fiscal Impact	No
Budgeted	Yes
Budget Source	local funds
Recommended Action	It is recommended that the Board of Trustees reject the bid from Timberquest. (#86952), and authorize the Facilities Planning Department to re-bid the purchase and installation of the Cañada College Child Development Center Modular Building.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor of Administrative Services  
 Marie Mejia, Director of Capital Projects  
 Yanely Pulido, Director of General Services

**APPROVAL TO REJECT BID AND REBID THE PURCHASE AND INSTALLATION OF A CAÑADA COLLEGE CHILD DEVELOPMENT CENTER MODULAR BUILDING**

At its regular meeting on February 28, 2024, the Staff recommended moving forward with those projects that are of modest cost, which included the Cañada College Child Development Center.

At its regular meeting on June 26, 2024, the Staff recommended executing a contract with LPA, Inc for architectural services for the Cañada College Child Development Center Project.

The Cañada College Child Development Center project will involve design and procurement of new prefabricated modular buildings. This project includes site preparation to meet two (2) new prefabricated modular building installation requirement; including the work on mechanical, electrical, plumbing, landscaping, site work, play structure area and the ADA path of travel improvement. The Facilities Planning Department, with support from LPA, Inc., established a competitive bidding process with a project-specific prequalification for the procurement and installation of the new prefabricated modular buildings.

Facilities Planning, with the assistance of General Services, advertised this construction opportunity (Bid #86952) to B licensed contractors through the District’s online bid portal. A formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on November 26, and December 3, 2024. Twenty-four (24) contractors attended the mandatory pre-bid conferences held on December 6, 2024 and December 10, 2024.

Five applicants submitted a prequalification application, and three were deemed to have met the requirements and were prequalified to bid on this project.

On January 9, 2025, the District received one (1) bid for the project as follows:

Contractor	Total Bid

TimberQuest	\$11,053,460
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Despite the evident interest shown through the downloading of plans and specifications from the online bid portal and attendance at the mandatory pre-bid conference, only one contractor submitted a bid. Staff conducted due diligence on the bid to ensure it met all project requirements. After the due diligence review process, the bid was deemed nonresponsive as it exceeded the project budget. Therefore, the District recommends that the Board reject the bid and rebid the project.

This project, when re-bid and awarded, will be funded out of local funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees reject the bid from Timberquest. (#86952), and authorize the Facilities Planning Department to re-bid the purchase and installation of the Cañada College Child Development Center Modular Building.

*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.*

<b>Subject</b>	<b>13.2 Approval of the FY 2025-26 Integrated District Budget Calendar</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	13. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Recommended Action	It is recommended that the Board of Trustees approve the FY 2025-26 Integrated District Budget Planning Calendar in accordance with administrative procedures, which provides for the adoption of the integrated budget planning calendar in January by the Board of Trustees.

TO: Members of the Board of Trustees  
 FROM: Melissa Moreno, J.D., Chancellor  
 PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor

**APPROVAL OF THE FY 2025-26 INTEGRATED DISTRICT BUDGET PLANNING CALENDAR**

Board Policy 8.11 requires the development of a budget calendar to serve as a guide to the Board of Trustees and administration for the orderly development of the annual budget, in accordance with law. The FY 2025-26 calendar includes specific actions to be taken by campus and district personnel, including various participatory governance committees, and the Board of Trustees.

File Attachments <a href="#">2025-26 Budget Calendar.pdf (130 KB)</a>
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*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** **13.3 Approval of Interim Board Policy 5040: Student Records, Directory Information, and Privacy**

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. CONSENT AGENDA

Access Public

Type Action (Consent)

Preferred Date Jan 29, 2025

Absolute Date Jan 29, 2025

Fiscal Impact No

Budgeted No

Recommended Action It is recommended that the Board of Trustees approve the attached interim Board Policy 5040 - Student Records, Directory Information, and Privacy.

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

**APPROVAL OF INTERIM BOARD POLICY 5040 - STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY**

The attached interim Board Policy 5040 - Student Records, Directory Information, and Privacy aligns with the District's policy and procedure reorganization. Interim Board Policy 5040 updates current Board Policy 7.28 and provides the necessary legal updates based on the updated guidance document from the CA Attorney General entitled Promoting a Safe and Secure Campus for All: Guidance and Model Policies to Assist California's Colleges and Universities in Responding to Immigration Issues.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached interim Board Policy 5040 - Student Records, Directory Information, and Privacy.

File Attachments

[SMCCCD\\_InterimBP5040.pdf \(471 KB\)](#)

*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** **13.4 Acceptance of San Bruno Community Foundation Grant Funds for the Accelerate Fellowship Program**

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. CONSENT AGENDA



Access	Public
Type	Action (Consent)
Preferred Date	Jan 29, 2025
Absolute Date	Jan 29, 2025
Fiscal Impact	No
Budgeted	No
Recommended Action	It is recommended that the Board of Trustees approve the acceptance of the \$20,000 grant provided by the San Bruno Community Foundation.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Newin Orante, Acting President, Skyline College  
 Dr. Kristy Lisle, Interim Vice President of Instruction, Skyline College  
 Michael Kane, Dean of Business, Education and Professional Programs, Skyline College  
 Leah McGlauchlin, Director Bay Area Entrepreneur Center, Skyline College

**ACCPTANCE OF GRANT FUNDS FROM THE SAN BRUNO COMMUNITY FOUNDATION TO SUPPORT THE ACCELERATE FELLOWSHIP PROGRAM**

Skyline College has been awarded a grant from the San Bruno Community Foundation in the amount of \$20,000 to support the hiring of student fellows. The grant is to be used exclusively in connection with supporting Skyline College students connecting hands-on community projects aimed at supporting the downtown San Bruno area through the Accelerate Fellowship Program offered by the Bay Area Entrepreneur Center (BAEC) of Skyline College.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the acceptance of the \$20,000 grant provided by the San Bruno Community Foundation.

*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 13.5 Acceptance of the California College Pathway Fund Grant for Skyline College’s Guardian Scholars Program**

Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	13. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Jan 29, 2025
Absolute Date	Feb 26, 2025

Fiscal Impact No

Recommended Action It is recommended that the Board of Trustees approve the acceptance of a \$100,000 grant provided by the California College Pathway Fund for Skyline College's Guardian Scholar's Program.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D. , Chancellor

PREPARED BY: Dr. Newin Orante, Acting President, Skyline College  
Dr. Luis Escobar, Acting Vice President of Student Services, Skyline College  
Karmann Robbins, CARE/CalWORKs/Guardian Scholars Program Coordinator, Skyline College

### **ACCEPTANCE OF THE CALIFORNIA COMMUNITY COLLEGE PATHWAY FUND GRANT FOR SKYLINE COLLEGE'S GUARDIAN SCHOLARS PROGRAM**

Skyline College has been awarded a grant from the California College Pathway Fund in the amount of \$50,000 a year, over a two year period, totaling \$100,000, to support Skyline College's Guardian Scholars Program. The grant is to be used to address unmet needs of foster youth by providing essential resources to enhance their academic and person success, and well being.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the acceptance of a \$100,000 grant provided by the California College Pathway Fund for Skyline College's Guardian Scholar's Program.

*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 13.6 Disposition of Records**

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action It is recommended that the Board approve destruction of the obsolete records as shown on the list below.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

### **DISPOSITION OF DISTRICT RECORDS**

District Rules and Regulations, Section 8.27 (Records Management), provides for disposition of District records, including classification, retention and destruction in accordance with the California Education Code. After its review of District records, District staff requests the Board's approval for the destruction of the records in Exhibit A. All of the

listed records have outlived their usefulness and were kept for the period mandated by the Education Code.

For the Board's information, the record types are summarized as follows:

- Class 1: Permanent Records
- Class 2: Optional Records – Optional records not required to be maintained permanently, but deemed worthy of further preservation. These records shall be retained as Class 2 records until reclassified as Class 3
- Class 3: Disposable Records

## RECOMMENDATION

It is recommended that the Board approve destruction of the obsolete records as shown on the list below.

### Classification Definition

Class 1: Permanent Records

Class 2: Optional Records – Optional records not required to be maintained permanently, but deemed worthy of further preservation. These records shall be retained as Class 2 records until reclassified as Class 3

Class 3: Disposable Records

### District Office

#### List of Records to be Disposed

Department	Bldg./Room	Contact	Year of Record	Record Title	Classification	Required Hard Copy Retention	Number of Boxes	Scanned Y/N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	Pre 2015-2015	Financial Aid Reports	3	3 years	5	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2014-2015	Financial Aid Draws 2014-2015	3	3 years	1	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2011-2012	Financial Aid Sallie Mae 2011-2012	3	3 years	1	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2013-2014	Financial Aid 2013-2014 Banner Menu	3	3 years	3	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2006-2007	Financial Aid 2006-2007 Banner Menu	3	3 years	1	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2005-2006	Financial Aid 2005-2006 Banner Menu	3	3 years	1	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2004-2005	Financial Aid 2004-2005 Banner Menu	3	3 years	1	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2003-2004	Financial Aid 2003-2004 Banner Menu	3	3 years	2	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2008-2009	Financial Aid 2008-2009 Reports	3	3 years	1	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2008-2010	Child Care 2008-2010 Reports	3	3 years	1	N

Budget Dept	District Office	Nurali Allana Judy Hutchinson	2002-2005	Child Care 2002-2005 Reports	3	3 years	1	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2005-2008	Child Care 2005-2008 Reports	3	3 years	1	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2001-2002	Child Care 2001-2002 Reports	3	3 years	1	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2014-2016	Financial Aid 2014-2016 Banner Menu	3	3 years	1	N
						<b>TOTAL BOXES</b>	<b>21</b>	

*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 13.7 Curricular Additions, Deletions and Modifications - Skyline College**

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. CONSENT AGENDA

Access Public

Type Action (Consent)

Preferred Date Jan 29, 2025

Absolute Date Jan 29, 2025

Fiscal Impact No

Budgeted No

Recommended Action It is recommended that the Board approve the attached curricular changes for the Skyline College catalog.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Kristy Lisle, Interim Vice President of Instruction, Skyline College

**CURRICULAR ADDITIONS, DELETIONS AND MODIFICATIONS - SKYLINE COLLEGE**

The addition of four courses and one program to, and the inactivation of eleven courses from, the Skyline College catalog are proposed by Skyline College at this time.

Furthermore, eleven courses and eighteen 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 Committee, acting on behalf of the local Academic Senate. In addition, the Academic Senate President provides oversight with respect to the necessary role of the local Senate 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 Skyline College catalog.

File Attachments  
[Brd 25-01-29 SKY.pdf \(122 KB\)](#)

*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.*

<b>Subject</b>	<b>13.8 Curricular Additions, Deletions and Modifications - College of San Mateo</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	13. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Preferred Date	Jan 29, 2025
Absolute Date	Jan 29, 2025
Fiscal Impact	No
Budgeted	No
Budget Source	n/a
Recommended Action	It is recommended that the Board approve the attached curricular changes for the College of San Mateo catalog.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Danni Redding Lapuz, Acting Vice President of Instruction, College of San Mateo

**CURRICULAR ADDITIONS, DELETIONS AND MODIFICATIONS - COLLEGE OF SAN MATEO**

The addition of three courses and two programs to, and the inactivation of one course from the College catalog is proposed by College of San Mateo at this time. Additionally, two courses are proposed to be offered in the distance education mode.

Furthermore, thirty-four courses and one program were modified.

Each of the proposed courses and programs has been reviewed by the appropriate Division Dean and approved by the College Curriculum Committee, acting on behalf of the local Academic Senate. In addition, the Academic Senate President provides oversight with respect to the necessary role of the local Senate 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 College of San Mateo catalog.

File Attachments

[Brd 25-1-29 Attachment A CSM.pdf \(116 KB\)](#)

*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** **13.9 Receipt of District's Initial Contract Proposal to the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO and Setting of a Public Hearing**

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 13. CONSENT AGENDA

Access Public

Type Action (Consent)

Recommended Action It is recommended that the Board receive the initial proposal from the District to the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO and set a public hearing on the proposal for February 26, 2025, the next regularly scheduled business meeting of the Board.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Julie Johnson, Chief Human Resources Officer

**RECEIPT OF DISTRICT'S INITIAL CONTRACT PROPOSAL TO THE LOCAL  
829, COUNCIL 57, AMERICAN FEDERATION OF STATE,  
MUNICIPAL EMPLOYEES, AFL-CIO AND SETTING OF A PUBLIC HEARING**

The current collective bargaining agreement between the District and the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) expires on June 30, 2025. The parties wish to negotiate a successor agreement.

Government Code Section 3547 (from the "Educational Employment Relations Act") provides that:

*(a) All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.*

*(b) Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.*

*(c) After the public has had the opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.*

As required by the Educational Employment Relations Act, staff is submitting the accompanying District proposal to the Board prior to holding a public hearing on the proposal.

**RECOMMENDATION**

It is recommended that the Board receive the initial proposal from the District to the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO and set a public hearing on the proposal for February 26, 2025, the next regularly scheduled business meeting of the Board.

File Attachments

[District Initial Proposal to AFSCME for 25.28 Contract.pdf \(35 KB\)](#)

*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.*

<b>Subject</b>	<b>13.10 Receipt of Initial Contract Proposal from the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO and Setting of a Public Hearing</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	13. CONSENT AGENDA
Access	Public
Type	Action (Consent)
Recommended Action	It is recommended that the Board receive the initial proposal from the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO to the District and set a public hearing on the proposal for February 26, 2025, the next regularly scheduled business meeting of the Board.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Julie Johnson, Chief Human Resources Officer

**RECEIPT OF INITIAL CONTRACT PROPOSAL FROM THE LOCAL 829, COUNCIL 57, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO TO THE DISTRICT AND SETTING OF A PUBLIC HEARING**

The current collective bargaining agreement between the District and the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO ("AFSCME") expires on June 30, 2022. The parties wish to negotiate a successor agreement.

Government Code Section 3547 (from the "Educational Employment Relations Act") provides that:

*(a) All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.*

*(b) Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.*

*(c) After the public has had the opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.*

AFSCME has submitted an initial proposal to the District, which staff transmits with this report to the Board. This is done prior to holding a public hearing on the proposal as required by the Educational Employment Relations Act.

## RECOMMENDATION

It is recommended that the Board receive the initial proposal from the Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO to the District and set a public hearing on the proposal for February 26, 2025, the next regularly scheduled meeting of the Board.

### File Attachments

[2025 AFSCME SMCCCD Sunshine Notice 011825.pdf \(84 KB\)](#)

*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.*

## 14. OTHER RECOMMENDATIONS

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<b>Subject</b>	<b>14.1 Approval of Contract Award for Architectural Services for College of San Mateo Building 5 Olympic Pool Replastering and Lighting Replacement (5 Mins.)</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	14. OTHER RECOMMENDATIONS
Access	Public
Type	Action (Consent)
Preferred Date	Jan 29, 2025
Absolute Date	Jan 29, 2025
Fiscal Impact	Yes
Dollar Amount	\$152,581.00
Budgeted	Yes
Budget Source	State and Local Funds
Recommended Action	It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a contract with tBP/Architecture, Inc. for architectural services for the College of San Mateo Building 5 Olympic Pool Replastering and Lighting Replacement Project (RFSOQ/P #86953) in an amount not to exceed \$152,581 (includes 10% design contingency).
TO:	Members of the Board of Trustees
FROM:	Melissa Moreno, J.D., Chancellor
PREPARED BY:	Dr. Richard Storti, Executive Vice Chancellor of Administrative Services Marie Mejia, Director of Capital Projects Yanely Pulido, Director of General Services

### **APPROVAL OF CONTRACT AWARD FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR COLLEGE OF SAN MATEO BUILDING 5 OLYMPIC POOL REPLASTERING AND LIGHTING REPLACEMENT**



The College of San Mateo Building 5 Olympic Pool Replastering and Lighting Replacement Project necessitates urgent repairs and replastering due to the presence of cracks that are beginning to create surface bubbles. Additionally, the pool's lighting system has surpassed its expected lifespan and is experiencing rapid dimming, making immediate replacement essential. Funding for the project is from the State and from net proceeds generated by the Athletic Center.

On November 19, 2024, District staff issued a Request for Statements of Qualifications/Proposals (RFSOQ/P #86953). An announcement for this business opportunity was released through the District's online bid portal and a formal notice was published in a local newspaper for two consecutive weeks on November 19 and 26, 2024. The RFSOQ/P provided information about the intent of the project, as well as detailed reference documents related to the existing site.

In continued effort to increase opportunities with qualified business enterprises that are small, locally owned, or owned by members underrepresented in their fields (women, minorities, veterans, disabled individuals, members of the LGBTQIA community), 195 registered vendors were notified of the RFSOQ/P through the District's online bid portal. Of the 195 registered vendors, 123 firms are local, and 77 self-reported to qualify under a special classification for the above underrepresented fields.

On December 11, 2024 the District received three (3) proposals. Under the oversight and support of the General Services Department, the District's Selection Committee - comprised of representatives from College of San Mateo's Kinesiology Department, College of San Mateo's Vice President of Administration Office, and the Facilities Planning, Maintenance & Operations Department - independently reviewed the three (3) proposals using a Qualifications-Based Selection (QBS) process using the following criteria:

- 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 project's schedule
- experience with the permitting agency
- experience in designing similar projects

Once the QBS evaluation and ranking process was completed by the Selection Committee, the top two (2) firms were interviewed on December 19, 2024. Although cost was a component in the RFSOQ/P submittal process, the firms were evaluated and selected based on qualifications only, rather than on fees. At the conclusion of the proposal review and interviews, the General Services Department released the fee proposals.

<b>Firm Name</b>	<b>Ranking</b>	<b>Fee Proposal Full Design Services</b>	<b>Best &amp; Final</b>
tBP/Architecture, Inc.	1	\$226,246	\$138,710
Aedis Architects	2	\$120,000	

At the conclusion of the evaluation and interview processes, the Selection Committee determined that tBP/Architecture, Inc. demonstrated the best understanding of the College's goals and objectives. The design team's experience and approach in programming, planning and design, was the best fit and would bring the most value to this project.

This project will be funded by State and local funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a contract with tBP/Architecture, Inc. for architectural services for the College of San Mateo Building 5 Olympic Pool Replastering and Lighting Replacement Project (RFSOQ/P #86953) in an amount not to exceed \$152,581 (includes 10% design contingency).

*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** **14.2 Authorization to Contract with Isom Advisors for District Financial Planning and Municipal Advisory Services (5 Mins.)**

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category 14. OTHER RECOMMENDATIONS

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees authorize the Chancellor, or designee, to contract with Isom Advisors for district financial planning and municipal advisory services.

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

### **AUTHORIZATION TO CONTRACT WITH ISOM ADVISORS FOR DISTRICT FINANCIAL PLANNING AND MUNICIPAL ADVISORY SERVICES**

This past fall, District staff undertook a comprehensive process to identify a municipal advisor to assist the District with exploring financing options for future capital improvement and scheduled maintenance needs. As part of this process, staff solicited proposals from and conducted multiple interviews with four highly qualified firms. After carefully reviewing each company's proposal and record of successful public financing measures, staff brought Isom Advisors to the last regular board meeting on December 11, 2024, to make an introductory presentation. During that time, the board had the opportunity to meet Makiko Sato from Isom Advisors, learn about the firm, and ask questions.

Isom Advisors' proposal below outlines their qualifications, experience, scope of services, and fees, which are contingent on the success of a general obligation bond election.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to contract with Isom Advisors for district financial planning and municipal advisory services.

#### File Attachments

[San Mateo CCD - Proposal 2025-01.pdf \(382 KB\)](#)

[San Mateo County CCD FA Contract 2025 v2.pdf \(224 KB\)](#)

**Subject** **14.3 Appointment of Eloisa Briones to the Measure H Citizens' Bond Oversight Committee (2 Mins.)**

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category	14. OTHER RECOMMENDATIONS
Access	Public
Type	Action
Fiscal Impact	No
Recommended Action	It is recommended that the Board of Trustees consider the Measure H Citizens' Bond Oversight Committee application from Eloisa Briones for approval.

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 consecutive terms.

The Bond Oversight Committee currently has five members and can have as many as fifteen members. Three of the five members are filling statutorily mandated positions (i.e., business organization, bonafide taxpayers association, and senior citizens organization); the remainder serve as at-large members. Currently, the vacant statutorily mandated positions are those of a member of 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 Chancellor's Office followed by an interview, and if approved by the interview committee, put forward to the Board of Trustees.

An application has been received from Eliosa Briones for consideration for appointment to the Citizens' Bond Oversight Committee as a community member representative. This applicant was interviewed in January 2025 by the District's Chief Financial Officer and Executive Director of Community and Government Relations. Ann Kennedy, President and Founder of Ann Kennedy Group was also in attendance. Following the interview's completion, the interview committee approved a formal recommendation to the Board of Trustees.

### RECOMMENDATION

It is recommended that the Board of Trustees consider the Measure H Citizens' Bond Oversight Committee application from Eloisa Briones for approval.

File Attachments

[Eloisa Briones CBOC Application 1 25 Redacted.pdf \(32 KB\)](#)

<b>Subject</b>	<b>14.4 Appointment of Board Member to the Educational Housing Corporation (2 Mins.)</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	14. OTHER RECOMMENDATIONS
Access	Public
Type	Action

Recommended Action                      It is recommended that the Board approve the appointment of a colleague to the Educational Housing Corporation for a partial term ending on December 31, 2027.

To:    Members of the Board of Trustees  
From:    Melissa Moreno, Chancellor  
Prepared by:                                David McLain, Executive Director of Community & Government Relations

**APPOINTMENT OF BOARD MEMBER TO THE EDUCATIONAL HOUSING CORPORATION BOARD**

Two members of the Board of Trustees serve on the Educational Housing Corporation Board, and it is the responsibility of the Board of Trustees to approve all appointments. Educational Housing Board Director terms are four years, and directors can serve up to two consecutive terms. The Housing Board meets quarterly, and the next meeting date is scheduled for Thursday, February 6, at 3 pm.

Trustee Holober is currently serving a four-year term that expires December 31, 2025. On Wednesday, January 22, 2025, Board of Trustees President Michael Guingona resigned from the Educational Housing Corporation, leaving a partial term open for another trustee through December 31, 2027.

**RECOMMENDATION**

It is recommended that the Board approve the appointment of a colleague to the Educational Housing Corporation for a partial term ending on December 31, 2027.

<b>Subject</b>	<b>14.5 Adoption of Revision to Employment Changes and Authority Policy Review and Implementation Plan (5 Mins.)</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	14. OTHER RECOMMENDATIONS
Access	Public
Type	Action

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

**ADOPTION OF REVISION TO EMPLOYMENT CHANGES AND AUTHORITY POLICY REVIEW AND IMPLEMENTATION PLAN**

On March 20, 2024 SMCCCD hired a Performance Auditor/Policy Analyst. On May 22, 2024, the Board of Trustees approved the FY24/25 Performance Audit Plan that included Policy Reviews. On August 28, 2024, the Board of Trustees adopted Board Policy (BP) 6401 and Administrative Procedure (AP) 6401 to formally establish a Performance Audit Unit.

At its Regular Meeting of November 20, 2024, the Board of Trustees reviewed the the Policy Review on Employment Changes and Authority prepared by the internal Performance Auditor, Houman Boussina. At that meeting, the Board requested one further inquiry regarding whether Board actions are tracked and implemented by Human Resources.

For your consideration and approval is the revised Policy Review on Employment Changes and Authority, which includes an additional paragraph on page 6:

*Although the 2014 procedure states, "Following Board action, Human Resources and Payroll will complete the processing of all confirmed actions..." the HRD does not have a specific checklist or PAF step to ensure that relevant Board actions on employment matters, as reflected in Board meeting minutes, are implemented. HRD staff stated that they do have a practice of meeting the morning following every Board meeting to discuss Board actions and to assign any required follow up actions to staff.*

And, and additional Recommendation (No. 1.3) on page 9:

*Direct the HRD to add a step in its existing employment change checklists and PAFs to review employment-related Board actions, as reflected in Board meeting minutes, to ensure that they are implemented.*

Attached is the revised Policy Review for your consideration and approval, along with the Chancellor's implementation plan for your review and guidance.

File Attachments

[2024-1204 FINAL 0 EmploymentChanges PolicyReview Final Revised.pdf \(3,690 KB\)](#)

[2025-0129 PUBLIC DRAFT IMPLEMENTATION PLAN FOR EMPLOYMENT CHANGES POLICY REVIEW.pdf \(184 KB\)](#)

<b>Subject</b>	<b>14.6 Implementation Plan for Whistleblower Hotline Program Policy Review (5 Mins.)</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	14. OTHER RECOMMENDATIONS
Access	Public
Type	Action

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

### **IMPLEMENTATION PLAN FOR WHISTLEBLOWER HOTLINE PROGRAM POLICY REVIEW**

On March 20, 2024 SMCCCD hired a Performance Auditor/Policy Analyst. On May 22, 2024, the Board of Trustees approved the FY24/25 Performance Audit Plan that included Policy Reviews. On August 28, 2024, the Board of Trustees adopted Board Policy (BP) 6401 and Administrative Procedure (AP) 6401 to formally establish a Performance Audit Unit.

At its Regular Meeting of November 20, 2024, the Board of Trustees reviewed and approved the Policy Review on Whistleblower Hotline and Authority prepared by the internal Performance Auditor, Houman Boussina.

Attached is the approved Policy Review and the Chancellor's implementation plan for your review and guidance.

File Attachments

[2024-1120 Hotline PolicyReview Final.pdf \(4,482 KB\)](#)

[2025-0129 PUBLIC DRAFT IMPLEMENTATION PLAN FOR WHISTLEBLOWER POLICY REVIEW.pdf \(205 KB\)](#)

## **15. DISCUSSION ITEMS**

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**Subject**

**15.1 Receipt of Measure H Citizens' Bond Oversight Committee 2023-2024 Annual Report to the Community (10 Mins.)**

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 15. DISCUSSION ITEMS  
Access Public  
Type Discussion

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

**RECEIPT OF BOND OVERSIGHT COMMITTEE ANNUAL REPORT TO THE COMMUNITY**

As required by law, the Board of Trustees established a bond oversight committee composed of community leaders with expertise in finance, accounting, education, construction, sustainability, and local government. The committee is charged with the responsibility to assure voters that general obligation bond proceeds are expended only on construction, reconstruction, rehabilitation, or replacement of college facilities in compliance with the ballot language approved by the voters and that no funds are used for teacher or administrator salaries or other operating expenses.

The Bond Oversight Committee has approved their 2023-24 Annual Report to the community and submits it to the Board of Trustees for receipt. (No vote is required).

The former chair of the committee during the 2024 calendar year, Anne Campbell, shall deliver the report, which can also be accessed in digital format at: [2023-2024 CBOC Annual Report](#)

**Subject 15.2 Authorization to Foothill - De Anza Community College District to Teach Dual Enrollment Courses (5 Mins.)**

Meeting Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category 15. DISCUSSION ITEMS  
Access Public  
Type

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

**AUTHORIZATION TO Foothill-DE ANZA COMMUNITY COLLEGE DISTRICT TO TEACH DUAL ENROLLMENT COURSES**

Last year it came to the Chancellor's attention that Foothill - De Anza Community College District (FHDA) was teaching dual enrollment courses within the Sequoia Union High School District (SUHSD), one of our partners in the "Living the Promise" Memorandum of Understanding. Education Code Section §55301(b)(1) requires an outside District to seek permission to teach courses within the boundaries of another District. SMCCCD is actively working as a collaborative partner with FHDA on a number of projects, including the State Chancellor's Digital Center project. In that collaborative spirit, and in the past, we have authorized FHDA to teach dual enrollment in SMCCCD with limitations.

We could not locate any historical formal authorization from SMCCCD. The attached letter from the SMCCCD Chancellor to the FHDA Chancellor formalizes our arrangement and authorization for a limited period of time. SMCCCD and FHDA will revisit this arrangement in Spring, 2028.

File Attachments  
[2025-0129 Chancellor Lambert.pdf \(218 KB\)](#)

**Subject**                               **15.3 Other Post Employment Benefits (OPEB) (10 Mins.)**

Meeting                                   Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category                                 15. DISCUSSION ITEMS

Access                                    Public

Type                                       Discussion

TO:                                       Members of the Board of Trustees

FROM:                                   Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor  
 Peter Fitzsimmons, Chief Financial Officer

**OTHER POST EMPLOYMENT BENEFITS (OPEB)**

This discussion item is intended to provide information in regards to the inter-relationship between the various funding sources and associated costs that support the District's Other Post Employment Benefits (OPEB) Program, which provide health benefits to eligible retirees.

The District established an irrevocable trust and formed a Retirement Board of Authority (RBOA) to oversee the trust in 2009. Members of the RBOA are appointed by the Board of Trustees and meet biannually. To support the RBOA and the program as a whole, the District entered into contracts with Keenan and Associates (Program Coordinator to provide program management services including program coordination, RBOA agenda management and coordination, ensuring compliance with GASB 74 & 75, and maintaining the program's Comprehensive Compliance/Substantive Plan) and Benefit Trust Company (BTC) (Discretionary Trustee to be the custodian of the funds) who in turn contracted with Morgan Stanley (Registered Investment Advisor, to work with BTC to manage the investments in compliance with the RBOA's Investment Policy Statement). Fees paid to each over the last five years are as follows:

Administrative Expenses	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Keenan	150,673	175,425	181,237	158,156	158,254
Benefit Trust Company	150,223	174,975	180,787	158,254	157,804
Morgan Stanley	149,473	174,225	180,037	156,956	157,054
<b>Total Administrative Expenses</b>	<b>450,369</b>	<b>524,625</b>	<b>542,061</b>	<b>473,366</b>	<b>473,112</b>

Many years ago, the District began to include a 5% assessment in its composite fringe benefit rates (this assessment was reduced to 3% beginning in FY 2020-21) to provide a resource to fund retiree benefits while allowing the assets in the irrevocable trust to increase to fully fund the actuarially-determined liability, which is determined every June 30th. This assessment is applied as a percent of payroll across all funds and posted to Fund 89001 - the Retiree Benefit Fund. Below are payroll assessments per fund for the last five years (2019-20 through 2023-24).

	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Payroll Assessment by Fund	5%	/-----	3%	-----/	-----/

Fund 1 - Unrestricted General	3,952,888	2,502,989	2,645,129	2,696,979	2,869,716
Fund 2 - Self-Insurance	13,582	6,684	6,863	4,813	5,243
Fund 3 - Restricted General	870,566	534,828	554,760	520,967	644,921
Fund 4 - Capital Outlay	126,556	51,641	44,190	34,880	28,505
Fund 5 - Auxiliary / Enterprise	112,631	65,441	78,077	106,783	114,478
Fund 6 - Child Development	39,426	22,582	25,538	25,301	26,657
<b>Total Payroll Assessment</b>	<b>5,115,649</b>	<b>3,184,165</b>	<b>3,354,557</b>	<b>3,389,723</b>	<b>3,689,520</b>

Prior to FY 2020-21, the unrestricted general fund directly paid for a portion of the retiree benefit costs with the remaining portion paid from Fund 89001. Beginning in FY 2020-21, Fund 89001 paid for the retiree benefit costs entirely. As planned, beginning in FY 2023-24, the resources in Fund 89001 were no longer sufficient to fully pay the costs of retiree benefits. Accordingly, a withdrawal is made from the irrevocable trust to maintain a positive fund balance in Fund 89001. All funds from the District's unrestricted general fund, and Fund 89001 are subject to reimbursement to the District.

Attached is a five-year detail of the Retiree Benefit Fund 89001 and the Irrevocable Trust Fund along with the direct costs associated with the program (e.g., actuarial, audit, and fees associated with managing the irrevocable trust).

File Attachments  
[OPEB Analysis.pdf \(95 KB\)](#)

## **16. COMMUNICATIONS**

### **17. STATEMENTS FROM BOARD MEMBERS**

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

<b>Subject</b>	<b>18.1 Reconvened to Close Session</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	18. RECONVENE TO CLOSED SESSION (if necessary)
Access	Public
Type	Procedural

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

<b>Subject</b>	<b>19.1 Reconvened to Open Session</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	19. RECONVENE TO OPEN SESSION (if necessary)
Access	Public
Type	Procedural
<b>Subject</b>	<b>19.2 Announcement of Reportable Action Taken In Closed Session (if necessary)</b>



Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	19. RECONVENE TO OPEN SESSION (if necessary)
Access	Public
Type	Procedural

## **20. ADJOURNMENT**

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<b>Subject</b>	<b>20.1 Adjourn in Memory of Elizabeth "Ann" Barrilleaux</b>
Meeting	Jan 29, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category	20. ADJOURNMENT
Access	Public
Type	Procedural

### **ADJOURN IN MEMORY OF ELIZABETH "ANN" BARRILLEAUX**

We adjourn tonight's meeting in honor of Elizabeth "Ann" Barrilleaux, a longtime adjunct faculty member in the Adapted Physical Education program at College of San Mateo, who passed away on December 19, 2024.

Ann devoted more than two decades to teaching Physical Education and Adapted PE at Foothill College, College of San Mateo, and West Valley College, where she was cherished by students and colleagues for her warmth, positivity, and dedication. She will be dearly missed by all who had the privilege of knowing her.

On behalf of the San Mateo County Community College District Board of Trustees, Administration, Faculty, Staff and Students we offer our sincerest condolences to her family, loved ones, and friends. We acknowledge that her absence from our SMCCCD community will leave a gaping hole in our hearts.