AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
July 23, 2014, 6:00 p.m.
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are recorded; recordings are kept for one month.*
- *Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.*

6:00 p.m.   **ROLL CALL**

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

14-7-1	Approval of the Minutes of the Regular Meeting of June 25, 2014
14-7-2	Approval of the Minutes of the Joint Meeting of the Board and the San Bruno City Council, July 9, 2014
14-7-3	Approval of the Minutes of the Study Session of July 9, 2014

STATEMENTS FROM EXECUTIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

14-7-1A	Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

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 for Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.

14-7-1CA   Approval of Community Services Classes, Fall/Winter 2014 – Cañada College, College of San Mateo and Skyline College

14-7-2CA   Approval of Budgetary Transfers for the Period Ending May 31, 2014 and Adoption of Resolution No. 14-8 Authorizing Budget Transfers for 2013-14

14-7-3CA   Denial of Claim Against the District by Interstate Grading & Paving, Inc.

14-7-4CA   Denial of Claim Against the District by Gerardo Hernandez

OTHER RECOMMENDATIONS

14-7-100B   Adoption of Resolution No. 14-9 to Revise Construction Bid, Contract and Project Labor Agreement (PLA) Requirements, Adding Incentives for Contractors Who Employ Pre-Apprenticeship Program Graduates

14-7-101B   Adoption of Resolution No. 14-10 Ordering an Election to Authorize the Issuance of School Bonds, Establishing Specifications of the Election Order, and Requesting Consolidation with other Elections Occurring on November 4, 2014

14-7-102B   Adoption of Resolution No. 14-11 Declaring Intention to Reimburse Expenditures from the Proceeds of Bonds to be Issued by the San Mateo County Community College District

14-7-103B   Acceptance of Program Self-Evaluation for the College of San Mateo Child Development Center and Skyline College Early Learning & Child Development Center

14-7-104B   Approval of Amendment to Agreement with Peninsula Library System

14-7-105B   Discussion of District Reserve Levels and Possible Adoption of Language For Ranges, Priorities and Use of Reserves

INFORMATION REPORTS

14-7-2C   Information Report on Bond Refinancing

14-7-3C   Discussion of Strategic Plan Development

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items

   A. Administrative Appointment, Reappointment, Assignment and Reassignment: **Skyline College** – Interim Dean of Business, Education & Professional Programs, Business; Director of Student Development, Student Services; Dean of Planning, Research & Institutional Effectiveness, PRIE

   B. Public Employment: **Cañada College** – Visual Communications Coordinator, Vice President of Instruction; **College of San Mateo** – Instructional Aide II, Academic Support & Learning Technologies; Librarian, Vice President of Instruction; **Skyline College** – Staff Assistant, PRIE; Career Resources/Counseling Aide, Counseling Services; Accounting Instructor, Business; **District Office** – Human Resources Representative, Human Resources (3 positions); Public Safety Officer, Facilities/Public Safety

   C. Public Employee Discipline, Dismissal, Release

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

The meeting was called to order at 6:03 p.m.

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holober, Dave Mandelkern and Tom Mohr, Student Trustee Rupinder Bajwa

Others Present: Chancellor Ron Galatolo, Deputy Chancellor Jim Keller, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Larry Buckley, District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Schwarz said that in order to accommodate presenter Bryan Godbe, there was a request to hear item 14-6-6C immediately following the swearing in the of the student trustee. There were no objections.

President Schwarz said that Samuel Goldman, former journalism instructor at Skyline College, passed away on June 17. She asked that this meeting be adjourned in his memory. All Board members agreed.

SWEARING IN OF STUDENT TRUSTEE

President Schwarz administered the oath of office to Student Trustee Rupinder Bajwa. Student Trustee Bajwa introduced his father, mother and sister who were in the audience. He said he looks forward to working with the Board during the coming year. He said he will do his best to represent the students of the District and will fulfill his duties to the best of his abilities. He thanked his family for their support.

REVIEW RESULTS OF BOND SURVEY (14-6-6C)

Bryan Godbe of Godbe Research presented the results of a bond measure feasibility survey conducted for the District by his company from June 11 through June 18, 2014. He said data collection was completed via telephone interviews lasting 18 minutes. The universe was 223,204 registered likely November 2014 voters, with a subset of 97,582 registered likely November 2015 voters. The survey tested the influence of supporting and opposing arguments on potential voter support and identified any differences in voter support due to demographic and/or voter behavioral characteristics.

Mr. Godbe summarized the results as follows:

- The survey revealed a strong base of voter support for a community college bond measure.

  - Support for the $388 million bond was 74.7% on the second test ("informed support") in the November 2014 election; support for the $477 million bond was 66.6% on the second test in the November 2014 election; and support for the $563 million bond was 65.8% on the second test in the November 2014 election.

  - There is also support in the 2015 election, but the margins are much smaller than in 2014.

- Support for the bond measure exceeds the 55% threshold at all tax rates tested, but only the $9.00 per $100,000 assessed valuation (the amount associated with the $388 million bond) provides a margin beyond the error rate.

- A combination of modernizing classrooms and labs, providing disabled access, updating computer labs and classroom technology, and increasing energy efficiency are strongly supported by the respondents.

Mr. Godbe said he recommends that the District begin preparing for the November 2014 election in order to preserve the District's options, given that both the November 2014 and November 2015 elections are feasible. He said the deadline for placing a measure on the November 2014 ballot is August 8.

Trustee Mandelkern said respondents were polled post-education ("informed support") on the three bond amounts; he asked if they were also polled on the tax rate, i.e. the dollar amount per $100,000 assessed valuation; Mr. Godbe said they were not. Trustee Mandelkern said that in the pre-education ("uninformed support") polling, there was a dramatic drop in support depending on the three proposed tax rates. He said this was not the case in the 2011 polling and asked if the results

were available for comparison with the 2012 polling. Mr. Godbe said only two amounts were tested in 2012 and, while there was a drop in support for the larger amount, it was not statistically significant. Trustee Mandelkern asked whether the total bond amount or the tax rate is a more accurate predictor of voter response. Mr. Godbe said that in districts where voters are well-educated, such as this District, the tax rate is a better indicator and in districts where voters are less-educated, the bond amount is a better indicator.

Trustee Mandelkern asked if the difference in support for a bond in 2014 vs. 2015 is due to the age of likely voters. Mr. Godbe said this is the case; fewer people overall and more senior citizens vote in off-year elections and tend to be more frugal and probably more conservative. Mr. Godbe said he does not believe this will change over time leading up to the 2015 election.

Trustee Mohr said he believes the survey results are encouraging and demonstrate a cushion at a certain level. He said he would like to ask staff to prepare documents for a bond measure that the Board can examine.

Vice President Miljanich said that, given the needs of the District, she is disappointed at the level of support for the higher bond amounts; however, she hopes the Board will move forward with a bond measure.

President Schwarz asked if the format and most of the questions were the same as were used in previous surveys. Mr. Godbe said the format was the same. He said the ballot questions were adjusted somewhat based on what was learned in the 2012 survey.

President Schwarz said that placement of a bond measure on the ballot can be added to the July 23rd Board meeting agenda for further discussion and possible action if the Board agrees. There were no objections.

MINUTES
It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the minutes of the meeting of June 11, 2014. The motion carried, all members voting "Aye."

STATEMENTS FROM EXECUTIVES
Chancellor Galatolo distributed a handout on outreach activities which was prepared by Barbara Christensen, Director of Community/Government Relations, in conjunction with the three Colleges. He said that all three Colleges have external advisory committees and all host a number of civic events throughout the year. He provided examples of specific activities at each of the Colleges. Chancellor Galatolo welcomed Student Trustee Bajwa and said he has been impressed with the questions and comments Student Trustee Bajwa has made at the meetings he has attended thus far.

Skyline College President Stanback Stroud said there was record attendance at the commencement ceremony and a record number of degrees and certificates were awarded. Anne Wilson, CEO of the United Way of the Bay Area, provided an engaging presentation. The grand opening and ribbon cutting for the Entrepreneur Center took place on May 29; a plaque of appreciation was presented to the Board for their support of the Center. Beta Theta Omicron, Skyline College's chapter of the Phi Theta Kappa Society, won the 2013 USA Today Case Study Challenge. Skyline College's Respiratory Care Program won the annual Greater Bay Area Region "Sputum Bowl" preliminaries and will represent the Bay Area at the statewide respiratory conference in Long Beach. Skyline College student Latasha Washington has volunteered with Habitat for Humanity and will help construct affordable housing in Cape Town, South Africa. President Stanback Stroud said she received a letter from a community member describing the impact that the late Samuel Goldman had on his life and career.

College of San Mateo President Claire said 1,542 degrees and certificates were awarded at the commencement ceremony, the highest number in many years. Regarding outreach activities, President Claire said almost 1,700 events were held at the College during the last academic year. Former Student Trustee Richael Young has earned a graduate degree and is a partner in a new company which she co-founded with one of her professors at the University of Illinois. President Claire congratulated and welcomed Student Trustee Bajwa.

Cañada College President Buckley welcomed and congratulated Student Trustee Bajwa. He said the commencement ceremony was successful and he enjoyed seeing the graduates and their families celebrating together. Cañada College student Sarahi Espinoza was recognized by President Obama at the White House for her work on behalf of Deferred Action Childhood Arrivals (DACA). Ms. Espinoza created a website to help educate other DACA recipients. Cañada College is included in the Working Families Success Network Grant being presented tonight and is hoping to move forward with a SparkPoint Center similar to the one at Skyline College. Classified staff held a workshop at Filoli; faculty members

attended as well and participated in a discussion on how to work together for student success. President Buckley said he had a successful meeting with San Francisco State University Leslie Wong regarding revitalization of the University Center.

Deputy Chancellor Keller said discussions are in process regarding development of a Districtwide strategic plan. The District will use the services of a consultant who will meet with the cabinets at each College. The topic will be placed on the agenda for a future Board meeting in order to solicit input from the Board.

District Academic Senate President Bennett congratulated Student Trustee Bajwa on behalf of faculty. President Bennett said the Performance Evaluation Task Force has completed Appexdix G. Following legal review, the document will be shared with the Vice Presidents Council and College deans. Results of the Academic Senate elections are: Districtwide President – Diana Bennett; Cañada College President – Doug Hirzel; College of San Mateo President – David Laderman; Skyline College President – Kate Browne.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS
None

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (14-6-4A)
President Schwarz said that on page 4 of the report, the number of Health Services Physician positions should be one rather than three. It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the actions in the revised report. The motion carried, all members voting "Aye."

APPROVAL OF ADMINISTRATOR EMPLOYMENT CONTRACT RENEWALS (14-6-5A)
It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the contract renewals. The motion carried, all members voting "Aye."

APPROVAL OF REVISIONS TO STUDENT ASSISTANT SALARY SCHEDULE AND EMPLOYMENT POLICY (14-6-6A)
It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the revisions as detailed in the report. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA
President Schwarz said the Consent consists of the following reports:

14-6-1CA	Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College
14-6-2CA	Annual Review and Approval of Instructional Material Fees
14-6-3CA	Adoption of Resolution No. 14-7 Establishing 2014-15 Budget Limits
14-6-4CA	Approval of Renewal of Agreement with County of San Mateo for Legal Services
14-6-5CA	Approval of International Student Insurance Program, 2014-15

Trustee Holober requested that item 14-6-4CA be removed from the consent agenda. It was moved by Vice President Miljanich and seconded by Trustee Mohr to approve the remaining items on the consent agenda. The motion carried, all members voting "Aye."

APPROVAL OF RENEWAL OF AGREEMENT WITH COUNTY OF SAN MATEO FOR LEGAL SERVICES (14-6-4CA)
Trustee Holober said he will oppose the renewal of the agreement for the same reasons he has expressed in past years. It was moved by Vice President Miljanich and seconded by Trustee Mohr to approval renewal of the agreement. The motion carried, with Trustee Holober voting "No" and all other Board members voting "Aye."

Other Recommendations

DISCUSSION OF CALIFORNIA ASSEMBLY BILL 2087, AS AMENDED, AND POSSIBLE ACTION TO TAKE A POSITION ON THE BILL (14-6-3B)
It was moved by Vice President Miljanich and seconded by President Schwarz to discuss and take possible action on Assembly Bill 2087. Trustee Holober said this is a weaker version of the original bill discussed at a prior Board meeting. He said he believes the Board should align itself with this modest effort to address the issue. Trustee Mohr said Board members received a letter from the President of the League Board stating that problems with accreditation would be addressed. Trustee Mohr said he wrote a letter in response addressing his areas of concern; he suggested that other Board members might consider doing the same. Trustee Holober suggested that the Board consider sending a response from the entire Board. After this discussion, the motion to support the bill carried, all members voting "Aye."

APPROVAL OF CONTRACT AWARD FOR THE CAÑADA COLLEGE AND COLLEGE OF SAN MATEO ROADWAY AND PARKING LOT FIXTURE LED RETROFIT PROJECT (14-6-100B)
It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the contract as detailed in the report. Trustee Mandelkern asked if an Environmental Impact Report or Negative Declaration is required for the project. Vice Chancellor José Nuñez said this is a maintenance project and no report is required. The motion carried, all members voting "Aye."

ACCEPTANCE OF WORKING FAMILIES SUCCESS NETWORK GRANT FOR CAÑADA COLLEGE (14-6-101B)
It was moved by Vice President Miljanich and seconded by Trustee Holober to accept the grant as detailed in the report. The motion carried, all members voting "Aye."

ACCEPTANCE OF ACHIEVING THE DREAM WORKING FAMILIES SUCCESS NETWORK GRANT FOR SKYLINE COLLEGE (14-6-102B)
It was moved by Vice President Miljanich and seconded by Trustee Holober to accept the grant as detailed in the report. In response to a question from Trustee Mandelkern, President Stanback Stroud explained that Skyline College has been asked to take a coordinating role for the national program; this grant will provide funding for Skyline College to offer support to other colleges. After this discussion, the motion carried, all members voting "Aye."

ACCEPTANCE OF GROVE FAMILY FOUNDATION'S GROVE SCHOLARS PROGRAM FUNDING FOR 2014-15 (14-6-103B)
It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to accept the grant as detailed in the report. The motion carried, all members voting "Aye." Trustee Mandelkern said he is pleased that this will provide funding for more student scholarships.

APPROVAL OF REVISIONS TO BOARD POLICY 6.22, ACADEMIC RENEWAL (14-6-104B)
It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the revisions as detailed in the report. In response to a question from Trustee Mohr, Jennifer Hughes, Vice President of Student Services at College of San Mateo, said the grade for the substandard course work to be alleviated would never be removed from a student's record; however, it would be noted that the student had pursued the academic renewal policy and the effect on his/her GPA would be removed. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF 2016-2020 FIVE-YEAR CAPITAL CONSTRUCTION PLAN (14-6-105B)
It was moved by Vice President Miljanich and seconded by Trustee Mohr to approve the plan as detailed in the report. Vice President Miljanich asked about the process used to arrive at the project list. Karen Powell, Director of Maintenance and Operations, said the primary basis is the facilities master planning process. There is dialogue among the Facilities group, the College Presidents and their cabinets, participatory governance groups, and members of the community. She said staff also considers the Facility Condition Index.

Trustee Holober asked how this Five-Year Plan reflects reality. Chancellor Galatolo said the Five-Year Plan includes projects that staff believes the State might support. He said the needs which the District believes are important may be very different from those which the State would consider as Initial Project Proposals. Therefore, the projects contained in the Master Plan and those in this document do not necessarily overlap perfectly. Chancellor Galatolo said the Master Plan reflects the projects the District considers essential and is used as the operating document.

Trustee Holober noted that the status for some projects is shown as "design will commence upon voter approval of a future general obligation bond." He asked if this refers to a state bond or a local bond. Ms. Powell said it refers to a local bond. She said contemplated locally-funded projects are included in the report because the State needs this information in order to get a complete picture of how competitive the District's grant proposals are. The state also wants to make sure that a campus is not overbuilt. Chancellor Galatolo said that "locally funded projects" could include funding from the District's Capital Projects Fund and past local bonds, as well as future local bonds.

Trustee Mohr asked if the Board will be provided information on project priorities if they approve placing a bond measure on the ballot. Vice Chancellor Nuñez said he previously shared with the Board a list of project needs totaling $670 million. He said that if the Board approves a bond measure, he will work with the District team and the College Presidents to modify the list in accordance with the amount approved for the bond measure.

President Schwarz noted that there has been no State bond since 2006 and there is no guarantee that State funding will become available. Vice Chancellor Nuñez said the District, along with approximately 25 other community college districts, has submitted its Initial Project Proposals and Final Project Proposals every year even though no State funding has been available. He said there was debate at a recent meeting of the Association of Chief Business Officials about whether districts that have not submitted their proposals should be allowed to compete if there is a State bond in November 2014. He said it appears likely that they will be allowed to compete and the District and others that have complied with the submission requirements will lose their place in the queue. In response to a question from Vice President Miljanich, Vice Chancellor Nuñez said the decision about whether districts that did not submit proposals will be allowed to compete is made at the State Chancellor's Office.

Trustee Holober said that most projects listed in the report are locally funded and he asked if this list would then become the list of projects for a potential bond measure if it is approved by the Board. Ms. Powell said the list would be modified and refined to match the amount of the bond. Chancellor Galatolo said this would in turn be reflected in a revised Facilities Master Plan.

Trustee Mandelkern asked if there is sufficient time before the August 8th filing deadline for Facilities staff to consult with the College Presidents, modify the project list to match the three bond amounts, and bring the lists back to the Board for discussion and potential approval of placing a bond measure on the ballot. Vice President Miljanich said that in the past, the Board received a list of needs and then the projects were prioritized at the campuses. Trustee Mohr said he would like to have a good sense of what major projects would be included as the Board considers going forward with a bond measure. He said the College Presidents and Chancellor, along with their teams, have worked on the project list for a long time and could quickly prioritize which are most important in order to move forward with the educational mission. Trustee Mandelkern agreed that it would be helpful for the Board to have a detailed project list prior to discussing and possibly voting on a bond measure. Chancellor Galatolo said the project list for the ballot would be general, such as "recondition classrooms" or "construct new science buildings" rather than specific projects at each campus; however, information provided to the Board will be specific.

Vice President Miljanich said she does not believe it is the job of a trustee to determine specific projects to be undertaken at each campus. Instead, she said she is interested in hearing that there was a process at each College to determine which projects are considered most important and to have an understanding of how those decisions are made.

After this discussion, the motion to approve the Five-Year Capital Construction Plan carried, all members voting "Aye."

ADOPTION OF THE 2014-15 TENTATIVE BUDGET (14-6-106B)
It was moved by Vice President Miljanich and seconded by Trustee Mohr to adopt the tentative budget. Executive Vice Chancellor Kathy Blackwood said the following guidelines were applied during development of the budget: address Board goals and District strategic plan; address community needs; balance the budget projections in each of the next three years; and use one-time funds for one-time expenses. She compared the State adopted budget and the likely District adopted budget. Fund 1 (Unrestricted General Fund) revenues are projected to be $132.4 million; the majority is property tax revenue, which is projected to increase by 5.81%. RDA funds are also projected to increase. Fund 1 expenses are projected to total $132.4 million, with the majority going to site allocations.

Executive Vice Chancellor Blackwood compared the District's revenue based on community-supported status vs. State revenue limit. She said the District will realize an estimated benefit of $22,264,802 for next year as a result of being community-supported. She discussed other community college districts in the state which are also community-supported.

Executive Vice Chancellor Blackwood reviewed other funds, including Internal Service, Debt Service, Restricted Fund, Capital Projects, Enterprise/Auxiliary, Special Revenue, Student Aid, and Reserve for Post-Retirement Benefits. She discussed Categorical Funds and what portion the District is estimated to receive for 2014-15. Categorical programs and the estimated amounts to the District are:

- Student Success and Support Program (SSSP) - $3.2 million
- Student Equity – amount not known at this time
- Disabled Students Programs and Services (DSPS) - $1.5 million
- Scheduled Maintenance and Instructional Equipment (one-time) - $2.5 million
- Economic and Workforce Development – amount not known, RFP based

Executive Vice Chancellor Blackwood said the District uses the self assessment checklist provided by the Chancellor's Office. Although use of the checklist is not mandatory, it is used for accreditation and helps show that the District is fiscally sound.

Executive Vice Chancellor Blackwood said this year's issues include:

- Changes in the K-12 system, including restricting the size of reserves to no more than 5%; local control funding formula; categorical funds as part of base. Staff will continue to monitor.
- Drop in Proposition 30 funding; because of the timing of the release of funds, the District received funding for two years in 2013-14.
- End of Measure G funds on June 30; carryover will be spent in the next year.
- Redevelopment Agencies – most are still awaiting Department of Finance approval before they can plan to sell property; when sales occur, the District will receive one-time funds.
- KCSM-TV – the budget includes $900,000 to the General Fund for LocusPoint with a transfer to the Restricted Fund for the TV budget. No additional funds will come from the District. However, the federal government has determined that the LocusPoint transfer-in does not qualify as a District contribution and will, therefore, lower the Corporation for Public Broadcasting grant over time. It is hoped that the station will be sold before this issue becomes a budgetary problem.
- Resource allocation – staff is working on a new model that will address Board goals and the strategic plan and will also meet the needs of the community.
- Reserves – currently at 5% of expenditures in accordance with Board policy.

In response to a question from Trustee Mohr, Executive Vice Chancellor Blackwood explained that, while the Board policy calls for a 5% reserve, there are a variety of reasons that it may be larger at different points in time, including purchase orders, projects that have been approved but not yet expended, and ending balances that can be carried forward.

Trustee Mandelkern asked Executive Vice Chancellor Blackwood to address the CalSTRS and CalPERS increases and their impact on the District. Executive Vice Chancellor Blackwood said CalPERS rates are expected to increase from approximately 11% to 20% by 2020-21. Legislation recently signed by the Governor will increase CalSTRS rates for both employers and employees; the employer's contribution is expected to increase form 8.25% to 19% and the employee contribution will increase from 8.25% to 10.25% over a three-year period. Executive Vice Chancellor Blackwood said the combined incremental amount for the District is just under $500,000 for next year and this has been built into the budget. She said it is difficult to project further into the future. Executive Vice Chancellor Blackwood noted the projected increases are subject to change.

Trustee Holober said the Board has had beginning conversations about a policy on reserves going forward and he believes this is a topic for a future study session. He said he would prefer to have further discussion prior to the final budget presentation to allow the Board an opportunity to adopt a reserves policy. Staff will place this item on a future agenda.

Trustee Holober asked if the District's community-supported status would be affected if categorical funds were to become part of its base. Executive Vice Chancellor Blackwood said it would not likely impact the community-supported status because it would be less than the $22 million benefit derived from being community-supported.

Trustee Holober asked if the salaries and benefits shown for the San Mateo Athletic Club are for District employees. Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said they are not District employees. Trustee Holober said this is essentially a payment to a vendor and he asked if this is the proper way to categorize the expense. Executive Vice Chancellor Blackwood said showing the line items provides more information. She said the vendor is

incurring the expenses on behalf of the District and the District shares the account from which they are paid. Trustee Holober asked if the management fees are separate from the salaries and benefits. Vice Chancellor Bauer said they are separate expenses.

Trustee Holober said he would like to receive an update on how the District is doing with the collection of fees from students. Executive Vice Chancellor Blackwood said this will be presented as an information item at a future meeting.

Trustee Mohr said it would be interesting to learn what types of things the District is able to do because of the $22 million benefit derived from being community-supported. Executive Vice Chancellor Blackwood said it is difficult to quantify outside of salaries and benefits. President Claire said a sizable portion is being used to replace funds being lost because of the expiration of Measure G. Trustee Holober noted that the District negotiated a very good package of salaries and benefits for its employees.

After this discussion, the motion to adopt the tentative budget carried, all members voting "Aye."

INFORMATION REPORTS

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2014 (14-6-3C)
The Board accepted the report.

THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2013-14 (14-6-4C)
The Board accepted the report.

REPORT ON RECRUITMENT AND HIRING (14-6-5C)
Harry Joel, Vice Chancellor of Human Resources and Employee Relations, described the hiring process prior to 2007. Paper applications were mailed or dropped off to the Human Resources Department (HR) and there were lines of applicants before due dates. The process was decentralized, with HR providing only a brief orientation to screening committees and the campuses conducting all phases of screening and hiring. Committee chairs were burdened with too many responsibilities, creating delays in screening applications. Applicants frequently became disgruntled after not being notified of their status in a timely manner. The best qualified candidates sometimes accepted other positions due to hiring delays.

Vice Chancellor Joel outlined improvements to the process which began in 2007. HR staff participates on each committee as a resource. Screening committees receive training on non-discrimination, EEO, diversity, etc. Sample applicant screening forms and sample interview questions are prepared in advance by HR. An HR staff member serves as a liaison with applicants and ensures that each applicant is treated fairly and equally. The hiring process is streamlined as applications are reviewed as they are received.

Vice Chancellor Joel said that since August 2007, the District has had a partnership with PeopleAdmin, an applicant tracking system designed for use in higher education. Benefits of the system include: online completion of applications; rapid posting of positions; pre-screening of applications; automated collection and reporting of EEO data; applications reviewed online by screening committees. As a result of the system, the use of paper has dramatically decreased, the time it takes to fill positions has been significantly reduced, and screening committees do not feel as burdened as in the past. There is also better selection of the best qualified candidates.

Vice Chancellor Joel said that between August 2007 and June 2014, 34,549 applications were received from 32,239 applicants, and 685 individuals were hired. He said that 50% or more of the individuals hired by the District are members of minority groups, mirroring the makeup of the community. In 2013-14, 70% of permanent faculty hires came from the adjunct ranks, an increase over previous years. In 2013-14, 48 classified and administrative employees received promotions, reassignments or reclassification; this was also an increase over previous years.

Vice Chancellor Joel said selection committees are recommended by the hiring manager, who could be the Dean of a division, the Chancellor or a Vice Chancellor, a College President, etc. Members of selection committees for faculty positions are appointed by the Academic Senate; members for classified positions are appointed by CSEA; and members for administrative positions are appointed by the College President in collaboration with the Academic Senate and CSEA. Membership reflects diversity as well as sufficient knowledge of the position being filled.

Debbie Carrington, Human Resources Manager, described "On-Boarding." She said that once a hiring offer is made, references are thoroughly checked and background checks and fingerprinting are conducted. The new employee meets with HR to complete employment paperwork and they are referred to the District's new hire orientation website which includes information on compensation and benefits, a copy of the employee handbook, and other information.

Vice Chancellor Joel said a new version of PeopleAdmin will be implemented on July 8, 2014 and will include expanded reporting and data analysis and an easy-to-use application portal page and mobile app. The system will allow online ranking of applicants by screening committees.

Vice Chancellor Joel said HR will continue to provide guidance to adjunct faculty who are preparing to apply for full-time positions. They will continue to offer training for screening committees as well as diversity training. They will also finalize the District EEO Plan and present it to the Board.

Vice President Miljanich asked who goes through the applications. Vice Chancellor Joel said the screening committees review the applications. He said it is usually easy to eliminate applications because many candidates do not meet the required qualifications. Vice President Miljanich asked if there is a person in charge on each screening committee. Vice Chancellor Joel said each committee has a chair and a HR staff member also attends each meeting to provide expertise. Vice President Miljanich asked if a variety of employees serve on committees. Vice Chancellor Joel said a variety of faculty members are willing to serve; it is more difficult with classified staff because many are shy or introverted and do not wish to serve. Vice President Miljanich asked if there is guidance for the committees on how many candidates to bring forward. Vice Chancellor Joel said there are no guidelines; however, committees are cautioned that all those brought forward should be well qualified. President Stanback Stroud said she meets with all committees that convene to fill management positions and explains that the committee's job is to screen candidates and send only those who meet the required qualifications.

Trustee Holober asked if there is a process for considering for other positions candidates who are well-qualified but do not get hired for the position for which they applied. President Claire said he had occasion to hire two finalists when he was aware that a faculty member was going to be retiring. President Stanback Stroud and Vice Chancellor Nuñez said they also have been able to do this sparingly and when it is within their budgets.

Trustee Mohr said he has known many HR leaders and that Vice Chancellor Joel, who is retiring as of June 30, is the best he has known. He said he has heard comments from people about how well they are treated by the outstanding HR staff. He thanked Vice Chancellor Joel for the wonderful job he has done and said he can leave with pride, knowing that he has contributed to the District in a great way. Trustee Holober seconded Trustee's Mohr's sentiments. He said he believes that hiring the right people is the hardest part of the job and is crucial to the institution. Vice President Miljanich said Vice Chancellor Joel is also skilled at helping people negotiate how and when to leave the District and helps them feel good about their accomplishments.

President Schwarz thanked Vice Chancellor Joel and Ms. Carrington for their report. She said it is impressive to learn how the process has been improved and she hopes that Vice Chancellor Eugene Whitlock will continue to provide updates. President Schwarz wished Vice Chancellor Joel the best for the next chapter in his life. She said he is well-loved throughout the District.

COMMUNICATIONS
President Schwarz said that since the last regular meeting, the Board received a letter from a member of the community regarding the Humane Society of the United States; an email from a high school student who is developing a website geared toward high school students about colleges and universities, requesting permission to include the District's College logos and links to their websites; and an email from a member of the community regarding his son's admission to a class at College of San Mateo.

STATEMENTS FROM BOARD MEMBERS
Trustee Holober said he received a call from a California Federation of Teachers lobbyist on June 23 asking him to testify on Assembly Bill 1942 which was introduced by Assembly Member Fonta. Trustee Holober said he responded that he could testify only as an individual. He said he talked with President Schwarz and Chancellor Galatolo prior to testifying. He said the bill was diluted dramatically and the Board may or may not want to consider supporting it. The original bill would have established some open meeting laws for ACCJC meetings, addressing meeting notices, opportunities for members of the public to speak and not have to identify themselves and sign in, and record retention. All of these issues

were removed from the bill, awaiting the audit by the State Auditor which will be released tomorrow. President Schwarz thanked Trustee Holober for testifying.

Vice President Miljanich said the for-profit Corinthian Colleges, which is the parent company of the Everest, WyoTech and Heald brands, will receive a bailout from the federal Department of Education despite being accused by the Department of failing to provide data addressing illegal practices. She said this is ironic in light of what has occurred with City College of San Francisco. Ms. Christensen said she believes an agreement was reached with the Department of Education that would allow Corinthian to receive federal aid for students now enrolled while the corporation sells its colleges.

Trustee Mandelkern wished Vice Chancellor Joel well in his retirement and thanked him for many years of faithful service. He welcomed Student Trustee Bajwa and thanked him for bringing his family to the meeting.

Trustee Mohr said he attended an advisory committee meeting for the Youth Empowerment Scholar Program at Skyline College; a meeting on "Supporting the Most At Risk Students in Our Community" which was sponsored by the San Mateo County School Boards Association; a forum on Sustainable San Mateo, with a focus on transportation issues; Assembly Member Kevin Mullin's advisory committee meeting, at which superintendents discussed the importance connecting with the Colleges regarding work on the Common Core; the grand opening of the Entrepreneur Center; and a Project Change blue ribbon commission meeting for Project Change, which reaches out to incarcerated youth to offer support for attending college.

Student Trustee Bajwa thanked Board members for their warm welcomes. He said he has received support and guidance throughout the transition; he thanked District staff, particularly Gina Dizon, Human Resources Representative. Student Trustee Bajwa said he will bring more input to the Board after meeting with the District Student Council. He congratulated Vice Chancellor Joel on his retirement and wished him the best of luck.

President Schwarz welcomed Student Trustee Bajwa and said she has observed that he is well-respected by other students. President Schwarz said she attended the "Supporting the Most At Risk Students in Our Community" meeting and is pleased that the School Boards Association is interested in this topic. She also attended the Cañada College and College of San Mateo Middle College graduations; the College of San Mateo Nursing Pinning ceremony; College of San Mateo Dental Assisting Pinning ceremony; commencement ceremonies at Cañada College and College of San Mateo; and the grand opening of the Entrepreneur Center.

RECESS TO CLOSED SESSION
President Schwarz announced that during Closed Session, the Board will consider the personnel items listed as 1A, 1B, 1C and 1D on the printed agenda.

The Board recessed to Closed Session at 9:50 p.m. and reconvened to Open Session at 10:25 p.m.

CLOSED SESSION ACTIONS TAKEN
President Schwarz reported that at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the items listed as 1A, 1B, 1C and 1D.

ADJOURNMENT
It was moved by Trustee Mohr and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:26 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 23, 2014 meeting.

Patricia Miljanich
Vice President-Clerk

**Minutes of the Joint Meeting of the Board of Trustees of the San Mateo County
Community College District and the San Bruno City Council
July 9, 2014, San Bruno, CA**

The meeting was called to order at 6:10 p.m.

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holober, Dave Mandelkern and Tom Mohr, Student Trustee Rupinder Bajwa

City Council Members Present: Mayor Jim Ruane, Vice Mayor Rico E. Medina, Councilmembers Irene O'Connell and Michael Salazar

Pledge of Allegiance

INTRODUCTIONS
President Schwarz welcomed the San Bruno City Council and other guests. She said it is a wonderful experience for the Board to travel to sites other than the District Office for meetings. She said the Board appreciates the hospitality extended by Skyline College.

President Schwarz introduced Skyline College President Regina Stanback Stroud who hosted the meeting, Chancellor Ron Galatolo, Deputy Chancellor Jim Keller, Executive Vice Chancellor Kathy Blackwood, Cañada College President Larry Buckley, and College of San Mateo President Mike Claire.

Mayor Ruane introduced Connie Jackson, City Manager; Tami Yuki, Assistant City Manager; Neil Telford, Chief of Police; David Woltering, Community Development Director; and Joseph Cervantes, Associate Engineer with the Public Services Department.

PRESENTATAION OF PROCLAMATION RECOGNIZING SKYLINE COLLEGE DESIGN AND CONSTRUCTION PROGRAM
Mayor Ruane read the following proclamation:

> *The City Council of the City of San Bruno commends and honors Skyline College's outstanding design and construction program which adheres to principles of sustainable resource use and environmental sensitivity in the construction of the Multicultural Center, Cosmetology and Administration Building, which achieved LEED Silver Certification, and the Facilities Maintenance Center, which achieved LEED Gold Certification.*

Mayor Ruane presented the proclamation to President Schwarz, who in turn presented it to President Stanback Stroud.

COMMENTS FROM COUNCIL AND BOARD MEMBERS
None

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS
None

TOUR OF CAMPUS WITH STOPS AT THE ENVIRONMENTAL ENERGY MANAGEMENT PROGRAM AND SPARKPOINT CENTER
Cherie Colin, Director of Marketing, Communications and Public Relations, led the tour. The first stop was at the Solar & Building Science Learning Center, a custom-built facility designed to provide hands-on technical training for Solar Technology and Building Science. Instructor Bruce Greenstein showcased the Residential House Model which features all of the basic elements of a home and is used to teach students best practices for assessing and retrofitting buildings.

Ms. Colin next led the group to the SparkPoint Center where William Watson, Director of the Center, explained that SparkPoint is a financial education coaching service utilized by students and other members of the community to achieve financial stability. Among the services offered are individual financial coaching, a food pantry, free income tax preparation, access to banking services, assistance with public benefits enrollment, a career services center, the Grove Scholars program, and an English language institute.

REPORT ON SAN BRUNO'S INITIATIVES INCLUDING THE CENTENNIAL CELEBRATION AND TRANSIT CORRIDOR
Mayor Ruane said President Stanback Stroud was recently appointed to serve as a member of the San Bruno Community Foundation Board of Directors. The Foundation will be responsible for managing the distribution of the $70 million restitution fund that the City negotiated from PG&E in the aftermath of the devastating September 2010 gas line explosion and fire. Mayor Ruane said the Foundation is pleased to have the benefit of President Stanback Stroud's expertise and her engagement in the community which will strengthen the partnership between the College and the City.

Mayor Ruane said 2014 marks the 100th anniversary of San Bruno's incorporation. Among celebratory events will be a Centennial Gala dinner-dance on September 6 at Skyline College and a Community Day in the Park on September 26 in City Park.

Mayor Ruane asked Mr. Woltering to present a report on the initiative for transformation and revitalization of the downtown and transit corridors in San Bruno. Mr. Woltering said that in February 2013, the City of San Bruno adopted the San Bruno Transit Corridors Plan for transforming approximately 155 acres of the downtown area. He said Ordinance 1284, adopted in 1977, put in place constraints having to do with building heights, residential density and banning of above-ground parking structures; this has caused some developers to turn away from development of the area. The San Bruno City Council will soon consider placing a ballot measure before voters this November which would, within certain areas of the 155-acre transit corridor, allow building heights to be increased, allow for increased residential densities, and allow above-ground parking. Mr. Woltering said mixed-use development would bring people, activity and jobs to the area. He displayed poster boards showing the area as it currently exists and what it could look like upon full implementation of the Transit Corridors Plan.

DISCUSSION OF NEW PROGRAMS AND ACTIVITIES AT SKYLINE COLLEGE
President Stanback Stroud provided brief descriptions of the following programs and services offered at Skyline College: Center for Legal Studies; Bay Area Entrepreneur Center; Energy System Technology Management; Center for Innovative Practices Through Hip Hop Education and Research; College Lecture Series; Education Abroad – "Passport to the World"; and the Youth Entrepreneurship Program's Global and Social Entrepreneurship Project.

DISCUSSION OF FUTURE CAMPUS BUILDING PLAN
Chancellor Galatolo provided a brief history of the founding of Skyline College in the late 1960s and subsequent expansion of the College. He discussed the history of Parcels A and B. Parcel A was vacant land owned by the District and was exchanged for land that was considered a more strategic location for the District; this land formerly housed the Pacific Heights and Loma Chica schools.

Chancellor Galatolo discussed construction projects that have been completed over the years at Skyline College and displayed aerial views of the campus as it currently exists. He also discussed and showed views of proposed building plans at the College, which include:
- Environmental Science Building, a new building on the west portion of the campus
- Demolition of Building 1 and construction of new Social Studies/Creative Arts Building
- Demolition of Pacific Heights, to become a parking area to meet demand
- A Kinesiology and Wellness Building; this will be a very expensive project and is envisioned to be undertaken well into the future
- A housing development, including faculty and staff housing, on Parcel B

"THE LAST MILE" TRANSPORTATION INITIATIVE AND NEXT STEPS
President Stanback Stroud said the Transportation Initiative is a project of the Skyline College President's Council, which provides support and advice to the President and helps raise financial support. She said that the Council planned and held a Success Summit in September 2013, at which "Transportation – The Last Mile" was a theme. Attendees of the Summit voted to focus attention on this issue.

Cindy Abbott, a member of the President's Council, said Skyline College is more than a mile from key transit hubs. BART stations are four to seven miles away and there is limited bus service. People spend 45 minutes to more than one hour to get from a BART station to campus. The objective of the Transportation Initiative is to identify and create sustainable opportunities for students, faculty and staff to conveniently and economically travel from public transit stations, or other locations, to the campus. Strategic connections were made with regional transit organizations, campus groups, and City of

San Bruno staff. The Initiative aligns with both the Skyline College Sustainability Plan and the City of San Bruno Climate Action Plan, as both address transportation issues.

Ms. Abbott said surveys of faculty, staff and students were conducted. Data was collected on the times of arrivals and departures to and from the College; commute starting points; commute modes; and commute considerations, e.g. reliability, cost, travel time, etc. She said that with the data collection completed, the next steps will be:

- Continue to expand strategic connections to explore carpool/vanpool services, opportunities for flex peak time bus routes, and shuttles
- Outreach to other institutions of higher learning for their "lessons learned"
- Commuter benefits program/incentives
- Report/prioritize recommendations to move forward
- Publicize alternatives and benefits

In response to a question from Councilmember O'Connell, President Stanback Stroud said the number of students coming to Skyline College from San Francisco has been consistent for many years.

Presidents Schwarz said there were several interesting discussions at the meeting tonight. She asked if there were any questions or comments before adjourning the meeting.

Trustee Mohr said the relationship between the City of San Bruno and Skyline College is gratifying and productive. He said many people in the community admire the City Council for the work they did on behalf of the people in the face of the gas line explosion tragedy. Trustee Holober said he followed the explosion and its aftermath closely and he congratulated the Council on their advocacy on behalf of the residents who were affected.

Regarding transportation, Trustee Holober said the student survey was conducted with those who have already figured out a way to get to the campus and improving transit options for these students would be valuable. He said the missing component is how many potential students were not surveyed because it is simply too difficult to get to the College. He said he hopes the results of the Initiative will help open doors to more students.

Mayor Ruane thanked the Board and Skyline College for hosting the meeting. He said it is a pleasure for the City Council to periodically have a change of venue. He thanked Trustees Mohr and Holober for their earlier comments. Mayor Ruane said the City of San Bruno is willing to help with the issue of transportation so that students can conveniently get to Skyline College to continue their education.

Vice Mayor Medina said that when the neighborhood was devastated after the gas line explosion and fire, Skyline College opened its doors to residents and relief organizations. He said the College also opened its doors for the first anniversary of the explosion. He said he appreciates the partnership between the City of San Bruno and Skyline College and hopes they will continue to meet periodically.

ADJOURNMENT OF MEETING
President Schwarz thanked the San Bruno City Council for traveling to Skyline College for the joint meeting and thanked President Stanback Stroud and Skyline College staff for hosting the meeting. She said the meeting will be adjourned in memory of Ira Ruskin, former State Assembly Member and Redwood City Mayor, who passed away on July 3. The meeting was adjourned at 7:57 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 23, 2014 meeting.

Patricia Miljanich
Vice President-Clerk

The meeting was called to order at 8:15 p.m.

Board Members Present:	President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holober, Dave Mandelkern and Tom Mohr, Student Trustee Rupinder Bajwa
Others Present:	Chancellor Ron Galatolo, Deputy Chancellor Jim Keller, Cañada College President Larry Buckley, College of San Mateo President Michael Claire, Skyline College President Regina Stanback Stroud

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS
None

DISCUSSION OF POTENTIAL GENERAL OBLIGATION BOND INITIATIVE (14-7-1C)
The Board discussed the lists provided to them showing projects recommended for a $388 million bond measure and those recommended for a $477 million bond measure. Trustee Mohr said he appreciates the considerable amount of work undertaken to examine projects and identify which are the highest priority to serve the strategic needs of the Colleges. He asked for an explanation of the process used for choosing some projects and not others to bring forward to the Board. José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said a project list was presented to the Board in several sessions, beginning in February 2012. He said the lists presented at this time are in accordance with the needs of the Colleges and District, taking into account the strategic plans and educational master plans of each College.

Vice President Miljanich said she appreciates hearing that there has been input from the Colleges' leadership teams and that there are recommended projects at each of the Colleges. She said she is sorry that some projects had to be removed from the bond list but recognizes the necessity to do so in order to be successful with a bond measure. She said the survey results were positive and she continues to support moving forward with a bond measure.

Trustee Mandelkern said the lists of bond projects presented tonight are different than the projects listed in the Five-Year Capital Construction Plan which the Board approved on June 25; some projects are removed from the lists and there are significant differences in cost estimates for the same projects. Vice Chancellor Nuñez said some projects, such as Building 2 at Skyline College, were removed because the probability of obtaining State funding is not high. He said cost estimates were adjusted to meet the two different amounts of a potential bond measure. Chancellor Galatolo said the Skyline College Kinesiology Center was also removed from the bond list because it is a very expensive project and would require a different solution. He said it is necessary to manage expectations with the reality of available resources. Chancellor Galatolo cautioned against giving much credibility to the Five-Year Capital Construction Plan. He said it is a rolling plan that changes each year and is used by the State to demonstrate to the Legislature the need for a bond, even though no bond has been on the ballot for eight years. He said the Facilities Master Plan is the vision of the District's strategic planning.

President Schwarz said it is prudent to be general when publicizing a bond measure in order to allow flexibility to deal with unforeseen circumstances during construction. Trustee Holober said he understands the comments regarding the Five-Year Capital Construction Plan and understands the need for flexibility, but wants to make sure that the lists provided at this meeting reflect the intended plans if the Board decides to go forward with a bond measure. Vice Chancellor Nuñez confirmed that the projects on the lists are the major projects remaining to be completed. Trustee Mandelkern said he believes the inability to articulate what the bond money would be used for was one reason for the failure of the District's last bond measure. He cited the success or failure of three other measures put forth by other entities. Vice President Miljanich said she did not have that same experience when conversing with the public during the last bond campaign.

The Board discussed several individual projects, including the Environmental Science and Early Childhood Education Buildings at Skyline College, the Kinesiology and Wellness Building at College of San Mateo, the Math/Science and Engineering Building at Cañada College, and Districtwide Data Center and Network Infrastructure and Phone System Upgrade. The Board also discussed which projects are most likely to be supported by the public as indicated by the results of the survey conducted by Godbe Research.

President Schwarz asked what the difference in projects is when comparing the lists for a $388 million bond and a $477 million bond. Vice Chancellor Nuñez said the core difference is the $89 million allocated for the Skyline College Kinesiology and Wellness Building in the $477 million list.

Trustee Holober said that prior to the 2005 bond, the Board discussed and approved goals that were part and parcel of the bond measure. One of the goals was sustainable/green building and this has been implemented successfully. Another goal stated that a very large construction project affords the opportunity to enable underserved and at-risk youth to learn skills and pursue stable careers. To achieve that goal, Trustee Holober said he and President Schwarz met with Vice Chancellor Nuñez, President Claire and others to try to develop a pre-apprenticeship program targeted to providing avenues for at-risk youth to get into the workforce. He said he does not fault anyone at the District for this goal having not come to fruition. He said the Board recently adopted statements of goals and core values and principles and both have references to reaching out to underserved populations and at-risk youth. He said he believes language requiring a pre-apprenticeship program should be written into any future bond measure to assure that it is carried out. He said he believes this should be part of the commitment that contractors make and should be built into bid requests. He said there are successful models in other parts of the State. President Claire said he and others have been working for the past several months with the apprenticeship community and he is pleased to announce that a pre-apprenticeship program will launch this fall on the College of San Mateo campus through Community Education. The program will be based on a national curriculum.

Chancellor Galatolo said he recalls that the Board was clear that a pre-apprenticeship program was an important objective prior to the 2005 bond. He said staff was diligent in working on meeting the objective and all agree it could provide an opportunity for many young adults to enter careers that could offer long-term benefits. He said it became problematic because the trades have their own procedural guidelines and rules for accepting apprentices and the District seemed to want to override this structure. Bill Nack, Business Manager of the Building and Construction Trades Council of San Mateo County, agreed that this was one issue. He said he believes this issue can be resolved with some, but not all, apprenticeship programs. He said a larger issue is that, while it is commendable to have an idea about a pre-apprenticeship program, money is needed to implement the program. He said neither the apprenticeship programs nor the unions have money to do so. Mr. Nack said it might be helpful for a member of the committee working on launching the District's pre-apprenticeship program to talk with the Board and said he would be glad to arrange this. He said the program was launched through California Assembly Bill 554 which fostered collaboration among Workforce Investment Boards, community colleges and apprenticeship programs. He said the program would not have been possible without securing grant dollars, as the cost is $60,000 to $70,000 for one class.

Vice President Miljanich asked if those who complete a pre-apprenticeship program have a greater chance of being accepted into an apprenticeship program. Mr. Nack said some apprenticeship programs allow a pre-apprenticeship certificate to act as a direct entry; however, everyone must pass all of the other requirements. He said having the certificate may provide an advantage in some cases because it shows a commitment on the part of the applicant. Mr. Nack said that apprenticeship programs and hiring halls are government regulated and must be careful about not committing discriminatory practices.

Chancellor Galatolo said he is sensitive about including things in a bond measure that have not been tested in the survey. He said he would recommend that the pre-apprenticeship issue be dealt with by making it a requirement at the contract level and that staff work with Mr. Nack and his team to make sure there are no issues of discrimination. President Schwarz suggested that the requirement could be added to prequalification language. Vice Chancellor Nuñez said it could be used for design-build contracts. Chancellor Galatolo said it is important the program be funded.

Trustee Holober asked that Chancellor Galatolo consult with appropriate staff and attorneys to (1) examine language used by community colleges and other jurisdictions that has withstood legal challenge, and (2) examine how the program could be funded, i.e. can it be legally included in a bond. President Schwarz said she does not want to ignore what is already happening with the District's pre-apprenticeship program that will be offered through Community Education. Vice President Miljanich said she is supportive of a pre-apprenticeship program but would not be in favor of deciding not to place a bond measure on the ballot if language regarding this issue could not be included.

Trustee Mohr said this provides an example of the difference between goals and actions. He said the Board should take the opportunity to look at plans and accompanying actions that will accomplish a stated goal. He said it has always been his impression that plans to accomplish a goal would be brought to the Board to examine and decide whether to approve and fund them. He said that such approval and funding immediately indicate that it will be done and that responsibility will be assigned to make sure it is done. Trustee Mohr said he said he believes most people consider apprenticeship programs to

be very desirable and plans to accomplish this goal could be brought to the Board for approval and funding rather than through inclusion in bond language.

President Schwarz said placement of a bond measure on the November 2014 ballot can be brought to the Board as a possible action item at the July 23rd meeting if the Board agrees. The Board discussed a $388 million measure vs. a $477 million measure and how they tested with the voters. Chancellor Galatolo said the dollar amounts per $100,000 Assessed Valuation (AV) which were tested in the survey were based on a 3% AV growth rate, which is extremely conservative given that the average over the last 20 years is more than 5%. He said John Sheldon, Executive Director at Morgan Stanley, ran the numbers at a 3.9% AV growth rate. The differences in the estimates are:

3% AV Growth Rate (tested in survey)	3.9% AV Growth Rate
$388M bond - $9 per $100,000 of AV	$388M bond - $8.22 per $100,000 of AV
$477M bond - $11 per $100,000 of AV	$477M bond - $9.87 per $100,000 of AV

Trustee Mandelkern said that the 3.9% estimated growth rate numbers were not tested in the survey. He said only the $9.00 per $100,000 of AV provided a margin beyond the error rate in the survey and $9.87 is close to the $10.00 "breaking point" for voters. He said he believes the $388 million bond would be more prudent if the decision is made to pursue a bond measure.

Vice President Miljanich said she would like to have time to reflect on the two bond amounts. Chancellor Galatolo said staff will prepare documents based on both amounts and bring them to the July 23rd meeting for the Board to discuss and possibly take action on.

STATEMENTS FROM BOARD MEMBERS
Trustee Mandelkern said he appreciates the Board adjourning the joint meeting held earlier tonight in memory of former State Assemblymember and Redwood City Mayor Ira Ruskin. He said he and Trustee Mohr attended a funeral service for Mr. Ruskin earlier today, at which people spoke about what a great man he was and how he served his country well. Trustee Mandelkern said Mr. Ruskin will be mourned by many.

ADJOURNMENT
It was moved by Vice President Miljanich and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:51 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 23, 2014 meeting.

Patricia Miljanich
Vice President-Clerk

President's Report to the Board of Trustees

Dr. Regina Stanback Stroud

Skyline College Students at the Fireside Dining Room
Photo Credit Knarl Stuart

SKYLINE COLLEGE BOARD REPORT
JULY 23, 2014

Online Catalog, A New Tool for Students, Faculty & Staff

The 2014-2015 Catalog is currently available online in pdf format and a limited number of hard copies will be arriving on campus Monday, July 28, 2014. The number of printed catalogs has been significantly reduced this year in an effort to be more sustainable, create less waste and utilize our website more effectively. Through the Campus Climate Survey recently conducted by the Office of Planning, Research and Institutional Effectiveness, we found that over 46% of students are already accessing the pdf catalog online.

In addition to the pdf available online, the Web team in the Marketing, Communications and Public Relations Office is busy building an online catalog website which will be more user-friendly than a pdf with a clickable table of contents, search capabilities and more! This new tool will aid students, faculty and staff in quickly and efficiently being able to reference the information contained in the catalog throughout the year.

Article by Cherie Colin. Photo by Raul Guerra.

BÉCALOS Program by the Global Learning Program and Services Division

Skyline College will host 75 students at our campus this August through the BÉCALOS Program, an initiative that provides need-and-merit based scholarships to Mexican students enrolled in Science, Technology, Engineering and Math (STEM) programs at the Universidades Technológicas Bilingües (Bilingual Technological Universities). The program, which is funded by Fundación Televisa and co-sponsored by the Association of Banks of Mexico, awards Mexican students the opportunity to study at US Community Colleges to improve their English skills in core study areas and to enhance intercultural competence.

The BÉCALOS Program is leveraging the resources of the Center for International Trade Development (CITD) to ramp up the Global Learning Programs and Services Division at Skyline College. This unique study abroad program was initially sparked as a result of a CITD-coordinated visit from Mexico's Consul General in March 2014 and will help to further expose Skyline College to partnerships with the international educational community. The BÉCALOS Program provides a clear opportunity to bring international diversity to Skyline College's campus and the local community and represents a stepping stone from which Skyline College hopes to launch similar programs with educational institutions around the globe.

BÉCALOS students are chosen because of their commitment to academic excellence. Students typically come from low income backgrounds in rural areas of Mexico, and all of them are currently enrolled in STEM programs, have a basic working knowledge of English, and are between the ages of 18 and 34. For many, this will be their first trip abroad, and some of the students will be hosted by Skyline College students and other community members for the duration of the Fall semester. Additionally, BÉCALOS students will have access to mentors who will host students for occasional dinners or activities and will serve as a source of local information about the community.

Article by Connor Fitzpatrick. Photo by BÉCALOS Program.

MCPR (MARKETING, COMMUNICATIONS AND PUBLIC RELATIONS) WINS TWO AWARDS

On April 10, 2014 Skyline College MCPR attended the CCPRO (Community College Public Relations Organization) Annual Conference in Santa Cruz. Skyline College won First place for the College Annual Report award category for the second year in a row and won Second place for the TV PSA (Public Service Advertising) or Ad award category among the 32 PRO categories. The PRO (Public Relations Organization) awards recognize outstanding work by California's community college marketing and public relations professionals.

The statewide Community College Public Relations Organization (CCPRO) is a professional development and service organization that seeks to promote excellence in California's community college public relations and related professions. The organization serves as a central resource of information and provides counsel and assistance relating to the advancement of community colleges statewide and the professional growth of its members.

Article by Claudia Paz. Photo by Raul Guerra.

SMCCCD COMMUNITY TRAVEL PROGRAMS MACHU PICCHU

The SMCCCD (San Mateo County Community College District) Travel Programs are non-credit educational adventures for discerning Bay Area travelers. Each program is handcrafted to combine authentic travel experiences with outstanding Bay Area educators. Community Travel Programs also generate revenue for the SMCCCD Foundation Study Abroad Scholarship Fund-enabling the district to support our students on international academic study abroad.

This year, Dr. Gary Fleener will be guiding the Machu Picchu trip from October 31st to November 9th, 2014. Dr. Fleener has nearly 20 years of experience designing and leading international study programs. As a geographer, Dr. Fleener focuses on the intersection of culture and landscape in mountain regions. To date he has guided the learning adventures of more than 200 students and adult travelers in the Peruvian Andes. He is currently the Project Director for the SMCCCD Office of Education Abroad.

Machu Picchu is one of the world's most important archaeological sites; Machu Picchu is both a technological marvel and a place of great mystery. Built in the 16th Century by Incan royalty, Machu Picchu escaped the ravages of the Spanish conquistadors to be uncovered and popularized in 1911 by American explorer Hiram Bingham. Now a UNESCO World Heritage Site and perhaps one of the most iconic destinations in the world, Machu Picchu continues to inspire wonder in the hearts and minds of visitors from around the world.

Article and photos submitted by Dr. Gary Fleener.

OPENING DAY

To kick off the 2014-2015 Academic Year, Skyline College will host Opening Day to welcome all faculty and staff on Friday, August 15, 2014 in the theater, the Friday before Fall classes begin. This is a chance for the campus community to come together and re-energize for another year of focusing on students-first and helping them to achieve their academic goals.

SKYLINE COLLEGE BOARD REPORT
JULY 23, 2014

Dr. Regina Stanback Stroud, President of Skyline College will set the tone for the year with the theme of Delivering on our Promise.

The annual Skyline Shines winners from both the community and the college will be announced and awarded, as is tradition at Opening Day.

This year, we are fortunate to welcome and honor 40 faculty and staff to the Skyline College community who are either new to the college or have been promoted or reassigned to new positions. Here's to a year filled with student success!

Article by Cherie Colin. Photo by Raul Guerra.

UPCOMING EVENTS

X-Treme Saturday
August 9, 2014
9:00 a.m. - 3:00 p.m.
Building 6
Skyline College

2ND ANNUAL SUCCESS SUMMIT 2014

The 2nd Annual Success Summit is a half-day forum designed to bring together business and civic leaders from all sectors to discuss innovative strategies for solving tough issues that affect San Mateo County businesses and residents. In dynamic breakout sessions, participants will meet face-to-face with key decision makers within the county, including elected officials, business and industry leaders, employers and educators and gain insight on how they can effectively work to shape the future of their community and their business.

Breakout topics include:

- The Socio Economic Divide: "What's in it for us?"
- City Manager Roundtable: "Innovations for our cities."
- TBA

Breakout sessions will offer knowledge on topics of importance to the region through an overview of current trends and activities presented by a panel of experts, a moderated question and answer session, and the opportunity for attendees to add their voice to the conversation contributing their perspectives, sharing solutions and providing their choices for shaping forward movement and successful outcomes.

The 2nd Annual Success Summit is presented by the President's Council of Skyline College. The conference will be held in the Student and Community Center, Building 6, 2nd Floor on the Skyline College campus on Friday, September 26, 2014 from 8:00 a.m. – 12:30 p.m. The Early Bird registration fee of $59 is available until August 15, 2014. As of August 16th, the registration fee will be $75. Breakfast and materials are included in the conference fee.

Visit the Success Summit website at
www.skylinesuccesssummit.com to register today.

SKYLINE COLLEGE BOARD REPORT
JULY 23, 2014

STUDENT LIFE AND SALSA (SKYLINE ADVOCATES FOR LATINO STUDENTS IN ACADEMIA) LATINO HERITAGE MONTH EVENTS

The Student Life and SALSA (Skyline Advocates for Latino Students in Academia) are planning a series of campus wide events in October and November for Latino Heritage Month.

The following is a tentative schedule of events:

- September 16th: Latino Heritage Month Kickoff
- September 18th: Latino Field Trip to Google
- September 25th: Career Lecture: Latino Artist
- October 2nd: International Day of Nonviolence
- October 7th: Career Series: Undocumented Students
- October 8th: Tres Vidas: Core Ensemble, Workshops and Performance
- October 9th: Latino Variety Show in Theater
- October 24th: Tattoo Nation: Film Screening and Q&R
- October 27th to November 7th: Día de los Muertos Exhibit in the Art Gallery.
- October 29th: Día de los Muertos Community Fair

President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ July 23, 2014

Electrical Power Systems & Instrumentation Students Follow Career Path to Tesla Motors

Photo source: teslamotors.com

By Roy Brixen, emeritus professor of electronics

CSM has developed a close working relationship with Tesla Motors through the Electronics Department. To date, 15 students completing the college's 19-unit Electrical Power Systems and Instrumentation Certificate Program have been hired by Tesla to work in battery manufacturing, electrical/electronic subassembly testing, or process sustaining engineering.

Generally, new hires without previous experience in electromechanical systems begin their Tesla career as members of the Battery Manufacturing Group where they learn to assemble, test, and certify the standard battery pack and the high-output optional pack.

New hires that have some experience in electromechanical systems enter the Tesla workforce as component/subassembly test and repair technicians. These individuals use computer-driven test programs and Tesla-designed test fixtures to execute and complete a set of pre-assembly test procedures to verify that vehicle components and vehicle subassemblies are fully functioning before they are mounted in a new Model S.

College of San Mateo

Finally, a more experienced group of new hires are brought directly into the Process Sustaining Engineering Group where they are expected to work side-by-side with vehicle design engineers developing and implementing test procedures designed to stress vendor parts that are being considered for new vehicle designs. Right now, two of our most talented graduates are in the process of testing, to the point of destruction, components being considered for the new cross-over SUV due for new model introduction in 2015.

To add a bit of context to this flock of new hires, one of CSM's first graduates joined Tesla in the battery group. His background was commercial printing. He had been the production manager of a large commercial printing company in the South Bay and had been the owner of his own commercial printing company. Unfortunately, competition from desk-top publishing software driving high-quality color printers and/or competition from overseas printing plants put the viability of commercial printing in California into a tail spin.

Joining our program at the onset with the goal of retraining and switching careers, this student quickly excelled. He was driven by a desire to change careers and he was able to repurpose the electromechanical troubleshooting skills he had learned and honed in his printing career. Rebuffed by the local electrical utility as "over qualified", he applied to Tesla and within two years moved from battery assembly/test, to component/subassembly test, to process sustaining engineering. He is now working on the drivetrain reliability for the upcoming crossover SUV.

Another student came to us with an employment background as a weekday sales clerk/stockman at the family vegetable stand in Redwood City and as a carpet installer on the weekends. When he joined the program he was a bit of a computer "nerd" and was well-versed in spreadsheets, coding, and the Internet—not so much hardware troubleshooting, but lots of software troubleshooting. He also joined Tesla early on, again starting in the battery group, and quickly moved into component/subassembly testing. He is now assigned to a team of three component engineers and is responsible for developing computer-controlled component test programs using National Instruments LabView software. His understanding of electrical theory and his background in computer software have afforded him a career path filled with nothing but growth and success.

One of the most impressive outcomes of the CSM relationship with Tesla is how our students have changed. This is a company passionate about electric vehicles; it is passionate about excellence; it is passionate about the future and clean tech. Our former students come back to visit (and recruit!) and we hear things like: "This is the real deal—we are leading the industry to a new vision!" and "If I work hard and produce good work, there are a lot of opportunities for me."

It's a good partnership—for the benefit of students, the company and CSM. ▮

CSM Celebrates Classified Staff

Photos by Community Relations and Marketing

On June 24, more than 150 faculty, staff and administrators celebrated CSM's classified staff during the Classified Appreciation Lunch and Service Awards. Employees gathered on College Center's Terrace where they were treated to a buffet barbecue lunch catered by Pacific Dining and served up by CSM's managers. President Mike Claire emceed the ceremony which honored eight employees who reached long-term service milestones in 2013-14. The highlight of the event was a surprise performance by an unnamed group of local punk rockers who totally captivated the audience!

Members of the classified service honored this year were:

15 Years	20 Years	30 Years
Michele Muller	Melanie Berzon	Juanita Celaya
Jackie Collado	Bryan Gerbig	Kathy Chaika
Russell Cunningham		
Theresa Francisco		

2013–14 A Banner Year for Athletic Scholarships

CSM's 2014 championship softball team

The Kinesiology, Athletics and Dance Division reports that CSM student athletes in 2013–14 received $2,405,491, a record scholarship total for CSM athletics in any given year. Scholarship awards were received by 41 of the 49 athletic transfer students; five football players received individual awards of more than $100,000. This year's transfer students will be attending colleges and universities in 19 states and Canada.

Transfers by Sport:

Softball: 7 out of 7 sophomores transferred = 100 percent
Basketball: 5 out of 6 sophomores transferred = 83 percent
Football: 24 out of 28 sophomores transferred = 86 percent
Baseball: 8 out of 9 sophomores transferred = 89 percent
Men's Track: 3 out of 11 sophomores transferred = 27 percent
Women's Track: 2 out of 5 sophomores transferred = 40 percent

Additional highlights:

71 percent of the transfers are from underrepresented groups.
77 percent of all sophomore female athletes transferred
73 percent of all sophomore male athletes transferred ▊

Student Leaders Plan for 2014-15

On June 6–8, new members of the ASCSM Student Senate participated in the annual ASCSM Leadership Conference sponsored by the CSM Center for Student Life and Leadership Development at Happy Valley Conference Center in Santa Cruz. The conference focused on different leadership theories, personal development, communication skills, and teambuilding. Prior to the retreat, participants were all administered the Myers-Briggs Type Indicator assessment. Some of the workshops were tailored to the individual and group results of this assessment to help explore different strategies for effective communication and conflict resolution. On the final day of the retreat, members participated in a ropes/ challenge course, which further helped develop teamwork, communication, and trust among the group. *(Article and photos contributed by Fauzi Hamadeh)*

Student Curatorial Projects on Display in College Center
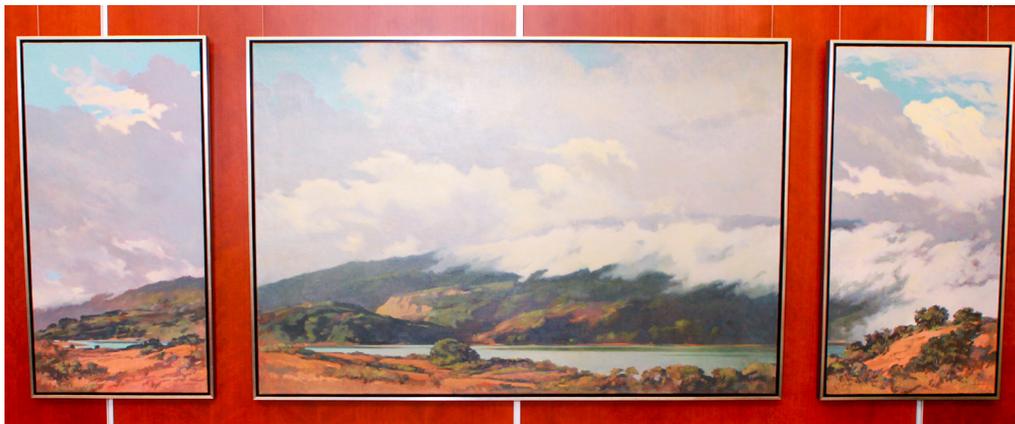
On July 16, CSM's President's Office hosted a reception to showcase curatorial projects of three Peninsula Museum of Art interns/former CSM students on display in College Center. One project, an exhibit in the President's Office is a large triptych of Crystal Springs Reservoir by master painter and CSM Professor Emeritus of Art Duane Wakeham. It was curated by **Eryn Espiritu** and will be on a 10-year loan from the Peninsula Museum of Art. The other project features a collection of prints, curated by **Diana McNutt** and **Justine Wuebold**, from "The Plan Lore of Shakespeare," a limited edition folio of lithographs by Rosa M. Towne, illustrating the plants mentioned in the works of Shakespeare. It is on display in the hallway adjacent to the Creative Arts/Social Science Division Office. This rare folio was bequeathed to CSM by Dr. Bruce Cameron, emeritus professor of English and film. ▮

Photos by Alexis Madayag

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Summer College Readiness
Program Preps Students for Fall

Between June 16–25, CSM's EOPS program hosted its annual Summer College Readiness Program (SCRP). Twenty-seven students were accepted into the program, designed to assist EOPS-eligible students in successfully transitioning from high school to CSM. The program covered topics including educational goals, financial aid, transferring, study skills, and student rights and responsibilities. Students met individually with EOPS counselors to create student educational plans and participated in CSM's library orientation. In addition to learning all about CSM, the group visited San Jose State University and UC Santa Cruz. SCRP students learned the tools needed to navigate the college system and created supportive relationships with one another as they were welcomed into the CSM EOPS community. Upon completion of the program, the SCRP students were offered acceptance into EOPS for the fall 2014 semester. *(Article and photo contributed by Tami Hom)* ▌

Student Success Story: Sarah Lowe

UC Davis, Biology

"I loved my experience at CSM," says **Sarah Lowe**, who first stepped foot on CSM's campus as a concurrently enrolled high school student. By the time she graduated from Mills High school, she had already earned eight units of college credit and completed several college requirements. Her decision to continue at CSM as a transfer student was easy. "CSM has a great atmosphere and the people are so nice! Because I was familiar with the college and understood what professors expected, I knew attending CSM and transferring to a university was the right path for me."

Building on her previous college experience, Sarah became a more competitive and motivated student which served her well in classes. She recalls one of her favorite classes, General Zoology, taught by Professor Huy Tran: "Learning about animal diversity was fascinating and fun. That class was the reason that I decided to major in biology."

Photo by Alexis Madayag

To add to her college experience, Sarah joined Alpha Gamma Sigma (AGS), CSM's honor society, and eventually was elected as president. She explains that "AGS became a bridge to involvement in other clubs on campus. I made a lot of new friends through the honor society and student clubs."

During Sarah's years at CSM, she had the opportunity to work on campus as a student ambassador assisting with the college's outreach activities. "By serving as a student ambassador, I got to know the college really well and I was able to branch out and meet so many interesting people—students, faculty and administrators. Getting involved in student life and working as a student ambassador provided lots of opportunities to network with other students who shared similar academic and social interests."

On track to transfer to the UC system, Sarah was the recipient of several scholarships recognizing her academic success and leadership experience. In fall 2014, Sarah will transfer to UC Davis to study biology. Beyond that, she has set her sights on attending medical school to pursue a degree in radiation oncology. "CSM helped me grow—develop a strong work ethic and formulate my goals. I left CSM as a much more confident student and I definitely feel ready to compete at a major university." ▮

Cañada College Report to Trustees

- **New SparkPoint Center**

- **COLTS Academy**

- **Degrees Submitted for Approval**

- **Summer Engineering Institute**

- **Common Assessment Initiative**
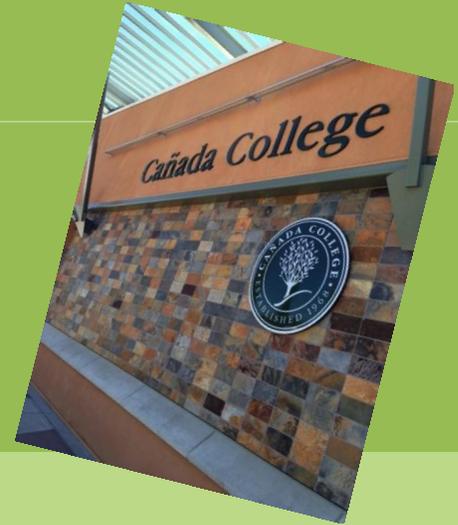
By Larry Buckley, PhD

New SparkPoint Center
submitted by Dr. Robin Richards, PharmD

It has been said that many of our students are a "flat tire away from dropping out of college" as they have limited resources available to support themselves as they are pursuing their education. In the past, we have been unable to address these basic needs of our low income students. The SparkPoint Center at Cañada College is being established to provide support services to give students the tools they need to remain in college.

To get the Center up and running, the college has received a "Working Families Success Network" three-year $100,000 grant administered by Achieving the Dream with funding from several foundations – Annie E. Casey, Kellogg, Bank of America and Lumina.

The Working Families Success Network (WFSN) is a national initiative to advance a fresh approach to helping low-income families achieve financial stability. The network is made up of national and local foundations, community colleges, and community-based organizations.

Nearly 50 students, faculty and staff joined the ASCC at this year's Redwood City Annual 4th of July parade. For the second year in a row, Cañada placed in the float category. Our theme was I Can…Cañada and each parade participant wore an "I Can" t-shirt which included an affirmation of what they can do (i.e. "I can inspire", "I can transfe", "I can lead.", etc.)

Announcing the Colt Academy *submitted by Robin Richards*

A new program is being piloted this summer. The **Community of Leadership and Transfer Success (COLTS) Academy** is a 4-day student support program that begins on Monday, July 28 and ends on Thursday, July 31st. This summer program was created through a collaborative effort across many departments and student support programs. The steering committee consists of representatives from Counseling, ASCC, A2B, BTO, TRIO, STEM, Transfer Center, Career Center, EOPS/CalWORKS, Learning Center, and Outreach. We hope to also include faculty, the financial aid office, and the Welcome Center.

The purpose of the Academy is for students to:

1. **Connect** – meet fellow Cañada students, faculty, and staff.
2. **Lead** – learn their leadership style and how and when to apply it.
3. **Succeed** – walk away with a Transfer Success Portfolio equipped with tools and resources for college success.

We hope to serve 50 new students in this summer pilot; the target group will be first-time freshmen who have completed our Priority Enrollment Program (PEP). COLTS Academy will feature fun and interactive workshops, a powerful mix of peer leaders who will be the students' mentors-for-the-day, free academic resources, and an amazing opportunity for students to get a head start on their academic career at Cañada College.
Some of the activities will include:

- Exploring learning styles
- The Growth Mindset (developing your brain like a muscle)
- First-year survival (tips and tools on how to be academically prepared)
- Transfer 101 (the fundamentals of understanding transfer)
- Financial aid and budgeting
- "Who you are matters" (exploring the student experience)
- Career Exploration
- How to get involved (with ASCC!)
- And so much more!

Jose Garcia – Visual Communications Coordinator

Jose Garcia began working as our new Visual Communications Coordinator beginning Monday, July 14. Jose has a wide range of experience in the advertising and graphic design fields. He holds a Bachelor of Fine Arts degree in Mass Communication and Advertising from Florida International University and a Masters in Fine Arts in 3D Modeling and Visual Effects from the Academy of Art University. Jose will report to the Vice President of Instruction and be responsible for catalog and schedule production as well college promotional materials and campaigns. Jose wrote of himself, "I enjoy designing, visual effects, music, movies, drawing, and I live to learn and reach anything that will advance our culture or bring a smile to someone's face."

Degrees Submitted for Approval

Submitted by Dr. Janet Stringer, MD, PhD

As nearly everyone knows, SB 1440 mandated that the CSU and the community college systems develop transfer degrees (AA-T or AS-T) to facilitate transfer of students from the community colleges to the CSUs. Templates for each degree were developed by discipline faculty from both systems and then each community college was required to determine whether they have the courses to fit in the template. Each CSU has to determine whether they have a similar degree and how the student can complete the Bachelor's degree in 60 semester units after transfer with the AA or AS-T. New templates are released for degree development in Feb and Sept.

The faculty at Cañada College has been diligently working to develop and get approval for the degrees for which we have the programs and courses. To date, we have submitted 20 degrees to the State Chancellor's office for approval and (as of) July 1 have received approval for 17 of these. Some of these degrees were very straightforward and others required significant course updating and revision and/or development of new courses. Of the templates expected to be released in September, we should be able to develop 2-3 additional transfer degrees for our students.

Anthropology	History
Art History	Kinesiology
Business Administration	Mathematics
Communication Studies	Philosophy
Computer Science	Physics
Early Childhood Education	Political Science (pending state approval)
Economics	Psychology
Elementary Education (pending state approval)	Sociology
English	Studio Arts
Geography	Theatre Arts (pending state approval)

Summer Engineering Institute

The annual Summer Engineering Institute, a partnership between Cañada College and San Francisco State, celebrated its Opening Ceremony on July 6. Twenty seven high school students interested in STEM careers are participating this year in the 2 week immersion program.

Nick Langhoff, CC Engineering Instructor; Larry Buckley, CC President; Mae Cendana, MESA Director; Tom Torlakson, California State Superintendent of Public Instruction

The WFSN strategy, known by some as an integrated services approach, is helping community-based organizations and community colleges rethink how they serve working families through the bundling and sequencing of complementary services and supports in the three key areas:

Education and employment services: Services that provide students with the skills needed to enter and retain employment and advance in the career of their choice.

Work and income supports: Services that assist students in accessing public benefits and other income supports in order to increase family economic stability and encourage college retention and completion.

Financial and asset building services: Services that build the financial knowledge of students, increase their access to savings and wealth-retaining financial products and encourage the meeting of both short- and long-term financial goals.

The key outcomes for participants in the SparkPoint Center include job placement and retention, increased family income, credit score improvement and increased completion rates for college degrees or training programs.

In addition, SparkPoint at Cañada College will be part of a regional United Way of the Bay Area network of financial education centers designed to serve individuals and families who are working to achieve financial self-sufficiency. This Center is modeled after the SparkPoint at Skyline College and will significantly improve our overall support provided to students.

A Steering Committee for the SparkPoint at Cañada College is meeting this summer to make plans to begin providing services in late fall 2014. We will keep the campus posted on the progress made in the development of the Center through regular reports in the Olive Hill Press.

Common Assessment Initiative

Cañada College is participating in a statewide initiative from California Community College Chancellor's Office called the Common Assessment Initiative. One component of this project is to develop a common assessment instrument for math, English, and ESL to be used by every community college in the state. Denise Hum and Ray Lapuz are representing our math department and Lisa Palmer is representing the English department in their respective working groups. Each working group has been tasked with developing a common assessment instrument. Another piece of this Common Assessment Initiative is the multiple measure pilot project, in which the College has also agreed to participate. The multiple measures pilot is focused on placing students in math, English and ESL using multiple measures of the students ability – not just a placement test. The timeline for the Common Assessment Initiative is

June 2014	Multiple Measures Workgroup
July 2014	English, Math, and ESL Test Workgroup Meeting (prep RFP)
August 2014	English, Math, and ESL Test Workgroup Meeting
July and August 2014	Develop and publish a Request For Proposal (RFP) for a test vendor(s)
September 2014	Select vendor(s) and begin assessment development

San Mateo County Community College District   July 23, 2014

BOARD REPORT NO. 14-7-1A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and Employee Relations
                         (650) 358-6883

APPROVAL OF PERSONNEL ITEMS

Changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel:

A. REASSIGNMENT

Cañada College

Mary Chries Concha Thia   Financial Analyst   Administrative Services

Promoted through the hiring process from a full-time, 12-month Senior Accounting Technician position (Grade 28A of Salary Schedule 60) into this full-time, 12-month position at Grade 195S of Salary Schedule 40, effective August 1, 2014, replacing Dave Vigo who resigned.

College of San Mateo

Danni Redding-Lapuz   College International Students Program Manager   Admissions & Records

Promoted through the hiring process from a full-time, 12-month Project Director position (Grade 175S of Salary Schedule 40) into this full-time, 12-month position at Grade 189E of Salary Schedule 35, effective July 14, 2014. The change in allocation was Board approved on April 9, 2014.

District Office

Diego Zarco   Groundskeeper   Facilities

Voluntarily reassigned from a Lead Groundskeeper position (Grade CC of Salary Schedule 70) into this full-time, 12-month Groundskeeper position at Grade BA of the same salary schedule, effective July 7, 2014.

B. CHANGES IN STAFF ALLOCATION

College of San Mateo

Recommend a change in staff allocation to reclassify of one Senior Accounting Technician position (4C0352) at Grade 28A of the Classified Salary Schedule (60) to an Accounting Technician position at Grade 24A of the same schedule, effective August 1, 2014.

Districtwide

Recommend a change in salary level of the Student Life & Leadership Manager classification to Grade 180E (from Grade 190S of Salary Schedule 40) of the Classified Supervisory Exempt Salary Schedule (35), effective July 1, 2014. Accordingly, recommend an increase in placement for the incumbents, Michiko Maggi at Cañada College (3C0022) and Aaron Schaefer at College of San Mateo (4C0046), effective July 1, 2014.

District Office

Recommend a reclassification for the Coordinator of Distance Education classification from Grade 200S of Salary Schedule (40) to Manager of Distance Education and Instructional Design at Grade 210S of the same schedule, effective July 1, 2014. Accordingly, recommend an increase in placement for the incumbent, Peter Bruni, effective July 1, 2014.

C. SHORT-TERM, NON-CONTINUING POSITIONS

The following is a list of requested classified short-term, non-continuing services that require Board approval prior to the employment of temporary individuals to perform these services, pursuant to Assembly Bill 500 and its revisions to Education Code 88003:

Location	Division/Department	No. of Pos.	Start and End Date		Services to be performed
District Office	Information Technology Services	1	7/24/2014	3/10/2015	**Programmer Analyst:** Assist ITS with web services, including a variety of projects and trainings, online tutorials, account administration, and ticket escalations.
Cañada	General Administration	2	7/24/2014	7/31/2014	**Theater Production Technician:** Assist with technical theatre operations to support outside theater facility rental events.
Cañada	Vice President of Instruction/Learning Center	1	7/24/2014	6/30/2015	**Instructional Aide II:** Tutor students in the subject area of mathematics during Saturday hours.
CSM	Admissions & Records/Financial Aid	1	7/10/2014 1/5/2015 5/1/2015	9/30/2014 3/31/2015 6/30/2015	**Financial Aid Assistant:** Assist students at the front counter or by phone and process BOGG paperwork.
CSM	Admissions & Records/Financial Aid	1	7/10/2014 1/5/2015 5/1/2015	9/30/2014 3/31/2015 6/30/2015	**Financial Aid Technician:** Assist with packaging students' awards, processing loans, and conducting workshops.
Skyline	Social Science/Creative Arts	2	7/10/2014	8/13/2014	**Accompanist:** Provide accompanist services during classroom instruction in voice and choir classes.

San Mateo County Community College District   July 23, 2014

BOARD REPORT NO. 14-7-1CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Lily C. Lau, Director of Community Education
                             Community Education, 574-6179

APPROVAL OF COMMUNITY SERVICES CLASSES, FALL/WINTER 2014
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE

Listed below are the planned self-supporting Community Services offerings at Cañada College, College of San Mateo and Skyline College for fall/winter 2014. Classes in the Community Services program are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The Community Services schedule is grouped by Community Services classes on campus and off-site, Emeritus Institute, and on-line offerings.

New Programs

Cañada College

None

College of San Mateo

   25 Hot Home-Based Businesses to Start for less than $1,000
   Beginning MS PowerPoint
   Bordeaux: The Intriguing Blended Wines
   Create Your Custom Logo Design
   Email Basics and Beyond
   Green, Drought-Tolerant Gardening
   Holiday Pumpkin Centerpiece
   Holistic Health Certification
   Improve Your Social E.Q.
   Notary Loan Signing and Certification
   Peninsula Parks & Trail (Lecture)
   Sell Your Stuff on Facebook, Craigslist, Amazon, Etsy and Other Non-eBay Sites
   Sew Your Own Outfit
   Sidelines for Retirees
   Spanish – Intermediate II
   Start a Wedding and Event Planning Business
   Successful Communication Skills for Introverts
   Tasty Bubbly

Skyline College

None

Off Campus

Let Your Cake Take Shape! (Kathy's Kreative Kakes, San Mateo)
Peninsula Parks & Trail (Field Trips - Pescadero Creek County Park)

Emeritus

20th Century American History and Music: 1900-1960
20th Century American History and Music Part II: 1960 to the Present

Continuing Programs

Cañada College
Financial Strategies for Successful Retirement
Notary Public Workshop and Exam

College of San Mateo

American Sign Language – Beginning I
American Sign Language –Beginning II
An Enchanting Evening with Leonardo da Vinci
Become a Mystery Shopper
Beginning Microsoft Word
Chinese Brush Painting
Computer Basics
Confident Communication Skills
Conversational Japanese
DMV-Approved Auto Wholesale Business
Dog Obedience Classes - All Levels (ongoing)
Drawing in Color
Easy Pencil Sketching
Enjoying Fine European Wines
Exciting Cell Phone Photography
Fabulous Gift Wrapping: The Art of Repurposing
Fascinating Fall Skies
Fencing - Fitness with a Sword (two sessions)
Financial Strategies for Successful Retirement (two sessions)
Food Handling Test Preparation Certification & Exam for Managers
French I
French II
Fun with Guitar I
Fun with Guitar II
Fun, Easy-to-Make Greeting Cards
Getting More from Your Digital Camera
Getting Started in Digital Photography
Graceful Hawaiian Hula I (two sessions)
Graceful Hawaiian Hula II (two sessions)
Home Interior Design for Beginners
Homebuying 101
How to Get What You Want with Soft Power

How to Handle Difficult People Successfully
How to Start Your Own Business
Importing as a Small Business
Instant Italian!
Instant Italian II!
Instant Piano for Hopelessly Busy People
Intermediate Tai Chi and Applications (two sessions)
iPhones, iPads, and I'm Lost!©
Landscape Design for the Homeowner
Learn to Play Guitar in a Day!
Learn to Sell on eBay for Fun and Profit
Line Dance for Beginners
Magic Flutes, Flute Choir
Motorcycle Safety Training (ongoing)
MS Excel - Beyond the Basics
MS Excel Basics
Music Reading for Total Beginners
Natural Aromatic Candles
Notary Public Workshop and Exam
Oil Painting
Passport to Retirement: Your "How to" Guide for Financial Success
Peninsula Photography Field Trips
Peninsula Symphony
Personal Fitness Trainer Certification
Pharmacy Technician Program
PSAT Crash Course
QuickBooks Basics
SAT Preparation
Secrets of a Super Memory
Sensational Salsa Dancing
Spanish - Intermediate
Spanish for Beginners
Street Smart Self-Defense
Studio Portrait Photography
Tai Chi for Fitness and Well-Being – Beginners (2 sessions)
The Art of Sushi-Making
Time Management: Get Organized for Peak Performance
Ukulele - Fun and Easy I
Ukulele - Fun and Easy II
Watercolor Painting
What is a Voiceover?
Write an Effective College Application Personal Statement
You Can Sew!

Skyline College

Passport to Retirement: Your "How to" Guide for Financial Success

Off Campus

Basic Cake Decorating (Kathy's Kreative Kakes, San Mateo)
Delightful Cupcakes (Kathy's Kreative Kakes, San Mateo)
Fabulous Fondant Cake Decorating (Kathy's Kreative Kakes, San Mateo)

Emeritus

Jazz from the Hill (two sessions)

Online Classes

New Classes

Certificate in Food, Nutrition, and Health
Certificate in Stress Management
Clinical Medical Assistant
Digital Analytics and Conversion
Professional with OMCP® Certification
EKG Technician Program
Explore a Career in Medical Writing
Intermediate Flash CS6
Intermediate Microsoft Excel 2013
Intermediate QuickBooks 2014
Introduction to Google Analytics
Introduction to Microsoft PowerPoint 2013
Introduction to Microsoft Project 2013
Introduction to InDesign CC
Introduction to Lightroom 5
Introduction to Microsoft Outlook 2013
Introduction to Microsoft Publisher 2013
Introduction to QuickBooks 2014
Marriage and Relationships: Keys to Success
Mastering Your Digital SLR Camera
Microsoft Excel 2013 Certification Training
Microsoft PowerPoint 2013 in the Classroom
Microsoft SharePoint 2013 Certification Training
Paid Search Professional with OMCP® Certification
Photoshop CC for the Digital Photographer II
QuickBooks 2014 for Contractors
Romance Writing
Screenwriting for Film and Television
Search Marketing Professional with OMCP® Certification
Social Media and Mobile Marketing
Professional with OMCP® Certification
Write Effective Web Content

Continuing Classes
A to Z Grant Writing
A Writer's Guide to Descriptive Settings
Accounting Fundamentals I, II
Achieving Success with Difficult People
Achieving Top Search Engine Positions
Administrative Assistant Applications
Administrative Assistant Fundamentals
Administrative Dental Assistant
Administrative Medical Specialist with Medical Billing and Coding
Administrative Professional with Microsoft Office
Advanced Coding for the Physician's Office

Advanced CSS3 and HTML5
Advanced Fiction Writing
Advanced Grant Proposal Writing
Advanced Hospital Coding and CCS Prep
Advanced Microsoft Excel 2007, 2010
Advanced PC Security
Advanced Personal Fitness Trainer
Advanced Web Pages
Ajax Programming
An Introduction to Teaching ESL/EFL
Android Application Developer
Assisting Aging Parents
AutoCAD
Become a Physical Therapy Aide
Become a Veterinary Assistant I, II, III
Become an Optical Assistant
Becoming a Grant Writing Consultant
Beginner's Guide to Getting Published
Beginning Conversational French
Beginning Writer's Workshop
Biofuel Production Operations
Blogging and Podcasting for Beginners
Building Analyst Quick Start
Building Teams That Work
Business and Marketing Writing
Business Finance for Non-Finance Personnel
Carpentry
Certificate in Complementary and Alternative Medicine
Certificate in End of Life Care
Certificate in Gerontology
Certificate in Growth and Development Through the Lifespan
Certificate in Healthy Aging
Certificate in Holistic and Integrative Health
Certificate in Integrative Mental Health
Certificate in Issues in Oxygenation
Certificate in Meditation
Certificate in Pain Assessment and Management
Certificate in Perinatal Issues
Certificate in Spirituality, Health, and Healing
Certified Alternative Dispute Resolution Specialist
Certified Bookkeeper
Certified Global Business Professional
Certified Green Supply Chain Professional
Certified Indoor Air Quality Manager
Certified Mediator
Certified National Pharmaceutical Representative
Certified Personal Trainer
Certified Protection Officer
Certified Residential Interior Designer
Certified Wedding Planner
Chartered Tax Professional
Child Development Associate Training
Cisco® CCNA® Certification Training

Clinical Dental Assistant
CompTIA™ A+ Certification Training
Computer Skills for the Workplace
Conversational Japanese
Creating a Classroom Web Site
Creating a Successful Business Plan
Creating Classroom Centers
Creating jQuery Mobile Websites With Dreamweaver
Creating Mobile Apps with HTML5
Creating the Inclusive Classroom: Strategies for Success
Creating Web Pages
Creating WordPress Websites
Designing Effective Websites
Differentiated Instruction in the Classroom
Digital Arts Certificate
Discover Digital Photography
Distribution and Logistics Management
Drawing for the Absolute Beginner
Easy English 1, 2, 3
Effective Business Writing
Effective Selling
Emergency Management Training for First Responders
Employment Law Fundamentals
Empowering Students With Disabilities
Enhancing Language Development in Childhood
Entrepreneurship: Start-Up and Business Owner Management
Event Management and Design
Explore a Career as a Paralegal
Explore a Career as a Pharmacy Technician
Explore a Career as an Administrative Medical Assistant
Explore a Career in a Dental Office
Explore a Career in Medical Coding
Explore a Career in Medical Transcription
Fitness Business Management
Food and Customer Service Skills Training
Forensic Computer Examiner
Freight Broker/Agent Training
Fundamentals of Supervision and Management
Fundamentals of Technical Writing
Genealogy Basics
Get Assertive!
Get Funny!
Get Grants!
Get Paid to Travel
GMAT Preparation
Grammar for ESL
Grammar Refresher
Grant Writing
Graphic Design with Photoshop
GRE Preparation
Growing Plants for Fun and Profit
Guided Reading and Writing
Handling Medical Emergencies

Help Desk Analyst: Tier 1 Support Specialist
Help for the Helpdesk
High Speed Project Management
HIPAA Compliance
Home Inspection Certificate
Homeschool With Success
How to Get Started in Game Development
How to Make Money From Your Writing
Human Anatomy and Physiology
Human Resources Professional
HVAC Technician
ICD-10 Medical Coding
Individual Excellence
Instant Italian!
Integrating Technology in the Classroom
Intermediate C# Programming
Intermediate CSS3 and XHTML5
Intermediate Dreamweaver CS5
Intermediate Dreamweaver CS6
Intermediate InDesign CS5
Intermediate Java Programming
Intermediate Microsoft Access 2007, 2010
Intermediate Microsoft Excel 2007, 2010
Intermediate Microsoft Word 2007, 2010
Intermediate Networking
Intermediate Oracle
Intermediate Photoshop CS4, CS5, CS6
Intermediate PHP and MySQL
Intermediate QuickBooks 2012, 2013
Intermediate SQL
Intermediate Visual Basic
Interpersonal Communication
Introduction to Adobe Acrobat
Introduction to Adobe Edge Animate
Introduction to Ajax Programming
Introduction to Algebra
Introduction to ASP.NET
Introduction to Biology
Introduction to Business Analysis
Introduction to C++ Programming
Introduction to Chemistry
Introduction to Criminal Law
Introduction to CSS3 and XHTML5
Introduction to Database Development
Introduction to Digital Scrapbooking
Introduction to Dreamweaver CS5
Introduction to Final Cut Pro X
Introduction to Guitar
Introduction to Illustrator
Introduction to InDesign CS4, CS5
Introduction to InDesign CS6
Introduction to Interior Design
Introduction to Internet Writing Markets

Introduction to Java Programming
Introduction to JavaScript
Introduction to Journaling
Introduction to Lightroom 4
Introduction to LinkedIn Career Networking
Introduction to Microsoft Access 2007, 2010
Introduction to Microsoft Excel 2007, 2010
Introduction to Microsoft Outlook 2007, 2010
Introduction to Microsoft PowerPoint 2007, 2010
Introduction to Microsoft Project 2007, 2010
Introduction to Microsoft Word 2007, 2010
Introduction to Microsoft Word 2011 for Mac
Introduction to Natural Health and Healing
Introduction to Networking
Introduction to Nonprofit Management
Introduction to Oracle
Introduction to PC Security
Introduction to PC Troubleshooting
Introduction to Peachtree Accounting 2012
Introduction to Photoshop CS4, CS5, CS6
Introduction to PHP and MySQL
Introduction to Programming
Introduction to Python 2.5 & 3Programming
Introduction to QuickBooks
Introduction to Ruby Programming
Introduction to Screenwriting
Introduction to SQL
Introduction to Statistics
Introduction to Stock Options
Introduction to Visual Basic
Introduction to Windows 7 & 8
iPhone/ iPad (iOS) Application Developer
Keyboarding
Keys to Effective Communication
Keys to Successful Money Management
Leadership
Lean Mastery
Learn to Buy and Sell on eBay
Legal Nurse Consulting
Legal Secretary
Listen to Your Heart, and Success Will Follow
Lose Weight and Keep It Off
LSAT Preparation
Luscious, Low-Fat, Lightning-Quick Meals
Mac, iPhone, and iPad Programming
Management for IT Professionals
Management Training
Managing Life as a Single Parent
Manufacturing Applications
Manufacturing Fundamentals
Marketing Design Certificate
Marketing Your Business on the Internet
Marketing Your Nonprofit

Mastering Public Speaking
Mastery of Business Fundamentals
Math Refresher
Medical Billing and Coding
Medical Math
Medical Terminology: A Word Association Approach
Medical Transcription
Merrill Ream Speed Reading
Microsoft Office 2007 Master
Microsoft Office Specialist
Microsoft Outlook
Microsoft PowerPoint
Microsoft Project
Microsoft SharePoint 2010 Certification Training
Microsoft Windows Vista
Microsoft Word
Mobile and Desktop Web Developer
Mobile Web Developer
Multimedia Arts Certificate
Music Made Easy
Mystery Writing
Navigating Divorce
Nonprofit Fundraising Essentials
Non-Profit Management
Nutrition for Optimal Health, Wellness, and Sports
Oil Refinery Operations
Optician Certification Training
Optimal Healing Environments
Paralegal
Pay Per Click Marketing
Payroll Practice and Management
Performing Comprehensive Building Assessments
Performing Payroll in QuickBooks
Personal Finance
Personal Fitness Trainer
Pharmacy Technician Program
Photographing Nature with Your Digital Camera
Photographing People With Your Digital Camera
Photoshop Creative Cloud for the Digital Photographer
Photoshop CS5 & CS6 for the Digital Photographer
Photoshop Elements
Physical Therapy Aide
Pleasures of Poetry
PMP Certification Prep 1 and 2
Power Plant Operations
Practical Ideas for the Adult ESL/EFL Classroom
Praxis I Preparation
Prepare for the GED Test
Principles of Green Buildings
Professional Bookkeeping with QuickBooks
Professional Interpreter
Professional Sales Skills
Project Management

Publish and Sell Your E-Books
Purchasing and Supply Chain Management
Purchasing Fundamentals
QuickBooks for Contractors
Ready, Set, Read!
Real Estate Law
Records Management Certificate
Research Methods for Writers
Response to Intervention: Reading Strategies That Work
Resume Writing Workshop
Retail Customer Service Skills Training
SAT/ACT Preparation
Search Engine Marketing & Optimization
Secrets of Better Photography
Secrets of the Caterer
Senior Certified Sustainability Professional
Singapore Math Strategies
Six Sigma
Skills for Making Great Decisions
Small Business Marketing on a Shoestring
Solar Power Professional
Solving Classroom Discipline Problems
Spanish for Medical Professionals
Spanish in the Classroom
Speed Spanish I, II, III
Start a Pet Sitting Business
Start and Operate your own Home-Based Business
Start Your Own Arts and Crafts Business
Start Your Own Edible Garden
Start Your Own Gift Basket Business
Start Your Own Small Business
Starting a Consulting Practice
Starting a Nonprofit
Stocks, Bonds, and Investing: Oh, My!
Supply Chain Management Fundamentals
Survival Kit for New Teachers
Systems Security Certified Practitioner Training
Teaching Adult Learners
Teaching ESL/EFL Grammar/Reading
Teaching Math: Grades 4-6
Teaching Preschool: A Year of Inspiring Lessons
Teaching Science: Grades 4-6
Teaching Smarter With SMART Boards
Teaching Students With Autism: Strategies for Success
Teaching Students With Learning Disabilities
Technical Writing
The Analysis and Valuation of Stocks
The Craft of Magazine Writing
The Creative Classroom
The Differentiated Instruction and Response to Intervention Connection
The Keys to Effective Editing
Total Quality Fundamentals
Travel Agent Training

Travel Photography for the Digital Photographer
Travel Writing
Twelve Steps to a Successful Job Search
Understanding Adolescents
Understanding the Human Resources Function
Using Social Media in Business
Using the Internet in the Classroom
Veterinary Assistant
Video Game Design and Development
Web 2.0: Blogs, Wikis, and Podcasts
Web Applications Developer
Web Design Professional
Webmaster
Where Does All My Money Go?
Wind Energy Professional
Wireless Networking
Workers' Compensation
Wow, What a Great Event!
Write and Publish Your Nonfiction Book
Writing Effective Grant Proposals
Writing Essentials
Writing for Children
Writing for ESL

RECOMMENDATION

It is recommended that the Board of Trustees approve the Community Services classes to be offered for fall/winter 2014 at Cañada College, College of San Mateo and Skyline College as well as off-campus locations.

San Mateo County Community College District   July 23, 2014

BOARD REPORT NO. 14-7-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869

**APPROVAL OF BUDGETARY TRANSFERS FOR THE PERIOD ENDING
MAY 31, 2014 AND ADOPTION OF RESOLUTION NO. 14-8 AUTHORIZING
BUDGET TRANSFERS FOR 2013-14**

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

The 2013-14 final budget (adopted by the Board in September 2013), mid-year changes approved by the Board in February 2014, and transfers shown below are summarized as follows:

	2013-14 **Final Budget**	Transfers **12/31/13**	Transfers **5/31/14**
General Fund (Unrestricted)	$ 130,299,018	$1,395,670	$(628,867)
Self-Insurance Fund	738,056	0	0
Debt Service Fund	30,427,901	0	0
General Fund (Restricted)	24,352,081	1,238,448	2,251,186
Capital Projects Fund	12,575,000	11,999,429	11,584,502
Bookstore Fund	8,517,700	0	0
Cafeteria Fund	170,000	0	0
San Mateo Athletic Club	2,596,000	0	0
Child Development Fund	1,157,502	68,778	3,500
Measure G – SM Parcel Tax	7,000,000	0	0
Trust Fund (Financial Aid)	23,036,224	99,764	119,339
Post-Retirement Benefits	3,322,000	0	0
TOTAL	$ 244,191,482	$ 14,847,240	$13,329,660

Detailed budget transfer records are maintained in the District's Administrative Services Office and serve as support documentation for the summary report information below. This report highlights increases and decreases in major classifications of object accounts for each fund and provides a brief explanation for changes in the fund totals that have occurred since the mid-year transfer report.

Unrestricted General Fund – Fund 1
Adjust the **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	$642,263
2000	Classified Salaries	(108,948)
3000	Employee Benefits	(187,446)
4000	Materials & Supplies	103,306
5000	Operating Expenses	(664,729)
6000	Capital Outlay	61,687
7000	Other Outgo	(475,000)
	Total	$(628,867)

Adjust the **REVENUE** amounts in the following classifications:

8600	State Revenues	$ 8,169
8800	Local Revenues	37,298
8900	Other Sources	(674,336)
	Total	$(628,867)

Transfers in expenditure budgets in the Unrestricted General Fund are a result of transfers to the sites for office hours and benefits as well as between position control and hourly accounts. Changes in revenue amounts are correcting entries to the proper fund sources such as Locus Point.

Restricted General Fund – Fund 3
Adjust the **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	$1,272,372
2000	Classified Salaries	417,318
3000	Employee Benefits	292,372
4000	Materials & Supplies	39,991
5000	Operating Expenses	(3,184)
6000	Capital Outlay	9,821
7000	Other Outgo	222,496
	Total	$2,251,186

Adjust the **REVENUE** amounts in the following classifications:

8100	Federal Revenues	$210,141
8600	State Revenues	1,501,740
8800	Local Revenues	347,156
8900	Other Sources	192,150
	Total	$2,251,186

Increases in the Restricted General Fund budget occurred as a result of new external programs and grants primarily from Career Advancement Academy (CAA), San Francisco Foundation and Grove Foundation.

Capital Outlay Projects Fund – Fund 4
Adjust the **EXPENDITURE** amounts in the following classifications:

1000	Certificated Salaries	$ (30,000)
2000	Classified Salaries	31,874
3000	Employee Benefits	1,136
4000	Materials & Supplies	(5,010,602)
5000	Operating Expenses	10,323,402
6000	Capital Outlay	(3,321,323)
7000	Other Outgo	9,591,152
	Total	$11,584,502

Adjust the **REVENUE** amounts in the following classifications:

8600	State Revenues	$711,162
8800	Local Revenues	815,455
	Total	$1,526,617

Adjustments in expenditure amounts are due to authorized allocations to the Colleges for designated projects.

Child Development Fund – Fund 6

Adjust the **EXPENDITURE** amounts in the following classification:

4000	Materials & Supplies	3,945
5000	Other Operating Expenses	(445)
	Total	$3,500

Adjust the **REVENUE** amounts in the following classifications:

8800	Local Revenues	3,500
	Total	$3,500

Budget augmentations occurred as a result of a small San Mateo First 5 grant to both CSM and Skyline College.

Measure G (San Mateo Parcel Tax) – Fund 6

Adjust the **EXPENDITURE** amounts in the following classification:

1000	Academic Salaries	$(37,940)
2000	Classified Salaries	(10,280)
3000	Employee Benefits	18,237
4000	Materials & Supplies	4,077
5000	Other Operating Expenses	25,907
	Total	$-0-

Changes in classifications are due to realignments. Additional revenue of $179,771 was received in July less senior exemptions. This entry will be reflected as of June 30, 2014 before the books are closed.

Trust Fund (Financial Aid) – Fund 7

Adjust the **EXPENDITURE** amounts in the following classification:

7500	Student Financial Aid	$55,759
7600	Other Outgo	63,580
	Total	$119,339

Adjust the **REVENUE** amounts in the following classifications:

8900	Other Sources	119,339
	Total	$119,339

Budget augmentations occurred to recognize incoming transfers from CARE, EOPS, and TRIO grants, and NSF scholarships within the Restricted General Fund (Fund 3) as well as SMCCC Foundation scholarships that are being disbursed through District accounts. Direct payments to students from federal and state grants are shown within the Financial Aid Fund.

To close the fiscal year, a blanket budgetary transfer will be required to authorize additional transfers that may be necessary to permit payment of District obligations incurred during 2013-14.

RECOMMENDATION

It is recommended that the Board approve budgetary transfers and income adjustments for the period January 1, 2014 through May 31, 2014 and that the Board adopt Resolution No. 14-8, authorizing budgetary transfers for 2013-14, as listed and as needed for year-end closing activities.

RESOLUTION NO. 14-8

BY THE GOVERNING BOARD OF
THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA

RESOLUTION AUTHORIZING
BUDGETARY TRANSFERS FOR 2013-14

WHEREAS, Section 58307 of Title 5 Regulations provides that the governing board of a community college district may authorize transfers between expenditure classifications at any time by written resolution of the board of trustees of a district; and

WHEREAS, the governing board of the San Mateo County Community College District deems it necessary to make such budgetary transfers between expenditure classifications in the current year's budget as required to permit the payment of obligations of the District incurred during said fiscal year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District authorizes transfers between expenditure classifications in the 2013-14 budget as required to permit the payment of obligations of the District during the 2013-14 fiscal year.

REGULARLY PASSED AND ADOPTED this 23rd day of July, 2014.

Ayes:

Noes:

Abstentions:

Attest: _____
               Patricia Miljanich, Vice President-Clerk
               Board of Trustees

San Mateo County Community College District   July 23, 2014

BOARD REPORT NO. 14-7-3CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Karen D. Powell, Director of Facilities Maintenance and Operations,
                             358-6808

**DENIAL OF CLAIM AGAINST THE DISTRICT BY
INTERSTATE GRADING & PAVING, INC.**

On July 8, 2014, the San Mateo County Community College District received a California Government Code Claim from Interstate Grading & Paving, Inc. (IGP), seeking damages in excess of $10,000 for what IGP contends it incurred as a result of IGP's alleged deficiencies with the District's plans and specifications and project administration of the College of San Mateo North Gateway Part II project.

RECOMMENDATION

It is recommended that the Board of Trustees deny Interstate Grading & Paving, Inc.'s Government Code Claim and refer the matter to the District's legal advisors.

San Mateo County Community College District   July 23, 2014

BOARD REPORT NO. 14-7-4CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: James W. Keller, Deputy Chancellor, 358-6790

DENIAL OF CLAIM AGAINST THE DISTRICT BY GERARDO HERNANDEZ

On July 14, 2014 the District received a claim from Gerardo Hernandez seeking reparation in an amount in excess of $25,000. Mr. Hernandez is a disabled individual who requires a wheelchair for mobility and alleges that he has experienced difficulties accessing the facilities on the Cañada College campus. Mr. Hernandez was a student at the campus during the spring semester from January 15 to May 21, 2014, and plans to enroll in classes for the upcoming fall semester.

RECOMMENDATION

It is recommended that the Board of Trustees deny Gerardo Hernandez's claim against the District and refer the matter to legal counsel and the District's insurance underwriters.

San Mateo County Community College District   July 23, 2014

BOARD REPORT NO. 14-7-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mike Claire, CSM President 574-6224
                     Jose Nunez, Vice Chancellor 358-6836

ADOPTION OF RESOLUTION NO. 14-9 TO REVISE CONSTRUCTION BID, CONTRACT AND PROJECT LABOR AGREEMENT (PLA) REQUIREMENTS, ADDING INCENTIVES FOR CONTRACTORS WHO EMPLOY PRE-APPRENTICESHIP PROGRAM GRADUATES

The District has entered into a MOU with the San Mateo County Workforce Investment Board and the Bay Area Apprenticeship Council to sponsor four pre-apprenticeship cohorts under the title of Trades Introduction Program or TIP, with the first class offered starting September 10 (see attached flyer). The program is a certified, 90 hour pre-apprentice training course that delivers the nationally approved Multi Craft Core curriculum. Course instruction will include an overview of the construction trades (carpentry, pipe trades, electrical, sheet metal and others); information on what skills are needed for entrance into a certified trade apprenticeship; hands-on training; blue print reading and technology; career paths in the trades; and basic English and math, among other topics. The training directors for apprenticeship programs in the area are enthusiastic about this program because they believe that completion of the program will lead to better prepared apprentices and fewer dropouts from apprenticeship training programs.

An extensive outreach program is underway to recruit students for the program which includes reaching out to all adult schools in the County; all apprenticeship, labor council and building trades representatives (including wait lists maintained for trades); a variety of community-based programs including SparkPoint, veterans offices; Samaritan House, Service League, Project 90, Goodwill, CORA, Women's Recovery Center; and Latino, Native American and African American organizations, among others.

Based on the discussion at the last board meeting regarding the Board's desire to assure that graduates of the District's pre-apprenticeship program are hired by local contractors to work on the District's bond-funded projects and are accepted by unions into apprenticeship programs, staff developed the attached resolution.

This resolution would require the District to amend its 2014 Bond construction bid and contract requirements to add incentives for contractors who commit to hiring our pre-apprentice graduates. Such incentives could take the form of additional points awarded based on the number of pre-apprenticeship graduates hired or providing financial incentives for contractors that hire the graduates. In addition, the District would negotiate changes to the Project Labor Agreement (PLA) with the Building Trades Council and unions to provide pathways from the pre-apprenticeship programs into the apprenticeship training programs.

By providing both the incentives in the construction contracts and a pathway in the PLA, we believe we can increase the number of local students working on District projects and entering the apprenticeship trades.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution directing the Chancellor, or his designee, to revise the District's 2014 Bond construction bid and contract documents to incorporate incentives for contractors who hire graduates of the pre-apprenticeship program and negotiate pathways in the PLA for graduates of the TIP program to become apprentices.

RESOLUTION NO. 14-9
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA

RESOLUTION TO REVISE CONSTRUCTION BID, CONTRACT AND PLA REQUIREMENTS,
ADDING INCENTIVES FOR CONTRACTORS WHO EMPLOY
PRE-APPRENTICESHIP PROGRAM GRADUATES

WHEREAS, the San Mateo County Community College District, in partnership with the Bay Area Apprenticeship Coordinators Association, the San Mateo Workforce Investment Board, the San Mateo County Union Community Alliance, the CA Division of Apprenticeship Standards and the San Mateo County Building Trades Council, has established a countywide Pre-Apprenticeship Program—the Trades Introduction Program (TIP San Mateo)—to prepare students to become apprentices to work in construction-related trades; and

WHEREAS, the San Mateo County Community College District Board of Trustees desires to have students who complete the program be admitted to trade apprenticeship programs and subsequently be hired by contractors working on District construction projects; and

WHEREAS, adding incentives in the District's construction bid and contract documents for contractors who commit to employment of TIP graduates would increase the number of students who could be hired by contractors working for the District; and

WHEREAS, negotiating our Project Labor Agreement to create pathways for TIP graduates to become apprentices would increase the number of those graduates actually becoming apprentices.

NOW, THEREFORE, BE IT RESOLVED that San Mateo Community College District Board of Trustees directs the Chancellor or his designee to work with the Building Trades Council and local unions to revise the District's 2014 Bond construction bid and contract requirements, adding incentives for contractors who hire TIP graduates for District construction projects and negotiate with the San Mateo County Building Trades Council to create pathways for our TIP graduates into the apprenticeship training programs.

REGULARLY PASSED AND ADOPTED this 23rd day of July, 2014.

Ayes:

Noes:

Abstentions:

_____
Karen Schwarz, President
San Mateo County Community College District Board of Trustees

Attest: _____
        Patricia Miljanich, Vice-President-Clerk
        San Mateo County Community College District Board of Trustees

Trades Introduction Program

FALL 2014

Interested in a rewarding career in the building & construction trades?

San Mateo County Union Community Alliance & Local Apprenticeship Programs are now offering the Trades Introduction Program which will provide you with the opportunity to enter into a high demand trades career!

CLASSES AND PROGRAM HIGHLIGHTS INCLUDE:

> Hands On Training

> Overview of Carpentry, Pipe Trades, Electrical, Sheet Metal & Other Trades

> Ability to Explore What Each Trade has to Offer

> Industry Guest Speakers

> First Aid/CPR & OSHA 10 Certification

> Blue Print Reading & Technology

> Basic Math

> Tools & Materials

> Learn about the Skills Necessary for a Certified Trade Apprenticeship

PROGRAM REQUIREMENTS:

▷ DOCUMENTATION TO WORK

▷ VALID CA DRIVERS LICENSE

▷ HIGH SCHOOL DIPLOMA OR GED

▷ ABILITY TO PASS DRUG TESTING

▷ ABLE TO DO PHYSICAL WORK

▷ SAN MATEO COUNTY RESIDENTS—GIVEN 1ST PREFERENCE

FOR MORE INFORMATION CALL:
DAN PASINI
650-576-1057

IMPORTANT DATES

Saturday, August 2, 2014
Orientation
1701 Leslie Street
San Mateo, CA 94402
Time: 10:00am - Noon

Week of August 18
Interviews with Apprenticeship Coordinators

September 10
Pre-Apprenticeship Classes Begin

SAN MATEO COUNTY UNION COMMUNITY ALLIANCE
Serving Workers and their Families

CalApprenticeship.org
California Apprenticeship Coordinators Association

COLLEGE of SAN MATEO

SAN MATEO COUNTY BUILDING TRADES · UNITED SINCE 1908

BAY AREA APPRENTICESHIP BAACA COORDINATORS ASSOCIATION

WORKFORCE DEVELOPMENT SAN MATEO COUNTY

This program is supported in part by the Bay Area Regional Prosperity Plan, a three-year initiative funded by the U.S. Department of Housing & Urban Development's Sustainable Communities Partnership Program and Proposition 39.

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San Mateo County Community College District   July 23, 2014

BOARD REPORT NO. 14-7-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6510

ADOPTION OF RESOLUTION NO. 14-10 ORDERING AN ELECTION TO AUTHORIZE THE ISSUANCE OF SCHOOL BONDS, ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER, AND REQUESTING CONSOLIDATION WITH OTHER ELECTIONS OCCURRING ON NOVEMBER 4, 2014

At the last Board meeting, the Board discussed a potential bond measure in November, 2014 and directed the staff to return with a resolution that would authorize either a $388M or a $477M bond measure.

Attached is a resolution which, if adopted by the Board, would place a measure on the November 4 ballot that would ask voters to approve the issuance of either $388M or $477M in general obligation bonds as determined by the Board for college construction, reconstruction, rehabilitation or replacement of college facilities, including furnishing and equipment for school facilities. This resolution includes Exhibit A: Ballot Measure, Full Text of Measure, including the bond projects list; and Exhibit B: Ballot Measure, Abbreviated Form.

The Bond Projects List is a carefully constructed list of those projects which can be financed by the bonds; the list is the same for either the $388M or the $477M issue. This list was reviewed and approved by the District's Bond Counsel.

The District's underwriter, Morgan Stanley, has prepared a Tax Rate Statement that will accompany the Bond measure on the ballot; this statement does not require Board approval but is authorized to be prepared by Section 9 of the Resolution. Morgan Stanley has estimated that the projected tax rate for a $388M bond would be $8.22 per $100,000 of Assessed Valuation (AV) and the rate for a $477M issue would be $9.87 per $100,000 of AV. This amount is based on a projected AV increase of 3.9% annually, as well as a variety of other assumptions that will be noted in the Tax Rate Statement.

Although this will not be included in the Tax Rate Statement, it is interesting to note that the monthly cost for the average homeowner would be $3.01 for a $388M issue and $3.62 for a $477M issue, based on the median AV of a single family home in San Mateo County ($440,000 according to California Municipal Statistics, Inc.).

RECOMMENDATION

It is recommended that the Board adopt the attached Resolution authorizing placement on the November, 2014 ballot of a bond measure of either $388M or $477M as determined by the Board.

RESOLUTION NO. 14-10

BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA

RESOLUTION ORDERING AN ELECTION TO AUTHORIZE THE
ISSUANCE OF SCHOOL BONDS, ESTABLISHING SPECIFICATIONS OF
THE ELECTION ORDER, AND REQUESTING CONSOLIDATION WITH
OTHER ELECTIONS OCCURRING ON NOVEMBER 4, 2014

WHEREAS, in the judgment of the Board of Trustees (the "Board") of San Mateo County Community College District (the "District"), located in the County of San Mateo (the "County"), it is advisable to call an election to submit to the electors of the District the question of whether bonds of the District shall be issued and sold for the purpose of raising money for the acquisition and improvement of real property, and the furnishing and equipping of school facilities of the District; and

WHEREAS, the Board is specifically authorized, upon approval by a two-thirds vote of the Board, to pursue the authorization and issuance of bonds by a fifty-five percent (55%) vote of the electorate on the question of whether bonds of the District shall be issued and sold for specified purposes, pursuant to Article XIII A Section 1 paragraph (b) of the California Constitution ("Article XIII A") and pursuant to Education Code Section 15264 *et seq.* (the "Act"); and

WHEREAS, under the Act, the election may be ordered at a primary or general election, a regularly scheduled local election at which all of the electors of the District are entitled to vote, or a statewide special election; and

WHEREAS, a statewide general election will be held in the District on November 4, 2014; and

WHEREAS, pursuant to Section 10403 *et seq.* of the California Elections Code, it is appropriate for the Board to request consolidation of the election with any and all other elections to be held on Tuesday, November 4, 2014, and to request the San Mateo County Registrar of Voters to perform certain election services for the District;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section l. Call for Election. The Board hereby orders an election and submits to the electors of the District the question of whether general obligation bonds of the District (the "Bonds") shall be issued and sold in the maximum principal amount of $_____ for the purposes described in the ballot measure approved under Section 3 and attached hereto as Exhibit A (Ballot Measure - Full Text of Measure) and Exhibit B (Ballot Measure - Abbreviated Form), and paying costs incident thereto. This Resolution constitutes the order of the District to call such election and shall constitute the "specifications of the election order" pursuant to Education Code Section 5322.

Section 2. Election Date. The date of the election shall be November 4, 2014, and the election shall be held solely within the boundaries of the District.

Section 3. Purpose of Election; Ballot Proposition. The purpose of the election shall be for the voters in the District to vote on a proposition, a full copy of which is attached hereto and marked "Exhibit A – Ballot Measure – Full Text of Measure" (the "Full Text of the Measure"), containing the question of whether the District shall issue the Bonds for the purposes stated therein, together with the accountability requirements of Article XIII A and the requirements of Section 15272 of the Act. The Full Text of the Measure, which commences with the heading "FULL TEXT OF MEASURE" and includes all of the text thereafter on Exhibit A, shall be printed in the voter information pamphlet provided to voters, with such measure designation as is assigned to the measure.

As required by Elections Code Section 13247 and Education Code Section 5322, the abbreviated form of the measure to appear on the ballot is attached hereto and marked as Exhibit "B" and is marked as "Exhibit B – Ballot Measure – Abbreviated Form." The Chancellor or his designee is hereby authorized and directed to make any changes to the text of the measure (full text and/or abbreviated measure) as required to conform to any requirements of Article XIII A, the Act or the San Mateo County Registrar of Voters.

Section 4. Authority for Election. The authority for ordering the election is contained in Section 15264 *et. seq.* of the Education Code and Section l, paragraph (b), subsection (3) of Article XIII A. The authority for the specification of this election order is contained in Section 5322 of the Education Code.

Section 5. School Facilities Projects. As required by Article XIII A, the Board hereby certifies that it has evaluated safety, class size reduction and information technology needs in developing the list of school facilities projects set forth on Exhibit A.

Section 6.   Covenants of the Board upon Approval of the Bonds by the Electorate; Accountability Measures. As required by Article XIII A, Section 15278 of the Act and Government Code Section 53410, in the event fifty-five percent (55%) of the voters in the District approve the issuance of the Bonds, the Board shall:

(1)   conduct an annual, independent performance audit to ensure that the Bond proceeds have been expended only on the projects listed in Exhibit A;

(2)   conduct an annual, independent financial audit of the proceeds from the sale of the Bonds until all of those proceeds have been expended for the school facilities projects listed in Exhibit A;

(3)   establish and appoint members to an independent citizens' oversight committee in accordance with Sections 15278, 15280 and 15282 of the Act;

(4)   apply the proceeds of the Bonds only to the specific purposes stated in the ballot proposition;

(5)   cause creation of accounts into which proceeds of the Bonds shall be deposited; and

(6)   cause the preparation of an annual report pursuant to Government Code Sections 53410 and 53411.

Section 7. Delivery of this Resolution. The Clerk of the Board is hereby directed to send a copy of this Resolution to (1) the San Mateo County Registrar of Voters (the "County Registrar") and (2) the Clerk of the Board of Supervisors of the County. Pursuant to Education Code Section 5322, the Resolution shall be received by the County Registrar no later than 88 days prior to the election date, unless otherwise permitted by law.

To the extent required by applicable law, the County Registrar is hereby requested to print the full text of the ballot measure in the ballot materials as it appears on Exhibit A hereto and to publish the Notice of School Bond Election in a newspaper of general circulation within the District.

Section 8. Consolidation of Election. The County Registrar and the San Mateo County Board of Supervisors are hereby requested to consolidate the election ordered hereby with any and all other elections to be held on November 4, 2014, within the District. Pursuant to Section 5303 of the Education Code and Section 10002 of the Elections Code, the Board of Supervisors of San Mateo County is requested to permit the County Registrar to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the District agrees to reimburse San Mateo County in full from District funds upon presentation of a bill from the County, such services to include the mailing of the sample ballot and tax rate statement (described in Section 9401 of the Elections Code).

Section 9. Ballot Arguments; Tax Rate Statement. Any and all members of this Board are hereby authorized to act as an author of any ballot argument prepared in connection with the election, including a rebuttal argument. The Chancellor, President of the Board, or their designees, are hereby authorized to execute any Tax Rate Statement or other document and to perform all acts necessary to place the bond measure on the ballot.

Section 10. Maturity Limit of Bonds. The Bonds may be issued in series by the District from time to time. The Bonds shall be issued under the Act, under the provisions of Section 53506 et seq. of the California Government Code, if lawfully available to the District, or under any other provision of law authorizing the issuance of general obligation bonds by community college districts. No series of Bonds shall be issued if such issuance would cause the maximum interest rate on any Bond to exceed the maximum rate allowed by applicable law, the final maturity date to exceed the maximum maturity date allowed by applicable law, or the tax rate levied to pay debt service on all of the outstanding Bonds to exceed the limits set forth in Section 15268 of the Act when assessed valuation is projected by the District to increase in accordance with Article XIIIA of the California Constitution, based on projections made by the District at the time of issuance of such series of Bonds.

Section 11. **Engagement of Professional Services**. The Chancellor is authorized and directed to execute the agreement on file with the law firm of Jones Hall, A Professional Law Corporation, which firm is hereby appointed to perform bond counsel and disclosure counsel services in connection with the Bonds.

Section 12. Effective Date. This resolution shall take effect on and after its adoption.

* * * * * * * *

PASSED AND ADOPTED this 23rd day of July, 2014, by the following vote:

AYES:

NOES:

ABSENT:

_____

Karen Schwarz
President of the Board of Trustees of
San Mateo County Community College District
San Mateo County, California

ATTEST:

_____

Patricia Miljanich
Vice President-Clerk of the Board of Trustees of
San Mateo County Community College District,
San Mateo County, California

I, Patricia Miljanich, Vice President-Clerk of the Board of Trustees of San Mateo County Community College District, San Mateo County, California, do hereby certify that the foregoing is a full, true and correct copy of the Resolution passed and adopted by said Board of Trustees at a regular meeting on the 23rd day of July, 2014, and that the minutes of said Board of Trustees shows that _____(___) members of said Board voted for and _____(___) members of said Board voted against the adoption of said Resolution and the said Resolution is now spread upon the minutes of said Board.

_____

Patricia Miljanich
Vice President-Clerk of the Board of Trustees of the
San Mateo County Community College District
San Mateo County, California

EXHIBIT A

BALLOT MEASURE
FULL TEXT OF MEASURE

To prepare College of San Mateo, Cañada College and Skyline College students for universities and high-demand jobs; modernize math and science classrooms and labs; upgrade computer, biotechnology and job training facilities; upgrade access for disabled students; ensure classrooms meet earthquake, fire and safety requirements; and replace aging infrastructure with energy efficient systems, shall San Mateo County Community College District issue $-------- in bonds within legal limits, with annual independent audits, Citizen's Oversight and all proceeds benefiting your local community colleges?

Bonds—Yes   Bonds—No

District Description

For nearly 100 years, College of San Mateo, Cañada College and Skyline College have provided postsecondary education for the residents of San Mateo County. Today, more than 40,000 students annually receive transfer and career/technical education as well as basic skills instruction that prepare students for college-level work. The College District encompasses 550 acres and more than 1.6 million square feet of classrooms, labs and other instructional space. Financing the following projects will support transfer education and job training in programs such as nursing, engineering, health sciences, biotechnology, and clean energy, and help to ensure that there are quality, affordable college options for students transferring to four-year colleges or seeking jobs in the local community.

Bond Authorization

By approval of this proposition by at least 55 percent of the registered voters voting on the measure, the District will be authorized to issue and sell bonds of up to $----------- in aggregated principal at interest rates not in excess of the legal limit and to provide financing for the specific school facilities projects listed in the Bond Project List described below, subject to all the accountability requirements specified below.

The Bonds may be issued under the provisions of the California Education Code (starting at Section 15100), under the provisions of the California Government Code (starting at Section 53506), or under any other provision of law authorizing the issuance of general obligation bonds by community college districts. The Bonds may be issued in series by the District from time to time, and each series of Bonds shall mature within the legal limitations set forth in the applicable law under which the Bonds are issued.

Accountability Requirements

The provisions in this section are specifically included in this measure in order that the voters and taxpayers in the District may be assured that their money will be spent wisely. Expenditures to address specific facilities needs of the District will be in compliance with the requirements of Article XIIIA, Section 1(b)(3),

of the State Constitution and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at Education Code Sections 15264 and following).

Evaluation of Needs. The Board of Trustees of the District (the "Board of Trustees") has identified detailed facilities needs of the District and has determined which projects to finance from a local bond at this time. The Board of Trustees hereby certifies that it has evaluated safety, class size reduction and information technology needs in developing the Bond Project List shown below.

Independent Citizens' Oversight Committee. The Board of Trustees shall establish an Independent Citizens' Oversight Committee under Education Code Section 15278 and following to ensure that bond proceeds are expended only on the school facilities projects listed below. The committee will be established within 60 days of the date when the results of the election appear in the minutes of the Board of Trustees.

Performance Audits. The Board of Trustees shall conduct an annual, independent performance audit to ensure that the bond proceeds have been expended only on the school facilities projects listed below.

Financial Audits. The Board of Trustees shall conduct an annual, independent financial audit of the bond proceeds until all of those proceeds have been spent for the project list described below.

Expenditure of Bond Proceeds; Annual Report. The College District's Board of Trustees has committed as follows in order to assure the College District's voters and taxpayers that the bond proceeds will be spent wisely to address specific needs of the College District: (1) to apply the proceeds of the bonds only to the specific purposes stated in the ballot proposition; and (2) to cause creation of accounts into which proceeds of the Bonds will be deposited; and (3) the chief fiscal officer of the District will cause an annual report to be filed with the Board of Trustees, the first report to be filed not later than one year after the issuance of the first series of the bonds, which report will contain pertinent information regarding the amount of funds collected and expended, as well as the status of the projects listed in this measure, as required by applicable California law.

Further Specifications

No Administrator Salaries. Proceeds from the sale of bonds authorized by this proposition shall be used only for the construction, reconstruction, rehabilitation or replacement of school facilities including the furnishing and equipping of school facilities or acquisition or lease of real property for school facilities and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

BOND PROJECTS LIST

As required by the California Constitution, the proceeds from the sale of the bonds will be used only for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

The specific school facilities projects to be funded are as follows, and include all related and incidental costs, including costs of design, engineering, architect and other professional services, site preparation, utilities, landscaping, incidental costs, and construction management (including construction management by District personnel).

The District intends to complete the following projects, using a combination of funding sources. Other anticipated sources include State funding, private donations, interest on investments, reimbursements from other agencies, and available capital facility funds.

Whenever specific items are included in the following list, they are presented to provide examples and are not intended to limit the generality of the broader description of authorized projects. The order in which particular projects are listed is not intended to indicate priority for funding or completion

MODERNIZATION AND CONSTRUCTION

- Prepare students for high-demand 21st century jobs by constructing and upgrading classrooms, labs and job training facilities
- Modernize or construct science, engineering and math classrooms and labs
- Update campus facilities to improve access for disabled students
- Modernize decades-old aging infrastructure including leaking roofs and deteriorating electrical, plumbing and mechanical systems
- Provide adequate classrooms and labs for nursing, radiologic technology, respiratory therapy, surgical technology, dental assisting and other health service programs
- Remove hazardous materials, including asbestos, from College facilities
- Upgrade computer labs and classroom technology to support quality teaching and learning
- Improve classrooms and educational facilities to meet earthquake, fire and safety codes
- Modernize or construct classrooms and other facilities for workforce training; multidisciplinary academic areas; kinesiology; physical training; public safety; early-childhood education; and for humanities, social sciences and fine and performing arts activities
- Replace aging heating, ventilation and air conditioning infrastructure with energy-efficient systems
- Reduce operating costs and preserve the environment by installing renewable and alternative energy systems
- Renovate or construct interior and exterior instructional and support facilities
- Install security, video and communications systems to improve safety at the Colleges
- Repair or replace furniture, fixtures and finishes throughout the College District
- Repair or install erosion control, landscaping and wildfire mitigation
- Modernize Learning Centers and Libraries to support state-of-the-art teaching and learning
- Make other real property improvements or acquisitions and pay lease obligations to meet student and community needs

- Modernize roadways, walkways, parking, signage and transit facilities to improve accessibility, circulation, safety, disaster and emergency response
- Demolish outdated, non-code-compliant structures

TECHNOLOGY AND EQUIPMENT

- Provide high quality instructional equipment for 21st century learning and job training
- Upgrade science and engineering lab equipment
- Upgrade or replace specialized job training equipment such as nursing, health sciences, public safety, biotechnology and renewable energy fields
- Replace or upgrade computers and technology equipment
- Upgrade network infrastructure and telephone systems
- Renovate, upgrade or install network infrastructure to support instructional and web based student support services including distance learning and online classes, and administrative services
- Replace or upgrade computer hardware and software, including audio visual equipment and communication systems
- Upgrade College emergency and disaster response systems, in coordination with City and County agencies

EXHIBIT B

**BALLOT MEASURE
ABBREVIATED FORM***

To prepare College of San Mateo, Cañada College and Skyline College students for universities and high-demand jobs; modernize math and science classrooms and labs; upgrade computer, biotechnology and job training facilities; upgrade access for disabled students; ensure classrooms meet earthquake, fire and safety requirements; and replace aging infrastructure with energy efficient systems, shall San Mateo County Community College District issue $------------ in bonds within legal limits, with annual independent audits, Citizen's Oversight and all proceeds benefiting your local community colleges?

Bonds—Yes   Bonds—No

*Limited to 75 words

RESOLUTION NO. 14-11

BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA

RESOLUTION DECLARING INTENTION TO REIMBURSE EXPENDITURES
FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE SAN MATEO
COUNTY COMMUNITY COLLEGE DISTRICT

RESOLVED, by the Board of Trustees of the San Mateo County Community College District (the "District"):

WHEREAS, the District proposes to undertake the Project referenced below, to issue debt for such Project and to use a portion of the proceeds of such debt to reimburse expenditures made for the Project prior to the issuance of the debt;

WHEREAS, United States Income Tax Regulations section 1.150-2 provides generally that proceeds of tax-exempt debt are not deemed to be expended when such proceeds are used for reimbursement of expenditures made prior to the date of issuance of such debt unless certain procedures are followed, one of which is a requirement that (with certain exceptions), prior to the payment of any such expenditures, the issuer declares an intention to reimburse such expenditure; and

WHEREAS, it is in the public interest and for the public benefit that the District declares its official intent to reimburse the expenditures referenced herein.

NOW THEREFORE, it is hereby DECLARED and ORDERED, as follows:

      Section 1.   The District intends to issue bonds (the "Bonds") for the purpose of paying the costs of acquisition and improvement of real property and the furnishing and equipping of school facilities (the "Project").

      Section 2.   The District hereby declares that it reasonably expects (i) to pay certain costs of the Project prior to the date of issuance of the Bonds and (ii) to use a portion of the proceeds of the Bonds for reimbursement of expenditures for the Project that are paid before the date of issuance of the Bonds.

      Section 3.   The maximum principal amount of the Bonds is expected to be $------------, and the Bonds are expected to be issued in multiple series.

* * * * * * * *

PASSED AND ADOPTED this 23rd day of July, 2014, by the following vote:

AYES:

NOES:

ABSENT:

_____
Karen Schwarz, President of the
Board of Trustees of
San Mateo County Community College District
San Mateo County, California

ATTEST:

_____
Patricia Miljanich
Vice President-Clerk of the Board of Trustees of
San Mateo County Community College District,
San Mateo County, California

I, Patricia Miljanich, Vice President-Clerk of the Board of Trustees of San Mateo County Community College District, San Mateo County, California, do hereby certify that the foregoing is a full, true and correct copy of the Resolution passed and adopted by said Board of Trustees at a regular meeting on the 23rd day of July, 2014, and that the minutes of said Board of Trustees shows that _____(___) members of said Board voted for and _____(___) members of said Board voted against the adoption of said Resolution and the said Resolution is now spread upon the minutes of said Board.

_____
Patricia Miljanich
Vice President-Clerk of the Board of Trustees of the
San Mateo County Community College District
San Mateo County, California

San Mateo County Community College District   July 23, 2014

BOARD REPORT NO. 14-7-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Louise Piper, Coordinator, Child Care Services, College of San Mateo,
                         574-6280

**ACCEPTANCE OF PROGRAM SELF-EVALUATION FOR THE COLLEGE OF SAN
MATEO CHILD DEVELOPMENT CENTER AND SKYLINE COLLEGE EARLY
LEARNING & CHILD DEVLOPMENT CENTER**

The California Department of Education, Early Education and Support Division, requires its
contractors to complete a Program Self-Evaluation each year. The District's self-evaluation was
conducted at two sites: College of San Mateo Child Development Center and Skyline College Early
Learning & Child Development Center. A copy of the Self-Evaluation is attached.

As required, the Self-Evaluation is being presented to the Board of Trustees. It will also be
presented to the program staff and to parents of children enrolled in the Centers.

RECOMMENDATION

It is recommended that the Board accept the Program Self-Evaluation for the College of San Mateo
Child Development Center and Skyline College Early Learning & Child Development Center.

California Department of Education
Early Education and Support Division

CD 4000
March 2014

Program Self-Evaluation Cover Page (CD 4000)

Contractor's Legal Name San Mateo County Community College District		Vendor Number 6905	
Contract and Age	☒ CSPP	Number of Classrooms	5
	☐ CCTR – (Infant/Toddler)	Number of Classrooms	
	☐ CCTR – (School Age)	Number of Classrooms	
	☐ Education Network – (Infant/Toddler)	Number of Homes	
	☐ Education Network – (Preschool)	Number of Homes	
	☐ CHAN	Number of Classrooms	
	☐ CMIG – (Infant/Toddler)	Number of Classrooms	
	☐ CMIG – (Preschool)	Number of Classrooms	

Describe the Program Self-Evaluation Process (Note: This area expands as necessary.)

The agency self-evaluation was conducted at 2 sites: College of San Mateo Child Development Center and Skyline College Early Learning & Child Development Center. At College of San Mateo, the children enrolled in the two classrooms are 2 ½ to 5 years old and at Skyline College, there are four classrooms with children enrolled in a 2, 2/3, 3/4, and 4 year old combination classroom. As a result, children ages 2 ½ - 5 years old at both sites are co-mingled under CCTR and CSPP contracts.

The self-evaluation process included input from the Program Director, Site Supervisor, program staff, families, community members, Early Childhood Education (ECE) students, ECE faculty, and Early Learning System Specialist from Child Signature Program. The ECERS-R was used to assess all 6 classrooms in order to identify program strengths and areas for improvement. The CSP Early Learning System Specialist assessed classrooms using the ECERS and CLASS instruments and provided feedback and coaching to individual classroom staff at both sites. Data collected from the Desired Results Developmental Profiles and results from the Desired Results Parent Surveys were also used in the self-evaluation process. Finally, the Categorical Program Monitoring Instrument was used by the Program Director and the Site Supervisor to evaluate program compliance. The ERS Summary of Findings, the DRDP Group Data Summaries and the DR Parent Survey Summary of Findings were used to identify educational goals and objectives including teaching practices, professional development, curriculum, staff/child interactions, family engagement and program materials/equipment. The self-evaluation process began in September 2013 and was completed in May 2014.

A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.		Date 07/23/2014
A copy of the Program Self-Evaluation will be/has been presented to teaching/program staff.		Date 08/15/2014
A copy of the Program Self-Evaluation will be/has been presented to parents.		Date 09/26/2014
Statement of Completion I certify that a Program Self-Evaluation was completed.		Date 05/29/2014
	Name and Title Louise Piper, Coordinator, College of San Mateo Child Dev. Center	Phone Number (650) 574-6279

California Department of Education
Early Education and Support Division

CD 3900
March 2014

Desired Results Program Action Plan – Reflection on Action Steps (CD 3900)

Contractor Name
San Mateo County Community College District

Contract Type, Education Network, and/or Cal-SAFE CSPP	**Contract Type, Education Network, and/or Cal-SAFE** CSPP
Planning Date 5/28/2014	**Planning Date** 5/28/14
Follow-up Date(s) August 31, 2014, October 20, 2014, March 30, 2015, May 31, 2015.	**Follow-up Date(s)** August 31, 2014, October 20, 2014, March 30, 2015, May 31, 2015.

This form can be expanded and is not limited to a single page.

Reflection: Review each Program Action Plan (CD 4001A) submitted in the FY 2012-13 Program Self-Evaluation Report. As the FY 2012-13 Action Steps would be different or unique to the contract type and age group, a separate reflection and narrative for each is required.

Below, provide a narrative summarizing the outcome of each action step. Record how each action step was successfully accomplished. If there were modifications or revisions to the action steps, reflect on and record the outcome of those changes.

CSPP (Preschool): College of San Mateo
The 2013-14 Program Action Plan involved fostering children's learning in the area of mathematics. Teaching staff completed a comprehensive series of 3 weekend trainings through the San Mateo County Office of Education on number sense, geometry and algebra. Staff enhanced their own understanding of math learning and as a result, their comfort levels teaching math concepts in the classroom also increased. Staff was inspired to capitalize on children's natural curiosity and enthusiasm to learn and explore math. They also learned to incorporate thoughtful and on-going mathematics experiences into the curriculum beyond just numeracy. In addition, staff participated in in-service trainings on-site on the Preschool Curriculum Framework in the area of mathematics. Staff explored number sense, algebra, measurement, geometry and mathematical reasoning. They reviewed research highlights, explored ways to design the environment indoors and outdoors to promote math learning and learned ways to engage families in reinforcing children's math learning at home. Families were provided take home math activities, math books to read aloud and a family newsletter with a section featuring early mathematics. Staff also attended trainings on the CLASS instrument to enhance staff/child interactions. As a result, staff developed a list of open-ended questions/comments to use to expand children's thinking and conversation throughout the day. Staff also used "math talk" with children in small group activities and during transitions. Mathematically rich learning environments were established in both classrooms as staff provided a variety of new materials for children to sort, measure and use to create patterns and identify shapes. A variety of learning opportunities were also provided throughout the year to foster children's understanding of positions in space. Staff and families have not only changed their ideas about what children can learn, they have also engaged in the process of rethinking how to foster the development of mathematical concepts indoors and outdoors and at different times of the day.

Skyline College – The Program Action Plan for CSPP 13-14 addresses the planning and curriculum in the *Mathematical Development* Domain. The preschool age staff used various teaching strategies to promote and encourage mathematical development including encouraging inquiry and exploration to foster problem solving and mathematical reasoning, expanding on math vocabulary, modeling counting and repetition, scaffolding their understanding of mathematical number sense, geometry and measurement (ongoing). The staff participated in regular staff meetings where math activities were discussed (6/13-12/13) and a variety of professional development activities including the California Pre-School Instructional Network (CPIN) (4/14), and Science, Technology, Engineering and Math training (STEM) (Spring 2014), Classroom Assessment Scoring System (CLASS) training (Spring 2014), provided a VPK liaison for the Math & Language/Literacy Trainings (11/13, 2/14, 4/14), participated in Professional Learning Circles (PLC) (11/14), and Mentor Teacher meetings (3/14-4/14). In the classroom, staff provided various math activities that encouraged mathematical problem solving such as rulers to measure the size of objects, dice to count and subitize, various patterning activities in which children could copy or create patterns, and counting in routines (ongoing). Staff also used books and posters to have conversations about geometrical shapes within the classroom and outdoor environment (ongoing). The designated math interest areas allowed children to engage with mathematical manipulatives throughout the day (ongoing). The classrooms also provided information for parents through newsletters (10/13, 11/13, 1/14, 3/14), curriculum documentation boards (ongoing), and the Virtual Pre-Kindergarten (VPK) documentation board where assignments such as the Family Feet (9/13), Safety Collage (11/13), and Counting Cards (1/14) which were completed in individual classrooms.

Upon reflection on our strategies in this domain, the staff have demonstrated sound practices and varied experiences for the children. The staff believes that additional and ongoing training in the area of mathematics would enhance the differentiated curriculum currently being provided. Staff also expressed a desire to provide additional opportunities to explore math concepts with parents and to participate in ongoing trainings directed toward pre-math skills and abilities and use of the Foundations and Frameworks in curriculum planning.

Desired Results Developmental Profile Summary of Findings
And Program Action Plan – Program or Network Level (CD 4001A)

Contractor Name	
San Mateo Community College District	
Contract Type, and/or FCCHEN	Age Group (Infant/Toddler, Preschool, School-Age)
CSPP	Preschool
	Lead Planner's Name and Position
	Louise Piper, Coordinator, College of San Mateo
Planning Date	Lead Planner's Name and Position
May 2014	Tina Watts, Coordinator, Skyline College
Follow-up Date(s)	
August 2014, September 2014, October 2014, November 2014, December 2014	

This form can be expanded and is not limited to a single page.

Key Findings by Domain from Developmental Profiles Ask: Where is the program now?	Educational Program Goal(s) Ask: Where does the program want to go?	Action Steps (i.e. address activity planning, curriculum modifications, materials required, staff or program schedules, child-staff interactions, classroom use of space, professional development, parent education, and/or community outreach) Ask: How does the program get there?	Expected Completion Date and/or Ongoing Implementation and Persons Responsible Ask: By when?
College of San Mateo: Language and Literacy Domain Rm. A 32% of 4yr. olds were at Building level, 18% at Developing level Rm. B 35% of 4 yr. olds were at Building level, 28% at Developing level	Our programs will support children's learning and development in language and literacy including phonological awareness, alphabet knowledge, vocabulary and emergent writing. We will strength our language and literacy curriculum by providing more varied language and literacy experiences in the classrooms and by exploring pre-writing and pre-reading activities	Teaching Strategies: Staff will create an appropriate balance between teacher-guided activities and child-initiated exploration and practice. Staff will focus on the different learning modalities, introducing children to multiple experiences with oral language (variety of sounds, alliteration & rhyming), encouraging children to express themselves & engage in reciprocal conversations and staff will intentionally wait/listen before responding, providing explicit guidance to create mental structures to process information through use of pictorials, story walking to support DLLs, and supporting children's acquisition of visual discrimination skills. Staff will encourage frequent conversations, focusing on back/forth exchanges, mapping their own actions/children's actions, promoting advanced language, asking open-ended questions and scaffolding children's learning.	Louise Piper, Karen Wiggins Dowler, Maggie Barrientos, Narce Sanchez, Lori Pilster, Yovanka Crossley, Michelle Tating On-going implementation 8/18/14 – 5/22/15

	Activities	Responsible / Timeline
incorporating the Preschool Learning Foundations and Framework and aspects of Instructional Supports from the CLASS instrument.	**Planned Learning Opportunities:** Songs, stories, poems, chants featuring alliteration/rhyming, non-fiction informational books, children's printed names & letters in transitions, children's names for documentation i.e. graphing, seating throughout daily routines, letter matching and naming activities, Zoophonics, use story-walking to emphasize letters and sounds during story times, build word families. Healthy Eats, Active Feet program will include nutritious foods & the alphabet and physical activities involving balance, throwing/catching letter bean bags, alphabet bowling, etc..	Lori Pilster, Yovanka Crossley, Michelle Tating / Karen Wiggins Dowler, Maggie Barrientos, Narce Sanchez by 11/3/14
	Materials: Purchase alphabet letters, letter puzzles & puzzles with word labels, meaningful books that highlight children's interests, magnetic letters and tiles, lotto & matching games, T-stand to regularly display children's spoken words, include magazines/newspapers, menus, etc. in home languages in book area, dramatic play, include writing materials in variety of learning centers.	Karen Wiggins Dowler, Maggie Barrientos, Lori Pilster, Yovanka Crossley by 9/30/14
	Environment: Create "Lots of Letters" area with overhead projector, letter templates, letter note pads, labels (highlight 1st letter), daily schedule w/ pictures & corresponding words, stock writing center w/ thick crayons/pencils, include clip boards, paper and writing instruments in variety of learning centers.	Karen Wiggins Dowler, Maggie Barrientos by 8/18/14
	Family Engagement: Red Take-Home Book Bags will include laminated literacy sheets w/ simple alphabet activities focusing on letter recognition and having fun with language while traveling in the car. In "Small Prints' family newsletter, a section will be developed on Language and Literacy activities planned for classroom & to implement at home.	Karen Wiggins Dowler, Lori Pilster by 8/18/14 Book Bags Louise Piper. Karen Wiggins Dowler, Lori Pilster by 10/15/14 "Small Prints" newsletter
	Professional Development: In-service Training Rm. A (weekly mtgs., specific trainings): 2 part series: Language: including support for DLLs; sound awareness; conversational skills; phonological awareness; vocabulary. Reading: visual discrimination skills; language/print rich environment; print awareness. Provide each staff member with copy of Intentional Teacher w/ focus on teaching & learning in lang. & literacy section.	Rm. A Karen Wiggins-Dowler Maggie Barrientos Narcy Sanchez Louise Piper Language series : Part 1 by 12/19/14 Part 2: by 5/22/15

Professional Development, con't: In-service Training Rm. B (weekly mtgs., specific trainings): CA Preschool Curriculum Framework in Language and Literacy Domain. Provide each staff member with copy of Intentional Teacher w/ focus on teaching & learning in lang. & literacy section. Train staff on alphabet knowledge as it relates to letter identification/letter-sound recognition.	Rm. B Lori Pilster Yovanka Crossley Michelle Tating by 12/19/14
Attend professional development opportunities in community as offered 2014-15 through Raising A Reader, CPIN, AEYC and SMCOE CLASS trainings.	Maggie Barrientos, Narce Sanchez and Clara Valdez Chon will attend CLASS training at SMCOE by 1/30/15 Staff from both classrooms will attend professional dev. opportunities offered by 5/22/15

California Department of Education
Early Education and Support Division

CD 4001A
March 2014

Desired Results Developmental Profile Summary of Findings And Program Action Plan – Program or Network Level (CD 4001A)

Contractor Name	
San Mateo County Community College District	
Contract Type, Education Network, and/or Cal-SAFE	**Age Group (Infant/Toddler, Preschool, School-Age)**
CSPP	Preschool
Planning Date	**Lead Planner's Name and Position**
May 2014	Louise Piper, Coordinator, College of San Mateo
Follow-up Date(s)	**Lead Planner's Name and Position**
August 2014, September 2014, October 2014, November 2014, December 2014	Tina Watts, Coordinator, Skyline College

This form can be expanded and is not limited to a single page.

Key Findings by Domain from Developmental Profiles	Educational Program Goal(s)	Action Steps (i.e. address activity planning, curriculum modifications, materials required, staff or program schedules, child-staff interactions, classroom use of space, professional development, parent education, and/or community outreach)	Expected Completion Date and/or Ongoing Implementation and Persons Responsible
Ask: Where is the program now?	Ask: Where does the program want to go?	Ask: How does the program get there?	Ask: By when?
Domain: Language and Literacy Skyline: For the three- and four-year old age group, 9% were *Exploring,*	Our programs will support children's learning and development in language and literacy including phonological awareness, alphabet knowledge, vocabulary and emergent writing.	Pedagogical Approaches: Staff will use why/how questions, use brainstorming, integration and connection to real world knowledge, scaffolding, feedback loops, prompts, expanding language, affirmation, conversations, open-ended questions, repetition, self- and parallel-talk, and new vocabulary to promote language and literacy development.	Skyline – (Summer/Fall 2014) Tina Watts; (ongoing), Head Teachers and support staff

25% were Developing, 28% were Building, 32% were Integrating, and 3% Unable to Rate.	We will strengthen our language and literacy curriculum by providing more varied language and literacy experiences in the classrooms and by exploring pre-writing and pre-reading activities incorporating the Preschool Learning Foundations and Framework and aspects of Instructional Supports from the CLASS instrument.	**Professional Development:** Staff will receive ongoing in-service training on aspects of the Pre-school CLASS, specifically in the domain of Instructional Supports, and review the Pre-school Foundations and Frameworks in language and literacy.	Skyline – (Summer/Fall 2014) Tina Watts; (ongoing), Head Teachers and support staff
		Curriculum/Environment: Staff will provide a language and literacy rich environment including books, picture displays, classroom labels, dictation, print in the classroom, visual prompts, large and small group spaces, language and literacy interest areas, word, rhyming, and syllable games, and dramatic play opportunities.	Skyline – (Summer/Fall 2014) Tina Watts; (ongoing), Head Teachers and support staff
		Child/Staff Interactions: Staff will use a variety of language strategies and modeling including conversations, vocabulary, grammar, print, phonological awareness, and comprehension. Staff will provide these interactions in the context of small and large group structure to provide consistency and build relationships.	Skyline – (Summer/Fall 2014) Tina Watts; (ongoing), Head Teachers and support staff
		Parent Education: Staff will provide a monthly newsletter including a section on language and literacy, participate in VPK, and present a parenting seminar on a parent-selected aspect of language and literacy.	Skyline – (Summer/Fall 2014) Tina Watts; (ongoing), Head Teachers and support staff

California Department of Education
Early Education and Support Division

CD 4000
March 2014

Program Self-Evaluation Cover Page (CD 4000)

Contractor's Legal Name				Vendor Number	
San Mateo County Community College District				6905	
Contract and Age	☐ CSPP		Number of Classrooms		
	☒ CCTR – (Infant/Toddler)		Number of Classrooms		1
	☐ CCTR – (School Age)		Number of Classrooms		
	☐ Education Network – (Infant/Toddler)		Number of Homes		
	☐ Education Network – (Preschool)		Number of Homes		
	☐ CHAN		Number of Classrooms		
	☐ CMIG – (Infant/Toddler)		Number of Classrooms		
	☐ CMIG – (Preschool)		Number of Classrooms		

Describe the Program Self-Evaluation Process (Note: This area expands as necessary.)

The agency self-evaluation was conducted at Skyline College Early Learning & Child Development Center. At Skyline College, there is one classroom with 2 year old children enrolled.

The self-evaluation process included input from the Program Director, Site Supervisor, program staff, families, community members, Early Childhood Education (ECE) students, ECE faculty, and Early Learning System Specialist from Child Signature Program. The ITERS-R and CLASS instrument were used to assess the classroom in order to identify program strengths and areas for improvement. The Early Learning System Specialist provided feedback and coaching to classroom staff. Data collected from the Desired Results Developmental Profiles and results from the Desired Results Parent Surveys were also used in the self-evaluation process. Finally, the Categorical Program Monitoring Instrument was used by the Program Director and the Site Supervisor to evaluate program compliance. The ITERS Summary of Findings, the DRDP Group Data Summaries and the DR Parent Survey Summary of Findings were used to identify educational goals and objectives including teaching practices, professional development, curriculum, staff/child interactions, family engagement and program materials/equipment. The self-evaluation process began in September 2013 and was completed in May 2014.

A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.	Date 07/23/2014
A copy of the Program Self-Evaluation will be/has been presented to teaching/program staff.	Date 08/15/2014
A copy of the Program Self-Evaluation will be/has been presented to parents.	Date 09/26/2014
Statement of Completion I certify that a Program Self-Evaluation was completed.	Date 05/29/2014
	Name and Title Louise Piper, Coordinator, College of San Mateo Child Dev. Center	Phone Number (650) 574-6279

California Department of Education
Early Education and Support Division

CD 3900
March 2014

Desired Results Program Action Plan – Reflection on Action Steps (CD 3900)

Contractor Name
San Mateo County Community College District

Contract Type, Education Network, and/or Cal-SAFE	Contract Type, Education Network, and/or Cal-SAFE
CCTR	CCTR
Planning Date 5/28/2014	**Planning Date** 5/28/14
Follow-up Date(s) August 31, 2014, October 20, 2014, March 30, 2015, May 31, 2015.	**Follow-up Date(s)** August 31, 2014, October 20, 2014, March 30, 2015, May 31, 2015.

This form can be expanded and is not limited to a single page.

Reflection: Review each Program Action Plan (CD 4001A) submitted in the FY 2012-13 Program Self-Evaluation Report. As the FY 2012-13 Action Steps would be different or unique to the contract type and age group, a separate reflection and narrative for each is required.

Below, provide a narrative summarizing the outcome of each action step. Record how each action step was successfully accomplished. If there were modifications or revisions to the action steps, reflect on and record the outcome of those changes.

CCTR (Infant/Toddler): Skyline College - The Program Action Plan for CCTR 12-13 addressed planning and curriculum in the *Cognitive* Domain. The toddler-age staff provided a variety of small and large group opportunities that supported children's learning through back and forth exchanges, contingent responding, open-ended questions, and self and parallel-talk (ongoing). Staff incorporated visual aids and supports such as a visual daily schedule and social stories, role play opportunities with puppets and through dramatic play (ongoing), and a local economy to re-enforce desirable behaviors and success (ongoing). Staff met on a consistent basis to discuss individualized planning for children, challenging behaviors and strategies, data collection tools, and reviewed Foundations and Frameworks (monthly). Staff also participated in Raising a Reader (RAR) training (9/13), California Pre-School Instructional Network (CPIN) (4/14), and Science, Technology, Engineering and Math training (STEM) (Spring 2014) and Classroom Assessment Scoring System (CLASS) training (Spring 2014). Specific curriculum used to support development included written materials and photos in the environment, literacy activities such as books and story-telling, and math activities including a designated math manipulative area in the classrooms and incorporation of math terminology (i.e. shapes, numbers, measurements, etc.; ongoing). These activities were consistent throughout the year and provided a solid foundation for cognitive development in the classroom. Families were provided ongoing information about cognitive development through verbal check-ins (ongoing), documentation boards (monthly), newsletters (9/13, 11/13, 12/13), and a Parenting Seminar (11/13).

Upon reflection on our strategies in this domain, the staff have demonstrated sound practices and varied experiences for the children. The staff believes that additional documentation strategies would enhance the differentiated curriculum currently being provided. Staff also expressed a desire to provide additional opportunities to explore the cognitive domain, particularly math concepts with parents and to participate in ongoing trainings directed toward pre-math skills and abilities and use of the Foundations and Frameworks in curriculum planning.

CD 4001A
March 2014

California Department of Education
Early Education and Support Division

Desired Results Developmental Profile Summary of Findings And Program Action Plan – Program or Network Level (CD 4001A)

Contractor Name
San Mateo County Community College District

Contract Type, Education Network, and/or Cal-SAFE CCTR	**Contract Type, Education Network, and/or Cal-SAFE** CCTR
Planning Date May 2014	**Age Group (Infant/Toddler, Preschool, School-Age)** Infant/Toddler
Follow-up Date(s) August 2014, September 2014, October 2014, November 2014, December 2014	**Lead Planner's Name and Position** Tina Watts, Coordinator, Skyline College

This form can be expanded and is not limited to a single page.

Key Findings by Domain from Developmental Profiles	Educational Program Goal(s)	Action Steps (i.e. address activity planning, curriculum modifications, materials required, staff or program schedules, child-staff interactions, classroom use of space, professional development, parent education, and/or community outreach)	Expected Completion Date and/or Ongoing Implementation and Persons Responsible
Ask: Where is the program now?	Ask: Where does the program want to go?	Ask: How does the program get there?	Ask: By when?
Domain: Language & Literacy **Skyline:** For the Infant/Toddler age group, 2% were *Responding with Reflexes*, 2% were *Expanding Responses*, 16% were *Acting with Purpose*, 25% were *Discovering Ideas*,	Our programs will support children's learning and development in language and literacy including interest in literacy and recognition of symbols. We will strengthen our language and literacy curriculum by providing varied responsive and expressive language interactions, literacy rich environments, and	**Pedagogical Approaches:** Staff will use why/how questions, use brainstorming, integration and connection to real world knowledge, scaffolding, feedback loops, prompts, expanding language, affirmation, conversations, open-ended questions, repetition, self- and parallel-talk, and new vocabulary to promote language and literacy development.	Skyline – (Summer/Fall 2014) Tina Watts; (ongoing), Nataliya Gamburg and support staff
		Professional Development: Staff will receive ongoing in-service training on aspects of the Toddler CLASS, specifically in the domain of Instructional Supports, and review the Infant/Toddler Foundations and Frameworks in language and literacy.	Skyline – (Summer/Fall 2014) Tina Watts; (ongoing), Nataliya Gamburg and support staff

33% were *Developing Ideas,* 21% were *Connecting Ideas,* and 6% were *Unable to Rate.*	**Curriculum/Environment:** Staff will provide a language and literacy rich environment including books, picture displays, classroom labels, dictation, print in the classroom, visual prompts, large and small group spaces, language and literacy interest areas, word, rhyming, and syllable games, and dramatic play opportunities.	Skyline – (Summer/Fall 2014) Tina Watts; (ongoing), Nataliya Gamburg and support staff
integrating language into all caregiving routines. The toddler age staff will also use the Infant/Toddler Learning Foundations and Framework and aspects of Instructional Supports from the Toddler CLASS instrument.	**Child/Staff Interactions:** Staff will use a variety of language strategies and modeling including conversations, vocabulary, grammar, print, phonological awareness, and comprehension. Staff will provide these interactions in the context of a primary care group structure to provide consistency and build relationships.	Skyline – (Summer/Fall 2014) Tina Watts; (ongoing), Nataliya Gamburg and support staff
	Parent Education: Staff will provide a monthly newsletter including a section on language and literacy, participate in RAR, and present a parenting seminar on a parent-selected aspect of language and literacy.	Skyline – (Summer/Fall 2014) Tina Watts; (ongoing), Nataliya Gamburg and support staff

San Mateo County Community College District   July 23, 2014

BOARD REPORT NO. 14-7-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Frank Vaskelis, Chief Technology Officer, ITS, 358-6720

APPROVAL OF AMENDMENT TO AGREEMENT WITH PENINSULA LIBRARY SYSTEM

On May 4, 1988, the Board authorized the District to join the Peninsula Library System (PLS) and approved a joint powers agreement which includes all of the city and county public libraries in San Mateo County. The primary objective of the District in joining PLS was to automate the libraries of each College and expand the library resources available to students, faculty and staff to include access to all of the resources available at the city and county public libraries in San Mateo County. This experience has proven to be extremely cost-effective and beneficial to the District and each of the three Colleges.

As authorized by the Board on April 27, 1994, an agreement was executed with PLS which relocated the PLS library computer systems, network services and their support staff to the District's Department of Information Technology Services (ITS). In this initial agreement, the District provided PLS with office space for 6 FTE technical staff, rack space in the computer center for their servers, utilities, network and internet services, technical support services to augment their staff, computer operations support, and management services. The agreement has been amended several times to extend the term and make adjustments to the level of services provided by the District to support them.

Over the past 3 years, PLS has become much more self-sufficient and is able to more readily support themselves. Some of the other changes that have been made by PLS that further reduce the level services being provided by the District include:

- Purchasing their own office building in San Mateo and have relocated the technical support staff to that location and no longer require office space at the District Office.
- Migrating their email services from locally hosted servers to the cloud using Microsoft Office 365.
- Implementing virtual machine technology to further reduce the amount rack space that they are occupying in the District's computer center.
- Acquiring and installing their own connection to CENIC for internet services which means they are no longer sharing access to internet services using the District's internet connection. This is the most significant change that they made.

Both PLS and the District have substantially benefited from this agreement and want to extend the agreement for another four years. Since 1994, PLS has paid the District $2,736,100 for the support and hosting services described above. These funds have been used by Information Technology Services to support a variety of technology initiatives and projects to benefit the three Colleges.

Currently, the annual payment from PLS for District IT services is $142,500. It is recommended that the agreement with PLS be modified to extend the term for an additional four years effective July 1, 2014 and to reduce their payment for services provided by the District to $60,000 for the first year and $50,000 per year thereafter.

RECOMMENDATION

It is recommended that the Board of Trustees approve an amendment to the agreement with the Peninsula Library System in which the District provides hosting and information technology support services for a four year period, commencing July 1, 2014 for payment by PLS in the amount of $60,000 for the first year and $50,000 for each subsequent year.

San Mateo County Community College District   July 23, 2014

BOARD REPORT NO. 14-7-105B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790

DISCUSSION OF DISTRICT RESERVE LEVELS AND POSSIBLE ADOPTION OF LANGUAGE FOR RANGES, PRIORITIES AND USE OF RESERVES

The Government Finance Officers Association (GFOA), founded in 1906, represents public finance officials throughout the United States and Canada. The association's nearly 18,000 members are federal, state/provincial, and local finance officials deeply involved in planning, financing, and implementing of thousands of governmental operations in each of their jurisdictions. They are a good source for financial and budgetary best practices and policies. As seen on the attached "Best Practices", the GFOA recommends that government agencies maintain a reserve level for the unrestricted general fund that is tailored to that agency's unique circumstances, but no less than 2 months' worth of either expenditures or revenues, whichever is more predictable. That translates to a level of about 17%. As you can see from the table below from School Services, California community colleges have maintained an average close to that, although the variance is considerable.

Unrestricted General Fund
Net Ending Balance as a Percentage of
Unrestricted General Fund Expenditures

	2010-11	2011-12	2012-13
Average Statewide	18.80%	16.12%	16.61%
Lowest	2.60%	4.37%	5.01%
Highest	38.90%	31.57%	35.53%

GFOA also recommends that each entity look at its risk profile as well as resources in other funds that can be used to supplement the unrestricted general fund reserves. For SMCCCD, the risks fall into two categories: loss of revenues and unanticipated expenses. Some of the risks for loss of revenue include:

- Change of law that would reduce state funding, such as a law that would roll state categorical revenues into the base and require them to be funded by local property taxes first
- Sudden decrease in assessed valuation due to a disaster or market contraction
- In other times, a drop in interest rates
- A significant uptick in the economy, reducing student demand and thus revenues tied to student headcount or FTES

Some of the risks for unanticipated increases in expenditures include:

- Change of law that would require increased employer taxes or benefits such as the increase in STRS rates and minimum wage or the Affordable Care Act
- Other disaster requiring emergency services or capital outlay

Other funds that are available for unanticipated loss of revenues or increase in expenses include:

- Self-Insurance Fund. This fund includes reserves for incurred but not claimed insurance expenses. Funds here would be available on a short-term basis and would need to be replenished.
- Post Retirement Reserve. This fund includes the charge that the District assesses itself for current employees' future benefits. Funds used from this reserve would need to be replenished at a future date in order to stay within GASB 45 protocols.
- Post Retirement Trust. The OPEB Trust is separate from the District's funds and we could not transfer funds out of the Trust. However, we could charge current retiree benefit costs to the Trust in any given year. The current retiree budget is approximately $8M.
- Capital Outlay Fund. Within this fund, there are both bond and non-bond funds. While the bond funds are not available, non-bond funds might be available. Depending on the type of expenses incurred, some capital or maintenance expenses, especially with a natural disaster, could be transferred to this fund.

Any proposal that sets levels of reserves should really set ranges, as attempting to maintain a fixed percentage results is not feasible. Here is some proposed language taken broadly from the Town of Atherton (designated a model policy by GFOA):

Fund Balance Policy for the Unrestricted General Fund

Purpose:

To help the District weather unanticipated changes in revenues or expenses and provide for adequate cash flow. This policy establishes the appropriate level of reserves which the District will strive to maintain in its Unrestricted General Fund; how the fund balances will be funded and the conditions under which the fund balances can be used.

1. **Amounts Held in Reserve**

The District will strive to hold the amounts listed below in the Unrestricted General Fund balance, expressed as a percentage of the District's annual operating expenses of the Unrestricted General Fund. These amounts are listed as goal ranges to recognize that fund balance levels can fluctuate from year to year due to the normal course of operations.

- 5%-10% - Budget Stabilization Reserve for economic uncertainty as well as known or anticipated future obligations.
- 5%-10% - Emergency Disaster Reserve for unforeseen events or catastrophic accidents.
- 5%-10% - Working Capital to provide sufficient cash flow.

2. **Funding Target Fund Balance**

Funding of these targets will generally come from excess revenues over expenditures or one-time revenues. The reserves will be funded in the following priority order:

- Budget Stabilization
- Emergency Disaster
- Working Capital

3. Conditions for Use of Reserves

The use of reserves shall be limited to unanticipated, non-recurring needs, or anticipated future obligations. Fund balances shall not be used for normal or recurring annual operating expenditures without a plan to balance the budget and restore the reserves in future years. A two-thirds majority of the Board is required to authorize use of the reserves.

RECOMMENDATION:

It is recommended that the Board adopt the above language for ranges, priorities and use of reserves.

San Mateo County Community College District   July 23, 2014

BOARD REPORT NO. 14-7-2C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790

INFORMATION REPORT ON BOND REFINANCING

Refinancing existing bonds creates savings for our taxpayers. The attached document, prepared by Morgan Stanley, explains the parameters of a potential bond refinancing. John Sheldon, Executive Director at Morgan Stanley, will present additional information about potential bond refinancing. If the Board permits, resolutions will be brought to the next Board meeting for approval.
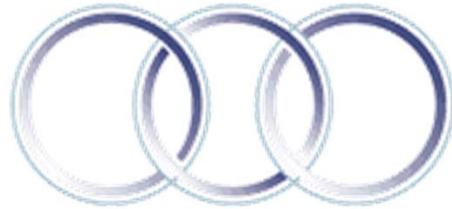
San Mateo County Community College District

Board of Trustees Meeting
GO Bond Refinancing Overview

July 23, 2014

Morgan Stanley

**San Mateo County Community
College District**

Table of Contents

Morgan Stanley

**San Mateo County Community
College District**

Section 1

2014 GO Bond Refinancing

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San Mateo County Community College District

2014 GO Bond Refinancing Opportunity

- District staff and the GO Bond finance team consistently monitor the District's GO Bonds for potential refinancing opportunities

- In the current market, the District can refinance $117.7 million of Measure C and Measure A GO Bonds to capture significant savings
  - $17.2 million of the Election of 2001, Series B bonds
  - $7.5 million of the Election of 2001, Series C bonds
  - $93.0 million of the Election of 2005, Series B bonds

Outstanding General Obligation Bond Debt Portfolio

- The District currently has $563.1 million of outstanding General Obligation Bonds ("GO Bonds")
  - $161.4 million of GO Bonds outstanding from the District's Measure C Authorization (Election of 2001)
  - $401.6 million of GO Bonds outstanding from the District's Measure A Authorization (Election of 2005)

Opportunity to Refinance Callable GO Bonds

- The District can refinance a portion of these obligations by exercising the optional call provisions, redeeming the bonds for 100% of the principal amount, and issuing new obligations with a lower interest cost
  - The new bond proceeds are placed into an escrow account to pay off the old bonds
  - Refinancing the bonds lowers debt service due to reduced interest cost, ultimately generating savings for the District's tax payers by lowering the required tax rate to service the debt

Current Market Refinancing Results and Tax Rate Benefit

- Due to historically low interest rates in the current market, the District could refinance approximately $117.7 million of its outstanding Measure C and Measure A GO Bonds to capture debt service savings that average about $474,000 every year through 2037, or approximately $10.9 million overall
  - This would result in a tax rate reduction of approximately $0.30 per $100,000 of FY2014 Assessed Valuation ("AV") relative to a combined tax rate of $19.40 per $100,000 of AV for FY2013-14

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San Mateo County Community College District

Tax-Exempt Interest Rates and Past District Sales

- Tax-exempt rates have declined substantially over the past 10 months

- Since the beginning of 2014, the municipal market has strengthened due to positive technical factors, with demand in excess of new issue supply and strong investor participation in the primary and secondary markets

  – Since January 2nd, 10, 15 and 20 year tax-exempt benchmark rates are lower by 44, 69 and 77 basis points, respectively

20-Year AAA MMD, with Past San Mateo County CCD GO Sales
January 2000 to Present
(%)

Election of 2001, Series A
Election of 2001, Series B
Election of 2005, Series B
2012 Refunding Bonds
Election of 2001, Series C
Election of 2005, Series A

— 20-year AAA MMD

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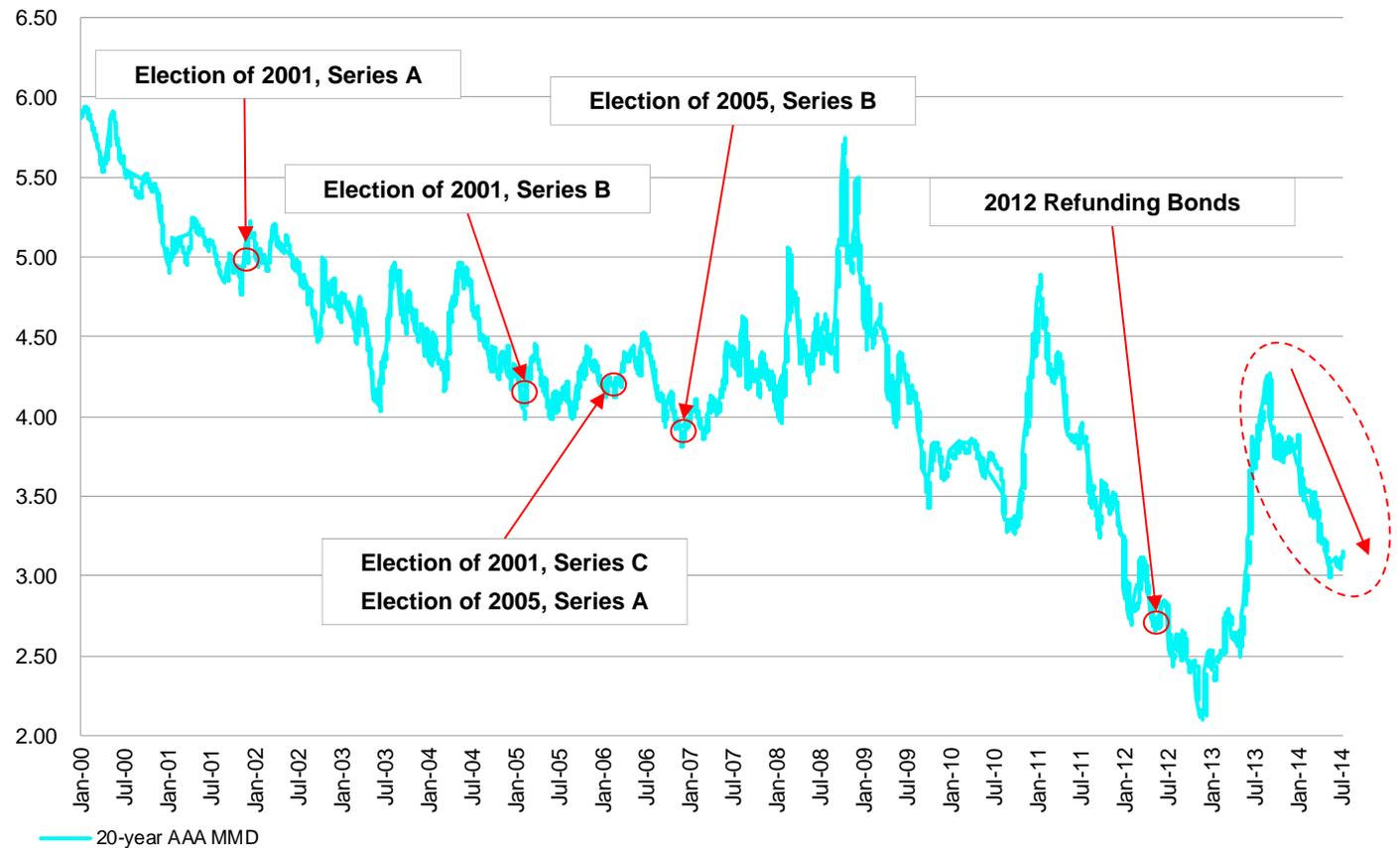
San Mateo County Community College District

- Assuming a September closing and based upon current market rates, a refinancing of $117.7 million of the District's GO Bonds could generate approximately $10.9 million in savings, net of all costs

  – At nearly $474,000 of debt service savings annually, the *tax rate could be reduced by $0.30 per $100,000 of FY2014 AV*

Summary of 2014 GO Bond Refinancing Results

Summary of 2014 GO Bond Refinancing Results

Market Rates as of July 11, 2014; Delivery Date of September 25, 2014

	Refinancing Results
Refunded Bonds	
Par Amount	$117,720,000
Average Coupon	4.90%
Average Life	17.3 years
Series and Maturities Refunded	Election of 2001, Series B: 2029 Election of 2001, Series C: 2031 Election of 2005, Series B: 2018-2037
Call Dates	3/1/2015, 3/1/2016, 9/1/2016
Refunding Bonds	
Par Amount	$110,820,000
Premium	$17,034,467
Total Proceeds	$127,854,467
Arbitrage Yield	3.18%
All-in TIC	3.82%
Escrow Yield	0.39%
Cost of Negative Arbitrage	$5,621,701
PV Savings	$7,308,584
PV Savings as % of Ref. Par	6.21%
Total Cash Flow Savings	$10,892,616
Average Annual Savings	$473,592
Reduction in Tax Rate[1]	$0.30 / $100,000 of AV

Maturities included in the refinancing could change based on market conditions at the time of the bond sale

Savings are driven by refinancing outstanding debt with an average rate of 5.00% with new debt with a 3.82% interest rate

Savings are passed on to tax-payers

(1) Based on total FY2014 AV of $156.1 billion (Source: CalMuni)

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San Mateo County Community College District

Section 2

Tax Rate Summary

Morgan Stanley

**San Mateo County Community
College District**

Historical Assessed Valuation Levels

- The District's *compounded annual AV growth rate is 4.91% since 2000-01*

- The District's AV growth slowed from 8.08% in 2008-09 to -1.38% in 2010-11, but has since recovered and grown substantially, with 2.68% and 6.01% annual growth in 2012-13 and 2013-14, respectively

- The District's total AV for FY2013-14 was $156.1 billion

- San Mateo County's total local roll for FY2014-15 grew by 5.61% to $164.9 billion

Historical Total Assessed Valuation and Year-Over-Year Growth Rate

($ billions)
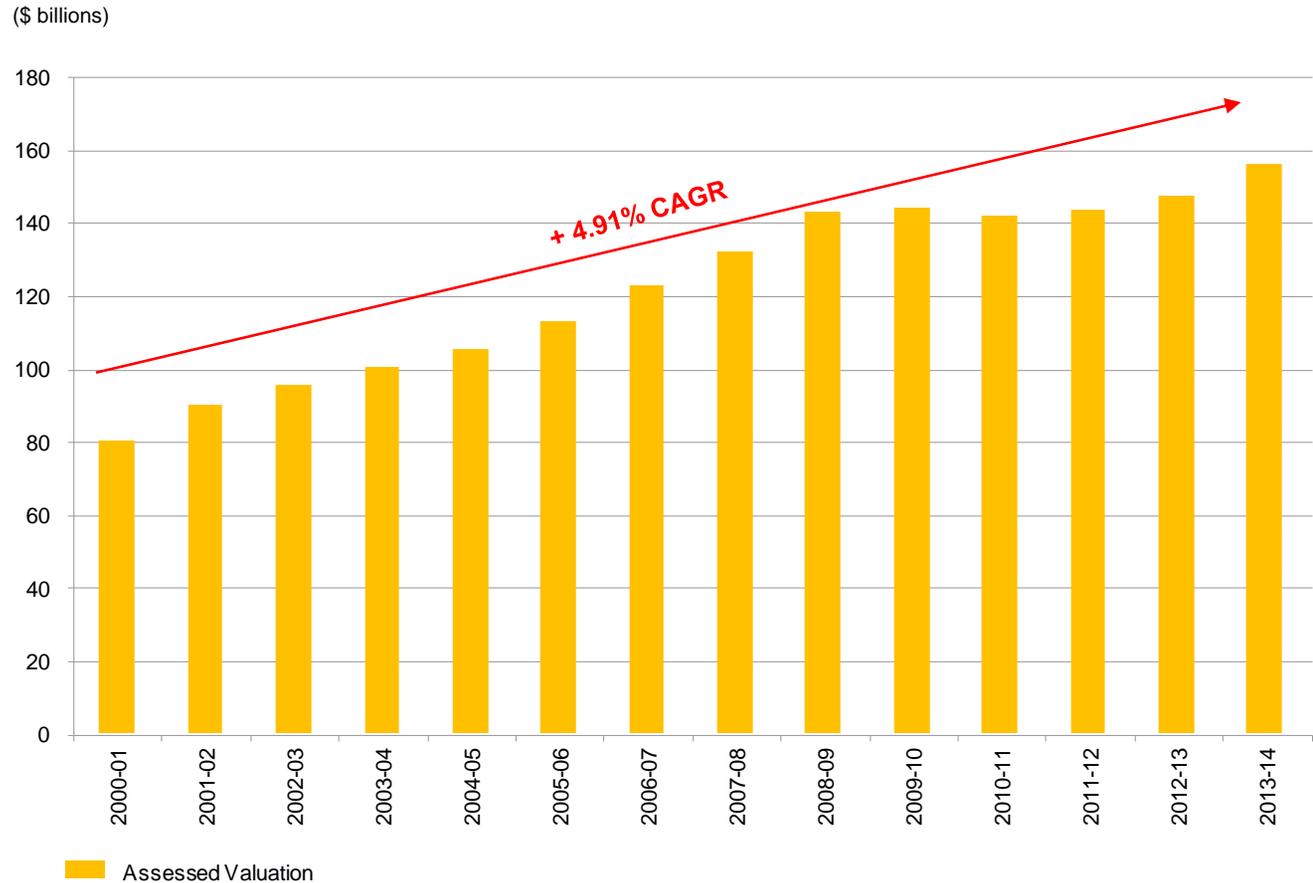
Source: California Municipal Statistics Inc., derived from the San Mateo County Assessor's Office

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San Mateo County Community College District

TAX RATE SUMMARY

Projected Debt Service and Combined Tax Rate

Measure C (Election of 2001) and Measure A (Election of 2005)

- The original combined tax rate was projected at $19.65 per $100,000 of AV for the Elections of 2001 and 2005

- Current 2013-14 combined tax rate is *$19.40 per $100,000 of AV*

- Current projected tax rate after the issuance of the proposed 2014 Refunding Bonds is estimated at an average of *$17.94 per $100,000 of AV*

Combined Tax Rate Projection

Outstanding Debt Service
($ Millions)

Tax Rate
($ / $100,000 of AV)

Legend:
- Total Outstanding Debt Service After 2014 Refinancing
- Original Projected Tax Rate
- Projected Tax Rate After 2014 Refinancing

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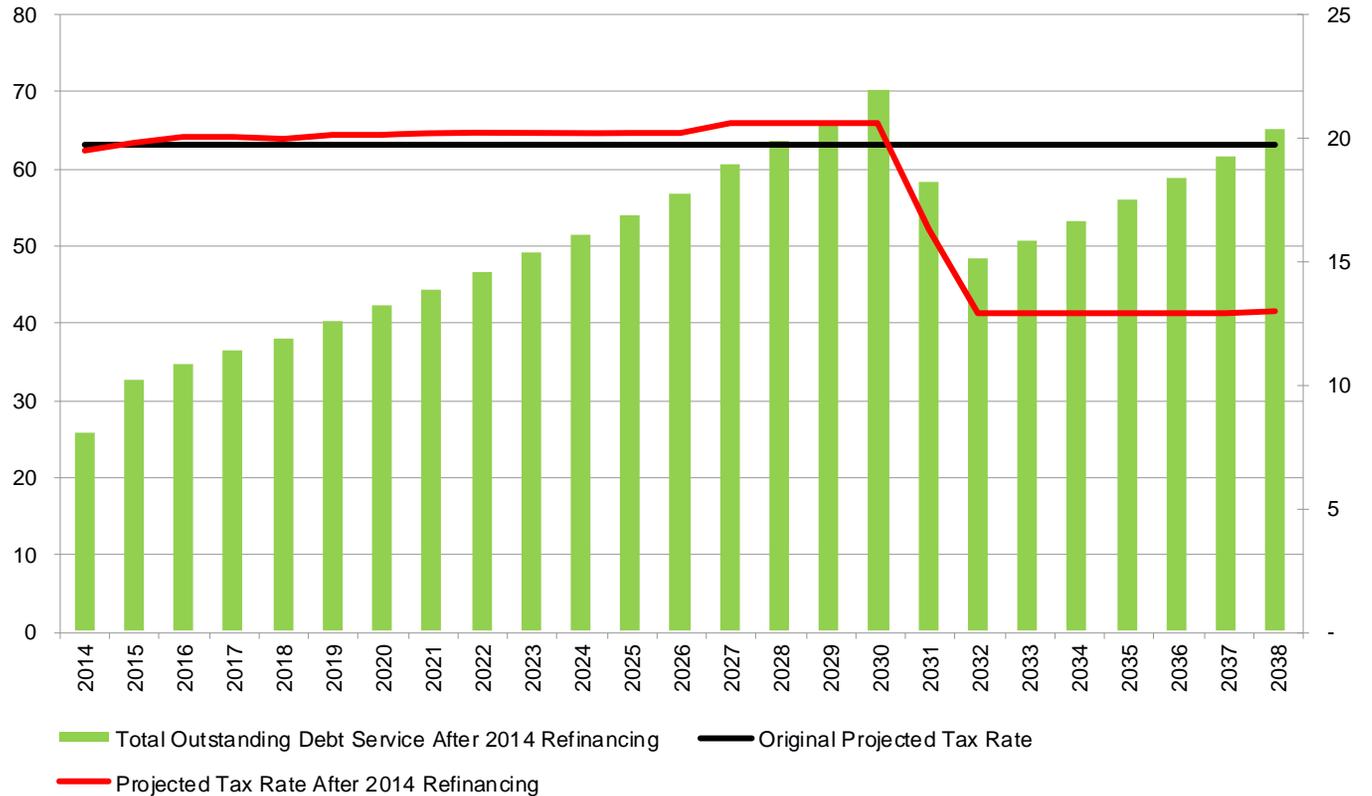
**San Mateo County Community
College District**

Section 3

Overview of Financing Schedule

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**San Mateo County Community
College District**

Key Dates in Financing Process

Key Financing Dates

2014 General Obligation Refunding Bonds

July 23rd	Presentation to the Board of Trustees regarding the issuance of 2014 General Obligation Refunding Bonds
August 13th	Board approval of 2014 financing and bond documents
*August 26th	Bond Pricing
*September 25th	Closing
*Week of September 29th	Report to Board of Trustees regarding the outcome of the sale

* *Market conditions dependent*

Morgan Stanley

**San Mateo County Community
College District**

Appendix A

Disclaimer

Morgan Stanley

**San Mateo County Community
College District**

Municipal Advisor, G-17 and G-23 Disclaimers

Municipal Advisor, G-17 and G-23 Disclaimers: (a) Morgan Stanley & Co. LLC ("Morgan Stanley") is not recommending an action to you; (b) Morgan Stanley is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Exchange Act to you with respect to the information and material contained in this communication; (c) Morgan Stanley is acting for its own interests; (d) you should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you deem appropriate before acting on this information or material; and (e) Morgan Stanley seeks to serve as an underwriter on a future transaction and not as a financial advisor or municipal advisor. The information provided is for discussion purposes only in anticipation of being engaged to serve as underwriter. The primary role of an underwriter is to purchase securities with a view to distribution in an arm's-length commercial transaction with the issuer. The underwriter has financial and other interests that differ from those of the issuer and obligated persons.

Any non-historical interest rates used herein are hypothetical and take into consideration conditions in today's market and other factual information such as the issuer's or obligated person's credit rating, geographic location and market sector. As such, these rates should not be viewed as rates that Morgan Stanley guarantees to achieve for the transaction should we be selected to act as underwriter. Any information about interest rates and terms for SLGs is based on current publically available information and treasury or agency rates for open-market escrows are based on current market interest rates for these types of credits and should not be seen as costs or rates that Morgan Stanley guarantees to achieve for the transaction should we be selected to act as underwriter.

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College District**

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San Mateo County Community College District   July 23, 2014

BOARD REPORT NO. 14-7-3C

DISCUSSION OF STRATEGIC PLAN DEVELOPMENT

There is no printed board report for this agenda item.