

Wednesday, June 25, 2025

REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

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

Members of the Public may also participate via Zoom.
Zoom Meeting ID - <https://smccd.zoom.us/j/89664688774>
Dial-In: 1-669-900-9128 - Webinar ID: 896 6468 8774

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

OBSERVING THE MEETING

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

PROVIDING PUBLIC COMMENT DURING THE MEETING ON NON-AGENDA ITEMS

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

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

PROVIDING PUBLIC COMMENT DURING THE MEETING ON AGENDA ITEMS

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

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

ACCOMMODATIONS

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

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

Subject :	1.1 Call to Order / Roll Call
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	1. CLOSED SESSION - 5:00 p.m.
Type :	Procedural

2. CLOSED SESSION ITEMS FOR DISCUSSION

Subject : 2.1 Pursuant to Gov. Code §54957: Public Employee Performance Evaluation: Chancellor

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type : Discussion

Subject : 2.2 Conference with Labor Negotiator - Agency Designated Representative: Ellen Wu and Richard Storti; Employee Organization: AFT

Meeting : Jun 25, 2025 - 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: CSEA

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type : Discussion

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

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type : Discussion

Subject : 2.5 Pursuant to Gov. Code §54956.9 (d)(2), (d)(4), and (h): Conference with Legal Counsel - Anticipated Litigation: Significant Exposure to Litigation - Number of Potential Cases: 2

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION

Type : Discussion

Public Content

TO:

FROM:

PREPARED BY:

Subject : 2.6 Pursuant to Gov. Code, §54957: Discussion of Complaint Against Employee
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 2. CLOSED SESSION ITEMS FOR DISCUSSION
Type :

Public Content

TO:

FROM:

PREPARED BY:

Subject : 2.7 Pursuant to Gov. Code, §54957: Public Employee Discipline/Dismissal/Release (2 Matters)
Meeting : Jun 25, 2025 - 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

Subject : 3.1 Comments by Community Members
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY
Type : Information

4. CLOSED SESSION

Subject : 4.1 Recess to Closed Session
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 4. CLOSED SESSION
Type : Procedural

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

Subject : 5.1 Call to Order / Roll Call / Pledge of Allegiance
Meeting : Jun 25, 2025 - 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 25, 2025 - 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 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

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

Type : Discussion

6. SWEARING-IN OF 2025-2026 STUDENT TRUSTEE

Subject : 6.1 Swearing-In of Michael Llanell-Vararaj (10 Mins.)

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 6. SWEARING-IN OF 2025-2026 STUDENT TRUSTEE

Type : Action, Procedural

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

SWEARING-IN OF MICHAEL LLANEL-VARARAJ

Michael Llanell-Vararaj was elected as the 20252026 Student Trustee for the San Mateo County Community College District (SMCCCD), representing over 31,000 students across the district. A pre-nursing major at the College of San Mateo (CSM), Michaels journey in the district began in Summer 2019 as a concurrent enrollment student, before starting as a full-time freshman in Summer 2023.

For Michael, community college wasnt a fallback it was his first choice. Early on, he immersed himself in student life, joining clubs, student government, the Promise Scholars Program, and Biology and Chemistry Scholars (BCS) at Skyline College. He also redshirted on Skylines wrestling team, demonstrating his drive both on and off the mat.

Michaels leadership trajectory accelerated when he joined the Advocacy Board, was appointed as an ASCSM Senator, and was later elected to the Senate. Through the Senate, he rose to the officer position of Vice Chair, where he oversaw promotions and funding distribution for CSMs vibrant club community supporting up to 46 active clubs at its peak. His outstanding commitment earned him the prestigious Allan R. Brown Outstanding Student Service and Leadership Award.

Beyond student government, Michael serves as President of the Transfer Club, President of the CSM Coastside Club, Vice President of the International Student Association, and holds multiple leadership roles across various student organizations. His volunteer work on campus opened doors to employment as both a Student Ambassador and Transfer Ambassador.

As Student Trustee, Michael is committed to advocating for the needs of students whose voices are too often unheard, ensuring that every student across SMCCCD is represented at the highest levels of district decision-making.

Michael's term expires May 2026.

7. PRESENTATIONS TO BOARD BY PERSONS OR DELEGATES

Subject :	7.1 Recognition of College of San Mateo Softball Team (7 Mins.)
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	7. PRESENTATIONS TO BOARD BY PERSONS OR DELEGATES
Type :	Procedural

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Manuel Alejandro Pérez, President, College of San Mateo

Andreas Wolf, Athletic Director, College of San Mateo

RECOGNITION OF COLLEGE OF SAN MATEO SOFTBALL TEAM

Congratulations to the CSM Softball Team! 2024-2025 3C2A State Champions!

<https://csmbulldogs.com/sports/sball/2024-25/releases/20250518pubf6>

TEAM ACHIEVEMENTS

The Bulldogs completed a flawless run through the 3C2A playoffs, winning eight consecutive games to capture their second state championship, adding to their 2022 title.

Coast Conference Pitcher of the Year

- Nohemi Livingston

Coast Conference 1st Team

- Jessica Gutierrez
- Emma Kinder

All-State Team

- Jessica Gutierrez
- Emma Kinder
- Nohemi Livingston

NFCA All-American

- Jessica Gutierrez
- Nohemi Livingston

3C2A State Championship All-Tournament Team

- Love Cabanas
- Keithleen Gonzalez
- Cici Kim
- Ale Phillips

Rawlings Gold Glove State Tournament Award

- Ava Mendoza

All Tournament MVP

- Nohemi Livingston

Coaching Staff named National Fast Pitch Coaching Staff of the Year

TEAM MEMBERS/PLAYERS

- Emma Kinder
- Lilyana Williams
- Kendall Barmore
- Maliah Castro
- Ale Phillips
- Taija Warren
- Ava Mendoza
- Nia Mapa
- KeithleenGonzalez
- Love Cabanas
- Rio Castillo
- Alexa Elzey
- Gianna Tassio
- Sierra Pasco
- Katie Johnson
- Cici Kim
- Daniella Simon
- Jessica Gutierrez
- Nohemi Livingston
- Vanessa Mitre
- Kierstin Wick
- Kaylee Poulos
- Juji Madrigal
- Hannah Ames

COACHES

- Head Coach: Nicole Quigley-Borg
- Assistant Coach: Dale Bassmann
- Assistant Coach: Toby Garza
- Assistant Coach: Matt Lawrence
- Assistant Coach: Allie Stines
- Assistant Coach: JRandy Villazon
- Assistant Coach: Emily McAdams

Subject : 7.2 Recognition of College of San Mateo Track and Field Gold Medalists (7 Mins.)

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 7. PRESENTATIONS TO BOARD BY PERSONS OR DELEGATES

Type : Informational, Procedural

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Manuel Alejandro Pérez, President, College of San Mateo

Andreas Wolf, Athletic Director, College of San Mateo

RECOGNITION OF COLLEGE OF SAN MATEO TRACK AND FIELD TEAM

Congratulations to two CSM Track and Field Athletes!
<https://csmbulldogs.com/sports/mtrack/2024-25/releases/20250519h0r7p3>

Aiydan Bague:

- Triple Jump State Champion
- Set CSM School record 49'2" into a massive 4.7 headwind.
- He's a sophomore that qualified for state in all three jumps each of his seasons at CSM.
- He is currently in talks with multiple California state schools.
- He finished 3rd in state in the long jump and 7th in the highjump. The only other jumper in state to qualify for more than one event is CSM freshman athlete Jaeden Vazquez.

Jane Taufa:

- Shot put State Champion
- 45'10.75" 3rd on the CSM all-time list.
- Sophomore
- She's coming back to CSM in the fall to complete her education (AA) and training with Coach Mike Lewis. She has interest from many institutions, Long Beach state, UC Berkeley, and Sacramento state, and Hawaii to name a few.
- As a freshman Jane finished in third place at state championships. Jane's total time training and competing as a thrower is 1 1/2 years. In that short period of time, she's finished 3rd and 1st place in state championships.

8. CELEBRATORY RECESS

Subject : 8.1 Celebratory Recess in Honor of New Student Trustee, CSM Softball Team, and CSM Track and Field Gold Medalists

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 8. CELEBRATORY RECESS

Type :

9. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Subject : 9.1 Chancellor and Chancellor's Cabinet
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 9. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES
Type : Informational

File Attachments

[SMCCCD Presidents Report to the Board 6 25 25.pdf \(1,103 KB\)](#)

Subject : 9.2 District Academic Senate
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 9. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES
Type : Informational
Subject : 9.3 Student Trustee and/or Associated Student Body
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 9. STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES
Type : Informational

10. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

Subject : 10.1 AFT, Local 1493
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 10. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS
Type : Information
Subject : 10.2 CSEA, Chapter 33
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 10. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS
Type : Information
Subject : 10.3 AFSCME, AFL-CIO, Local 829, Council 57

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 10. STATEMENTS FROM OTHER REPRESENTATIVE GROUPS
Type : Information

11. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject : 11.1 Comments by Community Members
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 11. PUBLIC COMMENTS ON NON-AGENDA ITEMS
Type : Information

12. APPROVAL OF MINUTES

Subject : 12.1 Approval of Minutes from May 21, 2025 Regular Meeting of the Board of Trustees (5 Mins.)
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 12. APPROVAL OF MINUTES
Type : Action
Fiscal Impact : No
Budgeted : No
Recommended Action : It is recommended that the Board of Trustees approve the presented minutes.

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

APPROVAL OF MINUTES FROM MAY 21, 2025, REGULAR MEETING OF THE BOARD OF TRUSTEES

Minutes are to specifically reflect reportable Actions taken by the Board of Trustees during the times at which they meet. Minutes do not have to reflect verbatim statements or comments by any Member of the Board, Faculty, Staff, and/or Community Member (s). We encourage all to visit the San Mateo County Community College District's website to view the recorded Board Meetings in order to review and/or hear detailed statements or comments.

RECOMMENDATION

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

File Attachments

[2025-05-21 Minutes.pdf \(282 KB\)](#)

13. NEW BUSINESS

Subject : 13.1 Approval of Personnel Items (5 Mins.)
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 13. 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_06-25-25.pdf \(411 KB\)](#)

Subject : 13.2 Approval/Ratification of District Administrator Contracts (5 Mins.)
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 13. NEW BUSINESS
Type : Action
Preferred Date : Jun 25, 2025
Absolute Date : Jun 25, 2025
Recommended Action : It is recommended that the Board, having reviewed the revised employment contract for executive administrator positions, approve the contracts for a renewal term of July 1, 2025, through June 30, 2028, for the following individuals.

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Julie Johnson, Chief Human Resources Officer

CONSIDERATION AND APPROVAL OF DISTRICT EXECUTIVE ADMINISTRATOR CONTRACTS

In 2008, the Board of Trustees approved placing administrators on a rolling three-year contract. As necessary, the Board of Trustees annually renews contracts for administrators who are currently employed under employment contracts. The District administrator contracts are now being submitted for approval to extend the contracts for three executive administrators.

Government Code Section 53262 mandates that employment contracts for local agency executives be ratified in open session. Staff recommend approval of a revised executive contract modified as follows:

- removal of the annuity provision under Fringe Benefits,
- additional provisions added to Paragraph 10: Termination of Contract,
- a new Paragraph 11: Tax/Retirement/PERS/STRS Impacts, and
- a new Paragraph 19: Waivers.

A track changes version of the revised executive administrator contract is attached to this report as Exhibit A, a clean version as Exhibit B, and the 2024/25 Salary Schedule as Exhibit C.

Effective July 1, 2025, annual compensation will be that outlined in Executive Salary Schedule (10), Grade EC, with no change to the 2024/25 salary schedule. Each administrator will receive 225 hours of vacation annually and can cash out up to 10 days of vacation annually. Each administrator will receive one (1) day of sick leave per month, along with the same health and welfare benefits, including post-retirement medical benefits, as are generally provided to management personnel of the District.

RECOMMENDATION

It is recommended that the Board, having reviewed the revised employment contract for executive administrator positions, approve the contracts for a renewal term of July 1, 2025, through June 30, 2028, for the following individuals.

Name	Position
Kim Lopez	President, Cañada College
Dr. Aaron McVean	Vice Chancellor, Educational Services and Planning
Dr. Richard Storti	Executive Vice Chancellor, Administrative Services

File Attachments

[Exhibit A - Track Changes 2025 SMCCCD Executive - Employment Contract.pdf \(259 KB\)](#)

[Exhibit B - Executive Administrator Contract Template Eff 7.1.2025.pdf \(255 KB\)](#)

[Exhibit C - 10 Executive Salary Schedule.pdf \(96 KB\)](#)

14. CONSENT AGENDA

Subject :	14.1 Approval of Service Award for 2024-2025 Student Trustee Chloe Johnson
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	14. CONSENT AGENDA
Type :	Action (Consent)
Preferred Date :	May 24, 2023
Recommended Action :	It is recommended that the Board authorize payment of a service award to Student Trustee Chloe Johnson.

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

APPROVAL OF SERVICE AWARD FOR 2024-2025 STUDENT TRUSTEE CHLOE JOHNSON

The Student Trustee is eligible, at the Boards discretion, for a service award if they have fulfilled the duties of the position for a 12-month period, in an amount equal to the total already earned during their 12-month term.

Student Trustee Chloe Johnson has served as Student Trustee for the past 12 months and has fulfilled all requirements of the office as specified in the Education Code and Board Policies and thus is eligible for a service award in the amount of \$5,587.80.

RECOMMENDATION

It is recommended that the Board authorize payment of a service award to Student Trustee Chloe Johnson.

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 :	14.2 Review of March and April 2025 District Warrants
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	14. CONSENT AGENDA
Type :	Action (Consent)
Recommended Action :	It is recommended that the Board of Trustees review the warrants issued during the period of March 1, 2025, through April 30, 2025.

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor

REVIEW OF MARCH AND APRIL 2025 WARRANTS

Board Policy 8.02 states, in part, that all transactions entered into with the authority delegated to the Chancellor pursuant to Education Code 81656 shall be reviewed by the Board of Trustees as part of the warrants report. Attached as Exhibits A and B are warrants in excess of \$10,000 that were issued in the months of March and April 2025, respectively. The schedules include total warrants issued for the subject period in addition to warrant sequences.

File Attachments

[Exhibit A March 2025 Warrants.pdf \(149 KB\)](#)

[Exhibit B April 2025 Warrants.pdf \(151 KB\)](#)

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 : 14.3 Disposition of District Records
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 14. CONSENT AGENDA
Type : Action (Consent)
Preferred Date : May 21, 2025
Absolute Date : May 21, 2025
Recommended Action : It is recommended that the Board approve destruction of the obsolete records as shown on the list below.

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Yanelly 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.

Budget Dept	District Office	Nurali Allana Judy Hutchinson	2003-2017	Federal Grants - Banner Financial Report Printouts	3	3 years	3	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2005-2015	Local Grants - Banner Financial Report Printouts	3	3 years	4	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2005-2015	State & Local Grants - Banner Financial Report Printouts	3	3 years	1	N
Budget Dept	District Office	Nurali Allana Judy Hutchinson	2005-2017	State Grants - Banner Financial Report Printouts	3	3 years	3	N
General Services	District Office	Bob Domenici	2015-2017	US Bank Statements and W9s	3	3 years	1	Y
Human Resources	District Office	Jim Vlahos	2016-2020	Recruitment Materials	3	3 years	30	N
Payroll	District Office	Lisa Stanridge	2018-2020	Student short term payroll records	3	3 years	6	Y
Payroll	District Office	Lisa Stanridge	2017	Classified payroll records	3	3 years	1	Y
Payroll	District Office	Lisa Stanridge	2015-2020	Certificated payroll records	3	3 years	2	Y
Payroll	District Office	Lisa Stanridge	1994-2008	Faculty comp. time records	3	3 years	1	Y
					TOTAL BOXES		61	

CSM & DISTRICT OFFICE TOTAL BOXES 68

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 : 14.4 Acceptance of Certified Wellness Coach Designated Education Program Grant Award for Cañada College

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 14. CONSENT AGENDA

Type : Action

Preferred Date : Jun 25, 2025

Fiscal Impact : Yes

Dollar Amount : \$85,819.00

Budgeted : Yes

Budget Source : Foundation for California Community Colleges/HCAI

Recommended Action : Approve the acceptance of the \$85,819 grant award from the Foundation for California Community Colleges, funded by HCAI, to support the development and implementation of a Certified Wellness Coach Designated Education Program

Public Content

TO:Members of the Board of Trustees

FROM:Melissa Moreno, Chancellor

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

ACCEPTANCE OF CERTIFIED WELLNESS COACH DESIGNATED EDUCATION PROGRAM GRANT AWARD FOR CAÑADA COLLEGE

The California Department of Health Care Access and Information (HCAI), through the Foundation for California Community Colleges, has awarded Cañada College a grant in the amount of \$85,819 to support the development and implementation of a Certified Wellness Coach Designated Education Program.

This initiative aims to address mental health challenges among children and youth by training Certified Wellness Coaches to provide prevention and early intervention services. The program will enhance the colleges Social Work and Human Services curriculum by creating new case management coursework, and expanding fieldwork opportunities aligned with HCAIs education standards and competencies.

The grant term is through January 31, 2027. Funds will be used for curriculum development, faculty coordination, digital marketing, outreach materials, and program administration. The program aims to serve at least 100 students, with a focus on expanding access to behavioral health careers in medically underserved areas. In addition, Cañada College will participate in statewide Communities of Practice, and implement a student ambassador program.

This initiative will strengthen Cañada Colleges capacity to prepare students for high-demand roles in behavioral health, address workforce shortages in medically underserved areas, and contribute to improved mental health outcomes for youth in the region.

Subject : 14.5 Approval of Agreement with Sequoia Union High School District Regarding Middle College at Cañada College

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 14. CONSENT AGENDA

Type : Action

Preferred Date : Jun 25, 2025

Fiscal Impact : No

Budgeted : Yes

Budget Source : N/A

Recommended Action : It is recommended that the Board of Trustees approve the Agreement between Sequoia Union High School District and San Mateo County Community College District regarding the Middle College at Cañada College, effective July 1, 2025, through June 30, 2026

Public Content

TO:Members of the Board of Trustees

FROM:Melissa Moreno, J.D., Chancellor

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

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

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

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

CA Ed Code 11300 supports the Middle College approach:

- a. The Legislature finds and declares that middle college high schools have proven to be a highly effective collaborative effort between local school districts and community colleges. The goal of the middle college high school is to select at-promise high school pupils who are performing below their academic potential and place them in an alternative high school located on a community college campus in order to reduce the likelihood that they will drop out of school before graduation.
- b. Each middle college high school shall be structured as a broad-based, comprehensive instructional program focusing on college preparatory and school-to-work curricula, career education, work experience, community service, and support and motivational activities.

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

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the Agreement between Sequoia Union High School District and San Mateo County Community College District regarding the Middle College at Cañada College, effective July 1, 2025, through June 30, 2026.

File Attachments

[FY2526 SUHSD Educational Agreement - Middle College - \(CAN\) - \(Partial\).pdf \(2.976 KB\)](#)

Subject :	14.6 Acceptance of Gifts and Donations by the District: Outdoor Furniture
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	14. CONSENT AGENDA
Type :	Action (Consent)
Preferred Date :	Jun 25, 2025
Fiscal Impact :	No
Budget Source :	N/A
Recommended Action :	It is recommended that the Board of Trustees approve the acceptance of the Outdoor Furniture donated by BXP, Inc.

Public Content

TO:Members of the Board of Trustees

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

PREPARED BY:Kim Lopez, College President,Cañada College

ACCEPTANCE OF GIFTS AND DONATIONS BY THE DISTRICT: OUTDOOR FURNITURE

Board Policy 8.38, Gifts and Donations, requires that a periodic report of gifts and donations valued at \$1,000 or more be made to the Board of Trustees. All gifts are promptly acknowledged when received. The following donation was received.

Donated Item/Equipment: Green outdoor tables

Quantity: 20 tables

Donor's Estimated Value: \$4,000

Donation to be specifically used for: Repurposed for continued use on the campus

Donor: BXP, Inc

Two Embarcadero Center, Suite 300

San Francisco, CA 94111

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the Outdoor Furniture donated by BXP, Inc.

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 :	14.7 Ratification of Agreement with LAUNCH as an Apprenticeship Program Intermediary for Cañada College
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	14. CONSENT AGENDA
Type :	Action (Consent)
Fiscal Impact :	Yes
Dollar Amount :	\$192,184.00
Budgeted :	Yes
Budget Source :	CAI grant funded 50%: CAI XR Apprenticeship Program 31292-3412-5690-639003
Recommended Action :	It is recommended that the Board of Trustees approve the ratification of the agreement with the Foundation for California Community Colleges for the LAUNCH Apprenticeship Network to serve as the intermediary for Cañada Colleges registered apprenticeship programs, effective July 1, 2025 through June 30, 2026, at a total cost not to exceed \$192,184.

Public Content

TO:Members of the Board of Trustees

FROM:Melissa Moreno, Chancellor, San Mateo County Community College District

PREPARED BY:Kim Lopez, College President, Cañada College

Chialin Hsieh, Vice President of Instruction, Cañada College

RATIFICATION OF AGREEMENT WITH LAUNCH AS AN APPRENTICESHIP PROGRAM INTERMEDIARY FOR CAÑADA COLLEGE

In alignment with Cañada Colleges commitment to advancing high-quality, equitable career education and workforce development, the College has initiated efforts to develop two (2) registered apprenticeship programs approved by the Division of Apprenticeship Standards (DAS). These programs will expand opportunities for students to gain valuable, paid work-based learning experiences in partnership with regional employers while completing college credentials.

To support the effective implementation and management of these apprenticeship programs, Cañada College seeks to ratify a partnership with LAUNCH, an Apprenticeship Network and project of the Foundation for California Community Colleges (FoundationCCC), to serve as the intermediary.

As the designated intermediary, LAUNCH will provide technical assistance, coordination, and program administration support. Services include the facilitation of committee meetings, tracking of apprentice progress, compliance monitoring, support for apprentice and program registration, and engagement with Local Education Agencies (LEAs) to expand pipeline efforts and identify additional funding opportunities.

This agreement will be in effect from July 1, 2025 through June 30, 2026, at a total cost of \$192,184, to be paid in two installments. This partnership is critical in ensuring programmatic alignment with state apprenticeship standards and fostering sustainable apprenticeship pathways.

RECOMMENDATION

It is recommended that the Board of Trustees approve the ratification of the agreement with the Foundation for California Community Colleges for the LAUNCH Apprenticeship Network to

serve as the intermediary for Cañada Colleges registered apprenticeship programs, effective July 1, 2025 through June 30, 2026, at a total cost not to exceed \$192,184.

File Attachments

[Foundation for California Community Colleges - LAUNCH - Apprenticeship Network Intemediary Service Agreement #00011836 - \(CAN\) - \(No Signatures\).pdf \(297 KB\)](#)

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 :	14.8 Approval of Contract Award for Strategic Communications Services to Voler Strategic Advisors
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	14. CONSENT AGENDA
Type :	Action (Consent)
Preferred Date :	Jun 25, 2025
Absolute Date :	Jun 25, 2025
Fiscal Impact :	Yes
Dollar Amount :	\$120,000.00

Budgeted : Yes

Recommended Action : It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a two-year contract, with option to renew for up to three (3) additional one-years terms, with Voler Strategic Advisors, Inc. for the Strategic Communications Services (RFP 86969), with an initial not-to-exceed amount of \$120,000.

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno J.D., Chancellor

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

Yanelly Pulido, Director of General Services

Approval of Contract Award for Strategic Communications Services to Voler Strategic Advisors, Inc.

In light of the evolving political landscape and its impact on key student populations, the District continues to recognize the critical importance of strategic communications in advancing its mission and maintaining strong relationships with community stakeholders. Over the past several years, the District has engaged a strategic communications consultant who has provided valuable external expertise and guidance to the Board of Trustees and the Chancellor, working in close partnership with the Executive Director of Community and Government Relations. This collaboration has enhanced the Districts ability to respond quickly and effectively to unforeseen crises and emerging issues while maintaining high visibility with county and regional leaders. To ensure the continued delivery of high-quality services at a reasonable cost, District staff conducted a formal Request for Proposals (RFP) process. By soliciting and reviewing proposals from qualified vendors, the District reaffirmed its commitment to fiscal responsibility and to securing services that best support the evolving needs of our students and staff.

On April 30, 2025, the District issued RFP 86969 for Strategic Communications Services. The announcement for this business opportunity was released through the Districts online bid portal, and a formal Advertisement to Bid was published in a local newspaper on April 30 and May 7, 2025. A total of 304 registered vendors were notified of the RFP through the Districts online bid portal, and 33 prospective respondents showed interest in the project.

On May 16, 2025, the District received seven (7) proposals from the following firms which were reviewed and evaluated using the following criteria: cover letter/description of services; firm profile, experience /qualifications; approach to project; proposed staff relevant experience; cost; and responsiveness of proposal.

Firm	Ranking	Cost Proposal (Monthly Fee)	Total Cost (For Initial 2-year Term)
25th Hour Communications, Inc.	5	\$7,875	\$189,000

Full Court Press Communications	2	\$15,000	\$360,000
Lighthouse Public Affairs	3	\$7,500	\$180,000
Plain Language International Inc.	6	\$22,275	\$540,614
RDW Group / iFactory	4	\$7,500	\$180,000
Torres Communications Management	7	\$14,583	\$350,000
Voler Strategic Advisors, Inc	1	\$5,000	\$120,000

With oversight by the General Services Department, the RFP Selection Committee, comprising of representatives from the Chancellors Office and Cañada College; marketing department, reviewed the proposals. At the conclusion of the evaluation process, it was determined that Voler Strategic Advisors, Inc. 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.

[Voler Strategic Advisors](#), the current incumbent firm, offers a strong value proposition with a competitive rate of \$5,000/month the best among all respondents. They bring deep experience in crisis communications, multilingual media, and community engagement, with a strong understanding of the San Mateo County landscape. As a diverse, woman- and minority-owned business, the firm emphasizes inclusion, cultural fluency, and elevating underrepresented voices. Their team has extensive experience working with community colleges, elected officials, and institutions in the region, including prior work with the District. With in-house Spanish and Vietnamese expertise, they are well-equipped for multilingual outreach. Their flexible, responsive approach aligns with District priorities, and their staff holds advanced degrees, reinforcing their professionalism and capability.

The proposed contract will span an initial term of two years, with three one-year extension options. Pricing for the initial 2-year term shall be guaranteed for the initial term.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a two-year contract, with option to renew for up to three (3) additional one-years terms, with Voler Strategic Advisors, Inc. for the Strategic Communications Services (RFP 86969), with an initial not-to-exceed amount of \$120,000.

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 : 14.9 Approval of Contract Award for California Legislative Advocacy Services to Solov Advocacy

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 14. CONSENT AGENDA

Type : Action (Consent)

Preferred Date : Jun 25, 2025

Absolute Date : Jun 25, 2025

Fiscal Impact : Yes

Dollar Amount : \$111,444.00

Budgeted : Yes

Recommended Action : It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a two-year contract, with option to renew for up to three (3) additional one-years terms, with Solov Advocacy for California Legislative Advocacy Services (RFP 86968), with an initial not-to-exceed amount of \$111,444.

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno J.D., Chancellor

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

Yanely Pulido, Director of General Services

Approval of Contract Award for Strategic Communications Services to Solov Advocacy

Over the last few years, the District has engaged an advocacy services firm to serve as the District's primary contact with the State Legislature, and Governor's office, as well as the California Community College's Chancellor's Office and Community College League of California, to monitor legislation relating to higher education and engage in a variety of advocacy activities on behalf of the District. To ensure the continued delivery of high-quality services at a reasonable cost, District staff conducted a formal Request for Proposals (RFP) process. By soliciting and reviewing proposals from qualified vendors, the District reaffirmed its commitment to fiscal responsibility and to securing services that best support the evolving needs of our students and staff.

On May 1, 2025, the District issued RFP 86968 for California Legislative Advocacy Services. The announcement for this business opportunity was released through the District's online bid portal, and a formal Advertisement to Bid was published in a local newspaper on May 1 and 8, 2025. A total of 224 registered vendors were notified of the RFP through the District's online bid portal, and 5 prospective respondents showed interest in the project.

On May 22, 2025, the District received three (3) proposals from the following firms which were reviewed and evaluated using the following criteria: cover letter/description of services; firm profile, experience /qualifications; capability to perform; professional personnel; cost; and responsiveness of proposal.

Firm	Ranking	Cost Proposal (Monthly Fee)	Total Cost (For Initial 2-year Term)
The CrisCom Company	3	Year 1-2: \$5,250	\$131,250
Solov Advocacy	1	Year 1: \$4,575 Year 2: \$4,712	\$111,444
Townsend Public Affairs	2	Year 1-2: \$6,500	\$156,000

With oversight by the General Services Department, the RFP Selection Committee, comprising of representatives from the Chancellors Office and Cañada College marketing department, reviewed the proposals. At the conclusion of the evaluation process, it was determined that Solov Advocacy 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.

Solov Advocacy, the incumbent firm, is headquartered in Sacramento and presents the most cost-effective proposal at \$4,575 per month, the lowest among all submissions. With a single-employee structure, the firm offers a highly focused and personalized approach, led directly by the principal without subcontracting. Solov Advocacy has a well-established network of relationships with San Mateo County elected officials and state legislators, built through prior professional roles. This local and legislative connectivity is a key asset. With a proven track record, deep institutional knowledge, and a commitment to direct engagement, the firm is well-positioned to continue delivering effective advocacy and strategic support for the District.

The proposed contract will span an initial term of two years, with three one-year extension options. Pricing for the initial 2-year term shall be guaranteed for the initial term.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a two-year contract, with option to renew for up to three (3) additional one-year terms, with Solov Advocacy for California Legislative Advocacy Services (RFP 86968), with an initial not-to-exceed of \$111,444.

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 : 14.10 Approval of Contract Award for Architectural Services for Canada College Sports Fields Replacement Project

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 14. CONSENT AGENDA

Type : Action (Consent)

Preferred Date : Jun 25, 2025

Absolute Date : Jun 25, 2025

Fiscal Impact : Yes

Dollar Amount : \$191,048.00

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 Verde Design, Inc. for architectural services for the Cañada College Sports Fields Replacement Project (RFSOQ/P #86960) in an amount not to exceed \$191,048 (includes 10% design contingency).

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

Marie Mejia, Director of Capital Projects

Yanely Pulido, Director of General Services

APPROVAL OF CONTRACT AWARD FOR ARCHITECTURAL SERVICES FOR CAÑADA COLLEGE SPORTS FIELDS REPLACEMENT PROJECT

The Cañada College Sports Fields Project will replace aging fields that have reached the end of their useful life. This project includes the existing synthetic soccer and baseball fields, synthetic batting cage area, safety netting at 1st and 3rd base lines and left field, and required ADA upgrades associated with the fields replacement.

On May 6, 2025, District staff issued a Request for Statements of Qualifications/Proposals (RFSOQ/P #86960). 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 6, 2025 and 13, 2025. The RFSOQ/P provided information about the intent of the project, as well as detailed reference documents related to the existing site, the Colleges ADA Transition Plan and the Districts design 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), 201 registered vendors were notified of the RFSOQ/P through the Districts online bid portal. Of the 201 registered vendors, 125 firms are local, and 84 self-reported to qualify under a special classification for the above underrepresented fields.

On May 22, 2025 the District received two (2) proposals. Under the oversight and support of the General Services Department, the Districts Selection Committee - comprised of representatives from Cañada College Kinesiology Department, and the Facilities Planning, Maintenance & Operations Department - independently reviewed the two (2) 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

Upon completion of the Qualifications-Based Selection (QBS) evaluation and ranking process, a clear distinction emerged between the qualifications of the two firms. Although cost was a component in the RFSOQ/P submittal process, the firms were evaluated and selected based on qualifications only, rather than on fees. At the conclusion of the proposal review the General Services Department released the fee proposals.

Firm Name	Ranking	Fee Proposal Full Design Services	Best & Final
Verde Design, Inc.	1	\$206,900	\$173,680
Lloyd Consulting Group	2	\$204,635	n/a

At the conclusion of the evaluation process, the Selection Committee determined that Verde Design, Inc. demonstrated the best understanding of the Colleges Kinesiology program. With extensive experience in sports facility programming, planning, and design along with a clear understanding of the Colleges goals and objectives Verde Design, Inc. was identified as the most suitable firm. Their qualifications and approach were determined to provide the greatest overall value to the 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 Verde Design, Inc. for architectural services for the Cañada College Sports Fields Replacement Project (RFSOQ/P #86960) in an amount not to exceed \$191,048 (includes 10% design contingency).

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 : 14.11 Acceptance of Grant Funds from The California Community College Chancellors Office Institutional Effectiveness Partnership Initiative (IEPI) to Support Professional Development at College of San Mateo

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 14. CONSENT AGENDA

Type : Action (Consent)

Preferred Date : Jun 25, 2025

Absolute Date : Jun 25, 2025

Fiscal Impact : Yes

Dollar Amount : \$200,000.00

Budgeted : No

Budget Source : California Community College Chancellors Office

Recommended Action : It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$200,000 from the California Community College Chancellors Office to support Professional Development at College of San Mateo via CCCOs Institutional Effectiveness Partnership Initiative (IEPI).

Public Content

TO: Members of the Board of Trustees

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

PREPARED BY: Dr.Manuel Alejandro Perez, President, College of San Mateo

Gerardo Ramirez, Vice President Administrative Services

Andrea Vizenor, Exec. Director of Strategic Initiatives and Economic Development

**ACCEPTANCE OF GRANT FUNDS FROM THE CALIFORNIA COMMUNITY COLLEGE CHANCELLORS OFFICE
INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE TO SUPPORT PROFESSIONAL DEVELOPMENT
AT COLLEGE OF SAN MATEO**

The California Community Colleges Institutional Effectiveness Partnership Initiative (IEPI) is a statewide effort designed to enhance institutional performance, build capacity, and accelerate student success across the California Community College system. Through targeted technical assistance, professional development, and resource-sharing, IEPI supports colleges in strengthening strategic planning, equity-focused practices, data-informed decision-making, and operational effectiveness. Participating institutions collaborate with peer experts and receive tailored support to address institutional challenges, implement best practices, and meet systemwide goals related to student outcomes, fiscal sustainability, and continuous improvement.

The College of San Mateo Institutional Innovation and Effectiveness Plan, developed through the Institutional Effectiveness Partnership Initiative (IEPI), is a bold, equity-centered initiative focused on transforming professional development for Classified Professionals, managers, faculty, and student employees. With an unwavering commitment to equity, justice, and service excellence, the plan outlines a multi-phase strategy to assess, design, implement, and evaluate a comprehensive professional development program. Through a collaborative Tri-Chair leadership model and inclusive project teams, the college is intentionally building a culture of continuous learning that responds to the real needs of its diverse campus community. What makes this plan especially innovative is its strategic sequencing from assessing existing gaps to crafting role-specific training curricula, implementing dynamic workshops, and embedding feedback loops for sustained growth. The initiative leverages cutting-edge technology, inclusive curriculum design, and a deep investment in community voice to create meaningful change. By centering Classified Professionals and ensuring broad participation across all employee groups, CSM is positioning itself as a model for institutional transformation rooted in racial equity, shared responsibility, and long-term impact.

College of San Mateo will receive \$200,000 in funding from Santa Clarita Community College District, a California community college district and political subdivision of the State of California to support this partnership project. The timeline for funds runs on a 12-month cycle; funding will expire on June 30, 2026.

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the \$200,000 grant funds provided by the Santa Clarita Community College District, a California community college district and political subdivision of the State of California to support this IEPI partnership project.

File Attachments

[SMCCCD_CSM_25-26_IEPI_Seed_Grant_200k_2025-0625_\(#1319187\).pdf \(2.267 KB\)](#)

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 :	14.12 Approval of Agreement with San Mateo Union High School District Regarding Middle College at College of San Mateo
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	14. CONSENT AGENDA
Type :	Action (Consent)
Preferred Date :	Jun 25, 2025
Absolute Date :	Jun 25, 2025
Fiscal Impact :	Yes
Dollar Amount :	\$32,875.00
Budgeted :	Yes
Budget Source :	College One-Time Funds

Recommended Action :

It is recommended that the Board of Trustees approve the Agreement between San Mateo Union High School District and San Mateo County Community College District regarding the Middle College at College of San Mateo, effective July 1, 2025, through June 30, 2026.

Public Content

TO: Members of the Board of Trustees

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

PREPARED BY: Dr.Manuel Alejandro Perez, President, College of San Mateo

Andrea Vizenor, College of San Mateo Executive Director of Strategic Initiatives & Economic Development

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

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

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

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

CA Ed Code 11300 supports the Middle College approach:

(a) The Legislature finds and declares that middle college high schools have proven to be a highly effective collaborative effort between local school districts and community colleges. The goal of the middle college high school is to select at-promise high school pupils who are performing below their academic potential and place them in an alternative high school located on a community college campus in order to reduce the likelihood that they will drop out of school before graduation.

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

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

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the Agreement between San Mateo Union High School District and San Mateo County Community College District regarding the Middle College at College of San Mateo, effective July 1, 2025, through June 30, 2026.

File Attachments

[SMUHSD Educational Agreement - Middle College \(CSM\) 25-26 \(#1324376\).pdf \(251 KB\)](#)

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.

15. OTHER RECOMMENDATIONS

Subject :	15.1 Approve Board of Trustees Self-Evaluation Instrument (10 Mins.)
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	15. OTHER RECOMMENDATIONS
Type :	Action

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

APPROVE BOARD OF TRUSTEES SELF-EVALUATION INSTRUMENT

The Board of Trustees is required to conduct an annual self-evaluation in accordance with the requirements of the Accrediting Commission of Community and Junior Colleges (ACCJC) and in accordance with best practices as promulgated by the Community College League of California (CCLC). The self-evaluation assists the Board of Trustees to work as a whole in determining what they have been doing well, and where there is room for improvement and/or development. The self-evaluation also provides insight to its annual goal setting. Both the self-evaluation and the goal setting are normally conducted in tandem. The self-evaluation incorporates board effectiveness and a measure of self reflection.

The Board will review and approve the recommended instrument attached.

RECOMMENDED TIMELINE

June 25, 2025: Approve evaluation instrument at the Regular Board of Trustees Meeting

June 26, 2025: Self-evaluation survey delivered to the Board of Trustees

July 17, 2025: Self-evaluation survey completed by Board Members

July 30, 2025: Discussion of evaluation results and review of adopted multi-year goals at the Regular Board of Trustees Meeting

August 28, 2025: Adopt Revised Goals at the Regular Board of Trustees Meeting

File Attachments

[Board of Trustees Survey Instrument 2025_final.pdf \(66 KB\)](#)

Subject : 15.2 Adoption of Resolution No. 25-09 Establishing the 2025-26 Appropriations Limit (5 Mins.)

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 15. OTHER RECOMMENDATIONS

Type : Action

Recommended Action : It is recommended that the Board of Trustees adopt Resolution No. 25-09 in compliance with California Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) for establishment of the 2025-26 appropriations limit at \$264,786,406 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: Dr. Richard Storti, Executive Vice Chancellor

ADOPTION OF RESOLUTION NO. 25-09 ESTABLISHING THE 2025-26 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 Chancellors Office since June 11, 2025, and provides the basis for the approval of Resolution 25-09.

The appropriations limit for 2025-26 totaled \$239,936,230; however, was increased to \$264,786,406 with the application of the price factor of 1.0368, as provided by the California Department of Finance, and the population FTES change factor of 1.0368. The calculated appropriations subject to the limit for 2025-26 is \$248,542,122 or \$16,244,284 lower than the appropriation limit of \$264,786,406.

File Attachments

[GANN Resolution.pdf \(92 KB\)](#)

[Gann Limit Worksheet for Budget Year 2025-26.pdf \(83 KB\)](#)

Subject : 15.3 Adoption of Resolution No. 25-10 Authorizing Budget Revisions and Transfers for 2024-25 for the Period Ending April 30, 2025 (5 Mins.)

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 15. 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, 2025, through April 30, 2025, and that the Board of Trustees adopt Resolution No. 25-10, 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: Dr. Richard Storti, Executive Vice Chancellor

ADOPTION OF RESOLUTION NO. 25-10 AUTHORIZING BUDGET REVISIONS AND TRANSFERS FOR 2024-25

Section 58307 of Title 5 Regulations requires that the Board of Trustees approve all transfers between expenditure classifications made after the final adoption of the annual budget. Additionally, the District's Administrative Procedure AP 8.11 specifies that budgetary transfers will be authorized only when expenditures in certain classification 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 or 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 2024-25.

File Attachments

[Board June 2025 BT Resolution.pdf \(102 KB\)](#)

[June 2025 Budget Transfer Report.pdf \(130 KB\)](#)

Subject :	15.4 Adoption of Resolution No. 25-11 Honoring Pride Month (3 Mins.)
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	15. OTHER RECOMMENDATIONS
Type :	Action
Fiscal Impact :	No
Recommended Action :	It is recommended that the Board of Trustees adopt Resolution No. 25-11 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. 25-11 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. 25-11 honoring and celebrating Pride Month.

File Attachments

[Resolution No. 25-11 Honoring Pride Month.pdf \(64 KB\)](#)

Subject :	15.5 Reappointment of Member to the District's Citizens' Bond Oversight Committee (5 min.)
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	15. OTHER RECOMMENDATIONS
Type :	Action
Fiscal Impact :	No
Recommended Action :	It is recommended that the Board of Trustees reappoint Bart Pantoja, Business Community representative, to a second term. The reappointment will be effective April 27, 2025, through April 26, 2027.

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

REAPPOINTMENT OF MEMBER TO THE DISTRICT'S BOND OVERSIGHT COMMITTEE

The Board of Trustees makes appointments of members to the Districts Bond Oversight Committee. The Committee is charged with the responsibility to assure voters that bond proceeds are expended only for construction, reconstruction, rehabilitation or replacement of College facilities in compliance with the ballot language approved by voters, and that no funds are used for teacher or administrator salaries or other operating expenses.

One member of the committee, Bart Pantoja, is eligible for re-appointment to a second two-year term. Mr. Pantoja currently serves as the committee's chair and holds the seat designated for a representative of the business community. Members are allowed to serve three, two-year consecutive terms.

A third-generation union member, Mr. Pantoja began a career in union construction in 1996 as an apprentice glazier, architectural glass & metal worker and achieved journeyman status in 1999. He served in a variety of different roles in the glazing industry including crew lead, foreman and eventually company superintendent. He worked on several projects in the Bay Area and Sacramento, as well as on projects for Bay Area companies in Seattle and the Northern Nevada region. Out of appreciation for the opportunities being a union construction worker provided Bart and his family, he dedicated much of his time in service to his union, Glaziers Local 718. That commitment led to him being elected an executive board officer, and in 2017 as a business agent for the local covering seven counties including San Mateo county. Nearly 5 years to the day after becoming a BA for the Glaziers, the delegates of the San Mateo County Building Trades Council elected him as their Business Manager/Secretary-Treasurer.

In addition to his role with the Building Trades Council, Mr. Pantoja serves as First Vice President of the San Mateo Labor Councils Executive Board, Chair of the San Mateo Labor Paper Editorial Board and of the San Mateo Trades Introduction Program Steering Committee, and sits on the Board of the San Mateo County Union Community Alliance.

RECOMMENDATION

It is recommended that the Board of Trustees reappoint Bart Pantoja, Business Community representative, to a second term. The reappointment will be effective April 27, 2025, through April 26, 2027.

Subject : 15.6 Approval of Legal Updates to Chapter 2 Board Policies (5 Mins.)

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 15. OTHER RECOMMENDATIONS

Type : Action

Recommended Action : It is recommended that the Board of Trustees approve the legal updates provided in Chapter 2 SMCCCD Board Policies.

Public Content

TO: Members of the Board of Trustees
 FROM: Melissa Moreno, J.D., Chancellor
 PREPARED BY: David McLain, Executive Director of Community & Government Relations

APPROVAL OF LEGAL UPDATES TO CHAPTER 2 BOARD POLICIES

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

As part of the Community College League of California (CCLC) Policy & Procedures Service, legal updates to board policies and administrative procedures are distributed twice annually in the spring and fall. These updates ensure alignment with current laws and regulations affecting California community colleges. The attached redlined Chapter 2 Board Policies reflect all legally required revisions issued by the League between Fall 2023 and Spring 2025. The table below displays a summary of revised policies and update descriptions:

Chapter 2 Board Policy	Legal Update Type
BP 2010 - Board Membership	Accreditation Standard Numerical Change
BP 2015 - Student Trustee	Policy Content Addition/Deletion + District-Specific Clarifications
BP 2200 - Board Duties and Responsibilities	Accreditation Standard Numerical Change
BP 2305 - Annual Organizational Meeting	Policy Content Addition/Deletion
BP 2310 - Regular Meetings of the Board	Policy Content Deletion
BP 2315 - Closed Sessions	Policy Content Addition
BP 2340 - Agendas	Policy Content Addition/Deletion
BP 2355 - Decorum	Policy Content Addition/Deletion
BP 2430 - Delegation of Authority to the	

District Chancellor	Policy Content Addition
BP 2431 - Selection of the Chancellor	Accreditation Standard Numerical Change
BP 2435 - Evaluation of the District Chancellor	Accreditation Standard Numerical Change
BP 2715 - Board Code of Ethics /Standards of Practice	Policy Content Addition
BP 2735 - Board Member Travel	Reference Deletion
BP 2745 - Board Self-Evaluation	Accreditation Standard Numerical Change

RECOMMENDATION

It is recommended that the Board of Trustees approve the legal updates provided in Chapter 2 SMCCCD Board Policies.

File Attachments

[Chapter 2 BP Packet w Legal Updates for BOT.pdf \(497 KB\)](#)

Subject : 15.7 Adoption of the 2025-26 Tentative Budget and Suspension of Parking Fees, Parking Permit-Related Citations, and Student Health Fees for 2025-26 (10 Mins.)

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 15. OTHER RECOMMENDATIONS

Type : Action

Recommended Action : It is recommended that the Board of Trustees adopt the 2025-26 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 2025-26.

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor

ADOPTION OF THE 2025-26 TENTATIVE BUDGET AND SUSPENSION OF PARKING FEES, PARKING PERMIT-RELATED CITATIONS, AND STUDENT HEALTH FEES FOR 2025-26

In accordance with state law, the 2025-26 Tentative Budget must be adopted by the Board of Trustees on or before July 1, 2025. The budget will be revised during the summer to reflect the needed changes resulting from the passage of the State Budget and from the 2024-25 year-end close activities leading to the 2025-26 Final Adopted Budget, which will be presented to the Board of Trustees on September 10, 2025.

Additionally, the Board of Trustees is being asked to suspend Board Policy 8.70 Sections 3(e) [Health Fee] and 3(g) [Parking Fee] to support the District's Free College Initiative for 2025-26.

File Attachments

[Tentative Budget Slides 2025-26.pptx \(333 KB\)](#)

[2025-26 Tentative Budget Document.pdf \(883 KB\)](#)

Subject : 15.8 Approval of 2027-2031 Five-Year Capital Outlay Plan (10 Mins.)

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 15. OTHER RECOMMENDATIONS

Type : Action (Consent)

Preferred Date : Jun 25, 2025

Absolute Date : Jun 25, 2025

Fiscal Impact : No

Recommended Action : It is recommended that the Board of Trustees authorize submission of the Districts 2027-2031 Five-Year Capital Outlay 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: Dr. Melissa Moreno, Chancellor

PREPARED BY: Dr. Richard Storti, Executive Vice Chancellor of Administrative Services
Michele Rudovsky, Chief Facilities and Operations Officer
Marie Mejia, Director of Capital Projects

APPROVAL OF 20272031 FIVE-YEAR CAPITAL OUTLAY PLAN

At the Board of Trustees regular meeting on May 22, 2024, the Board authorized the submission of the Districts 20262030 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, 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 compliance with these guidelines and potential to receive State funding.

On November 6, 2024, during a Board of Trustees study session, staff presented an overview of the CCCCCO 5YCOP. The session highlighted the structure and strategic purpose of the plan and its alignment with the Districts Facilities Master Plan and Educational Master Plan. The Board also received an update on project prioritization strategies, funding mechanisms, and how the capital planning efforts advance student success, instructional excellence, and equitable access to facilities.

At the Board of Trustees regular meeting on March 6 2025, the Board received an update on the CCCCCO 5YCOP Prioritization List. staff actively engaged with campus stakeholders to ensure project priorities align with academic and student service needs. This collaborative approach is vital for ensuring that projects not only meet infrastructural goals but also advance the broader mission of the District. As part of this review, the following capital improvement projects were discussed and affirmed for inclusion in the July 2025 Initial Project Proposal (IPP) submission to the CCCO:

Skyline College Building 1: Visual and Performing Arts Modernization/Replacement

Cañada College Building 3: Performing Arts Center Technology and Environmental Modernization/Replacement

College of San Mateo Building 8: Kinesiology Modernization/Replacement
College of San Mateo Building 9: Library Modernization/Replacement
Skyline College Building 5: Library and Learning Resource Center Modernization/Replacement
Districtwide Student Housing at Skyline College

The Skyline College Athletic Center was also identified as a District priority but excluded from the 5YCOP due to funding eligibility limitations, as state capital outlay programs do not typically support auxiliary or revenue-generating projects. Staff will evaluate alternate funding sources for this project.

At the Board of Trustees regular meeting on April 30, 2025, the Board authorized staff to submit a student housing application for Districtwide Student Housing at Cañada College and to resubmit the application for Skyline College for inclusion in the 5YCOP. The Skyline College application will be resubmitted with the 5YCP by July 1, 2025. Staff will begin preparing the Cañada College grant application, which will be submitted by the State deadline of July 1, 2026.

The 20272031 Five-Year Capital Construction Plan continues the Districts investment in improving and modernizing instructional spaces, building systems, and critical support facilities. The CCCCO evaluates projects for eligibility and prioritization for potential State capital outlay funding.

This report summarizes projects by category:

I. Continuing/Approved Projects

Skyline College Building 2: Workforce and Economic Development Prosperity Center

Total Cost: \$68.5M (State: \$24.2M, Local: \$44.3M)

Status: Under construction; anticipated occupancy Spring 2026

Cañada College Building 13: Instructional Center Modernization

Total Cost: \$25M (State: \$9M, Local: \$16M)

Status: Completed Fall 2023; close-out phase with Local Fire Marshal and CCCCO (*actuals shows total savings \$1.4M*)

II. Student Housing Project Seeking State Funding

Districtwide Student Housing at Skyline College

Total Project Cost at the time of Submittal: \$70.1M (State: \$60.1M, Local: \$10M) (Midpoint of Construction Estimate)

Status: Awaiting approval from the State

III. Final Project Proposal (FPP) Seeking 20252026 Funding

Skyline College Boiler Plant Replacement

Total Project Cost Estimate: \$7M (State: \$5.3M, Local: \$1.7M)

Scope: New 1,600 GSF facility to replace deteriorated 1967-era boiler system

Status: If State funding is approved, a Request for Statement of Qualification/Price will be issued for architectural /engineering services, design to begin September 2025.

IV. State Approved IPPs (Pending FPP Development)

The following Initial Project Proposals (IPPs) have been included in the 5YCOP and are approved by the State to proceed with FPP, pending District funding. The budget below does not include temporary spaces (swing space) during construction. Temporary relocation of programs is 100% covered by the District.

Skyline College Building 1: Visual and Performing Arts Modernization/Replacement

Total Cost: \$65M (State: \$32.9M, Local: \$32.1M)

Cañada College Building 3: Performing Arts Center Technology and Environmental Modernization/Replacement

Total Cost: \$49.8M (State: \$25.4M, Local: \$24.4M)

College of San Mateo Building 8: Kinesiology Modernization/Replacement

Total Cost: \$40.4M (State: \$20.8M, Local: \$19.6M)

College of San Mateo Building 9: Library Modernization

Total Cost: \$51.1M (State: \$26.1M, Local: \$25M)

Skyline College Building 5: Library & Learning Resource Center Modernization/Replacement

Total Cost: \$42.1M (State: \$21.3M, Local: \$20.8M)

Capital Planning Rationale for Modernization Replacements

In the 2022 Facilities Master Plan, facilities such as the Cañada College Performing Arts Center (Building 3), Skyline College Library and Learning Resource Center (Building 5), and others were identified for modernization of existing buildings. However, due to updated interpretations of building code requirements by the Division of the State Architect (DSA), and cost escalation associated with structural retrofits and compliance upgrades, the District has determined that replacing these buildings while maintaining the same assignable square footage is more cost-effective and operationally sound.

As such, these projects are being submitted as Modernization Replacements, which will provide equivalent usable space while delivering enhanced building performance, resiliency, and educational value.

RECOMMENDATION

It is recommended that the Board of Trustees authorize submission of the Districts 2027-2031 Five-Year Capital Outlay Plan to the California Community Colleges Chancellors Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.

File Attachments

- [Canada Bldg 3 IPP_041025.pdf \(427 KB\)](#)
- [CSM Bldg 8 IPP_041025.pdf \(384 KB\)](#)
- [CSM Bldg 9 IPP_043025.pdf \(439 KB\)](#)
- [Five-Year Capital Outlay Plan \(5YCOP\) 2027-2031 San Mateo CCD_041825.pdf \(293 KB\)](#)
- [SKY Bldg 1 IPP_041025.pdf \(389 KB\)](#)
- [SKY Bldg 5 IPP_041025.pdf \(409 KB\)](#)

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 :	15.9 Approval of Contract Award for Construction Services for Skyline College Sports Field Replacement Project (5 Mins.)
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	15. OTHER RECOMMENDATIONS
Type :	Action (Consent)

Preferred Date : Jun 25, 2025
 Absolute Date : Jun 25, 2025
 Fiscal Impact : Yes
 Dollar Amount : \$2,788,500.00
 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 Wickman Development for the Skyline College Sports Fields Replacement Project (Bid #86963) in an amount not to exceed \$2,788,500.00.

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

Marie Mejia, Director of Capital Projects

Yanelly Pulido, Director of General Services

APPROVAL OF CONTRACT AWARD FOR CONSTRUCTION SERVICES FOR SKYLINE COLLEGE SPORTS FIELD REPLACEMENT PROJECT

The Skyline College Sports Fields Project consists of replacing existing upper and lower synthetic soccer fields, synthetic baseball field and batting cage area, running track around the lower soccer field, upgrades to the surrounding athletic area fencing, installation of a new soccer press box and new batting cage structure and required ADA upgrades to surrounding parking lots and restroom building. The replacement of fields and track were procured using a CMAS co-op, and the remaining scope of work was solicited through the Districts online bid portal.

Facilities Planning, with the assistance of General Services, advertised this construction opportunity (Bid #86963) to A and B licensed contractors through the Districts online bid portal on May 15, 2025. A formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on May 15 and 22, 2025. Seven (7) contractors attended the mandatory pre-bid conferences held on May 21 and 23, 2025.

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), 316 registered vendors were notified of the Bid through the Districts online bid portal.

On June 3, 2025, the District received three (3) bids for the project as follows:

Contractor	Total Bid

After completion of the initial due diligence review of the bids received, it was determined that both S&H Construction and CWS Construction Group bids, although the

CWS Construction Group, Inc.	\$2,722,500.00	lower of the three, were deemed non-responsive for failure to submit completed required bid documents in conformance with the bid requirements. Staff conducted its full due diligence investigation of the bid results and deemed Wickman Development as the lowest responsive responsible bidder and meets all the requirements of the project.
S&H Construction	\$2,198,460.00	
Wickman Development	\$2,788,500.00	

This project will be funded using local funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to execute a contract with Wickman Development for the Skyline College Sports Fields Replacement Project (Bid #86963) in an amount not to exceed \$2,788,500.00.

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 : 15.10 Adoption of Resolution No. 25-12 for Districtwide Student Housing Project Local Zoning Exemption (5 Mins.)
- Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
- Category : 15. OTHER RECOMMENDATIONS
- Type : Action
- Preferred Date : Jun 25, 2025
- Absolute Date : Jun 25, 2025
- Fiscal Impact : No
- Recommended Action : It is recommended that the Board adopt Resolution No. 25-12, declaring a Local Zoning Exemption for the Districtwide Student Housing Project.

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

Marie Mejia, Director of Capital Projects

Yanely Pulido, Director of General Services

Adoption of Resolution No. 25-12 for Districtwide Student Housing Project Local Zoning Exemption

The California Legislature has recognized the state function of school district construction projects and related land use activities by establishing that such activities fall within the jurisdiction of the Division of the State Architect. The Legislature established a method through which K-14 public school districts can exempt themselves from local zoning and planning regulations, thereby expressly divesting jurisdiction over school construction from local agencies.

Specifically, California Government Code section 53094 authorizes the District, by a vote of two-thirds of the members of its Board of Trustees, to adopt a resolution rendering local zoning ordinances inapplicable to a project and/or school site when used for educational purposes.

For the current Districtwide Student Housing Project, the District has submitted its plans and drawings to the Division of State Architect for permitting and review processes. The Board is being asked to approve a resolution that declares the Districtwide Student Housing Project exempt from the application of any [City of San Mateo](#) zoning ordinances.

Within ten (10) days of adoption of the Resolution, the District must notify the City of San Mateo of the District's action exempting itself from local ordinances.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 25-12, declaring a Local Zoning Exemption for the Districtwide Student Housing Project.

File Attachments

[Resolution No 25-12 DW Student Housing Zoning Exemption - Final.pdf \(69 KB\)](#)

Subject :	15.11 Approval of Work Authorization for Project Management Services for Districtwide Student Housing at College of San Mateo Project (5 Mins.)
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	15. OTHER RECOMMENDATIONS
Type :	Action (Consent)
Preferred Date :	Jun 25, 2025

Absolute Date : Jun 25, 2025
 Fiscal Impact : Yes
 Dollar Amount : \$1,970,544.40
 Budgeted : Yes
 Budget Source : State and local funds
 Recommended Action : It is recommended that the Board of Trustees authorize the Chancellor, or designee, to approve the work authorizations for project management services as detailed above in an amount not to exceed \$1,970,544.40, which includes a 10% contingency.

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

Marie Mejia, Director of Capital Projects

Yanely Pulido, Director of General Services

APPROVAL OF WORK AUTHORIZATION FOR PROJECT MANAGEMENT SERVICES FOR DISTRICTWIDE STUDENT HOUSING AT COLLEGE OF SAN MATEO PROJECT

At its regular meeting on May 21, 2025, the Board approved executing a contract with 6D PMCM for Construction Management Services related to the Districts Capital Improvement Program.

Listed below are work authorization requests for construction management (CM) services for the Districtwide Student Housing at College of San Mateo, scheduled to begin in Fall 2025:

Project Name	Board Approval Requested	Scope of Services
Districtwide Student Housing at College of San Mateo	\$118,104	<ul style="list-style-type: none"> • Constructability Review of Drawings and Specification • Interdisciplinary Coordination Review • Assessment of documents for bid-ability and buildability
Districtwide Student Housing at College of San Mateo	\$1,673,300	<ul style="list-style-type: none"> • Bidding • Construction • Operations/Project Close-out

A Constructability Review is an early-phase quality control process conducted by a CM consultant. It involves a detailed analysis of the projects drawings and specifications to ensure the design is coordinated and feasible to construct. The review helps identify issues related to constructability, interdisciplinary coordination, and bid-ability minimizing risks of delays, change orders, or cost overruns. This service is typically charged as a lump-sum based on the number of drawing sheets and the complexity of the project.

For the Bidding and Construction Administration Phases, construction management services are generally estimated as a percentage of the total project cost typically ranging from 5% to 10%, depending on project scale and complexity. However, for this project, the consultant is billing based on an approved salary schedule with a not-to-exceed amount. The proposed cost for these services falls below the typical range in the industry for comparable projects. Services during these phases include managing the bidding process, responding to contractor inquiries, overseeing construction activities, processing payments, monitoring schedules, coordinating with stakeholders, and managing project close-out.

Funding sources for construction consultant services include State and local funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor, or designee, to approve the work authorizations for construction management services as detailed above in an amount not to exceed \$1,970,544.40, which included a 10% contingency.

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 :	15.12 Approval of an Additional Campaign Spend with VisionPoint Marketing, LLC (5 Mins.)
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	15. OTHER RECOMMENDATIONS
Type :	Action

Public Content

TO:Members of the Board of Trustees

FROM:Melissa Moreno, J.D., Chancellor

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

APPROVAL OF AN ADDITIONAL CAMPAIGN SPEND WITH VISIONPOINT MARKETING, LLC

On September 21, 2021, the District issued RFP #86863 for a multi-year agency of record for marketing services contract. An announcement for this business opportunity was released through the Districts online bid portal and a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on September 21, and 28, 2021. On October 4, 2021 the District received three (3) proposals from firms which were reviewed and evaluated. At the conclusion of the evaluation and interview process, the RFP Evaluation Committee determined that VisionPoint Marketing, LLC 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. At its meeting on October 27, 2021, the Board authorized the Chancellor to execute a three-year contract, with the option to renew for up to two (2) additional one-year terms, with VisionPoint Marketing, LLC for RFP #86863.

Based on the performance of the strategic marketing campaigns administered by VisionPoint Marketing, LLC over the past three years, the District is interested in renewing the contract as previously authorized by the Board. VisionPoint Marketing, LLC, will continue to administer District and college enrollment campaigns for the 2025-26 enrollment cycle.

This table displays last year's campaign spend compared to allocations for the upcoming year, highlighting the return of a countywide District Free College campaign and an overall increase in the districtwide advertising budget.

	Year 3 2024-25Spend	Year 4 2025-26Proposal
Cañada College	\$100,000	\$50,000
College of San Mateo	\$100,000	\$50,000
Skyline College	\$100,000	\$100,000
District	0	\$250,000
Totals	\$300,000	\$450,000

Note: Each college president's marketing budget determines college allocations.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor to approve an additional campaign spend with VisionPoint Marketing, LLC, in an amount not to exceed \$105,120 for services, and \$344,880 for media buys, totaling \$450,000 for the 2025-26 contract year.

File Attachments

[Y4_SMCCCD_General_Enrollment_052325.pdf \(1,493 KB\)](#)

Subject : 15.13 Approval of the District Strategic Plan 2025-2030 "SMCCCD: Future Focused" (10 Mins.)

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 15. OTHER RECOMMENDATIONS

Type : Action

Preferred Date : Jun 25, 2025

Absolute Date : Jun 25, 2025

Fiscal Impact : No

Recommended Action : It is recommended that the Board approve the District Strategic Plan 2025-2030 "SMCCCD: Future Focused" including District Values, Strategic Goals, Strategic Initiatives, Metrics and Targets.

Public Content

TO: Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

APPROVAL OF THE DISTRICT STRATEGIC PLAN 2025-2030 "SMCCCD: FUTURE FOCUSED"

The District has been involved in a concentrated strategic planning process during the 2024-25 academic year to develop a new District Strategic Plan to guide the SMCCCD for the next five years. Beginning in Spring 2024, the District secured the support of the CCCCO's Institutional Effectiveness Partnership Initiative (IEPI) and was assigned a dedicated Partnership Resource Team

(aka The PaRTy) to help inform the development of the next District Strategic Plan. The PaRTy consisted of colleagues from around the CCC system and met with all constituent groups in the Fall semester, including students, staff, faculty, and administration. The input from those constituent groups was incorporated into an Institutional Effectiveness Plan that was used to inform the strategic planning process. Additionally, the IEPI provided a grant of \$200K to support the District's environmental scanning efforts.

Following AP 2.75, the District formed a Strategic Plan Advisory Committee made up of representatives specified in the procedure, and co-chaired by the District Academic Senate President, Dr. David Eck, and the Vice Chancellor of Educational Services and Planning, Dr. Aaron McVean. The committee met monthly to ensure alignment of the college's Educational Master Plan goals and initiatives, and the Board's goals and priorities. The result of this work has culminated in a DRAFT set of District Strategic Plan Goals and Strategic Initiatives, and a DRAFT set of District Values that have been presented for comment and feedback to the District community. At its April 30, 2024 regular meeting the Board received a presentation on the progress thus far in developing the District Strategic Plan, including the DRAFT Values, Goals, and Strategic Initiatives. At its May 21st regular meeting, the Board received a presentation and report of the DRAFT of the District Strategic Plan, including a draft set of District Values, Strategic Goals, and Strategic Initiatives. In this meeting, the Board will receive a FINAL DRAFT of the District Strategic Plan "SMCCCD: Future Focused" for approval.

RECOMMENDATION

It is recommended that the Board approve the District Strategic Plan 2025-2030 "SMCCCD: Future Focused" including District Values, Strategic Goals, Strategic Initiatives, Metrics and Targets.

File Attachments

[SMCCCD DSP 2025-2030-FINAL DRAFT.pdf \(647 KB\)](#)

16. DISCUSSION ITEMS

Subject :	16.1 Transition from Diligent BoardDocs to Diligent Community (2 Mins.)
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	16. DISCUSSION ITEMS
Type :	Discussion

Public Content

TO:Members of the Board of Trustees

FROM:Melissa Moreno, J.D., Chancellor

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

Background

Diligent's product BoardDocs has served the District since 2022 as the primary platform for managing board agendas and materials. As part of Diligents modernization efforts, the 20+ year old BoardDocs platform is being phased out and replaced with its next-generation platform, Diligent Community.

Update

The District is among the final cohorts transitioning to Diligent Community. To date, Diligent has successfully migrated all existing District content from BoardDocs into the new platform. District staff have begun training on the updated system, which offers a more streamlined interface and enhanced user experience.

Next Steps

The July 30, 2025, Regular Meeting of the Board of Trustees will be the first meeting fully built and published using Diligent Community. This milestone marks the official launch of the new platform for board operations.

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SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

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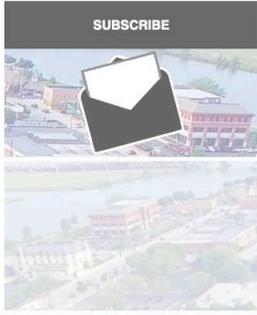
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The San Mateo County Community College District (SMCCCD) generally holds Open Sessions (public meetings) of the Board of Trustees on the fourth Wednesday of each month, at 6:00 p.m. Meetings are held both in person at the District Office (3401 CSM Drive, San Mateo, Ca 94402), and virtually via Zoom. Closed Sessions (private meetings) generally begin at 5:00 p.m., if needed.

Meeting dates and agendas are available for viewing on the San Mateo County Community College District's website. Agendas are published online up to five (5) days (depending on the type of meeting) prior to the day of a meeting, and may also be requested by contacting (650) 358-6753 or via email to trustees@smccd.edu.

For more information, please contact [Candice E. Bell, Executive Assistant to the Board/Board Clerk](#).

WELCOME **SUBSCRIBE**

SCHEDULE OF MEETINGS

June 2025

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

TODAY'S MEETINGS

No Meetings Today

UPCOMING MEETINGS

No Upcoming Meetings

RECENT MEETINGS

- Regular Meeting of Educational Housing Corporation Board of Directors - May 01 2025
- REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES - Apr 30 2025
- SPECIAL MEETING OF THE BOARD OF TRUSTEES - Apr 16 2025
- SPECIAL CLOSED SESSION OF THE BOARD OF TRUSTEES - Apr 16 2025

[More](#)

GOALS

- Strategic Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success
- Strategic Goal #2 - Establish And Expand Relationships With School Districts, 4-year College Partners, And Community-based Organizations To Increase Higher Education Attainment In San Mateo County
- Strategic Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, To Support Student Learning and Success
- Strategic Goal #4 - Ensure Necessary Resources Are Available To Implement This Strategic Plan Through Sound Fiscal Planning

RECOMMENDATION

This item is presented for information only. No action is required at this time.

Subject : 16.2 Cañada College Funeral Services Education Program (FSE) Program Improvement and Viability (PIV) Task Force Recommendations for Program Discontinuance (15 Mins.)

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 16. DISCUSSION ITEMS

Type : Discussion

Public Content

TO:Members of the Board of Trustees

FROM:Dr. Melissa Moreno, Chancellor

PREPARED BY:Kim Lopez, President of Cañada College

CAÑADA COLLEGE FUNERAL SERVICES EDUCATION PROGRAM (FSE) PROGRAM IMPROVEMENT AND VIABILITY (PIV) TASK FORCE RECOMMENDATIONS FOR PROGRAM DISCONTINUANCE

Background and Program Development

The Cañada College Funeral Services Education (FSE) Program was first conceptualized in 2018, supported by Career Education funding and the Strong Workforce Program. Its goal was to prepare students for licensure as embalmers through an Associate of Science (AS) degree, which required accreditation from the American Board of Funeral Service Education (ABFSE). Over seven years, the college invested significantly in the program, including hiring adjunct faculty and constructing an embalming lab.

Accreditation Challenges

In April 2024, the ABFSE denied the colleges application for candidacy, primarily due to a new ABFSE requirement mandating two full-time faculty members by 2027. The original program design relied on adjunct faculty, and the college was not positioned to meet this new standard.

Initial Response and Pilot Certificates

In June 2024, the Board agreed:

Not to reapply for ABFSE accreditation.

To offer two Certificates of Specialization on a two-year pilot: Funeral Service Arranger and Funeral Service Attendant. Bring data to the Board in two years for further discussion.

To develop contingency plans and exit strategies for degree-seeking students.

Since the AS degree could not proceed without accreditation, the college initiated the process to amend the program description in the course catalog.

PIV Task Force Review and Final Recommendations

In October, 2024, the Cañada College Academic Senate convened a Program Improvement and Viability (PIV) Task Force for the Funeral Services Education Program, comprised of faculty, program staff, and two administrators. The PIV Task Force conducted [a comprehensive, six-month review](#). In March and April 2025, the Task Force recommended discontinuing the AS degree and both certificates (The [PIV Report](#), Spring 2025). These recommendations were affirmed by the [Instructional Planning Council](#) and the [Academic Senate](#) and presented to the [Planning and Budgeting Council](#) on April 16, 2025 which also concurred with this recommendation and forwarded it to the College President for action.

The [final recommendations](#) from Cañada President Lopez are:

1. Discontinue the AS Degree in Funeral Services Education.
2. Discontinue both Certificates of Specialization.
3. Explore Alternative Pathways.
 - a. While demand for embalmers is declining, there may be opportunities in areas such as grief counseling, green burial practices, or licensed funeral directing.
 - b. Consider developing not-for-credit upskill certificates focused on high-demand, non-licensed roles (i.e., funeral director).

Rationale for Discontinuation

Key factors influencing the decision include:

Loss of accreditation eligibility.

Shifting industry demands away from licensed embalmers toward non-licensed roles.

Financial sustainability concerns due to reliance on limited Strong Workforce funding and lack of full-time faculty.

Next Steps

In accordance with the [Cañada Academic Senate PIV process](#), the College President will present the recommendation to discontinue the FSE programs to the SMCCCD Board of Trustees in June 2025. If approved, the college will:

Follow Accrediting Commission for Community and Junior Colleges (ACCJC) teach-out policy and plan to assist currently enrolled students to complete their studies with minimal disruption.

Address employment and contractual obligations for program faculty and staff

File Attachments

[funeral-services-piv-task-force-report-final-5.22.2025-correction.pdf \(951 KB\)](#)

[FSE-powerpoint-presentation-v1.pptx \(6.778 KB\)](#)

Subject :	16.3 Overview of Statewide Lease-Revenue Bond to Fund Affordable Student Housing (5 Mins.)
Meeting :	Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category :	16. DISCUSSION ITEMS
Type :	Informational

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno, J.D., Chancellor

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

Marie Mejia, Director of Capital Projects

Yanely Pulido, Director of General Service

Overview of Statewide Lease-Revenue Bond to Fund

Districtwide Student Housing at College of San Mateo

This report provides an informational update to the Board of Trustees regarding the Statewide Lease-

Revenue Bond that will fund the State's portion of the Districtwide Student Housing Project located at College of San Mateo. The State is utilizing a Lease-Leaseback (LLB) structure for purposes of issuing and securing the lease-revenue bonds.

BACKGROUND

The State of California has authorized the use of Statewide Lease-Revenue Bonds (SLRB) to finance affordable student housing projects across community colleges. Under this program, the CCCCO, the State Public Works Board (PWB), and participating districts coordinate the delivery of student housing through a Lease-Leaseback structure.

To be eligible for bond financing, each project must follow a prescribed structure involving a series of real estate and financing agreements, including the Ground Lease, Site Lease, Facility Lease, and Facility Sublease. These agreements are executed simultaneously and enable the State to issue bonds on behalf of the project.

Lease and Financing Structure

- District leases the project site to the Board of Governors (BOG) through a Ground Lease.
- BOG leases the site to the State Public Works Board (PWB) via a Site Lease.
- PWB leases the facilities back to the BOG through a Facility Lease.
- BOG subleases the completed facilities to the District for operation.

- Bonds to fund construction are secured by base rental payments.

- Debt service is included in the annual State Budget - the District is not responsible for repaying bonds or any associated debt service.

- State Public Works Board secures interim financing or State Lease-Revenue Bond funding construction.

This structure allows the State to secure lease-revenue bonds to finance construction, while the District retains operational responsibility after completion.

NEXT STEPS

District staff will continue to coordinate closely with the CCCCO and District legal counsel to:

- Prepare required due diligence documentation;
- Review and negotiate project delivery and lease agreements; return to the Board for approval of all binding real estate and financing agreements prior to execution.

This item is presented for information only. No action is required at this time. Formal approval of agreements associated with the Lease-Leaseback structure will be brought forward to the Board in future meetings.

File Attachments

[2025 0618 SLRB SH LLB Process Communication BD.pdf \(507 KB\)](#)

Subject : 16.4 Report of Off-Campus Facilities, 2024-25 (5 Mins.)
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
Category : 16. DISCUSSION ITEMS
Type : Discussion

Public Content

TO: Members of the Board of Trustees

FROM: Melissa Moreno J.D., Chancellor

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

REPORT OF OFF-CAMPUS FACILITIES, 2024-25

In order to bring programs and services to various sectors of the community that the District serves, it is frequently necessary to use facilities other than those provided at the Colleges. The additional off-campus facilities are used to provide programs that either require specialized facilities or are of such a nature that they need to be conducted at off-campus sites. Also, contract classes conducted by the Colleges and Community Education are often offered at off-campus facilities.

In accordance with Board Policy 6.80 - Policy Governing the Use of Off-Campus Facilities, all use of off-campus facilities requiring the expenditure of funds shall be reviewed annually by the Board. The Colleges have prepared the attached report listing the current off-campus sites for the 2024-25 academic year requiring the expenditure of funds, which includes all sources. These expenses may include the payment of facilities use fees, insurance, or any required reimbursement of costs associated with the facilities use.

File Attachments

[Attachment - DW Off-Campus Facilities Use Report 24-25 - Revised.pdf \(1,200 KB\)](#)

17. COMMUNICATIONS

Subject : 17.1 Quarterly Report of Public Information Requests (5 Mins.)
Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 17. 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

A quarterly report on California Public Records Act (CPRA) requests received by the District is attached for the board's information.

File Attachments

[Public Information Report June 2025.pdf \(95 KB\)](#)

18. STATEMENTS FROM BOARD MEMBERS

19. RECONVENE TO CLOSED SESSION (if necessary)

Subject : 19.1 Reconvened to Close Session

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 19. RECONVENE TO CLOSED SESSION (if necessary)

Type : Procedural

20. RECONVENE TO OPEN SESSION (if necessary)

Subject : 20.1 Reconvened to Open Session

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 20. RECONVENE TO OPEN SESSION (if necessary)

Type : Procedural

Subject : 20.2 Announcement of Reportable Action Taken In Closed Session (if necessary)

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 20. RECONVENE TO OPEN SESSION (if necessary)

Type : Procedural

21. ADJOURNMENT

Subject : 21.1 Adjourn in Memory of George "Lefty" Karkazis

Meeting : Jun 25, 2025 - REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

Category : 21. ADJOURNMENT

Type : Procedural

Public Content

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

ADJOURN IN MEMORY OF GEORGE "LEFTY" KARKAZIS

We adjourn tonight's meeting in honor of George "Lefty" Karkazis, an employee at the College of San Mateo within the Facilities Department, who recently passed away in June 2025. He was a wonderful, soft spoken, reasonable, and reliable person who was dedicated to his work.

George was a first-generation Greek American, and grew up with a strong sense of heritage and pride in his roots. His deep love for his ethnic community and constant engagement made him a beloved and trusted figure. A true Rock Star to many who knew him.

Raised in Burlingame, George graduated from Mills High School in 1984 and later served as Student Body President at Cañada Community College before earning his Bachelor of Science in Business & Marketing from San Francisco State University. But Georges real education happened in life - in conversations across the counter, in acts of service, and in daily honest work. He was, in many ways, a man of the people: relatable, reliable, and always real.

George had a gift. He could talk to anyone often with a slightly furrowed brow and a grumpy but lovable demeanor that everyone came to know as his charm. He could make you laugh until you cried, or offer wise counsel that stayed with you long after the conversation ended. He could be bold, blunt, and beautifully unapologetic. He viewed life in a pragmatic manner and displayed both humility and kindness. That was George. Always himself. Always unforgettable.

Georges time with us was far too short, but the impact he made will live on in stories, in laughter, and in the countless lives he touched. He was our rock, our comic relief, our safe place and his absence leaves a space no one else could ever fill.

On behalf of the San Mateo County Community College District Board of Trustees, Administration, Faculty, Staff and Students we offer our sincerest condolences to his family, loved ones, and friends.