

Hello All,

Below you'll find the **2026** San Mateo County Community College District Board of Trustees meeting calendar. Kindly note that the first column shows the deadlines for submitting documents to CSM's Business Office.

If your department has Personnel Action Forms (PAFs) or Personnel Requisition Forms (PRFs) requiring Board approval, please make sure to work with CSM's Business Office and submit before the due date to avoid any delays. We understand that the deadlines for each Board meeting might feel pretty early. However, the Business Office has tight timelines to review submissions, get approvals, and upload documents to the HR share folder.

To give you a clearer picture of our process, I've also included a diagram below to show the steps we take to ensure that everything gets done on time. We're doing our best to meet everyone's needs, and we appreciate your cooperation in helping us stay on track.

When submitting PAFs or PRFs, kindly email me at linv@smccd.edu and copy the Business Office at csmbusinessoffice@smccd.edu. We will also send out calendar reminders for these deadlines shortly.

Thanks,
CSM Business Office Team

PAF / PRF DEADLINES - 2026 BOARD MEETING CALENDAR

MEETING TYPE	PAFs / PRFs DUE TO CSM BUSINESS OFFICE	CSM BUSINESS OFFICE SENDS PAPERWORK TO DISTRICT HR	DISTRICT HR REVIEWS PAPERWORK	DISTRICT BOARD MEETING
District Board of Trustees Regular Meeting	01/05/26	01/09/26	01/12/26	01/28/26
District Board of Trustees Regular Meeting	01/30/26	02/06/26	02/09/26	02/25/26
District Board of Trustees Regular Meeting	02/27/26	03/06/26	03/09/26	03/25/26
District Board of Trustees Regular Meeting	04/03/26	04/10/26	04/13/26	04/29/26
District Board of Trustees Regular Meeting	04/24/26	05/01/26	05/04/26	05/20/26
District Board of Trustees Regular Meeting	05/29/26	06/05/26	06/08/26	06/24/26
District Board of Trustees Regular Meeting	07/06/26	07/10/26	07/13/26	07/29/26
District Board of Trustees Regular Meeting	07/31/26	08/07/26	08/10/26	08/26/26
District Board of Trustees Regular Meeting	08/14/26	08/21/26	08/24/26	09/09/26
District Board of Trustees Study Session	09/18/26	09/25/26	09/28/26	10/14/26
District Board of Trustees Regular Meeting	10/02/26	10/09/26	10/12/26	10/28/26
District Board of Trustees Regular Meeting	10/23/26	10/30/26	11/02/26	11/18/26
District Board of Trustees Annual Reorganization Meeting	11/13/26	11/20/26	11/23/26	12/09/26

PAF / PRF INTERNAL PROCESS

