

Wednesday, June 26, 2024  
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Closed Session 5:00 p.m.; Open Session 6:00 p.m.  
In person at 3401 CSM Drive, San Mateo, CA 94402

Members of the Public may also participate via Zoom.  
Zoom Meeting ID - <https://smccd.zoom.us/j/85615800355>  
Dial-In: 1-669-900-9128 - Webinar ID: 856 1580 0355

## 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 :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	1. CLOSED SESSION - 5:00 p.m.
Type :	Procedural

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

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Subject : 2.1 Pursuant to Gov. Code, §54957: Discussion of Complaint Against Employee - Appeal

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type :

Subject : 2.2 Pursuant to Gov. Code §54957: Public Employee Performance Evaluation: Chancellor

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type : Discussion

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

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type : Discussion

Subject : 2.4 Pursuant to Gov. Code, §54957: Public Employee Discipline/Dismissal/Release (2 matters)

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type : Discussion

Subject : 2.5 Pursuant to Gov. Code 54956.95 Liability Claims | Workers' Compensation Claim: One Case | Agency Claimed Against: San Mateo County Community College District

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type : Discussion

Subject : 2.6 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: 4

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type : Discussion

# Public Content

TO:

FROM:

PREPARED BY:

Subject : 2.7 Pursuant to Gov. Code §54956.8: Conference with Real Property Negotiators; Property: Commercial Property, San Mateo County; Agency Negotiators: Richard Storti  
Negotiating Party: SMCCCD; Consideration of Offer and Price

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type : Discussion

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

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Subject : 3.1 Comments by Community Members

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Type : Information

## **4. CLOSED SESSION**

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Subject : 4.1 Recess to Closed Session

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 4. CLOSED SESSION

Type : Procedural

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

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

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Type : Procedural

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

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Type :	Information, Procedural
Subject :	5.3 Discussion of the Order of the Agenda
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	5. OPEN SESSION - 6:00 p.m.
Type :	Discussion

## **6. SWEARING-IN OF 2024-2025 STUDENT TRUSTEE**

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Subject :	6.1 Swearing-In of Chloe Johnson (10 Mins.)
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	6. SWEARING-IN OF 2024-2025 STUDENT TRUSTEE
Type :	Action, Procedural

## **Public Content**

TO:

FROM:

PREPARED BY:

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

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Subject :	7.1 Chancellor and Chancellor's Cabinet
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	7. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES
Type :	Informational

### **File Attachments**

[SMCCCD President's Report to the Board 6 26 24.pdf \(1,132 KB\)](#)

Subject :	7.2 District Academic Senate
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	7. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES
Type :	Informational
Subject :	7.3 Student Trustee and/or Associated Student Body
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 7. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Type : Informational

## 8. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

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Subject : 8.1 AFT, Local 1493

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 8. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type : Information

Subject : 8.2 CSEA, Chapter 33

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 8. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type : Information

Subject : 8.3 AFSCME, AFL-CIO, Local 829, Council 57

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 8. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Type : Information

## 9. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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Subject : 9.1 Comments by Community Members

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 9. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Type : Information

## 10. NEW BUSINESS

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Subject : 10.1 Approval of Personnel Items (5 Mins.)

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 10. NEW BUSINESS

Type : Action

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

## Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., 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 06-26-24.pdf \(495 KB\)](#)

Subject :	10.2 Approval of Memorandum of Understanding (MOU) Regarding Part-Time Faculty Health Insurance Program Between the San Mateo County Community College District and the San Mateo Community College Federation of Teachers, AFT Local 1493
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	10. NEW BUSINESS
Type :	Action
Recommended Action :	It is recommended that the Board of Trustees approve the attached Memorandum of Understanding regarding part-time faculty health insurance program between the San Mateo County Community College District and the San Mateo Community College Federation of Teachers, AFT Local 1493.

**Public Content**

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 Memorandum of Understanding (MOU) Regarding Part-Time Faculty Health Insurance Program  
Between the San Mateo County Community College District and the**

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

The District and AFT are dedicated to enhancing the health care benefits available to part-time faculty working at the district. In June 2022, the State Legislature and Governor Gavin Newsom ratified the 2022-2023 State Budget, increasing the state fund for reimbursing districts that provide healthcare options to part-time faculty from \$450,000 per year to approximately \$200 million per year. As a result, negotiations on a Memorandum of Understanding (MOU) regarding an enhanced part-time faculty health insurance program, which was part of a list of reopeners presented by AFT for the 2022-2025 contract period, concluded in June 2024.

Following the passage of Assembly Bill 190, this MOU is intended to address the implementation of an enhanced part-time faculty health insurance program for the period between July 1, 2024, through December 31, 2026. It is the intent of the parties to comply with the provisions of AB-190 (Education Code §§ 87860 87868) which allows the District to expand health insurance coverage. In addition, AB 190 (chaptered as Education Code Sections 87860 87868), allows districts to receive up to 100% reimbursement (depending on statewide utilization of reimbursement funds) for their part-time faculty healthcare program provided they fulfill certain criteria. The District and AFT have negotiated access for employees with a part-time faculty assignment at the district or multi-district of 40% (.4 FTE) or greater to the same health care coverage options at the same cost as San Mateo County Community College District regular faculty.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached Memorandum of Understanding regarding part-time faculty health insurance program between the San Mateo County Community College District and the San Mateo Community College Federation of Teachers, AFT Local 1493.

**File Attachments**

[MOU - Part-Time Faculty Health Insurance Program.pdf \(303 KB\)](#)

**11. CONSENT AGENDA**

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Subject :	11.1 Adoption of the 2027-2028 Academic Calendar
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	11. CONSENT AGENDA
Type :	Action (Consent)
Recommended Action :	It is recommended that the Board adopt the 2027-2028 District Academic Calendar as detailed in this report.

**Public Content**

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Karrie Mitchell, Vice President of Planning, Research & Institutional Effectiveness

**ADOPTION OF 2027-2028 ACADEMIC CALENDAR**

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

The proposed calendar (attached) is designed to begin the 2027-2028 academic year in mid-August with a completion of the Fall 2027 semester prior to the winter holidays. The following highlights the features of the calendar, which is attached in full to this report.

Fall 2027: Classes begin August 18, 2027

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

Semester ends December 18, 2027

Spring 2028: Classes begin January 18, 2028

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

Semester ends May 26, 2028

Summer 2028: All Summer Sessions are set to begin on June 12, 2028

## File Attachments

[2027-2028 Academic Calendar Final.pdf \(41 KB\)](#)

[2027-2028 Academic Calendar Important Dates Final.pdf \(104 KB\)](#)

## Consent

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

Subject :	11.2 Approval of Agreement with San Mateo Union High School District Regarding Middle College at Skyline College
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	11. CONSENT AGENDA
Type :	Action (Consent)
Preferred Date :	Jun 26, 2024
Absolute Date :	Jun 26, 2024
Fiscal Impact :	No
Budgeted :	Yes
Budget Source :	San Mateo Union High School
Recommended Action :	It is recommended that the Board of Trustees approve the Agreement between the San Mateo Union High School District and San Mateo County Community College District regarding the Middle College at Skyline College effective July 1, 2024 through June 30, 2025.

## Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Newin Orante, Acting President, Skyline College

Vinicio Lopez, Vice President of Instruction



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

In collaboration with San Mateo Union High School District (SMUHSD), the Middle College at Skyline College developed an Agreement to allow students from Capuchino High School to attend the Middle College at Skyline College. This Agreement facilitates the enrollment of Capuchino High School students in the Middle College at Skyline College, the Middle College that is closest to many of the students who attend Capuchino High School. Effective FY 2024-2025, SMUHSD agrees to pay SMCCCD \$7,249 per student for those who attend the Middle College at Skyline College.

### RECOMMENDATION

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

### File Attachments

[SMCCCD SMUHSD 2025 MOA proposed.pdf \(221 KB\)](#)

### Consent

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

Subject :	11.3 Approval of Agreement with South San Francisco Unified School District Regarding Middle College at Skyline College
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	11. CONSENT AGENDA
Type :	Action (Consent)
Preferred Date :	Jun 26, 2024
Absolute Date :	Jun 26, 2024
Fiscal Impact :	No
Budgeted :	Yes
Budget Source :	South San Francisco Unified School District
Recommended Action :	It is recommended that the Board of Trustees approve the Agreement between South San Francisco Unified School District and San Mateo County Community College District regarding the Middle College at Skyline College effective July 1, 2024 through June 30, 2025.

## Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Newin Orante, Acting President, Skyline College

Vinicio Lopez, Vice President of Instruction

**APPROVAL OF AGREEMENT WITH SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT REGARDING MIDDLE COLLEGE AT SKYLINE COLLEGE**

Since 2015, the South San Francisco Unified School District (SSFUSD) has worked in partnership with SMCCCD to establish a Middle College at Skyline College. In collaboration with the Superintendent of South San Francisco Unified School District, the agreement permits students from District high schools to attend the Middle College at Skyline College. As in years past, effective for Fiscal Year 2024-2025, SSFUSD agrees to pay SMCCCD \$7,249 per student who attend the Middle College at Skyline College.

**RECOMMENDATION**

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

**File Attachments**

[SMCCCD SSFUSD 2025 MOA proposed.pdf \(221 KB\)](#)

**Consent**

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

Subject :	11.4 Approval of Agreement with Jefferson Union High School District Regarding Middle College at Skyline College
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	11. CONSENT AGENDA
Type :	Action (Consent)
Preferred Date :	Jun 26, 2024
Absolute Date :	Jun 26, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$289,960.00
Budgeted :	Yes
Budget Source :	Jefferson Union High School District
Recommended Action :	It is recommended that the Board of Trustees approve the Agreement between Jefferson Union High School District and San Mateo County Community College District regarding the Middle College at Skyline College effective July 1, 2024 through June 30, 2025.

# Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Newin Orante, Acting President, Skyline College  
Vinicio Lopez, Vice President of Instruction

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

The Jefferson Union High School District (JUHSD) has worked in partnership with SMCCCD to establish a Middle College at Skyline College. In collaboration with the Superintendent of Jefferson Union High School District, the agreement permits students from District high schools to attend the Middle College at Skyline College. As in years past, effective for Fiscal Year 2024-2025, JUHSD agrees to pay SMCCCD \$7,249 per student who attend the Middle College at Skyline College.

**RECOMMENDATION**

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

**File Attachments**

[MOA with JUHSD AY2425 proposed.pdf \(204 KB\)](#)

**Consent**

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

Subject :	11.5 Ratification of March and April 2024 District Warrants
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	11. CONSENT AGENDA
Type :	Action (Consent)
Recommended Action :	It is recommended that the Board of Trustees approve the warrants issued during the period of March 1, 2024, through April 30, 2024, and ratify the contracts entered into leading to such payments.

# Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Peter Fitzsimmons, Interim Chief Financial Officer

**RATIFICATION OF MARCH AND APRIL 2024 DISTRICT WARRANTS**

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

**RECOMMENDATION**

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

**File Attachments**

[Exhibit A March 2024 Warrants.pdf \(149 KB\)](#)

[Exhibit B April 2024 Warrants.pdf \(151 KB\)](#)

**Consent**

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

Subject :	11.6 Curricular Additions, Deletions and Modifications - Cañada College, College of San Mateo, and Skyline College
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	11. CONSENT AGENDA
Type :	Action (Consent)
Preferred Date :	Jun 26, 2024
Absolute Date :	Jun 26, 2024
Fiscal Impact :	No
Budgeted :	No
Budget Source :	n/a
Recommended Action :	It is recommended that the Board approve the attached curricular changes for the Cañada College, College of San Mateo, and Skyline College catalogs.

**Public Content**

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning

**CURRICULAR ADDITIONS, DELETIONS AND MODIFICATIONS**

**CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

The addition of three courses and three programs to, and the inactivation of fourteen courses and one program from, the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, six courses are proposed to be offered in the distance education mode.

Furthermore, forty-five courses and thirteen programs were modified, and three courses were reactivated.

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

**RECOMMENDATION**

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

**File Attachments**

- [Brd 06-26-24 Attachment A CAN.pdf \(106 KB\)](#)
- [Brd 06-26-24 Attachment B CSM.pdf \(88 KB\)](#)
- [Brd 06-26-24 Attachment C SKY.pdf \(95 KB\)](#)

**Consent**

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

Subject :	11.7 Disposition of District Records
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	11. CONSENT AGENDA
Type :	Action (Consent)
Recommended Action :	It is recommended that the Board approve destruction of the obsolete records as shown on the attached list.

**Public Content**

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 Boards 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 Boards 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.

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
Human Resources	District Office	Jim Vlahos	2018-2020	Recruitment Materials	3	3 years	9	N
Total Boxes:							9	

### Consent

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

Subject : 11.8 Approval to Reject All Bids and Rebid Skyline

College Distributed Antenna System Implementation  
Phase 2 - Low Voltage Cabling Installation

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 11. CONSENT AGENDA

Type : Action (Consent)

Preferred Date : Jun 26, 2024

Absolute Date : Jun 26, 2024

Fiscal Impact : No

Recommended Action : It is recommended that the Board of Trustees reject the bid from Bauer Cabling Solutions, Inc. (#86919R), and authorize the Facilities Planning Department to re-bid the Skyline College Distributed Antenna System Implementation, Phase 2 Low Voltage Cabling Installation Project.

## Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Yanely Pulido, Director of General Services

Marie Mejia, Director of Capital Projects

### APPROVAL TO REJECT ALL BIDS AND REBIDSKYLINE COLLEGE DIST SYSTEM IMPLEMENTATION

#### PHASE 2 LOW VOLTAGE CABLING INSTALLATION

On November 29, 2023, the Board of Trustees approved a contract award for Skyline College Distributed Antenna System (DAS) Implementation Project Phase 1 Integrator to design a DAS system that will improve and optimize cellular service to all buildings on campus for safety and convenience to occupants.

The Skyline College Distributed Antenna System Implementation, Phase 2 Low Voltage Cabling Installation Project generally consists of furnishing and installing specified cabling/wiring to connect Owner-installed DAS devices with equipment per contract documents and coordinated with Phase 1 Integrator Contractor.

Facilities Planning, with the assistance of General Services, advertised this construction opportunity (Bid #86919R) to C-10 Electrical Contractor and C-7 Low Voltage Systems Contractor licensed contractors through the Districts online bid portal. A formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on April 19 and 26, 2024. Eight (8) contractors attended the mandatory pre-bid conferences held on April 30, 2024 and May 2, 2024.

On May 30, 2024, the District received one (1) bid for the project as follows:

Contractor	Total Bid
Bauer Cabling Solutions, Inc	\$497,677.39

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. Following the due diligence review process, the bid was deemed nonresponsive. 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 Bauer Cabling Solutions, Inc. (#86919R), and authorize the Facilities Planning Department to re-bid the Skyline College Distributed Antenna System Implementation, Phase 2 Low Voltage Cabling Installation Project.

**Consent**

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

Subject :	11.9 Approval of Contract Award for the 2024-2025 Student Accidental Injury Insurance Program with Granite Student Insurance Services, Inc.
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	11. CONSENT AGENDA
Type :	Action
Preferred Date :	Jun 26, 2024
Absolute Date :	Jun 26, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$202,430.00
Budgeted :	Yes
Budget Source :	college general fund budgets
Recommended Action :	It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a one-year contract, with an option to renew for up to four (4) additional one-year terms, with Granite Student Insurance Services, Inc. as its Broker of Record for Student Accidental Injury Insurance Services RFP 86937; and approve Granites 2024-2025 intercollegiate sports and student accident BASE and CAT insurance proposal in an amount not to exceed \$202,430.

**Public Content**

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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



**APPROVAL OF CONTRACT AWARD FOR THE 2024-2025 STUDENT ACCIDENTAL INJURY INSURANCE PROGRAM  
WITH GRANITE STUDENT INSURANCE SERVICES, INC.**

The District has maintained a student accidental injury insurance program since 1961, providing coverage for all enrolled students of the District. To maintain best business practices and high-quality services for our students, while minimizing premium increases, the District conducts a periodic search for an insurance plan that can provide features equitable with previous years plans at a reasonable cost.

On April 29, 2024, the District issued a Request for Proposals (RFP) #86937 for Student Accidental Injury Insurance Services. An announcement for this business opportunity was released through the Districts online bid portal and a formal notice was published in a local newspaper for two consecutive weeks on April 29, and May 6, 2024.

On May 28, 2024 the District received four proposals from the following firms which were reviewed and evaluated using the following criteria: cover letter/description of services; experience and ability; client responsiveness; references; proposed pricing; and responsiveness, quality and completeness of proposal.

On May 28, 2024 the District received four proposals from the following firms which were reviewed and evaluated using the following criteria: cover letter/description of services; experience and ability; client responsiveness; references; proposed pricing; and responsiveness, quality and completeness of proposal.

Firm	Ranking	Fee Proposal	Total
CBIZ Benefits & Insurance Services, Inc.	4	BASE: \$143,855 CAT: <i>Not Priced</i>	(Deemed Non-Responsive)
Granite Student Insurance Services, Inc.	1	BASE: \$172,500 CAT: \$29,930	\$202,430
Myers-Stevens & Toohey Co., Inc.	3	BASE: \$147,402 CAT: \$25,301	\$172,703
Youth Insurance Agency, Inc.	2	BASE: \$150,759 CAT: \$29,930	\$180,689

With oversight by the General Services Department, the RFP Evaluation Committee consisting of representatives from Cañada College, Skyline College, College of San Mateo and the Office of the Executive Vice Chancellor of Administrative Services evaluated the proposals using the criteria identified above. CBIZs proposal was deemed non-responsive for failure to price out the catastrophic coverage as required in the RFP. On June 5, 2024, the RFP Evaluation Committee interviewed the top two respondents; Granite Student Insurance Services, Inc. and Youth Insurance Agency, Inc. At the conclusion of the evaluation and interview process, it was determined that Granite Student Insurance Services demonstrated to be the most qualified firm with the best understanding of the Districts goals and objectives, thus providing the best value to the District. Although Granite Student Insurance Services fee is the highest, their proposal provides comparable coverage for the major features of the expiring policy plus several enhancements for both types of coverages, most of which are not offered by the other respondents. These enhancements include:

### BASE Policy

- 104-week benefit period (instead of 52 weeks)
- Loss Period of 180 days, allowing up to six months for first treatment
- Dental up to Medical Maximum instead of \$2,000 limit
- Physiotherapy up to Medical Maximum

### CAT Policy

- \$1 million CAT Cash Benefit in addition to the \$1 million Accident Medical Expense for athlete students
- Loss Period of 180 days, allowing up to six months for first treatment

Additionally, Granite has included BMI Benefits as their designated third-party claims administrator. BMI has worked with the District for the past two years, and they have proven to be a great resource for our colleges and students. This partnership will continue to provide support to college staff, students, and their families through the entire claim process, which includes explanation of benefits, status of claims, and connecting medical providers with insurance carriers. Claims can be submitted in a variety of ways: e-mail, fax, or BMI's online portal. Most importantly, BMIs level of service will help reduce the amount of time that student health center staff and college athletic trainers dedicate to managing injury claims. This will allow more time for the staff to work with student-athletes in terms of care and prevention of injuries.

In regard to proposed pricing, Granites premium for the intercollegiate sports and student accident BASE insurance coverage is \$172,500, inclusive of a ten percent (10%) agent/broker commission, which is a \$12,000 decrease from 2023-2024 premium. Granites premium for the intercollegiate sports and student accident Catastrophic (CAT) Insurance coverage is \$29,930, inclusive of a ten percent (10%) agent/broker commission, which is the same as the 2023-2024 premium. No additional fee or broker fees will be assessed for BMIs third-party claims administration.

The annual costs for the basic and catastrophic coverages are funded by the college general fund budgets.

### **RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a one-year contract, with an option to renew for up to four (4) additional one-year terms, with Granite Student Insurance Services, Inc. as its Broker of Record for Student Accidental Injury Insurance Services RFP 86937; and approve Granites 2024-2025 intercollegiate sports and student accident BASE and CAT insurance proposal in an amount not to exceed \$202,430.

## **12. OTHER RECOMMENDATIONS**

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Subject :	12.1 Adoption of Resolution No. 24-11 Authorizing Internal Borrowing for the Period July 1, 2024 to December 31, 2024 (3 Mins.)
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action
Recommended Action :	It is recommended that the Board of Trustees approve Resolution No. 24-11 authorizing the internal borrowing of up to \$25 million for up to six months from the capital outlay fund to the unrestricted general fund for cashflow purposes for the period of July 1, 2024, through December 31, 2024, as needed.

## **Public Content**

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Peter Fitzsimmons, Interim Chief Financial Officer

**ADOPTION OF RESOLUTION NO. 24-11 AUTHORIZING INTERNAL BORROWING FOR THE  
PERIOD JULY 1, 2024 TO DECEMBER 31, 2024**

Since the District achieved community-supported (i.e., basic-aid) status, it has not received general apportionment (Student Centered Funding Formula or SCFF) payments from the State. Many years ago, Tax Revenue Anticipation Notes (TRANS) were employed to assist the District with external short-term borrowing to ensure that the District maintained adequate cash balances to avoid cashflow disruption; however, the District's favorable financial position currently negates the need to issue a TRANS. The District has sufficient non-bond cash in its Capital Outlay Fund to buttress the District's cash needs for the first six months of 2024-25 until the first annual influx of property tax receipts from the County Treasurer is received in December 2024.

Annually, staff requests that the Board of Trustees adopt a resolution authorizing the District the ability to internally borrow up to \$25 million from the non-bond cash in the Capital Outlay Fund for no longer than a six-month period to mitigate any cash shortfalls in the Unrestricted General Fund during the fall pending receipt of the afore-mentioned first annual influx of property taxes in December. This request mirrors requests from prior years.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve Resolution No. 24-11 authorizing the internal borrowing of up to \$25 million for up to six months from the capital outlay fund to the unrestricted general fund for cashflow purposes for the period of July 1, 2024, through December 31, 2024, as needed.

**File Attachments**

[Interfund Borrowing Resolution 2024-25.pdf \(93 KB\)](#)

Subject :	12.2 Adoption of Resolution No. 24-12 Establishing the 2024-2025 Appropriations Limit (3 Mins.)
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action
Recommended Action :	It is recommended that the Board of Trustees adopt Resolution No. 24-12 in compliance with California Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) for establishment of the 2024-25 appropriations limit at \$260,775,008 as described in the attached Gann Limit Worksheet.

**Public Content**

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Peter Fitzsimmons, Interim Chief Financial Officer

## ADOPTION OF RESOLUTION NO. 24-12 ESTABLISHING THE 2024-2025 APPROPRIATIONS LIMIT

Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) requires that the Board of Trustees establish, by resolution, its appropriations limit for each fiscal year. The Gann Limit Worksheet has been available in the Chancellor's Office since June 12, 2024, and provides the basis for the approval of Resolution 24-12.

The appropriations limit for 2024-25 totaled \$223,861,185; however, was increased to \$260,775,008 with the application of the price factor of 1.0362, as provided by the California Department of Finance, and the population FTES change factor of 1.1242. The calculated appropriations subject to the limit for 2024-25 is \$239,936,230 or \$20,838,778 lower than the appropriations limit of \$260,775,008.

### RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 24-12 in compliance with California Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) for establishment of the 2024-25 appropriations limit at \$260,775,008 as described in the attached Gann Limit Worksheet.

### File Attachments

[GANN Resolution.pdf \(90 KB\)](#)

[Gann Limit Worksheet for Budget Year 2024-25.pdf \(81 KB\)](#)

Subject :	12.3 Adoption of Resolution No. 24-13 Authorizing Budget Revisions and Transfers for 2023-2024 for the Period Ending April 30, 2024 (3 Mins.)
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action
Recommended Action :	It is recommended that the Board of Trustees approve the budgetary transfers and income adjustments for the period of January 1, 2024, through April 30, 2024, and that that Board of Trustees adopt Resolution No. 24-13, authorizing budgetary transfers for 2024-25, as listed and as needed for year-end closing activities.

## Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Peter Fitzsimmons, Interim Chief Financial Officer

### ADOPTION OF RESOLUTION NO. 24-13 AUTHORIZING BUDGET REVISIONS AND TRANSFERS FOR 2023-2024 FOR THE PERIOD ENDING APRIL 30, 2024

Section 58307 of Title 5 Regulations requires that the Board of Trustees approval all transfers between expenditure classifications made after the final adoption of the annual budget. Additionally, District Rules and Regulations Section 8.11 specifies that budgetary transfers will be authorized only when expenditures in certain classifications are in excess of amounts budgeted and when there are amounts in other classifications that will not be required for expenditures in those classifications. The changes to the final adopted budget are submitted to the Board semi-annually.

Detailed budget records are maintained in the District's Administrative Services Office and serve as support documentation. This report illustrates increases and decreases in major classifications of object accounts for each fund.

To close the fiscal year, a blanket budgetary revision or transfer will be required to authorize additional transfers that may be necessary to permit payment of the District obligations incurred during 2023-24.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the budgetary transfers and income adjustments for the period of January 1, 2024, through April 30, 2024, and that that Board of Trustees adopt Resolution No. 24-13, authorizing budgetary transfers for 2024-25, as listed and as needed for year-end closing activities.

#### **File Attachments**

[Board June 2024 Report Final.pdf \(127 KB\)](#)

[Board June 2024 BT Resolution.pdf \(101 KB\)](#)

Subject :	12.4 Adoption of Resolution No. 24-15 Honoring Pride Month (3 Mins.)
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action
Fiscal Impact :	No
Recommended Action :	It is recommended that the Board of Trustees adopt Resolution No. 24-15 honoring and celebrating Pride Month.

## **Public Content**

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

#### **ADOPTION OF RESOLUTION NO. 24-15 CELEBRATING PRIDE MONTH**

With the attached resolution, the Board of Trustees recognizes Pride Month and celebrates the LGBTQIA+ community within the San Mateo County Community College District.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution No. 24-15 honoring and celebrating Pride Month.

#### **File Attachments**

[Resolution 24-15 Pride Month.pdf \(65 KB\)](#)

Subject :	12.5 Adoption of Resolution No. 24-16 Honoring Asian Pacific Islander Desi American Heritage Month (5 Mins.)
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE

BOARD OF TRUSTEES

Category :

12. OTHER RECOMMENDATIONS

Type :

Action

Fiscal Impact :

No

Recommended Action :

It is recommended that the Board of Trustees adopt Resolution No. 24-16 honoring Asian Pacific Islander Desi American Heritage Month.

## Public Content

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

### ADOPTION OF RESOLUTION NO. 24-16 HONORING ASIAN PACIFIC ISLANDER DESI AMERICAN HERITAGE MONTH

With the attached resolution, the Board of Trustees recognizes Asian Pacific Islander Desi American Heritage Month and celebrates the APIDA community within the San Mateo County Community College District.

### RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 24-16 honoring Asian Pacific Islander Desi American Heritage Month.

## File Attachments

[2024-0626 Asian Pacific Islanders Desi American Resolution.pdf \(75 KB\)](#)

Subject :

12.6 Adoption of Resolution No. 24-18 Calling for an Election to be Held on November 5, 2024, for the Election of Three Members of the Governing Board of the San Mateo County Community College District (5 Mins.)

Meeting :

Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category :

12. OTHER RECOMMENDATIONS

Type :

Action

Recommended Action :

It is recommended that the Board of Trustees adopt the attached resolution and order an election on November 5, 2024, for the purpose of electing one trustee for each of the Trustee Areas 1, 3, and 5, and authorize the Chancellor to take all steps and perform all actions necessary to carry out, give effect to, and comply with the terms and intent of the resolution.

## Public Content

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

**ADOPTION OF RESOLUTION NO. 24-18 CALLING FOR AN ELECTION TO BE HELD ON NOVEMBER 5, 2024, FOR THE  
ELECTION OF THREE MEMBERS OF THE**

**GOVERNING BOARD OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

With the attached resolution, the Board of Trustees orders an election on November 5, 2024, for the purpose of electing candidates to seats for Trustee Areas 1, 3, and 5, with each elected member serving a four-year term. Further, the resolution requests the Board of Supervisors of the County of San Mateo to make available the services of the San Mateo County Chief Elections Officer & AssessorCounty ClerkRecorder as the County Elections Official for the purpose of rendering services in the conduct of the election to be held on November 5, 2024.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the attached resolution and order an election on November 5, 2024, for the purpose of electing one trustee for each of the Trustee Areas 1, 3, and 5, and authorize the Chancellor to take all steps and perform all actions necessary to carry out, give effect to, and comply with the terms and intent of the resolution.

**File Attachments**

[Resolution 24-18 Elections of the Board.pdf \(124 KB\)](#)

Subject :	12.7 Approval of 2026-2030 Five-Year Capital Construction Plan (5 Mins.)
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action (Consent)
Preferred Date :	Jun 26, 2024
Absolute Date :	Jun 26, 2024
Fiscal Impact :	No
Recommended Action :	It is recommended that the Board of Trustees authorize submission of the Districts 2026-2030 Five-Year Capital Construction Plan to the California Community Colleges Chancellors Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.

## Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

Michele Rudovsky, Chief Facilities and Operations Officer

Marie Mejia, Director of Capital Projects

## **APPROVAL OF 2026-2030 FIVE-YEAR CAPITAL CONSTRUCTION PLAN**

On May 24, 2023 (Board Report No. 13.2), the Board authorized submittal of the Districts 2025-2029 Five-Year Capital Outlay Plan (5YCOP), the related Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) to the California Community Colleges Chancellors Office (CCCCO). The authorization was in accordance with the Community College Construction Act and both the Education Code Section 81800, *et seq.*, and State Administrative Manual 6610. The plan constitutes the first part of the capital outlay proposal process and was prepared according to current guidelines. The CCCCCO reviews and evaluates submitted plans for conformance to existing guidelines and potential for funding.

In preparing and submitting the 2026-2030 plan, the District maintains its priorities with regard to funding improvements for (1) buildings and facilities, (2) improvements and modifications to meet the needs of the physically limited, and (3) response to safety concerns.

This report is broken down into four (4) categories:

- I. FY 2019-2020 FPPs (CCCCO Approved in progress/completed)
- II. SB169 Round 2 Student Housing (CCCCO Approved in progress awaiting funding)
- III. FY 2026-2027 FPP (Subject to CCCCCO approval and future funding)
- IV. FY 2026-2027 IPPs (Subject to CCCCCO approval and future funding)

Each project is described under these sections and this report is meant to give the Board and community an understanding of the projects anticipated to be implemented in the 2026-2030 timeframe.

### **I. FY 2019-2020 FPPs (CCCCO Approved in progress/completed)**

#### **CAÑADA COLLEGE BUILDING 13 MULTIPLE PROGRAM INSTRUCTIONAL CENTER MODERNIZATION**

**Project Description:** This project involved the modernization of the academic classroom building. The building was one of the original instructional buildings built on the Cañada College campus in 1968. The project upgraded restroom facilities, corridors and vertical circulation systems. The modernization provided more flexible classroom layouts and new distance-learning classrooms. It addressed problems associated with facility accessibility for American with Disabilities Act (ADA) compliance. As part of the mechanical work, building management systems (BMS) controls and existing air conditioning units serving computer labs are replaced. Modernization of faculty offices is also part of this proposed project. A total of 29 offices received basic improvements including lights, mechanical, telephone/data and finishes. Shared office space for adjunct faculty and meeting room capacity are also part of this project. The renovation of the building-wide infrastructure systems improves the functionality of all 22,711 assignable square feet (asf) in the building including 6,059 asf lecture; 10,301 asf instructional laboratory; 3,604 asf office and 730 asf AV space.

**Total Project Cost:** Total project cost for the renovation of this facility \$23.5 million, with \$9 million State Capital Outlay funding, supplemented by \$12.6 million Measure H and \$1.9 million in other local funds.

**Status:** Building was occupied Fall of 2023. Currently in close-out phase with the CCCCCO.

#### **SKYLINE COLLEGE BUILDING 2 WORKFORCE AND ECONOMIC DEVELOPMENT PROSPERITY CENTER MODERNIZATION**

**Project Description:** This project to provide a readily accessible integrated service center that responds to the need to link services, benefits, opportunities, and instruction to build on the State's investment in workforce and economic development and to strengthen the connections of the public to benefits and opportunities that help build personal and community economic sustainability. In particular, it addresses the specific needs of students by linking their educational experience with the job market and long-term careers. The services consist of three strands: employment/career services, income/work supports, and financial services/asset building.

This 31,061 asf facility includes Strategic Workforce, Admissions & Records, Cashier, Financial Aid, Transfer Center, Counseling, Health Center, Promise Scholar, Outreach, Guardian Scholars/Extended Opportunity Program and Services, CARE, CalWorks, Assessment Center, Middle College, Veterans Resource Center and General Classrooms. Project includes activating



7,897 asf of unassigned space. Improvements also include upgrades to base building utility systems such as power, lighting, data, security, HVAC, plumbing and a full seismic retrofit.

**Total Project Cost:** Total project cost for the renovation of this facility \$68.5 million, with \$24.2 million State Capital Outlay funding, supplemented by \$38.3 million and \$6 million in other local funds.

**Status:** Currently in construction. Facility will be ready for move-in Winter 2025. Final Project Completion with CCCCCO Summer 2026

## **II. SB169 Round 2 Student Housing (CCCCO Approved in progress awaiting funding)**

**Project Description:** The goal of this project is to provide on-campus student housing with a minimum of 310 beds for low-income students attending any of the Districts three campuses: Cañada College, College of San Mateo, and Skyline College. The housing will be located on the College of San Mateo campus. It will house student services and support services such as free transportation (connecting students to the other two campuses as well as to the major regional transportation systems in the county), and free laundry machines to assist students with their other basic needs costs. The addition of this affordable safe housing, with embedded student services and support services, will help close the achievement gaps for low-income students by increasing their retention and their completion of their educational goals, leading to secure living-wage employment and transfers to four-year institutions.

The embedded student services within the facility include a basic needs food pantry, academic counseling, health counseling, and a tutoring/workshop study space where tutoring and life skills workshops such as financial budgeting, healthy eating, and stress management will be conducted. By living on campus with affordable rent payments, the students will be able to focus on their educational and career goals. The counselors will also assist students to be directed and nurtured; and by living on campus students will have more time to be engaged and participate more in both class and in the extracurricular activities available to them (numerous athletic facilities, clubs, and events on the College of San Mateo campus are within a three-minute walk). All of these aspects will make these students feel connected and valued, which leads to student success.

The District will maintain total ownership of the facility and will set policies for occupancy, operations and maintenance of the facility in concurrence with each element of subdivision of the Education Code Section 17201 offering all of the housing to low-income students taking a minimum average of 12 degree-applicable units per semester term.

**Total Project Cost:** Total project cost for the renovation of this facility \$86 million, with \$56 million State funding, supplemented by \$30 million local funds.

**Status:** Currently in design. Facility will be ready for move-in Summer 2027.

## **III. 2026-2027 FPPs (Subject to CCCCCO approval and future funding)**

### **SKYLINE COLLEGE BOILER PLANT REPLACEMENT**

**Project Description:** The Skyline College Boiler Plant Replacement project will construct a new central Boiler Plant in Parking Lot D. The new Boiler Plant will be an enclosed structure totaling 1,600 gsf, and will include site costs associated with the reconfiguration of the parking lot and utilities.

The district recently commissioned a third-party assessment study which found that the existing boilers are at high risk of failure due to age, frequency of use, and the local environment. The Boiler Plant Replacement project is the least cost solution that permanently mitigates the failing heating infrastructure issues, and restores the designed heating capability on this campus.

The existing boilers date back to 1967. According to a third-party Due Diligence Report by Interface Engineering, dated January 24, 2024, the existing boilers are *more than twice* past the ASHRAE estimated useful life expectancy of 25 years for fire-tube boilers. As noted in the same report, the boilers were retrofitted in 2011 to meet new low NOx standards per the Bay Area Air Quality Management District (BAAQMD) requirements, but this retrofit only addressed meeting the BAAQMD standards and did not prolong the useful life of the boilers.

Given all the conditions the existing boilers are at a high risk of failure. The failure of the boiler plant would leave the majority of the campus without heating, and the heating systems throughout the eight buildings would be subject to potential damage from

leaks in the heating water loop when the boiler plant is not operating. The lack of heating to 80% of the campus would also violate section 1203.1 of the California Building Code that states *interior spaces intended for human occupancy shall be provided with active or passive space heating systems capable of maintaining an indoor temperature of not less than 68°F*. Should the existing boilers fail, the campus educational mission would be interrupted or suspended for the majority of its buildings, which would negatively impact student success.

The District reviewed three (3) alternatives to present to the State:

- Alternative 1 - Provide a like-for-like replacement of new non-condensing fire-tube boilers and associated equipment within Existing Boiler Room. **(Total Estimated Cost - \$7M)**
- Alternative 2 - Provide an array of (3) high efficiency condensing boilers and associated equipment in a New Boiler Plant located in Parking Lot D. **(Total Estimated Cost - \$6.8M)** *Will recommend to the State as preferred*
- Alternative 3 - Provide an array of all-electric air-source heat pumps and associated equipment in a New Outdoor Boiler Plant located in Parking Lot D. **(Total Estimated Cost - \$22.4M)**

**Total Project Cost:** The boiler plant replacement has an estimated total project cost of \$6.8 million, with \$5.1 million requested from State Capital Outlay funding, supplemented by \$1.7 million in local funds.

**Status:** Based on the assumption that the project is approved, design would commence in August 2026 with construction starting in 2027. Assuming State Capital Outlay funding and local funding are secured, the facility would be ready for use in 2028.

#### **IV.FY 2026-2027 IPPs (Subject to CCCC approval and future funding)**

#### **CAÑADA COLLEGE BUILDING 3 PERFORMING ARTS CENTER TECHNOLOGY AND ENVIRONMENTAL MODERNIZATION/REPLACEMENT**

**Project Description:** This project will replace the 50+ year old Fine Arts facility so that the visual arts, music and theater programs can be reconfigured for operational efficiencies, and be equipped with the appropriate technology, electrical, data, and mechanical systems required for comfortable, safe environments that increase student performance and learning. The building also houses a 550-seat capacity theater. The rest of the Humanities and Social Sciences division also use the classrooms, computer labs and offices in the building which require the same upgrades. Programmatically the music program spaces will be consolidated to be next to one another, facilitating the creation of dressing rooms adjacent to the stage for the theater. A similar consolidation of art spaces facilitates a needed expansion for the Fashion program and the relocation of the theater sound/light control room to the second floor. Technology and environmental upgrades addressed in the modernization include: upgrades to the theater systems (lighting, sound, rigging, etc.), the replacement and increase in capacity for the aged telecommunications, electrical, mechanical, security and lighting systems, and the removal of hazardous substances. The re-routing of all data cabling inside the building in lieu of the roof, which will also be replaced. New waterproofing at below grade concrete areas to address reoccurring water intrusion issues; and replacement of single-pane glazing for energy efficiency and reduced glare. Building Code upgrades include minor seismic strengthening; upgrades/replacements to stairs, elevator, wheelchair lift, fire alarm and restrooms, automatic entry doors and signage.

During the past four years the District has systematically evaluated the facility issues on this campus. The results of the extensive reviews by the campus has evolved into a facility master plan for the campus. The Plan calls for bringing facilities up to code and conditions that improve the teaching/learning environments. This project addresses one of the highest use buildings on the campus. It is also one of the oldest buildings on the campus. For this reason, the July 2022 Facilities Master Plan for the campus places it in a priority position.

**Total Project Cost:** The modernization/replacement of this facility has an estimated total project cost of \$47.2 million, with \$24 million requested from State Capital Outlay funding, supplemented by \$23.2 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCC approves this IPP, an FPP will be developed and submitted.

#### **COLLEGE OF SAN MATEO BUILDING 8 KINESIOLOGY MODERNIZATION/REPLACEMENT**

**Project Description:** This 55,813 GSF building was constructed in 1963. It provides instructional space for the kinesiology program. The program and the instructional delivery methods have experienced significant changes over the last decade. The existing facilities are inadequate in addressing these changes in an effective and efficient manner. Areas have been carved out in a piecemeal fashion to address new programs in health and wellness. The locker/shower rooms consume large amounts of space that are no longer in high demand while important new programs are taking with SLOs and the accreditation of our institution. Built in assessment measures of the impact of the integrated program for instructional delivery will translate into graduating students with more complete knowledge and skills desired by the workforce. In addition, providing more relevant instructional space in line with the workplace environment provides the typically underserved students with the potential for successful employment in career technology occupations. Students enrolled in programs in this facility will be trained to transfer to more advanced programs in architecture, engineering and building technology at the university level or will be able to join the local Bay Area job market in advanced computer technology, electronics, engineering and building technology fields. It is the desire of the college and the District to form partnerships with local industry to develop more directed areas of study that fit the needs of the local employers and better develop the students capability toward skilled and professional advancement.

The opportunities this modernization will offer to the reconfigured instructional spaces in support of the new pedagogies will be maximized daylight control, interior lighting and acoustics designed to provide a comfortable environment minimizing competition to the education process. Reduction of glare and control of reverberation will release the students energies for the task at hand learning.

The project is currently undergoing a remodel to extend the life of the building until funding is available for a full modernization /replacement.

**Total Project Cost:** The cost is expected to be approximately \$29.3 million, with \$14.8 million requested State Capital Outlay funding, supplemented by \$14.5 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCCOC approves this IPP, an FPP will be developed and submitted.

#### **SKYLINE COLLEGE BUILDING 5 LIBRARY & LEARNING RESOURCE CENTER MODERNIZATION/REPLACEMENT**

**Project Description:** This project will replace the Library and Learning Resource Center facility so that it can be reconfigured appropriately to deliver the support services needed for student success and meet seismic codes. The current building arrangement and infrastructure hinder the ability for these services to meet these goals effectively. The Learning Center (Tutoring, Supplemental Instruction, TRIO, BAM) will be expanded while the library stacks will be reduced. The project provides for an increase the number of group study rooms, and creates diverse, comfortable and flexible study spaces. The replacement will expand the Disability Resource Center and the Center for Transformative Teaching and Learning (CTTL).

The District's Facilities Master Plan responds to the growing enrollments being experienced at Skyline College. Furthermore, it addresses the issues related to modernization and replacement of many of the 40-year-old buildings. This building is identified in the long-range plan to be remodeled for improved technology infrastructure and more efficient configuration of spaces. The July 2022 Facilities Master Plan places this project as a high priority for the campus.

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$31 million, with \$15 million requested from State Capital Outlay funding, supplemented by \$16 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCCOC approves this IPP, an FPP will be developed and submitted.

#### **SKYLINE COLLEGE BUILDING 1 VISUAL AND PERFORMING ARTS MODERNIZATION/REPLACEMENT**

**Project Description:** Building 1, constructed in 1969, is a 77,587 GSF building. This project replaces Building 1 and upgrades equipment of the teaching/learning spaces and a 550-seat theater to meet program needs of the social science and creative arts programs. The social sciences and creative arts are integral part of many student's academic programs. The building provides instructional spaces for Administration of Justice, Anthropology, Art (Drawing, Painting, Ceramics and Sculpture), Digital Arts,

Economics, Film, Geography, History, International Studies, Music, Paralegal Studies, Philosophy, Political Science, Psychology, and Sociology. Courses utilizing space in this building facilitate the success of students in attaining transfer status as well as career opportunities in digital arts, Music and the legal professions.

The replacement of this building was included in the Facilities Master as a top priority. It was originally anticipated to be a replacement with additional space to be included. However, the costs of the project were prohibitive for the present time and the project was scaled back to a replacement of the existing building. The District's commitment to the access and success of students is a recurring theme in the Educational Master Plan. This building provides access to all students in completing basic requirements of both transfer and career technology programs. The July 2022 Facilities Master Plan places this project as a high priority for the

campus.

The project is currently undergoing a remodel to extend the life of the building until funding is available for a full modernization /replacement.

**Total Project Cost:** The cost is expected to be approximately \$60 million, with \$30 million requested State Capital Outlay funding, supplemented by \$30 million in local funds. *The District currently does not have local District funding identified for this project.*

**Status:** If the CCCCCO approves this IPP, an FPP will be developed and submitted.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize submission of the Districts 2026-2030 Five-Year Capital Construction Plan to the California Community Colleges Chancellors Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.

**File Attachments**

- [2026-30 Five-Yr. Capital Outlay Plan San Mateo 060424.pdf \(294 KB\)](#)
- [Canada Bldg 3 IPP 060424.pdf \(373 KB\)](#)
- [CSM B8 IPP 060424.pdf \(376 KB\)](#)
- [CSM B19 IPP 060424.pdf \(397 KB\)](#)
- [SKY Bldg 1 IPP 060424.pdf \(385 KB\)](#)
- [SKY Bldg 5 IPP 060424.pdf \(391 KB\)](#)
- [FPP\\_SKYBoilerPlant\\_tosubmit2024.pdf \(12.654 KB\)](#)

**Consent**

Approval of Consent AgendaAll 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 :	12.8 Revision of Board Policy 2310 - Regular Meetings of the Board (5 Mins.)
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action (Consent)
Recommended Action :	It is recommended that the Board of Trustees approve revised Board Policy 2310 - Regular Meetings of the Board

# Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

## REVISION OF BOARD POLICY 2310 - REGULAR MEETINGS OF THE BOARD

The attached Board Policy has been updated to reflect the Board's previously approved meeting calendar, which consists of one regular meeting, normally held on the fourth Wednesday of each month.

### RECOMMENDATION

It is recommended that the Board of Trustees approve revised Board Policy 2310 - Regular Meetings of the Board.

### File Attachments

[BP 2310 -Regular Meetings of the Board 6-26-24 Update.pdf \(168 KB\)](#)

### Consent

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

Subject :	12.9 Ratification of Agreement with ZRG Partners, LLC, dba The Registry for Cañada College Interim Vice President of Student Services (5 Mins.)
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action
Preferred Date :	Jun 26, 2024
Absolute Date :	Jun 26, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$156,100.00
Budgeted :	Yes
Budget Source :	Ongoing Operational funds
Recommended Action :	It is recommended that the Board of Trustees ratify the agreement with ZRG Partners, LLC, dba The Registry for Cañada College Interim Vice President of Student Services in an amount not to exceed \$156,100 plus travel expenses.

# Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno J.D., Interim Chancellor

PREPARED BY: Kim Lopez, President, Cañada College

Ludmila Prisecar, Vice President of Administrative Services, Cañada College

Yanely Pulido, Director, General Services

**RATIFICATION OF AGREEMENT WITH ZRG PARTNERS, LLC, DBA THE REGISTRY FOR  
CAÑADA COLLEGE INTERIM VICE PRESIDENT OF STUDENT SERVICES**

Due to the recent promotion of Cañada Colleges Vice President of Student Services (VPSS), the District will be undertaking a recruitment and hiring process for a permanent replacement for this position over the next few months. In the intervening period, however, it is necessary that Cañada have a VPSS in place to lead a myriad of critical matters that impact such things as the oversight of the Colleges Student Services programs: enrollment services, counseling, assessment, matriculation, career services, transfer center, articulation and outreach activities, student government, and extracurricular activities.

Because of timing, District Staff determined that contracting with a third-party entity for this service was prudent and necessary and initiated such services with The Registry for an interim Vice President of Student Services. The general terms of the arrangement include providing a salary at the District rate for the VPSS position (Salary Schedule 20, Grade AB, Step 5 - \$21,339 per month); however, the interim VPSS is not eligible for, and the District does not provide healthcare benefits, pension contributions, vacation accruals or sick leave accruals. The District pays a 33% fee (based on the salary) to The Registry for the service and provides housing for the interim candidate. As part of the agreement with The Registry, the interim candidate is not eligible to be a candidate for the permanent position. The agreement can be canceled with 30 days notice.

The Cañada College Administration interviewed and selected John Fraire, Ph. D., for the position. Dr. Fraire has worked for more than 40 years in higher education and has served as the senior enrollment and/or student affairs officer at several institutions, such as Washington State University, Portland State University, Truman State University, Western Michigan University, and Brooklyn College/City University of New York. He recently completed two years as the Interim Vice President for Student Affairs at CSU/Monterey Bay as a member of the Registry.

As the District anticipates beginning the recruitment and hiring process for the VPSS position in the coming Fall semester, it is expected that the contract with The Registry will last no more than five and half months.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratify the agreement with ZRG Partners, LLC, dba The Registry for Cañada College Interim Vice President of Student Services in an amount not to exceed \$156,100 plus travel expenses.

**File Attachments**

[2024 0701 The Registry Agreement with Cañada College Interim VPSS.pdf \(220 KB\)](#)

Subject :	12.10 Adoption of the 2024-2025 Tentative Budget and Suspension of Parking Fees, Parking Permit-Related Citations, and Student Health Fees for 2024-2025 (10 Mins.)
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS

Type :	Action
Recommended Action :	It is recommended that the Board of Trustees adopt the 2024-2025 Tentative Budget to comply with California Code of Regulations Section §58305 and to suspend Board Policy 8.70 Sections 3(e) and 3(g) for 2024-2025.

# Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Peter Fitzsimmons, Interim Chief Financial Officer

## ADOPTION OF THE 2024-2025 TENTATIVE BUDGET AND SUSPENSION OF PARKING FEES, PARKING PERMIT-RELATED CITATIONS, AND STUDENT HEALTH FEES FOR 2024-2025

In accordance with state law, the 2024-25 Tentative Budget must be adopted by the Board of Trustees on or before July 1, 2024. The budget will be revised during the summer to reflect the needed changes resulting from the passage of the State Budget and from the 2023-24 year-end close activities leading to the 2024-25 Final Adopted Budget, which will be presented to the Board of Trustees on September 11, 2024.

Additionally, the Board of Trustees is being asked to suspend Board Policy 8.70 Sections 3(e) and 3(g) to support the District's Free College initiative for 2024-25.

### RECOMMENDATION

It is recommended that the Board of Trustees adopt the 2024-2025 Tentative Budget to comply with California Code of Regulations Section §58305 and to suspend Board Policy 8.70 Sections 3(e) and 3(g) for 2024-2025.

## File Attachments

[Tentative Budget.pdf \(593 KB\)](#)  
[2024-25 Tentative Budget Slides.pdf \(1,181 KB\)](#)

Subject :	12.11 Approval of Sole Source Purchase with BMTX, Inc. for Identity Verification Services (10 Mins.)
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action
Preferred Date :	Jun 26, 2024
Absolute Date :	Jun 26, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$202,500.00
Budgeted :	Yes
Budget Source :	CAN and CSM Financial Aid Technology funds



Recommended Action :

It is recommended that the Board of Trustees approve the sole/single-source purchase for Identity Verification services with BMTX, Inc. for a period of five years in an amount not to exceed \$202,500, plus a \$0.99 transaction fee for each student applicant. After five years, ongoing annual subscription fees will apply.

## Public Content

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

Dr. Karrie Mitchell, Vice President of Planning, Research, and Institutional Effectiveness (PRIE)

Yanely Pulido, Director, General Services

### **APPROVAL OF SOLE SOURCE PURCHASE WITH BMTX, INC. FOR IDENTITY VERIFICATION SERVICES**

Over the past few years, California Community Colleges have seen a significant increase in fraudulent applications submitted via CCCApply and a corresponding increase in fraudulent financial aid applications (FAFSA), leading up to the beginning of each semester. Measures are being taken locally and state-wide to better understand the mechanisms of fraudulent behavior and combat it while attempting to maintain a student and equity focus. The State Chancellors Office has attempted to mitigate the fraudulent applicants through the implementation of various algorithms and fraud filters and took the step to implement a statewide solution (ID.me) in February 2024. ID.me is an opt-in solution in which applicants may choose to verify their identity using the service by providing identification documents through an uploaded portal or through a video call with an ID.me agent. As of 6/11/24, the District had received 19,220 applications since January 1, 2024, and of those 3,280 (17%) have opted-in to the ID.me verification system. Despite these efforts by the State Chancellors Office, fraudulent actors are still able to apply to the colleges, complete the matriculation steps, and register for courses.

Federal regulations state that an institution is liable to repay any federal funds that were erroneously disbursed to fraudulent actors as the proper controls are expected to be in place to prohibit such at the institutional level. Because the identity verification solution implemented through the state is an opt-in solution that is cumbersome for the applicant, it has not produced the desired results of preventing fraudulent students from registering in courses and receiving financial aid. Therefore, the District administration recommends that SMCCCD invest in an identity verification solution that is not burdensome for the applicant, happens behind the scenes, and applies to all individuals trying to register in classes and receive financial benefits.

Public Contract Code Section 20651 requires that all purchases valued over \$114,500 be formally bid and awarded by the governing board. The cost of purchasing the BMTX ID Verification Services exceeds the formal bid threshold; however, District staff have performed market research to validate that the BMTX services are unique which is further supported by documentation provided by BMTX. BMTX is the best solution for the District because it is the only provider of an ID Verification service that (1) utilizes numerical risk scores as the basis of their decision module which gives Institutions of Higher Education (IHEs) more data to make a decision about the risk of an applicant; (2) offers this type of services to IHEs; (3) looks at a 360-degree view of an applicant, including social media and other digital markers; and (4) the solution cannot be bypassed by the applicant prior to enrollment without the approval of the college. As a result, the District has determined that there is no practical value in advertising for and receiving bids because BMTX is the sole source for acquiring the best solution for the District. Therefore, the District requests approval to purchase the BMTX ID Verification Services Subscription through a sole source purchase for a five-year term total:

2024-2025: \$35,400 (Includes a one-time \$5,000 implementation fee)

2025-2026: \$30,400



2026-2027: \$30,400

2027-2028: \$30,400

2028-2029: \$30,400

The initial costs will be paid with Financial Aid Technology funds from Cañada College and College of San Mateo. Thereafter, the subscription will be paid from the Districts shared software funding. In addition to the subscription fee, a \$0.99 transaction fee will be charged to the District for each student applicant. The colleges estimate an annual spend of approximately \$14,000 for these application fees.

## RECOMMENDATION

It is recommended that the Board of Trustees approve the sole/single-source purchase for Identity Verification services with BMTX, Inc. for a period of five years in an amount not to exceed \$202,500, plus a \$0.99 transaction fee for each student applicant. After five years, ongoing annual subscription fees will apply.

## File Attachments

[SMCCCD\\_FraudulentApplications\\_BoardReport-FINAL.pdf \(197 KB\)](#)

[SMCCCD\\_FraudulentApplications\\_BoardPresentation-FINAL.pdf \(1,076 KB\)](#)

Subject :	12.12 Recommendation to Approve College of San Mateo and Cañada College Athletic Centers Monthly Fee and Plan Revisions (10 Mins.)
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action, Discussion
Recommended Action :	It is recommended that the Board of Trustees approve a fee revision as outlined in the below table for the College of San Mateo and Canada College Athletic Centers with an effective date of August 1, 2024.

## Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

Kurt Scholler, Director Auxiliary Services

### APPROVAL OF COLLEGE OF SAN MATEO AND CAÑADA COLLEGE ATHLETIC CENTERS MONTHLY FEE AND PLAN REVISIONS

The Athletic Centers located at College of San Mateo and Canada College are self-supporting auxiliary units of the District that charge membership dues to pay for direct operational costs such as staffing costs, operational expenses, equipment replacement reserves, and support of auxiliary units of the District.

Membership rates are reviewed no less than annually for possible adjustment. Factors considered include cost of living increases, rates charged by competing centers, and projected cost escalations. At the May, 24, 2023 Board of Trustees meeting,

the Board approved increasing all membership rates by 7% with the exception of student memberships which were not increased. The change was effective on July 1, 2023.

Increases in monthly dues at fitness centers nationwide are generally applied on an annual basis and are designed to offset increases in operational costs. The industry standard for increase in membership fees is 3%-10%. Given the increased operational costs in utilities and salary/benefit costs, an increase in dues is necessary to ensure CSM & CAN Athletic Centers exceptional levels of service to students and members and support for reinvestment in equipment replacement, upgrades and economic support for academic initiatives.

Staff recommends increasing monthly fees effective August 1, 2024 to select membership categories as follows:

**Membership Category Recommended Rate Increase**

Members who live or outside of San Mateo County 15%

Members who live or work in San Mateo County 12%

Senior Members 8%

SMCCCD Active Students -0-

Active Duty, Veterans or San Mateo County First Responders -0-

San Mateo County Educators -0-

SMCCCD Faculty and Staff -0-

The 2024 rate analysis of similar fitness facilities based upon location or similar enterprise models in comparison to CSM & CAN Athletic Centers was conducted. The current monthly dues for the facilities that were identified in size, services, and programming are detailed in the table below.

Site:	Single Dues:
BC Redwood Shores	\$335
Equinox	\$215
Peninsula JCC	\$175
UCSF Mission Bay	\$125
FitnessSF	\$110
Peninsula YMCA	\$88
CSM & CAN Athletic Centers	\$86

The recommended increase results in monthly dues that are less than all six comparative sites. The CSM & CAN rate shown above (\$86) is for a single member living or working in San Mateo County.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve a fee revision as outlined in the below table for the College of San Mateo and Canada College Athletic Centers with an effective date of August 1, 2024.

**CSM & CAN Athletic Center 2024-25 Monthly Dues Rate Increase Analysis**

[illegible]

[illegible]

	Single Membership	32.10		0	32.10			40.66		0	40.66
	Duo Membership	58.85		0	58.85			73.83		0	73.83
	Family	80.25		0	80.25			100.58		0	100.58
<b><u>Faculty, Staff or Administrator (Non-Prime Time)</u></b>				<b>0%</b>						<b>0%</b>	
(Employed by SMCCD) Limited Access M-F: 6a-8:30a // 4p - Close //Weekends: No Restrictions)											
	Single Membership	12.84		0	12.84			16.05		0	16.05
	Duo Membership	25.68		0	25.68			33.17		0	33.17
	Family	35.31		0	35.31			43.87		0	43.87

*\*charges will be reduced if primary member does the required 15+ visits each month*

## File Attachments

[Athletic Center 2024-25 Rate Increase June BOT.pdf \(216 KB\)](#)

Subject : 12.13 Second Read and Adoption of Values (15 Mins.)  
Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES  
Category : 12. OTHER RECOMMENDATIONS  
Type : Action

## Public Content

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

### SECOND READ AND ADOPTION OF VALUES

At its Regular Meeting on March 27, 2024, the board voted to create an Ad Hoc Committee on Mission and Values. At its regular meeting on May 22, 2024, the Ad Hoc Committee received guidance on the list of values from the Board and now returns with its recommended list of nine (9) values with definitions based on the feedback received.

### **1. Diversity**

Understand and celebrate unique and humanistic differences.

### **2. Inclusion**

Create a sense of belonging where everyone is valued and respected.

### **3. Empower Employees**

Provide a welcoming and positive work environment for employees by providing the resources needed to innovate and achieve success in the workplace.

### **4. Community**

Offer educational opportunities that are responsive to our community's needs, with a specific focus on the economic and social mobility of our most underserved students.

### **5. Educational Equity**

Embrace students where they are, so that they are empowered, encouraged, and equipped to succeed academically by providing rigorous and rich educational opportunities to help realize their goals.

### **6. Student Success**

Support a holistic approach to student success that is designed with completion in mind and cultivates community stewardship and a sustainable living-wage.

### **7. Transparency and Accountability**

Model a culture of transparency and accountability as responsible stewards of the public trust.

### **8. Innovative Programs**

Encourage thought partnership in the development of degrees, programs, and pathways that lead to careers in Silicon Valley, a global center of creativity, technology and innovation.

### **9. Continuous Improvement**

Reimagine business practices to support a culture of continuous learning.

## **RECOMMENDATION**

The Ad Hoc Committee recommends adoption of these values as defined.

Subject :	12.14 Approval of Contract Award for Architectural Services for Cañada College Child Development Center (10 Mins.)
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	12. OTHER RECOMMENDATIONS
Type :	Action
Preferred Date :	Jun 26, 2024
Absolute Date :	Jun 26, 2024
Fiscal Impact :	Yes
Dollar Amount :	\$885,889.00
Budgeted :	Yes
Budget Source :	Local Funds
Recommended Action :	It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a contract with LPA,

# Public Content

TO: Members of the Board of Trustees

FROM:Melissa Moreno, J.D., Chancellor

PREPARED BY: Marie Mejia, Director of Capital Projects

Yanely Pulido, Director of General Services

## APPROVAL OF CONTRACT AWARD FOR ARCHITECTURAL SERVICESFOR CAÑADA COLLEGE CHILD DEVELOPMENT CENTER

At its regular meeting on February 28, 2024, the Staff presented a Capital Improvement Program priority list and with a plan to reduce capital expenditures until such time as the District is able to address its public financing needs. At that time, the Board of Trustees recommended moving forward with limited projects that are of modest cost, which included the Cañada Child Development Center.

The Cañada Child Development Center project will involve design and procurement of new prefabricated modular building. This project includes site preparation requirements to meet the installation of two (2) new prefabricated modular buildings; including the work on mechanical, electrical, plumbing, landscaping, site work, play structure area and the ADA path of travel improvement.

On May 15, 2024, District staff issued a Statements of Qualifications/Proposals (RFSOQ/P #86942) to all qualified consultants. An announcement for this business opportunity was released through the Districts online bid portal and a formal notice was published in a local newspaper for two consecutive weeks on May 15 and 22, 2024. The RFSOQ/P provided information about the intent of the project, as well as detailed reference documents related to the existing site, conceptual design/cost estimate of the project and contractual requirements.

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), 185 registered vendors were notified of the RFSOQ/P through the Districts online bid portal. Of the 185 registered vendors, 117 firms are local, and 71 self-reported to qualify under a special classification for the above underrepresented fields.

On June 5, 2024 the District received nine (9) proposals. Under the oversight and support of the General Services Department, the Districts Selection Committee - comprised of representatives from Cañada Colleges Education and Human Development, Cañada Colleges Vice President of Administration Office and Facilities Planning Department - independently reviewed the nine (9) 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 projects 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 four (4) firms were interviewed on June 13, 2024. Although cost was a component in the RFSOQ/P submittal process, in an effort to expedite the contract negotiation 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.

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Firm Name	Ranking	Fee Proposal Full Design Services	Negotiated Fee (Best & Final Offer)
LPA, Inc	1	\$1,275,449	\$885,889
PBK Architects, Inc	2	\$809,250	
DES Architects + Engineers	3	\$1,167,196	
Aedis Architects	4	\$793,982	

At the conclusion of the evaluation and interview processes, the Selection Committee determined that LPA, Inc. demonstrated the best understanding of the Colleges goals and objectives. The design teams experience in child development center programming, planning and design, was the best fit and would bring the most value to this project.

This project will be funded by local funds.

#### RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a contract with LPA, Inc. for architectural services for the Cañada College Child Development Center Project (RFSOQ/P #86942) in an amount not to exceed \$885,889.

#### File Attachments

[CAN CDC Interview 06.13.24 med res.pdf \(5,253 KB\)](#)

## 13. DISCUSSION ITEMS

Subject :	13.1 First Read of Board of Trustees Meeting Dates for 2025 (5 Mins.)
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	13. DISCUSSION ITEMS
Type :	Discussion

## Public Content

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

#### FIRST READ OF BOARD OF TRUSTEES MEETING DATES FOR 2025

The Board annually sets meeting dates for the next calendar year. This is the first read of Staff proposed meeting calendar for calendar year 2025. Please note that there will be two offsite meetings per year, location to be determined. Staff will bring a final 2025 calendar for adoption at the next Regular Meeting in July, 2024.

#### File Attachments



## [2025 Board of Trustees Meeting Dates - DRAFT.pdf \(24 KB\)](#)

Subject : 13.2 Cañada College Funeral Services Education Program Status Update (10 Mins.)

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 13. DISCUSSION ITEMS

Type : Discussion

## Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno J.D., Chancellor

PREPARED BY: Kim Lopez, President of Cañada College

Dr. Chialin Hsieh, Vice President, Instruction Cañada College

Ameer Thompson, Ph.D, Dean, Science and Technology Cañada College

### **CANADA COLLEGE FUNERAL SERVICES EDUCATION PROGRAM STATUS UPDATE**

The Cañada College Funeral Service Education (FSE) program, first introduced around 2018, aims to offer an Associate of Science (A.S.) degree and specialized certificates. Initially, the program struggled with enrollment, but curriculum revisions and community engagement increased student participation from 2 students in Fall 2022 to 23 in Fall 2023. However, the program faces significant challenges, including a rejection of its accreditation candidacy by the American Board of Funeral Service Education (ABFSE) in April 2024. The rejection was due to deficiencies in faculty and facilities, specifically the need for two full-time faculty members as per the new ABFSE Standard 6.8. Despite these setbacks, the program developed and offered valuable certificates, with 24 students completing the Funeral Attendant certificate in Spring 2024. Moving forward, the college must decide whether to re-apply for accreditation by March 2025, which involves providing a detailed plan to meet all ABFSE standards. This decision will be evaluated by the Participatory Governance in Fall 2024, considering factors such as the workload required to support full-time faculty and the fiscal impact on the college. In the meantime, new student intake is paused, and contingency plans for current students are being developed. The program's future hinges on balancing accreditation requirements with practical resource allocation and assessing the programs viability within the broader context of career and technical education offerings at the college.

## File Attachments

### [FSE board update Summer 2024 final.pdf \(2.029 KB\)](#)

Subject : 13.3 College of San Mateo Nursing Program Update (10 Mins.)

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 13. DISCUSSION ITEMS

Type : Informational

## Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Carla Grandy, Vice President of Instruction, College of San Mateo

Janis Wisherop, RN, MSN, PHN., Nursing Program Director

### COLLEGE OF SAN MATEO NURSING PROGRAM

The College of San Mateo (CSM) Nursing Program was established in 1963 and provides students with opportunities for learning in CSM's high-tech skills lab, at local hospitals, and with community agencies that provide health related services to consumers. While the CSM Nursing Program is accessible to all students who meet criteria for admission, the quality of the program and high demand for nurses has resulted in the program being impacted with typical waitlists ranging from 200 - 400 students. CSM Nursing has consistently received approval by the California Board of Registered Nursing (BRN). The program promotes academic excellence, demonstrated in success, and completion rates that allow most graduates to realize the full potential of the Registered Nurse (RN) role and career within one year of graduation. Upon graduation from CSM's Nursing Program, students are eligible for an Associate of Science degree in Nursing and qualified to take the National Council Licensing Exam (NCLEX) for RNs.

Staff will provide the Board of Trustees with a presentation including an overview of the program, status of national accreditation, and plans to grow enrollment capacity 20% by Fall 2027.

### File Attachments

[CSM Nursing Program Update.pdf \(667 KB\)](#)

[CSM Nursing Program Update 6.26.pdf \(1,167 KB\)](#)

## 14. COMMUNICATIONS

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Subject :	14.1 Quarterly Report of Public Information Requests
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	14. COMMUNICATIONS
Type :	Informational

## Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Julie Johnson, Chief Human Resources Officer

### QUARTERLY REPORT OF PUBLIC INFORMATION REQUESTS

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

### File Attachments

[Public Information Report June 2024.pdf \(62 KB\)](#)

## 15. STATEMENTS FROM BOARD MEMBERS

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

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Subject :	16.1 Reconvened to Close Session
Meeting :	Jun 26, 2024 - REGULAR BOARD MEETING OF THE

BOARD OF TRUSTEES

Category : 16. RECONVENE TO CLOSED SESSION (if necessary)

Type : Procedural

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

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Subject : 17.1 Reconvened to Open Session

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 17. RECONVENE TO OPEN SESSION (if necessary)

Type : Procedural

Subject : 17.2 Announcement of Reportable Action Taken In Closed Session (if necessary)

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 17. RECONVENE TO OPEN SESSION (if necessary)

Type : Procedural

## **18. ADJOURNMENT**

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Subject : 18.1 Adjourn

Meeting : Jun 26, 2024 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 18. ADJOURNMENT

Type : Procedural