

**District Participatory Governance Council**  
**Meeting Agenda**  
**November 4, 2019 | 2:15 p.m.**  
**District Office – Board Room**

- 1. Call to Order/Establish Quorum**
- 2. Statements from the Public on Non-Agenda Items**
- 3. Action Items**
  - A. Approval of Minutes from October 7, 2019 (*Attachment #01*)
- 4. Informational Items**
  - A. District Budget Update
  - B. Board Policies for Second Review
    1. 1.01 – District Mission (*Attachment #02*)
    2. 6.01 – Philosophy and Purpose (*Attachment #03*)
  - C. Board Policies for First Review
    1. 1.05 – Student Trustee (*Attachment #04*)  
(*minor edits recommended*)
    2. 3.30 – Pay Period for Faculty (*Attachment #05*)  
(*no edits recommended*)
    3. 3.35 – Payroll Deductions (Faculty) (*Attachment #06*)  
(*edits recommended*)
    4. 4.53 – Payroll Deductions (Staff) (*Attachment #07*)  
(*edits recommended*)
    5. 6.45 – Field Trips and Excursions (*Attachment #08*)  
(*minor edits recommended*)
- 5. Closing Remarks/Agenda Building**
- 6. Adjournment**

**CHAPTER 1: Board of Trustees  
BOARD POLICY NO. 1.01 (BP 1200)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** BP 1.01 District Mission  
**Revision Date:** 5/12; 5/19  
**Policy Reference:** ACCJC Accreditation Standard I.A

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1. The mission of the San Mateo County Community College District is:

**PREAMBLE**

The Colleges of the San Mateo County Community College District, Cañada College, College of San Mateo, and Skyline College, recognizing each individual's right to education, provide the occasions and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, increase their cultural awareness and realize their individual potential. The District actively participates in the economic, social, and cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom in which a wide variety of viewpoints is cultivated and shared. The District actively participates in the continuing development of the California Community Colleges as an integral and effective component of the structure of public higher education in the State.

**MISSION**

In an atmosphere of collegiality and shared responsibility, and with the objective of fostering social justice and sustaining open access for students and being responsive to community needs, the Colleges of the San Mateo County Community College District will fulfill the following mission with excellence:

- Provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement; and
- Provide lower division programs to enable students to transfer to baccalaureate institutions; and
- Provide career and technical education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and
- Provide basic skills education in language and computational skills required for successful completion of educational goals; and
- Provide a range of student services to assist students in attaining their educational and career goals; and
- Provide self-supporting community education classes, contract education and training and related services tailored to the human and economic development of the community; and
- Provide leadership in aligning educational programs and services offered by all local educational institutions and community service organizations; and

BP 1.01 District Mission (continued)

- Celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, promote it in its staff, and maintain a campus climate that supports student success.

To fulfill this educational mission, the District is committed to effective institutional research that supports the evaluation and improvement of programs, services, and student outcomes. Participatory governance is practiced through processes that are inclusive with regard to information sharing and decision making, and that are respectful of all participants. The District plans, organizes and develops its resources to achieve maximum effectiveness, efficiency, equity and accountability.

2. The Mission of the District shall be regularly reviewed each year through the participatory governance process and more thoroughly no less than every three years through the engagement of the Board of Trustees and the students, faculty, staff, administrators of the colleges and District.

**CHAPTER 6: Educational Program  
BOARD POLICY NO. 6.01 (BP 4040)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** BP 6.01 Philosophy and Purpose  
**Revision Date:** 3/13; 10/13  
**Policy References:** Education Code Section 78100; Civil Code Section 1798.90; Accreditation Standard II.C

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1. The San Mateo County Community College District has established its educational philosophy on three fundamental premises: that a society requires intelligent support; that the individual has worth and dignity; and that a college has obligations to both society and the individual.
2. As a corollary to these premises, the Board and administration realize that the District's Colleges must remain sensitive to changes in the needs of the community and, within available resources, evolve their educational offerings in response to those needs.
3. In general, the purpose of each College within the District is to provide education beyond the high school level for residents of the District who can benefit from it. This education is designed to help students become aware of their potentialities, stimulate their cultural interests, and develop their career/technical abilities. It prepares students to assume the responsibilities of citizenship in our free society. It offers them the opportunity to assimilate an organized body of knowledge, to employ critical thinking, and to construct an informed frame of reference.
4. To achieve their purposes, the Colleges within the San Mateo County Community College District offer the following kinds of education:
  - a. General education
  - b. Lower-division college education
  - c. Career/technical education
  - d. Developmental education
  - e. Special educational programs and services for the community
5. The Board shall develop and periodically review a "Core Values and Principles" statement that will help shape the educational mission of the District by determining program priorities within available resources.
6. The Colleges will help students discover their aptitudes, choose their life work, and plan an educational program which will prepare them for that work. The Colleges offer this assistance through a formal program of advising and counseling, and through informal student-teacher relationships, which are distinct and valuable services. The Colleges recognize the educational value of organized student activities and encourage student and faculty participation in these activities.

**CHAPTER 1: Board of Trustees  
BOARD POLICY NO. 1.05 (BP 2015)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** BP 1.05 Student Trustee  
**Review Date:** 5/13; ~~XX~~  
**Policy Reference:** Education Code Section 72023.5

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PREAMBLE: In order to ensure that students have the opportunity to participate effectively in District governance and to express their opinions about important governance initiatives and issues, the Board welcomes the inclusion of a Student Trustee on the Board of Trustees. The Board encourages each College to promote their very best candidates for this office each year, by encouraging students who are deeply committed to their College and the interests of students to apply for the position. The Board believes that with a competitive election process on each campus each year, the very best candidates will emerge and that will ensure that student interests are effectively represented. The Board expects that each College will have opportunities for students from their College to serve as Student Trustee.

1. A Student Trustee shall serve a one-year term as a nonvoting member of the Board beginning June 1 each year. The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to ~~may~~ participate in discussion of issues and receive all materials presented to members of the Board (except for closed session materials). The rights of the Student Trustee shall be limited to those mandated in the Education Code except that the Student Trustee shall have the right to make or second motions and will have the right to exercise an advisory vote. The responsibilities of the Student Trustee shall be those mandated by the Education Code and those approved by the Board including:
  - a. The Student Trustee shall be responsible and accountable to the students of the District and their elected officers.
    - i. The Student Trustee shall study the documents that are presented to the Board of Trustees at regular meetings and study sessions and represent student interests on these matters before the Board.
    - ii. The Student Trustee shall call and attend one District Student Council meeting each month to review the upcoming Board of Trustees' agenda and to discuss issues before the Board of Trustees. In addition, the Student Trustee shall attend Student Council meetings at the Colleges when deemed appropriate.
    - iii. Through the District Student Council, the Student Trustee shall keep the Student Council at each College informed about issues brought before the Board of Trustees and shall seek student input on these issues.
2. To be eligible to serve as a Student Trustee, a person must meet all statutory requirements, including:
  - a. Be currently enrolled in one of the Colleges of the San Mateo County Community College District.

BP 1.05 Student Trustee (continued)

- b. Maintain enrollment in at least six semester units during the election period and throughout the Student Trustee's term of office, and meet and maintain the minimum standards of scholarship as described in ~~Board Policy Section 6.16, of Rules and Regulations.~~
  - c. Not concurrently hold any recognized Associated Student government position in the three Colleges of the San Mateo County Community College District while holding the office of Student Trustee. Students who wish to run for Student Trustee may not be a candidate for President or Vice President of any Associated Students organization.
  - d. Run for the office of Student Trustee at only one campus.
  - e. A student is not required to give up employment with the District in order to be seated as the Student Trustee.
3. Election of Student Trustee nominees by students from each of the three Colleges shall take place by ~~March 30~~ April 30 of each year. The manner, place, and time of the election shall be determined by the Associated Students at each College. The Associated Students shall make every effort to schedule elections on different days at the Colleges.
4. A panel of seven students (two student body officers from each College, selected by the Student Government, and the outgoing Student Trustee) shall interview the three Student Trustee nominees and elect one person by secret ballot to be seated as the Student Trustee. None of the members of the panel may be a candidate for the position of Student Trustee. If there is no outgoing Student Trustee to serve on the panel, the District Student Council shall select an alternate member to serve on the panel. Four votes shall be required for election, and the process must be completed by ~~May~~ April 15.
  - a. If there is a 3-3-1 tie vote, the candidate with the least amount of votes will be dropped, and the panel will re-vote. Before a vote is taken, the candidates may be re-interviewed.
  - b. If there is a 3-2-2 tie vote, the panel will vote only on the candidates who have two votes, to break the tie, and the candidate with the least amount of votes will be eliminated. The panel will vote on the remaining two candidates. Before a vote is taken, the candidates may be re-interviewed.
  - c. If the panel is unable to elect one of the nominees to be seated on the Board by ~~April~~ May 15 of each year, the Chancellor shall select, by lot, the student to be seated on the Board.
5. The Student Trustee may be recalled for non performance of duties, violation of the Student Code of Conduct or ethical lapses by a no-confidence vote taken by the District Student Council and shall be considered passed by simple majority.
6. If a vacancy should occur during the Student Trustee's one-year term, the panel described in 1.05(4) shall convene to elect one of the remaining nominees to be seated as Student Trustee. Any College which does not have a previously elected nominee may hold a special election to select a nominee. Such nominee(s) shall be considered by the panel together with the nominee(s) from the other College(s). If the panel is unable to select from among the nominees, the Chancellor shall select, by lot, one of the nominees to fill the vacancy.
7. A student may serve as Student Trustee for only two terms, whether served consecutively or with a break in service.
8. The District shall provide monthly compensation to the Student Trustee for attending Board meetings at one-half of the maximum amount allowed for elected trustees under the Education Code. In addition, the Board of Trustees may award the Student Trustee a service award as follows:

BP 1.05 Student Trustee (continued)

- a. One payment annually, payable May 31 at the end of his/her term of office. In order to receive the payment, the Student Trustee must have been in office and fulfilled his/her duties as outlined in this section for the entire 12-month period.
  - b. Each annual payment will be equal to the total of 12 monthly compensations.
  - c. The Board of Trustees reserves all discretion for any partial allocation in case of extraordinary circumstances beyond the Student Trustee's control causing early termination of term of office.
9. Transportation allowance for travel necessary to attend Board meetings and to attend to other official District business as authorized by the Board shall be provided for the Student Trustee at the same rate as that established for other Trustees. The student trustee may, upon prior approval by the President of the Board, attend conferences and be reimbursed for expenses associated with the approved conferences. The Student Trustee shall also receive the same health and welfare benefits as are provided to Board members.

**CHAPTER 3: Certificated Personnel  
BOARD POLICY NO. 3.30**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 3.30 Pay Period for Faculty

**Revision Date:** 12/10; Reviewed XX

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1. Each employee will receive one monthly payroll warrant covering all payments due in the time period, distributed and payable on the last working day of the month. A pay period shall be the calendar month for regular faculty. All temporary faculty work will cover one month, but the pay period may vary based upon the classification of the work performed.
  2. Depending upon the faculty member's first date of employment, the pay year for faculty is August 1 to May 31 or September 1 to June 30.
  3. Payments are made in ten (10) annual payments.



**CHAPTER 3: Certificated Personnel  
BOARD POLICY NO. 3.35 (BP 7385)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 3.35 Payroll Deductions  
**Revision Date:** 12/10: ~~XX~~  
**Policy References:** Education Code Sections 87040, 87833, 87834, 88167

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1. Income Tax

Federal and State income taxes shall be withheld on the basis of information furnished by the employee on Forms W-4 (Federal) and DE-4 (State).

2. Retirement Fund

- a. All members of the faculty, unless excluded from membership under provisions of the Education Code, shall be required to participate in the California State Teachers' Retirement System (STRS).
- b. Deductions shall be made at rates determined by the Retirement System and for the actual months of active employment.

3. Medicare

All members of the faculty hired after April 1, 1986 shall be required to contribute to Medicare at the current rate established by Federal law.

4. Other

- a. When requested by the employee in a revocable written authorization, payroll deductions shall be made for:
  - 1) Participation in a deferred compensation program offered by companies which are approved by the District.
  - 2) Premiums on a certificate of group life insurance, group disability insurance, or professional liability insurance when the master contract is held by the District or an employee organization.
  - 3) Dues, fees, or periodic charges in any hospital service contract, medical and hospital contract.
  - 4) Purchase of shares in any regularly chartered credit union.
  - 5) Contributions to Board-approved charitable, fund-raising organizations.
  - 6) Dues ~~or agency fees required by~~ to the collective bargaining unit represented by the American Federation of Teachers (AFT), Local 1493.
  - 7) ~~and~~ Dues in any local or ~~s~~Statewide professional organization ~~shall be deducted from the employee's paycheck.~~
- b. Based upon documents from the IRS, the State Franchise Tax Board, court orders and other legal action, the District is also required to make deductions from employee wages.

**CHAPTER 4: Classified Personnel  
BOARD POLICY NO. 4.35 (BP 7385)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 4.35 Payroll Deductions  
**Revision Date:** 12/10: ~~XX~~  
**Policy References:** Education Code Sections 87040, 87833, 87834, 88167

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1. Income Tax

Federal and State income taxes shall be withheld on the basis of information furnished by the employee on Forms W-4 (Federal) and DE-4 (State).

2. Retirement Funds

- a. All classified employees, unless excluded from membership under provisions of the Government Code, shall be required to participate in the Public Employees' Retirement System (PERS).
- b. Deductions from employee paychecks shall be made at rates determined by the retirement system and for the actual months of active employment.

3. Other

- a. When requested by a classified employee in a revocable written authorization, payroll deductions shall be made for:
  - 1) Participation in a deferred compensation program offered by companies which have complied with the District's procedures for approval.
  - 2) Premiums on a certificate of group life insurance, group disability insurance, or professional liability insurance when the master contract is held by the District or an employee organization.
  - 3) Dues, fees, or periodic charges in any hospital service contract, medical and hospital contract.
  - 4) Purchase of shares in any regularly chartered credit union.
  - 5) Contributions to Board-approved charitable, fund-raising organizations.
  - 6) Dues ~~or agency fees required by~~ the collective bargaining units represented by the California School Employees Association (CSEA), Chapter 33, ~~or and~~ the American Federation of State, County and Municipal Employees (AFSCME), Local 829.
  - 7) ~~and~~ Dues in any local or ~~S~~statewide professional organization previously approved by the District shall be deducted from the employee's paycheck.
- b. Based upon documents from IRS, the State Franchise Tax Board, court orders, and other legal action, the District is required to make deductions from employee wages.

**CHAPTER 6: Educational Program  
BOARD POLICY NO. 6.45 (BP 4300)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 6.45 Field Trips and Excursions  
**Revision Date:** 5/10; ~~XX~~  
**Policy Reference:** Title 5 Section 55220

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1. A required field trip is a college-sponsored, off-campus activity which is considered a mandatory part of the curriculum or course of instruction for which students are expected to attend and are given some credit for attendance or penalty for non-attendance.
2. A non-required field trip is any travel activity which is voluntary in nature and which students are not required to attend as part of their course work. All persons making the field trip shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip and shall sign a statement waiving such claims.
3. Instructors supervising field trips must be familiar with procedures dealing with transportation (~~Rules and Regulations~~ Board Policy 8.45).
4. The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.
5. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.
6. Students, faculty and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.
7. No student shall be prevented from taking a required field trip because of insufficient funds. The Colleges shall coordinate efforts of community service groups to supply funds for students in need.
8. All student trips must be approved in advance and in writing by the appropriate Dean and Vice President. The approval shall indicate whether the activity is required or voluntary.
9. The above activities are not to be confused with Study/Travel Tours (~~Rules and Regulations~~ Board Policy 8.47) or Student Activities (~~Rules and Regulations~~ Board Policy 7.60).