

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**February 17, 2016, 6:00 p.m.**  
**3401 CSM Drive, San Mateo, CA**

**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 3401 CSM 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.*
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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**MINUTES**

16-2-1            [Approval of the Minutes of the Regular Meeting of January 13, 2016](#)

16-2-2            [Approval of the Minutes of the Joint Study Session of January 27, 2016](#)

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

**PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

16-2-1B            [Recognition by the Board of Trustees of District and College Classified Employees of the Year and Selection of Nomination to be Forwarded to the State Chancellor's Office](#)

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES**

16-2-1C            [Project Change at College of San Mateo](#)

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

## **NEW BUSINESS**

- 16-2-1A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)
- 16-2-2A [Ratification of Renewed Collective Bargaining Agreement between the District and the American Federation of Teachers \(AFT\), Local 1493](#)
- 16-2-3A [American Federation of Teachers, Local 1493 Initial Contract Proposal to the District](#)
- 16-2-4A [District's Initial Contract Proposal to American Federation of Teachers, Local 1493](#)
- 16-2-5A [Ratification of Renewed Collective Bargaining Agreement between the District and the American Federation of State, County and Municipal Employees \(AFSCME\), AFL-CIO, Local 829, Council 57](#)
- 16-2-6A [Ratification of Renewed Collective Bargaining Agreement between the District and the California School Employees Association \(CSEA\), Chapter 33](#)

### **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.*

- 16-2-1CA [Ratification of November and December 2015 District Warrants](#)
- 16-2-2CA [Approval of District Organizational Memberships, 2015-16](#)
- 16-2-3CA [Approval of Curricular Additions and Modifications – Cañada College, College of San Mateo and Skyline College](#)
- 16-2-4CA [Acceptance of Gifts by the District](#)
- 16-2-5CA [Acceptance of Sub-Grant from Peralta Community College District – Proposition 39 Clean Energy Workforce Program Grant Funding](#)
- 16-2-6CA [Declaration of Surplus Property](#)
- 16-2-7CA [Disposition of District Records](#)

### **Other Recommendations**

- 16-2-100B [Adoption of Resolution No. 16-4 in Support of AB 1721 – Student Financial Aid: Cal Grant Program](#)
- 16-2-101B [Adoption of Resolution No. 16-5 in Support of the Skyline College Express Project and Submitting an Application for San Mateo County Shuttle Program Funding for the Skyline College Express Project](#)
- 16-2-102B [Authorization for Capital Improvement Program Phase 3 \(CIP3\) Project Delivery Methods, Phase One Projects](#)

- 16-2-103B [Approval of Contract Award for Transcript Processing Services to Credentials Solutions](#)
- 16-2-104B [Approval of Contract Award for Independent Audit Services to Crowe Horwath](#)
- 16-2-105B [Approval of Contract Award for On Premises Unified Communications to Maverick Networks](#)
- 16-2-106B [Approval of Revisions to Board Policies: Policy 1.15 Officers of the Board; 6.31 Auditing of Courses; and 8.70 Fees and Charges](#)
- 16-2-107B [Approval of Appointment to the Bond Oversight Committee](#)
- 16-2-108B [Approval of Revision of Employee Second Loan Program](#)
- 16-2-109B [Approval of Construction Consultants](#)

### **INFORMATION REPORTS**

- 16-2-2C [Bond Oversight Committee Report to the Community](#)
- 16-2-3C [2016 Contractor Prequalification Update](#)

### **COMMUNICATIONS**

### **STATEMENTS FROM BOARD MEMBERS**

### **RECESS TO CLOSED SESSION**

1. Conference with Labor Negotiator  
Agency Representative: Eugene Whitlock  
Employee Organizations: AFSCME, AFT and CSEA
2. Conference with Legal Counsel Regarding One Case of Existing Litigation: Grigorescu vs. San Mateo County Community College District, Case # CIV 536764, San Mateo County Superior Court
3. Conference with Legal Counsel Regarding One Case of Potential Litigation Pursuant to Subdivision (c) of Section 54956.9
4. Conference with Real Property Negotiator Regarding Disposition of Property and Terms of Payment  
Property: Parcel of Land on Skyline College Campus  
Negotiating Party: Barbara Christensen

### **CLOSED SESSION ACTIONS TAKEN**

### **ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
January 13, 2016, San Mateo, CA**

**The meeting was called to order at 6:02 p.m.**

**Board Members Present:** President Dave Mandelkern, Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober and Karen Schwarz, Student Trustee Rupinder Bajwa

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire

**DISCUSSION OF THE ORDER OF THE AGENDA**

President Mandelkern said that in order to accommodate the auditor, it was requested that items 15-1-100B through 15-1-103B be placed first on the agenda. There were no objections from the Board.

**RECEIPT AND ACCEPTANCE OF THE 2014-15 DISTRICT AUDIT REPORT (16-1-100B)**

It was moved by Vice President Mohr and seconded by Trustee Schwarz to accept the audit report as presented. Auditor Heidi White of Vavrinek, Trine, Day & Co., LLP, said the purpose of the audit is to examine the financial statements provided by management and determine if they are accurate. She said the auditor issued an unmodified opinion that the District's financial statements are fairly stated. There were no proposed audit adjustments and no findings or areas of non-compliance. She said this is the best report that can be provided. Trustee Holober noted that page 28 shows a restatement of net position at the beginning of the year; he asked what occurred to cause the restatement. Ms. White said that in accordance with GASB 68, the District's proportionate share of pension liabilities for employees, including future liabilities, must be put on the District's own books; she said this caused the beginning net position to be restated. Chancellor Galatolo said he believes this change goes against generally accepted accounting practices and does not reflect the true health and well-being of the District. Executive Vice Chancellor Blackwood said the information on page 10 shows what the statement of net position would have been without the GASB pension adjustment. After this discussion, the motion carried, all members voting Aye.

**RECEIPT AND ACCEPTANCE OF THE 2014-15 KCSM AUDIT REPORT (16-1-101B)**

It was moved by Vice President Mohr and seconded by Trustee Schwarz to accept the audit report as presented. Ms. White said that in accordance with Corporation for Public Broadcasting requirements, separate reports are provided for activities within KCSM-FM and KCSM-TV. She said it is the auditor's opinion that the financial statements are fairly stated for each station and there are no proposed adjustments. Vice President Mohr said the report shows cash assets of \$1.5 million for KCSM-FM; he said he assumes these funds are held in reserve and could be used to meet various needs. Ms. White said the cash assets are a result of operations over the last several years. She said the funds are held in the County Treasury and are managed in accordance with the investment policies. She said the funds can be used for KCSM-FM activities. President Mandelkern asked what items comprise the indirect costs for the stations. Executive Vice Chancellor Blackwood said the indirect costs are for staff and some other expenses. She said she will provide more clarity to the Board on the composition of indirect costs. Ms. White noted that the costs are shown as both revenue and expense, resulting in no impact on the bottom line. Given the revenue received from LocusPoint, both stations covered all of their costs for the year. After this discussion, the motion carried, all members voting Aye.

**RECEIPT AND ACCEPTANCE OF THE 2014-15 GENERAL OBLIGATION BOND FINANCIAL AND PERFORMANCE AUDITS (16-1-102B)**

It was moved by Trustee Holober and seconded by Vice President Mohr to accept the audits as presented. Regarding the financial audit, Ms. White said the auditor issued an unmodified opinion that the financial statements are fairly stated. There were no findings or adjustments. Ms. White said the performance audit is required to verify that expenditures were made for authorized bond projects as approved by voters. The conclusion was that the District expended funds only for projects approved by voters for both Measure A and Measure H. After this discussion, the motion carried, all members voting Aye.

**RECEIPT AND ACCEPTANCE OF THE 2014-15 RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST AUDIT REPORT (16-1-103B)**

It was moved by Trustee Schwarz and seconded by Trustee Goodman to accept the audit report as presented. Ms. White said it is the unmodified opinion of the auditors that the financial statements are fairly stated. She said the report



reflects the fact that the District has very prudently moved to a trust fund to make sure funds are available to pay benefits to retirees as promised. As of June 30, 2015, there is approximately \$67.7 million in the trust fund, with \$12 million being transferred to the fund during the year. Ms. White said the District is approximately half-way to being fully funded which likely puts it in the top one percent in the state. Chancellor Galatolo said the District also has set aside internal funds for this purpose. In response to a question from Trustee Holober, Chancellor Galatolo confirmed that there are current employees who will be eligible for lifetime benefits when they retire, but costs have been capped for new employees. After this discussion, the motion carried, all members voting Aye.

### **MINUTES**

It was moved by Vice President Mohr and seconded by Trustee Schwarz to approve the minutes of the Regular Meeting of December 9, 2015. The motion carried, all members voting Aye.

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

Chancellor Galatolo commended Executive Vice Chancellor Blackwood and Chief Financial Officer Raymond Chow and their team on the exceptional audit reports. He welcomed back President Stanback Stroud after her absence. Chancellor Galatolo said that, in order to expedite statements from executives going forward, the presidents' written reports will continue to be provided but oral statements will be given only if requested by an executive. Student reports will continue to be provided when available. Chancellor Galatolo asked that this meeting be adjourned in memory of Pete Katsumis who passed away recently; Mr. Katsumis was a former Chief of Public Safety at Cañada College.

Skyline College President Stanback Stroud congratulated President Mandelkern and Trustee Schwarz on their reelection and welcomed Trustee Goodman.

College of San Mateo President Claire said planning is going well for the Wounded Warrior Bowl to be held on campus on February 6. He acknowledged Jan Roecks, Vice President of Administrative Services, for her work on this event. He said there is a heightened sense of security because the event is connected to the Super Bowl. The College is working closely with the San Mateo Police and Fire Departments and the Office of Emergency Services. Preventive measures are being implemented and planning has taken place for all possible scenarios. President Claire thanked José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations; Rob Dean, Interim Director of Public Safety; and Tom Maloney, Emergency Preparedness Coordinator, for their work on the security issue.

Executive Vice Chancellor Blackwood said she will be going to Sacramento to get more information on the recently released State budget and will provide an update to the Board. She said the bulk of the money in the budget appears to have gone into categorical programs, of which the District receives a portion. Executive Vice Chancellor Blackwood said that for the past three years, students who owe a balance prior to the start of the semester have been dropped for non-payment. She said extensive outreach to students has been conducted, including email notices, telephone calls and text messages. She said that only 3% of students were dropped this semester instead of 7% which is the standard percentage of students who are dropped. In response to a question from President Mandelkern, Executive Vice Chancellor Blackwood confirmed that the District's bad debt has dropped considerably. Executive Vice Chancellor Blackwood said that based on the first period report, non-resident FTES have increased approximately 26% over last year. Non-resident students account for approximately 6% of the total FTES and international students account for 70 to 75% of non-resident FTES.

### **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 (16-1-1A)**

It was moved by Trustee Holober and seconded by Vice President Mohr to approve the actions in the report. The motion carried, all members voting Aye.

**APPROVAL OF CONSENT AGENDA**

President Mandelkern said the consent agenda consists of Board Reports 16-1-1CA through 16-1-3CA as listed on the printed agenda. It was moved by Trustee Schwarz and seconded by Trustee Holober to approve the items on the consent agenda. The motion carried, all members voting Aye.

**Other Recommendations****NOMINATIONS FOR MEMBERSHIP ON THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD, 2016 (16-1-1B)**

It was moved by Trustee Holober and seconded by Trustee Schwarz to discuss and approve any nominations. Vice President Mohr said he will consider running for the CCCT Board; if he decides to run, this item will be put on the agenda for the next meeting.

**ADOPTION OF RESOLUTION NO. 16-1 IN SUPPORT OF THE KINDERGARTEN THROUGH COMMUNITY COLLEGE PUBLIC EDUCATION FACILITIES BOND ACT OF 2016 (16-1-104B)**

It was moved by Vice President Mohr and seconded by Trustee Holober to adopt Resolution No. 16-1. The motion carried, all members voting Aye.

**ADOPTION OF RESOLUTION NO. 16-2 IN SUPPORT OF STATE CONSTITUTIONAL AMENDMENT NO. 5 (16-1-105B)**

It was moved by Trustee Schwarz and seconded by Trustee Holober to adopt Resolution No. 16-2. Trustee Holober said he believes this proposed Constitutional amendment is in keeping with positions the Board has taken over a number of years. He said Proposition 13 gives an advantage to commercial and industrial property owners who can avoid reassessment of their properties when the ownership changes hands while residential property owners are not able to do so. Trustee Holober said the proportion of property taxes paid by residential property owners has increased dramatically over the years that Proposition 13 has been in effect while the proportion of property taxes paid by commercial property owners has decreased. He said the Constitutional amendment would establish the fair reassessment of commercial and industrial properties. President Mandelkern said he supports the Constitutional amendment and believes it is in keeping with Board resolutions and goals. Trustee Schwarz said she also supports the amendment and recommends that the information be provided to the public and to public agencies in the County. After this discussion, the motion carried, all members voting Aye.

**ADOPTION OF RESOLUTION NO. 16-3 IN SUPPORT OF THE FINDINGS AND RECOMMENDATIONS OF THE CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE 2015 ACCREDITATION TASK FORCE (16-1-106B)**

It was moved by Trustee Goodman and seconded by Trustee Schwarz to adopt Resolution No. 16-3. The motion carried, all members voting Aye.

**ALLOCATION OF ONE TIME FUNDS (16-1-107B)**

It was moved by Trustee Schwarz and seconded by Vice President Mohr to review and approve the allocations as shown in the board report. Executive Vice Chancellor Blackwood said the needs listed in the report were identified to meet goals in the District Strategic Plan. She said it is anticipated that the funds will not be expended in one year. Maxine Turner, a member of the public, asked for an explanation of workforce development; President Stanback Stroud provided an overview. Ms. Turner asked how the \$550,000 in funding for Workforce Development at College of San Mateo will be used. President Claire said it will be used primarily to fund a Workforce Development Coordinator which is a very common position at community colleges. He said the funds will likely be amortized over a five-year period. He said that when the funds are expended, the College will find internal funding if the position is to continue.

Vice President Mohr said this is an example of bringing forward a proposal to expend a large amount of money without making clear what the goals and objectives are. He said he has no doubt that the ideas brought forward are good ideas in terms of driving student completion and success. However, he said this is not reflected in the report and it would have been helpful if the goals had been shown in a logical way. President Mandelkern agreed that it would have been helpful to tie each request to a specific goal in the Strategic Plan and to state the expected outcome. Executive Vice Chancellor Blackwood said the Colleges did identify a goal for each funding request. She said she will share the details with the Board. Trustee Holober said the Strategic Plan provides the Board an accountability measure and future reports should include expected accomplishments.

Trustee Holober asked for additional information about the Silicon Valley Intensive English Program (SVIEP). Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said many international students do not have TOEFL scores sufficient to be admitted to the Colleges. This program would enable the District to put students through a rigorous, accredited program. He said the program is in development and is being run through Community, Continuing and Corporate Education.

Trustee Holober asked for information on how the \$750,000 for the international education program will be used. Eugene Whitlock, Vice Chancellor of Human Relations/General Counsel, said the infrastructure is insufficient for the rapid growth of the program. He said the funds will be expended over the next three years and will be used for: software to process applications and interact with the federal government to track Visas; focus groups for international students; housing options; updated website; improved communication with high schools; improved orientation; recruitment in the Middle East and Africa; and a front desk operation in China with the District's current partner. Trustee Holober said his support for the international education program is based fundamentally on the premise that it is a way to bring in additional revenue to allow additional local students to attend the Colleges. He said more money is being put into the program while it has not yet become revenue producing. Vice Chancellor Whitlock said the program at College of San Mateo is revenue producing this year and the other two Colleges are close behind. President Mandelkern underscored the fact that the international student program should be a net revenue generator to benefit local students in San Mateo County. He said he agrees that it makes sense to become more efficient and ultimately save money, but it is important to make sure that the goal of the program being a revenue generator is maintained. Vice President Mohr said there are a multitude of reasons for bringing people from other lands into students' midst, including cultural advantages and sensibilities that are learned from the experience. He said the program pertains to the District's mission and vision as well as the Strategic Plan. He suggested that the Board include more than one parameter when discussing the program. Trustee Holober said he agrees that there are multiple benefits to having international students at the Colleges but he does not support the program if it is not a profit center. He said Board approval of the allocation of one time funds is not required and he would like to see how the international education program is doing financially before providing an opinion. Chancellor Galatolo said any new enterprise in the developmental stage needs seeding in order to be able to grow and become profitable. He said he believes the international education program could become a large profit center within one to two years. He said the program will be the topic of a study session during the current year.

President Mandelkern asked what is included in the \$2.9 allocation for the Skyline Promise. President Stanback Stroud said the Skyline Promise is a comprehensive approach to ensuring that students get in, get through, and get out on time as defined by their goals. She said it borrows heavily from the Long Beach Promise. It is based on available data and is aligned with the Strategic Plan.

Student Trustee Bajwa asked for information about the \$300,000 allocation for E textbooks at College of San Mateo. President Claire said the College is interested in exploring the concept of providing reading devices to students in the Learning Communities and Freshman Success Initiative programs on a loan basis and finding faculty who would be willing to adopt electronic texts, as well as identifying free content. He said the goal is to lower costs for students as much as possible.

The Board agreed unanimously to consider this an information report rather than an item for approval.

**APPROVAL OF REVISIONS TO BOARD POLICIES: 1.10 DUTIES AND RESPONSIBILITIES OF THE BOARD AND 7.69 STUDENT CONDUCT (16-1-108B)**

It was moved by Vice President Mohr and seconded by Trustee Schwarz to approve the revisions as shown in the board report. Trustee Holober noted that the proposed new language in Policy 1.10 states that the orientation program for a new trustee will include "attendance at a statewide "New Trustee" orientation program; one-on-one interviews with the Chancellor, presidents and Executive Vice Chancellor. . ." He said he believes it is in the interest of trustees to participate in the types of activities listed but believes it should be voluntary. He also said that the orientation could be enhanced by meeting with stakeholders in addition to those listed, including the employee bargaining units, student organizations, and the Academic and Classified Senates. Trustee Goodman agreed that meeting with other groups is important and he plans to do so himself; he agreed that it would be good to articulate it in the policy. Barbara Christensen, Director of Community/Government Relations, said she will revise the proposed language to include these suggestions and will bring it back to the Board at a future meeting; therefore, Policy 1.10 was removed from the motion calling for approval. President Mandelkern said he is pleased that the procedure on student conduct is not overly prescriptive and does not impinge on free speech. After this discussion, the motion to approve Policy 7.69 carried, all members voting Aye.

**ACCEPTANCE OF BASE 11 AWARD OF EQUIPMENT AND SERVICES; APPROVAL OF CONTRACT BETWEEN BASE 11 AND SKYLINE COLLEGE (16-1-109B)**

It was moved by Vice President Mohr and seconded by Trustee Holober to accept the award and approve the contract as detailed in the report. Vice President Mohr said this is a remarkable opportunity. He said Base 11 brings together intelligent young people and scientists at the highest level. Vice President Mohr asked for an explanation regarding the costs to the College. President Stanback Stroud said the College is required to pay a membership fee. The fee is \$50,000 for the first year and \$25,000 for the second year, with the amount for subsequent years to be negotiated. With the membership comes the opportunity to write grants with Base 11; the opportunity for faculty to connect with faculty at elite institutions; professional development to train faculty; the installation of an almost \$200,000 MIT-inspired Fab Lab; and access to curriculum. President Stanback Stroud said the cost of the professional development alone would exceed the initial membership fee. President Mandelkern said this is a tremendous program and he is glad to make it available to students. Trustee Schwarz said that what Skyline College will receive far exceeds the cost of the program and she believes the program is an incredible asset to the District. After this discussion, the motion carried, all members voting Aye.

**BOARD MEMBER COMPENSATION (16-1-110B)**

President Mandelkern opened the item for discussion. Ms. Terner, noting that the Board is allowed to authorize Board members being paid when they are absent from meetings “due to a hardship deemed acceptable by the Board,” asked what things might fall under this category and questioned whether the reason should be specified when authorizing a payment. President Mandelkern said the Board does not make a more specific statement than is required in order to respect the privacy of the Board; he said an absence may be due to a family member’s illness or a family emergency, along with other reasons. It was moved by Trustee Holober and seconded by Trustee Schwarz to approve a 5% increase in compensation. Trustee Goodman said he supports the increase. Vice President Mohr said his philosophy is that the Board contributes to public service and he is not inclined to support an increase. He stressed that an increase is not unreasonable and that he respects others’ points of view. President Mandelkern said he has always voted against an increase because he considers serving on the Board as public service. However, he said he fully respects other Board members’ opinions. Trustee Schwarz said she appreciates the fact that the Board did not accept increases in lean years. She said the Board is allowed to accept a compensation increase for their service and she supports the increase. Trustee Holober said he brought data regarding the history of compensation increases when the issue was discussed last year. He said the level of Board compensation was frozen for approximately two decades until a 5% annual increase was allowed beginning in 2002. He said increases for Board members have been 50 to 70% less than increases for other employees over the same time period. After this discussion, the motion to approve a 5% increase in compensation carried, with Trustees Goodman, Holober and Schwarz voting Aye and President Mandelkern and Vice President Mohr voting No.

**INFORMATION REPORTS**

**FIRST QUARTER REPORT OF AUXILIARY OPERATIONS, 2015-16 (16-1-1C)**

Vice President Mohr noted that there was a 26% loss for the Bookstores over a one-year period. He asked Vice Chancellor Bauer whether he believes the District will have to make an investment in the Bookstores at some point. Vice Chancellor Bauer said the District is one of only a few groups in the Bay Area that still has district-run bookstores. He said there is a strong reserve that allows the Bookstores to pay bills, fund salaries and purchase inventory. He said this year, and conceivably next year, the Bookstores will remain in the black. He said the addition of the coffee shops at the Colleges generates in excess of \$1 million per year. Vice Chancellor Bauer said staff is working with Pearson Education to enter into an agreement that would allow the Bookstores to be involved in the sale of access codes and online products. Staff continues to look at other opportunities to bring additional business to the Bookstores.

Trustee Holober said the report continues to show payroll and payroll tax and benefit expenses for the San Mateo Athletic Club and Aquatic Center without indicating that they are not District expenses but are a separate entity’s payroll and taxes. He said he would like the Board to request that this report be prepared in the same way that the reports for the Cafeterias and Community, Continuing & Corporate Education reports are prepared, in which a line item such as classified salaries has meaning within the District’s accounting system. Executive Vice Chancellor Blackwood said the mid-year and final budget reports have been changed to show expenses in the way that Trustee Holober has requested. She said the contract with MediFit to a large extent gives the District control over how many people they hire, who they hire, and what their expenses are. In contrast, the Cafeterias contractor pays the District a percentage of their revenue and they have control over staffing.

Vice President Mohr said he believes the information in the report provides trustees with what they need to know in order to fulfill their fiduciary duties in that it provides the bottom line and reflects what the District was working toward when the enterprise was created. Chancellor Galatolo, noting that the mid-year and final budget reports will contain the information in the manner requested, suggested that the quarterly reports continue to present a well-crafted narrative but omit the detailed revenue and expense attachments. The Board unanimously agreed with this suggestion.

#### **DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2015 (16-1-2C)**

The Board accepted the report.

#### **UPDATE ON STRATEGIC PLAN (16-1-3C)**

Jamillah Moore, Vice Chancellor of Educational Services and Planning, said this is the first of several updates that will be provided to the Board. She said the Strategic Plan is built upon the Statewide Student Success and Support Program, the Equity Plans and the Educational Master Plans. She said the Strategic Plan is based on four major goals. The first goal addresses the importance of student success. Student success is addressed in terms of students who get in, get through and get out in accordance with their educational plans.

Vice Chancellor Moore said the development of the Strategic Plan was spearheaded by the District Strategic Plan Steering Committee and the District Strategic Planning Task Force. The work of these committees is completed and the next step is implementing the Plan. To ensure access and student success, implementation will take a Districtwide approach. A Strategic Plan Implementation Committee will be formed and will have three working groups – the Metrics/Data Work Group, the Board Communication Work Group and the Programs Task Work Group. Vice Chancellor Moore said this report will not discuss details on metrics because 75-80% of the data needs to be reworked so that it can be brought to the Board in a form that will allow discussion of outcomes and implementation of new ideas.

Vice President Mohr said he anticipates that the Board will have an opportunity to look closely at the definition of student success and at benchmark data at the upcoming Board retreat. Vice Chancellor Moore said the goal is to provide a draft timeline and begin to get into details about data.

President Mandelkern said he is concerned that the original committees may have been disbanded too quickly in terms of identifying benchmarks and metrics which he said are an integral part of the Strategic Plan. He said the Plan was approved in September and the Board is still waiting for goals, benchmarks and metrics needed to measure success. He said it is very difficult for the Board to evaluate proposals when it does not have the yardsticks available. Vice Chancellor Moore said the goal is to be efficient and bring the Board benchmarks that are tangible. She said it is not unusual in a multi-college district to have benchmarks that will change because they might not be the same at each college. President Mandelkern said the data does not have to be perfect in order to be shared. He said the Board understands that this is a work in progress and things that are different at each College may become one over time. He said the process of coming to agreement on common benchmarks will take some time and it would be helpful to be provided benchmarks and metrics that are currently common across the District. Vice Chancellor Moore said there are benchmarks that can be provided rather quickly and she will bring them to the Board at the retreat.

Vice President Mohr said he would not expect goals to be the same for each College. He said the Strategic Plan breaks down the belief that the Colleges are so different that they cannot learn from each other and come to a consensus on how much improvement should be achieved. He said one goal of the Strategic Plan was to bring people together in a focused way. Vice President Mohr said higher education is continuing the pernicious impact of disparity and equity and this will not change until there is a determined and focused effort. He said the Board would like to see goals and the impact of initiatives that address this issue.

#### **REPORT ON CANVAS-ONLINE EDUCATION INITIATIVE (16-1-4C)**

The Board accepted the report.

#### **ROTATION OF BOARD OFFICERS (16-1-5C)**

The Board discussed the pattern of rotation that has, with few exceptions, been utilized over time. There was general consensus that the process has been fair. The Board agreed that, because there has not been a time in which any trustee was considered incapable of serving well as president or vice president, the process has not resulted in any problems. Trustee Goodman said that if such an occasion arose, it would be important to offer the Board member professional development opportunities. There was also general consensus that every Board member should have the opportunity to

serve as president during his/her first term if possible. Vice President Mohr thanked Trustee Holober for graciously offering to alter the general rotation in which he would have become vice president at the Board reorganization in December.

### **COMMUNICATIONS**

President Mandelkern said the Board received an email from a member of the San Mateo Athletic Club regarding parking. The Board also received a letter from San Mateo County Chief Elections Officer Mark Church thanking them for their support of the all-mail election held in November 2015.

### **STATEMENTS FROM BOARD MEMBERS**

Student Trustee Bajwa said the new semester will begin on January 20 and student government leaders are preparing to welcome students. He said he accompanied Skyline College students to the Museum of Tolerance and found it to be a worthwhile experience; he noted that the debriefing was emotionally charged. Student Trustee Bajwa said students are discussing the idea of increasing social activism on the campuses with regard to social justice issues.

Trustee Holober said he has scheduling conflicts with the Board meetings scheduled for February 24 and March 23. Staff will work with the Board to explore identifying alternate dates.

Trustee Schwarz said she, President Mandelkern and Vice President Mohr attended the Trades Introduction Program (TIP) graduation ceremony. She said she was pleased to learn that some TIP graduates have found jobs. Trustee Schwarz said she and Vice President Mohr attended the "Our Sea of Islands" MANA event at College of San Mateo. She said it was a fun and exciting event.

Vice President Mohr said the MANA celebration was a wonderful event. He said many City College of San Francisco students joined in the celebration. Vice President Mohr said the TIP graduation provided an opportunity to see the impact the program has on lives. He noted that President Mandelkern spoke at the graduation ceremony. Vice President Mohr said he attended a memorial service for Pete Katsumis. He said Mr. Katsumis was a gentleman who cared about everyone. Vice President Mohr described an interaction with a young woman who was conducting a research project at the San Mateo Athletic Club. He said it is gratifying to see older and younger people being served by SMAC and often talking with other.

President Mandelkern said the speakers and students at the TIP graduation ceremony were excellent. He said some of the graduates have to wait to find apprenticeships; he said he would like to explore whether there is anything the District can do to help. President Mandelkern said he, Chancellor Galatolo, Executive Vice Chancellor Blackwood and Ms. Christensen attended the Silicon Valley Leadership Group's Red Tape to Red Carpet Awards ceremony. The District received an award related to the faculty and staff housing projects. President Mandelkern said the honor is largely attributable to the work of Ms. Christensen and the vision of Chancellor Galatolo.

President Mandelkern said the Board retreat is currently scheduled for February 6 which is the same date as the Wounded Warriors Bowl at College of San Mateo. He said he would like to engage the Board in considering options, such as changing the date of the retreat or beginning the retreat early and ending by noon so that those who wish can attend the football game. Staff will work with the Board on scheduling. President Mandelkern said the agenda for the retreat to date includes: Board goals and objectives; Strategic Plan metrics; allocation of Enterprise Operations surplus funds; review of the Brown Act; and study session topics for the remainder of the year. At Board members' requests, the agenda will also include District elections and an introductory discussion of local hire.

### **RECESS TO CLOSED SESSION**

President Mandelkern announced that during Closed Session, the Board will (1) hold a conference with the District Labor Negotiator; the employee organizations are AFSCME, AFT and CSEA, and (2) hold a conference with legal counsel regarding two cases of existing litigation and two cases of potential litigation as listed on the printed agenda.

The Board recessed to Closed Session at 9:20 p.m. and reconvened to Open Session at 11:32 p.m.

### **CLOSED SESSION ACTIONS TAKEN**

President Mandelkern reported that at the Closed Session just concluded, the Board took no action.

**ADJOURNMENT**

The meeting was adjourned by consensus at 11:35 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the February 17, 2016 meeting.

Thomas Mohr, Vice President-Clerk

**Minutes of the Joint Meeting of the San Mateo County Community College District  
Board of Trustees and the San Mateo City Council  
January 27, 2016, San Mateo, CA**

**The meeting was called to order at 6:05 p.m.**

**Board Members Present:** President Dave Mandelkern, Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober and Karen Schwarz, Student Trustee Rupinder Bajwa

**City Council Members Present:** Mayor Joe Goethals, Deputy Mayor David Lim, Council Member Maureen Freschet and Council Member Diane Papan

President Mandelkern welcomed the City Council. He asked that the meeting be adjourned in memory of District Deputy Chancellor Jim Keller who passed away over the weekend. All Board members and City Council members agreed to do so.

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

None

**UPDATE ON CITY DEVELOPMENT PROJECTS IN THE PIPELINE (16-1-6C)**

Ron Munekawa, Chief of Planning for the City of San Mateo, discussed three major areas of development activities:

1. Rail Corridor Plan – includes Bay Meadows which is the major project, Station Park Green, and residential development
2. Downtown Plan – includes Draper University, offices on the two vacant corners at Third Avenue and El Camino Real, the housing project on 5<sup>th</sup> Avenue adjacent to Central Park, Eastern downtown area, and former RDA properties
3. El Camino Real-Grand Blvd. – includes Hillsdale Terrace and Hillsdale Shopping Center

Mr. Munekawa said the development focuses on smart growth, i.e. providing choices for new and existing residents as times change. President Mandelkern commended the City for working to enhance the community. He said the plans indicate a good mix of amenities.

Juanita Celaya, a District employee and member of the public, asked if consideration was given to traffic issues. Larry Patterson, City Manager for the City of San Mateo (City), said the area is experiencing the most robust economy and highest level of employment in many years, resulting in more traffic. He said this is a regional issue. He said the rail corridor plan will change the dynamic but does not solve the regional issue. Mr. Patterson said the City is studying ways to alleviate the impact on neighborhoods. Barbara Christensen, Director of Community/Government Relations for the San Mateo County Community College District (District), said the District's affordable housing project in San Mateo has resulted in shorter commutes for those who have been able to take advantage of the housing option. Mayor Goethals said the City is trying to follow the District's lead on workforce housing. Maxine Terner, a member of the public, said the surplus land at Skyline College might be used for additional affordable housing. President Mandelkern said the key to offering affordable housing is ownership of the land on which the housing will be constructed.

In response to a question from Donna Bischoff, a member of the public, Mr. Patterson discussed the funding plans for grade separation projects. He said there are no plans to create a grade separation at Seventeenth Avenue.

**TASK FORCE ON AFFORDABLE HOUSING AND WORKFORCE HOUSING (16-1-7C)**

Sandy Council, Neighborhood Improvement and Housing Manager, said an Affordable Housing Forum was held in response to complaints from renters about frequent and large rent increases and about situations in which renters have been asked to move so that landlords can renovate units and charge higher rents. As a result of the forum, a task force was formed to study solutions addressing housing affordability in San Mateo and provide recommendations to the City Council. Ms. Christensen serves as a member of the task force. The task force has met five times and will meet again next week to finalize proposals before submitting them to the City Council. Mayor Goethals asked how long the wait lists are for affordable housing. Ms. Council said there are two lists; one is for people seeking to purchase housing and the other is for those seeking to rent. She said the list for renters has been closed because the list has become too long.



### **FORMER REDEVELOPMENT AGENCY PROPERTIES (16-1-8C)**

Mr. Patterson discussed plans for two former redevelopment agency-owned properties at 480 E. 4<sup>th</sup> Avenue (the old Kinko's site) and 400 E. 5<sup>th</sup> Avenue, currently home to the Workers Resource Center and public parking. The City engaged the Urban Land Institute to study the two sites and offer feasible alternatives. The recommendation was to construct housing on the sites. Downtown parking and relocation of City offices to the downtown area will also be addressed.

President Mandelkern asked if the Workers Resource Center will remain on the E. 5<sup>th</sup> Avenue site or will be relocated. Mayor Goethals said it will remain at the site until a project for the site is approved; at that time, the issue will be revisited. Mr. Patterson said that during that time, the City will work to address the underlying issues regarding the workers who use the Resource Center.

### **STATUS OF FREEWAY INTERCHANGE IMPROVEMENTS AND GRADE SEPARATION PROJECT (16-1-9C)**

Brad Underwood, Director of Public Works for the City, provided a history of the State Route 92/El Camino Real Interchange Improvements Project. He said the goals and benefits of the project are to increase performance at on-ramps and off-ramps and to reduce existing and future traffic congestion. He showed renderings of the existing interchange and of the proposed changes. The project includes pedestrian and bicycle accommodations. The design phase will be completed in March 2016 and construction is planned for July 2016 to July 2017.

Mr. Underwood discussed the 25<sup>th</sup> Avenue Grade Separation Project, identified as the City's top grade separation priority. The project proposes to separate the 25<sup>th</sup> Avenue crossing by elevating the rail alignment, allowing the opportunity to complete the east-west 28<sup>th</sup> and 31<sup>st</sup> Avenues street connections. The Hillsdale Caltrain station will be relocated northward between 28<sup>th</sup> and 31<sup>st</sup> Avenues as part of the project. The design is expected to be completed in June 2016 and construction to take place from January 2017 to January 2019.

### **THIRD PHASE OF COMMUNITY COLLEGE DISTRICT'S CONSTRUCTION PLAN FOR COLLEGE OF SAN MATEO (16-1-10C)**

José Nuñez, District Vice Chancellor of Facilities Planning, Maintenance and Operations, said the first two phases of the District's Capital Improvement Program were completed over the last ten to twelve years. Approximately \$1 billion was expended on the projects which covered 600,000 square feet of space across the District's three Colleges. Two successful bond measures, in 2002 and 2005, funded the projects along with State capital outlay, redevelopments funds and local funding.

Vice Chancellor Nuñez said the third phase of the Capital Improvement Program (CIP3) will be a \$450 million program covered by the \$388 million bond measure approved by voters in 2014, local funds and anticipated interest from the bond measure. The District is also hoping for State capital outlay funding. Vice Chancellor Nuñez provided an overview of the first wave and second wave projects that are included in CIP3 at CSM.

Ms. Bischoff asked if the lower Hillsdale parking lot, which is currently used by GoPro, will be open to students when GoPro's new parking facility is completed. Jan Roecks, Vice President of Administrative Services at CSM, said GoPro will still need a small amount of parking in the lower Hillsdale lot. Ms. Bischoff suggested that the District might consider using the lot for affordable housing.

Ms. Bischoff noted that people with dogs and children frequently visit land that is filled with grass at CSM. She suggested that some land could be used for a park or playground. Mike Claire, President of CSM, said the College's main mission is education but the College welcomes the public. Ms. Christensen added that the athletic fields are used by local high schools and others. She said this is particularly appropriate because all athletic field upgrades were funded by redevelopment funds. Deputy Mayor Lim asked if there is room for dialogue about bringing the District's fee structure for use of its athletic facilities in line with what the City charges for rental of its facilities. Vice President Mohr said this is a critical matter that should be discussed with the leadership of the District and the City. He said there are not enough fields and many groups cannot afford the rates that are charged. Chancellor Galatolo said the District does not want its athletic fields to be a profit center but needs to break even. He said costs are fixed and are connected to the District's collective bargaining agreements. Vice President Roecks said CSM has worked with community groups and high schools but there are constraints in terms of scheduling and cost recovery. She said the College would be happy to discuss the issue further.

### **UPDATE ON SAN MATEO ATHLETIC CLUB AND AQUATIC CENTER (16-1-11C)**

Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said the San Mateo Athletic Center (SMAC) is a wholly-owned District entity. The District partners with MediFit Corporate Services, Inc. to operate the facility. SMAC is a full-service, community-based health club where students and staff share space with community members. There is a seamless integration with the academic program and student life, as well as a workforce development component. As with all enterprise operations, SMAC is required to be self-sustaining. Today, there are more than 5,600 members and 269,800 annual visits by members. In addition, Physical Education students make 53,062 annual visits. Jobs have been created for 127 employees and 56% of employees are CSM graduates or current students. SMAC offers programs, events, certifications, continuing education units, and clinics to engage the community, thereby fulfilling its tagline, “Where Education Meets Fitness.”

Vice Chancellor Bauer discussed the Aquatics program, including the San Mateo Master Swim Team, Bulldog Swim Club, fee-based rental, swim meets, lifeguard certification program, swim lessons, and charity events. The Center will participate for a fourth year in Swim Across America which raises money to support research on childhood cancer.

Deputy Mayor Lim said his daughters enjoy being members of swim team at SMAC. However, he said he has noticed a lack of diversity in the swim program and believes this is due to cost. He asked if it would be possible to discuss scholarships or other programs to encourage others to join. President Mandelkern said he serves on the Board of Directors of the Beyond Barriers Athletic Foundation which provides subsidies for disadvantaged youth to participate in aquatic programs. He said the Foundation works with cities and organizations and has attempted unsuccessfully to engage the City of San Mateo to provide subsidies. Deputy Mayor Lim asked that a conversation be reopened. There was discussion about the difficulty of transportation and dialogue about how the District and City might work together on this issue. Trustee Goodman suggested partnering with Boys and Girls Clubs which already have vehicles.

### **COMMUNITY ENGAGEMENT AT COLLEGE OF SAN MATEO (16-1-12C)**

President Claire said CSM has been in the community for 94 years. Each year, more San Mateo County high school graduates enroll at CSM than any other single college or university in the United States. In a survey of students, 98% said they would recommend CSM to family and friends. The total number of San Mateo residents using CSM per year, including College headcount, Community Education headcount and SMAC members, is 8,950. CSM offers or participates in many community events, including the upcoming Wounded Warrior Bowl and Maker Faire. Community partnerships include Project Change which supports students coming out of the juvenile detention system; EDGE which works with the City to support local businesses seeking to start or expand; and the Small Business Development Center which acts as a resource for small businesses. President Claire discussed Public Safety and Public Works, including pre-service training for fire and police; Fire and Police Academies, and the Power Pathways Program. He also discussed community service, using as an example students from the Nursing Program.

Vice Chancellor Bauer discussed the Community, Continuing & Corporate Education (CCCE) Program. He said CCCE has added more than 30 new courses and programs for the community since January 2015. He described the Bay Area Pathways Academy (BAPA), formerly known as College for Kids, which is a fully integrated academic and recreational summer program for students entering grades 6 through 9. A portion of seats will be available at no cost for foster youth and students in underserved communities. The Sequoia Union High School District will provide bus transportation for their students who meet the qualifications. The Silicon Valley Intensive English Program (SVIEP) is designed for international students who do not have TOEFL scores high enough to be admitted to one of the District’s Colleges. The program will enable the students to take up to four 8-week sessions to be able to test into and be automatically admitted to one of the Colleges. Through the Stepping Stones Program, students at Notre Dame Elementary School are learning scripting skills.

### **SAN MATEO POLICE DEPARTMENT AND SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT PARTNERSHIP FOR CAMPUS SAFETY AND SECURITY (16-1-13C)**

Susan Manheimer, San Mateo Chief of Police, said the Police Department has a long-time and ongoing partnership with CSM and the District Public Safety Department. She said CSM is an extremely safe campus. She said that, with the renewed focus on violence around the country, San Mateo County has been active in planning and preparedness, including training exercises. Captain Dave Norris said the Police Department and CSM work to maintain public safety through joint training, testing, drills and open lines of communication. He said violent intruder training works to maintain awareness of the safest and most efficient strategies to provide immediate safety on scene and getting the right information quickly to first responders. Captain Norris discussed “The Big Five” which is a standardized set of

protocols for emergency response. He said the Police Department and CSM are working on a Memorandum of Understanding which will address crime reporting requirements as well as cross training and awareness.

Vice Chancellor Nuñez reported on the campus alert systems and public safety technology across the District. He discussed safety/emergency response, including emergency preparedness training, communications, medical response, campus threat assessment teams, and MOUs with various organizations and local law enforcement agencies. He reviewed the emergency preparedness trainings and drills that have taken place or are upcoming throughout the District. Vice Chancellor Nuñez provided a timeline of armed/unarmed officers in the District. He said 80% of California community colleges have armed officers and all but two districts in the nine-county Bay Area have armed officers on campus. He said the District has engaged the services of a consultant who will study the issue and bring a recommendation in three to four months. There was discussion about the potential of contracting with the Police Department to have officers on campus. Student Trustee Bajwa said students are very concerned about the issue of armed officers and would like to be active participants in the discussion. There was also discussion about the Police Department response time, which was seen as very satisfactory, and the potential for the City and others outside the campus to share the District's alert systems and public safety technology.

President Mandelkern thanked the City Council and the Police and Fire Departments for their outstanding support of the District. He said the safety of students and staff is of paramount importance to the Board.

Mayor Goethals thanked the Board for hosting the City Council and for the excellent reports. He said the City has a commitment to education and to lifelong learning and wants to continue the excellent collaboration that exists. President Mandelkern thanked the City Council and other City staff for joining the Board. He said the Board welcomes the opportunity to work with the City on any issue.

#### **ADJOURNMENT OF JOINT MEETING**

The meeting was adjourned by consensus at 9:25 p.m.

#### **SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES RECESS TO CLOSED SESSION**

President Mandelkern announced that during Closed Session, the Board will (1) consider the personnel item listed on the printed agenda, (2) hold a conference with the District Labor Negotiator; the employee organizations are AFSCME, AFT and CSEA, and (3) hold a conference with legal counsel regarding one case of existing litigation and one case of potential litigation as listed on the printed agenda. The Board recessed to Closed Session at 9:30 p.m.

#### **BOARD OF TRUSTEES RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 10:30 p.m.

#### **CLOSED SESSION ACTIONS TAKEN**

President Mandelkern reported that during the Closed Session, the Board approved the personnel item listed on the printed agenda.

#### **ADJOURNMENT**

The meeting was adjourned by consensus at 10:35 p.m. in memory of Deputy Chancellor Jim Keller.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the February 17, 2016 meeting.

Thomas Mohr, Vice President-Clerk

# President's Report to the Board of Trustees

**Dr. Regina Stanback Stroud**



San Bruno Chamber Installation of Officers at Skyline College  
Photo Credit: William Nacouzi

# SKYLINE COLLEGE BOARD REPORT

## FEBRUARY 17, 2016

### OPENING DAY AND THE SKYLINE COLLEGE PROMISE



Speaking to a crowd of faculty and staff gathered in the Theater, Dr. Regina Stanback Stroud opened the Spring 2016 semester with inspiring words and a challenge to the entire college.

Her remarks focused on the development of “The Skyline College Promise” – a unified, comprehensive plan that ensures the College takes concrete, measurable steps to meet its goals, while continuing to fulfill its obligation to each and every student. It is a promise for the future, and one that is shared between every member of the Skyline College community, but at its highest level, it is designed to ensure students “Get in. Get through. Get out... on time.”

The Promise - an ongoing project in development over the next year - will combine input from students, faculty and staff with data from across the community in order to expand and build out this commitment that will serve as a guiding principle for the College in the years to come.

A forum followed Dr. Stroud’s remarks and focused on each of the three core principles of The Skyline College Promise and how the College can assist students as they “Get in. Get through. and Get out...time.” The panels, comprised of College faculty and staff, spoke to the successes of the college in working towards these principles over the past year and how all of them are moving the College towards fulfilling its Promise to its students. As we enter the new semester, all of us are challenged to think critically about how we, as faculty and staff, are called to do the same, every single day.

Article by Connor Fitzpatrick. Photo by William Nacouzi.

### SAN BRUNO CHAMBER HOSTS INSTALLATION AND STATE OF THE CITY ADDRESS



The San Bruno Chamber of Commerce hosted its 2016 Installation of Officers and State of the City Address luncheon on Tuesday, January 12, 2016 at Skyline College. Over 90 community members attended the event in the Fireside Dining Room. Skyline College is proud to host the annual event as it has become a tradition. Twenty-six employees of Skyline College attended the event to support Pcyeta Stroud, who was installed as a San Bruno Chamber Board of Directors member representing Skyline College. We certainly demonstrated how committed our college is to being a partner of the City and the Chamber.

The Mayor of San Bruno gave the State of the City Address, focusing on the plans for the funds available as a result of the PG&E pipeline explosion which promoted the establishment of the San Bruno Community Foundation and the exciting new development plans for the transit corridor on San Mateo Ave. He also announced that construction will begin shortly on a multi-story housing and retail building on the former site of the movie theater on San Mateo Ave.

A special presentation of proclamations to recognize the dedication and service on the board of Cherie Colin from Skyline College and Gwen Daly were presented by Marc Hershman from Senator Jerry Hill’s office, Ben Cohn from Assemblyman Kevin Mullin’s office and David Burruto from Supervisor Dave Pine’s office. Mayor Jim Ruane conducted the installation ceremony of the new and returning San Bruno Chamber of Commerce Board Members.

Skyline College looks forward to hosting this important community event for years to come.

Article by Cherie Colin. Photo by William Nacouzi.



## SKYLINE COLLEGE BOARD REPORT

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#### “WHAT WE DO NOT SEE: EXPLORING WHAT WE LEAVE AT THE DOOR” WITH LEE MUN WAH



On Flex Day, November 25, 2015, the Center for Transformative Teaching & Learning (CTTL) recently hosted the return of cross-cultural facilitator, Lee Mun Wah, for “What We Do Not See: Exploring What We Leave at the Door.” This year’s Lee Mun Wah employee special event was very engaging, and drew well over 100 participants.

Lee Mun Wah led a half-day seminar with Skyline College employees, introducing ways to become culturally competent and exploring racial identity and bias. This includes learning the importance of mindful listening and culturally responding, learning how to be curious, and taking responsibility towards creating an environment that is more culturally aware. Cultural competent means becoming more aware of the social issues and contexts surrounding another’s cultural history and upbringing.

Participants were partnered up to learn more about racial identity through asking one another mindful questions such as: When did you first learn you were different? How did it affect you? How does it affect you today? Despite varied responses in the room, everyone shared one commonality; each of us has either experienced racism or has known someone who has faced racial discrimination. We take for granted that we know our coworkers because we see them every day and talk to them once in a while in passing, but do we really know them?

Lee Mun Wah taught a very basic lesson in that the questions asked above may seem like very simple questions, but they are difficult and essential questions that build a bridge of understanding between races and cultures.

Article and photo by Liezl Madrona.

#### INTEGRATING GLOBAL TRADE AND LOGISTICS AND CYBERSECURITY (IGTLC) CONFERENCE IMPACTS BAY AREA



The Center for International Trade Development hosted its first annual “Integrating Global Trade and Logistics and Cybersecurity” Conference in San Francisco from November 12-14, 2015. The theme of the event was “Protecting Intellectual, Digital, and Physical Assets,” and the Conference brought together experts from the U.S. government, academia, Fortune 1000 Retailers, manufacturers, technology and logistics service providers, as well as students from Skyline College, the Middlebury International Institute, Excelsior University and Robert Morris University.

This auspicious conference was met with resounding enthusiasm and excitement by all who participated in the event. Located at the historic Westin St. Francis hotel in downtown San Francisco, the conference was attended by many students, faculty, industry leaders, and international delegations. The impressive roster of speakers included Bindiya Vakil, CEO of Resilinc, Michele Robinson, Chief Information Security Officer for the State of California, Murray Dunn, CEO of iControl, as well as other trade and security experts from the healthcare industry, Juniper Networks, Facebook, and the U.S. Customs and Border Patrol. They kept the audience engaged with their insights on the security risks of using wi-fi and smartphones, the data protection measures being used in hospitals, and steps needed to ensure that freight and goods travel quickly and securely across local, national, and international borders.

The IGTLC Conference inspired and benefitted not just local companies and business leaders, but students as well. The Center for International Trade Development’s own student intern,

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Ms. Angele Kizler, leveraged her networking skills and impressed conference guests and speakers so much that she received four internship offers! She appreciated the opportunities the conference presented and she is excited about the experience she is about to gain and apply towards her career goal of becoming either a nurse or future exporter.

The Center for International Trade Development is housed at Skyline College in the Division of Global Learning Programs and Services.

Article by Alina Din. Photos by Gino De Grandis.

### INTERNATIONAL STUDENT PROGRAM HOSTS INTERNATIONAL FOOD FESTIVAL



On Wednesday, November 18, 2015, the international food festival organized by International Student Program of Skyline College, was a huge success. Students from different ethnic and cultural backgrounds participated and represented China, Malaysia, Japan, the Middle East and Latin America. The event took place in the Fireside Dining Room where students mingled and chatted while tasting delicious snacks from around the world.

Each table represented a different country and provided an informational handout about the country it represented. A very fascinating fact about Japan was that more than 50,000 people living there are over 100 years old! Japan has 5 million vending machines, and it consists of 6,800 islands. Ms. Yayoi Sengoku, a local calligraphy artist wrote students' names in Japanese. The Malaysian table had some delicious food and their representatives dressed in beautiful traditional attire. An interesting piece of information about Malaysia is its diversity, which is comprised of Malay, Chinese and Eastern Indian people.

The delicious “Alfajores” (caramel sandwich cookies) did not last long on the Latin America table that also presented unique cultural knowledge, like the different languages and diverse dialects spoken by Latin Americans. The students representing China had egg custard tarts and other goodies to share and a few easy words from Chinese language like xing fu, which means being satisfied and content with your life. They also shared fun facts like China being the largest country of the world in terms of population. The Middle East was also represented the Arab countries and gave out useful information that the ‘middle’ in Middle East comes about because its known as the crossroads of the world. Some students were dressed in Middle Eastern clothing and offered samples of falafel, hummus and other food to taste.

The International Food Festival event presented international students with an opportunity to share their cultures, and highlighted diversity that is a key feature of Skyline Community College.

Article by Amber Naeem. Photo by Chikako Walker.

### STUDENT SUSTAINABILITY SUMMIT CREATES ACTION PLANS



On Tuesday, December 1, 2015, over 75 students convened for the Student Sustainability Summit and discussed new ways to make Skyline College more sustainable. The Summit was led by the District’s Energy and Sustainability Manager Joe Fullerton and Skyline College’s Communications Professor Jennifer Mair and hosted by Biology Professor Carina Anttila-Suarez, Earth Sciences Professor Carla Grandy, and Sustainability Coordinator Allison Callow. The Summit was held in the Energy Systems Technology and Management room, courtesy of ESTM Professor Bruce Greenstein.

Students came together to share what they would like to see on campus and then divided into small groups to create plans of action for future sustainability projects. Some of the ideas students



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were most interested included greywater systems, more hydration stations throughout campus, increased awareness through fairs and interpretive signage, reusable dishware, more vegetarian options in the café and cafeteria, and surveys to explore alternative transportation options.

All students have the opportunity to lead or join a project team and develop a grant proposal for a sustainable project on campus for the spring semester. After proposals are submitted on February 1, 2016, the student community will come together to vote on the three projects they would like to see on campus on March 1, 2016. Students decide which projects receive grants funded by the President's Innovation Fund.

Article and photo by Allison Callow.

### SCIENCE IN ACTION SEMINAR SERIES ENDS WITH TALKS BY 3 FORMER STUDENTS



On November 23, 2015, Rene Mercado a Chemistry Ph.D. candidate at UC Santa Cruz spoke about his pathway to becoming a graduate student. The following week Pamela Rios described how she transferred to Berkeley from Skyline College and is now working as a technician for UCSF at the Mission Bay campus. Dr. Benjamin Borgo described his journey to graduate school, a double degree (Ph.D and MBA) as well as his current research for Agilent technologies.

Students are encouraged to come and hear the amazing stories of how students persevere, get their A.A. then go on and transfer. Many of these students worked to pay their way through school. Some had internships, but had to ask over 50 labs if they could work for them. The level of science that these students show us is truly amazing. Both Rene and Ben talked about how their research

resulted in patents, that, may some day, be used in products that help fuel our cars and diagnose diseases. The talks typically have over 20 students attending, and the event often goes over the 5:30 p.m. end time because students are asking so many questions.

Article and photo by Nick Kapp.

### ART BRINGS PEOPLE TOGETHER TO MAKE THE EMPTY BOWLS FUNDRAISER A SUCCESS!



On November 18, 2015, the Skyline College Ceramics Club hosted its 4th Empty Bowls Fundraiser in the campus Fireside Dining Room. Ceramics students from Skyline College, Burlingame High School, Capuchino High School, and Clay Creations, along with artists from the San Francisco Red Brick studio, made 350 unique handmade bowls. Guests chose from a large table filled with stacks of colorful bowls

and had them filled by student volunteers with their choice of soup, catered by Pacific Dining and funded by the Student Organization and Club Council (SOCC). Artisan breads were also donated by San Francisco's famous Tartine bakery, and beverages were donated by Pepsi.

Lively entertainment included soulful jazz music by the Skyline College Jazz Ensemble, directed by Assistant Professor of Music Michelle Hawkins, and the Skyline College Jazz Quintet, with Associate Professor of Music Zachary Bruno on keyboards. The Skyline College Dance Program got people moving with a performance choreographed by Associate Professor Amber Steele. The night ended with drawings for ceramic artwork and gift baskets donated by the Ceramics Club members, raising more funds for the evening.

The event raised \$2,480, which will be donated to the SparkPoint at Skyline College Food Pantry, helping to serve those in need. SparkPoint Interim Director Chad Thompson had an information table at the event, highlighting SparkPoint's vital programs and services to visitors. Empty Bowls is a



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grassroots movement that is celebrating its 25th anniversary this year of inspiring fundraising events all over the country, and internationally. The common thread with all Empty Bowls events is using the power of art to bring the community together and help those in need.

Article and photo by Tiffany Schmierer.

### **THE CAREER ADVANCEMENT ACADEMY WELCOMES BADEN HIGH SCHOOL'S FIRST EVER COLLEGE AND CAREER READINESS COHORT**



On December 8, 2015, the Career Advancement Academy (CAA) welcomed a group of Baden High School seniors and their counselors to Skyline College. This cohort of students participated in a CAA pilot bridge program: College and Career Readiness, a six week college preparatory course for Baden High School seniors, which includes career exploration, financial literacy, college preparedness (FAFSA, registration, placement), industry certification, and culminates with an all-day field trip to Skyline College. The course included several Skyline College Faculty guest lecturers from Counseling, Automotive, Retail and Hospitality, Biotechnology, Allied Health, Emergency Medical Technician, and ESTEM who generously gave of their time to support this pilot project.

The Baden High School tour began with a student panel comprised of current and former Allied Health, Automotive, Early Childhood Education, and Legal CAA students who shared their experiences, fielded questions from Baden High School students, and offered important insights for students interested in pursuing career technical education at Skyline College. Jeremy Evangelista, (Interim Program Services Coordinator) and Monique Hernandez (Office Assistant II) facilitated tours of the campus and its Career Technical Education (CTE) programs. Students visited Automotive Technology, Allied Health, Cosmetology, SparkPoint, and the Child Development Center.

Baden High school is an alternative high school for students who are considered at-risk of not graduating on time. CAA hopes to continue its collaboration with Baden High School and support students' transition to career technical education programs, and additional pathways in higher education at Skyline College.

The CAAs connect students to higher wage careers and opportunities in higher education by increasing foundational skills in reading, writing and mathematics while enrolling students in career technical training programs. Currently, the Career Advancement Academy has programs in Allied Health, Automotive Technology, Early Childhood Education, and Legal Careers.

Article by Alina Varona. Photo by Jeremy Evangelista.

### **3RD STREET YOUTH CENTER VISITS CAMPUS**



On Thursday, December 3, 2015, the Career Advancement Academy (CAA), welcomed 3rd Street Youth Center & Clinic for a visit and a tour of Skyline College. Six students and their Youth Development Specialist, Kaylaa Banks, were in attendance and had the opportunity to listen to guest speakers from the Guardian Scholars Program, SparkPoint and former CAA allied health students, Webster Cruz and Alfredo Raxon. They also had the chance to learn more about health care programs such as Emergency Medical Technician (EMT), Central Service Technology (CST), Surgical Technology, Respiratory Therapy, Patient Navigator, Biotechnology, etc., offered at Skyline College. In addition, they also toured the health department and classrooms in Building 7 with Raymond Hernandez, Dean of Math, Science and Technology.

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The 3rd Street Youth Center and Clinic's mission is to help at-risk youth from Bayview Hunters Point make healthy and safe decisions that improve their physical, emotional, and social health, empowering them to become successful, engaged adults. The students have been working closely with their development specialist to explore opportunities in higher education and pursue pathways in the health care industry.

The CAAs connect students to higher wage careers and opportunities in higher education by increasing foundational skills in reading, writing and mathematics while enrolling students in career technical training programs.

Article by Jeremy Evangelista. Photo by Monique Hernandez

### 11TH DOMESTIC WAREHOUSING & LOGISTICS ACADEMY COHORT GRADUATES



Skyline College's and Goodwill Industries' collaborative offering BUS 269: Domestic Warehousing and Logistics congratulated its 11th completing cohort on December 4, 2015. Lead faculty member, Alpha Lewis was

joined by Goodwill Industries' Director of Warehousing, Dominic Moreno, Director of Workforce, Megan Kenny, Chief Financial Operating Officer, William Rogers, and CAA program staff Jeremy Evangelista, Interim Program Services Coordinator and Monique Hernandez, Office Assistant II, Center for Workforce Development to congratulate the students on their final presentations and successful completion of the program. William Rogers (CFOO) and Alina Varona, CAA Faculty Coordinator, presented students with their certificates at Goodwill Industries' San Francisco headquarters. Students who enroll in this ten-week collaborative offering receive four units of college credit, attend an all-day orientation at Skyline College, receive an OSHA 10 and Forklifting Certification, participate in skill building workshops, and get hands-on, work-based learning experiences at Goodwill Industries warehousing facilities in San Francisco and Burlingame. This program receives generous support from The Bay Area Workforce Funding Collaborative, an initiative of The San Francisco Foundation and nationally recognized collaborative which seeks to enhance economic competitiveness and reduce poverty by strengthening the ability of the workforce development system to meet the needs of employers and provide job skills to adults.

Past Domestic Warehousing and Logistics students have continued their educational journeys as full-time Skyline College students and entered into the Automotive Entry Level Technician and Allied Health Career Advancement Academies as well as participated in the Center for Innovative Practices in Hip Hop Education Research (CIPHER).

The Career Advancement Academy (CAA) provides stackable certificates in Automotive Entry Level Technician, Early Childhood Education Foundations, Legal Careers and Allied Health (EMT, Medical Office Administration, and Sterile Processing).

Article by Alina Varona. Photo by Jeremy Evangelista.

### WELLNESS DAY HOSTED BY THE WOMEN'S MENTORING ACADEMY!



On Saturday, December 5, 2015 the African Diaspora Program, which is part of the Global Learning Programs and Services Division, hosted a Wellness Day event for students enrolled in the Women's Mentoring Academy at Skyline College. The theme for the fall 2015 Mentoring Academy focused on personal development, with a specific emphasis on cultural and personal identity development. The fall cohort was led by Professor Danielle Powell, a faculty member in the Communication Studies Department. The students enrolled in her COMM 150: Intercultural Communication course participated in the event.

Wellness Day was designed to provide the mentees with a holistic look at the effects of varying wellness topics on success. Throughout the day, students received information on a series of topics ranging from financial, mental and emotional wellness to tips on dressing for success in professional settings. The students heard presentations from Skyline College staff and faculty such as Soledad McCarthy, Pcyeta Stroud, and Dr. Ronda Wimmer. They also learned about the College Savers program from community partner, Mayra Cerda of the Opportunity Fund, and

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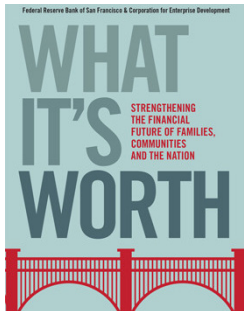
## FEBRUARY 17, 2016

listened to an inspirational presentation via Skype by Bobbie Kelsey, Head Coach for the University of Wisconsin's Women's Basketball program and former player and assistant coach for the Stanford Women's basketball program. Finally, the women in the mentoring academy were treated to facials and massages courtesy of the Skyline College Esthetics & Massage Therapy Programs!

The Women's Mentoring Academy was founded through the African Diaspora Program, under the umbrella of the Global Learning Programs and Services Division. The mission of the Women's Mentoring Academy is to empower and transform the lives of the women in the program so that they may achieve personal and professional growth.

Article by Danielle Powell and Pcyeta Stroud. Photo by Roger Marcelo and Danielle Powell.

### DR. STANBACK STROUD AUTHORS SECTION ON EDUCATION OF THE NEWLY RELEASED BOOK WHAT ITS' WORTH: STRENGTHENING THE FINANCIAL FUTURE OF FAMILIES



What It's Worth: Strengthening the Financial Future of Families, Communities and the Nation describes why every household's financial health matters for the U.S. economy to thrive and how a broad range of sectors—and especially those who work outside traditional financial capacity building—play a critical role in removing barriers to financial well-being. It includes examples of innovations and policy changes

across a range of sectors, including education, housing, and health that can help more families be financially secure. The book is collection of 40 essays by the nation's leading experts on the various sectors. It is available at [www.strongfinancialfuture.org](http://www.strongfinancialfuture.org). The book released by Corporation of Enterprise Development (CFED) in Washington, D.C. in partnership with the San Francisco Federal Reserve was funded by the Citi Foundation.

Financial well-being effects and is affected by every aspect of a person's life—what schools they attend, where they live and work, and how healthy they are. According to the book's authors, opportunities for achieving financial health need to be integrated

across all sectors and in all communities. What It's Worth highlights innovative approaches already happening in communities across the country, such as the growing use of children's savings accounts, financial coaching programs aimed at low income workers and students, and creative workplace strategies that help employees improve their financial health.

Article from Press Release by CFED.

### SPANISH-LANGUAGE WEBSITE AIMS TO CREATE EQUITABLE ACCESS TO ONLINE INFORMATION



Skyline College is pleased to announce the launch of its Spanish-language website as part of its ongoing commitment to the large Spanish-speaking population within our local community.

<http://skylinecollege.edu/espanol/>

The website, consisting of four main pages, provides a condensed version of the most salient and useful information from the English-version website. The site is geared towards prospective students who may have difficulty applying to, and getting acquainted with, Skyline College through the English-language site due to language barriers.

The four pages within the Spanish-language website include Admissions, Financial Aid, Counseling, and the English Language Institute – they are four pages that contain essential information to get started, and find continued success, at Skyline College.



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Through creating this new resource, Skyline College is aiming to create true educational equity for all members of our College and our broader community.

As with any part of the website, your feedback is greatly appreciated. You can send feedback directly to Connor Fitzpatrick.

Article and photo by Connor Fitzpatrick.

#### **DR. PEARL LY RECEIVES LEARNING RESOURCES LEADERSHIP AWARD**



The ASLT Division is proud to announce that Dr. Pearl Ly, Director of the Learning Commons, will receive the 2016 Community and Junior College Libraries Section (CJCLS) EBSCO Community College Learning Resources Leadership Award from the Association of College and Research Libraries (ACRL).

“Dr. Ly stood out to the committee as an impressive example of early career

leadership,” said award Co-Chairs Sarah North of the College of Western Idaho and Julia Mielish of Wake Technical Community College. “Her promotion to administration has been underscored by significant achievements in both local and national spheres. She has demonstrated a strong dedication to leadership within the field, and has been a passionate library advocate. The committee is excited to offer her the CJCLS Leadership Award and looks forward to her future accomplishments.”

The \$750 award and plaque, donated by EBSCO Information Services, will be presented to Ly at the 2016 ALA Annual Conference in Orlando, Florida.

The Association of College & Research Libraries (ACRL) is the higher education association for librarians. Representing more than 11,000 academic and research librarians and interested individuals, ACRL (a division of the American Library Association) develops programs, products and services to help academic and research librarians learn, innovate and lead within the academic community. Founded in 1940,

ACRL is committed to advancing learning and transforming scholarship. ACRL is on the Web at [acrl.org/](http://acrl.org/), Facebook at [facebook.com/ala.acrl](https://facebook.com/ala.acrl) and Twitter at [@ala\\_acrl](https://twitter.com/ala_acrl).

Article and photo sourced from the Association of College and Research Libraries (ACRL).

#### **ADJUNCT FACULTY TRANSFORMED BY TEACHING & LEARNING SYMPOSIUM**



January 16, 2016 was an exciting day in the history of Skyline College, as the first-ever Skyline College Adjunct Faculty Teaching & Learning Symposium brought nearly 70 adjunct faculty members from a broad cross section of divisions and departments to the Saturday event. Given that a major component of The Skyline College Promise includes the promise that students’ academic experience/success will be “supported by a foundation of quality instruction,” the Symposium was designed to provide adjunct faculty the opportunity to engage in workshops and collaborative activities that help promote “meaningful and culturally relevant learning experiences” (The Skyline College Promise), particularly in regard to first and second semester student success.

The day began with breakfast, followed by a brief welcome by Professional Development Coordinator, Nina Floro, who then passed the podium to Vice President of Student Services, Dr. Angélica Garcia, who also welcomed everyone and then introduced Skyline College President, Dr. Regina Stanback Stroud. The President shared in her keynote, titled “The Courage to Transgress,” some of her history as a faculty member, and explained The Skyline College Promise. She also noted that

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adjunct faculty have an important role to play in The Promise and in helping students achieve their educational goals. Dr. Stanback Stroud lauded faculty as pivotal to student achievement and challenged them to become better instructors by further exploring resources and opportunities that have the potential to impact and transform students' learning and their lives.

Following Dr. Stroud's keynote, Symposium attendees had their choice of attending the following workshops:

- "Designing Backward: Thinking Forward" (led by Ricardo Flores, Instructional Technologist)
- "Strategies for Active Learning" (co-led by Nina Floro, Professor/Professional Development Coordinator, and Bridget Fischer, Professor/Distance Education Coordinator)
- "Are Students Learning? Formative Assessment for the College Classroom" (led by Jesse Raskin, Associate Professor)
- "Getting to Know Student and Academic Support Services: A Panel Presentation" (moderated by Marisa Thigpen, Language Arts Program Services Coordinator, and featuring panel members Dr. Angélica Garcia, VPSS; Melissa Mathews, DRC Coordinator/Counselor; David Reed, Learning Center Manager; Pearl Ly, Learning Commons Director; Michael Stokes, TRIO Director; Jorge Murillo, EOPS/CARE/CalWorks Program Services Coordinator)

With the two morning sessions complete, adjunct faculty enjoyed lunch and had a chance to exchange ideas/information and network. After lunch, all participants were brought back together for an anchor session, "Classroom and Campus Crisis Training," facilitated by Tom Maloney, District Safety Consultant, and Jim Vangele, Chief Public Safety Officer.

Dean of Academic Support & Learning Technologies, Dr. Jonathan Paver, completed the afternoon with some closing remarks and expressed his appreciation for all the hard work by the CTTL/ASLT faculty and staff, media services, facilities, and the participation, support, and assistance of Skyline College administration. The CTTL is planning follow-up events as a yearly or semi-annual event, but in the interim, the Spring semester promises a calendar filled with additional teaching and learning opportunities.

Article by Bridget Fischer and Nina L. Floro. Photos by Liezl Madrona.

### UPCOMING EVENTS

#### BROTHERS AND SISTERS CONFERENCE

Monday, February 22, 2016  
 9:00 a.m. – 3:00 p.m.  
 Building 6



#### BRIAN COPELAND PERFORMANCE

**"NOT A GENUINE BLACK MAN"**  
 Thursday, February 25, 2016  
 12:00 p.m. - 2:00 p.m.  
 Building 1, Theater



#### ROCK THE SCHOOL BELLS

Saturday, March 5, 2016  
 9:00 a.m. - 5:30 p.m.  
 Building 6



#### VETERANS RESOURCE EVENT

Thursday, March 10, 2016  
 10:00 a.m. - 3:00 p.m.  
 Building 6



#### THE SCREAM- THE ART OF LOCAL TEENS AT THE SKYLINE COLLEGE ART GALLERY

Now through March 11  
 Times vary - <http://skylinecollege.edu/artgallery/>  
 Art Gallery



#### EXPANDING YOUR HORIZONS IN MATH AND SCIENCE CONFERENCE

Saturday, March 12, 2016  
 8:00 a.m. - 4:00 p.m.



#### WOW! VOICES NOW-WOMEN ON WRITING

Saturday, March 12, 2016  
 9:30 a.m. - 12:30 p.m.  
 Building 6, Room 6202



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**PRESIDENT'S BREAKFAST**

Thursday, March 17, 2016

7:00 a.m. - 8:30 a.m.

South San Francisco Conference Center

255 S Airport Blvd, South San Francisco, CA 94080



**SCHOOLS OUR CHILDREN DESERVE CONFERENCE**

**CALIFORNIA FEDERATION OF TEACHERS**

Saturday, March 19, 2016

7:45 a.m. - 1:15 p.m.

Building 1, Theater

# President's Report to SMCCCD Board of Trustees



## Upcoming Events

### February 1-29

Black History Month  
*Special Presentations every Mon-Fri*  
1:00 pm - 2:00 pm  
CSM North Hall Building 18, Room 112,  
Puente/Umoja Village

### February 19

[Deeper Metacognitive Learning in  
STEM: Reading Apprenticeship  
Workshop](#)

8:30 am - 3:00 pm  
CSM College Center Building 10, Room  
468, College Heights Conference Room

### Every Tuesday, 1/16-5/24

Maker Tuesday  
3D Scanning and Printing  
2:00 pm - 4:00 pm  
CSM Library, Building 09, Second Floor

### Home Softball Games:

2/18 – 3:00 pm  
2/23 – 2:00 pm  
3/3 – 3:00 pm  
3/8 – 3:00 pm  
3/12 – 3:00 pm

### Home Baseball Games:

2/18 - 2:00 pm  
2/19 – 2:00 pm  
2/23 – 1:00 pm  
2/27 – 1:00 pm  
3/1 – 2:00 pm  
3/10 – 2:00 pm  
3/15 – 2:00 pm

### Home Basketball Games

2/19 - 5:30 pm

### Swimming - Bulldog Invitational

3/18 – 10:00 am

### Track and Field - Bob Rush Invitational

3/18 – 12:00 pm

## News:

### Wounded Warriors Amputee Game Draws 5,000 Spectators

Over 5,000 spectators came out to cheer on the Wounded Warrior Amputee Football Team in their win against NFL alumni on February 5. The event was a complete success and helped to raise over \$300,000 for the Wounded Warrior Amputee Football Team organization.

The College is appreciative of the support from CSM Athletics, CSM Dance, District Public Safety, Facilities, ITS, the San Mateo Athletic Club, Pacific Dining, the City of San Mateo, the San Mateo County Office of Emergency Services, and many community volunteers.

<http://www.smdailyjournal.com/articles/sports/2016-02-08/massive-turnout-at-csm-for-wounded-warrior-charity-game/1776425158113.html>

<http://www.kcra.com/news/wounded-warrior-amputee-football-team-versus-nfl-alumni/37863018>

### CSM Celebrates Black History Month

CSM is celebrating Black History Month with student-led events scheduled every day during February. Students from the Puente/Umoja/Mana village will facilitate daily events that honor Black history and culture, including lectures, discussion and film screenings. Each week features a different topic as follows:

February 1-5: African American Inventors  
February 8-12: Music Influenced By African Americans  
February 15-19: African American Cinema  
February 22-26: African American Culture Today

### **CSM Library Makerspace and Lorrita Ford Featured In KQED Article**

College of San Mateo was one of the colleges featured in a recent *Mindshift* article, which is a KQED publication. Director Lorrita Ford has led the effort to bring the Maker movement to the CSM Library and campus.

<http://ww2.kqed.org/mindshift/2016/02/05/what-colleges-can-gain-by-adding-makerspaces-to-its-libraries/>

### **CSM Hosts 250 Students for College Preview Day**

College of San Mateo hosted over 250 students from Hillsdale, Carlmont, and Half Moon Bay High Schools on February 10 and 11. Preview day is part of the college's First Year Success Program, which is being piloted with three high schools this year. Students were given a tour of the campus and they attended a variety of student-led workshops. Also, students were provided with an overview of the First Year Program. 100% of the students signed up for the college's Priority Enrollment Program (PEP) before departing for the day.

<http://collegeofsanmateo.edu/fys/>

### **Coach Nicole Borg Reaches 300<sup>th</sup> Win**

CSM Softball Coach Nicole Borg reached the 300-win milestone when the CSM Softball team defeated visiting Yuba College 20-0 on opening day. Borg has served as the softball coach for seven years. In those seven years Coach Borg's teams have won five Coast Conference Championships, three NorCal Regional Championships, and her teams have reached the State Final Four three times

<http://collegeofsanmateo.edu/news/index.php/2016/01/29/bulldogs-softball-borg-reaches-300-win-milestone-at-csm/>

### **CSM Alum Hired by Menlo Park Fire Department**

Charles Washington, a former Fire Technology student, was recently hired by the Menlo Park Fire Department. Charles grew up in the Belle Haven neighborhood in Menlo Park and rose through the Menlo Park Fire District's Explorer cadet program, which he joined while attending Menlo-Atherton High. Charles joins a long list of former CSM students who are San Mateo County firefighters

<http://collegeofsanmateo.edu/news/index.php/2016/02/03/csm-alum-charles-washington/>

### **CSM Students and Faculty Bring Art to the Community**

Artwork by the CSM Fine Arts Club was displayed at the Twin Pines Center in Belmont during the month of January. The exhibit displayed a variety of genres, with works by beginning and advanced students. In addition, CSM art faculty Susan Matthews recently exhibited 22 large scale paintings at the Milton Marks Conference Center at the San Francisco Civic Center. The artwork is based on Professor Matthews' visits to Niger and Cuba.

### **CSM Offers Free Income Tax Preparation**

CSM's Volunteer Income Tax Assistance Program (VITA) is ramping up for the busy tax season by providing free income tax preparation services to the community. The VITA program is open every Saturday through April 11. VITA services are offered on the CSM campus



### **CSM Volleyball Gearing Up for Inaugural Season**

CSM Coach Katie Goldhahn, former team captain and member of Stanford's 2004 national championship team, is busy recruiting student athletes for CSM's inaugural 2016-17 volleyball season. Coach Goldhahn was hired this year as a new full-time faculty member. Coach Goldhahn teaches a variety of physical education classes in addition to her coaching responsibilities. Coach Goldhahn is very popular with CSM students.

<http://collegeofsanmateo.edu/news/index.php/2015/12/17/new-csm-coach-has-resume-to-be-successful/>

### **CSM Hosts San Mateo/Foster City/Burlingame/Hillsborough Leadership Education Day**

CSM served as the afternoon meeting site for the San Mateo/Foster City/Burlingame/Hillsborough Leadership program on February 4. The topic for the day was K-14 education. Participants heard from a variety of education leaders including K-8 and high school superintendents. County Superintendent of Schools Anne Campbell also participated. College of San Mateo representatives discussed the important role that our community colleges play in San Mateo County. The day concluded with a tour of the CSM campus.

### **Professor Denaya Daily and CSM Dance Students Participate in Super Bowl 50 Halftime Show**

After performing at halftime for the Wounded Warrior Amputee Football Game, Professor Daily and her students took a short trip south and enjoyed a memorable experience by participating in the Super Bowl 50 halftime show. As a special thrill, Professor Daily was "serenaded" by Chris Martin, lead singer for Coldplay in front of 111 million television viewers.



*Photo of the Month: CSM Dancers getting ready for the Super Bowl 50 Halftime Show*



# Cañada College

report to the  
SMCCCD Board of Trustees

February 17, 2016



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- Cañada College Hosts Delegation from Redwood City's Sister City, Zhuhai, China pg. 3
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- Cañada College Reinstates Women's Tennis pg. 4
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- Welcome Week Photos pg. 7



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## Jacket and Toy Drive Supports Over 100 East Palo Alto & Menlo Park Families

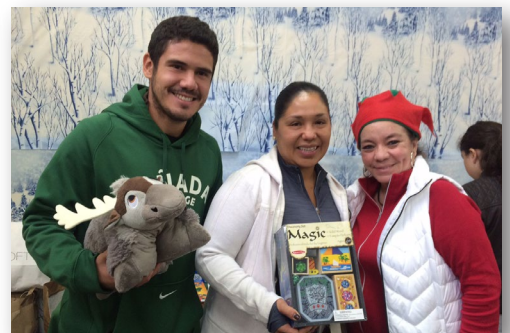


The Cañada College Marketing and Outreach Departments and Ravenswood School District joined forces this holiday season to create the 1st annual Jacket and Toy Drive, benefitting over 100 low income migrant families. More than 150 toys, 20 school backpacks and 35 jackets were collected in the span of three weeks. The donations were collected in partnership with Philz Coffee at four San Mateo County locations: South San Francisco, San Mateo, Palo Alto and Redwood City. Additionally, a huge appreciation shout out to Adolfo Leiva, Director of SparkPoint, who donated 20 backpacks for the children.

On December 18, the Cañada Marketing and Outreach team went to Ravenswood to distribute the toys and jackets. This amazing event catalyzed the partnership between Cañada College, the East Palo Alto and Menlo Park communities, and Philz Coffee. Graciela Cabrera (Parent and Community Liaison for the Migrant Education program in Ravenswood School District) organized the event to provide all of the families with the donations. The families with farm-related work history have had a challenging time getting connected to educational and community resources. Our newfound partnership plans to provide future educational workshops for the parents and bring more families closer to the Cañada College community.

Graciela states, “I am very excited and very grateful for everyone thinking of the East Palo Alto Community and Migrant Families District program. A million thanks for making all of these children happy!”

Thank you to everyone that donated toys and jackets to the families and helped us to build a new partnership in our community.



## Cañada College Hosts Delegation from Redwood City's Sister City, Zhuhai, China



On Saturday, December 5, Cañada College had the honor of hosting a delegation from Redwood City's sister city, Zhuhai, China with Redwood City Mayor Jeff Gee and members of Redwood City International. The delegation included Mr. XIONG HaoPin, Vice Chairman, Zhuhai Municipal Committee of Chinese People's Political Consultative Conference, Mr. CHANG Zheng, Deputy District Director, and Ms. WAN Hong Ning, Section Chief, Zhuhai Commerce Bureau. The delegation were interested in collaborating with Redwood City in the areas of economic development and education and expressed their commitment to nurturing the relationship and future collaboration between Redwood City and Cañada College.

A special thank you to Cañada community hosts, including: Supinda Sirihekaphong, International Program Manager, Carlos Luna, Library Support Specialist, and Cañada students, Alexandra Zhuang and Joanna Dai. The College looks forward to welcoming students from the beautiful port city of Zhuhai.





## Yehdega Teclemariam Joins Cañada as EOPS Adjunct Counselor



Yehdega (Dega) Teclemariam, is honored to be a part of the EOPS and Cañada College community. As a first generation college student herself, she enjoys helping people through transitions and feels she has been successful in her own career because of transitional student support service programs such as EOPS. She feels that her position serves as a unique opportunity to support students as they build confidence by overcoming barriers and ultimately having the fortitude to complete their goals.

Dega obtained a Bachelor's degree in Sociology from the University of Buffalo and a Master's degree in Counseling from Sonoma State. She has held various Academic Advisor positions, working with both CSU and community college students. Originally from upstate New York, Dega currently resides in Santa Rosa. In her spare time, she enjoys spending time with her four-year-old daughter (Semaih), great food, music, parks, hiking, camping and yoga.

Dega looks forward to meeting members of the campus community, getting to know our students better and learning about Cañada College's campus resources.

## Cañada College Reinstates Women's Tennis



Cañada College is excited to have its Women's Tennis Team reinstated after a 14 year hiatus! The season began with a non-conference match on January 30 at the newly refurbished nine courts with a beautiful view of the Bay Area. The Lady Colts won their first match defeating Consumes River College 6-3. The team won all three doubles matches and three of six singles matches. The only sophomore and team captain, Claire Stoner, played especially well, helping teammate Mary Nam win their doubles match 8-2 and her singles matches 6-0 and 6-0. Claire played one year at Dickinson College in Pennsylvania prior to moving to California. She played her high school tennis in Vermont.

The remainder of the roster includes three international student/athletes: Joelle Huelse, from Germany, Diana Barcelata from Veracruz, Mexico and Ana Hinojosa from Monterey, Mexico. These three players were ranked Junior Tennis Players in their respective countries. The team also has local residents: Joanna Peet, Mary Nam, Erin Winn and Karen Bechtel who add to the talented squad. The team is lead by Head Coach Rick Velasquez and Assistant Coach Garth Haynes, a former Cañada College two time State Champion and professional tennis player.

On February 5, the team participated in the seven team Mission College Tennis Tournament and came home with five trophies! Congratulations to Joelle Huelse who finished second in the number one flight in singles and finished first in the number two flight along with her teammate, Diana Barcelata in doubles. Also, congratulations to Claire Stoner and Diana Barcelata as they finished as first place champions in their respective flights. The team invites the campus community to help celebrate its inaugural season at the Cañada College Tennis Courts on Tuesday, February 23 at 2 p.m.

## Cañada College Receives 2016 RP Excellence in College Research Award

Cañada College was recently recognized with the 2016 RP Excellence in College Research Award for its project “How to Increase Data Democracy and Develop a Culture of Inquiry within Faculty and Staff.” The team who authored and submitted the project include:

- Chialin Hsieh, Dean of Planning, Research, and Institutional Effectiveness
- Tracy Huang, Planning and Research Analyst
- Janet Stringer, Dean of Science and Technology
- Michael Hoffman, Math Faculty and Student Equity Coordinator
- Anniqua Rana, Dean of Athletics, Library, and Learning Resources

The purpose of this project was to establish data democracy and a culture of inquiry in at Cañada College. In trying to develop a culture of inquiry at the college, the team discovered that access to relevant and timely data was a roadblock for faculty and staff. Therefore, using the ARGOS reporting system, Data Dashboard was developed as a tool to access various levels of data. This process included developing procedures for access and training of faculty and staff across campus to allow appropriate access to data, plan and carry out research on their own or in consultation with the research office. Now, faculty and staff can quickly obtain the data they need from Data Dashboard without reaching out to the research office and the research office can focus on planning and analysis.

Offered each year, the RP Awards recognize excellent research, planning, and dissertation excellence within the California community college system. Additionally, this award has secured a spots for the Cañada team to present not only the award-winning project, but two additional projects at the RP Conference in April. Links for the RP Awards are below:

- Acceptance letter: <http://www.canadacollege.edu/prie/RPAwardAnnounceLetter.pdf>
- Proposal: [http://www.canadacollege.edu/prie/hsieh\\_data%20democracy%20and%20develop%20a%20culture%20of%20inquiry\\_Final.pdf](http://www.canadacollege.edu/prie/hsieh_data%20democracy%20and%20develop%20a%20culture%20of%20inquiry_Final.pdf)
- Report: [http://www.canadacollege.edu/prie/hsieh\\_data%20democracy%20and%20develop%20a%20culture%20of%20inquiry\\_Report\\_Final.pdf](http://www.canadacollege.edu/prie/hsieh_data%20democracy%20and%20develop%20a%20culture%20of%20inquiry_Report_Final.pdf)

Congratulations to Chialin, Tracy, Janet, Michael and Anniqua for being recognized with this distinguished honor.



the Research & Planning Group  
for California Community Colleges

## All ACES for DREAMers -- A Winning Hand for Undocumented Students



Since fall 2012, the DREAMers Task Force has been organizing to support undocumented students at Cañada College. Its mission is to ensure access to higher education for all students, regardless of immigration status. Its ultimate goal: establish a permanent Undocumented Student Center at Cañada, both a public face for DREAMers with resources and information to assist those students, and also a community-building center for students who face stigma and fear of discovery / deportation.

Last year the DREAMers Task Force became a sub-committee of the Academic Committee for Equity and Success (ACES), and since that time they have accomplished a lot in their pursuit of equity for undocumented students. The DREAMers Task Force has built a vibrant community of students, faculty, and staff; hosted exciting events, including an art workshop with local artist and activist Favianna Rodriguez; and provided free legal assistance to dozens of DACA-eligible students.

Last semester, thanks to support from ACES, Task Force members visited other campuses in the Bay Area with Undocumented Student Centers to learn about best practices. The Undocumented Student Program at UC Berkeley inspired the team to dream big. Their program began with one part-time director, but now includes four full-time staff members: director, counselor, mental health provider and immigration attorney. The student leaders who run HEFAS (Higher Education for AB540 Students) at De Anza College taught the Task Force about the importance of empowering students as decision-makers and visionaries at every step along the way.

Campus community members are invited to join an upcoming DREAMers Task Force meeting on Thursday, February 25 from 3-4:30 p.m. in 9-307. For more information, please contact: [candreamers@smccd.edu](mailto:candreamers@smccd.edu).





# Photo Collage from Welcome Week January 2016





**BOARD REPORT NO. 16-2-1B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RECOGNITION BY THE BOARD OF TRUSTEES OF DISTRICT AND COLLEGE  
CLASSIFIED EMPLOYEES OF THE YEAR AND SELECTION OF NOMINATION  
TO BE FORWARDED TO THE STATE CHANCELLOR'S OFFICE**

The California Classified Employees of the Year Awards honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. Each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Statewide award winners are selected by representatives of the Community Colleges Board of Governors, Chancellor's Office, and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting. Up to six recipients are selected and honored annually at the May Board of Governors meeting.

To be eligible for the award, a classified employee must have served a minimum of five years (full-time or part-time) as a permanent employee within the nominating Community College District. The nominees are evaluated on their commitment to: the mission of community colleges; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution.

At the February 17, 2016 Board meeting, the San Mateo County Community College District Board of Trustees will honor each of the classified employees nominated by the Colleges and the District Office. The Board will also announce which nominee's information will be forwarded to the State Chancellor's Office.

San Mateo County Community College District

February 17, 2016

**BOARD REPORT NO. 16-2-1C**

**PROJECT CHANGE AT COLLEGE OF SAN MATEO**

**There is no printed board report for this agenda item.**

**BOARD REPORT NO. 16-2-1A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF PERSONNEL ITEMS**

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

**1. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT**

**College of San Mateo**

**Krystal Romero**                      Interim Dean, Counseling, Advising and Matriculation                      Student Services

Reassignment from Director of Student Support at Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule into this administrative assignment at Grade AD of the Management Salary Schedule, effective February 1, 2016.

**2. PUBLIC EMPLOYMENT**

**1. New Hires**

**Cañada College**

**Christine Kincer**                      Division Assistant                      Counseling

New full-time, 12-month Classified employment, effective February 16, 2016, replacing Leticia Ontiveros.

**Kristen Parks**                      College for Working Adults Instructor                      Humanities & Social Sciences

New temporary academic employment, effective January 19, 2016 through May 27, 2016. This position is funded through the A2B grant which expires on September 30, 2017 and Student Equity funds.

**College of San Mateo**

**Erica Griego**                      Admissions & Records Assistant III                      Admissions & Records

New full-time, 12-month Classified employment, effective February 10, 2016, replacing Finausina Tovo.

**Jackeline Santizo** Program Services Coordinator Counseling  
(CalWORKS and Multicultural Center)

New full-time, 10-month Classified employment, effective January 20, 2016. This is a new position that was Board approved on June 10, 2015.

**Autumn Newman** Program Services Coordinator Counseling  
(SSSP & Career Services)

New full-time, 10-month Classified employment, effective January 19, 2016. This is a vacant position. Autumn Newman resigned from her tenure-track English Instructor position, effective December 18, 2015.

**Silvana Grima** Office Assistant II International Education Program

New full-time, 12-month Classified employment, effective January 28, 2016, replacing Lai Yan (Vivyan) Lam.

**Margaret McGugan** Instructional Aide II Language Arts

New part-time (48%), 11-month Classified employment, effective January 11, 2016, replacing Valerie Higgins.

#### District Office

**Kelsey Harrison** Program Services Coordinator Foundation

New temporary part-time (48%), 12-month Classified employment, effective February 5, 2016. This is a new position that was Board approved on October 14, 2015. This temporary position is funded by the Foundation's Kruttschnitt Aspire Scholarship Program (KASP) through the expiration of the funding.

#### Skyline College

**Nicholas Langhoff** Engineering Instructor Science, Math & Technology

New temporary academic employment, effective January 19, 2016 through May 27, 2016. This position is funded by the Silicon Valley Engineering Tech Pathway Grant, which expires June 30, 2019.

### **3. REASSIGNMENT**

#### District Office

**Charles Phan** Accounting Analyst Administrative Services

Reassigned from a full-time, 12-month Senior Accounting Coordinator position at College of San Mateo (Grade 31A of the Classified Salary Schedule) into this full-time, 12-month position at Grade 37 of the same salary schedule, effective March 1, 2016, replacing Larisa Howes.

### **4. TRANSFER**

#### District Office

**Ulysses Guadamuz** Public Safety Officer Public Safety

Transferred from a full-time, 12-month Public Safety Officer position at College of San Mateo into this full-time, 12-month position at Cañada College, effective February 1, 2016.

**Paul Barbosa**

Public Safety Officer

Public Safety

Transferred from a full-time, 12-month Public Safety Officer position at Cañada College into this full-time, 12-month position at College of San Mateo, effective February 1, 2016.

## **5. CHANGES IN STAFF ALLOCATION**

### **Cañada College**

1. Recommend a change in staff allocation to add one full-time, 12-month Office Assistant II position (Grade 18 of the Classified Salary Schedule 60) in Counseling, effective February 18, 2016.
2. Recommend a change in staff allocation to add one part-time (48%), 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60) in International Education, effective February 18, 2016.

### **College of San Mateo**

3. Recommend creation of a new classification titled “Business Operations Analyst” position (Grade 195S of the Classified Professional/Supervisory Salary Schedule 40) in the Business Office, effective February 18, 2016. In addition, recommend a change in staff allocation to add one full-time, 12-month Business Operations Analyst, effective February 18, 2016.
4. Recommend creation of a new classification titled “Director of Disabled Students Programs and Services (DSPS)” position (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35) in the Counseling Division, effective February 18, 2016. In addition, recommend a change in staff allocation to add one full-time, 12-month Director of Disabled Students Programs and Services (DSPS), effective February 18, 2016.
5. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator (First-Year Success Program) position (Grade 27 of the Classified Salary Schedule 60) in Academic Support and Learning Technologies, effective February 18, 2016.
6. Recommend a change in staff allocation to add one full-time, 10-month Counselor position (Faculty Schedule 80) in the Counseling Division, effective February 18, 2016.

### **District Office**

7. Recommend creation of a new classification titled “Intensive English Program Coordinator” position (Grade 27 of the Classified Salary Schedule 60) in the Chancellor’s Office/Auxiliary Services department, effective February 18, 2016. In addition, recommend a change in staff allocation to add one full-time, 12-month Intensive English Program Coordinator, effective February 18, 2016.
8. Recommend a change in grade for the IT Support Specialist position classification from Grade 34A of the Classified Salary Schedule (60) to Grade 37 of the same salary schedule, effective February 18, 2016. In addition, recommend that the assignment of the incumbent Antonio Quadra be adjusted accordingly, effective February 18, 2016.
9. At its meeting on July 8, 2015, the Board approved a change in staff allocation to add one Foundation Development Manager position at Grade 189E of the Academic-Classified Exempt Supervisory Salary Schedule (35) and to delete one Foundation Development Director at Grade AI of the Management Salary Schedule (20). In the past six months, recruitment efforts to hire a Foundation Development Manager have not yielded viable candidates. The Foundation has decided to expand the responsibilities of the position and to move forward with recruitment efforts for this new position. Therefore, the Foundation recommends bringing back one full-time, 12-month Foundation Development Director position at Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35, which is a change in grade from the previous position, effective February 18, 2016.

**Skyline College**

10. Recommend a change in staff allocation to add one full-time, 12-month Accounting Technician position (Grade 24A of the Classified Salary Schedule 60) in Administrative Services, effective February 18, 2016.
11. Recommend a change in staff allocation to add one full-time, 12-month Retention Specialist (Middle College) position (Grade 24 of the Classified Salary Schedule 60) in the Language Arts Division, effective February 18, 2016.

**1. LEAVE OF ABSENCE**

None

**2. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION****1. Retirement****Cañada College**

<b>Karen Olesen</b>	Counselor	Counseling
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Retired as Professor Emerita effective January 31, 2016 with 28 years of service. Eligible for District retiree benefits.

**District Office**

<b>Renee Cowing</b>	Senior Programmer I	ITS
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Retired effective December 31, 2015 with 17 years of service. Not eligible for District retiree benefits.

<b>Michael Sinkewitsch</b>	IT Support Technician II	ITS
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Retired effective December 31, 2015 with 30 years of service. Eligible for District retiree benefits.

<b>Gary Hoss</b>	Chief Public Safety Officer	Public Safety
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Retired effective October 31, 2015 with 15 years of service. Not eligible for District retiree benefits.

**2. Resignation****College of San Mateo**

<b>Joseph (Alex) Guiriba</b>	Program Services Coordinator – Degree Audit	Counseling
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Resigned effective February 11, 2016.

**3. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS**

<b>Tori Black</b>	Early Childhood Education	Business, Design and Workforce Development
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In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualifications to teach in the Early Childhood Education discipline.

**4. 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:

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Operations/Cashier's Office	1	01/04/2016	06/30/2016	<b>Accounting Technician:</b> This is an extension of a previously Board-approved assignment. Assist with coverage in the cashier's office when regular employees are out sick or on leave and/or registration periods. Duties include processing payments, issuance of parking permits, and other Accounting Technician duties including sessions in Banner.
Cañada College	Humanities/ College for Working Adults	1	02/01/2016	05/31/2016	<b>Instructional Aide II:</b> Assist College for Working Adults Math 190 & Math 200 instructors providing additional instruction in the classroom and student tutoring as needed. Will work an average of 10 hours per week.
Cañada College	Counseling/ Student Services	1	01/11/2016	06/30/2016	<b>Office Assistant II:</b> Extension of previous Board-approved assignment. Assist with answering main phone lines for campus and counseling department; first point of contact for in-person traffic for the college; maintain SARS scheduling of counseling, orientations and assessment results; assist with Jams and special assessments; assist with online and paper college applications; assist with Welcome Center activities. Position needed for up to 30 hours per week.
Cañada College	Student Services/A2B Program	1	01/11/2016	06/30/2016	<b>Program Services Coordinator:</b> Extension of previous Board-approved assignment. Will work with students who are interested in and/or become A2B members seeking to transfer to the University Center at Cañada College and/or interested in pursuing a bachelor's degree in Business, Human Services, Nursing, Early Childhood Education, and Psychology. Will collaborate with the A2B team and other staff and faculty to develop workshops and maintain case management system.

Cañada College	Student Services/Disability Resource Center	1	01/04/2016	06/31/2016	<b>Instructional Aide II:</b> Assist in the DRC Alternate Media Office and Alternate Media Lab with the significant increase in converting textbooks to alternate media for students with print disabilities and the increased use of assistive technology like Kurzweil and smart pens. This position is needed for approximately 22 hours per week.
College of San Mateo	Student Services/DSPS	1	01/04/2016	06/30/2016	<b>Office Assistant II:</b> Assist Program Supervisor with scheduling, monitoring hours submitted on invoices, supporting counselors by referring students who have not been attended to. Assist with office coverage during peak times. Will need position for 25-30 hours per week.
District Office	Facilities	1	02/01/2016	06/30/2016	<b>Project Coordinator (Measure H):</b> Help with a variety of short-term Measure H projects.
District Office	Facilities	1	02/01/2016	06/30/2016	<b>Office Assistant II:</b> Needed for miscellaneous clerical work for the facilities department. Need assistance for approximately 10 hours per week.
District Office	Facilities	1	02/01/2016	06/30/2016	<b>Administrative Assistant (Measure H):</b> Incumbent will be on maternity leave sometime late May, so there will be the need to crosstrain before the incumbent goes on leave.
District Office	International Education	1	12/19/2015	06/30/2016	<b>Housing Coordinator:</b> Provide assistance for International Students in securing housing.
Skyline College	Counseling/Disability Resource Center	1	01/04/2016	06/30/2016	<b>Office Assistant II:</b> Provide assistance with screening calls, managing SARS grid, booking student appointments, copying, filing, and preparing occasional correspondence. This position is needed for 15 hours per week.



**BOARD REPORT NO. 16-2-2A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources & General Counsel,  
358-6883

**RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN  
THE DISTRICT AND THE AMERICAN FEDERATION OF TEACHERS (AFT), LOCAL 1493**

Negotiations on a renewed collective bargaining agreement were concluded with AFT, Local 1493 on February 3, 2016. Ratification of the Tentative Agreement by the AFT membership is not required. The Agreement (see attached) is now submitted to the Board of Trustees for approval.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept and approve the attached agreement between the District and the American Federation of Teachers (AFT), Local 1493.

**TENTATIVE AGREEMENT BETWEEN**  
**AFT, LOCAL 1493**  
**AND**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**February 3, 2016**


Increase the medical cap effective January 1, 2016 as follows:

	Single	2 Party	Family
From:	\$754.00	\$1,102.00	\$1,434.00
To:	\$789.00	\$1,212.00	\$1,569.00
<b>Increase Amount</b>	<b>\$35.00</b>	<b>\$110.00</b>	<b>\$135.00</b>

Should any group (represented or non-represented) receive a higher increase to the medical cap for the calendar year 2016 than provided to members of the AFT bargaining unit, the District agrees to adjust the medical cap increase provided to AFT members to an equivalent amount. In no event will the amount agreed pursuant to this Agreement be decreased, unless mutually agreed upon by the District and AFT.

**Change Section 3.2 as follows:**

*3.2 The Union shall inform the District about the amount of dues to be deducted from each unit member's monthly gross income (expressed as a percentage of gross income) and, pursuant to the authorization referenced in Section 3.1, the District shall deduct such amounts. In addition, pursuant to such authorization, the District shall, if so requested by the Union, withhold Union dues for Summer Session faculty.*

  
 Eugene Whitlock  
 Vice Chancellor, Human Resources and General Counsel  
 San Mateo County Community College District

  
 Joaquin Rivera-Contreras  
 Chief Negotiator  
 AFT, LOCAL 1493

**BOARD REPORT NO. 16-2-3A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**AMERICAN FEDERATION OF TEACHERS, LOCAL 1493  
INITIAL CONTRACT PROPOSAL TO THE DISTRICT**

The current collective bargaining agreement between the District and AFT, Local 1493 expires on June 30, 2016. The parties wish to negotiate a successor agreement. Government Code Section 3547 (from the “Educational Employment Relations Act”) provides that

*(a) All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.*

*(b) Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.*

*(c) After the public has had the opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.*

Staff submits the attached initial proposal to the Board before holding a public hearing on the proposal as required by the Educational Employment Relations Act.

**RECOMMENDATION**

It is recommended that the Board receive the initial proposal and set a public hearing on the proposal at the next regularly scheduled Board meeting.



February 8, 2016

To: Eugene Whitlock, Vice Chancellor Human Resources & General Counsel  
San Mateo Community College District

From: Joaquín J. Rivera, Chief Negotiator  
San Mateo Community College Federation of Teachers, AFT Local 1493,  
AFL-CIO

Re: Contract Proposals for the 2016-2019 Contract of Academic Employees in the  
San Mateo County Community College District

Please transmit these contract proposals to the Board of Trustees in order to initiate negotiations for a new contract.

Article 8 Pay and Allowances and Article 9 Health and Welfare

The Union will be seeking an increase in salary and benefits for all academic employees. The Union will also be proposing to define parity for part-time faculty.

The Union will be proposing to modify the language of the following articles and sections:

Article 3: Payroll Deductions for Union Dues  
Article 5: Peaceful Settlement of Differences  
Article 6: Workload  
Article 7: Hours of Employment  
Article 10: Retirement  
Article 11: Leaves Of Absence  
Article 12: Transfers and Reassignments  
Article 13: Professional Development Program  
Article 17: Grievance Procedure  
Article 18: Summer Session Employment  
Article 19: Part-Time Employment  
Article 22: Unit Banking  
Appendix D: Duties and Responsibilities  
Appendix F: Faculty Load Credit (FLC) Allocation  
Appendix G: Evaluation Procedures

In addition the Union will be seeking the addition of new articles on Distance Education, Faculty Rights, Intellectual Property Rights and Academic Freedom.

We reserve the right to add to, modify or delete proposals at any time for any reason.

**BOARD REPORT NO. 16-2-4A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**DISTRICT'S INITIAL CONTRACT PROPOSAL TO  
AMERICAN FEDERATION OF TEACHERS, LOCAL 1493**

The current collective bargaining agreement between the District and AFT, Local 1493 expires on June 30, 2016. The parties wish to negotiate a successor agreement. Government Code Section 3547 (from the "Educational Employment Relations Act") provides that

*(a) All initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records.*

*(b) Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.*

*(c) After the public has had the opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.*

Staff submits the attached initial proposal to the Board before holding a public hearing on the proposal as required by the Educational Employment Relations Act.

**RECOMMENDATION**

It is recommended that the Board receive the initial proposal and set a public hearing on the proposal at the next regularly scheduled Board meeting.

**San Mateo County Community College District**

Initial Proposal for the Successor Agreement with  
the American Federation of Teachers, Local 1493

**February 17, 2016**

**ARTICLE 7: HOURS OF EMPLOYMENT**

The concepts upon which the District wishes to negotiate relating to Hours of Employment include the following:

- Participation in and compensation for flex time activities for both full time and part time faculty members.

**ARTICLE 8: PAY AND ALLOWANCES**

The concepts upon which the District wishes to negotiate relating to Pay and Allowances include:

- Fair and equitable compensation increases for both full and part time faculty while maintaining the sound fiscal practices of the District as part of a “total compensation” approach that considers all compensation and benefits provided to each employee
- Payment of salaries on the 10 month schedule

**ARTICLE 9: HEALTH AND WELFARE BENEFITS**

The concepts upon which the District wishes to negotiate relating to Health and Welfare Benefits include:

- Provision of fair and equitable health insurance benefits while maintaining the sound fiscal practices of the District as part of a “total compensation” approach that considers all compensation and benefits provided to each employee
- Provision of medical insurance to part time faculty members, in lieu of continuing the existing stipend benefits
- Adjusting medical benefits to ensure present and future compliance with the Affordable Care Act

**ARTICLE 11: LEAVES OF ABSENCE**

The concepts upon which the District wishes to negotiate relating to Leaves of Absence include:

- Updating the leave benefits to make the contract consistent with applicable laws as it concerns the use of sick leave, bereavement leave and catastrophic leave

**ARTICLE 12 AND APPENDIX G: PERFORMANCE EVALUATION PROCEDURES**



The concepts upon which the District wishes to negotiate relating to Performance Evaluation Procedures include:

- Streamline the process for full-time and part-time faculty evaluations
- The modification of professional responsibilities to address workload issues and clarify responsibilities
- The adoption of online student evaluations, subject to ADA requirements, and the frequency of student evaluations
- The frequency and manner of classroom observations as part of the evaluation process

#### **ARTICLE 19: PART-TIME EMPLOYMENT**

The concepts upon which the District wishes to negotiate relating to Part-Time Employment include:

- Provisions to allow District administrators to teach a class without displacing part-time faculty

#### **ARTICLE 22: UNIT BANKING**

The concepts upon which the District wishes to negotiate relating to Unit Banking include:

- Clarification and modification of a faculty member's ability to bank units and how banked units can be applied in the event a faculty member does not have a full course load in a given semester

#### **GENERAL CLEANUP OF CONTRACT LANGUAGE**

The District wishes to negotiate on the clarification and updating of other general contract language as appropriate.

***The District reserves the right to add to or modify its proposals during the negotiations process.***

**BOARD REPORT NO. 16-2-5A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources & General Counsel,  
358-6883

**RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN  
THE DISTRICT AND THE AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES (AFSCME), AFL-CIO, LOCAL 829, COUNCIL 57**

Negotiations on a renewed collective bargaining agreement were recently concluded with AFSCME, and a Tentative Agreement was ratified by the AFSCME membership. The Tentative Agreement (see attached) is now submitted to the Board of Trustees for approval.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept and approve the attached agreement between the District and the American Federation of State, County and Municipal Employees, AFL-CIO, Local 829, Council 57 (AFSCME).

**TENTATIVE AGREEMENT BETWEEN****AFSCME, LOCAL 829, COUNCIL 57****AND****THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT****December 14, 2015**

Increase medical cap effective January 1, 2016 as follows:

	Single	2 Party	Family
<b>From:</b>	\$729.00	\$1,166.60	\$1,536.58
<b>To:</b>	\$764.00	\$1,276.60	\$1,691.58
<b>Increase Amount</b>	<b>\$ 35.00</b>	<b>\$ 110.00</b>	<b>\$ 135.00</b>

**5.5.6 Assignment During Large Events:** Whenever a special event or activity occurring on District property, in facilities with a capacity of more than 150, and the attendance is anticipated to be 100 or more, management will assign a custodian and / or engineer and / or groundskeeper, as required, to provide adequate support. The assignment should include a reasonable amount of time to clean the facility immediately following the event. This is especially important if food is served at the event. If the event is lecture only with no food, then the assigned time can be reduced.

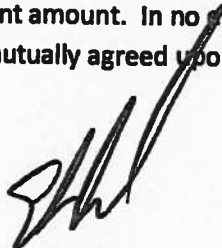
**5.5.6.1** Whenever a special event is held and no bargaining unit staff is assigned or available and either students or volunteers are assigned to clean the facility, if the facility is not cleaned to the District standard, on the following working day first thing in the morning the employee responsible for the area and/or the steward and the campus supervisor, manager or designee will tour the facility to check cleanliness. However, if neither the campus supervisor nor manager is available, the employee responsible for the area shall take pictures to document the condition of the area prior to commencing work. If the facility is not clean, a minimum of four (4) hours at the overtime rate will be assigned to bargaining unit staff to restore order to the facility.

**TENTATIVE AGREEMENT BETWEEN AFSCME, LOCAL 829, COUNCIL 57 AND THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

December 15, 2015

Page 1 of 2

Should any recognized bargaining unit of the District reach a signed agreement that results in a higher increase to the medical cap for calendar year 2016 than provided to members of the AFSCME bargaining unit, the District agrees to adjust the medical cap increase provided to AFSCME members to an equivalent amount. In no event will the amount agreed to pursuant to this Agreement be decreased, unless mutually agreed upon by the District and AFSCME.



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**Eugene Whitlock**  
**Vice Chancellor, Human Resources and Employee Relations**  
**San Mateo County Community College District**



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**President**  
**AFSCME, LOCAL 829, COUNCIL 57**

**TENTATIVE AGREEMENT BETWEEN AFSCME, LOCAL 829, COUNCIL 57 AND THE SAN  
MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**BOARD REPORT NO. 16-2-6A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor – Human Resources & Employee Relations,  
358-6883

**RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN  
THE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
(CSEA), CHAPTER 33**

Negotiations on a renewed collective bargaining agreement were recently concluded with CSEA, and a Tentative Agreement was ratified by the CSEA membership during the week of January 4, 2016. The Tentative Agreement (see attached) is now submitted to the Board of Trustees for approval.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept and approve the attached agreement between the District and the California School Employees Association (CSEA), Chapter 33.

**TENTATIVE AGREEMENT BETWEEN**  
**CSEA CHAPTER 33**  
**AND**  
**THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**December 14, 2015**

9.1 The Board will provide members of the unit with benefits described in the subsequent sections.

9.1.1 *Medical Insurance:* The Board will provide each eligible employee and eligible dependents with one of the PERS Health Plans as chosen by the employee from among those listed in the PERS Basic Health Plan Book.

Effective January 1, 201~~6~~<sup>5</sup> the medical caps for the PERS Health Plans will be as follows:


Single:	<del>\$ 729.00 per month</del>	<u>\$764 per month</u>
Two Party:	<del>\$1,167.00 per month</del>	<u>\$1,277 per month</u>
Family:	<del>\$1,537.00 per month</del>	<u>\$1,672 per month</u>


The District will continue to offer Section 125 of the Internal Revenue Code for over-cap medical premiums paid by individual employees.

The plans are fully described in the PERS Basic Health Plan Book, which is available in the Office of Human Resources.

Should any recognized bargaining unit of the District reach a signed agreement that results in a higher increase to the medical cap for calendar year 2016 than provided to members of the CSEA bargaining unit, the District agrees to adjust the medical cap increase provided to CSEA members to an equivalent amount. In no event will the amount agreed to pursuant to this Agreement be decreased, unless mutually agreed upon by the District and CSEA.

  
 Eugene Whitlock  
 Vice Chancellor, Human Resources and Employee Relations

  
 Christopher C. Weidman  
 Chief Negotiator, CSEA, Chapter 33

  
 Annette M. Perot  
 Chapter President, CSEA, Chapter 33



San Mateo County Community College District

February 17, 2016

**BOARD REPORT NO. 16-2-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RATIFICATION OF NOVEMBER AND DECEMBER 2015 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of November and December 2015 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the warrants issued during the period November 1, 2015 through December 31, 2015 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
NOVEMBER 1 - 30, 2015  
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
066503	11/03/15	U.S. Bank National Association ND, .	334,037.30	Districtwide Procurement Card Payment
066516	11/03/15	Meta Bank/BB San Mateo CCD CFA	127,969.00	Financial Aid Disbursement
066519	11/03/15	Oracle America, Inc.	13,226.24	Districtwide Software Update License & Support Services
066526	11/03/15	School Project for Utility Rate Reduction (SPURR)	21,366.34	Utilities
066527	11/03/15	Sedgwick Claims Management Services, Inc.	16,656.43	Districtwide Worker's Compensation Fund Replenishment
066528	11/03/15	Siemens Industry, Inc.	12,506.50	Districtwide Fire Alarm System Monitoring Services & Repair Services
066529	11/03/15	SMC College Ed Housing Corp - Canada Vista	73,652.44	Cañada Vista Monthly Rent Payment
066530	11/03/15	SMC College Ed Housing Corp - College Vista	48,135.00	College Vista Monthly Rent Payment
066532	11/03/15	SMCCCD Bookstore	22,823.79	CSM Special Programs Student Books Purchases
066533	11/03/15	SMCCCD Bookstore	23,736.81	Cañada Special Programs Student Books Purchases
066536	11/03/15	VALIC Retirement Services Company	243,581.96	Tax Shelter Annuities
066549	11/10/15	Romero-Arias, Debora A.	15,465.00	CSM Students Sign Language Interpreting Services
066556	11/10/15	Constellation NewEnergy, Inc.	11,657.77	Utilities
066563	11/10/15	GRD Energy Inc.	33,793.00	Districtwide Utility Consumption Measurements & Verification Services & Parking LED R
066569	11/10/15	Meta Bank/BB San Mateo CCD CFA	85,397.00	Financial Aid Disbursement
066572	11/10/15	Purple Communications Inc.	15,385.00	CSM Students Sign Language Interpreting Services
066575	11/10/15	Schneider Electric Buildings Americas, Inc.	11,991.08	Districtwide Building Management System Maintenance
066576	11/10/15	Siemens Industry, Inc.	16,385.75	Districtwide Fire Alarm System Monitoring Services
066577	11/10/15	SM County Community College District	31,617.13	Replenish Flex Spending Account
066582	11/10/15	SMCCCD Bookstore	10,055.21	CSM Textbooks Purchase for Rental Program
066583	11/10/15	Sutro Tower Inc.	19,411.00	KCSM TV Broadcast Site Lease at Sutro Tower
066626	11/17/15	Bunton Clifford Associates, Inc.	20,572.40	SKY Environmental Studies Building Architectural Services
066628	11/17/15	Computerland	68,251.93	Districtwide Computer Purchases
066636	11/17/15	Meta Bank/BB San Mateo CCD CFA	96,642.00	Financial Aid Disbursement
066643	11/17/15	Western Allied Mechanical Inc.	24,477.00	District Office Compressor Replacement Work
066669	11/19/15	Computerland	32,864.62	Districtwide Computer Purchases
066670	11/19/15	Constellation NewEnergy, Inc.	69,263.21	Utilities
066702	11/24/15	Meta Bank/BB San Mateo CCD CFA	119,054.00	Financial Aid Disbursement
066708	11/24/15	San Mateo County Schools Insurance Group	191,001.84	Monthly Dental and Vision Insurance Premiums
481176	11/03/15	Cody Investigative Group, Inc.	13,717.50	Districtwide Investigative Services
481189	11/03/15	Pacific Gas & Electric Co	14,809.08	Utilities
481194	11/03/15	Strategic Planning Online, LLC	15,000.00	Cañada Cloud Application Annual Service Plan Fee
481202	11/03/15	American Federation of Teachers	64,332.44	Monthly Union Dues
481206	11/03/15	C S E A	14,014.40	Monthly Union Dues
481207	11/03/15	CalPERS	566,231.33	Monthly PERS Classic Members Contribution Advance Payment
481208	11/03/15	CalPERS	121,284.40	Monthly PERS New Member Contribution Advance Payment

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
NOVEMBER 1 - 30, 2015  
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
481242	11/03/15	MassMutual Retirement Service	42,449.93	Tax Shelter Annuities
481247	11/03/15	Public Empl Ret Sys	1,451,732.03	Monthly Health Insurance Premium
481269	11/05/15	City of San Bruno	24,628.95	Utilities
481274	11/05/15	DTRS St. Francis LLC	25,631.42	Skyline IGTLIC International Conference Fees
481275	11/05/15	Hartford Life & Accident Insurance Co.	41,541.58	Monthly Life Insurance Fees
481287	11/05/15	Renaissance Insurance Agency, Inc.	90,720.00	Skyline International Students Health Insurance Payments
481288	11/05/15	Renaissance Insurance Agency, Inc.	74,340.00	Cañada International Students Health Insurance Payments
481289	11/05/15	Renaissance Insurance Agency, Inc.	254,520.00	CSM International Students Health Insurance Payments
481307	11/10/15	e-Learning Innovation LLC	51,500.00	Districtwide Helpdesk and Support Services
481309	11/10/15	Enviroplex, Inc	56,458.32	Districtwide Athletic Field Replacement Services
481317	11/10/15	MacHollywood Inc.	20,848.75	Cañada Equipment Purchase
481320	11/10/15	Robert A. Bothman, Inc.	19,394.00	Skyline Construction Services
481333	11/10/15	City of Redwood City	15,654.85	Utilities
481335	11/10/15	County of San Mateo	11,406.10	Monthly Parking Income Allocation
481358	11/12/15	Chouinard & Myhre, Inc.	36,654.47	Districtwide IBM Maintenance Contract Service
481368	11/12/15	Pacific Gas & Electric Co	39,023.46	Utilities
481377	11/12/15	County of San Mateo	133,315.22	CSM Annual Sewer Tax Payment
481393	11/17/15	Atkinson, Andelson, Loya, Rudd and Romo	11,405.63	Districtwide Legal Services
481400	11/17/15	Comp View, Inc.	68,768.51	Cañada Equipment Purchase
481409	11/17/15	Linden Boarding School Tours, LLC	15,500.00	International Students Latin America Spring Tour Registration Fees
481426	11/17/15	Sally Swanson Architects, Inc.	18,682.99	ADA Consultation Services
481428	11/17/15	Sowiski, Mona C.	11,000.00	Skyline Executive Leadership Retreat Services
481431	11/17/15	Stronger Building Services	79,505.50	CSM Colonnades & District Office Deck Waterproofing
481442	11/17/15	Employment Development Department	15,890.60	Quarterly LEC Unemployment Payments
481473	11/19/15	Calif Water Service Co	34,026.74	Utilities
481491	11/19/15	Pacific Gas & Electric Co	27,746.20	Utilities
481492	11/19/15	Pacific Gas & Electric Co	37,940.23	Utilities
481495	11/19/15	SMC College Ed. Housing Corp.	25,445.87	CSM Housing Investment Transfer
481496	11/19/15	SMC College Ed. Housing Corp.	31,037.66	Cañada Housing Investment Transfer
481511	11/24/15	Bill Gould Architectural Corporation	41,962.50	CSM & Skyline Design and Programming Services
481513	11/24/15		12,073.00	
		Burke, Williams & Sorensen, LLP		CSM North Gateway Legal Services & Construction Contracts Review Services
481514	11/24/15	BWNVT Motors LLC	25,268.86	Facilities Vehicle Purchase
481515	11/24/15	Carroll, Michele M.	18,000.00	Skyline CITD Consulting Services
481525	11/24/15	EBSCO	20,161.24	Skyline & CSM Subscription Renewals For Periodicals
481527	11/24/15	Enviroplex, Inc	64,267.02	Districtwide Athletic Field Replacement Services
481544	11/24/15	Marin Community College District	13,605.79	Sub-award with MCCD, Develop and Implement online curriculum at Cañada College
481555	11/24/15	Poms Landscaping Inc.	21,550.97	CSM Landscaping Services
481575	11/24/15	CalPERS	11,755.28	Monthly PERS Classic Member Contribution Final
481598	11/24/15	THI VI Sonoma Parent Lessee LLC	10,631.61	Skyline Hospitality Conference Hotel Room Accommodations
481600	11/24/15	U.S. Postal Services	15,031.84	Community Education Postage Purchase
481605	11/24/15	Wesco Graphics, Inc.	27,440.84	Community Education Schedules Printing Services
		<u>District Payroll Disbursement (excluding Salary Warrants)</u>		
J1601643	11/02/15	US Treasury - Federal Payroll Tax	1,937,859.09	Federal Payroll Tax

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
NOVEMBER 1 - 30, 2015  
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Check Amount</b>	<b>Description</b>
J1601643	11/02/15	EDD - State Payroll Tax	392,280.48	State Payroll Tax
J1601643	11/02/15	EDD - State Payroll Tax	18,921.44	State Tax-Disability Insurance
J1601646	11/18/15	US Treasury - Federal Payroll Tax	88,984.86	Federal Payroll Tax
J1601646	11/18/15	EDD - State Payroll Tax	5,401.27	State Unemployment Payroll Tax
J1601642	11/13/15	State Teacher Retirement - Cash Balance	76,283.04	STRS Retirement-Cash Balance
J1601510	11/02/15	State Teacher Retirement - Defined Benefit	836,737.61	STRS Retirement-Defined Benefit 95%
J1601640	11/13/15	State Teacher Retirement - Defined Benefit	52,279.04	STRS Retirement-Defined Benefit Bal

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
NOVEMBER 1 - 30, 2015  
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		<u>SMCCCD Bookstores</u>		
115107	11/02/15	Patterson Dental Supply	10,019.85	Purchase of Inventory
115121	11/02/15	Starbucks Coffee Company	11,364.51	Purchase of Inventory
115156	11/25/15	MTC Distributing	10,390.49	Purchase of Inventory
115162	11/25/15	Pepsi-Cola	13,857.00	Purchase of Inventory
115165	11/25/15	SM CC College District	221,546.54	Salaries & Benefits Of Octo 2015
115166	11/25/15	Starbucks Coffee Company	12,013.19	Purchase of Inventory
EFT 35392	11/23/15	Board of Equalization	11,006.53	Sales Tax Payment For Octo 2015
		Subtotal	9,367,828.80	91%
		Warrants Issued ≤ \$10,000	938,938.03	9%
		Total Non-Salary Warrants Issued	<u>10,306,766.83</u>	100%
District Accounts Payable		CK#481155-481608 DD66492-66713	6,434,801.96	
District Payroll		CK#111433-112188, DD50100749-50102504	9,917,829.99	
SMCCCD Bookstores		CK#115058-115179, EFT 35392	448,934.67	
		Total Warrants Including Salaries - NOVEMBER 2015	<u>16,801,566.62</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
DECEMBER 1-31, 2015  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
066718	12/01/15	U.S. Bank National Association ND, .	306,149.07	Districtwide Procurement Card Payment
066729	12/01/15	Meta Bank/BB San Mateo CCD CFA	49,173.00	Financial Aid Disbursement
066732	12/01/15	Sedgwick Claims Management Services. Inc.	25,114.82	Districtwide Worker's Compensation Fund Replenishment
066734	12/01/15	Sutro Tower Inc.	19,411.00	KCSM TV Broadcast Site Lease at Sutro Tower
066749	12/03/15	Casey Printing, Inc.	25,720.92	Skyline Class Schedules Printing
066750	12/03/15	Computerland	13,101.99	Districtwide Computer Purchases
066751	12/03/15	Constellation NewEnergy, Inc.	12,458.48	Utilities
066755	12/03/15	Intermountain Electric Company	25,988.76	CSM Planetarium Lighting Services
066758	12/03/15	Midwest Library Service	20,881.55	Cañada Library Books Purchases
066764	12/03/15	School Project for Utility Rate Reduction (SPURR)	22,266.12	Utilities
066765	12/03/15	SMC College Ed Housing Corp - Canada Vista	71,793.00	Cañada Vista Monthly Rent Payment
066766	12/03/15	SMC College Ed Housing Corp - College Vista	48,155.86	College Vista Monthly Rent Payment
066770	12/03/15	SMCCCD Bookstore	10,718.79	Skyline Central Duplicating Charges
066771	12/03/15	VALIC Retirement Services Company	248,198.44	Tax Shelter Annuities
067175	12/08/15	Enterprise Recovery System, Inc	12,247.92	Monthly Student AR Collections Commission Fee
067177	12/08/15	Meta Bank/BB San Mateo CCD CFA	77,419.83	Financial Aid Disbursement
067179	12/08/15	Schneider Electric Buildings Americas, Inc.	11,991.08	Districtwide Building Management System Maintenance
067190	12/10/15	Computerland	167,323.18	Districtwide Computer Purchases
067191	12/10/15	SM County Community College District	21,256.59	Replenish Flex Spending Account
067193	12/10/15	SMCCCD Bookstore	10,190.87	Skyline Departmental Monthly Billing
067194	12/10/15	Swinerton Builders	199,821.10	Program Management Services
067228	12/15/15	Meta Bank/BB San Mateo CCD CFA	91,751.73	Financial Aid Disbursement
067232	12/15/15	Sutro Tower Inc.	19,411.00	KCSM TV Broadcast Site Lease at Sutro Tower
067260	12/17/15	Computerland	63,602.47	Districtwide Computer Purchases
067261	12/17/15	Constellation NewEnergy, Inc.	43,391.39	Utilities
067264	12/17/15	Purple Communications Inc.	23,630.00	CSM Students Sign Language Interpreting Services
067282	12/22/15	Romero-Arias, Debora A.	18,965.00	CSM Student Interpreting Services
067287	12/22/15	Computerland	71,865.18	Districtwide Computer Purchases
067288	12/22/15	Constellation NewEnergy, Inc.	27,519.69	Utilities
067290	12/22/15	Coulter Construction Inc.	113,088.95	Districtwide Athletic Field Replacement Services
067294	12/22/15	EducationUSA Thailand	10,900.00	International Students Advertising & Southeast Asia Fair Registration Fees
067297	12/22/15	Krueger International, Inc.	18,358.76	Districtwide FF&E Purchase



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
DECEMBER 1-31, 2015  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
067300	12/22/15	Meta Bank/BB San Mateo CCD CFA	79,360.00	Financial Aid Disbursement
067305	12/22/15	Purple Communications Inc.	16,235.00	CSM Students Sign Language Interpreting Services
067308	12/22/15	San Mateo County Schools Insurance Group	193,498.11	Monthly Dental and Vision Insurance Premiums
067309	12/22/15	Siemens Industry, Inc.	26,089.64	CSM Sprinklers & Fire Pumps Repair Services
067317	12/22/15	VALIC Retirement Services Company	233,961.54	Tax Shelter Annuities
481659	12/01/15	Public Empl Ret Sys	1,446,226.97	Monthly Health Insurance Premium
481662	12/01/15	Vavrinek, Trine, Day & Co.	10,000.00	Districtwide Audit Services
481666	12/03/15	American Federation of Teachers	59,333.37	Monthly Union Dues
481673	12/03/15	C S E A	13,839.22	Monthly Union Dues
481679	12/03/15	CalPERS	561,042.67	Monthly PERS Classic Members Contribution Advance Payment
481680	12/03/15	CalPERS	126,063.28	Monthly PERS New Member Contribution Advance Payment
481710	12/03/15	Hartford Life & Accident Insurance Co.	41,723.40	Monthly Life Insurance Fees
481717	12/03/15	MassMutual Retirement Service	40,735.55	Tax Shelter Annuities
481741	12/03/15	Strata Information Group	56,581.00	Monthly Districtwide Professional & Management Services
482136	12/08/15	Ash Enterprise International, Inc.	192,785.20	CSM Planetarium System Upgrade
482138	12/08/15	B Street Music and Sound	22,283.67	CSM Equipment Purchase
482150	12/08/15	Enviroplex, Inc	71,085.32	Districtwide Athletic Field Replacement Services
482167	12/08/15	MediFit Corporate Services, Inc.	135,525.88	CSM SMAC Equipment Purchase
482242	12/10/15	Swinerton Builders	10,516.90	Program Management Services
482243	12/10/15	Cumming Construction Management. Inc.	12,033.00	Skyline SSCA Cost Estimate Peer Review
482250	12/10/15	Gordon Kenny Realty, Inc.	31,037.66	Cañada Housing Investment Transfer
482271	12/10/15	VALIC Retirement Services Company	32,500.00	Tax Shelter Annuities
482281	12/15/15	Broadcast Supply Worldwide	14,299.91	KCSM Automation Proprietary System Upgrades
482317	12/15/15	Pacific Gas & Electric Co	27,053.80	Utilities
482334	12/15/15	Strata Information Group	56,581.00	Monthly Districtwide Professional & Management Services
482343	12/15/15	City of Redwood City	16,134.92	Utilities
482345	12/15/15	City of San Bruno	18,540.74	Utilities
482352	12/15/15	Eternal Construction, Inc.	18,604.25	District Office Restrooms Renovation Services
482375	12/15/15	SJ Cimino Electric Inc.	15,592.46	Cañada Vista LED Replacement Services
482386	12/17/15	Apple Computer, Inc	37,339.76	Districtwide Computer Purchases
482410	12/17/15	Lionakis	11,400.00	Cañada Math & Science Program Validation Services
482431	12/17/15	Uline Inc.	11,689.70	Skyline Furniture Purchase
482465	12/22/15	Cody Anderson Wasney Architects, Inc.	21,022.07	CSM Architectural Services
482477	12/22/15	Gallup, Inc.	54,500.00	Skyline StrengthsQuest Books Purchases
482483	12/22/15	ICF Jones & Stokes, Inc.	38,602.89	Districtwide CEQA Compliance Study Services
482488	12/22/15	Landscape Forms	48,059.55	CSM Outdoor FF&E Purchases
482493	12/22/15	Los Angeles Community College District	18,665.27	Cañada SETI and JEP Programs Services
482502	12/22/15	Pacific Gas & Electric Co	21,009.36	Utilities
482513	12/22/15	San Francisco State University	58,879.52	CalSTEP activities coordination with Cañada College
482540	12/22/15	American Federation of Teachers	54,568.63	Monthly Union Dues
482541	12/22/15	Apple Computer, Inc	63,976.28	Districtwide Computer Purchases
482546	12/22/15	C S E A	14,063.73	Monthly Union Dues

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
DECEMBER 1-31, 2015  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
482547	12/22/15	Calif Water Service Co	26,695.99	Utilities
482551	12/22/15	CDW LLC	45,687.94	Cañada Computer Purchases
482571	12/22/15	Goodwill Industries of San Francisco, San Mateo & N	25,827.00	Skyline Grant related Services
482580	12/22/15	MassMutual Retirement Service	41,635.55	Tax Shelter Annuities
482585	12/22/15	Nuventive, LLC	10,080.00	CSM Annual Managed Services
482592	12/22/15	Public Empl Ret Sys	1,512,932.71	Monthly Health Insurance Premium
482602	12/22/15	Sedgwick Claims Management Services. Inc.	24,108.50	Districtwide Annual Worker's Comp TPA Service Fees
482608	12/22/15	SMC College Ed Housing Corp - Canada Vista	73,618.00	Cañada Vista Monthly Rent Payment
482609	12/22/15	SMC College Ed Housing Corp - College Vista	46,835.00	College Vista Monthly Rent Payment
482619	12/22/15	Univision Local Media, Inc.	12,792.50	Skyline TV Advertising Services
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1601913	12/01/15	US Treasury - Federal Payroll Tax	1,817,547.35	Federal Payroll Tax
J1601913	12/01/15	EDD - State Payroll Tax	361,206.80	State Payroll Tax
J1601913	12/01/15	EDD - State Payroll Tax	15,262.62	State Tax-Disability Insurance
J1602294	12/18/15	US Treasury - Federal Payroll Tax	70,954.61	Federal Payroll Tax
J1602295	12/21/15	US Treasury - Federal Payroll Tax	1,731,916.79	Federal Payroll Tax
J1602295	12/21/15	EDD - State Payroll Tax	345,093.12	State Payroll Tax
J1602295	12/21/15	EDD - State Payroll Tax	11,904.10	State Tax-Disability Insurance
J1602108	12/09/15	State Teacher Retirement - Cash Balance	61,067.62	STRS Retirement-Cash Balance
J1602314	12/18/15	State Teacher Retirement - Cash Balance	47,347.32	STRS Retirement-Cash Balance
J1601935	12/03/15	State Teacher Retirement - Defined Benefit	809,045.90	STRS Retirement-Defined Benefit 95%
J1602109	12/08/15	State Teacher Retirement - Defined Benefit	41,250.12	STRS Retirement-Defined Benefit Bal
<u>SMCCCD Bookstores</u>				
115198	12/21/15	Jansport	11,399.21	Purchase Of Inventory
115222	12/21/15	Sysco Food Company of SF	11,561.96	Purchase Of Inventory
115182	12/21/15	American Express	22,132.94	Purchase Of Inventory
115210	12/21/15	Pearson Education, Inc	33,303.58	Purchase Of Inventory
115202	12/21/15	McGraw-Hill Companies	35,721.89	Purchase Of Inventory
115217	12/21/15	SM CC College District	209,942.62	Salaries & Benefits For Nove 2015
		Subtotal	13,391,779.50	90%
		Warrants Issued ≤ \$10,000	1,559,214.03	10%
		Total Non-Salary Warrants Issued	<u>14,950,993.53</u>	100%

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
DECEMBER 1-31, 2015  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
District Accounts Payable		Ck#481609-482624, DD66715-67325	9,207,455.94	
District Payroll		Ck#112189-112900, DD50102505-50104317	11,489,903.33	
SMCCCD Bookstores		Ck#115180-115227, EFT 94264	<u>412,317.88</u>	
		Total Warrants Including Salaries - DECEMBER 2015	<u><u>21,109,677.15</u></u>	

**BOARD REPORT NO. 16-2-2CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790

**APPROVAL OF DISTRICT ORGANIZATIONAL MEMBERSHIPS, 2015-16**

In Board policy 8.54, the District encourages, to the extent possible within financial restraints, college and staff affiliations with professional and educational organizations and associations to provide quality education to students and for the effectiveness and efficiency of the District and College operations.

The policy also states that all applications for membership shall be submitted to the Chancellor or his/her designee, and a list of all organizational memberships shall be submitted to the Board for approval. Attached is the list of all organizational memberships which the Executive Vice Chancellor has received as of December 31, 2015. Memberships requested since the last report to the Board are highlighted on the attachment.

**RECOMMENDATION**

It is recommended that the Board approve and accept all organizational memberships listed on the attached.

**SMCCCD Organizational Memberships as of 2016 (New Memberships highlighted in Blue)**

AAA Northern California, Nevada and Utah
Academic Senate for California Community Colleges
Access Text Network
Accreditation Council of Business Programs
Accrediting Commission for Community and Junior Colleges
Adult Learning Satellite Service (PBS) (KCSM)
AIGA
Alliance for Community College Innovation (formerly Comm. Coll. Leadership Inst./Leag. for Innovation in the Comm. College)
Alliance for Mentally Ill of San Mateo County
American Association for Higher Education
American Association for Women in Community Colleges (AAWCC)
American Association of Community and Junior Colleges
American Association of Community Colleges
American Association of Colleges & Universities (AAC&U)
American Association of University Women (AAUW)
American College Health Association
American Council on Education
American Council on Teaching of Foreign Language
American Design Drafting Association
American International Recruitment Council (AIRC)
American Payroll Association
American Political Science Association
American Public Television (formerly American Program Service) (KCSM)
American Society for Training and Development
American Society of Civil Engineers (ASCE)
American Society for Travel Agents
American Theatre Association
Art Hazards
Asian American Manufacturer's Association
Asian Business Association
Asian Pacific Islander Council
Associated Bodywork & Massage Professionals (ABMP)
Association for Education Communications and Technology (KCSM)

Association of American Colleges & Universities
Association of America's Public Television Stations (KCSM)
Association of Chief Human Resources Officers/Affirmative Action Officers
Association of College and University Telecommunications Administrators
Association of College Business Officers
Association of Collegiate Schools of Architecture
Association of Community and Continuing Education (ACCE)
Association of Community College Trustees
Association of Departments of English
Association of Instructional Administrators (AIA)
Association of Physical Plant Administrators
Association of Title IX Administrators
Auxiliary Organizations Association (Bookstore)
Bay Area Faculty Diversity Internship Project (BAFDIP)
Bay Area Shared Information Consortium (BASIC)
Bay Area World Trade Center
Bay Association of College Stores (Bookstore)
Belmont Chamber of Commerce
Board of Registered Nursing
Brisbane Chamber of Commerce
Burlingame Chamber of Commerce
California Association for Alcohol/Drug Educators
California Association for Counseling and Development
California Association for Institutional Research
California Association of College Stores (Bookstore)
California Association of Nurserymen
California Association of School Business Officials (CASBO)
California Association of Student Financial Aid Administrators (CASFAA)
California Association on Postsecondary Education and Disability
California Colleges for International Education
California Community College Admin. of Occupational Education
California Community College Association of Student Trustees (CCCAST)



**SMCCCD Organizational Memberships as of 2016 (New Memberships highlighted in Blue)**

California Community College Athletic Directors' Association
California Community College Baseball Coaches Association
California Community College Council for Staff and Organizational Development (4C/SD)
California Community College Fastpitch Coaches Association (3CFCA)
California Community College Chief Information Systems Officers' Association
California Community College Football Coaches Association
California Community College Internal Auditors
California Community College Men's Basketball Coaches Association
California Community College Women's Basketball Coaches Association
California Community College Mental Health and Wellness Association
California Community College Police Chiefs' Association
California Community College Soccer Coaches Association
California Community College Softball Coaches Association
California Community College Tennis Coaches Association
California Community College Track and Field Association
California Community College Women's' Basketball Coaches Association
California Community College Women's' Volleyball Coaches Association
California Community College Wrestling Coaches Association
California Community Colleges Chief Instructional Officers
California Community Colleges Chief Student Services Administrators Association (CCCCSSAA)
California Community Colleges EOPS Association
California Community Colleges Matriculation Professionals Association
California Cooperative Education Association
California Corporate College
California Landscape Contractors' Association
California Library Association
California Media & Library Educators' Association

California Newspaper Publishers Association
California Organization of Associate Degree Nursing Program Directors
California State Employees' Charitable Campaign (KCSM)
Center for International Trade Development
Chief Instructional Officers of the CCC
Childcare Coordinating Council
Coast Conference
College and University Personnel Association
College Art Association
Collegiate Stores Corporation (CSC) (Bookstore)
Commission on Dental Accreditation American Dental Association (ADA)
Committee on Allied Health Education and Accreditation
Committee on Chemistry in the Two-year Colleges
Committee on the Accreditation for Respiratory Care
Community College Alliance of MESA Directors (CCAMD)
Community College Baccalaureate Association
Community College Business Officers (CCBO)
Community College Consortium - Computers, Reading and Language Arts
Community College Facility Coalition (CCFC)
Community College Humanities Association
Community College Leadership Development Initiative Foundation
Comprehensive College Baccalaureate Association (CCBA)
Community Colleges Public Relations Organization
Council for Higher Education Accreditation
Council for Opportunity in Education (COE)
Council for Research Development
Council for the Arts - Palo Alto and Mid-Peninsula
Council of Chief Librarians - California Community Colleges
Daly City/Colma Chamber of Commerce
Daly City Partnership
Downtown Business Group of Redwood City
EDUCOM National Learning Infrastructure Initiative

**SMCCCD Organizational Memberships as of 2016 (New Memberships highlighted in Blue)**

English Council of California Two-year Colleges
Forum on Education Abroad
Foundation for California Community Colleges - UMOJA Consortium
Foster City Chamber of Commerce
Higher Education Recruitment Consortium
Hire-Ed
Hispanic Association of Colleges & Universities
Honors Transfer Council of California
Housing Leadership Council of San Mateo County
Health Services Association California Community College (HSACCC)
IIE Network
Institute of International Education
Instructional Technology Council
Intercollegiate Tennis Coaches' Association
International Accounts Payable Professionals, Inc.
International Consortium for Educational Economic Development
Joint Review Committee for Respiratory Therapy
Joint Review Committee on Education in Radiology Technology
Journalism Association of Community Colleges
League for Innovation
Learning Assessment Retention Consortium
Learning Resources Network
LOEX (Library Orientation Exchange), Eastern Michigan University
Menlo Park Chamber of Commerce
Middle College High School Consortium
Modern Language Association of America
Multimedia Development Group
Music Association, California Community Colleges
NAFSA: Association of International Educators
National Alliance of Business
National Association of Basketball Coaches
National Association of College Auxiliary Services (Bookstore)
National Association of College Stores (Bookstore)
National Association of Colleges and Employers (NACE)
National Association of Foreign Student Affairs

National Association of Minority Engineering Program Administrators
National Association of Public Television Stations
National Association of Student Financial Aid Administrators (NASFAA)
National Association of Student Personnel Administrations
National Collegiate Honors Council
National Commission for Cooperative Education
National Community College Council for Research and Planning
National Community Colleges Hispanic Council
National Council for Continuing Education & Training
National Council for Marketing & Public Relations
National Council for Occupational Education
National Council of Teachers of English
National Council on Student Development
National Fire Protection Association
National Institute for Staff and Organizational Development
National Kitchen & Bath Association
National Public Radio (KCSM)
National Soccer Coaches Association of America
Non-Profit Gallery Association
North American Council for Staff Program and Organizational Development, NCSPOD
Northern California Chief Business Officials
Northern California Community College Computer Consortium
Northern California Community College Consortium - Affirmative Action
Northern California Football Alliance
Northern California Intersegmental Articulation
Northern California Track & Cross Country Coaches Association
Online Learning Consortium
Overseas Association for College Admission Counseling
Pacific Association College Registrars & Admissions Officers (PACRAO)
Pacific Coast College Health Association (for District Health Council)
Pacifica Chamber of Commerce
Palo Alto Chamber of Commerce

**SMCCCD Organizational Memberships as of 2016 (New Memberships highlighted in Blue)**

President's Round Table
Public Agency Risk Managers Association (PARMA)
Public Radio Program Directors Association (KCSM)
Public Television Programmer's Association (KCSM)
Professional and Organizational Development (POD) Network in Higher Education
Radio Research Consortium (KCSM)
Recording for the Blind and Dyslexic
Redwood City Chamber of Commerce
Redwood City Downtown Business Group
RP Group
SACNAS
San Bruno Chamber of Commerce
San Bruno Rotary Club
San Carlos Chamber of Commerce
San Francisco African American Chamber of Commerce
San Francisco Black Chamber of Commerce
San Francisco Chamber of Commerce
San Francisco Hispanic Chamber of Commerce
San Francisco Legal Assistant Association
San Mateo Chamber of Commerce
San Mateo Consortium of Quality Programs
San Mateo Council of Non Profits
San Mateo County Economic Development Association (SAMCEDA)
San Mateo County Employer Advisory Council
San Mateo County Fire Training Officers' Association
San Mateo County School Boards Association
School Employers' Association of Northern California
School Project for Utility Rate Reduction (SPURR) - dues are built into gas costs.
Silicon Valley Leadership Group
Society for College and University Planning (SCUP)
Society for Advancement of Chicanos and Native Americans in Science (SACNAS)
Society of Hispanic Professional Engineers
South San Francisco Chamber of Commerce
Specialty Equipment Market Association (SEMA)
State Association of Fire Educators

StudyCalifornia
Teachers of English to Speakers of Other Languages
The Democracy Commitment
Transfer Center Directors Association of California Community Colleges
Tutor Tutor
U.S. Green Building Council
Western Association for College Admission Counseling
Western Intercollegiate Consortium on Education in Radiologic Technology
Western Regional Honors Council
WESTOP
Women in International Trade (Northern California Chapter)
Workforce Alliance
World Affairs Council of Northern California

**BOARD REPORT NO. 16-2-3CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jamillah Moore, Ed.D., Interim Vice Chancellor, Educational Services and Planning, 358-6890

**APPROVAL OF CURRICULAR ADDITIONS AND MODIFICATIONS  
CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE**

The addition of forty-eight courses and two Certificates of Achievement to the College catalogs is proposed by Cañada College, College of San Mateo and Skyline College at this time. Seven courses have been reactivated and three courses have been modified. Additionally, seventeen courses are proposed to be offered in the distance education mode.

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

**RECOMMENDATION**

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

San Mateo County Community College District

February 17, 2016

PREPARED BY: Gregory Anderson, Vice President, Instruction  
Cañada College

APPROVED BY: Danielle Behonick, Curriculum Committee Chair  
Cañada College

Douglas Hirzel, Academic Senate President  
Cañada College

Lawrence Buckley, President  
Cañada College

## **PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE**

### **COURSE DESCRIPTIONS AND JUSTIFICATIONS**

#### **ART**

113 GREAT MUSEUMS OF AMERICA (3.0) (day or evening)

Justification: This course is for all students, but is particularly relevant to students working for the Art History Certificate who wish to pursue a degree, and a career in museum studies and museum work.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: A cultural and historic survey of the collections of America's great art museums. This museum studies course traces the evolution of collecting and exhibiting art in America from the 18th century to the present, with emphasis on the history of the works of art in each museum. Museums of New York, Wash., D.C., Boston, Chicago and Philadelphia are included.

Classification: AA/AS Degree; Certificate; CSU transferable.

#### **BUSINESS**

125 INTERNATIONAL BUSINESS (3.0) (day or evening)

Justification: BUS. 335 is being deleted and replaced with BUS. 125 in order to align with courses offered at College of San Mateo.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100.

Description: Introduction to the theories and practices of international business. Various environmental, economic, political, and social constraints on doing business abroad are explored. Topics include: political

economy of international trade and investment, global monetary system, foreign market analysis and firms' operational strategy; management issues and challenges.

Classification: AA/AS Degree; Certificate; CSU/UC transferable.

401 BUSINESS COMMUNICATIONS (3.0) (day or evening)

Justification: BUS. 108 is being deleted and replaced with BUS. 401 in order to align with other courses offered within the District.

Prerequisite: ENGL 100.

Recommended Preparation: None.

Description: An overview of effective business communication skills and their direct relationship to workplace success. Emphasis is placed on the planning, organizing, composing, and revising of business documents such as letters, memos, reports, and emails. Presentation skills, professional behavior in the workplace, and current communication technologies are included with an emphasis on real world problem solving. Digital communication topics include presentation software, emails, business-relevant social media, and mobile technologies.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU transferable.

680CB STARTUP FOR ARTISTS, DESIGNERS AND CREATORS (3.0) (day or evening)

Justification: This course is designed for students of various disciplines who wish to start their business. It provides practical knowledge on how to start a business--from getting a business license to getting your first customer. Topics include: opportunity recognition, marketing, social media strategy, customer service, financing with limited resources, planning and managing a business, legal aspects, and special issues for independent contractors and freelancers in business.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: This course is designed for students of various disciplines who wish to start their business. It provides practical knowledge on how to start a business--from getting a business license to getting your first customer. Topics include: opportunity recognition, marketing, social media strategy, customer service, financing with limited resources, planning and managing a business, legal aspects, and special issues for independent contractors and freelancers in business.

Classification: AA/AS Degree; CSU transferable.

## **KINESIOLOGY, ATHLETICS AND DANCE – FITNESS**

227.1 TRX® SUSPENSION TRAINING I (1.0) (day or evening)

Justification: The Kinesiology Department is expanding its department offerings with a course that introduces students to the latest fitness equipment and trends. This course serves as an option for students who need to complete their activity requirements for graduation, and can meet Kinesiology core degree requirements as



well. Community members who are looking for another option with lifelong physical activity can also benefit from this course.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: An introductory group exercise class utilizing the TRX® Suspension Trainer. Muscular strength, balance, flexibility, and core stability are trained via leveraging gravity to complete bodyweight exercises in three of the six TRX® foundational movement categories. Topics include proper set-up, safe practices, philosophy of suspension training, and proper exercise technique.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU transferable.

#### 227.2 TRX® SUSPENSION TRAINING II (1.0) (day or evening)

Justification: The Kinesiology Department is expanding its department offerings with a course that introduces students to the latest fitness equipment and trends. This course serves as an option for students who need to complete their activity requirements for graduation, and can meet Kinesiology core degree requirements as well. Community members who are looking for another option with lifelong physical activity can also benefit from this course.

Prerequisite: FITN 227.1.

Recommended Preparation: None.

Description: Continuation of FITN 227.1. Includes a review of proper set-up, safe practices, philosophy of suspension training, and proper exercise technique. The remaining three TRX® foundational movement categories are introduced.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU transferable.

#### 227.3 TRX® SUSPENSION TRAINING III (1.0) (day or evening)

Justification: The Kinesiology Department is expanding its department offerings with a course that introduces students to the latest fitness equipment and trends. This course serves as an option for students who need to complete their activity requirements for graduation, and can meet Kinesiology core degree requirements as well. Community members who are looking for another option with lifelong physical activity can also benefit from this course.

Prerequisite: FITN 227.2.

Recommended Preparation: None.

Description: Continuation of FITN 227.2. Includes a review of proper set-up, safe practices, philosophy of suspension training, and proper exercise technique. The TRX® Rip Trainer is introduced as a supplemental tool to incorporate rotational training.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU transferable.

#### 227.4 TRX® SUSPENSION TRAINING IV (1.0) (day or evening)

**Justification:** The Kinesiology Department is expanding its department offerings with a course that introduces students to the latest fitness equipment and trends. This course serves as an option for students who need to complete their activity requirements for graduation, and can meet Kinesiology core degree requirements as well. Community members who are looking for another option with lifelong physical activity can also benefit from this course.

**Prerequisite:** FITN 227.3.

**Recommended Preparation:** None.

**Description:** Continuation of FITN 227.3. Includes a review of proper set-up, safe practices, and proper exercise technique for the TRX® Suspension Trainer and Rip Trainer. The Functional TRX model introduces add-on modalities in the form of smash balls, heavy ropes, kettlebells, and sandbags.

**Classification:** AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU transferable.

### **KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY**

137 STUDENT ATHLETE SKILLS FOR SUCCESS I (1.0) (day or evening)

**Justification:** This course is designed to provide support for student athletes currently enrolled in our Intercollegiate Programs here at Cañada College.

**Prerequisite:** None.

**Recommended Preparation:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

**Description:** Designed to introduce student athletes to the demands of collegiate academics. This course aids in the introduction to the common challenges of students participating in competitive collegiate sports; including student athlete schedule management, teacher-player communication, and athletic transfer requirements in congruence with CCCAA, NAIA, and NCAA bylaws and guidelines. Student athletes participate in athletic planning, and academic monitoring.

**Classification:** AA/AS Degree; CSU transferable.

### **KINESIOLOGY, ATHLETICS AND DANCE – TEAM**

132.1 FLAG FOOTBALL I (1.0) (day or evening)

**Justification:** The Department has added Team 132.1 to our current list of activity course offerings for the AA and AA-T in Kinesiology. This course adds diversity to the current types of courses that students are able to take to fulfill their GE and Major requirements.

**Prerequisite:** None.

**Recommended Preparation:** Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

**Description:** This course provides beginning skills in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competitions are used.

**Classification:** AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU transferable.

**132.2 FLAG FOOTBALL II (1.0) (day or evening)**

Justification: The Department has added Team 132.2 to our current list of activity course offerings for the AA and AA-T in Kinesiology. This course adds diversity to the current types of courses that students are able to take to fulfill their GE and Major requirements.

Prerequisite: TEAM 132.1.

Recommended Preparation: None.

Description: Continuation of TEAM 132.1. Provides intermediate skills in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competitions are used.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU transferable.

**PROPOSED CURRICULAR REACTIVATIONS – CAÑADA COLLEGE****MUSIC**

373 Guitar III  
374 Guitar IV

**PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE****KINESIOLOGY - FITNESS**

335.1 Pilates I  
335.1 Pilates II  
335.1 Pilates III  
335.1 Pilates IV

**PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE**

Cañada College proposes to offer a Certificate of Achievement in the following program:

**BUSINESS**

**Business Information Worker – Certificate of Achievement (18 units)**

San Mateo County Community College District

February 17, 2016

PREPARED BY: Sandra Stefani Comerford, Vice President, Instruction  
College of San Mateo

APPROVED BY: Teresa Morris, Chair, Curriculum Committee  
College of San Mateo

David Laderman, President, Academic Senate  
College of San Mateo

Michael Claire, President  
College of San Mateo

## **PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO**

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **ACCOUNTING**

106 ACCOUNTING CYCLE SURVEY (1) (day or evening; distance education)

Justification: Mastery of the accounting cycle is critical factor for success in every accounting class. The accounting cycle is the basis for recording accounting transactions and for preparing financial statements. Every accounting class uses the accounting cycle as the starting point for recording transactions, analyzing financial information, and communicating financial information.

Prerequisite: None.

Recommended Preparation: None.

Description: Survey of accounting cycle concepts and applications. Topics include the balance sheet equation, journal entries, general ledger accounts, the trial balance, adjusting journal entries, and preparation of financial statements. This course provides foundational skills that will help students succeed in all other accounting courses. Students may use this course as preparation for future accounting classes or as a review. The CPA exam includes questions based on the accounting cycle, so this course will help students prepare for the CPA exam. [CPE Hours: CPA, 16 Hours]

Classification: AA/AS Degree; CSU transferable.

107 TIME VALUE OF MONEY SURVEY (1) (day or evening; distance education)

Justification: The time value of money concept is the basis for recording all accounting transactions when a dollar amount will be exchanged more than one year in the future. The time value of money concept is one of the topics in several accounting classes but coverage is limited. A separate course would meet the needs of students with weak academic skills, and for those who need more in-depth review.

Prerequisite: None.

Recommended Preparation: None.

Description: Survey of the time value of money (TVM) concept. Topics include calculation of present values and future values for single amounts and annuities. The TVM concept will be applied to problems

commonly found in accounting such as notes, bonds, and leases. This course provides foundational skills that will help students succeed in all other accounting courses. Students may use this course as preparation for future accounting classes or as a review. The CPA exam includes questions based on the time value of money concept, so this course will help students prepare for the CPA exam. [CPE Hours: CPA, 16 Hours]

Classification: AA/AS Degree; CSU transferable.

167 ADVANCED ACCOUNTING (4) (day or evening; distance education)

Justification: This course is the next level course in the Intermediate Accounting I and II series. Students have requested this course to complete their preparation of the financial accounting series.

Prerequisite: None.

Recommended Preparation: ACTG 121 and ACTG 161.

Description: Accounting for consolidations, investments in other corporations, foreign currency transactions, and partnerships. Advanced Accounting is the last in the series of financial accounting courses and may be considered “Intermediate Accounting III.” This course is part of the CPA Exam Preparation Series, which is intended to meet the education requirement to sit for the CPA exam. Students who intend to transfer should take this course at their transfer school. [CPE Hours: CPA, 64 hours]

Classification: AA/AS Degree; CSU transferable.

## **ART**

213 LIFE DRAWING II (3) day or evening)

Justification: This second semester of life drawing will allow students to go beyond the basics and work on creating a distinctive body of work with a number of different media from the live model.

Prerequisite: ART 207.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848 or ESL 400.

Description: Continued study of the human form as art using the techniques and materials of drawing in graphite, charcoal, pastel, ink, and mixed media. Application of more advanced studies of anatomy and expressive representations of the human figure in different environments. Studio practice drawing from live models.

Classification: AA/AS Degree; CSU transferable.

251 ACRYLIC III (3) (day or evening)

Justification: Proficiency in painting is one of the main criteria for admission to art schools and galleries. Students cannot obtain proficiency, including finding a cohesive style, or assemble a portfolio of twenty paintings during just two semesters. The addition of two more semesters for both Oil and Acrylic Painting is part of the 2D Art Program's ongoing goal to prepare students to successfully transfer or to achieve active careers in art.

Prerequisite: ART 226.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848 or ESL 400.

Description: The third semester of acrylic painting introduces students to advanced painting techniques and artistic context, with an increasing emphasis on personal style and meaning.

Classification: AA/AS Degree; CSU transferable.

252 ACRYLIC IV (3) (day or evening)

Justification: Proficiency in painting is one of the main criteria for admission to art schools and galleries. Students cannot obtain proficiency, including finding a cohesive style, or assemble a portfolio of twenty paintings during just two semesters.

Prerequisite: ART 251.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848 or ESL 400.

Description: The fourth semester of Acrylic Painting builds and expands upon the intermediate advanced painting techniques introduced in Acrylic Painting III, with further exploration of personal style, meaning and artistic context.

Classification: AA/AS Degree; CSU transferable.

398 DOCUMENTARY PHOTOGRAPHY 3 (3) (day or evening)

Justification: As part of our instructional planning process, the CSM Photography department has long sought to include documentary photography as part of the curriculum. Using digital cameras students will learn the ethical practices of documentary photography by making photographs where honesty, integrity and clarity are understood and followed. This provides a long needed balance to our current courses that focus on image making from an interpretive point of view.

Prerequisite: ART 397.

Recommended Preparation: None.

Description: Designed for students with digital photography skills. Students create a single portfolio of documentary photographs. Lectures address the history of documentary photography, social impact and how to convey information with clarity and honesty. A major emphasis is choosing a project and developing a point of view. Class critiques guide each project. A materials fee as shown in the schedule of classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

399 DOCUMENTARY PHOTOGRAPHY 4 (3) (day or evening)

Justification: As part of our instructional planning process, the CSM Photography department has long sought to include documentary photography as part of the curriculum. Using digital cameras students will learn the ethical practices of documentary photography by making photographs where honesty, integrity and clarity are understood and followed. This provides a long needed balance to our current courses that focus on image making from an interpretive point of view.

Prerequisite: ART 398.

Recommended Preparation: None.



Description: Designed for students with advanced documentary skills. Lectures address group collaboration, planning and conveyance of information. A major emphasis is developing a rapport with the subject. A materials fee as shown in the schedule of classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

## **COMPUTER AND INFORMATION SCIENCE**

### 133 NoSQL DATABASES (3) (day or evening; distance education)

Justification: New course in NoSQL (not only SQL) Databases recommended by the CIS Advisory Committee. When compared to relational databases, NoSQL databases are more scalable and provide superior performance, and their data model addresses several issues that the relational model is not designed to address, such as large volumes of structured, semi-structured, and unstructured data, with an efficient, highly-scalable architecture. The course will become part of the Certificate of Specialization in Data Science, the Certificate of Specialization in Database Programming, the AS Degree in Web and Mobile Application Development, and the Certificate of Completion in Web and Mobile Application Development. It will also be an elective in the AS Degree in Computer Science Applications and Development, and the Certificate of Completion in Computer Science Applications and Development, and the Certificate of Specialization in Internet Programming.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848; and CIS 254.

Description: Introduction to non-relational (NoSQL) data models, such as Key-Value, Document, Column, Graph and Object-Oriented database models. Advantages and disadvantages of the different data architecture patterns will be discussed. Hands-on experience with a representative sample of open-source NoSQL databases will be provided. The rapid and efficient processing of data sets with a focus on performance, reliability, and agility will be covered. Big Data, distributed and cloud computing concepts will be introduced. Intended for students with previous programming experience.

Classification: AA/AS Degree; Certificate; CSU transferable.

### 140 R PROGRAMMING FOR BIG DATA (4) (day or evening; distance education)

Justification: We are developing a Data Science curriculum based on CIS Advisory Board input. The R programming language is currently one of the top 10 languages. R is used for Big Data programming. This course will be a requirement for a new Data Science Certificate of Specialization.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848; and CIS 254.

Description: Introduction to the field of Big Data, its concepts and technologies, as well as R programming. Students will explore the roles of a data scientist in terms of network architecture, data analytics and predictive analysis. Fundamental questions of data science and scenarios appropriate for each will be discussed. Differentiation among raw data, clean data, and tidy data; and tools to convert data to/from these formats will be covered. Effective management of large data in single and distributed computing environments, including managing data redundancy and failures, will be covered. Testing, correlation, clustering, and data visualization will be introduced. Intended for students with previous programming experience.

Classification: AA/AS Degree; Certificate; CSU transferable.

264 COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE (3) (day or evening; distance education)

Justification: In response Student Transfer Achievement Reform Act, the Computer and Information Science department is revising courses to conform to the Transfer Model Curriculum designated by the C-ID Infrastructure. In addition to the department's existing courses, a course in Computer Architecture is needed for CSM to be able to provide an AS-T degree in Computer Science.

Prerequisite: MATH 120 and CIS 254.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848 or ESL 400.

Description: This course examines the organization and behavior of real computer systems at the assembly language level. The mapping of high level language statement to machine language code is studied. Topics include instruction cycle, number conversion, data representation, instruction representation, addressing, indexing, and subroutine linkage. A materials fee as shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

## **COSMETOLOGY**

758 ADVANCED TECHNIQUES/PHOTO SHOOT (3.5) (day or evening)

Justification: This course is being developed to emphasize the use of critical thinking skills to create a total look, work in a group setting, and strengthen academic and career and technical skills through the integration of academics in a work-based learning experience. Advisory Board meetings discuss industry trends and expectations for newly licensed cosmetologists. Industry expectations are evolving and place more emphasis on the need for training in advanced techniques in hair, make-up, and nails to produce event ready work.

Prerequisite: COSM 712 and COSM 722.

Recommended Preparation: None.

Description: Study of theoretical and practical application of: advanced techniques in hair, make-up, nails and health and safety provisions prescribed by the California Board of Barbering and Cosmetology as applied to a professional photo shoot group project. Students practice critical thinking skills to create a group theme, identify, apply, and utilize correct products and equipment. Emphasis is placed on learning professional group dynamics and photo shoot etiquette creating a work-based learning experience that will prepare students for future employment. A materials fee as shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; Certificate; not transferable.

759 ADVANCED HAIR SPECIALTIES (3.5) (day or evening)

Justification: This course is being developed to emphasize the use of critical thinking skills to create a total look using advanced hair enhancement techniques, work in a group setting, and strengthen academic, career and technical skills through the integration of academics in a work-based learning experience. Advisory Board meetings discuss industry trends and expectations for newly licensed cosmetologists. Industry expectations are evolving and place more emphasis on the need for training in advanced hair techniques

that include extensions, wigs, toupees, braiding, and the aesthetically pleasing/appropriate use of adornments to produce event ready work.

Prerequisite: COSM 712 and COSM 722.

Recommended Preparation: None.

Description: Study of theoretical and practical application covering: advanced techniques in hair enhancement, career opportunities in specialized cosmetology fields, and health and safety provisions prescribed by the California Board of Barbering and Cosmetology. Participation in individual and group activities utilizing critical thinking skills to strengthen academic, career and technical skills by direct participation in academic/work-based learning experiences while practicing hair enhancement services. Study of career opportunities in the specialized cosmetology field of hair enhancements. A materials fee as shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; Certificate; not transferable.

## **DENTAL ASSISTING**

790 REGISTERED DENTAL ASSISTANT (RDA) PRACTICAL REVIEW (0.5) (day or evening)

Justification: This one-day course will prepare the recent graduating student to take the California Registered Dental Assistant practical exam. Due to testing scheduling, the students are subject to a three-month waiting period that reduces their competency to perform such skills.

Prerequisite: Student that graduated from the CSM dental assisting program in the previous (same year) Spring.

Recommended Preparation: None.

Description: This one-day course will prepare the student to perform each Registered Dental Assistant (RDA) function required in the State of California Practical Exam to the stated criteria of the Dental Board of California.

Classification: Not degree applicable; not transferable.

## **ETHNIC STUDIES**

106 OCEANIA & THE ARTS (3) (day or evening)

Justification: This course came about by student demands for more courses in the Pacific. The creation of this course will help to build a certificate program in Critical Pacific Islands Studies which will ultimately increase retention, degree completion, and transfer rates of Pacific Islander students.

Prerequisite: None.

Recommended Preparation: None.

Description: A survey of traditional and contemporary art across Oceania (Pacific Islands). Emphasis on literature, dance, music, visual arts, film, and museums. From an interdisciplinary and cross-cultural approach, the course explores the underlying unity of Pacific cultures and their engagement with both western and non-western societies, colonization, and diasporic communities.

Classification: AA/AS Degree; Certificate; CSU transferable.

### **KINESIOLOGY, ATHLETICS AND DANCE - TEAM**

180 VOLLEYBALL – APPLICATIONS IN TEAM TACTICS (.5-1) (day or evening)

Justification: This course is designed to enhance the team skills during the off-season for intercollegiate volleyball players.

Prerequisite: None.

Recommended Preparation: Interscholastic volleyball or the equivalent.

Description: This course is designed to enhance team tactics utilizing theoretical concepts pertinent to competing in intercollegiate volleyball. Students will compete in numerous competitive drills, creating challenging team driven, game-like scenarios to prepare for the competitive season. Demonstration of appropriate skill level is required and evaluated by instructor. May be taken four times for a maximum of 4 units.

Classification: AA/AS Degree; CSU transferable.

182 INDIVIDUAL VOLLEYBALL TRAINING (.5-1) (day or evening)

Justification: This course is designed to enhance the individual skills of intercollegiate volleyball players. The course will be offered to supplement the intercollegiate class outside of the season and to provide opportunities for players to work on skill development.

Prerequisite: None.

Recommended Preparation: A high level of volleyball participation is recommended for the safety of students and the progression (skill development) of the class.

Description: Focuses on mastering individual skills within team concepts. It is designed to improve the individual technique of students wishing to play intercollegiate community college volleyball. Students participate in numerous individual competitive drills and volleyball conditioning to improve fundamental techniques. Demonstration of appropriate skill level is required, and monitored by instructor. May be taken four times for a maximum of 4 units.

Classification: AA/AS Degree; CSU transferable.

### **PROPOSED CURRICULAR REACTIVATIONS – COLLEGE OF SAN MATEO**

#### **PHILOSOPHY**

- 160 History of Ancient Philosophy
- 175 History of Modern Philosophy

#### **PHYSICS**

- 101 Conceptual Physics Lab

### **PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – COLLEGE OF SAN MATEO**

#### **ACCOUNTING**

- 106 Accounting Cycle Survey
- 107 Time Value of Money Survey
- 167 Advanced Accounting

**COMPUTER AND INFORMATION SCIENCE**

- 133 NoSQL Databases
- 140 R Programming for Big Data
- 264 Computer Architecture and Assembly Language

**ECONOMICS**

- 100 Principles of Macroeconomics
- 102 Principles of Microeconomics

**ENGINEERING**

- 260 Circuits and Devices

**HISTORY**

- 260 Women in American History

**PHYSICS**

- 150 Preparation for Physics
- 260 Physics with Calculus

**PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO**

**BUILDING INSPECTION TECHNOLOGY**

- 710 Advanced Building Inspection

**COUNSELING**

- 240 College and Academic Success

**LEARNING CENTER**

- 240 College and Academic Success

San Mateo County Community College District

February 17, 2016

PREPARED BY: Sarah F. Perkins, Vice President, Instruction  
Skyline College

APPROVED BY: John Ulloa, Curriculum Committee Co-Chair  
Skyline College

Dennis Wolbers, Curriculum Committee Co-Chair  
Skyline College

Kathryn Browne, Academic Senate President  
Skyline College

Regina Stanback Stroud, President  
Skyline College

## **PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE**

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **ART**

##### 425.2 STUDIO PRACTICES IN PHOTOGRAPHY II (3.0) (day or evening)

Justification: This is a second level transferable course in studio lighting design for photographic endeavors and builds upon the basic techniques introduced in ART 425.1. The course is envisioned to help complete the curriculum for a future certificate in photography.

Prerequisite: ART 425.1 or equivalent.

Recommended Preparation: Eligibility for ENGL 100, or equivalent.

Description: Continuation of ART 425.1 introducing intermediate to advanced applications of materials and techniques often used in the design of lighting for specialized photographic effects and projects. A further exploration of the principles and practices used in lighting control to achieve specific aesthetic objectives in still photographic images.

Classification: AA/AS Degree; Certificate; CSU transferable.

#### **AUTOMOTIVE TECHNOLOGY**

##### 665S7 2017 SMOG CHECK UPDATE (1.0) (day or evening)

Justification: This course meets the latest Bureau of Automotive Repair course requirements for automotive professionals who need to renew their Smog Check Technician Repair license.

Prerequisite: None.



Recommended Preparation: None.

Description: Designed for automotive professionals who need to meet the 2017/2018 Smog Check Technician Repair licensing renewal requirements.

Classification: AA/AS Degree; CSU transferable.

## **BUSINESS**

161 CREATIVITY AND INNOVATION IN ENTREPRENEURSHIP (3.0) (day or evening)

Justification: This course is the foundation of the revised Entrepreneurship and Small Business Management Certificate of Achievement. It was created to give both business and non-business majors the opportunity to utilize creative strategies and techniques in order to create a successful business. According to the Small Business Administration, "small businesses represent 99.7 percent of all U.S. businesses."

Prerequisite: None.

Recommended Preparation: None.

Description: Emphasis on creativity and innovation as a strategic process. Includes the role of risk-taking in entrepreneurship, opportunities that lead to successful business ventures, and the examination of personality traits of successful entrepreneurs. Intended for potential or present entrepreneurs with no prior business experience.

Classification: AA/AS Degree; Certificate; CSU transferable.

166 THE BUSINESS PLAN (3.0) (day or evening)

Justification: This is the capstone course of a revamped Certificate of Achievement in Entrepreneurship and Small Business Management. The course is being developed under a mini-grant from California's Doing What Matters for Small Business initiative. The course targets aspiring entrepreneurs and small business managers, guiding them in the creation of a realistic business plan.

Prerequisite: BUS. 163 and BUS. 180, or equivalent.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent; and completion of MATH 110, or MATH 111 and MATH 112, or equivalent.

Description: Preparation of a compelling and well-researched business plan to be used as a guide for starting or managing a small business. Emphasis is placed on formulation of effective strategies with the goal of achieving sustainable market advantage within the political, social and economic environment. The role of business incubators as a means of leveraging physical and intellectual resources to accelerate and ensure the success of entrepreneurial businesses is also examined.

Classification: AA/AS Degree; Certificate; CSU transferable.

## **DIGITAL MEDIA AND DESIGN**

476 DIGITAL FILMMAKING II (3.0) (day or evening)

Justification: This is one of three new digital filmmaking production courses under Digital Media and Design. These courses will form the planned Digital Filmmaking degree and certificate program.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent; and DMAD 475 or equivalent.

Description: This intermediate hands-on production course will cover the various film crew positions, including director, cinematographer, boom operator, audio engineer, production assistant and script supervisor. Students will gain experience working together as a film crew to produce various digital filmmaking projects. Other topics include single camera production, multiple camera production, and artificial lighting techniques.

Classification: AA/AS Degree; Certificate; CSU transferable.

477 DIGITAL FILMMAKING III (3.0) (day or evening)

Justification: This is one of three new digital filmmaking production courses under Digital Media and Design. These courses will form the planned Digital Filmmaking degree and certificate program.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent; and DMAD 475 and DMAD 476, or equivalent.

Description: This advanced hands-on production course will concentrate on writing, directing and teamwork. Students will work together with actors and produce several short films in class. Other topics include basic original screenwriting, pre-production and advanced editing.

Classification: AA/AS Degree; Certificate; CSU transferable.

478 AUDIO FOR DIGITAL FILMMAKING (3.0) (day or evening)

Justification: This is one of three new digital filmmaking production courses under Digital Media and Design. These courses will form the planned Digital Filmmaking degree and certificate program.

Prerequisite: None.

Recommended Preparation: DMAD 475, DMAD 476 and DMAD 477, or equivalent.

Description: Audio production techniques in the digital filmmaking process. Hands-on production begins with basic audio principles and digital audio fundamentals, including sound characteristics, sampling rates, bit depth, codecs, and file types. Other topics include location recording, editing and mixing.

Classification: AA/AS Degree; Certificate; CSU transferable.

## **ENERGY SYSTEMS TECHNOLOGY MANGEMENT**

480 ENERGY SUMMER CAMP (2.0) (day or evening)

Justification: This course has been developed to introduce students to concepts in sustainability and energy conservation and to create a pathway of interest in the Energy Systems Technology Management program.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Description: Introduces students to topics in energy efficiency, renewable energy, and basics of business management for the built environment and sustainability. Modules include energy efficiency and solar project assessment and proposals, installation techniques, entrepreneurship, business communications, and marketing/sales strategy. Survey of careers and companies. Students will complete a social-media video and portfolio. Preparation for science, technology and business students.

Classification: AA/AS Degree; Certificate; CSU transferable.

880SB CONSTRUCTION BASICS II (2.5) (day or evening)

Justification: This experimental course has been developed to meet the needs of the High School Bridge Project. This course will be the second semester or Part 2 of the ESTM 880SA Construction Basics I course previously developed.

Prerequisite: None.

Recommended Preparation: ESTM 880SA or equivalent.

Description: Course focused on fundamental carpentry knowledge, skills and abilities learned in ESTM 880SA. This course will expand on student knowledge by introducing topics such as rudimentary mechanical, electrical and plumbing installation.

Classification: Not degree applicable; not transferable.

880SC PROJECT MANAGEMENT SITE EXPLORATION (0.5) (day or evening)

Justification: This course will provide exposure to active construction sites and engagement with construction management professionals. It is proposed as experimental in preparation for creating a permanent course to be applied to a future Construction Management certificate.

Prerequisite: None.

Recommended Preparation: None.

Description: Project management site exposure and perspective by visiting active construction worksites and engaging with construction management professionals in the field. Students will be exposed to a variety of construction projects in order that they may better understand types of construction and the management methods employed.

Classification: Not degree applicable; not transferable.

880SD OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION CONSTRUCTION INDUSTRY (1.0) (day or evening)

Justification: OSHA training and certification are essential to all workers and worksites, particularly in the construction industry. This course is proposed as experimental in preparation for creating a permanent course to be applied to a future Construction Management certificate. The course will enhance student learning and provide an important credential necessary to success in the industry.

Prerequisite: None.

Recommended Preparation: None.

Description: Occupational Safety and Health Administration (OSHA) standards, policies and procedures in the construction industry. Topics include scope and application of the OSHA Construction Standards, construction safety and health principles, and special emphasis on those areas in construction that are most hazardous. Upon course completion students will have the ability to define construction terms found in the OSHA Construction Standards, identify hazards which occur in the construction industry, locate and determine appropriate OSHA Construction Standards, policies and procedures, and describe the use of the OSHA Construction Standards and regulations to supplement an ongoing safety and health program.

Classification: Not degree applicable; not transferable.

## **ENGINEERING**

### 260 CIRCUITS AND DEVICES (3.0) (day or evening)

Justification: ENGR 260 is proposed at Skyline College to support engineering transfer pathways for Skyline College students, especially those students who are otherwise unable to complete this requirement without a local offering of the course (due to transportation and scheduling conflicts). Addition of this course is also needed to fulfill the State approved C-ID Intersegmental Model Curriculum for transfer pathways in engineering. The addition of this course (and its lab component) to our existing courses in Chemistry, Computer Science, Mathematics, Physics and Engineering will complete the set of courses listed on C-ID Model Curricula in the Electrical Engineering track. The proposed course is intended to be offered in Fall Semesters only to complement the Spring-only offerings at Skyline's sister colleges. Consultation with Engineering department chairs at CSM and Canada College has occurred and both faculty members support a Fall semester offering at Skyline College, stating that it will be a valuable resource for students.

Prerequisite: MATH 252 or equivalent; and PHYS 260 or equivalent.

Recommended Preparation: Eligibility for ENGL 100, or equivalent; and completion of or concurrent enrollment in MATH 275.

Description: An introduction to the analysis of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, transformers, and switches. Natural and forced responses of first and second order RLC circuits, phasors, steady-state sinusoidal analysis, AC power calculations, power transfer, three-phase circuits, and energy concepts. Characteristics and circuit models of electronic devices including diodes and transistors.

Classification: AA/AS Degree; CSU transferable.

### 261 CIRCUITS AND DEVICES LABORATORY (1.0) (day or evening)

Justification: ENGR 261 is proposed at Skyline College to support engineering transfer pathways for Skyline College students, especially those students who are otherwise unable to complete this requirement without a local offering of the course (due to transportation and scheduling conflicts). Addition of this course is also needed to fulfill the State approved C-ID Intersegmental Model Curriculum for transfer pathways in engineering. The addition of this course (and its lecture component) to our existing courses in Chemistry, Computer Science, Mathematics, Physics and Engineering will complete the set of courses listed on C-ID Model Curricula in the Electrical Engineering track. The proposed course is intended to be offered in Fall Semesters only to complement the Spring-only offerings at Skyline's sister colleges. Consultation with Engineering department chairs at CSM and Canada College has occurred and both faculty members support a Fall semester offering at Skyline College, stating that it will be a valuable resource for students.

Prerequisite: Completion of or concurrent enrollment in ENGR 260.

Recommended Preparation: Eligibility for ENGL 100, or equivalent; and completion of or concurrent enrollment in MATH 275.

Description: An introduction to the design, construction and measurement of electrical circuits. Basic use of electrical test and measurement instruments, including multimeters, oscilloscopes, power supplies, function generators, and network and spectrum analyzers. Use of circuit simulation software. Interpretation of measured and simulated data based on principles of circuit analysis for DC, transient and sinusoidal steady-state (AC) conditions. Practical considerations, including component value tolerance and non-ideal aspects of measurement instruments. Design, measurement and analysis of circuits with resistors, inductors, capacitors, transformers, diodes, transistors and operational amplifiers.

Classification: AA/AS Degree; CSU transferable.

## **GEOLOGY**

695 INDEPENDENT STUDY IN GEOLOGY (0.5-3.0) (day or evening)

Justification: This course will allow Earth and Environmental Science students to gain more hands-on experience through field and research-related work. This course is intended primarily for students majoring in these fields to gain exposure to field and research techniques, but will also be open to non-major students.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Description: Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline.

Classification: AA/AS Degree; CSU transferable.

## **LEARNING SKILLS**

**890 MATH JAM (0.0) (day or evening)**

Justification: In an effort to prepare new and continuing math students, Skyline College has created Math Jam, a non-credit, supplemental, intensive program offered during Fall and Winter intersessions. This course articulates the curriculum and instruction for this intensive program. LSKL 890 is a supplemental learning assistance course intended to support several levels of math.

Prerequisite: None.

Recommended Preparation: None.

Description: Students who are preparing to take the math placement test or who need to improve their skills in math to succeed in an upcoming math course receive academic support to reinforce course content and bolster academic skills. Under the supervision of qualified faculty members in the Learning Center, instructional aides or faculty will provide individual and/or group instruction to improve learning in areas of assessed need in mathematics.

Classification: Noncredit; not degree applicable; not transferable.

**MATHEMATICS****225 FAST TRACK TO CALCULUS (6.0) (day or evening)**

Justification: This course provides an acceleration option to the Trigonometry and Pre-Calculus sequence. This course aligns with Canada College's MATH 225.

Prerequisite: MATH 120, or MATH 123, or appropriate score on the District math placement test and other measures as appropriate.

Recommended Preparation: None.

Description: Equivalent to MATH 130 and 222. This accelerated course combines the topics of Trigonometry and Pre-Calculus and is designed to fulfill the requirements of both courses in a single course. Topics include a study of functions, function families, their properties and transformations, compositions, inverses and combinations, complex numbers, and vectors. Function families include linear, trigonometric, logarithmic, exponential, polynomial, power, and rational. Multiple representations of functions are emphasized.

Classification: AA/AS Degree; CSU transferable.

**SURGICAL CAREERS****451 SURGICAL SKILLS LAB (5.5) (day or evening)**

Justification: The skills presented in this lab are essential to the success of the student in the following course, SURG 443. These are basic skills for all surgical technologists. The Surgical Careers Advisory Board has stressed the importance of the student being competent in these basic skills so as to be ready to learn the more advanced skills acquired in the hospital setting. The content of this course has always been separated from the lecture content of SURG 441.

Prerequisite: SURG 440 or equivalent.

Corequisite: SURG 441.

Recommended Preparation: None.

Description: Student practices the clinical skills required to demonstrate competency in the operating room. Skills include, but are not limited to, aseptic practices such as scrubbing, gowning and gloving; setting up the instrument table; positioning the patient; and passing instruments, supplies and medications to the surgeon. Prepares the student for clinical internship.

Classification: AA/AS Degree; Certificate; not transferable.

455 CERTIFIED SURGICAL TECHNOLOGIST (CST) EXAM PREPARATION (0.5) (day or evening)

Justification: The intention of this course is to raise the pass rate for the surgical technology students who take the certification exam. The Surgical Careers Advisory Board suggested a review course could improve study techniques and increase the graduate's confidence.

Prerequisite: SURG 442 and SURG 443, or equivalent.

Recommended Preparation: None.

Description: Preparation and review for the Certified Surgical Technologist (CST) examination offered by the National Board of Surgical Technology and Surgical Assisting.

Classification: AA/AS Degree; Certificate; not transferable.

880SB CERTIFIED SURGICAL TECHNOLOGIST (CST) EXAM PREPARATION (0.5) (day or evening)

Justification: This experimental course is intended to allow a Summer 2016 offering prior to Fall 2016 when the permanent version of the course will be active. The course is intended to increase the participation and passing rates of students completing the Surgical Technologist program. These two metrics are included in every program accreditation review and also improve the graduates' competitiveness in the job market.

Prerequisite: SURG 442 and SURG 443, or equivalent.

Recommended Preparation: None.

Description: Preparation and review for the Certified Surgical Technologist (CST) examination offered by the National Board of Surgical Technology and Surgical Assisting.

Classification: Not degree applicable; not transferable.

## **WELLNESS**

705 MASSAGE THEORY AND PRACTICE II (3.0) (day or evening)

Justification: WELL 702, a 12-unit course, is being broken down in to four individual three-unit courses required for the 500-hour Massage Therapy Certificate of Achievement. This is one course of the four courses proposed to meet the criteria for pathology and pharmacology requirements.



Prerequisite: WELL 700 and WELL 703, or equivalent.

Corequisite: Concurrent enrollment in WELL 708 and WELL 710.

Recommended Preparation: None.

Description: Exploring massage therapy by further integrating spa and clinical perspectives associated with professional disciplines, knowledge, skill development, assessment and practice. Marketing, business, government laws and regulations, and maintaining proper documentation will be discussed. Topics include greater depth in massage theory, integrative massage techniques, tissue manipulations, and massage associated specifically with various special populations.

Classification: AA/AS Degree; Certificate; not transferable.

## **PROPOSED CURRICULAR REACTIVATIONS – SKYLINE COLLEGE**

### **COMPUTER SCIENCE**

252 Data Structures: C++

### **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

820 English for Speakers of Other Languages II

## **PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE**

### **ANTHROPOLOGY**

110 Cultural Anthropology

## **PROPOSED PROGRAM ADDITIONS – SKYLINE COLLEGE**

Skyline College proposes to offer a Certificate of Achievement in the following program:

### **BUSINESS COMPUTER SYSTEMS AND MANAGEMENT**

**Business Information Worker – Certificate of Achievement (15-17 units)**

**BOARD REPORT NO. 16-2-4CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Ginny Brooks, Executive Assistant to the Board of Trustees, 358-6753

**ACCEPTANCE OF GIFTS BY THE DISTRICT**

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

**GIFT**

Hair Color, Developer and Styling Products  
For student use in College of San Mateo  
Cosmetology Department  
Estimated Value: \$1,339.95

**DONOR**

Lisa Rolle  
685 Edgecliffe Way  
Redwood City, CA 94061

**RECOMMENDATION**

It is recommended that the Board accept the gift listed above.

**BOARD REPORT NO. 16-2-5CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Sandra Comerford, Vice President of Instruction, College of San Mateo,  
650-574-6407

**ACCEPTANCE OF SUB-GRANT FROM PERALTA COMMUNITY COLLEGE DISTRICT-  
PROPOSITION 39 CLEAN ENERGY WORKFORCE PROGRAM GRANT FUNDING**

Peralta Community College District is the fiscal agent for the renewal for the Proposition 39 Clean Energy Workforce Grant for the 2015-16 fiscal year. The State Chancellor's Office approved the expenditure of up to \$933,000 for program improvement and regional program operations funding of which \$450,000 will be allocated among nine community colleges. College of San Mateo is one of the nine community colleges in the Proposition 39 regional collaboration and will receive a sub-grant in the amount of \$44,500 from January 2, 2015 to June 30, 2016.

The College will utilize these funds for program improvement for its existing certificate and degree programs in Electrical Power Systems, Architecture and Engineering. The emphasis will be on the development or expansion of curriculum incorporating clean energy principles, purchase of related supplies and instructional equipment and enhanced marketing and outreach efforts to increase student enrollment.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$44,500 from Peralta Community College District.

**BOARD REPORT NO. 16-2-6CA****TO:** Members of the Board of Trustees**FROM:** Ron Galatolo, Chancellor**PREPARED BY:** Susan Harrison, Director of General Services, 650-358-6879  
Bob Domenici, Senior Buyer, 650-358-6728**DECLARATION OF SURPLUS PROPERTY**

In accordance with Education Code Sections 81450 and 81452, property that becomes surplus to the needs of the District will be declared as such by the Board with the method of disposal dictated by the value of this property. Board policy (Section 8.02, District Rules and Regulations) delegates the disposal, in compliance with State or local laws and regulations, to the Chancellor, Executive Vice Chancellor, or designee.

The equipment, vehicles and furniture listed below consisted mainly of outdated lab equipment from College of San Mateo, Facilities vehicles from Canada and Skyline Colleges, and desks and trophy case at Skyline College.

<b>Commodity</b>	<b>Surplus Sales</b>
Equipment	\$ 8,000
Vehicles	\$ 20,488
Furniture	\$ 3,870
<b>Total Sales</b>	<b>\$ 32,358</b>

**RECOMMENDATION**

It is recommended that the Board of Trustees declare the items listed above as surplus to the needs of the District's and the Colleges' services and programs.

**BOARD REPORT NO. 16-2-7CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Susan Harrison, Director of General Services, 358-6879  
Bob Domenici, Senior Buyer, 358-6728

**DISPOSITION OF DISTRICT RECORDS**

District Rules and Regulations, Section 8.27 (Records Management), provides for disposition of District records, including classification, retention and destruction in accordance with the California Education Code. After its review of District records, District staff requests the Board's approval for the destruction of the records in Exhibit A. All of the listed records have outlived their usefulness and were kept for the period mandated by the Education Code.

For the Board's information, the record types are summarized as follows:

- Class 1: Permanent Records
- Class 2: Optional Records – Optional records not required to be maintained permanently, but deemed worthy of further preservation. These records shall be retained as Class 2 records until reclassified as Class 3
- Class 3: Disposable Records

**RECOMMENDATION**

It is recommended that the Board approve destruction of the obsolete records as listed in Exhibit A.

**Exhibit A**

<b>Site</b>	<b>Description</b>
District	Purchase Orders
District	Human Resources Reports
District	General Accounting Reports
District	Payroll Reports
District	Bookstore Reports
CSM	Counseling Student Records
CSM	Language Arts Reports
CSM	Nursing Records
CSM	Financial Aid Reports
CSM	Business Office Reports
CSM	President's Office Reports
CSM	Business/Technology Reports
CSM	Math / Science Records
CSM	Social Science Records
Skyline	Enrollment Services Records
Skyline	Library Records
Skyline	Financial Aid Records
Skyline	Bookstore Data Reports
Skyline	Payroll Records
Skyline	Finance Data Reports
Skyline	Cooperative Education Records
Skyline	Disability Resource Center Records
Skyline	Social Science/Creative Arts Reports
Cañada	Adaptive PE Records
Cañada	Disability Resource Center Records
Cañada	Admission & Records Financial Records
Cañada	Financial Aid Records
Cañada	Procurement Card Statements

**RESOLUTION NO. 16-4  
BY THE GOVERNING BOARD OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

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**RESOLUTION IN SUPPORT OF CALIFORNIA ASSEMBLY BILL 1721 – STUDENT  
FINANCIAL AID: CAL GRANT PROGRAM**

**WHEREAS**, Governor Jerry Brown, the California State Senate and Assembly ratified legislation in 2015 to increase competitive Cal Grants by 3,250 awards – the first increase in over a decade; and

**WHEREAS**, books, transportation and housing costs can make up more than 90% of the total cost of attending a community college; and

**WHEREAS**, AB 1721 will expand access to the Cal Grant program to cover non-tuition costs for community college students; it will increase the number of competitive Cal Grant A and B awards from 25,750 to 30,000, increase the amount of the Cal Grant B Access award from \$1,551 to \$3,000, and expand access to the California Community College Transfer Entitlement Award by increasing the age limit to 31 (from 28) and extending the application deadline; and

**WHEREAS**, the much needed improvements to the Cal Grant program will allow more disadvantaged students to achieve their educational goals, obtain their degrees, and get into the workforce; and

**WHEREAS**, AB 1721 provides funding to community colleges to establish regional Promise Programs which may include early exposure to the college-going culture, guidance from mentors, and alignment between K-12, community colleges, California’s universities and the State’s workforce; and

**WHEREAS**, the Community College League of California strongly supports AB 1721 as legislation that will increase opportunity by making college more affordable to all Californians;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the San Mateo County Community College District supports AB 17121 as a means to remove barriers to access and success at California’s community colleges.

**REGULARLY PASSED AND ADOPTED** this 17<sup>th</sup> day of February 2016.

Ayes:

Noes:

Abstentions:

Attest:

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Thomas Mohr,  
Vice President-Clerk, Board of Trustees



**RESOLUTION NO. 16-5  
BY THE GOVERNING BOARD OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

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**RESOLUTION IN SUPPORT OF THE SKYLINE COLLEGE EXPRESS PROJECT AND  
SUBMITTING AN APPLICATION FOR SAN MATEO COUNTY SHUTTLE PROGRAM  
FUNDING FOR THE SKYLINE COLLEGE EXPRESS PROJECT**

**WHEREAS**, a comprehensive transportation survey conducted in 2014 for Skyline College found that, due to the long travel time and lack of convenience, 67% of students and 74% of faculty and staff drive alone to the campus or have someone drive them; and

**WHEREAS**, the Skyline College Express Shuttle will provide regular and direct access between a major transportation hub, Daly City BART Station to Skyline College, and will make available first / last mile connections for more than 5,000 students and employees residing in Daly City, San Francisco, and East Bay vicinities; and

**WHEREAS**, it will cost \$449,435 to implement the Skyline College Express Shuttle; and

**WHEREAS**, the San Mateo County Community College District will sponsor the Skyline College Express Shuttle and will provide \$246,733 over two years to partially fund this effort; and

**WHEREAS**, the San Mateo County Community College District seeks \$202,703 in funding for the Skyline College Express Shuttle from the City/County Association of Governments (CCAG) Congestion Relief Plan and the San Mateo County Transportation Authority (TA); and

**WHEREAS**, a component of the C/CAG Congestion Relief Plan is to support Local and Employer Based Shuttle Programs; and

**WHEREAS**, the TA and C/CAG requires a governing board resolution from the San Mateo County Community College District Board of Trustees in support of its application for \$202,703 from the San Mateo County Shuttle Program for the Skyline College Express Shuttle; and

**WHEREAS**, TA and C/CAG require a governing board resolution committing the agency to the completion of the Skyline College Express Shuttle that will provide regular and direct access between a major transportation hub, such as Daly City BART Station and Skyline College;

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board of the San Mateo County Community College District:

1. Directs staff to submit an application for funding from the San Mateo County Shuttle Program for \$202,703 for the Skyline College Express Shuttle that will provide regular and direct access between Daly City BART Station and Skyline College, and will create convenient first / last mile connections for more than 5,000 students and employees residing in Daly City, San Francisco, and East Bay vicinities.

2. Authorizes its Chief Executive Officer, Chancellor Ron Galatolo, to execute a funding agreement with the San Mateo County Transportation Authority to encumber any Measure A Local Shuttle Program funds and/or City/County Association of Governments to encumber Local Transportation Services Program funds.
3. The San Mateo County Community College District commits to the completion of Skyline College Express Shuttle that will provide regular and direct access between Daly City BART Station and Skyline College.

**REGULARLY PASSED AND ADOPTED** this 17<sup>th</sup> day of February 2016.

Ayes:

Noes:

Abstentions:

Attest:

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Thomas Mohr,  
Vice President-Clerk, Board of Trustees

**BOARD REPORT NO. 16-2-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations,  
358-6836

**AUTHORIZATION FOR CAPITAL IMPROVEMENT PROGRAM PHASE 3 (CIP3) PROJECT DELIVERY METHODS, PHASE ONE PROJECTS**

On January 14, 2015, August 12, 2015, and September 9, 2015, staff presented information reports on various project delivery methods. The delivery methods reported on were respectively: Lease Lease-Back (LLB) (Board Report No. 15-1-2C), Construction Management at Risk (CMAR) (Board Report No. 15-8-12), and Design Build and Multiple Prime (Board Report No. 15-9-1C). These reports outlined the key functional components associated with implementing each delivery method, along with their respective benefits. On September 30, 2015, the Board of Trustees approved staff recommendations for various project delivery methods for the first phase of Capital Improvement Program Phase 3 (CIP3) (Board Report 15-9-102B). Subsequent to the September Board authorization, staff has continued to have conversations with various general contractors regarding their willingness to participate in LLB or CMAR on public higher education projects. Due to the California Supreme Court decision on LLB, staff has found that construction professionals are reluctant to engage in projects delivered via these methods. Staff has determined it is therefore prudent to revise the recommendation to use CMAR to other delivery methods on the CIP3 projects as identified below.

The **Cañada College Kinesiology and Wellness Building (Building 1N)** project includes demolition and reconstruction of the existing Building 1. The new ~85,000 SF facility will provide new state-of-the-art learning, fitness and wellness facilities for students and the community. The facility will include classrooms, faculty offices, a NCAA regulation gymnasium, group exercise and dance studios, locker rooms, a competition swimming pool and instructional swimming pool. This is a large project, which warrants design phase constructability and value engineering consultancy and preconstruction logistics planning. Based on the project size and complexity, staff revises the recommendation to use the CMAR project delivery method to Design Build for this project.

The **Cañada College Math and Science Building (Building 23N)** project will construct a new ~48,000 SF math and science instructional facility. The new building will include state-of-the-art computer labs, earth science, astronomy, biology, microbiology labs, lecture classrooms, anatomy and cadaver labs, radiology technology, and program administrator and faculty offices. This is a large project, which warrants design phase constructability and value engineering consultancy and preconstruction logistics planning. The science laboratory designs are typical for community colleges, and the building will incorporate standard educational technology in the classrooms. Based on the project size and complexity, staff revises the recommendation to use the CMAR project delivery method to Design Build for this project

The **College of San Mateo Humanities and Arts Building (Building 3)** project will modernize the building's infrastructure including heating and cooling systems, plumbing, and fire sprinklers. The project also includes accessibility upgrades to meet current applicable codes, and audio visual and acoustical performance upgrades, including A/V controls at stage for instructional purposes. Classrooms, dressing rooms, restrooms, warm up rooms, and backstage areas will be renovated. This is a medium sized project, of sufficient magnitude to warrant design phase constructability and value engineering consultancy and preconstruction logistics planning. Based on the project size and complexity, staff revises the recommendation to use the CMAR project delivery method to Design Bid Build for this project.

The **College of San Mateo Student Life and Learning Communities (Building 17)** project provides tenant improvements to an existing ~7,000 SF area to create collaborative student support and learning environments including Puente Project, Honors Project, Mana, Umoja, and Project Change. The renovation will include computer labs, seminar rooms, meeting rooms, program administrator and faculty offices. This project is a small and uncomplicated tenant improvement project. Based on the project size and complexity, staff continues to recommend the Design-Bid-Build project delivery method for this project.

The **College of San Mateo Building Center for Emerging Technologies (Building 19N)** project provides for demolition of the existing Building Nos. 12, 20 and 20A and demolition and reconstruction of the existing Building 19, and a parking lot. The new ~55,000 SF facility will provide state-of-the-art laboratories and classrooms for engineering, architecture and computer sciences, including computer-aided design labs. The building will feature a Maker Space/Tech Shop. This is a large, complex project that will benefit from the Design-Build delivery method. The complexity associated with demolition of multiple structures and complex design details related to Maker Space / Tech Shop access, technology, and equipment warrants shifting design error and omission risk to the Design Build Entity (DBE). Additionally, the project delivery time will be accelerated, resulting in earlier occupancy and reduced costs. Based on project size and complexity, staff continues to recommend the Design Build project delivery method for this project.

The **Skyline College Social Science and Creative Arts (Building 1N)** project provides for demolition and reconstruction of the existing Building 1. The new ~120,000 SF facility will include a new 520-seat main theater, a 60-seat Black Box theater, a 220-seat choral room, music practice rooms, several large lecture halls, an art gallery, sculpture studios, classroom and laboratory facilities for 2D and 3D design studios, photography dark room and laboratory, digital media art studios, art history classrooms, ceramics classroom and studio, and program administrator and faculty offices. This project is very large and complex. The existing structure and site house the campus boiler plant and the campus main point of entry (MPOE) for electrical, gas, water and IT infrastructure. Coordination of demolition and reconstruction activities to ensure continuous utility service to the campus is critical to the delivery of instruction. The new facility will also include highly complex systems, particularly those serving fine and performing arts programs, which are vulnerable to design errors and omissions, particularly in regards to installation details. The Design-Build delivery method will shift risks associated with design errors and omissions and utility service coordination to the Design-Build Entity (DBE). Additionally, the recommended delivery method integrates design and construction to improve schedule and utility coordination/logistics which in turn is expected to save the District costs. Based on project size and complexity, staff continues to recommend the Design-Build project delivery method for this project.

The **Skyline College Environmental Science Building (Building 12N)** project will construct a new ~21,000 SF environmental sciences instructional facility with two large lecture halls, two classroom/laboratories, and complementary outdoor learning spaces. It will include a large gathering space with a catering kitchen for students, faculty and community functions. This is a large project, which warrants design phase constructability and value engineering consultancy and preconstruction logistics planning. Based on project size and complexity, staff revises the recommendation to use the CMAR project delivery method to Design Build for this project.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Vice Chancellor of Facilities Planning, Maintenance and Operations to proceed with the implementation of these CIP3 projects utilizing the project delivery methods recommended above.

**BOARD REPORT NO. 16-2-103B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Henry Villareal, Dean, Enrollment Services 650-358-6590  
Sue Harrison, Director of General Services, 650-358-6879

**APPROVAL OF CONTRACT AWARD FOR TRANSCRIPT PROCESSING SERVICES TO CREDENTIALS SOLUTIONS**

In October of 2015, the District issued RFP 86717 for Transcript Processing. Transcript processing is currently done in-house and requires college and ITS staff time, a dedicated transcript printer, transcript paper and postage costs. An automated processing service will provide for efficient same-day transcript processing, status notifications to requestors and electronic delivery of transcripts to receiving institutions. The District sought proposals from qualified vendors to provide a software interface to the District’s existing Ellucian Banner system to produce transcripts. The software was to be provided and maintained by the vendor and the selected vendor would be responsible for producing and sending student transcripts from the system either electronically or by US Mail. Fees for the transcripts were to be charged to the requestor and collected by the vendor.

The District received proposals from two firms – Credentials Solutions and National Student Clearing House. Credentials Solutions proposed two options, the first being a custom program and the second involving the firm’s existing software. Proposed fees for processing Electronic and Printed transcripts are listed below.

<b>Vendor</b>	<b>Fee for Electronic Transcript</b>	<b>Fee for Printed Transcript</b>	<b>One-time fees</b>
Credentials Solutions (Option 1 – custom program)	\$1.00	\$2.34	\$12,500
Credentials Solutions (Option 2 – TranscriptsPlus with RoboRegister)	\$2.40	\$4.64	N/A
National Student Clearinghouse (base admin fee of \$2.25 with add-ons for digital signatures and rights management features)	\$2.25-\$4.00	N/A did not have a printed transcript solution available at time of proposal	N/A

A team from Admissions and Records, College administration, IT and Purchasing reviewed the proposals. The vendors were informed that their proposals would be evaluated on several criteria, including vendor qualifications, previous experience performing services similar in nature and scope, experience with Ellucian Banner installations, the ability to provide certain system requirements and their pricing/cost proposal.

The evaluation team selected Credentials Solutions as the most responsive and responsible proposer. The firm had the required experience, qualifications and a product that included the required printed transcript solution. Subsequently, the evaluation team asked Credentials for further information, updated pricing and a demonstration of its TranscriptsPlus and RoboRegister option. The District chose Credentials' second option as the best and most efficient tool both for the transcript requestors and for the District. The revised pricing is as follows:

- \$2.30 handling per transcript – either electronic or paper, plus
- an additional \$1.75 plus postage if the transcript is printed and mailed.

### **RECOMMENDATION**

It is recommended that the Board of Trustees authorize the award of RFP 86717 for Transcript Processing Services to Credentials Solutions. Additionally, it is recommended the Board authorize execution of a contract with Credentials for three years with the option to renew for 2 additional 1 year terms. The fees associated with the service will be charged to the transcript requestors. There is no cost to the District. While the fees collected by Credentials will vary year to year, estimated fees based on previous activity at the district range from approximately \$90,000 to \$100,000 per year.



**BOARD REPORT NO. 16-2-104B**

TO: Members of the Board of Trustees  
 FROM: Ron Galatolo, Chancellor  
 PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869

**APPROVAL OF CONTRACT AWARD FOR DISTRICT AUDIT SERVICES  
 TO CROWE HORWATH**

On December 8, 2015, the District issued RFP 86718 for Independent Audit Services. Although the district has had a collegial long-standing relationship with its current auditor, it was prudent to review other firms to ensure that our auditors maintain independence and are without predisposition towards what they might review

The District sent its proposal to a list of 15 firms performing audit services for the State of California. Two proposals were received. The firm’s pricing proposals were as follows:

<b>Audit Firm</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Crowe Horwath	\$108,000	\$108,000	\$108,000	\$113,350	\$118,950
Vavrinek, Trine, Day and Co, LLP	\$119,100	\$118,200	\$113,100	\$113,100	\$116,800

Although cost was a component in the evaluation, the firms were also notified that they would be evaluated on the firm’s qualifications, their capabilities and capacity to deliver high quality professional auditing services, their understanding of the work required and other criteria the District deemed appropriate.

A team consisting of the Executive Vice Chancellor, the Chief Financial Officer, other District accounting professionals, and representatives from the Colleges and Purchasing reviewed the proposals. Both firms were found to have the appropriate qualifications including deep experience in the community college sector. Both firms demonstrated a capacity to fulfill the District’s audit requirements by the statutory deadlines. Both firms were requested to bring their audit team to the District for an interview. They were also asked to present their online portals used to upload District data.

The team decided that Crowe Horwath is the appropriate choice for the District. The firm will bring a risk-based approach and fresh perspective to the audit. The evaluation team appreciated the firm’s proposed communication process when interacting with the College program staff and business offices involved in the audit process. The firm is an industry leader and has many resources for training regarding changes in the audit landscape. They also have a robust portal for uploading and keeping track of audit related documents.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the award of RFP 86718 to Crowe Horwath and authorize the execution of a three year contract with the option for two one year renewals. Pricing for the first year is expected to be approximately \$108,000, but may change slightly as contract negotiations are finalized in the coming weeks.

**BOARD REPORT NO. 16-2-105B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Bruce Griffin, Chief Technology Officer, 650-358-6722  
Sue Harrison, Director of General Services, 650-358-6879

**APPROVAL OF CONTRACT AWARD FOR ON PREMISES UNIFIED COMMUNICATIONS  
TO MAVERICK NETWORKS**

On September 25, 2015, the District released RFP 86716, soliciting proposals for On Premises Unified Communications. The District requested proposals for a VoIP telephone system to replace the existing Siemens HiPath system. The current system is 10 years old, the telephone equipment is nearing its end of life and technological advances in the District's voicemail system and network architecture are becoming more difficult to integrate with the existing system. Although there are some procurement vehicles such as CMAS contracts available for purchase of certain VOIP solutions without an RFP, the District preferred to solicit proposals in order to explore the broadest range possible of service provider/hardware options and price points.

Early in the proposal process, a non-mandatory information meeting was held at the District office. There was significant interest in the RFP, with 33 individuals representing 22 different equipment manufacturers and service providers attending the meeting.

The District received a total of 14 proposals. A summary of the proposers and their proposed prices for services and equipment are shown below.

<b>Proposer</b>	<b>OEM</b>	<b>Total Price</b>
House of Lync	Microsoft	\$377,542
Advantel	Microsoft	\$396,555
Kelso	NEC	\$606,392
Unify	Unify	\$648,157
Maverick	Mitel	\$699,165
Axcelerate	Alcatel	\$714,458
CDW-G	Cisco	\$727,013
ComputerLand	Avaya	\$805,970
PacketFusion	Shoretel	\$808,999
Vox	Avaya	\$826,969
KIS	Mitel	\$859,431
NetExperts	Cisco	\$905,853
Altura	Avaya	\$978,103
ConvergeOne	Cisco	\$1,061,244

The proposers were notified that their solutions would be evaluated on criteria including, but not limited to the following:

- Ability to Provide Required Specifications
- Vendor Qualifications
- System Design/Installation and Training
- System Support and Maintenance
- Pricing and Cost Proposal
- Previous Experience Performing Services Similar in Nature and Scope
- Applicability of Solution to the District's Environment
- The Solution Feature Set
- Completeness of the Solution

Proposers were required to demonstrate experience with similar installations in a higher education setting.

A team of IT and purchasing professionals reviewed the proposals. Pursuant to California Contract Code sections 20118.1 and 20118.2, the District may award a contract to any of three lowest responsible bidders for computers, software and telecommunications equipment. While several vendors proposed lower costs than the finalist firms, they were not responsive and/or responsible to the other evaluation components.

Four of the proposers were deemed responsive and responsible based on these requirements and were invited back to the District for an interview to answer specific questions about their solutions. The proposers invited to interview were:

<b>Service Provider</b>	<b>Hardware</b>
Maverick Networks	Mitel
CDW-G	Cisco
PacketFusion	Shoretel
Altura	Altura

The proposers were required to bring with them the team that would be working on all aspects of the project including representatives from the equipment providers. Additionally, the teams were required to set up a working system demonstrating the telephones that were specified in the proposal and also provide a demonstration of the system administration console.

While each of the four vendors provided the required information in their interviews, the evaluation team deemed Maverick Networks was especially successful for a variety of reasons. A major consideration was Maverick's successful implementation at Merced Community College of an identical HiPath to Mitel conversion project. Other key factors in the selection included proven capability to integrate with the District's existing O365 email and Maverick's service and support solution. The team also appreciated the simplicity of the proposed systems architecture and the combination of a smaller, Bay Area service firm and an internationally known hardware provider. Overall, the evaluation committee felt the Maverick team represented a style and approach that is consistent with the District's values.

The system will include 1600 new voice-over-IP phones compatible with our current network. It is designed to be resilient should we lose the data connection among our campuses.

Finally, although it was not a factor in the ultimate selection of a vendor, the District did include in its proposal the language necessary to make prices, terms and conditions of the proposal to other public agencies (cities, special districts, public authorities, public agencies, school districts or other political subdivision of the State of California). Under this so called "Piggyback" language, Maverick Networks has

agreed to extend all prices, terms, and conditions of their proposal to any other public agency located in the State of California with no exceptions.

After further technical discussions with Maverick Networks, the District requested a best and final offer to include upgraded handsets, servers, equipment, services and three year maintenance costs. The final pricing is \$799,029.26. This reflects the current WSCA-NASPO pricing with an additional \$132,000 discount.

### **RECOMMENDATION**

It is recommended that the Board approve the award of RFP #86716 for On Premises Unified Communications to Maverick Networks and authorize the District to execute an agreement in the amount of \$799,029.26 for the associated equipment and support. Funding for this project is provided through Measure H.

**BOARD REPORT NO. 16-2-106B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF REVISIONS TO BOARD POLICIES: 1.15, OFFICERS OF THE BOARD; 6.31  
AUDITING OF COURSES; AND 8.70, FEES AND CHARGES**

Policy 1.15 – Revised to state that the Secretary for the Board shall be elected rather than appointed, as specified in the Education Code.

Policy 6.31 – The title of the policy is updated for clarity.

Policy 8.70 – Revised to add a new fee that must be charged for students enrolled in a baccalaureate degree pilot program, as specified in Title 5.

**RECOMMENDATION**

It is recommended that the Board approve the revisions to Board Policies 1.15, 6.31 and 8.70 as shown on the attached.

**CHAPTER 1: Board of Trustees**  
**BOARD POLICY NO. 1.15 (BP 2210)**

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

**Subject:** 1.15 Officers of the Board  
**Revision Date:** 12/11; ~~xx/xx~~  
**Policy Reference:** Education Code 72000

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1. At its annual organizational meeting, the Board shall elect one of its members as President, a second as Vice President-Clerk, and a third as County Committee Representative. The Board shall also ~~appoint~~ elect a Secretary for the Board. The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.
  2. Any officer of the Board may be removed from the office by the majority vote of the membership of the Board.

**CHAPTER 6: Educational Program  
BOARD POLICY NO. 6.31 (BP 4070)**

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

**Subject:** 6.31 ~~Auditing of Courses~~ Course Auditing and Auditing Fees  
**Revision Date:** 9/08; Reviewed 3/15; xx  
**Policy Reference:** Education Code Section 76370

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1. The Colleges of the District will allow auditing of courses with the exception of classes in programs that require special preparation and/or program admission on a limited basis.
2. Students wishing to audit a course must obtain the approval of the instructor of record for that course.
3. Students in good standing may audit a course only if they are ineligible to take the course for credit.
4. Students taking courses for credit will have first priority on all classroom space. Additional space may be available to interested auditors.
5. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.
6. An auditing fee as established by California Education Code will be payable at that time of enrollment as an auditor, with the exception of students enrolled in ten (10) or more semester credit units.



**CHAPTER 8: Business Operations**  
**BOARD POLICY NO. 8.70 (BP 5030)**

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

**Subject:** BP 8.70 Fees and Charges  
**Revision Date:** 11/11; 11/14; **xx**  
**Policy References:** Education Code Section 76300 et seq.; **Title 5 Section 58520**; Title 5 Sections 59400-59408; ACCJC Accreditation Standard 1.C.6

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1. The San Mateo County Community College District recognizes that the mission of community colleges to provide quality postsecondary educational opportunities to all is enhanced by maintaining the lowest possible costs to students. Therefore, the Board is committed to maintaining the lowest possible costs to students, consistent with State requirements, level of support, and local budgetary needs. All fees shall be approved on the basis of providing equity among students enrolled in each of the District's Colleges.
2. Fees and other charges shall be reduced or waived only as provided for by law and Board-adopted policy.
3. To the extent possible, and as provided by the Education Code, full cost shall be recovered for selected student-consumed materials, selected special instructional services, and for nonstudent use of District resources. In the San Mateo County Community College District, the following fees are authorized:
  - a. Fees which are mandated by the State.
  - b. Enrollments fees for credit courses as required by law.
  - c. Auditing fees as authorized by the Education Code. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.
  - d. **Baccalaureate Degree Pilot Program Fees: each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program, as required by Title 5.**
  - e. Health services fees: as authorized by the Education Code.
  - f. Nonresident student tuition fee (see Section 7.07).
  - g. Parking fee: actual cost of parking facilities maintenance and enforcement as determined by the Executive Vice Chancellor, not to exceed the maximum allowed by law.
  - h. Instructional materials fees: students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom.

## BP 8.70 Fees and Charges (continued)

- i. Physical Education Facilities: Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.
  - j. Fees for catalogs, special publications deemed necessary by College or District officials, radio and TV guides, etc.: based upon actual cost of preparation, printing and mailing.
  - k. Fees for reimbursement for special services not a part of the District's regular curriculum (GED, College Level Examination Placement, etc.): direct costs only.
  - l. Fees for copies of student records under Section 7.28: not to exceed \$1 per page.
  - m. Fees for copies of other records: not to exceed \$1 per page.
  - n. Student body fees: as authorized by the Education Code.
  - o. Student representation fees: as authorized by the Education Code. Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.
  - p. Transcript fees: as authorized by the Education Code. The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Executive Vice Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.
4. Students shall be charged for books and other materials on regular loan from the College libraries for each school day beyond the due date specified. Borrowers shall be required to pay the replacement cost (current list price) for books or other materials they fail to return.
5. Students shall be charged for books and other materials on a textbook loan program from the College Bookstore and laboratories for items not returned. Borrowers shall be required to pay the replacement cost (current list price) for books or other materials they fail to return.
6. Fees are due and payable in full at the time of registration. Parking fees are due and payable in full at the time the student purchases a parking permit. Beginning with the spring 2012 term, students whose fees are not paid and who have not enrolled in a payment plan shall be dropped from classes prior to the start of the term.
7. All students who enroll in a variable unit course will be required to pay State mandated fees based on the number of units in which the student enrolls and nonresident students will also be required to pay nonresident tuition based on the number of units in which the student enrolls.
8. Deferral of payment of the State-mandated enrollment fee shall be allowed in accordance with procedures established by the Vice Presidents for Student Services.
9. Students who are certified eligible and awarded financial aid will be permitted to register and must pay all applicable fees at the time they receive their first financial aid check. All applicable fees shall

## BP 8.70 Fees and Charges (continued)

be used in calculating the cost of education for financial aid purposes. Fee payment shall be given first priority in the allocation of funds and the development of payment schedules.

10. Grades, transcripts, degrees, and/or registration privileges shall be withheld from any student or former student properly charged with owing the District fines, fees, or other charges which remain unpaid.
11. Credits or debits of \$20 or less incurred by students per fee type will be carried on the District's books for a maximum of five years.
12. All approved fees and charges shall be collected under procedures established by the District Administrative Services Office and in accordance with audit requirements.

**BOARD REPORT NO. 16-2-107B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF APPOINTMENT TO BOND OVERSIGHT COMMITTEE**

Jeannie Ryan has resigned as a member of the Bond Oversight Committee. In her place, staff recommends the appointment of Vijay K. Gupta to serve a two-year term as a senior member.

Proposition 39 requires that one member of the Bond Oversight Committee must be a senior citizen. Mr. Gupta, a Daly City resident, is currently a retired senior citizen and has been providing his volunteer services at UCSF for more than 10 years. He previously worked for the City and County of San Francisco as the chief mechanical engineer.

**RECOMMENDATION**

It is recommended that the Board approve the appointment of Vijay K. Gupta to the Bond Oversight Committee.

**BOARD REPORT NO. 16-2-108B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Ray Chow, Chief Financial Officer, 358-6742

**APPROVAL OF REVISION OF EMPLOYEE SECOND LOAN PROGRAM**

For the past fifteen years, the District has provided a second loan program in order to help employees purchase a home in the Bay Area. To date, the District has made 29 loans; 12 of these loans have been paid back for a total return to the District of \$142,172, which represents a 17.53% return on investment. Currently, the District's portfolio of loans is valued at \$960,523, or 17 outstanding loans, and all are for first time homebuyers. There is a balance of approximately \$2.2 million for loans to employees who are first time homebuyers, and total available for first time and non-first time primary residence homebuyers is \$4.2 million.

In October 2014, the Board approved the expansion of the program to (1) increase the maximum loan amount to \$100,000 and (2) include home buyers who are not necessarily first time home buyers, but who are purchasing a primary residence in the Bay Area (defined as within a 50 mile radius of the District). First time home buyers remain the program's priority.

In spite of this expansion of the program, approximately \$4.2 million remains unallocated. Staff believes that because of continued increase in the costs of home ownership, the \$100,000 maximum loan amount is insufficient to help some potential homebuyers. For example, in San Mateo County, the median single family home costs \$1.2 million, which implies a down payment of \$240,000 or more. For an employee who has saved \$100,000, even the District's matching program would not be enough to help purchase the median home.

Staff proposes to increase the maximum loan amount to \$150,000, subject to the existing rules which require an employee who wants to borrow more than \$50,000 to: (1) provide a dollar-for-dollar down payment match for the amount above \$50,000 and (2) purchase the home with at least a 20% down payment. Staff continue to believe that the match and down payment requirements reduce the District's exposure to default risk in the event of a market downturn. No additional funds would be allocated to support this change.

The other terms of the loan program, which remain unchanged, are:

- **Fifteen** year loan for second loans that are paired with FHA First Loans and **ten years** for conventional loans; restricted to owner-occupied homes.
- Loans are available for all regular employees and to adjuncts who teach 40% of a full time load and have been continuously employed for three years or six semesters.

- Employees who currently are under federal or state mandated wage garnishment or who are involved in progressive disciplinary procedures are not be eligible to participate in the program.
- The program prohibits the use of loans that have negative amortization, pre-payment penalties, and shorter term interest-only options. Variable rate loans are normally not allowed without the express written consent from the District.
- Each loan will charge interest and/or shared appreciation, depending on the restrictions of the first loan.
- The ten year loan will be interest and payment free for five years; interest in years six through ten will be calculated at the 11<sup>th</sup> District Rate of Funds (currently .668) plus 3%, payable monthly. Interest will be calculated based on a 25 year payback, which means there will be a balloon payment owed at the end of the ten year period. When the employee sells or refinances the home, leaves District employment or at the end of the ten year term of the loan, the employee is required to pay a “shared appreciation payment”<sup>\*\*</sup> that is calculated as:
  - ✓ Establish the sale or appraised value of the home.
  - ✓ Subtract from that amount the original sales price and the cost of improvements paid by the employee.
  - ✓ Multiply that by the District’s share which is calculated as: District loan amount divided by purchase price.
- Second loans that are paired with FHA first loans must be fifteen years in length and they cannot charge both interest and shared appreciation. Therefore, for years one through five, the loan will be an interest only loan, based on the 11<sup>th</sup> District Rate of Funds plus 3%. Interest in years six through fifteen will be calculated based on a 25 year payback; there will be a balloon payment at the end of the 15 years.
- The loan can be called or converted to the current market rate (at the District’s discretion) if the employee leaves College District employment.
- Employees must meet the following program underwriting matrix for loans:

<b>FICO Score range*</b>	<b>High FICO Score range*</b>	<b>Employee Share of Down Payment Required</b>	<b>CLTV including SMCCD Loan</b>
640	659	20%	80%
660	679	15%	85%
680	719	10%	90%
720	850	5%	95%

*\*The payment behavior of consumers in relation to FICO scores has been tracked very closely by the three major credit agencies. For example, there is a 1 in 40,000 chance that a borrower with a 720+ FICO score will be late or default on their payment versus a 1 in 4 chance for borrower with a 580 or less FICO score.*

- For loans greater than \$50,000, the employee must provide a dollar for dollar match for amounts over \$50,000 and put at least 20% down.

**RECOMMENDATION**

It is recommended that Board adopt the changes in the loan program described above.

<sup>\*\*</sup>The shared appreciation payment is more fully described in the Shared Appreciation Agreement.

**BOARD REPORT NO. 16-2-109B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Josè D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations,  
358-6836

**APPROVAL OF CONSTRUCTION CONSULTANTS**

To fulfill the requirements of its Capital Improvement Program, the District must retain consulting expertise and various construction consulting services. The professional services required by the District in support of its Capital Improvement Program are temporary or specialized in nature and District employees do not provide such expertise. Services provided include architectural and design, engineering, master scheduling, project management, program information and project controls, building commissioning, construction testing and inspection, environmental testing, construction-related legal services and documentation for construction planning, as required by the State Chancellor's office.

Listed below are prequalified consultants that the District will have under contract in support of CIP3 planning, design and construction efforts.

<b>Firm</b>	<b>Board Approval (not to exceed)</b>	<b>Activity/Projects</b>
Anderson Brule Architects, Inc.	\$250,000	Potential Architectural and Design Services for Skyline College B19 Pacific Heights
Artik Art and Architecture	\$250,000	Potential Architectural and Design Services for Skyline College B19 Pacific Heights
BKF	\$300,000	Architectural Services for Skyline College Parcel B
Carducci Landscape Architects	\$400,000	Potential Architectural and Design Services for Skyline College Lot L
Charles M. Salter Associates, Inc.	\$100,000	Telecommunication and Acoustic Services for Districtwide projects
Cody Anderson Wasney Architects, Inc.	\$400,000	Architectural Services for CSM B17 Learning Communities/ Student Life
CSW/Stuber-Stroeh Engineering Group, Inc.	\$300,000	Civil Engineering and Utility Mapping Services for Districtwide projects
Dovetail Decisions Consultants, Inc.	\$500,000	Furniture, Fixtures, and Equipment Consulting Services for Districtwide FF&E Coordination Services
Education Housing Partners	\$100,000	Design and Engineering Services for SKY Housing Project
EHDD	\$400,000	Potential DW ADA Transition Plan

Gleeds	\$100,000	Emergency Preparedness and Response for Districtwide Projects
Group 4 Architects	\$375,000	Facility Condition Assessment Services and potential Architectural and Design Services for Skyline College Building 19 Pacific Heights
Hexagon Transportation	\$50,000	Potential Traffic Analysis for Districtwide projects
Integral Group	\$250,000	CSM Water Supply System and CSM B6 Pool Boiler System, Potential Mechanical, Electrical and Plumbing Services for Districtwide Projects,
ICF Jones & Stokes	\$150,000	Districtwide CEQA Consulting Services
Leland Saylor Associates	\$250,000	Cost Estimating Services for Districtwide CIP3 Program and Projects
LPAS, Inc	\$100,000	Peer Review Services for Skyline College Building 1
MediFit	\$250,000	CAN B1 Kinesiology and Wellness Athletic Club Consulting Services
McKinstry Essention, LLC	\$100,000	Potential Mechanical, Electrical and Plumbing Services for Districtwide Projects
Ratcliff	\$250,000	Potential Architectural and Design Services for Skyline College B19 Pacific Heights
Royston Hanamoto Alley and Abey (RHAA)	\$400,000	Potential Landscape Architectural Services for Skyline College Lot L
Shalleck Collaborative Inc.	\$250,000	Peer Review Services for CSM Building 3 Theater Project
Steinberg Architects	\$250,000	Architectural Services for Districtwide ONUMA Support, Space Planning for Districtwide Projects, and CSM Building 19
TLCD	\$500,000	Architectural Services for the College of San Mateo Building 3 Project.
Umstot Project & Facility Solutions	\$150,000	Procurement Strategy Services for Districtwide Projects

Funding sources for construction consultant services include general obligation bond, State and local funds.

**RECOMMENDATION**

It is recommended that the Board approve these construction consultant services, as detailed above, in an amount not to exceed \$6,425,000.



**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**Bond Oversight Committee**  
**Annual Report to the Community - 2015**

**Background**

Voters in San Mateo County generously voted to approve a bond measure (Measure A in 2005) which provided \$468 million in funding for updating, modernizing, and retrofitting the three community colleges serving County residents: Cañada College, College of San Mateo and Skyline College. In November, 2014, voters in San Mateo County voted to pass (66.4% favorable) Measure H, a \$388 million bond measure that will allow the District to complete the modernization/construction/reconstruction projects as envisioned in the 2015 Facilities Master Plan Amendment\* that was approved by the Board in January, 2015 after several months of discussion.

As required by law, the District Board of Trustees established a Bond Oversight Committee composed of community leaders with expertise in finance, accounting, education, construction, sustainability and local government. The Committee is charged with the responsibility to assure voters that bond proceeds are expended only for construction, reconstruction, rehabilitation or replacement of College facilities in compliance with the ballot language approved by voters, and that no funds are used for teacher or administrator salaries.

During the past year, the Bond Oversight Committee met to review the District's bond project plans, timelines and proposed expenditures. At each meeting, the Committee was provided financial and project plan updates describing the bond-related activities undertaken by the District.

As of December 30, 2015, the District has expended \$465,764,958 and committed \$1,236,111 of Measure A funds--99% of the total authorization. The District has also expended \$2,950,692 and committed \$1,433,392 of Measure H funds--2% of the total authorization.

Attached to this Report is a Summary of the results of the Auditors Financial and Performance Audits. In the performance audit, the Auditors reviewed 28% of Measure H and 30% of Measure H's expenditures and made no findings.

**2015 in Review**

2015 saw completion of the final major project funded primarily by Measure A; the remaining Measure A funds are expected to be completely expended on small scale projects and emergency repairs by mid-year 2016.

The Facilities Planning and Operations Team focused its efforts over the past year on the strategic plan for implementation of Measure H. Planning efforts include a comprehensive update of the District's Design Standards, which serve to support sustainability goals and insure consistency in critical building systems, providing economic efficiency in terms of staff training and maintenance of spare parts inventories, thus maximizing the useful life of new installations. The Facilities Team is particularly focused on incorporation of the District's Water Efficiency Program—which resulted in a Districtwide average reduction of 25% in water consumption over the baseline year of 2013—into the Design Standards and Measure H project planning. A comprehensive analysis of space utilization Districtwide has helped to enhance the efficiency of existing space use confirming and, in some cases, reducing the requirements for new facilities.

The Facilities Team and College administrations continued their collaboration in planning and scheduling construction projects to minimize the impact on the campus communities and to ensure that bond project funds are efficiently and effectively expended on College improvements that will benefit students for generations to come.

District staff continues its work to secure additional State, local and private funding to supplement bond funds; to date, the District has secured more than \$84.3 million from these sources. Community Colleges in California have experienced a significant decline in State Capital Outlay funds due to the fact that the State has failed to approve an educational facilities bond since 2006. A November 2016 ballot measure, if passed, could provide approximately \$30M in State Capital Outlay funds to supplement Measure H funds for modernization of three critical academic facilities.

### **Cañada College**

During 2015, the following construction projects were completed:

- ✓ Parking Lot and Roadway Lighting upgrade to energy efficient LED fixtures was completed. This project was partially funded by Proposition 39 energy efficiency funds, as well as Measure A bond funds. Planning and procurement for the second phase of this project, which includes conversion of pedestrian pathway lighting to energy efficient LED fixtures, was completed in 2015 and the installation will be completed in 2016.
- ✓ The replacement of synthetic turf at both the Soccer and Baseball Fields, installation of miscellaneous support structures, painting and minor repairs were completed. This work was funded by redevelopment funds-not bond funds.
- ✓ The East Menlo Park Classroom facility was renovated, increasing accessibility to instruction for many students.
- ✓ The Building 1 Gymnasium IT Server was relocated to enhance service and insure continuous service during the upcoming demolition and reconstruction of that facility.
- ✓ Building 13, the Multiple Program Instructional Center, one of the primary instructional facilities at Cañada College, has been awaiting State Capital Outlay funding to support a comprehensive renovation since 2006. As an interim measure, the Business Labs received upgraded furniture and equipment which immediately enhanced the instructional environment; these upgrades will be incorporated into the modernized facility during the planned future modernization project.

### **College of San Mateo**

The final major Measure A construction project at College of San Mateo—the North Gateway Parking lot which added an additional 139 parking spaces—was completed, and the College was able to utilize the completed lot for the Fall 2015 semester.

The following construction projects were also completed in 2015:

- ✓ Parking Lot and Roadway Lighting upgrade to energy efficient LED fixtures was completed. This project was partially funded by Proposition 39 energy efficiency funds, as well as Measure A bond funds. Planning and procurement for the second phase of this project, which includes conversion of pedestrian pathway lighting to energy efficient LED fixtures, was completed in 2015 and the installation will be completed in 2016.
- ✓ House lighting in the Theater (Building 3) was upgraded to energy efficient LED fixtures.

- ✓ The Choral Room received a facelift including stage lighting and flooring, wall finishes and audio-visual equipment.
- ✓ The Library Carpet was replaced beginning in late 2014 and completed early 2015.
- ✓ Softball Field Netting, Exterior Signage and Paint Upgrades were completed, with synthetic turf replacement planned for 2016; this work is funded by redevelopment funds-not bond funds.
- ✓ Building 1 (former Administration Building) Top Floor was repurposed to house the Measure H implementation team.
- ✓ Buildings 1, 14, 16, and Colonnades and Building Roof Replacement was completed prior to the rainy season.

### **Skyline College**

During 2015 the following construction projects at Skyline College were completed:

- ✓ Upper Soccer Trench Drain was installed to extend the useful life of the new synthetic turf with organic fill.
- ✓ Outfitting of offices and support space to house Middle College, a program serving high-school students concurrently enrolled for college credit.
- ✓ Outfitting of offices and support space to house Guardian Scholars, a program serving students transitioning from foster care.
- ✓ Building 14 Roof Replacement was completed.

### **Districtwide**

Sustainability is one of the guiding principles identified in the College District Facilities Master Plan. District consultants and contractors are required to employ sustainable strategies in the projects included in the District's Capital Improvement Program. The District researches, analyzes and implements conservation measures in the areas of energy, waste and water. In addition, the District's Best Management Practices require strategic investments in the use of renewable energy, sustainable design and construction methods, as well as material selections that support the local economy. Since 2001, the District has received approximately \$3.8 million in energy rebates—which have been reinvested to support other sustainability initiatives. The District also estimates annual energy savings—due to increased lighting efficiency, solar installation, reduction in watering, upgraded infrastructure, etc.—to be in excess of \$2.6 million annually. As referenced above, the District's Water Efficiency Program (WEP) resulted in a 25% reduction in consumption over the baseline year, with additional reductions expected in the coming years.

Districtwide projects and bond funded planning efforts initiated and/or completed in 2015 included:

- ✓ Seismic safety shut off valves were installed at major gas meters and points of entry to occupied facilities Districtwide.
- ✓ Installation of a Utility Consumption Measurement & Verification system begun in 2014 will be completed in early 2016. This project includes upgrade of the District's Building Management System—which manages indoor air quality, temperature, lighting, and other ancillary systems—as well as installation of sub-meters at all occupied buildings to monitor consumption of electricity, heating hot water, chilled and domestic water, and natural gas where applicable. These building level sub-meters will report to an energy information system that will provide real time utility consumption data. This data will be used to encourage building occupants to monitor and more closely manage their own utility consumption activities.

- ✓ Upgrades to the software and hardware supporting the Districtwide Security and Electronic Access Control system—which ensures the safety and security of nearly all building exteriors and key interior areas—began in Fall 2014 and was completed Spring 2015.
- ✓ Implementation of a state-of-the-art facility utilization and software program, Onuma, was initiated in Summer 2014 and completed in Spring 2015. This system is integrated with the District’s instructional scheduling program to assure efficient utilization of existing facilities, as well as modeling proposed new construction to insure an efficient planning processes. Onuma also supports emergency preparedness activities by providing detailed information on affected spaces for reference by first responders in case of emergency. The system also provides calculations of required maintenance productivity. These calculations provide estimated costs to operate and maintain a proposed facility leading to an accurate life-cycle cost analysis for proposed new construction and renovation projects.

The Bond Oversight Committee continues to be satisfied with the results of the District’s modernization and new construction efforts. More detailed information about the bond projects, timelines, and expenditures-to-date is available on the District’s web site: [www.smccd.edu](http://www.smccd.edu). To navigate to the information from the home page, click on *Bond Oversight Committee* on the District’s main web page. There you will find bond projects and information related to the activities of the Bond Oversight Committee: meeting dates, agendas, minutes, and reports. Additional questions and/or concerns should be addressed to the Bond Oversight Committee in care of: [christensen@smccd.edu](mailto:christensen@smccd.edu).

The Bond Oversight Committee welcomes members of the community to its meetings.

**Submitted by Bond Oversight Committee Members (2015):**

Alan Talansky  
Steve Dworetzky  
Frank Pagliaro  
Gus Petropoulos  
Victor Torreano  
Adrienne Zanini  
Dennis Zheng

\*The 2015 Facilities Plan Amendment includes all projects that the District envisions for the future. These projects are funded by a variety of revenue sources in addition to the bond measures, including State funding, energy rebates, Proposition 39 funds and former redevelopment agency revenues. The amendment of the 2011 Facility Master Plan was drafted in 2014 and adopted by the Board of Trustees in January 2015. The 2015 amendment removed projects listed in the 2011 plan that have been completed, confirmed assumptions supporting the 2011 project list and adjusted the project list as necessary based upon changes in pedagogy and enrollment trends.

# Independent Auditor's Report

## Board of Trustees and Citizen's Bond Oversight Committee for Measures A and H for the San Mateo County Community College District

We have conducted performance audits of the San Mateo County Community College District's Measure A and H General Obligation Bond funds for the year ended June 30, 2015.

We conducted these performance audits in accordance with the *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objectives.

Our audit was limited to the objectives listed within the report which includes determining the District's compliance with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution. Management is responsible for the District's compliance with those requirements.

In planning and performing our performance audit, we obtained an understanding of District Measures A and H internal controls in order to determine if the internal controls were adequate to help ensure Measures A and H's compliance with the requirements of Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution, but not for the purpose of expressing an opinion of the effectiveness of Measures A and H's internal control. Accordingly, we do not express an opinion on the effectiveness of the Measure A and H's internal control.

We obtained the general ledger and the project expenditure reports prepared by the District for the fiscal year ended June 30, 2015 for the Capital Outlay Bond Measures A and H. Within the year audited, we obtained the actual invoices and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Article XIII A, Section 1(b)(3)(C) of the California Constitution and Measures A and H as to the approved bond projects list. We performed the following procedures:

1. We selected a sample of expenditures for the period of July 1, 2014 and ending June 30, 2015, and reviewed supporting documentation to ensure that the funds were properly expended on the specific projects listed in to the ballot text.
2. For Measure A, our sample included transactions totaling \$3,398,800. This represents 28 percent of the total expenditures of \$12,069,651. For Measure H, our sample included transactions totaling \$650,912. This represents 30 percent of the total expenditures of \$2,152,736.
3. We verified that funds from the Capital Outlay-Bond Measures A and H were generally expended for the authorized bond projects. In addition, we verified that funds held in the Capital Outlay-Bond Measures A and H were used for salaries of administrators only to the extent that they perform administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General

### Conclusion

The results of our tests indicated that, in all significant respects, the San Mateo County Community College District has properly accounted for the expenditures held in the Capital Outlay-Bond Measures A and H and

that such expenditures were made for authorized Bond projects. Further, it is noted that funds held in the Capital Outlay-Bond Measure A and H, and expended by the District, were used for salaries of administrators only to the extent they perform administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

Pleasanton, California  
December 16, 2015

**BOARD REPORT NO. 16-2-3C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice-Chancellor, Facilities Planning and Operations, 574-6512  
Yanely Pulido, Contracts Manager, Department of General Services 358-6863

**2016 CONTRACTOR PREQUALIFICATION UPDATE**

The District has required prequalification of prospective bidders on public works projects subject to public bidding requirements since April 2000, when the Board of Trustees approved use of Public Contract Code Section 20111.5. Under these provisions, only prequalified bidders are eligible to submit bids for District construction projects. During the first two phases of the Capital Improvement Program (CIP), the process provided the District with a pool of highly qualified contractors using an extensive application process. This process has been refined through more than a decade of use, and continues to deliver a robust pool of reputable firms, an integral component of successful project delivery.

The 2016 prequalification process began in September 2015. Notifications of the application process were placed on the District's Facilities website, in legal advertisements, through emails to previously prequalified contractors, and other informal outreach efforts by individual staff members. A non-mandatory prequalification conference was held on October 2015 to give applicants information about the process and to answer contractor questions. Seven firms attended the non-mandatory conference. The deadline for application submission was December 4, 2015. Contractors were officially notified of their prequalification status promptly upon completion of the evaluation process.

San Mateo County Community College District requires its prequalified contractors to meet certain applicable criteria, such as:

- Construction Experience
- Contractor's License
- Work History
- Litigation and Arbitration History
- Disqualification from Previous Projects
- Compliance with Statutory Requirements
- Documented Safety Record
- Prevailing Wage Requirements
- Project Personnel
- Benefits and Retirement Programs
- Insurance Requirements and Bonding Information
- Financial Information
- Department of Industrial Relations (DIR) Registration and Compliance

Submitted applications are reviewed for thoroughness and completeness. The contractor's license must be confirmed on the Contractors State License Board website. Other qualitative documents that staff reviews include: project experience, certified payroll examples, résumés of key personnel, certified financial statements, letter from a surety company confirming bonding capacity, claims and litigation history, and current Certificates of Insurance.

A total of 124 applications were submitted for consideration for 2016 prequalification. This is a 2% decrease from the 2015 pool of 127 submitted applications.

As of February 17, 2016, staff has evaluated the 124 submitted applications. One hundred nine (109) firms met all published criteria and have been included in the 2016 pool.

Fifteen applications have been deemed ineligible either due to a deficiency in their submittal, exceeding the District's Experience Modification Rate (EMR) threshold or significant claims history. These firms have been notified of their standing and have been given the opportunity to appeal.

The following statistics apply for the 109 valid applicants who have met the criteria and are prequalified for 2016:

**2016 Construction Contractor Prequalification Statistics**

2016--All Prequalified Contractor's License Summary	
Number	License Type
45	A
78	B
2	C-2 – Insulation and Acoustical Contractor
9	C-4 – Boiler, Hot Water Heating and Steam Fitting Contractor
0	C-5 – Framing and Rough Carpentry Contractor
1	C-6 – Cabinet, Millwork and Finish Carpentry Contractor
4	C-7 – Low Voltage Systems Contractor
6	C-8 – Concrete Contractor
1	C-9 – Drywall Contractor
21	C10 – Electrical Contractor
0	C11 – Elevator Contractor
1	C12 – Earthwork and Paving Contractors
3	C13 – Fencing Contractor
6	C15 – Flooring and Floor Covering Contractors
7	C16 – Fire Protection Contractor
2	C17 – Glazing Contractor
11	C20 – Warm-Air Heating, Ventilating and Air-Conditioning Contractor
8	C21 – Building Moving/Demolition Contractor
3	C22 – Asbestos Abatement (New Classification Effective January 2016)
1	C23 – Ornamental Metal Contractor
8	C27 – Landscaping Contractor
0	C28 – Lock and Security Equipment Contractor
0	C29 – Masonry Contractor
3	C31 - Construction Zone Traffic Control Contractor
0	C32 - Parking and Highway Improvement Contractor
4	C33 – Painting and Decorating Contractor
0	C34 – Pipeline Contractor
2	C35 – Lathing and Plastering Contractor
13	C36 – Plumbing Contractor
2	C38 – Refrigeration Contractor
5	C39 – Roofing Contractor
0	C42 – Sanitation System Contractor



10	C43 – Sheet Metal Contractor
1	C45 – Electrical Sign Contractor
1	C46 – Solar Contractor
0	C47 – Manufactured Housing Contractor
0	C50 – Reinforcing Steel Contractor
2	C51 – Structural Steel Contractor
1	C53 – Swimming Pool Contractor
0	C54 – Ceramic and Mosaic Tile Contractor
0	C55 – Water Conditioning Contractor
0	C57 – Water Well Drilling Contractor
1	C60 – Welding Contractor
4	C61 – Limited Specialty
11	HAZ - Hazardous Substance Removal Certification
6	ASB – Asbestos Certification

### 2016 PREQUALIFIED CONTRACTORS BREAKDOWN BY COUNTY

