

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

**June 22, 2016**

**District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items and potential or existing litigation. 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 tape recorded; tapes 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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**5:00 p.m.      Call to Order**

Public Comments on Closed Session Items Only

**ADJOURN TO CLOSED SESSION**

**CLOSED SESSION ITEMS FOR DISCUSSION**

1. Consideration of Recommendation for Expulsion of Student
2. Conference with Labor Negotiator  
Agency Negotiator: Eugene Whitlock  
Employee Organizations: AFT, AFSCME and CSEA
3. Conference with Legal Counsel Regarding One Case of Existing Litigation: California School Employees Association & Its Chapter 33 v. San Mateo County Community College District, PERB Case No. SF-CE-3156-E

**RECONVENE TO OPEN SESSION**

**6:00 p.m.      Call to Order**

**Roll Call**

**DISCUSSION OF THE ORDER OF THE AGENDA**

## **ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

### **SWEARING IN OF STUDENT TRUSTEE DENNIS ZHENG**

### **MINUTES**

16-6-2            Approval of the Minutes of the Meeting of June 8, 2016

### **STATEMENTS FROM EXECUTIVES**

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

### **NEW BUSINESS**

16-6-3A            Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

16-6-4A            Hearing of the Public on Local 829, Council 57, American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO'S Initial Contract Proposal to the District

### **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.*

16-6-1CA            Ratification of March and April 2016 District Warrants

16-6-2CA            Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College

16-6-3CA            Annual Review and Approval of Instructional Material Fees

16-6-4CA            Renewal of Agreement with Dannis Woliver Kelley for Legal Services

16-6-5CA            Denial of Claim Against the District

### **Other Recommendations**

16-6-100B           Adoption of the 2016-17 Tentative Budget

16-6-101B           Approval of 2018-2022 Five-Year Capital Construction Plan

16-6-102B           Acceptance of Shuttle Grant Funds in Support of the Skyline College Express Shuttle Project and Approval of Contract with MV Transportation as Operator of the Service

16-6-103B           Discussion of Trustee Elections and Approval of Contract with Dolinka Group for Development of Trustee Area Boundaries

- 16-6-104B [Approval of Contract Award for Pest Control Services to Orkin Services of California, Inc.](#)
- 16-6-105B [Approval of Memorandum of Understanding with San Mateo Union High School District Regarding Skyline College Middle College](#)
- 16-6-106B [Approval of Revisions to Board Policies: 1.40, Meetings of the Board; 6.39, Presence of Non-Students on District Property; 6.50, Student Teachers and Interns; and 8.14, Bond Oversight Committee](#)

### **INFORMATION REPORTS**

- 16-6-3C [District Financial Summary for the Quarter Ending March 31, 2016](#)
- 16-6-4C [Third Quarter Report of Auxiliary Operations, 2015-16](#)
- 16-6-5C [Persistence: Pathway to Completion](#)
- 16-6-6C [Institutional Effectiveness Goals](#)

### **COMMUNICATIONS**

### **STATEMENTS FROM BOARD MEMBERS**

### **RECONVENE TO CLOSED SESSION (if necessary)**

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

### **ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION (if necessary)**

### **ADJOURNMENT**

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
June 8, 2016, San Mateo, CA**

**The meeting was called to order at 6:04 p.m.**

**Board Members Present:** President Dave Mandelkern, Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober and Karen Schwarz, Student Trustee Dennis Zheng (Trustee Holober was caught in traffic; he arrived during the presentation of item 16-6-2C and did not vote on any action items.)

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo Vice President of Administrative Services Jan Roecks, Cañada College Interim President Jennifer Hughes

**Pledge of Allegiance**

President Mandelkern welcomed Student Trustee Zheng, who assumed office on June 1. President Mandelkern said Student Trustee Zheng's ceremonial swearing in will take place at the meeting of June 22.

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the minutes of the May 11, 2016 meeting of the Board. The motion carried, all members voting Aye.

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

None

**NEW BUSINESS**

**APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (16-6-1A)**

It was moved by Trustee Mohr and seconded by Trustee Goodman to approve the actions in Board Report No. 16-6-1A. Trustee Schwarz asked if the appointment of two nursing instructors at College of San Mateo will help to alleviate the ongoing concerns about finding qualified faculty to teach in the nursing program. Jan Roecks, Vice President of Administrative Services at College of San Mateo, said the appointments will help address this issue. She said the two individuals recommended for appointment are very well qualified. After this discussion, the motion carried, all members present voting Aye.

**LOCAL 829, COUNCIL 57, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), AFL-CIO INITIAL CONTRACT PROPOSAL TO THE DISTRICT (16-6-2A)**

It was moved by Trustee Schwarz and seconded by Trustee Mohr to accept the initial proposal for review. The motion carried, all members present voting Aye.

**INFORMATION REPORTS**

**DISCUSSION OF BOARD MEETING PROCEEDINGS (16-6-1C)**

President Mandelkern said that at the last meeting, the Board briefly discussed the number of agenda items for some recent meetings and the subsequent length of the meetings. He said the Board agreed to further consider (1) whether additional meetings should be scheduled for the months in which only one meeting is held and (2)



whether to conduct closed sessions at 5:00 p.m., prior to the start of open sessions, with the understanding that closed sessions could be continued after adjournment of open sessions if needed.

Regarding scheduling additional meetings, Trustee Mohr said he believes it is appropriate to hold two meetings every month; he said this gives the Board the opportunity to discuss items more thoroughly and to engage with the public at a higher level. Trustees Mandelkern, Goodman and Schwarz agreed. Staff will work with the Board to schedule additional meetings for November and December 2016 and will incorporate two monthly meetings into the 2017 schedule.

Regarding the timing of closed sessions, Trustee Mohr said he is not in favor of meeting at 5:00. He said personnel matters often require time to work through and the Board should take as much time as needed to understand the issues and make sure they are dealt with thoroughly. He said he would not like to see such items rushed.

Trustee Goodman said he would prefer to discuss matters earlier when Board members are less tired. He noted that the Board can reconvene to closed session after the open meeting if needed. He said it is important that the Board remain focused on the issues to be considered and avoid side issues. He also said that the Board could consider meeting earlier than 5:00 p.m. if it is known that specific agenda items might take more time to consider.

Trustee Schwarz said she would prefer to meet in closed session prior to the open meeting. She agreed that it is important to make sure the Board remains focused on the closed session agenda items.

Trustee Mohr said that reconvening to closed session after the open meeting can interrupt the flow of the discussion. He said the public counts on the Board to hear matters fully and consider both sides of issues. However, he said he will go along with the wishes of the majority of the Board.

President Mandelkern said he agrees with the points raised by Trustee Mohr. However, he said he believes that the Board may not be alert enough to give items the consideration they deserve if the hour is very late.

It was agreed that the Board will meet for closed session at 5:00 p.m. for the remaining 2016 meetings and will revisit the issue after that time.

#### **UPDATE ON INTERNATIONAL EDUCATION AND RELATED HOUSING / TRANSPORTATION (16-6-2C)**

Jing Luan, Provost, International Education, said the Board last received a report on International Education in 2012. He said it is time to examine the progress that has been made and the challenges ahead.

Eugene Whitlock, Vice Chancellor of Human Resources and General Counsel, introduced other members of the International Program team, including: Diane Arguijo, Director; Danielle Vlahos, Executive Assistant; Julnar Msalam, Housing Coordinator; Connor Fitzpatrick, Marketing; Danni Redding Lapuz, College of San Mateo Program Manager; Chris Burwell-Woo, College of San Mateo Program Services Coordinator; Stacey Carrasco, Cañada College Program Services Coordinator; and Wissem Bennani, Skyline College Program Manager.

The presentation, along with Board questions and discussion, highlighted the following points:

- The International Education Program is aligned with Strategic Goals 1 and 4 in the District Strategic Plan.
- There has been significant growth in revenue from the International Education program since a marketing effort began in the 2012-13 academic year; the latest revenue figure is \$8.9 million. This includes tuition and enrollment fees and capital outlay fees, but not the estimated \$500,000 that is spent annually in the campus bookstores. The capital outlay fee of \$8.00 per unit is charged to all out-of-state students for facilities. The money goes directly into the Facilities fund. The total cost per year for an international student to attend one of the Colleges is approximately \$23,000.
- Net program revenue is \$3.9 million for 2015-16. Net program revenue is calculated by subtracting capital outlay fees, which cannot be used for the program, plus operating expenses including salaries and benefits for campus and District Office staff, recruitment, professional development, and supplies.

- International student enrollment has increased from approximately 150 in spring 2012 to 827 this year. Projected enrollment for spring 2017 is 1,123. The District currently ranks tenth in the State in the number of international students enrolled.
- Each international student spends approximately \$16,000 on the local economy, the majority of which is for living expenses. In 2015-16, this translated to \$13 million.
- The District's international student population includes students from 75 countries. Almost half of the international students come from China, which is not unusual for California community colleges. The District attracts Chinese students primarily from the middle class. Throughout the United States, the five countries sending the largest number of international students are China, South Korea, Japan, Vietnam and Mexico. The new English Language program should help with recruitment of students from South Korea, Japan and Vietnam. Marketing efforts in Nepal have resulted in the District having approximately 25% of all Nepalese students who study in the United States and this is expected to grow.
- The guaranteed transfer agreements negotiated by the District are important marketing/recruitment tools. The agreements apply to domestic students as well and there are no caps; therefore, no local students who meet the requirements specified in the agreements are "frozen out" by international students who take advantage of the guaranteed transfer agreements. Guaranteed transfer agreements have been negotiated with some out-of-state institutions and are also open to both international and local students who meet the requirements.
- Under the Education Code, international students are entitled to receive a tuition waiver if they meet certain financial requirements. This information is also used for marketing purposes.
- The primary goal of the International Education program is to provide revenue in order to offer additional resources to local students. The District has no enrollment cap and no local students are denied access to the Colleges because more international students enroll. Every 2.5 international students subsidize one additional classroom.
- Along with bringing in revenue, the presence of international students adds diversity to the classroom, creates an atmosphere of global learning and intercultural understanding, and enhances the learning experience for all students.
- International students primarily fill empty seats and do not displace domestic students. The fill rate for sections with international student enrollments is in the 85% range. The larger issue of productivity and enrollment management will be discussed at a future meeting.
- International students are afforded priority enrollment which could affect a small number of newly enrolled domestic students. Approximately 25% of international students take classes across the three campuses. International students must take a minimum of 12 units per semester in order to maintain their Visas.
- International students achieve academic success. They consistently outperform domestic students in terms of GPA and success rate. Most transfer to four-year institutions. This semester, 68 students from College of San Mateo transferred to four-year institutions. The majority transferred to UCs, with the largest number going to UC Berkeley.
- It is important to create a sense of place and belonging for international students. This is accomplished in part through an airport welcome; International Ambassador Program; orientation and matriculation; and engagement opportunities such as clubs and student government. Involvement in student government provides opportunities for students from countries with other forms of government to engage in a democratic process and learn leadership skills.
- To ease the transition with the growth of the number of international students, the campuses have created cohorts and adopted a model curriculum. They have also provided professional development opportunities and established International Education Committees, as well as collaborating with faculty and staff.
- The District's International Education program has competitive advantages: guaranteed transfer, subject to minimum GPA requirements, to more than 50 universities; the Intensive English Language Program with guaranteed admission to one of the District Colleges upon successful completion; partnership with UC Berkeley in its Transfer Pathways program; savings of approximately \$40,000 by completing the first two years of the bachelor's degree at one of the Colleges; acceptance into UCs at a very high rate; access to internships and job opportunities at high tech companies; facilities that are equal to or better than those

of many private colleges and universities; and campuses that are the safest in California per Clery Act crime reporting.

- Vice Chancellor Luan is actively involved in and well respected by organizations which deal with international education. While on recruitment trips, he and other staff meet with “influencers” such as high school counselors, parents, ambassadors, ministers of education and local government officials. The District’s newsletter and the conditional letters of acceptance from the partner universities have also been major recruitment tools. Vice Chancellor Luan and Vice Chancellor Whitlock participated in a U.S. Trade Mission to Africa sponsored by the Department of Commerce which included student fairs, high school visits, and meetings with agents and government officials. They followed this trip with attendance at EducationUSA events in Vietnam.

Quang (Neon) Le, an international student from Vietnam, said he is studying electrical engineering at Cañada College. He also works as a tutor, mentor and student ambassador. He said his experience thus far has been awesome and everything is going well. He said he particularly appreciates being surrounded by people who constantly inspire students. Mr. Le said his biggest challenge has been financial. Housing and transportation have also presented challenges since the closure of the International Collegiate Residence (ICR). Mr. Le said he learned of the College through personal research.

Szeyuen (Joey) Fung, an international student from Hong Kong, said she works as a student assistant in the District Office. She said she was referred to College of San Mateo by a friend in Hong Kong. She is majoring in engineering and computer science and takes classes at both College of San Mateo and Cañada College. She said she enjoys meeting students from many different cultures. Ms. Fung said her biggest challenges have been housing and transportation. She said another challenge is that it is sometimes difficult to get an appointment with a counselor prior to the time that priority registration begins.

Vice Chancellor Whitlock said housing and transportation are challenges which lie ahead. He said the District has started its own home stay program and also has been approached by three developers who have expressed interest in developing housing for international students on the three campuses. Chancellor Galatolo said that if housing is not addressed, it will limit the ability of the International Education program to grow. He said the availability of housing would address the transportation issue as well. He noted that there are approximately fifty undeveloped acres of land at each campus. Chancellor Galatolo said staff is seeking the Board’s approval to begin to explore housing possibilities and come back with possible solutions.

President Mandelkern said he believes the issue of housing should be brought back to another meeting for a more detailed discussion. He said it would be interesting to examine what other districts with successful international education programs are doing in terms of offering housing and, if so, whether it is also offered to domestic students. He said it is important to consider the liabilities and risks of having housing on the campuses.

Trustee Holober said he believes the issue of housing is worthy of an extensive discussion by the Board before exploring it with developers. He said he would have serious concerns if international student housing was approached in the way that housing for faculty and staff has been developed, i.e. financing the projects as a way of attracting faculty and staff because of the difficult housing market. Trustee Holober said he believes the principal question for the Board to discuss is whether they wish to pursue the possibility of developing housing and, if so, for which students.

Trustee Schwarz said she understands the need for housing but agrees that a more thorough discussion is needed. She said housing and transportation are issues that are major topics of discussion throughout the County.

Trustee Mohr said he believes the problem with housing for international students will limit the program. He said that in order to understand whether something should be done, it is necessary to understand how it would be done. Therefore, he said he would like to see possibilities explored and information brought back to the Board for discussion.

Trustee Goodman said he agrees with Trustee Mohr about exploring options and reporting back to the Board. He said he would also like to address transportation as a separate issue, including the potential to partner with

companies such as Uber or Lyft to see if discount vouchers could be offered to students. Executive Vice Chancellor Blackwood and Trustee Holober both noted that the insurance issue would be problematic because individual drivers for these ride sharing companies are not adequately insured.

President Mandelkern asked that a more thorough discussion on the housing issue be scheduled for a future meeting and asked that staff bring more information and facts for consideration. He said it would be helpful to discuss future growth projections with some of the housing and transportation problems solved vs. projections if housing and transportation remain as they are.

Vice Chancellor Whitlock discussed future plans, including the use of recently purchased software for processing applications, a high school completion program for international students similar to the program in Washington State, and offering existing distance education courses to students in their own countries.

Trustee Mohr said the presentation was excellent and answered all of the major questions. He said Vice Chancellor Luan and the International Education program team have conducted a complex program in an extraordinary way. He said the impact on the academic life of the Colleges is immense because important questions are asked and answered from different world views. Trustee Mohr said he is impressed with the quality of education international students are receiving and with the quality of care that is afforded to them.

Trustee Holober thanked the presenters for their excellent presentation. He said he believes the enrichment and cultural aspects of the program are valuable provided that the program is built on a financial basis that makes it possible to put additional funds into the classroom for the benefit of local students who desperately need the education and training offered by the Colleges. Trustee Holober said it appears that this is occurring and that things are going well.

Trustee Schwarz thanked everyone who participated in preparing the presentation. She complimented the International Education program team, noting that much has been accomplished in four years with limited staff. She thanked the students who participated in the presentation for sharing their stories. Trustee Schwarz said it was heartwarming to see international students participating in the recent College commencement ceremonies.

President Mandelkern said the excellent presentation engaged the Board and sparked discussion. He said he is impressed with the support provided to international students. He said the responsibility taken by the District when parents send their young students to the Colleges should be taken seriously and the District should proceed with caution and sensitivity. President Mandelkern said the International Education program offers quality education and many other benefits for both international and domestic students. He said the main purpose of the program is to generate revenue that is used to enhance the education of San Mateo County residents, which is the primary responsibility of the District.

President Mandelkern said he understands that the term “San Mateo Colleges of Silicon Valley” is used for marketing purposes. He said he hopes that recruitment is carried out with a great deal of integrity and that it is made clear that the Colleges are two-year institutions. Vice Chancellor Whitlock said the fact that the Colleges can offer the first two years at a lower cost is a tremendous selling point. In response to a question from Trustee Holober, Vice Chancellor Luan said there have been no problems or confusion with the use of “San Mateo Colleges of Silicon Valley.” He said the three Colleges are described in the marketing brochure.

Student Trustee Zheng said that having the chance to experience different cultures is a once-in-a-lifetime opportunity; he said parents of international students are attracted to this idea.

#### **BOARD MEMBER COMMENTS**

Trustee Schwarz said she attended the scholarship awards events at the three Colleges. She attended the commencement ceremonies at College of San Mateo and Cañada College and said some audience members suggested that students’ inspirational stories be shared at the District opening day event. Trustee Schwarz said she attended the Middle College graduation ceremonies at Cañada College and College of San Mateo, as well as the Early Childhood Education celebration at Skyline College, Jazz on the Hill at College of San Mateo, and a graduation celebration for former Student Trustee Virginia Rosales which was hosted by her husband.

Trustee Mohr said he welcomes messages from the Colleges about events on the campuses. He said the Board would appreciate receiving notices of events.

Student Trustee Zheng said it is an honor to serve on the Board. He said the District has provided much more than education to him and he thanked President Stanback Stroud and others at Skyline College for their support. Student Trustee Zheng said he will be in China from July 6 through August 10.

President Mandelkern welcomed Student Trustee Zheng and thanked him for his contributions during the meeting tonight. President Mandelkern said he attended the scholarship awards ceremonies at the three Colleges and the commencement ceremonies at Skyline College and Cañada College.

President Mandelkern said Trustee Schwarz has received an award from the Community College League of California in recognition of her more than 20 years of service as a trustee. President Mandelkern congratulated Trustee Schwarz and presented the award to her.

**RECESS TO CLOSED SESSION**

President Mandelkern said that during closed session, the Board will hold a conference with District Labor Negotiator Eugene Whitlock; the employee organizations are AFT and CSEA.

President Mandelkern said the Board will also hold a special closed session; the agenda item will be: Cañada College Presidential Vacancy: Discussion of Candidates and Possible Appointment.

The Board recessed to Closed Session at 9:30 p.m.  
The Board reconvened to Open Session at 9:52 p.m.

**ADJOURNMENT**

The meeting was adjourned by consensus at 9:52 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the June 22, 2016 meeting.

Thomas Mohr, Vice President-Clerk



**Skyline**  
COLLEGE  
ACHIEVE

# President's Report to the Board of Trustees

**Dr. Regina Stanback Stroud**



KinderCaminata at Skyline College  
Photo Credit: William Nacouzi



## SKYLINE COLLEGE BOARD REPORT

JUNE 22, 2016

### KINDERCAMINATA STUDENTS GO TO COLLEGE



On Friday, April 22, Skyline College hosted its third annual KinderCaminata event with over 150 kindergarten students and 50 teachers and parents from Skyline Elementary and Buri Buri Elementary Schools. Upon their arrival to campus, students were greeted by Skyline College staff members,

representing different characters from the Disney Pixar movie, *Inside Out*. Campus Recruiter, Lauren Ford, addressed students, teachers, and family members with an energizing welcome.

Adorned in their “Skyline College Kinder” t-shirts, students were escorted to multiple stations across campus to interact with a variety of different activities. Students were able to engage with Skyline College Public Safety and San Bruno Emergency Services teams, Respiratory Care, Cosmetology, Music, and Kinesiology Departments lead by Skyline College faculty, staff and students. The event ended with lunch and a fun dance party as students waited to board their buses.

The success of the event was due in large part to the assistance and support of the following individuals: Claudia Acevedo, Dr. Ijaz Ahmed, Gretel Barreto, Grace Beltran, Kristina Brower, Tony Brunicardi, Martina Center, Belinda Chan, Jeremy Evangelista, Vitoria Goncalves, Monique Hernandez, Rick Hough, Eric Imahara, Roger Marcelo, Golda Margate, Will Minnich, Diala Mudawar, Kristy Nguyen, Jude Navari, Carmen Richardson, Kennya Ruiz, Brittney Sneed, Marisa Thigpen, Heather Thornton, Kat Tshifunda, Jim Vangele and Alina Varona. Thank you to the San Bruno Fire Department, San Bruno Police Department, California Highway Patrol, and AMR Medical Transportation for spending time and interacting with students. KinderCaminata was organized by Lauren Ford.

A special thank you to Trustee Karen Schwarz, Vice Chancellor Kathy Blackwell, for joining us. This event would not have been possible without the support of the President’s Innovation Fund at Skyline College.

Article by Lauren Ford. Photos by William Nacouzi.

### VOCAL JAZZ ENSEMBLE WINS SECOND PLACE AND SIX MEDALS AT THE RENO JAZZ FESTIVAL!



On Saturday, April 30, the Skyline College Vocal Jazz Ensemble, under the direction of Professor Michelle Hawkins, traveled to the University of Nevada at Reno to compete in the Reno Jazz Festival, one of the largest jazz festivals in the Western United States. The festival featured college, high school and middle school ensembles from multiple states including Arizona, California, Idaho, Nevada, Oregon, and Washington, along with prominent music educators and ensemble directors who served as judges and clinicians. The Skyline College Vocal Jazz Ensemble earned Second Place in the college choir division and received six medals for “Outstanding Soloist” for individual students. Ensemble members were thrilled with the awards and honored to represent Skyline College and the Music Department at this prestigious event.

Article by Michelle Hawkins. Photo by Teresa Tam.

## SKYLINE COLLEGE BOARD REPORT

### JUNE 22, 2016

#### SKYLINE COLLEGE ENGINEERING AND ROBOTICS CLUB BRINGS SCIENCE TO LIFE AT THE SAN MATEO COUNTY STEM FESTIVAL



On Saturday, April 16, the Skyline College Engineering and Robotics Club (ERC) hosted a booth encouraging scientific exploration at the annual San Mateo County STEM Festival. The event was held at the Redwood City Courthouse Square in downtown Redwood City from 10:00 a.m. – 4:00 p.m. It was a beautiful sunny afternoon, and an estimated 3,000 people attended the festival.

The ERC students engaged families and community members and brought science, technology, engineering and math to life through exciting activities including hands-on robotics and physics demonstrations. Special congratulations for an outstanding job to ERC students Alex Hercules, Josh Tamayo, Alina Kirichuk, Bryan Lim, Christine Zhao, and Kristen Chen for volunteering at the event and sparking a sense of wonder and curiosity in the young minds of our community. Their dedication and effort are yet another example of just how brightly Skyline Shines!

On behalf of Skyline College, Science, Math, Technology Dean Ray Hernandez and Engineering Professor and ERC Club Advisor Nick Langhoff would like to extend a big Thank You to Event Coordinator Martha Traynor for organizing the festival in addition to several community leaders for their participation in the event including Senator Jerry Hill, Library Director Derek Wolfgram, City Council members Shelly Masur and Alicia Aguirre, Vice Mayor Ian Bain, and Mayor John Seybert.

Article and photo by Nick Langhoff.

#### JOINT DIVISION MEETING: AN OPPORTUNITY FOR DIALOGUE ABOUT THE SKYLINE COLLEGE PROMISE



On Friday, April 15, a Joint Division Meeting was held to engage faculty divisions in discussion about key components of the Skyline College Promise. The event kicked off with a welcome from Skyline College President Dr. Regina Stanback Stroud who provided an introduction and her perspective on what the Skyline College Promise will mean to our college as we work to ensure more students “Get in. Get through. Get out...on time!”

Dr. Angélica Garcia, Vice President of Student Services, and Regina Morrison, Director of Financial Aid, presented on the Skyline College Promise Scholarship Program, which will assist in removing financial barriers to persistence and completion by covering all student fees for the first year of enrollment. The Promise Scholarship will be available to high school graduates and students who recently completed their GED or Adult Education program after December 1, 2015 and who enroll at Skyline College full-time with plans to earn a certificate or degree.

Dr. Luis Escobar, Dean of Counseling, along with TRiO Director Michael Stokes presented on exciting forthcoming changes to our high school programs and partnerships, including the Skyline College Summer Scholars Institute launching this summer. Designed to ensure more recent high school graduates and GED recipients are prepared to succeed in transitioning to Skyline College and placing into transfer-level courses, the program will provide the opportunity to enroll in a college-level course on career and life planning, attend brush-up workshops in math and English, receive priority registration, and more.



# SKYLINE COLLEGE BOARD REPORT

## JUNE 22, 2016

Summer Scholars Institute completers who submit a Skyline College Promise Scholarship application will also become Skyline College Scholarship recipients.

Dean of Language Arts, Mary Gutierrez, and Dean of Planning, Research, and Institutional Effectiveness, Aaron D. McVean, introduced meta-majors and guided pathways, followed by presentations from the Career Ladders Project (CLP) on effective models of guided pathways and early college credit from community colleges across the country. The event concluded with five faculty-led break-out discussion sessions, at which participants engaged in a more focused and intimate conversation about their own experiences with guided pathways, their concerns, its potential benefits, the impact it may have on their work, and their questions moving forward.

This initial meeting is being followed up with additional opportunities for campus community engagement, including the formation of a steering committee and work teams that will collaborate to guide the design and implementation of the components of the Skyline College Promise.

Article and photo by Aaron D. McVean.

### THE SKYLINE VIEW WINS AWARDS AT STATE CONVENTION



At this semester's Journalism Association of Community Colleges State Convention, Skyline College brought home several awards. The convention, held in Burbank, brings more than 450 student journalists together from all over California to take workshops from professionals in the field, network with other journalists and compete in contests. First, staffer Dave Newlands and former editor in chief Michelle

Kelly took second place for mail-in magazine cover for the very first issue of Viewpoint, the program's new magazine. Veteran staffer and production editor Jordan Sweidan earned third place in on-the-spot feature photography and rookie staff photographer Kevin Perez picked up an honorable mention for his on-the-spot sports photo. Current editor in chief Michelle Brignoli took home a JACC scholarship. Fifteen students from The Skyline View staff and journalism department courses attended the three-day long annual event.

Article and photo by Nancy Kaplan-Biegel.

### INTERNATIONAL STUDENTS TRANSFERRING TO TOP UNIVERSITIES



On Wednesday, May 18, the International Student Program hosted their annual End of Year Party in the Multi-Cultural center. The event was attended by over thirty International students, faculty members and Skyline College students. The event was hosted by Wissem Bennani, who welcomed the attendees and introduced the graduating students of the International Student Program.

Dr. Tammy Robinson, Dean of the Global Learning Programs and Services Division, presented the students with certificates of appreciation and Skyline College mementoes. Many students who received an award are transferring to prestigious universities such as UC Berkeley, UC Santa Barbara, San Francisco State University, University of British Columbia and others. The students shared their experiences studying at Skyline College, and two students, Roma Feng and Donway Dioceldo Sy, provided comprehensive information about their success in transferring from Skyline College.

Roma Feng believed that her engagement in the International office, as well as the International Student Club provided valuable experience for her. Roma also shared how the services at Skyline College such as The Learning center, Counseling Department and Transfer Center helped her transfer successfully. Donway divulged how he secured numerous scholarships through his involvement in student organizations. Donway completed an internship at the Global Learning Programs and Services (GLPS) office, served as president of Phi Theta Kappa, the honors society, and was an honors transfer student. He explained how the personal statement that is submitted along with college application is what makes students stand out from others and that skills learned through these organizations are invaluable. The event was a huge success and all of the attendees enjoyed lunch together after the event.

Article by Sujaya Chandran. Photo by Holly Zhou.

# SKYLINE COLLEGE BOARD REPORT

## JUNE 22, 2016

### CENTER FOR INTERNATIONAL TRADE DEVELOPMENT (CITD) GLOBAL COLLABORATIONS



Skyline College Center for International Trade Development (CITD) Director, Yvonne Reid, continues her strides to globalize the college, promoting an exchange of information and resources among global business education professionals. CITD partnership and collaboration efforts began early this year and spanned the regional, national, and international circuits.

#### Regional Collaborations Snapshot:

- Governor’s Office of Business and Economic Development (GO-Biz) “Grow California Business” Summit Series to share business models to help small business owners and entrepreneurs access resources.
- Application Workshops-Community Colleges Basic Skills and Student Outcomes Transformation Program meeting with Von Ton-Quinlivan and region BACCC discussing state budget funds available to colleges that articulate a compelling plan for adopting or expanding two or more high-impact strategies that transform basic skills outcomes.
- At the Oakland Youth Career Expo 2016 CITD hosted a booth to engage youth ages 16-24; including 15 high school. Over 1,500 youths were exposed to hearing about the initiatives to provide access to jobs, industry specific internships, and other work-based learning experiences for youth.
- Irish Technology Leadership Group hosted Silicon Valley Global Awards led by Chairman Dr. Craig R. Barrett, First Minister of Northern Ireland Arlene Foster and Deputy First Minister Martin McGuinness awarding technology leaders in Silicon Valley for the innovative technological contributions.

#### National Collaborations Snapshot:

Understanding Labor Market Supply and Demographics while working to advance sector strategies under WIOA, CITD joined national conversations to establish a shared sector partnership Work Plan leveraging resources to conduct outreach and engagement of sector employers.

#### Global Collaboration Snapshot:

After receiving the 2015-16 CA State Trade Export Program funds, CITD was pleased to assist 8 California Exporter companies host an exhibit booth at Hannover Messe 2016; world’s largest industrial trade fair in Hannover Germany. Over 190,000 visitors came to give their companies a head start into the digital future. More exhibitors and visitors than ever before from China and the USA crowded onto the exhibition grounds. And never before have so many political decision-makers and corporate CEOs from the industrial sector been represented at Hannover Messe. The images showing German Chancellor Dr. Angela Merkel and U.S. President Barack Obama opening the trade show were seen around the world!

Article and photo by Yvonne Reid.

### STUDENT RECOGNITION AND AWARDS CEREMONY



The 15th Annual Student Recognition and Awards Ceremony was held on Thursday, May 12, in the Theater from 4:00 p.m. to 6:30 p.m. With over \$305,614 in scholarships awarded this year at Skyline College, students waited with excitement and anticipation to receive their awards. Over 293 awards were presented at this year’s ceremony. Professor Danielle Powell served as the Mistress of Ceremonies to honor individual student achievements. In addition to academics, students must also show involvement in leadership and community based activities.

Dr. Regina Stanback Stroud, President of Skyline College remarked that the generosity of kind individuals in our community who believe in future generations is highly evident. The students honored ranged from, working parents, transfer students, and veterans all with a purpose to give back to their communities and to make a difference.



## SKYLINE COLLEGE BOARD REPORT

### JUNE 22, 2016

The message of the awards ceremony was simple, “To pay it forward,” stated Gus Petropoulos, President of the San Mateo Community College Foundation Board.

The newest scholarship that was added this year is the Kruttschnitt Aspire Scholarship Program (KASP). This scholarship awards approximately 30 students annually district wide to the College of San Mateo, Cañada College and Skyline College with the possibility of renewal for a second year. This is the largest donation in the Foundation’s 50 year history. Nine of this year’s recipients were Skyline College students.

### COSMETOLOGY STUDENT WINS \$50,000 AWARD



Skyline College Cosmetology Student Phoo Han Oo was awarded \$50,000 prize package for her “YES” attitude and exceptional talent in the “Junior Styles Stars Updo Bridal/ Hairstyle Mannequin” Competition. Daniel Moses, a representative of the competition and business owner of “The League of Extraordinary Stylists,” from Oakland California, presented the check to Phoo and inspired the entire department by encouraging all of us to say “yes” to our goals and dreams through hard work and perseverance.

Phoo entered the competition (High Fashion Updo theme) with over 300 other students back in February of this year. In order to qualify, Phoo had to buy the required mannequin from Junior Styles’ Stars and create her bridal updo as well as the dress, makeup, and accessories that completed her bridal look.

Once the look was completed, Phoo had to do her own photo shoot of her bridal look, with an instructor present, using only her own iPhone. Throughout the entire competition, Mrs. Cam Dinh, an instructional aide here at Skyline College Salon & Spa, assisted Phoo in supporting her with her questions and giving her positive encouragement to keep up the great work!

It worked! Paul, a representative of the Junior Styles Star National Hair competition from Florida, spoke with Ms. Carmen Richardson, one of Phoo’s other instructors to share the good news! Phoo won after weeks of progressing through multiple rounds of competition. The final round consisted of just 10 students.



The prestigious \$20,000 Karl S. Pister scholarship was awarded to Pricilla Elizabeth Sanchez Peña at Skyline College, who will complete her undergraduate studies at University of California, Santa Cruz. The scholarship provides \$20,000 over two years, and assistance in securing additional funding, to a transfer-eligible student who shows exceptional achievement despite adverse socio-economic status, has demonstrated commitment to assisting and improving the lives of others, and would

not otherwise be able to attend the University of California, Santa Cruz due to financial need. This highly competitive scholarship is awarded to only 13 students nationwide.

Many highlights of the evening included those receiving community awards. The San Bruno Community Foundation honored Leitu Tapaku with the Crestmoor Neighborhood Memorial Scholarship. Dennis Zheng, ASSC President was also awarded the President’s Leadership Award.

The ceremony was followed by a beautiful reception held in Building 6 where award recipients and their families had a chance to thank donors for their kindness and generosity.

Article by Eric Imahara. Photos by Gino De Grandis.

# SKYLINE COLLEGE BOARD REPORT

## JUNE 22, 2016

Phoo was awarded her check and an all-expense paid trip to Florida where she will take part in sharing her journey of saying “Yes” and many other prizes that acknowledged her skills and talent.

Phoo’s instructors and peers are excited to share this GOOD NEWS with our campus family, Skyline College.

Article and photo by Tammy Calderon.

### THE CAREER ADVANCEMENT ACADEMY WELCOMES CITY ARTS AND TECHNOLOGY HIGH SCHOOL



On Monday, May 9, the Career Advancement Academy (CAA) welcomed graduating seniors and their counselors from City Arts and Technology (CAT) High School for a campus visit and a hands-on tour of Career Technical Education (CTE) programs

offered at Skyline College. These programs included: Automotive, Cosmetology, Education Fellows, and Biotechnology. In addition to the program tours, college guest speakers, Linda Allen from the Disability Resource Center (DRC), Lauren Ford, Outreach Recruiter and Julie Lamson, Program Services Coordinator of SparkPoint, shared valuable information about their programs and services.

City Arts and Tech is a public charter high school located in San Francisco dedicated to transforming students’ lives by preparing them for success in college and in life. They offer students a rigorous academic experience and a diverse, compassionate community in which to grow and students are empowered to be leaders in their high school education and in their communities.

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, Education Fellows, Legal Careers and Biotechnology.

Article by Jeremy Evangelista. Photo by Monique Hernandez.

### AUTOMOTIVE 2016 SECOND QUARTER HIGHLIGHTS



Team Automotive – Tom, Dan, Ruben, Paul, Ed, Fil, Rick and Nancy, attended the Spring 2016 CAT (California Automotive Teachers) Conference in Modesto, hosted by Modesto Junior College. CAT celebrated its 50th Year,

but also saw the founding member, “Uncle” Bob Barkhouse, Executive Director, retire! He will be sorely missed by all, but the organization will continue strong under the leadership of its fine members.

Automotive Special Olympics was held once again on Wednesday, May 11, after a lapse of several years. It is an event organized by the Auto Club for some friendly student competitions; two students from each class competes at Tire Toss, Creeper Race, Car Push, Spark Plug R&R, Tire Rotation Race and Parts Cart Race. BBQ was the finale of the day.

The semester was wrapped up with the annual Automotive Awards Banquet on Saturday, May 21, the event was held on campus at the Fireside Dining Room. Graduating students, students of the month, and other appreciation awards to students and industry folks that are supportive to the department were honored. Scholarships donated by our partners in the industry and faculty, were awarded. Graduating CAA Automotive students received their certificates, and we look forward to them joining our Automotive Technology Program in the Fall.

Paul Spakowski was honored for 25 years of service and Nancy Lam received her 10 years of service award.

Article and photos by Nancy Lam.



## SKYLINE COLLEGE BOARD REPORT

### JUNE 22, 2016

### OVER 160 HIGH SCHOOL SENIORS WELCOMED DURING PEP DAYS!



On April 23, and May 14, the Outreach Office hosted Priority Enrollment Program (PEP) Days. Combined, the PEP Days assisted over 160 students with the completion of their steps to successful matriculation. Participants, affectionately referred to as PEPsters, were

greeted with breakfast and an official Skyline College t-shirt to promote school spirit. After a warm welcome from Will Minnich, Dean of Enrollment Services, and Luis Escobar, Dean of Counseling, students either attended Orientation or Assessment Testing.

PEPsters enjoyed pizza for lunch and had the opportunity to engage with current students, faculty and staff during the Resource Fair. A few lucky PEPsters even won more Skyline College swag, graciously donated by Kevin Chak, Bookstore Manager, during our lunchtime raffle. After lunch, students completed the remainder of their steps including counseling appointments to receive an abbreviated SEP and their first semester of recommended courses. In between counseling appointments PEPsters attended workshops on the Promise Scholarship, Summer Scholars Institute, Financial Aid, Transfer Center, and even a campus tour.

Many thanks to everyone who assisted with both days!

Resource Fair Participants: Kwame Thomas, Nathan Jones, Carlos Cuna, Rachel Zabaneh, Troy Barros, Josie Glenn, Sam Sanchez, Jorge Murillo, Lesley Bode, Leitu Takapu, Will Sapigao, Tia Holiday, Elizabeth Tablan, Marisa Thigpen, Kristina Brower, Emma Briones, Nick Kapp, Monique Hernandez, Jesse Raskin (and Legal Studies Students), Karen Lai and Phi Theta Kappa, Alice Erskine, Nate Nevado, Liza Erpelo, Marlboro Bato, and the Associated Students of Skyline College.

Workshop Presenters: Lesley Bode, Jocelyn Vila, Lucy Perez, Nate Nevado, Liza Erpelo, Marlboro Bato, Melanie Espinueva, Lucia Lachmayr, Alina Varona

Counseling Faculty: Alberto Santellan, Melissa Komadina, Javier Urena, Lorraine DeMello, Lou Ferguson, Kim Burks, Andrea Anyawu, Jose Calderon, Tim Dupre, Kent Gomez, Lucy Perez, Will Sapigao, Jessica Lopez, Liliana Rivera, Kwame Thomas, Melanie Espinueva

Staff: Will Minnich, Luis Escobar, Grace Beltran, Jocelyn Vila, Lauren Ford, Eric Imahara, Vitoria Goncalves, Henry, Huang, Kristy Nguyen, Marta Cuellar, Kevin Chak, Vinny Samujh, Tao Liu, Robin Alim, Joseph Jaballa, Martin Marquez, Guillermo Alonzo, Carolina Avalos, Jackie Flores

Article and photos by Lauren Ford.

### COLLEGE AWARDED TWO-YEAR GRANT TO PROVIDE FREE SHUTTLE SERVICE FOR STUDENTS



Skyline College was awarded a two-year grant to establish free non-stop, round trip shuttle service between the Daly City BART station and the campus, thanks to the San Mateo County Transportation Authority (TA) and the City and County Association of Governments of San Mateo County (C/CAG). The organizations approved the grant submitted by the San Mateo County Community College District for Skyline College in response to the San Mateo County Shuttle Program Call for Projects at their May board meetings.

The “Skyline College Express” shuttle service will launch August 2016, just in time for the start of fall semester classes on August 17, 2016. The shuttle will run every hour from 7:25 a.m. – 6:44 p.m., Mondays to Fridays. The 28-person shuttle service will be open to students, faculty and staff as well as community members who utilize the services available on campus such as SparkPoint, the Library and Veterans Resource Center. Those who come to campus to attend performing arts, athletics, guest lectures or other college events can avail of this convenient service.

## SKYLINE COLLEGE BOARD REPORT

JUNE 22, 2016

Initial discussions on the project began in 2013 at the first annual Success Summit hosted by the President's Council where a breakout session entitled, "The Last Mile" spurred much enthusiasm. This discussion demonstrated a clear need for a solution to the problem of transportation to and from campus from major transit hubs. A comprehensive transportation survey conducted in 2014, highlighted 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. Implementation of the shuttle program 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, representing close to half of the campus population.

The shuttle program will support students in getting to campus in a timely fashion at no cost, helping to mitigate socio-economic barriers to education and decrease commute times. Potential students who otherwise had no means of transportation to attend college will now have access to world-class educational opportunities, with approximately 100 degrees and certificates to choose from, for only \$46 per unit.

Article by Cherie Colin.

### UPCOMING EVENTS

#### JUMPSTART

June 20, 2016 - July 28, 2016



#### SUMMER SCHOLARS INSTITUTE

June 27, 2016 - July 26, 2016



#### INFUSING ICT INTO GLOBAL TRADE & LOGISTICS (GTL) WORKSHOP

Wednesday, July 13, 2016

9:00 a.m. - 4:00 p.m.

Skyline College



#### SPARKPOINT CLIENT CELEBRATION

Thursday, July 14, 2016

5:00 p.m. - 7:00 p.m.

Building 6, Rooms 6202-6206

*Achieve*



## College of San Mateo President's Report to SMCCCD Board of Trustees

### **CSM Awards Record Number of Degrees and Certificates**

The College celebrated its 94<sup>th</sup> Commencement on May 27. CSM awarded 1,947 degrees and certificates for the 2015-16 academic year. The College has increased its degree and certificate awards by 173% over the last five years. Former student-athlete Hansen Sekona was the commencement speaker and former student-trustee Rupinder Bajaw was the student speaker. International students representing 12 different countries were among the graduates. Just under 200 associate degree students attended the event and the gym was filled to capacity with family and friends. The college also held separate ceremonies for the MANA, Nursing, Dental Assisting, and Middle College High School programs.

<https://www.flickr.com/photos/collegeofsanmateo/albums/72157669450974296>

### **A Successful Year for CSM Honors Program**

It has been a good year for the CSM's Honors Program. During the year the college received UCLA's Transfer Alliance Program (TAP) certification. As a result, students completing CSM's honors program receive priority admission from UCLA. Also, CSM had 9 of 11 student proposals accepted at the annual Regional Honors Symposium held at UC Berkeley. CSM's interdisciplinary program is unique because a seminar/research approach is employed. This methodology prepares students well for upper-division and graduate work. According to former honors student Derek Plemons:

*"At Cal I used what I learned in the Honors Project class many times. I remember going to a discussion where three of us talked about our experience in the CSM honors program. I said that I thought it was a great introduction into more intensive research that I would be getting into at Cal. One book that we read, Ways of Seeing, proved to be a valuable resource in many of my rhetoric classes. Professors and graduate students were impressed that I not only knew of this book but had read it in an honors course at community college. I think that speaks to the high quality of CSM's Honors Project."*

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

### **CSM Digital Media Students Featured in International Competition**

Ten Digital Media students were chosen to have their work included in "Show Us Your Type: Berlin Revisited 2016", an international typography exhibit featured in Berlin and online. Students Kenny Dong, Sweetie Nagar, Milena Radunovic, Christine Taylor, Marianna Boucher, Dulce Palmisano, Milithza Moran, John Carungay, Jamie Lanier, and Shiva Kamali created their own fonts while promoting the city of Berlin, as part of a typography assignment. While clearly stating the word "Berlin", each piece displays its own unique style, ranging from minimal and clean to bold and colorful. The students' work is featured with the work of hundreds of professional and amateur graphic designers from around the globe. All of the students are enrolled in a class taught by associate professor Vera Fainshtien.

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

## Another Successful Jazz on the Hill

CSM hosts many popular public events. In fact, the College regularly draws about 2,000 visitors per week. The most popular annual event at the College is Jazz on the Hill, which is organized and produced by KCSM. This year's Jazz on the Hill was another success and drew about 3,500 visitors throughout the day. Headliner Charlie Musselwhite thrilled the crowd with his renowned blues playing. The event also featured younger performers from closer to home in the form of the SFJAZZ High School All Stars Combo and the San Francisco Latin Jazz Youth Ensemble.

<http://collegeofsanmateo.edu/news/index.php/2016/06/01/jazz-returns-to-the-hill-kcsms-annual-festival-draws-variety-of-renowned-musicians/>

## CSM Baseball Players Drafted

Congratulations to three former Bulldogs who were drafted recently: Miles Mastrobuoni (Tampa Bay Rays), Ryan O'Malley (Atlanta Braves) and Jarrett Costa (Oakland Athletics). Three other former Bulldogs are currently playing in the major leagues: Scott Feldman (Houston Astros), Daniel Nava (Anaheim Angels), and Joe Biagini (Toronto Blue Jays)

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

## Professors Belize and Titus Featured in Recent Stanford Publication

The Stanford Program on International and Cross-Cultural Education (SPICE) serves as a bridge between Stanford University and K–12 schools and community colleges by developing multidisciplinary curricular materials on international topics. Professors Tania Belize and Michele Titus participated in the EPIC Fellowship program this year with the goal of internationalizing the curriculum in their respective disciplines. The work of each professor was featured in a recent SPICE publication: <http://spice.fsi.stanford.edu/news/engaging-community-college-faculty>



*Photo of the Month: Student Speaker Rupinder Bajaw*





# Cañada College

report to the  
SMCCCD Board of Trustees

June 22, 2016

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## Hughes News: Associated Students of Cañada College - Leaders, Educators and Partners in Student Access and Success!



At the May 11 Board of Trustees meeting, Ms. Alex Wildman, Vice President of the Associated Students of Cañada College (ASCC), provided an overview of the work undertaken by ASSC this year. It was an impressive presentation and I wanted to share with you some of the highlights so that you can see all the work ASSC has been doing to help our students “start strong, stay strong, and finish strong.”

Nearly 40 days of this academic year, the ASSC executed a variety of events for the college community. What’s more impressive is that more than 50 percent of their events had a social justice or cultural competence focus. ASSC President, Evelyn Valenzuela shared, “Our Student Senate were the only representatives from a California College to attend the National Student Leadership Diversity Conference. From the curriculum we learned at the conference, partnered with our vigorous summer training, we began our Social Justice education journey together. With a focus on equity and social change for the year, we were able to accomplish our initiatives and goals. I am proud of our 2015-2016 Student Senate and we really appreciate the support of the College.” The following is just a sample of some of the events they sponsored:

- Welcome Week
- Black History Month
- Random Acts of Kindness Week
- Club Rush
- Greek Olympics
- Asian Pacific Islanders Month
- HoliFest
- Connect to Culture
- Human Trafficking Awareness and Call to Action Day – A collaboration with San Mateo Sheriff’s Office, Justice at LAST, Legal Advocates for Survivors, and Cañada classified staff
- Alcohol and Sexual Assault Awareness – students learn side-by-side with faculty and staff at the spring Flex Day with a viewing and discussion of the powerful One Love film



## Hughes News (cont.)

In addition to these events, ASCC:

- worked with Vice Chancellor Bauer and Pacific Dining to increase vegetarian and Halal food options in the Grove
- provided 7,000 Cañada students with discounted rides to and from campus
- sorted three tons of food for the Redwood City community at the Second Harvest Food Bank
- volunteered 7,560 hours of service to our students, the college, and our community
- partnered with the District Sustainability Team to create a green event checklist and held 12 Silver Level events
- participated in a number of state and national leadership conferences and voted on several statewide initiatives for veterans' vouchers, LGBTQ programs and prayer rooms
- supported and sponsored more than 20 campus-wide programs and initiatives, totaling 60 events brought to campus because of their efforts

As I listened to Alex's presentation that evening and reflected on the meetings and events of ASCC that I attended this semester, I realized that these students are not only leaders, but also educators and partners in our continued efforts to increase student access and success. The work they are involved in has truly helped engage our students outside the classroom in a rich array of co-curricular events and activities, which directly contributes to student learning and student success.

As the semester comes to a close and we enjoy all the celebration and recognition ceremonies to honor our students' achievements and successes, please join me in giving a huge "shout out" and thank you to the Associated Students of Cañada College for the significant role they play in our students' success.

### **ASCC supported and sponsored events (not including their 40 days they personally planned):**

- |   |  |
|---|--|
| 1. Summer Colts Classic                                     | 11. Funded Miercoles con Peliculas Movie Screenings        |
| 2. Black Panthers Movie Screening and Talk                  | 12. Multicultural Awareness Chat 'n Chew                   |
| 3. Funded National Trio Day:                                | 13. Transfer Center Transfer Re-Beautification Day         |
| 4. Funded Careers and Majors for ESL Students: Focus on CTE | 14. Disability Resource Center Tech and Ability Initiative |
| 5. Funded Off Campus ESL Student Body Card Event            | 15. Honors Transfer Program Event                          |
| 6. Business, Tech, and Politics Speaker Series              | 16. We Love Social Sciences Event                          |
| 7. Funded Women's Tennis Match Special Opening Event        | 17. Transfer Recognition Ceremony                          |
| 8. MAP Club Redwood City Chinese New Year Festival          | 18. Trio Success Tours                                     |
| 9. Funded Valley of the Heart Educational Play              | 19. College for Working Adults Brown Bag Dinners           |
| 10. Funded Eso Transfer Wall Transformation Day             | 20. Eso! Transfer Wall                                     |

## Amelito Enriquez Recognized with Outstanding Teaching Award



Amelito Enriquez, Ph.D., Cañada Professor of Engineering and Mathematics, was recently recognized with the 2016 American Society for Engineering Education Pacific Southwest Section Outstanding (ASEE PSW) Teaching Award. This is the first time that a community college instructor received the award. Additionally, the award qualifies Professor Enriquez to compete for the national teaching award next year. Professor Enriquez was nominated by Dr. Wenshen Pong, Director of the San Francisco State University School of Engineering and letters of support were provided by Cañada College Engineering graduates and fellow colleagues, community college engineering faculty.

Professor Enriquez was recognized during the awards banquet of the 84th Annual American Society for Engineering Education Pacific Southwest Conference, which was held at Cal Poly Pomona

on April 21-23. The Pacific Southwest section covers California, Hawaii, Nevada, and Arizona. This award was given by each ASEE section and focused on outstanding classroom performance, recognized teachers of engineering and engineering technology students and served as an incentive to make further significant contributions to teaching. Congratulations, Professor Enriquez!

## TRIO-SSS Participates in Redwood City's Earth Day Clean-Up Year



Each year, TRIO programs around the country celebrate National TRIO Day to commemorate the sacrifices of generations before us in an effort to create equity in education. As a part of that celebration, the programs also give back to the communities that support. TRIO-SSS at Cañada College have been working with Redwood City Public Works' Earth Day Clean-up event for the past three years. This year, four TRIO students and one staff member ventured out to Redwood Creek to pick up trash along the banks. The team worked with people from many different organizations and took advantage of answering that oh-so-familiar question, "what is TRIO?" There was also a family who volunteered and the mother is a Cañada student! She was excited and proud to see Cañada was represented.



Once at the creek, the team was greeted by several geese who had families of their own. They were very thankful that we'd arrived to help keep their home clean and safe. TRIO would like to thank Denise Seibert, Dave Seibert, Earl Thompson, and Adriana Lopez for participating in National TRIO Day of Service and for generously giving their time and bravely squelching around on the Redwood Creek banks to help beautify Redwood City.

## Cañada's Phi Theta Kappa Chapter Celebrates Another Successful Year



Beta Zeta Nu, Cañada College's chapter of Phi Theta Kappa (PTK), completed a successful and busy academic year. Phi Theta Kappa is the international honor society for two-year colleges and has been acknowledged as one of the premier chapters in the country. Beta Zeta Nu (BZN) has been named the Most Distinguished Chapter in the Nevada-California Region and the sixth most distinguished chapter out of 1,300 chapters internationally. Highlights for the year are shared around the society's hallmarks of: Scholarship, Service, Leadership and Fellowship.

### Scholarship:

BZN welcomed close to 50 new members this Spring, many of whom come with the support and help of the

College's EOPS program, Jose Romero and Lorraine Barrales-Ramirez. The new members were honored at an induction ceremony at Skyline College April 15. BZN was also busy discussing the creation of a new benefit for its members with Chancellor Galatolo. While this new benefit is still being developed, the Chapter hopes to make an announcement in time for the fall membership drive. Lastly, BZN began researching this summer and fall's Honors in Action Project, otherwise known as HIA. While many ideas have been discussed, there has been a significant amount of research and interest in exploring the explosion of "digital currencies" such as Bitcoin, and their potential use and benefit for our campus population. This project will unfold in the summer and fall semesters.

### Service:

BZN has served the campus and community in a number of service related activities. The Chapter held a canned food drive, worked with Ronald McDonald House of Palo Alto and the student body of Cañada to donate more than 60 gifts for Cancer afflicted children. The Chapter worked with a local Asian American Bone Marrow Match group to raise awareness of, and register more people for, bone marrow testing and matching. Most recently, the Chapter Presidents met with Interim President Hughes to discuss BZN promoting greater awareness about sexual assault/sexual violence, including finding ways to have more students view the Not Anymore video modules.

### Fellowship:

BZN has worked at a variety of Club Rush events sponsored by ASCC and has been helped by ASCC to attend two leadership conferences. Members also attended the International Convention in Washington DC in April to learn more about PTK and leadership. Most recently, the Chapter participated in the Flex Day activities by hosting a PTK info table. Finally, the chapter hosted a bowling night for its membership at BelMateo Bowl during spring break.

We look forward to seeing what successes the new school year brings!



## Cañada College Engineering Students Present at Engineering Conference



Six Cañada College engineering students attended the 84th Annual American Society for Engineering Education Pacific Southwest Conference in San Diego on April 21-23. The students presented the results of the research they did last summer as part of the 10-week summer research internship funded by Creating Opportunities for Minorities in Engineering, Technology, and Science (COMETS) funded by the Cañada College STEM Center. During the internship, the students were supervised by Cañada Engineering faculty Amelito Enriquez, and SFSU engineering faculty Cheng Chen, Hamid Mahmoodi, Kwok-Siong Teh, and Xiaroing Zhang.

Amado Flores Renteria presented the paper “Engaging Community College Students in Structural Engineering Research through Natural

Period Approximation for Steel Plate Shear Wall Structures,” which he co-authored with three other Cañada students who have transferred to a four-year university—Jolani Chun-Moy (Cal Poly San Luis Obispo), David Flores (San Jose State), and Daniel Salmeron (Cal Poly San Luis Obispo). Muslim Razi, who is now a computer science and engineering major at UCLA, presented the paper “Engaging Community College Students in Engineering Research through Design and Implementation of a Human-Machine Interface for Gesture Recognition.” Three other Cañada students who have transferred to a four-year university co-authored the paper—Jeremy Chow (UC Berkeley), Rebecca Reus (UC Berkeley), and Lina Tsvirkunova (UC San Diego).

Michael Gamarra and Taimoor Tariq presented the paper “Engaging Undergraduate Students in Nano-Scale Spin-Electronics Research through Summer Internship.” They co-authored the paper with Juan Rodriguez Gudiel (who is now at UC Merced) and David Alvarez (who is now at San Jose State University). Alexander Furlanic and Shane Sharp presented the paper “3D Printing of Fiber-Reinforced Polymer Matrix Composite: An Engaging Technique for Undergraduate Education and Research.” They co-authored the paper with Kenzie Campbell and Colin McGill, who is now a mechanical engineering major at UC Merced College.

The student presentations were well received by conference attendees who were mostly engineering faculty, graduate students, and engineering professionals from California, Nevada, Arizona and Hawaii. This annual conference is a great opportunity for students to present at a professional conference and become authors of published technical papers.

## Former ESL Student, Now Published Poet and Adjunct ESL Professor Gerardo Pacheco



The end of the academic year provides a moment to reflect upon, and celebrate, successes of our students who have achieved the goals that they set while at Cañada, as well as the preparation for the next steps in their respective journeys. This student success story is very special as the ultimate goal was to return to where his journey began... Cañada College.

“I first met Gerardo when he was a student in one of my ESL classes,” recalled Cañada ESL Professor Jenny Castello. “When he was in my ESL Reading Level 3 class, I remember noticing him as a student in this class because he was very eager to learn and was very engaged in class. By the time I had him in ESL Grammar 4, he had become a student with very strong motivation to succeed and very good academic skills.”

Gerardo continued on his educational pathway at Cañada where he earned his Associate in Arts Degree in English with High Honors and transferred to San Francisco State University (SFSU) with a scholarship. He stayed in touch with the College while at SFSU and was invited back as a guest speaker (and read some of his poetry) at Cañada’s ESL

Recognition Event. He continued his education at SFSU and earned a Master of Fine Art degree in Creative Writing and just last year, earned a certificate in Teaching English as Second Language (TESOL). Gerardo also completed his student teaching in Professor Castello’s ESL 912 class where she shared that Gerardo was very easy to work with as a student teacher because he worked hard to prepare for the lessons that he taught and connected right away with the students.

Gerardo is now an award-winning and published Poet, Creative Writing Instructor at SFSU and also teaches ESL 901 Language Skills for Workforce Careers at Puente de la Costa Sur in Pescadero; the program is part of Cañada’s off-campus ESL Program and in collaboration with La Costa Adult School and Puente de la Costa Sur, one of the College’s ACCEL partners. In addition, last year, he was invited to be part of the Bread Loaf Writers’ Conference, one of the oldest and recognized writers’ retreats in the nation, and this summer, he will be joining some of the most well-known Latin writers at the CantoMundo Writers’ Retreat and Macondo Workshop in Texas and the Frost Place writer’s retreat in Franconia, New Hampshire.

“One of the many things I have dreamt in my life is teaching at Cañada College,” shared Gerardo. “As an undocumented student, Cañada College gave me the tools to dream. At Cañada, I learned to read, write and pursue a career. I also found mentors like Jenny Castello. She is a great teacher, role model, friend, mentor and I wish to be a fraction of the teacher she is. Cañada College gave me a chance to succeed regardless of my legal status. At Cañada College, I feel like I have a real family. Teaching at Cañada has fulfilled my promise to give back to my community. I believe I can have a positive influence on my students’ lives by sharing my life story. I always tell my students, ‘If I could reach my dreams, you can do it too.’ Coming back to Cañada is a dream come true.”

Congratulations, Gerardo, on your many accomplishments! We are so lucky to have you as a part of our Cañada family. Thank you for inspiring our students to achieve their dreams.

## Campus Construction Updates

In November 2014, our community voters approved Measure H to support capital construction and modernization at all three campuses in our district. Measure H provides \$133 Million to Cañada College for the construction of two new buildings, and modernization and updates of three buildings.

As we wrap up the Spring 2016 semester, many people are wondering why we have not seen any construction on campus yet. Throughout the year, there have been a number of smaller projects on campus as we prepare to start major capital construction. One of the major undertakings has been to develop all the project documents, cost estimates, and updated project timeline. Here is the latest schedule for the 'first wave' projects:

| Project Name                                   | Vacate Existing Building | Construction Start | Occupancy  |
|--|--------------------------|--------------------|------------|
| <i>Building 1 - Kinesiology &amp; Wellness</i> | 12/18/2017               | 03/19/2018         | 10/11/2019 |
| <i>Building 23 - Science</i>                   | N/A                      | 06/04/2018         | 02/03/2020 |

As with any construction project, the timeline is subject to change. We will provide updates at our Fall Opening Day and throughout the semester to keep the campus community aware of timelines, preparations, and other small projects. The latest updates and timelines can also be found on the Administrative Services webpage: <http://canadacollege.edu/adminservices/construction.php>.





# PHOTOCOLLAGE: El Dia de los Niño Event

El Dia Del Niño Service Event at North Fair Oaks Puente de a Costa Sur &- April 24 & 29, 2016

Cañada College's Outreach, Upward Bound and ESL Departments participated in Dia de los Niños (Children's Day) in Pescadero and North Fair Oaks. The team helped served more than 200 children by participating in art projects, teaching children how to make hand-made tortillas and playing games. Sixteen volunteers dedicated 118 service hours over the two events.





## PHOTOCOLLAGE: Fashion Department's Mystery Fabric Contest

Students in Cañada's Fashion Department had the opportunity to participate in a contest with mystery fabrics. Thirty seven students selected a bundle of unknown materials and then designed a garment using all of the fabrics. This creative exercise was not a course assignment but a chance to explore their design talents. The first place winner of the Mystery Fabric Contest is Ping Mathre with inspiration of two different gowns: the wedding dress in the 2015 movie of Cinderella and Cate Blanchett's seafoam Armani gown from the 2016 Oscars. Unknown fabrics in the mystery bundle that she chose, turned out to be small pieces that were used for the flowers and to create the ruffles of the petticoats.



**BOARD REPORT NO. 16-6-3A**

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

**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.

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

**Cañada College**

**Jamillah Moore** College President Office of the President

Reassigned from the position of Interim Vice Chancellor of Educational Services and Planning (Grade EC of the Executive Salary Schedule 10) into this administrative assignment at the same grade, effective July 1, 2016, replacing Lawrence Buckley.

**B. PUBLIC EMPLOYMENT**

**1. New Hires**

**Cañada College**

**Ryan “Daryan” Chan** Counselor Counseling

New Contract I status academic employment, effective August 15, 2016, replacing Karen Olesen.

**Kristeen Oronan** Radiologic Technology Clinical Coordinator/Instructor Science & Math

New Contract I status academic employment, effective August 15, 2016, replacing Pamela Jones.

**2. Re-Employment****Cañada College**

**Christopher Rico** Counselor Counseling

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month), effective Fall Semester 2016 through Spring Semester 2017. The position was originally Board approved on August 12, 2015.

**C. REASSIGNMENT****College of San Mateo**

**Carol Newkirk-Sakaguchi** Director, Disabled Students Programs and Services Counseling

Reassigned from a full-time, 10-month faculty position (Regular Faculty Salary Schedule 80) into this full-time, 12-month Academic Supervisory position at Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35, effective July 1, 2016. This is a new position that was Board approved on February 17, 2016.

**District Office**

**Jonathan Fuentes** Maintenance Engineer Facilities Planning & Operations

Reassigned from a full-time, 12-month Utility Engineer position (Grade DD of the Buildings and Grounds Salary Schedule 70) into this full-time, 12-month position at Grade FF of the same salary schedule, effective April 25, 2016, replacing Calvin Eng.

**D. TRANSFER**

None

**E. CHANGES IN STAFF ALLOCATION****Cañada College**

1. Recommend creation of a new classification titled "Director of Workforce Development (Grant Funded)" position (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule (35), effective June 23, 2016. In addition, recommend a change in staff allocation to add one full-time temporary, grant-funded Director of Workforce Development, effective June 23, 2016. This temporary position is funded by the Menlo Park Redevelopment Project and the Adult Education Block Grant.

**College of San Mateo**

2. Recommend approval of a temporary increase in staff allocation for four 10-month positions at the College of San Mateo Child Development Center for summer session 2016, effective June 13, 2016. This temporary increase will cover the six-week Summer session:

| <u>Allocation</u>                 | <u>Incumbent</u>  | <u>Assignment</u> |
|-----------------------------------|-------------------|-------------------|
| Child Development Center Aide II  | Maggie Barrientos | 23 days           |
| Child Development Center Aide II  | Yovanka Crossley  | 25 days           |
| Child Development Center Aide III | Lori Pilster      | 28 days           |
| Child Development Center Aide I   | Clara Valdez-Chon | 24 days           |

3. Recommend a change in staff allocation to add one part-time (67%), 10-month Counselor position (Faculty Schedule 80) in the Counseling Division, effective June 23, 2016.

**District Office**

4. Recommend a change in title for the Director of Community and Government Relations position classification to Chief of Staff, effective July 1, 2016. Accordingly, recommend a corresponding title change to the vacant position (1A0013), effective July 1, 2016.

**Skyline College**

5. Recommend approval of a temporary increase in staff allocation for four 10-month positions at the Skyline College Child Development Center for summer session 2016, effective June 13, 2016. This temporary increase will cover the six-week Summer session:

| <u>Allocation</u>                 | <u>Incumbent</u>     | <u>Assignment</u> |
|-----------------------------------|----------------------|-------------------|
| Child Development Center Aide III | Wei-Hwa (Vicky) Feng | 34 days           |
| Child Development Center Aide III | Michelle Amaral      | 34 days           |
| Child Development Center Aide III | Adrienne Villegas    | 16 days           |
| Child Development Center Aide III | Alexa Valles         | 25 days           |

**F. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE**

None

**H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION****1. Retirement**

None

## 2. Resignation

### Cañada College

Lawrence Buckley

President

Office of the President

Resigning effective June 30, 2016.

### I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

### J. 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       | Marketing/President's Office             | 1                  | 07/01/2016                | 12/23/2016 | <b>Web Programmer Analyst</b><br>Perform technical work involved in the design, development and implementation of web-based applications for the College's new mobile-friendly website. The position evaluates, develops and implements a variety of moderately difficult web programs and systems, and analyzes web program problems to develop resolutions. This position will be needed up to 20 hours/week.       |
| College of San Mateo | KCSM FM                                  | 8                  | 07/01/2016                | 12/31/2016 | <b>FM Announcer:</b><br>Select music, maintain music library and computer database, create lists of music scheduled for play; host radio programs, produce promotional announcements; operate specialized station equipment. Public contacts are extensive, involving station staff, the general public, both on and off the air and students for the purpose of exchanging program and other procedural information. |
| College of San Mateo | Enterprise Operations/Auxiliary Services | 1                  | 06/13/2016                | 07/22/2016 | <b>Office Assistant II:</b><br>Provide administrative support for the Bay Area Pathways Academy.  |

|                      |                               |   |            |            |   |
|----------------------|-------------------------------|---|------------|------------|---|
| College of San Mateo | Counseling:<br>EOPS/CARE      | 1 | 08/01/2016 | 12/22/2016 | <b>Retention Specialist:</b><br>Provide assistance with on-campus and community outreach, and new student intake; meet with students to assess support service needs and facilitate the use of these services; assist with case management; assist with evaluating and monitoring students' academic performance for early alert and academic success workshop participation; schedule new and continuing student meetings/new student orientations/appointment follow up. Position needed up to 20 hours/week. |
| College of San Mateo | Counseling:<br>EOPS/CARE      | 1 | 07/01/2016 | 12/22/2016 | <b>Office Assistant I:</b><br>Assist program staff with responding to student and visitor inquiries regarding program eligibility and support services; assist with initial program eligibility; complete computer-related assignments such as database and spreadsheet management for intake and student compliance with appointments and progress report(s); and maintain current and archived student files. Position needed up to 30 hours per week.  |
| College of San Mateo | Counseling/CalWORKS           | 1 | 07/01/2016 | 12/22/2016 | <b>Program Services Coordinator:</b><br>Develop job skills training workshops for CalWORKS students, facilitate workshops, assist with case management, MIS data entry and update files for student records. Position needed 2 days/ week up to 20 hours/ week during peak times.   |
| College of San Mateo | Business/Technology<br>(FIRE) | 6 | 07/01/2016 | 06/30/2017 | <b>Instructional Aide II:</b><br>Assist instructional staff during manipulative skills practice and examinations in the Firefighter I Academy, Recruit Firefighter Academy, and Emergency Medical Technician: Basic and Refresher courses, including other special assignments as needed. This is a continuation of how Instructional Aides have historically been used in these courses and this program.  |

|                      |  |   |            |            |  |
|----------------------|--|---|------------|------------|--|
| College of San Mateo | Financial Aid                                    | 2 | 07/01/2016 | 12/31/2016 | <b>Financial Aid Assistant:</b><br>Assist students at the front counter, answering phones & processing BOGG applications.  |
| College of San Mateo | Health Services                                  | 1 | 07/01/2016 | 06/30/2017 | <b>Health Services Physician:</b><br>Physician for the Health Center.  |
| Skyline College      | Financial Aid                                    | 1 | 07/05/2016 | 12/31/2016 | <b>Financial Aid Technician:</b><br>Due to loss of BOGFW beginning Fall 2016, assist students with appealing, front window and phone questions; awarding fall 2016 financial aid; assist students applying for the 1718 FAFSA starting October 2016. |
| Skyline College      | Trio/Summer Scholars Institute                   | 1 | 06/23/2016 | 07/28/2016 | <b>Instructional Aide II:</b><br>Provide individualized and small group tutorial services to students in specific subject areas (i.e., Math, English, and ESOL).   |
| Skyline College      | Office of the Vice President of Student Services | 1 | 07/01/2016 | 12/31/2016 | <b>Staff Assistant:</b><br>Provide temporary administrative support to the VPSS office. Will work 3-4 days per week.   |



**BOARD REPORT NO. 16-6-4A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**HEARING OF THE PUBLIC ON LOCAL 829, COUNCIL 57  
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES  
(AFSCME), AFL-CIO'S INITIAL CONTRACT PROPOSAL TO THE DISTRICT**

At its meeting of June 8, 2016, the Board of Trustees received an initial proposal from the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO. A copy of the AFSCME proposal is attached and by reference made a part of this agenda item.

The District will negotiate in good faith AFSCME's proposals as has occurred in the past.

**RECOMMENDATION**

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

May 20, 2016

Eugene Whitlock  
San Mateo County Community College District  
3401 CSM Drive  
San Mateo, CA 94402

Dear Vice Chancellor Whitlock:

AFSCME, Local 829, Council 57 hereby provides written to the District of its intent to begin negotiations for a successor agreement. AFSCME respectfully submits the following initial proposal in accordance with Section 3547 of the Government Code.

The following are items AFSCME would like to update and/or change.

1. Agency Shop
2. Seniority
3. Districtwide Schedule/Shift Re-Bid
4. Reasonable Union Access
5. Release time to attend Union Meetings
6. Vacancies
7. Alternate Work Week
8. Assignments During Large Events
9. Sick Leave Bonus Program
10. Pay
11. Scheduled Overtime
12. Backhoe Differential
13. Longevity Pay
14. Uniform Allowance
15. Rain Gear
16. Medical Premium Cap
17. Consideration of Transfer Requests
18. Posting of Vacant Positions
19. Distribution of Contract
20. Duration: Effective date and reopeners
21. Utility Engineer – Pool
22. Utility Engineer - Mechanic
23. Layoffs, Seniority, Bumping Rights and Re-Employment
24. Other necessary changes to dates, wording, etc. as needed.

*Tina Acree*

Business Agent  
AFSCME Council 57

**Mailing Address:**

80 Swan Way, Suite 110

Oakland, CA 94621

Office: (650)341-1700 x12

Fax: (650)341-1710



San Mateo County Community College District

June 22, 2016

**BOARD REPORT NO. 16-6-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RATIFICATION OF MARCH AND APRIL 2016 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of March and April 2016 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 March 1, 2016 through April 30, 2016 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1 - 31, 2016  
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

| Check Num                        | Check Date | Vendor Name                                       | Check Amount | Description  |
|----------------------------------|------------|---|--------------|--|
| <u>District Accounts Payable</u> |            |   |              |  |
| 0067772                          | 03/01/16   | U.S. Bank National Association ND, .              | 319,328.32   | Districtwide Procurement Card Payment  |
| 0067774                          | 03/01/16   | Constellation NewEnergy, Inc.                     | 23,880.14    | Utilities  |
| 0067780                          | 03/01/16   | Meta Bank/BB San Mateo CCD CFA                    | 271,569.00   | Financial Aid Disbursement   |
| 0067786                          | 03/01/16   | VALIC Retirement Services Company                 | 256,424.87   | Tax Shelter Annuities  |
| 0067804                          | 03/03/16   | Associated Std -Canada                            | 50,000.00    | Interbank Transfer   |
| 0067808                          | 03/03/16   | Coulter Construction Inc.                         | 23,459.40    | Skyline Construction Services  |
| 0067813                          | 03/03/16   | OmniUpdate, Inc.                                  | 11,250.00    | Campus Annual License Purchase   |
| 0067814                          | 03/03/16   | Oracle America, Inc.                              | 13,837.95    | Districtwide Software Update License & Support Services                              |
| 0067819                          | 03/03/16   | Schneider Electric Buildings Americas, Inc.       | 51,846.86    | Districtwide Building Mgmt System & Utility Measurement & Verification System Mainte |
| 0067820                          | 03/03/16   | School Project for Utility Rate Reduction (SPURR) | 52,229.50    | Utilities  |
| 0067821                          | 03/03/16   | Sedgwick Claims Management Services. Inc.         | 17,315.92    | Replenish Workers' Compensation Insurance Fund                                       |
| 0067822                          | 03/03/16   | SM County Community College District              | 38,529.17    | Replenish Flex Spending Account  |
| 0067826                          | 03/03/16   | SMCCCD Bookstore                                  | 11,877.49    | Cañada Special Programs Textbook Rental Program                                      |
| 0067850                          | 03/08/16   | Fisher Scientific Company                         | 21,633.48    | CSM Equipment Purchases  |
| 0067852                          | 03/08/16   | Interline Brands, Inc.                            | 12,896.12    | Districtwide Custodial Supplies Purchases  |
| 0067857                          | 03/08/16   | Meta Bank/BB San Mateo CCD CFA                    | 134,600.34   | Financial Aid Disbursement   |
| 0067868                          | 03/08/16   | Sutro Tower Inc.                                  | 20,839.00    | KCSM TV Broadcast Site Lease at Sutro Tower  |
| 0067874                          | 03/10/16   | Computerland                                      | 30,637.82    | Districtwide Computer Purchases  |
| 0067881                          | 03/10/16   | Schneider Electric Buildings Americas, Inc.       | 12,712.84    | Districtwide Building Management System Maintenance                                  |
| 0067901                          | 03/15/16   | Casey Printing, Inc.                              | 13,346.11    | Skyline Class Schedules Printing   |
| 0067902                          | 03/15/16   | Coulter Construction Inc.                         | 11,441.00    | Cañada Construction Services   |
| 0067907                          | 03/15/16   | Meta Bank/BB San Mateo CCD CFA                    | 256,127.36   | Financial Aid Disbursement   |
| 0067910                          | 03/15/16   | SMCCCD Bookstore                                  | 30,325.47    | Skyline Special Programs Book Purchases  |
| 0067912                          | 03/15/16   | Western Allied Mechanical Inc.                    | 14,985.00    | CSM Preventive Maintenance Services  |
| 0067918                          | 03/17/16   | Romero-Arias, Debora A.                           | 17,580.00    | CSM Students Interpreting Services   |
| 0067922                          | 03/17/16   | Constellation NewEnergy, Inc.                     | 69,070.39    | Utilities  |
| 0067925                          | 03/17/16   | Foreland Parts, Inc.                              | 10,170.08    | CSM Equipment Purchases  |
| 0067926                          | 03/17/16   | Gordon Kenny Realty, Inc.                         | 16,000.00    | Housing Cash Balance Transfer  |
| 0067927                          | 03/17/16   | Intermountain Electric Company                    | 23,156.25    | Districtwide Electrical Services   |
| 0067952                          | 03/22/16   | Computerland                                      | 14,623.51    | Districtwide Computer Purchases  |
| 0067953                          | 03/22/16   | Coulter Construction Inc.                         | 26,809.00    | CSM Construction Services  |
| 0067958                          | 03/22/16   | Goombah's Embroidery                              | 10,731.48    | Districtwide Facilities Uniforms Purchase  |
| 0067960                          | 03/22/16   | Intermountain Electric Company                    | 33,332.70    | CSM Electrical Services  |
| 0067965                          | 03/22/16   | Meta Bank/BB San Mateo CCD CFA                    | 182,581.00   | Financial Aid Disbursement   |
| 0067970                          | 03/22/16   | R.F. MacDonald Company, Inc.                      | 18,340.00    | CSM Mechanical Services  |
| 0067972                          | 03/22/16   | San Mateo County Schools Insurance Group          | 193,784.87   | Monthly Dental & Vision Insurance Premiums   |
| 0067993                          | 03/24/16   | Constellation NewEnergy, Inc.                     | 12,115.20    | Utilities  |
| 0067996                          | 03/24/16   | School Project for Utility Rate Reduction (SPURR) | 34,916.62    | Utilities  |
| 0068013                          | 03/29/16   | Associated Std-CSM                                | 75,000.00    | Interbank Transfer   |
| 0068016                          | 03/29/16   | Coulter Construction Inc.                         | 20,212.00    | Skyline Construction Services  |
| 0068021                          | 03/29/16   | Labadie Productions                               | 10,700.00    | KCSM Production Services   |
| 0068022                          | 03/29/16   | Meta Bank/BB San Mateo CCD CFA                    | 194,802.67   | Financial Aid Disbursement   |
| 0068029                          | 03/29/16   | Swinerton Builders                                | 161,060.15   | Program Management Services  |
| 484105                           | 03/01/16   | American Federation of Teachers                   | 62,178.67    | Monthly Union Dues   |
| 484109                           | 03/01/16   | C S E A   | 14,370.42    | Monthly Union Dues   |



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1 - 31, 2016  
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

| Check Num | Check Date | Vendor Name                                     | Check Amount | Description   |
|-----------|------------|---|--------------|---|
| 484110    | 03/01/16   | Calif Water Service Co                          | 12,736.54    | Utilities   |
| 484111    | 03/01/16   | Callahan, Paulette B.                           | 10,299.38    | Replacement of Stale Dated Checks   |
| 484137    | 03/01/16   | MassMutual Retirement Service                   | 45,907.49    | Tax Shelter Annuities   |
| 484140    | 03/01/16   | Public Empl Ret Sys                             | 1,655,132.17 | Monthly Health Insurance Premium  |
| 484188    | 03/03/16   | AutomationDirect.com, Inc.                      | 13,072.00    | CSM Equipment Purchases   |
| 484193    | 03/03/16   | CalPERS   | 548,128.23   | February Monthly PERS Classic Members Contribution Advance Payment        |
| 484194    | 03/03/16   | CalPERS   | 138,303.07   | February Monthly PERS New Member Contribution Advance Payment             |
| 484218    | 03/03/16   | Simon Wiesenthal Center, Inc.                   | 15,000.00    | Museum of Tolerance Staff Training Services                               |
| 484235    | 03/08/16   | Burke, Williams & Sorensen, LLP                 | 44,433.64    | CSM North Gateway Legal Services & Construction Contracts Review Services |
| 484245    | 03/08/16   | CSW-Stuber-Stroeh Engineering Group, Inc.       | 13,924.75    | Districtwide Civil Engineering Services                                   |
| 484265    | 03/08/16   | Pacific Gas & Electric Co                       | 11,404.56    | Utilities   |
| 484281    | 03/08/16   | Western Roofing Service                         | 60,565.80    | CSM & Skyline Roof Replacement Services                                   |
| 484294    | 03/08/16   | Hartford Life & Accident Insurance Co.          | 41,930.73    | Monthly Life Insurance Fees   |
| 484299    | 03/08/16   | Momjian, Gohar                                  | 10,000.00    | Monthly Districtwide Consulting Services                                  |
| 484322    | 03/10/16   | Enrollment Rx, LLC                              | 59,500.00    | Districtwide Enrollment Software Implementation                           |
| 484324    | 03/10/16   | iContracts, Inc.                                | 10,480.00    | Districtwide Contract Software Annual Subscription                        |
| 484331    | 03/10/16   | OmniUpdate, Inc.                                | 11,250.00    | Campus Annual License Purchase  |
| 484332    | 03/10/16   | Pacific Gas & Electric Co                       | 10,788.38    | Utilities   |
| 484357    | 03/15/16   | Board of Governors                              | 11,700.00    | Student-Right-to-Know Act Reporting Compliance Services                   |
| 484358    | 03/15/16   | Burke, Williams & Sorensen, LLP                 | 15,741.44    | CSM North Gateway Legal Services & Construction Contracts Review Services |
| 484360    | 03/15/16   | CDW LLC   | 512,480.05   | Districtwide Computer Purchases   |
| 484392    | 03/15/16   | KYA Services LLC                                | 39,405.03    | Skyline Gym Floor Protective Mat Purchase                                 |
| 484399    | 03/15/16   | Marchand, Tammy C.                              | 11,809.52    | Skyline Consulting Services   |
| 484410    | 03/15/16   | Pacific Gas & Electric Co                       | 34,347.49    | Utilities   |
| 484429    | 03/15/16   | SVM, LP   | 15,035.00    | CSM Special Programs Students Gas Cards Purchase                          |
| 484460    | 03/15/16   | Renaissance Insurance Agency, Inc.              | 105,210.00   | Skyline International Students Health Insurance Premium                   |
| 484461    | 03/15/16   | Renaissance Insurance Agency, Inc.              | 85,050.00    | Cañada International Students Health Insurance Premium                    |
| 484462    | 03/15/16   | Renaissance Insurance Agency, Inc.              | 313,110.00   | CSM International Students Health Insurance Premium                       |
| 484472    | 03/15/16   | U.S. Postal Services                            | 10,000.00    | Skyline Postage Purchase  |
| 484488    | 03/17/16   | Downtown Ford                                   | 65,193.29    | Facilities Vehicle Purchase   |
| 484501    | 03/17/16   | National Equity Project                         | 13,000.00    | CSM Session Design & Facilitation Services                                |
| 484511    | 03/17/16   | Steinberg Architects                            | 10,176.50    | CSM Architectural Services  |
| 484521    | 03/22/16   | Allana Buick & Bers, Inc.                       | 21,422.55    | Districtwide Construction Projects  |
| 484522    | 03/22/16   | Apple Computer, Inc                             | 93,591.91    | Districtwide Computer Purchases   |
| 484541    | 03/22/16   | Daniel Larratt Plumbing Inc.                    | 14,468.00    | Skyline Plumbing Services   |
| 484552    | 03/22/16   | Group 4 Architecture, Research + Planning, Inc. | 39,386.25    | Skyline Architectural Planning Services                                   |
| 484566    | 03/22/16   | Pacific Gas & Electric Co                       | 25,660.89    | Utilities   |
| 484567    | 03/22/16   | Pacific Gas & Electric Co                       | 11,728.68    | Utilities   |
| 484576    | 03/22/16   | Sedgwick Claims Management Services. Inc.       | 24,108.50    | Districtwide Annual Worker's Comp TPA Service Fees                        |
| 484593    | 03/22/16   | Woodway USA Inc.                                | 70,337.33    | SMAC Equipment Purchase   |
| 484617    | 03/22/16   | U.S. Postal Services                            | 10,000.00    | Cañada Postage Purchase   |
| 484627    | 03/24/16   | Calif Water Service Co                          | 15,935.41    | Utilities   |
| 484631    | 03/24/16   | Vizenor, Andrea L.                              | 12,400.00    | Skyline Conference Advance Payment  |
| 484643    | 03/24/16   | Salesforce.org                                  | 10,440.00    | District Software Services  |
| 484647    | 03/24/16   | U.S. Postal Services                            | 10,000.00    | CSM Postage Purchase  |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 MARCH 1 - 31, 2016  
 WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

| Check Num  | Check Date                                    | Vendor Name   | Check Amount         | Description                                     |
|--|---|---|----------------------|---|
| 484653   | 03/29/16                                      | Apple Computer, Inc   | 34,870.00            | Districtwide Computer Purchases                 |
| 484654   | 03/29/16                                      | Ash Enterprise International, Inc.                          | 202,667.80           | CSM Planetarium System Upgrade                  |
| 484658   | 03/29/16                                      | Atkinson, Andelson, Loya, Rudd and Romo                     | 15,777.83            | Districtwide Legal Services                     |
| 484664   | 03/29/16                                      | CDW LLC   | 21,236.12            | Districtwide Computer Purchases                 |
| 484665   | 03/29/16                                      | Center for Innovation in Financial Institutions DBA Base 11 | 50,000.00            | Skyline Annual Community College Membership Fee |
| 484679   | 03/29/16                                      | MeasureNet Technology Ltd.                                  | 34,147.31            | CSM Instructional Equipment Purchase            |
| <br>   |   |   |                      |   |
| <u>District Payroll Disbursement (excluding Salary Warrants)</u> |   |   |                      |   |
| J1603607   | 03/01/16                                      | US Treasury - Federal Payroll Tax                           | 1,908,206.03         | Federal Payroll Tax                             |
| J1603607   | 03/01/16                                      | EDD - State Payroll Tax                                     | 371,016.96           | State Payroll Tax                               |
| J1603607   | 03/01/16                                      | EDD - State Payroll Tax                                     | 16,998.21            | State Tax-Disability Insurance                  |
| J1603834   | 03/18/16                                      | US Treasury - Federal Payroll Tax                           | 88,266.02            | Federal Payroll Tax                             |
| J1603683   | 03/10/16                                      | State Teacher Retirement - Cash Balance                     | 67,076.74            | STRS Retirement-Cash Balance                    |
| J1603606   | 03/02/16                                      | State Teacher Retirement - Defined Benefit                  | 837,782.60           | STRS Retirement-Defined Benefit 95%             |
| J1603682   | 03/09/16                                      | State Teacher Retirement - Defined Benefit                  | 44,093.83            | STRS Retirement-Defined Benefit Bal             |
| <br>   |   |   |                      |   |
| <u>SMCCCD Bookstores</u>   |   |   |                      |   |
| 115558   | 03/23/16                                      | Marianna Industries Inc                                     | 17,469.88            | Purchase of Inventory                           |
| 115559   | 03/23/16                                      | MBS Textbook Exchange                                       | 17,295.28            | Purchase of Inventory                           |
| 115562   | 03/23/16                                      | MTC Distributing  | 15,466.13            | Purchase of Inventory                           |
| 115571   | 03/23/16                                      | Pepsi-Cola  | 12,297.61            | Purchase of Inventory                           |
| 115576   | 03/23/16                                      | School Datebooks  | 14,476.00            | Purchase of Inventory                           |
| EFT11513   | 03/24/16                                      | Board of Equalization                                       | 26,151.07            | Sales Tax Prepayment FEB 2016                   |
|  |   | Subtotal  | 11,012,518.17        | 91%   |
|  |   | Warrants Issued ≤ \$10,000                                  | 1,128,299.64         | 9%  |
|  |   | Total Non-Salary Warrants Issued                            | <u>12,140,817.81</u> | 100%  |
| <br>   |   |   |                      |   |
| District Accounts Payabl   | CK#484064-484726, DD67766-68032               |   | 8,588,734.75         |   |
| District Payroll   | CK#114252-114988, DD50107807-50109601         |   | 9,843,018.25         |   |
| SMCCCD Bookstores  | CK#115527-115587, EFT 11513                   |   | <u>205,311.76</u>    |   |
|  | Total Warrants Including Salaries -March 2016 |   | <u>18,637,064.76</u> |   |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
APRIL 1 - 30, 2016  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

| Check Num                        | Check Date | Vendor Name                                       | Check Amount | Description  |
|----------------------------------|------------|---|--------------|--|
| <u>District Accounts Payable</u> |            |   |              |  |
| 0068034                          | 04/01/16   | U.S. Bank National Association ND, .              | 378,269.82   | Districtwide Procurement Card Payment  |
| 0068036                          | 04/01/16   | Air Systems, Inc.                                 | 10,705.38    | Skyline HVAC Mechanical Services   |
| 0068041                          | 04/05/16   | Momjian, Gohar                                    | 10,000.00    | Monthly Districtwide Consulting Services   |
| 0068045                          | 04/05/16   | Romero-Arias, Debora A.                           | 16,200.00    | CSM Student Interpreting Services  |
| 0068049                          | 04/05/16   | Casey Printing, Inc.                              | 13,223.98    | CSM Class Schedules Printing   |
| 0068051                          | 04/05/16   | Coulter Construction Inc.                         | 15,639.60    | Skyline Construction Services  |
| 0068057                          | 04/05/16   | Gordon Kenny Realty, Inc.                         | 40,000.00    | Housing Cash Balance Transfer  |
| 0068058                          | 04/05/16   | GRD Energy Inc.                                   | 26,160.00    | Districtwide Utility Consumption Measurements & Verification Services & Consulting Retrofit Services |
| 0068061                          | 04/05/16   | Interline Brands, Inc.                            | 12,040.84    | Districtwide Custodial Supply Purchases  |
| 0068064                          | 04/05/16   | Meta Bank/BB San Mateo CCD CFA                    | 107,451.00   | Financial Aid Disbursement   |
| 0068077                          | 04/05/16   | SMCCCD Bookstore                                  | 15,379.19    | CSM Copy and Post Billing  |
| 0068078                          | 04/05/16   | SMCCCD Bookstore                                  | 16,048.35    | Skyline Copy and Post Billing  |
| 0068080                          | 04/05/16   | VALIC Retirement Services Company                 | 247,477.88   | Tax Shelter Annuities  |
| 0068093                          | 04/07/16   | Schneider Electric Buildings Americas, Inc.       | 11,991.08    | Districtwide Building Mgmt System and Utility Measurement and Verification System Maintenance        |
| 0068094                          | 04/07/16   | SM County Community College District              | 42,501.37    | Replenish Flex Spending Account  |
| 0068119                          | 04/12/16   | Krueger International, Inc.                       | 35,290.93    | Skyline Furniture Purchases  |
| 0068121                          | 04/12/16   | Meta Bank/BB San Mateo CCD CFA                    | 57,840.50    | Financial Aid Disbursement   |
| 0068124                          | 04/12/16   | Purple Communications Inc.                        | 15,580.00    | Cañada Students Sign Language Interpreting Services  |
| 0068130                          | 04/12/16   | Sutro Tower Inc.                                  | 24,590.98    | KCSM TV Broadcast Site Lease at Sutro Tower  |
| 0068145                          | 04/14/16   | Coulter Construction Inc.                         | 31,371.00    | District Construction Services   |
| 0068154                          | 04/14/16   | School Project for Utility Rate Reduction (SPURR) | 13,167.57    | Utilities  |
| 0068155                          | 04/14/16   | Siemens Industry, Inc.                            | 16,385.75    | CSM Monitoring of Fire Alarm System  |
| 0068177                          | 04/19/16   | Constellation NewEnergy, Inc.                     | 64,548.65    | Utilities  |
| 0068179                          | 04/19/16   | Enterprise FM Trust                               | 11,190.67    | Districtwide Vehicle Leasing   |
| 0068185                          | 04/19/16   | Meta Bank/BB San Mateo CCD CFA                    | 113,016.00   | Financial Aid Disbursement   |
| 0068189                          | 04/19/16   | School Project for Utility Rate Reduction (SPURR) | 13,564.73    | Utilities  |
| 0068204                          | 04/21/16   | Labadie Productions                               | 10,700.00    | KCSM Production Services   |
| 0068207                          | 04/21/16   | San Mateo County Schools Insurance Group          | 192,148.50   | Monthly Dental and Vision Insurance Premiums   |
| 0068225                          | 04/26/16   | Advance Soil Technology Inc.                      | 25,350.00    | CSM & Cañada Geotechnical Inspections  |
| 0068229                          | 04/26/16   | Casey Printing, Inc.                              | 18,396.43    | Skyline Class Schedules Printing   |
| 0068232                          | 04/26/16   | Coulter Construction Inc.                         | 52,189.15    | Skyline Construction Services  |
| 0068239                          | 04/26/16   | Intermountain Electric Company                    | 683,602.28   | Districtwide Electrical Services   |
| 0068241                          | 04/26/16   | Jaime L Arce                                      | 14,451.20    | Skyline Sinage Upgrade Services  |
| 0068243                          | 04/26/16   | Krueger International, Inc.                       | 15,712.79    | Skyline Furniture Purchases  |
| 0068244                          | 04/26/16   | Meta Bank/BB San Mateo CCD CFA                    | 60,917.00    | Financial Aid Disbursement   |
| 0068246                          | 04/26/16   | Netronix Integration, Inc.                        | 33,914.85    | Skyline Construction Services  |
| 0068255                          | 04/26/16   | SMCCCD Bookstore                                  | 86,277.58    | Cañada Special Programs Textbook Vouchers  |
| 0068256                          | 04/26/16   | Swinerton Builders                                | 154,349.83   | Districtwide Planning and Construction Services  |
| 0068257                          | 04/26/16   | Swinerton Builders                                | 202,707.68   | Districtwide Planning and Construction Services  |
| 0068277                          | 04/28/16   | Computerland                                      | 10,991.53    | Districtwide Computer Purchase   |
| 0068282                          | 04/28/16   | Richard McMahon                                   | 13,092.08    | Districtwide Catering Services   |
| 484728                           | 04/01/16   | CalPERS   | 545,438.80   | March Monthly PERS Classic Members Contribution Advance Payment                                      |
| 484729                           | 04/01/16   | CalPERS   | 141,512.82   | March Monthly PERS New Member Contribution Advance Payment   |
| 484732                           | 04/01/16   | Public Emp Ret Sys                                | 1,605,235.23 | Monthly Health Insurance Premium   |
| 484745                           | 04/05/16   | C H Bull & Co                                     | 11,853.75    | Cañada Equipment Services  |
| 484758                           | 04/05/16   | IES Commercial Inc.                               | 13,741.50    | District Equipment Purchases   |
| 484772                           | 04/05/16   | Pacific Gas & Electric Co                         | 10,189.58    | Utilities  |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
APRIL 1 - 30, 2016  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

| Check Numl   | Check Date | Vendor Name                                     | Check Amount | Description   |
|--|------------|---|--------------|---|
| 484778   | 04/05/16   | San Francisco State University                  | 18,430.31    | CalSTEP activities coordination with Cañada College                       |
| 484782   | 04/05/16   | Strata Information Group                        | 56,581.00    | Monthly Districtwide Professional & Management Services                   |
| 484784   | 04/05/16   | ThyssenKrupp Elevator Corporation               | 15,632.91    | Districtwide Maintenance and Repair Services                              |
| 484793   | 04/05/16   | American Federation of Teachers                 | 59,808.47    | Monthly Union Dues  |
| 484794   | 04/05/16   | Associated Std -Canada                          | 25,050.28    | Quarterly Student Fees Reimbursement                                      |
| 484795   | 04/05/16   | Associated Std-CSM                              | 36,522.18    | Quarterly Student Fees Reimbursement                                      |
| 484796   | 04/05/16   | Associated Std-Skyline                          | 40,197.58    | Quarterly Student Fees Reimbursement                                      |
| 484799   | 04/05/16   | C S E A   | 14,697.91    | Monthly Union Dues  |
| 484809   | 04/05/16   | City of San Bruno                               | 10,681.24    | Utilities   |
| 484834   | 04/05/16   | Hartford Life & Accident Insurance Co.          | 42,092.26    | Monthly Life Insurance Fees   |
| 484835   | 04/05/16   | MassMutual Retirement Service                   | 44,689.16    | Tax Shelter Annuities   |
| 484864   | 04/07/16   | C S E A   | 14,460.53    | Monthly Union Dues  |
| 484906   | 04/12/16   | CDW LLC   | 12,557.50    | Districtwide Computer Purchase  |
| 484925   | 04/12/16   | Maverick Networks, Inc.                         | 208,186.96   | Districtwide Telecommunication Purchase                                   |
| 484932   | 04/12/16   | Pacific Gas & Electric Co                       | 35,058.81    | Utilities   |
| 484946   | 04/12/16   | Unify Inc.                                      | 18,816.82    | Districtwide Software Support Services                                    |
| 484948   | 04/12/16   | Wenger Corporation                              | 13,489.33    | Skyline Equipment Purchases   |
| 484956   | 04/12/16   | County of San Mateo                             | 15,817.20    | Monthly Parking Income Allocation   |
| 485044   | 04/19/16   | Comm College League/Calif                       | 61,468.48    | CSM and Cañada Library Subscription Services                              |
| 485065   | 04/19/16   | U.S. Postal Services                            | 10,000.00    | CSM Postage Purchase  |
| 485073   | 04/21/16   | Calif Water Service Co                          | 18,112.81    | Utilities   |
| 485077   | 04/21/16   | County of San Mateo                             | 363,477.45   | Election Services   |
| 485105   | 04/26/16   | Burke, Williams & Sorensen, LLP                 | 40,769.00    | CSM North Gateway Legal Services & Construction Contracts Review Services |
| 485109   | 04/26/16   | CDW LLC   | 19,391.85    | Districtwide Computer Purchase  |
| 485112   | 04/26/16   | Swinerton Builders                              | 10,668.83    | Districtwide Planning and Construction Services                           |
| 485113   | 04/26/16   | Cody Anderson Wasney Architects, Inc.           | 104,405.55   | CSM Planning and Construction Services                                    |
| 485119   | 04/26/16   | Economic Modeling, LLC                          | 12,000.00    | Districtwide Analyst Research Annual Subscription                         |
| 485125   | 04/26/16   | Group 4 Architecture, Research + Planning, Inc. | 30,633.75    | Skyline Architectural Planning Services                                   |
| 485134   | 04/26/16   | Los Angeles Community College District          | 14,091.46    | Cañada SETI and JEP Programs Services                                     |
| 485145   | 04/26/16   | Reliable Concepts Corporation                   | 39,450.00    | CSM Construction Services   |
| 485154   | 04/26/16   | Steinberg Architects                            | 13,828.40    | Districtwide Architectural Consulting Services                            |
| 485156   | 04/26/16   | ThyssenKrupp Elevator Corporation               | 14,644.00    | Skyline Emergency Repair Services   |
| 485157   | 04/26/16   | TLCD Architecture                               | 37,553.14    | CSM Architectural Design and Planning Services                            |
| 485168   | 04/26/16   | Eternal Construction, Inc.                      | 14,600.00    | Cañada Construction Services  |
| 485184   | 04/26/16   | Intermountain Electric Company                  | 35,979.07    | Districtwide Electrical Services  |
| 485205   | 04/28/16   | Floyd, Kay A.                                   | 12,500.00    | CSM Consulting Services   |
| 485218   | 04/28/16   | Pioneer Contractors, Inc.                       | 21,300.00    | Cañada Roof Repair Services   |
| <u>District Payroll Disbursement (excluding Salary Warrants)</u> |            |   |              |   |
| J1604331   | 04/01/16   | US Treasury - Federal Payroll Tax               | 1,863,656.60 | Federal Payroll Tax   |
| J1604331   | 04/01/16   | EDD - State Payroll Tax                         | 357,160.22   | State Payroll Tax   |
| J1604331   | 04/01/16   | EDD - State Payroll Tax                         | 15,704.00    | State Tax-Disability Insurance  |
| J1604874   | 04/20/16   | US Treasury - Federal Payroll Tax               | 92,982.39    | Federal Payroll Tax   |
| J1604982   | 04/21/16   | EDD - State Payroll Tax                         | 13,581.41    | State Unemployment Payroll Tax  |
| J1604671   | 04/12/16   | State Teacher Retirement - Cash Balance         | 62,039.72    | STRS Retirement-Cash Balance  |
| J1604381   | 04/01/16   | State Teacher Retirement - Defined Benefit      | 818,445.31   | STRS Retirement-Defined Benefit 95%                                       |
| J1604540   | 04/08/16   | State Teacher Retirement - Defined Benefit      | 43,076.07    | STRS Retirement-Defined Benefit Bal                                       |



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 APRIL 1 - 30, 2016  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

| Check Numl                | Check Date                                     | Vendor Name                      | Check Amount                | Description                                |
|---------------------------|--|----------------------------------|-----------------------------|--|
| <u>SMCCCD Bookstores</u>  |  |                                  |                             |  |
| 115627                    | 04/04/16                                       | SM CC College District           | 212,265.40                  | Salaries & Benefits Of Feb 2016            |
| 115628                    | 04/04/16                                       | SM CC College District           | 138,249.37                  | Purchase of Inventory                      |
| 115712                    | 04/27/16                                       | SM CC College District           | 213,416.13                  | Salaries & Benefits Of Mar 2016            |
| EFT 77171                 | 04/29/16                                       | Board of Equalization            | 29,050.00                   | Sales Tax Payment For Qtr ended 03/31/2016 |
|                           |  | Subtotal                         | 10,679,678.71               | 91%  |
|                           |  | Warrants Issued ≤ \$10,000       | <u>996,162.19</u>           | 9%   |
|                           |  | Total Non-Salary Warrants Issued | <u><u>11,675,840.90</u></u> | 100%                                       |
|                           |  |                                  |                             |  |
| District Accounts Payable | Ck#484727-485248, DD68034-68285                |                                  | 7,644,695.58                |  |
| District Payroll          | Ck#114989-115682, DD50109602-50111417          |                                  | 10,000,785.48               |  |
| SMCCCD Bookstores         | Ck#115588-115716, EFT 77171                    |                                  | <u>751,711.91</u>           |  |
|                           | Total Warrants Including Salaries - APRIL 2016 |                                  | <u><u>18,397,192.97</u></u> |  |

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

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

The addition of 24 courses to, and the deletion of 83 courses from, the College catalogs are proposed by Cañada College, College of San Mateo and Skyline College at this time. Additionally, 31 courses are proposed to be offered in the distance education mode. The addition of seven degrees/certificates and one program department, as well as the deletion of six degrees/certificates and two program departments, are also proposed. In addition to the degree/certificate deletions, six degrees/certificates were assigned inactive status. One program was reactivated.

In addition to the courses deleted, 62 courses were assigned inactive status, which removes them from the catalog and schedule. Since they have not been deleted, they can be more easily reinstated at a later time. If reinstatement is unlikely, these courses will be deleted in the coming years.

Furthermore, 558 courses were modified and 6 courses were reactivated. Eighty-five programs were modified.

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

**RECOMMENDATION**

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

San Mateo County Community College District

June 22, 2016

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

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

APPROVED BY: Danielle Behonick, Curriculum Committee Chair  
Cañada College

Doug Hirzel, Academic Senate President  
Cañada College

Jennifer Hughes, Interim President  
Cañada College

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

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **ART**

128 GREAT MUSEUMS OF CALIFORNIA (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. This course is necessary to complement The Great Museums of America course (which is entirely centered on East Coast institutions), with its distinctive California history and collection culture.

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 California's great art museums. This museum studies course traces the evolution of collecting and exhibiting art in California from the 19th century to the present, with emphasis on the history of the works of art in each museum. Focus is on the museums of Los Angeles and the Bay Area.

Classification: AA/AS Degree; CSU transferable.

## **PROPOSED CURRICULAR DELETIONS – CAÑADA COLLEGE**

#### **BUSINESS**

108 BUSINESS COMMUNICATIONS

Justification: BUS 108 is being deleted and replaced by BUS. 401 in order to align with the other colleges in our district.

**335 THEORIES AND PRACTICES OF GLOBAL BUSINESS**

Justification: BUS 335 is being deleted and replaced by BUS. 125 in order to align with the other colleges in our district.

**MUSIC****301.1 PIANO I**

Justification: This course is being deleted and replaced by MUS.301 in order to be in alignment with College of San Mateo and Skyline College. All piano courses now have the same unit value, and share the same course number.

**301.2 PIANO II**

Justification: This course is being deleted and replaced by MUS.302 in order to be in alignment with College of San Mateo and Skyline College. All piano courses now have the same unit value, and share the same course number.

**301.3 PIANO III**

Justification: This course is being deleted and replaced by MUS.303 in order to be in alignment with College of San Mateo and Skyline College. All piano courses now have the same unit value, and share the same course number.

**301.4 PIANO IV**

Justification: This course is being deleted and replaced by MUS.304 in order to be in alignment with College of San Mateo and Skyline College. All piano courses now have the same unit value, and share the same course number.

**PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE****BUSINESS**

672 Cooperative Education: Internship

**DIGITAL ART AND ANIMATION**

672 Cooperative Education: Internship

**EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT**

213 The School Age Child  
230 Creative Activities for the Young Child  
672 Cooperative Education: Internship

**HEALTH SCIENCE**

104 Nutrition and Physical Fitness



- 105 Communicable Disease
- 430 First Aid
- 432 CPR: Adult, Child, Infant for Healthcare Providers

### **INTERDISCIPLINARY STUDIES**

- 100 Sustainability: People, Planet, Profits

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

- 672 Cooperative Education: Internship

### **MATHEMATICS**

- 111 Elementary Algebra I
- 112 Elementary Algebra II
- 115 Geometry
- 122 Intermediate Algebra I
- 123 Intermediate Algebra II
- 140 Mathematics for General Education
- 242 Applied Calculus II
- 268 Discrete Mathematics

### **PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE**

#### **ACCOUNTING**

- 672 Cooperative Education: Internship

#### **ANTHROPOLOGY**

- 110 Cultural Anthropology
- 125 Physical Anthropology
- 126 Physical Anthropology Laboratory
- 351 Archaeology

#### **ART**

- 101 Ancient, Classical and Medieval Art History
- 102 Late Medieval, Renaissance and Baroque Art History
- 103 History of Art from the Baroque Period to Post-Impressionism
- 104 History of Modern Art
- 105 Art of Asia and the Near East
- 114 The Art History of Paris
- 115 Art, Music and Ideas
- 116 The Art of Great Britain
- 118 The Art and Architecture of Spain
- 201 Form and Composition I
- 204 Drawing I
- 205 Drawing II

|     |  |
|-----|--|
| 206 | Figure Drawing and Portraiture           |
| 207 | Life Drawing                             |
| 213 | Life Drawing II                          |
| 214 | Color                                    |
| 221 | Painting I                               |
| 222 | Painting II                              |
| 229 | Landscape Painting                       |
| 231 | Watercolor I                             |
| 232 | Watercolor II                            |
| 250 | The Art History of Rome                  |
| 301 | Two-Dimensional Design                   |
| 304 | Gallery Design and Management            |
| 306 | Three-Dimensional Design                 |
| 351 | Basic Black and White Photography        |
| 352 | Intermediate Black and White Photography |

### **BIOLOGICAL SCIENCES**

|     |  |
|-----|--|
| 130 | Human Biology                                    |
| 225 | Biology of Organisms                             |
| 380 | Travel Study in Biology - Preparing for the Trip |
| 381 | Travel Study in Biology                          |

### **BUSINESS**

|     |  |
|-----|--|
| 100 | Introduction to Business                     |
| 101 | Human Relations in the Workplace             |
| 103 | Introduction to Business Information Systems |

### **CAREER AND PERSONAL DEVELOPMENT**

|     |  |
|-----|--|
| 110 | Honors Colloquium in Career & Personal Development: Transfer Essentials & Planning |
| 137 | Life and Career Planning   |
| 300 | Introduction to Scholarships   |
| 401 | College Success  |
| 407 | Exploring Careers, Majors and Transfer   |
| 430 | Career Assessment  |

### **CHEMISTRY**

|     |                      |
|-----|----------------------|
| 210 | General Chemistry I  |
| 220 | General Chemistry II |

### **COMPUTER BUSINESS OFFICE TECHNOLOGY**

|     |                                   |
|-----|-----------------------------------|
| 415 | Beginning Computer Keyboarding    |
| 417 | Skill Building                    |
| 436 | Database Management               |
| 672 | Cooperative Education: Internship |

**COMPUTER SCIENCE**

- 250 Introduction to Object Oriented Programming: C++
- 262 Discrete Mathematics for Computer Science
- 286 Introduction to Data Structures - Java

**COOPERATIVE EDUCATION**

- 670 Cooperative Education/Work Experience

**DIGITAL ART AND ANIMATION**

- 314 Introduction to Computer Graphics
- 325 Digital Painting
- 361 Digital Video
- 362 Digital Photography I
- 363 Digital Photography II
- 366 Color Management and Theory
- 368 Web Design I
- 369 Web Design II
- 370 Cascading Style Sheets
- 371 User Interface/User Experience Design
- 372 Digital Illustration
- 373 Digital Audio I
- 376 Digital Imaging I
- 377 Digital Imaging II
- 378 Digital Page Layout
- 379 Digital Animation I: Flash
- 380 Digital Animation II: Flash
- 389 Digital Media Careers
- 390 Portfolio Creation
- 400 Motion Graphics
- 405 Storyboard Development for Animation and Interactive Media
- 416 Drawing for Animation
- 417 Principles of Animation
- 418 History of Animation
- 420 3D Modeling and Animation I
- 421 3D Modeling and Animation II
- 422 Introduction to Rigging
- 430 3D Character Animation
- 431 Special Effects and Compositing
- 432 3D Environments and Hard Surface Modeling
- 440 Video Game 3D Production Techniques

**EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT**

- 210 Early Childhood Education Principles
- 211 Early Childhood Education Curriculum
- 191 Children's Literature I
- 192 Children's Literature II

|     |  |
|-----|--|
| 201 | Child Development  |
| 212 | Child, Family, and Community                                     |
| 223 | Infant/Toddler Development                                       |
| 225 | Infant/Toddler Environments                                      |
| 240 | Administration I: Business/Legal                                 |
| 241 | Administration II: Personnel and Leadership                      |
| 242 | Adult Supervision and Mentoring                                  |
| 249 | Leadership in Early Childhood Education                          |
| 254 | Teaching in a Diverse Society                                    |
| 260 | Children with Special Needs                                      |
| 262 | Introduction to Family Support: Building Respectful Partnerships |
| 263 | Curriculum and Strategies for Children with Special Needs        |
| 264 | The Life Cycle of the Family                                     |
| 313 | Health, Safety and Nutrition                                     |
| 331 | The Role of the Teacher  |
| 333 | Observation and Assessment of Young Children                     |
| 335 | Child Guidance   |
| 362 | Communicating with Parents                                       |
| 363 | Mental Development and Problem Solving                           |
| 366 | Practicum in Early Childhood Education                           |
| 382 | Male Involvement in Early Childhood                              |
| 384 | Principles and Practices of Family Child Care                    |

## **ECONOMICS**

|     |                               |
|-----|-------------------------------|
| 100 | Principles of Macro Economics |
| 102 | Principles of Micro Economics |

## **EDUCATION**

|     |                                    |
|-----|------------------------------------|
| 200 | Introduction to Classroom Teaching |
|-----|------------------------------------|

## **ENGLISH**

|     |                         |
|-----|-------------------------|
| 100 | Reading and Composition |
|-----|-------------------------|

## **FASHION DESIGN AND MERCHANDISING**

|     |                                    |
|-----|------------------------------------|
| 100 | Principles of Design               |
| 110 | Beginning Clothing Construction    |
| 111 | Techniques of Fit                  |
| 113 | Textiles                           |
| 115 | Intermediate Clothing Construction |
| 118 | Flat Pattern                       |
| 132 | Trouser Construction               |
| 150 | History of Fashion                 |
| 163 | Pattern Grading                    |
| 170 | French Pattern Drafting            |
| 116 | Tailoring                          |
| 122 | Advanced Tailoring                 |



|     |                                      |
|-----|--------------------------------------|
| 123 | Introduction to the Fashion Industry |
| 133 | Copying Ready-to-Wear                |
| 134 | Beginning Millinery                  |
| 140 | Basic Serging                        |
| 146 | Designer Techniques in Sewing        |
| 151 | Fashion Merchandising                |
| 162 | Advanced Flat Pattern                |
| 164 | Fashion Illustration                 |
| 166 | Fashion Entrepreneurship             |
| 167 | The Custom Dress Form                |
| 168 | Fashion Draping                      |
| 171 | Pants Drafting                       |
| 172 | Bustier                              |
| 173 | Lingerie Design and Construction     |
| 175 | Advanced Illustration                |
| 178 | Computerized Pattern Grading         |
| 180 | Computerized Pattern Design          |
| 195 | Portfolio Development                |
| 196 | Introduction to the Costume Industry |
| 197 | Pattern Design for Historic Costume  |
| 199 | Costuming for Theatrical Production  |
| 225 | Apparel Analysis                     |
| 226 | Visual Merchandising and Display     |
| 228 | Fashion Show Production              |
| 672 | Cooperative Education: Internship    |

## **HUMAN SERVICES**

|     |  |
|-----|--|
| 100 | Introduction to Human Services                                   |
| 110 | Introduction to Counseling and Interviewing                      |
| 115 | Introduction to Case Management                                  |
| 120 | Public Assistance and Benefits Program                           |
| 160 | Serving Diverse Populations                                      |
| 161 | Information and Referral: Understanding Community Resources      |
| 262 | Introduction to Family Support: Building Respectful Partnerships |
| 264 | The Life Cycle of the Family                                     |
| 265 | Family Development Portfolio, Part I                             |
| 266 | Family Development Portfolio, Part II                            |
| 672 | Cooperative Education: Internship                                |

## **INTERIOR DESIGN**

|     |                                   |
|-----|-----------------------------------|
| 672 | Cooperative Education: Internship |
|-----|-----------------------------------|

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

|     |                                   |
|-----|-----------------------------------|
| 672 | Cooperative Education: Internship |
|-----|-----------------------------------|

**KINESIOLOGY, ATHLETICS AND DANCE – INDIVIDUAL SPORTS**

- 160.1 Golf I
- 160.2 Golf II
- 160.3 Golf III
- 160.4 Golf IV
- 251.1 Tennis I
- 251.2 Tennis II
- 251.3 Tennis III
- 251.4 Tennis IV

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

- 105 Advanced Baseball

**LITERATURE**

- 205 New Voices in World Literature
- 441 Survey of Film
- 442 Film Study and Appreciation

**MATHEMATICS**

- 110 Elementary Algebra
- 120 Intermediate Algebra
- 125 Elementary Finite Mathematics
- 130 Analytical Trigonometry
- 150 Mathematics for Elementary School Teachers
- 190 Path to Statistics
- 200 Elementary Probability and Statistics
- 222 Pre-Calculus College Algebra/Trigonometry
- 241 Applied Calculus I
- 225 Fast Track to Calculus
- 251 Analytical Geometry and Calculus I
- 252 Analytical Geometry and Calculus II
- 253 Analytic Geometry and Calculus III
- 270 Linear Algebra
- 275 Ordinary Differential Equations
- 811 Pre-Algebra
- 818 Basic Mathematics for Health Science

**MEDICAL ASSISTING**

- 110 Medical Terminology
- 672 Cooperative Education: Internship

**MUSIC**

- 100 Fundamentals of Music
- 202 Music Appreciation

- 371 Guitar I
- 372 Guitar II

**PARALEGAL**

- 249 Introduction to the Legal System
- 250 Legal Research and Writing
- 251 Torts
- 252 Civil Litigation and Trial Preparation
- 254 Family Law
- 260 Advance Legal Research and Writing
- 262 Paralegalism and Study of Legal Ethics
- 264 Contracts
- 272 Immigration Law
- 276 Electronic Litigation
- 672 Cooperative Education: Internship

**PHYSICS**

- 211 General Physics I - Calculus Supplement
- 221 General Physics II - Calculus Supplement

**POLITICAL SCIENCE**

- 320 Latin American Politics
- 325 Honors Colloquium in Political Science: Politics and Religion

**THEATRE ARTS**

- 150 Script Analysis

**PROPOSED CURRICULAR REACTIVATIONS – CAÑADA COLLEGE**

None.

**PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE**

**MUSIC**

- 100 Fundamentals of Music
- 202 Music Appreciation

**POLITICAL SCIENCE**

- 320 Latin American Politics
- 325 Honors Colloquium in Political Science: Politics and Religion

**PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE**

None.

**PROPOSED PROGRAM DELETIONS – CAÑADA COLLEGE**

None.

**PROPOSED PROGRAM INACTIVATIONS – CAÑADA COLLEGE**

**BUSINESS**

**International Business** – Associate in Science Degree  
**International Business** – Certificate of Achievement

**KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY**

**Fitness Professional** – Certificate of Achievement

**PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE**

**ACCOUNTING**

**Accounting** – Associate in Science Degree  
**Accounting** – Certificate of Achievement

**ART**

**Art History** – Associate in Arts Degree  
**Art History** – Associate in Arts Degree for Transfer  
**Art History** – Certificate of Achievement  
**Studio Arts** – Associate in Arts Degree  
**Studio Arts** – Associate in Arts Degree for Transfer

**BIOLOGICAL SCIENCES**

**Allied Health** – Associate in Science Degree  
**Biological Sciences** – Associate in Science Degree  
**Nutrition and Dietetics** – Associate in Science Degree for Transfer

**BUSINESS**

**Business Administration** – Associate in Science Degree  
**Business Administration** – Associate in Science Degree for Transfer  
**Business Administration** – Certificate of Achievement  
**Entrepreneurship and Small Business Management** – Associate in Science Degree  
**Entrepreneurship and Small Business Management** – Certificate of Achievement

**CAREER AND PERSONAL DEVELOPMENT**

**Pathways to Student Success** – Certificate of Achievement

## **COMPUTER BUSINESS OFFICE TECHNOLOGY**

**Administrative Assistant** – Associate in Arts Degree  
**Administrative Assistant** – Certificate of Achievement  
**Administrative Support Assistant** – Associate in Arts Degree  
**Administrative Support Assistant** – Certificate of Achievement

## **COMPUTER SCIENCE**

**Computer Science** – Associate in Science Degree for Transfer

## **ECONOMICS**

**Economics** – Associate in Arts Degree  
**Economics** – Associate in Arts Degree for Transfer

## **GEOLOGY**

**Earth Science** – Associate in Science Degree

## **HISTORY**

**History** – Associate in Arts Degree for Transfer

## **HUMAN SERVICES**

**Human Services** – Associate in Science Degree  
**Human Services** – Certificate of Achievement  
**Promotor Education and Employment Project** – Certificate of Achievement

## **INTERDISCIPLINARY STUDIES**

**Interdisciplinary Studies with Emphasis in Arts and Humanities** – Associate in Arts Degree  
**Interdisciplinary Studies with Emphasis in Natural Science and Mathematics** – Associate in Arts Degree  
**Interdisciplinary Studies with Emphasis in Social and Behavioral Science** – Associate in Arts Degree

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

**Dance** – Associate in Arts Degree

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

**Kinesiology** – Associate in Arts Degree  
**Kinesiology** – Associate in Arts Degree for Transfer



**MEDICAL ASSISTING**

**Medical Administrative Assistant** – Certificate of Achievement  
**Medical Assisting** – Associate in Science Degree  
**Medical Assisting** – Certificate of Achievement  
**Medical Billing Specialist** – Associate in Science Degree  
**Medical Billing Specialist** – Certificate of Achievement  
**Medical Coding Specialist** – Certificate of Achievement

**MUSIC**

**Music** – Associate in Arts Degree

**PROPOSED PROGRAM REACTIVATIONS – CAÑADA COLLEGE**

**COMPUTER BUSINESS OFFICE TECHNOLOGY**

**Customer Service** – Certificate of Achievement

**PROPOSED DEPARTMENT ADDITIONS – CAÑADA COLLEGE**

None.

**PROPOSED DEPARTMENT DELETIONS – CAÑADA COLLEGE**

None.

San Mateo County Community College District

June 22, 2016

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

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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

#### **ARCHITECTURE**

680MB MAKING ARCHITECTURE: BUILDING METHODS, MATERIALS & DESIGN BUILD 1 (3)  
(day or evening)

Justification: The goal of this experimental course is to provide a dedicated academic opportunity for students to explore & experience the environmental design process in its entirety, from problem definition, through concept development and modeling, to the construction and evaluation of the built solution in the real environment. The topic of “design-build” has recently become a sought after topic of architecture & design students and an increasingly serious pedagogical component of architectural education.

Prerequisite: ARCH 120 and completion of or concurrent enrollment in ARCH 140 and ARCH 210.

Recommended Preparation: None.

Description: Introduction to the terminology, principles, and materials of construction and building components within the context of the design & build process in architecture. Emphasis on the origin, history, nature and application of both traditional and emergent materials and processes in building construction. Includes discussion of sustainable materials and methods in construction and fundamental principles of stability and form in buildings. Term project is a student team design-build project. Additional supplies and fees may be required.

Classification: AA/AS Degree; CSU transferable.

680MC INTRODUCTION TO ADVANCED 3D DIGITAL MODELING (1) (day or evening)

Justification: Architecture programs expect transferring students to be able to use 3D modeling software. This experimental course builds on the introduction to sketching and modeling software that is provide in ARCH 120 and 140.

Prerequisite: ARCH 120.

Recommended Preparation: None.

Description: This course is intended to provide the beginning architecture student with an elementary exposure to the use of advanced digital 3D modeling software currently being widely utilized by students at the university level, “Rhino 3D” in order to further their effectiveness and facility in the design process as well as ease the transition to potential transfer programs. It is anticipated that students will use a free downloadable student version of the software to complete homework assignments.

Classification: AA/AS Degree; CSU transferable.

## **BUSINESS**

680MA THE ENTREPRENEURIAL MINDSET (1.5) (day or evening)

Justification: This course exposes student to success concepts in the context of entrepreneurship.

Prerequisite: None.

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

Description: Entrepreneurial Mindset engages and inspires students with the determination and perseverance to succeed in business. The course encompasses success concepts in the context of entrepreneurship, and provides for experiential learning beyond the classroom, building relationships and networks that will contribute to opportunities and realization of business and personal goals.

Classification: AA/AS Degree; CSU transferable.

680MB SOURCES OF FINANCING (1.5) (day or evening)

Justification: Students learn about sources of small business financing, and how to effectively pitch their business idea to investors.

Prerequisite: None.

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

Description: Sourcing capital is one of the greatest challenges faced by small or start-up enterprises. Unlocking the process of identifying these sources is key to the success of the enterprise. In this course, students learn about sources of small business financing, and how to effectively pitch a business idea to investors.

Classification: AA/AS Degree; CSU transferable.

## **ENGINEERING**

680MB ROCKETS AND DRONES: SCIENCE AND ENGINEERING (3) (day or evening)

Justification: This experimental course provides students an introduction to science and engineering in practice. Students learn design, fabrication, programming, data acquisition and analysis through the design and construction of rockets and drones equipped with scientific instrumentation.

Prerequisite: CIS 254 or ENGR 100 or ENGR 215.

Recommended Preparation: None.

Description: This course introduces students to the creation and implementation of unmanned flight vehicles and their payloads. Students learn design, fabrication, programming, data acquisition and analysis through the design and construction of rockets and drones equipped with scientific instrumentation.

Classification: AA/AS Degree; CSU transferable.

## **PHYSICS**

680MB ROCKETS AND DRONES: SCIENCE AND ENGINEERING (3) (day or evening)

Justification: This experimental course provides students an introduction to science and engineering in practice. Students learn design, fabrication, programming, data acquisition and analysis through the design and construction of rockets and drones equipped with scientific instrumentation.

Prerequisite: CIS 254 or ENGR 100 or ENGR 215.

Recommended Preparation: None.

Description: This course introduces students to the creation and implementation of unmanned flight vehicles and their payloads. Students learn design, fabrication, programming, data acquisition and analysis through the design and construction of rockets and drones equipped with scientific instrumentation.

Classification: AA/AS Degree; CSU transferable.

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

### **COUNSELING**

- 120 College and Career Success
- 121 Planning for Student Success
- 122 Study Skills

### **POLITICAL SCIENCE**

- 210 American Politics

### **SOCIOLOGY**

- 105 Social Problems

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

### **ART**

- 665MD Advanced Topics: Ceramics Workshop
- 665MI Ceramics
- 665MJ Sculpture

**DIGITAL MEDIA**

130 Lighting for Studio and Field

**DEVELOPMENTAL SKILLS**

811 Specific Learning Skills Assessment

819 Study Skills for Academic Success

**HISTORY**

102 History of American Civilization

**MUSIC**

101 Musicianship I

102 Musicianship II

103 Musicianship III

104 Musicianship IV

**SPANISH**

111 Elementary Spanish I

121 Advanced Elementary Spanish I

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

100 Accounting Procedures

103 Ten-key Skills

121 Financial Accounting

131 Managerial Accounting

144 QuickBooks: Set-up and Service Business

145 QuickBooks: Payroll and Merchandising Business

161 Intermediate Accounting I

162 Intermediate Accounting II

163 Auditing

164 Governmental & Nonprofit Accounting

165 Cost Accounting

175 Volunteer Income Tax Preparation

176 Enrolled Agent Exam Preparation

181 Taxation of Individuals Using Tax Software

182 Taxation of Business Entities Using Tax Software

183 Taxation of Trusts, Gifts, and Estates Using Tax Software

665MQ Estate Taxation Update

**ADMINISTRATION OF JUSTICE**

100 Introduction to the Criminal Justice System

102 Principles and Procedures of the Criminal Justice System

104 Concepts of Criminal Law

106 Legal Aspects of Evidence

108 Community Relations and the Justice System



- 120 Criminal Investigation
- 125 Juvenile Procedures
- 185 Introduction to Forensic Science
- 771 PC832 Arrest and Control Training
- 775 PC 832 Firearms Training
- 780 Regular Basic Course Module III
- 781 Regular Basic Course Module II

### **ANTHROPOLOGY**

- 110 Cultural Anthropology

### **ART**

- 101 Art and Architecture from the Ancient World to Medieval Times
- 102 Art of Renaissance and Baroque (c. 1300-1700)
- 103 Art of Europe and America: Neoclassical (c. 1750-Present)
- 105 Art of Asia and the Near East
- 200 Portfolio Preparation
- 206 Expressive Figure Drawing and Portraiture
- 351 Beginning Black and White Photography
- 352 Intermediate Black and White Photography
- 353 Advanced Black and White Photography
- 401 Three-Dimensional Design
- 405 Sculpture I
- 406 Sculpture II
- 411 Ceramics I
- 412 Ceramics II
- 420 Art Internship

### **ASTRONOMY**

- 100 Introduction to Astronomy
- 101 Astronomy Laboratory
- 103 Observational Astronomy Lab
- 115 The Solar System
- 125 Stars, Galaxies, and Cosmology
- 200 Introduction to Astrophysics

### **BIOLOGY**

- 126 Teaching Science I: K-5 Classroom Experience and Seminar
- 127 Teaching Science II: Middle School Classroom Experience and Seminar
- 128 Teaching Science III: High School Classroom Experience and Seminar

### **BUILDING INSPECTION TECHNOLOGY**

- 720 Electrical Inspection
- 725 Electrical Inspection II
- 735 ADA Building Requirements

**BUSINESS**

- 100 Introduction to Business
- 150 Entrepreneurship - Small Business Management

**CHEMISTRY**

- 210 General Chemistry I
- 231 Organic Chemistry I
- 232 Organic Chemistry II

**COMPUTER AND INFORMATION SCIENCE**

- 135 Android Programming
- 254 Introduction to Object-Oriented Program Design
- 255 (CS1) Programming Methods: Java
- 256 (CS2) Data Structures: Java
- 279 (CS2) Data Structures: C++
- 364 From Data Warehousing to Big Data

**COUNSELING**

- 112 Introduction to Choosing a College Major
- 114 Transfer Essentials and Planning
- 120 College and Career Success
- 121 Planning for Student Success
- 122 Study Skills

**CAREER AND LIFE PLANNING**

- 126 Career Choices I: Career Assessment
- 127 Career Choices II: Job Search

**DENTAL ASSISTING**

- 701 Dental Science I
- 702 Dental Science II
- 703 Allied Health Communication
- 721 Dental Materials I
- 722 Dental Materials II
- 740 Chairside Assisting I
- 742 Chairside Assisting II
- 743 Coronal Polish
- 744 Dental Sealants
- 749 Preclinical Dental Science Laboratory
- 751 Dental Clinic
- 753 Dental Assisting Clinical Practice
- 763 Dental Radiology
- 770 Dental Office Procedures

**DIGITAL MEDIA**

- 103 Thinking Visually: Fundamentals of Two-Dimensional Design
- 143 Motion Graphics

- 213 Media Design III: Advanced Illustrator & Photoshop
- 251 Graphic Design Practicum

### **DRAFTING TECHNOLOGY**

- 110 SolidWorks I
- 111 SolidWorks II
- 113 REVIT
- 121 Computer-Aided Drafting I
- 122 Computer-Aided Drafting II
- 130 Mechanical Design with CAD

### **ELECTRICAL APPRENTICESHIP**

- 741 Electrical Apprenticeship I
- 742 Electrical Apprenticeship II
- 743 Electrical Apprenticeship III
- 744 Electrical Apprenticeship IV
- 745 Electrical Apprenticeship V
- 746 Electrical Apprenticeship VI
- 747 Electrical Apprenticeship VII
- 748 Electrical Apprenticeship VIII
- 749 Electrical Apprenticeship IX
- 750 Electrical Apprenticeship X

### **ELECTRONICS**

- 111 Introduction to Electronics Fundamentals
- 231 Basic Applied Electronics Mathematics
- 232 Advanced Electronics Mathematics
- 405 Transformers and Rotating Machinery
- 421 Fundamentals of Electric Motor Control
- 441 Sensors and Data Transmission Systems

### **ENGLISH**

- 161 Creative Writing I
- 162 Creative Writing II
- 163 Creative Writing III

### **ENGLISH AS A SECOND LANGUAGE**

- 826 Writing for Non-Native Speakers II

### **ETHNIC STUDIES**

- 265 Evolution of Hip Hop Culture: A Socio-Economic and Political Perspective
- 300 Introduction to La Raza Studies
- 585 Ethnicity in Cinema

### **FILM**

- 153 Screenwriting
- 200 Film in Focus

**FIRE**

- 793 Firefighter I Academy
- 796 Emergency Medical Technician: Basic
- 810 Firefighter Cadet I

**HISTORY**

- 201 United States History I
- 202 United States History II

**KINESIOLOGY/ATHLETICS/DANCE – FITNESS**

- 134 Track and Trail Aerobics
- 225 Athletic Conditioning
- 237 Total Core Training
- 301.1 Indoor Cycling I
- 301.2 Indoor Cycling II
- 301.3 Indoor Cycling III
- 301.4 Indoor Cycling IV

**KINESIOLOGY/ATHLETICS/DANCE – KINESIOLOGY**

- 130 Group Fitness Instructor Lecture
- 131 Group Fitness Instructor Lab
- 190 Baseball Theory: Defense
- 191 Baseball Theory: Offense
- 300 Anatomy of Motion
- 301 Introduction to Personal Training

**KINESIOLOGY/ATHLETICS/DANCE – PHYSICAL EDUCATION**

- 101 Theory of Baseball

**KINESIOLOGY/ATHLETICS/DANCE – TEAM**

- 105 Advanced Baseball
- 116 Basketball: Individual Skill Development
- 118 Advanced Basketball: Women
- 119 Tournament Basketball for Women

**KINESIOLOGY/ATHLETICS/DANCE – VARSITY**

- 100 Varsity Baseball
- 105 Varsity Baseball Conditioning
- 130 Varsity Football
- 133 Offensive Varsity Football Lab
- 134 Defensive Varsity Football Lab
- 160 Varsity Swim
- 172 Varsity Cross Country: Men and Women
- 185 Varsity Track and Field: Men and Women
- 300 Varsity Basketball: Women
- 320 Varsity Softball: Women

**LITERATURE**

|     |  |
|-----|--|
| 101 | Twentieth-Century Literature             |
| 105 | The Bible as Literature                  |
| 113 | The Novel                                |
| 115 | The Short Poem in English: A Survey      |
| 151 | Shakespeare                              |
| 201 | American Literature I                    |
| 202 | American Literature II                   |
| 220 | Introduction to World Literature         |
| 231 | Survey of English Literature I           |
| 232 | Survey of English Literature II          |
| 251 | Women in Literature                      |
| 430 | Greek Mythology and Classical Literature |

**MANAGEMENT**

|     |                                     |
|-----|-------------------------------------|
| 100 | Introduction to Business Management |
| 235 | Supervisory Management              |

**MATHEMATICS**

|     |                                       |
|-----|---------------------------------------|
| 110 | Elementary Algebra                    |
| 111 | Elementary Algebra I                  |
| 112 | Elementary Algebra II                 |
| 115 | Geometry                              |
| 120 | Intermediate Algebra                  |
| 122 | Intermediate Algebra I                |
| 123 | Intermediate Algebra II               |
| 125 | Elementary Finite Mathematics         |
| 130 | Analytical Trigonometry               |
| 145 | Liberal Arts Mathematics              |
| 200 | Elementary Probability and Statistics |
| 222 | Precalculus                           |
| 241 | Applied Calculus I                    |
| 242 | Applied Calculus II                   |
| 251 | Calculus with Analytic Geometry I     |
| 252 | Calculus with Analytic Geometry II    |
| 253 | Calculus with Analytic Geometry III   |
| 268 | Discrete Mathematics                  |
| 270 | Linear Algebra                        |
| 275 | Ordinary Differential Equations       |
| 802 | Preparation for Algebra               |
| 811 | Arithmetic Review with Pre-Algebra    |

**MUSIC**

|       |                |
|-------|----------------|
| 111   | Musicianship I |
| 131   | Harmony I      |
| 470   | Concert Choir  |
| 680MF | Orchestra      |
| 680MG | Advanced Choir |
| 680MH | Advanced Band  |



**NURSING**

- 222 Maternity Nursing
- 241 Advanced Medical/Surgical Nursing
- 242 Leadership/Management in Nursing
- 245 Nursing Skills Lab IV
- 610 Basic Medication Dosage Calculations for Nurses
- 620 Bridge Course for Advanced Entry Students
- 630 Introduction to Medical Terminology
- 666 Career Exploration in Nursing
- 815 Transition from 1st Year to 2nd Year: Medical Surgical Nursing
- 816 Open Lab for Nursing 211/212
- 818 Open Lab for Nursing 231/232

**PHILOSOPHY**

- 103 Critical Thinking

**POLITICAL SCIENCE**

- 100 Introduction to Political Science
- 110 Contemporary Foreign Governments
- 130 International Relations
- 150 Introduction to Political Thought
- 210 American Politics
- 215 Contemporary Issues in American Politics
- 310 California State and Local Government

**PSYCHOLOGY**

- 110 Courtship, Marriage and the Family
- 120 Introduction to Research Methods
- 121 Basic Statistical Concepts
- 225 Theories of Personality
- 300 Social Psychology
- 410 Abnormal Psychology

**REAL ESTATE**

- 105 Property Investments, Valuation, and Management
- 131 Real Estate Finance I
- 220 Real Estate Property Management

**SOCIAL SCIENCE**

- 310 Special Population Groups in Addiction Studies
- 315 Field Studies and Seminar I
- 316 Field Studies and Seminar II

**SPANISH**

- 110 Elementary Spanish
- 112 Elementary Spanish II
- 120 Advanced Elementary Spanish

- 122 Advanced Elementary Spanish II
- 131 Intermediate Spanish I
- 132 Intermediate Spanish II
- 140 Advanced Intermediate Spanish

## **PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO**

### **ACCOUNTING**

- Accounting** – Associate in Arts Degree
- Accounting** – Certificate of Achievement
- CPA Exam Preparation: Financial Accounting and Auditing** – Certificate of Specialization

### **ANTHROPOLOGY**

- Anthropology** – Associate in Arts Degree for Transfer

### **ART**

- Art History** - Associate in Arts Degree
- Art History** - Associate in Arts Degree for Transfer
- Studio Art** - Associate in Arts Degree for Transfer

### **ASTRONOMY**

- Astroimaging** – Certificate of Achievement

### **FILM**

- Film** - Associate in Arts Degree

### **HISTORY**

- History** - Associate in Arts Degree for Transfer

### **INTERDISCIPLINARY STUDIES**

- Interdisciplinary Studies, Option 1: Intercultural Studies** – Associate in Arts Degree

### **KINESIOLOGY**

- Comprehensive Pilates Instructor** - Certificate of Specialization
- Kinesiology** - Associate in Arts Degree for Transfer
- Pilates Mat and Reformer Instructor** - Certificate of Specialization
- Pilates Mat Instructor** - Certificate of Specialization
- Specialized Pilates Instructor** - Certificate of Achievement

### **MANAGEMENT**

- Management: Business Management** - Associate in Arts Degree

**MUSIC**

**Electronic Music** - Associate in Arts Degree  
**Electronic Music** – Certificate of Achievement

**PHILOSOPHY**

**Philosophy** - Associate in Arts Degree for Transfer

**SOCIAL SCIENCE**

**Addiction Studies** - Associate in Arts Degree

**SPANISH**

**Spanish** – Certificate of Specialization

San Mateo County Community College District

June 22, 2016

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Skyline College

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

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **ACCOUNTING**

156 INTERNATIONAL ACCOUNTING (3.0) (day or evening)

Justification: This new course will be part of an Advanced Accounting Certificate of Achievement for those students who have already been awarded a Bachelor's degree who want to earn units to sit for the California Uniform C.P.A. Exam. The course will also attract business students interested in expanding their knowledge of international accounting rules.

Prerequisite: ACTG 121 or equivalent.

Recommended Preparation: None.

Description: Students will explore and analyze the differences in financial reporting under U.S. GAAP, International Financial Reporting Standards (IFRS) and Chinese accounting systems. Topics include accounting issues related to international business activities and foreign operations, strategic accounting issues of multinational companies, corporate governance, and corporate social responsibility reporting. This course is intended for students who hold a Bachelor's degree and who need the course to meet the CPA exam coursework requirement or Advanced Accounting Certificate. Accounting majors who intend to transfer to UC or CSU should take this course at their transfer school. [CPE Hours: CPA, 45 hours]

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

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

241 MS PROJECT FUNDAMENTALS I (1.5) (day or evening)

Justification: The MS Project Fundamentals I course complements other software application courses in the BCM. department.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Description: Introduction to project management software for tracking tasks, costs and resources. Covers creating and analyzing project plans, schedules, and reports. Also listed as IBUS 201.

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

242 MS PROJECT FUNDAMENTALS II (1.5) (day or evening)

Justification: The MS Project Fundamentals I course complements other software application courses in the BCM. department.

Prerequisite: None.

Recommended Preparation: BCM. 241 or IBUS 201, or equivalent.

Description: Advanced study of project management software. Covers baselines, updating and tracking, detailed customized reports, integrating with other applications, multiple projects and collaboration. Intended for students who have basic knowledge of project management software. Also listed as IBUS 202.

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

## **COMPUTER SCIENCE**

256 COMPUTER ARCHITECTURE AND ASSEMBLY LANGUAGE (3.0) (day or evening)

Justification: COMP 256 is needed at Skyline College to support required transfer pathways for students in Computer Science. The proposed course outline conforms to the C-ID course descriptor COMP 142, which forms part of the pathway in a TMC in computer science, and more generally as a transfer course for computer science students.

Prerequisite: COMP 250 or equivalent.

Recommended Preparation: None.

Description: Covers the basics of Integrated Circuit technology, digital logic gates and circuit design, computer organization and ISA standard computer architecture, microcode, number systems and data representation, machine languages, Assembly languages and programming, memory systems, addressing, Operating Systems, interrupt/exception handling, input/output processing, and the connection between high-level language, assembly language, and machine operation on a microprocessor system.

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

## **COUNSELING**

B10 MULTICULTURAL HUMAN RELATIONS (3.0) (day or evening)



Justification: This course has been developed to serve as an upper-division general education course for the pilot Baccalaureate Degree in Respiratory Care.

Prerequisite: Admission to the Bachelor of Science in Respiratory Care Program.

Recommended Preparation: None.

Description: Designed to engage students in an evolving process of developing greater self and cultural awareness that will help inform how we work with communities specific to various professional settings. Examination of various intersectionalities such as ethnicity, gender, class, sexual orientation, and generational identity and the effects that the dynamics of power and privilege have on systemic oppression. Also utilizes a psychosocial perspective to explore various theoretical frameworks that strive for greater cultural competency throughout their professional development.

Classification: Bachelor of Science Degree in Respiratory Care; not transferable.

101 PREP FOR COLLEGE (0.5 or 1.0) (day or evening)

Justification: This CSU transferable course is designed for incoming students and provides an overview of college. This course also supports high school seniors who seek college credit for meeting graduation requirements.

Prerequisite: None.

Recommended Preparation: None.

Description: An introductory overview of the higher education system and major and/or career exploration process as it relates to developing educational goals. Students will learn about Skyline College's educational programs and services, academic survival skills and awareness of personal development, as well as additional tools and information for successful navigation through Skyline College.

Classification: AA/AS Degree; CSU transferable.

## **HISTORY**

B10 HISTORY OF RELIGION IN THE UNITED STATES (3.0) (day or evening)

Justification: This course has been developed in the service of upper-division general education for the pilot Baccalaureate Degree in Respiratory Care.

Prerequisite: Admission to the Bachelor of Science in Respiratory Care Program.

Recommended Preparation: None.

Description: Exploration of the role of religious movements and figures in the historical development of the U.S. from the founding of the nation to the present.

Classification: Bachelor of Science Degree in Respiratory Care; Certificate; not transferable.

## **INTERNATIONAL BUSINESS**

100 GLOBAL TRADE AND LOGISTICS I (4.0) (day or evening)

Justification: IBUS 100 will be a required course for the Customs Brokerage and Global Trade and Logistics certificate, which is in development.

Prerequisite: None.

Recommended Preparation: None.

Description: Covers concepts that are important to managers who are actively exporting or importing goods or are otherwise involved in international trade operations. All relevant issues are thoroughly explored, including documentation, terms of payment, terms of trade (Incoterms), exchange rate exposure, international insurance, customs clearance, agency and distributorship sales contracts, packaging, transportation, and security issues.

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

201 MS PROJECT FUNDAMENTALS I (1.5) (day or evening)

Justification: IBUS 201 will be a required course for the Customs Brokerage and Global Trade and Logistics certificate, which is in development.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Description: Introduction to project management software for tracking tasks, costs and resources. Covers creating and analyzing project plans, schedules, and reports. Also listed as BCM. 241.

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

202 MS PROJECT FUNDAMENTALS II (1.5) (day or evening)

Justification: IBUS 202 will be a required course for the Customs Brokerage and Global Trade and Logistics certificate, which is in development.

Prerequisite: None.

Recommended Preparation: IBUS 201 or BCM. 241, or equivalent.

Description: Advanced study of project management software. Covers baselines, updating and tracking, detailed customized reports, integrating with other applications, multiple projects and collaboration. Intended for students who have basic knowledge of project management software. Also listed as BCM. 242.

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

**KINESIOLOGY – DANCE**

102 A SURVEY OF JAZZ DANCE FROM STREETS TO STAGE (3.0) (day or evening)

Justification: This course will apply to the Dance major as an elective, and is intended to transfer to both CSU and UC.

Prerequisite: None.

Recommended Preparation: None.

Description: Beginning in the mid-nineteenth century, the course will survey the evolution of jazz dance in musical theater onstage and in film, in particular focusing on the cultural and historical impact that Jazz dance had in the lives of women and minorities.

Classification: AA/AS Degree; CSU transferable.

## **RESPIRATORY CARE**

B15 SLEEP MEDICINE AND RESPIRATORY CARE (3.0) (day or evening)

Justification: This course has been developed for the pilot Baccalaureate Degree in Respiratory Care.

Prerequisite: Admission to the Bachelor of Science in Respiratory Care Program.

Recommended Preparation: None.

Description: Prepares students to apply polysomnography to diagnose sleep disorders. Students will gain knowledge and skills related to the normal development of sleep pattern and demonstrate the ability to identify specific sleep disorders as well as score sleep stages and respiratory patterns. Emphasis is placed on pediatric and adult assessment, monitoring, and sleep disorders.

Classification: Bachelor of Science Degree in Respiratory Care; not transferable.

B52 RESPIRATORY CARE LEADERSHIP AND MANAGEMENT II (3.0) (day or evening)

Justification: This course has been developed for the pilot Baccalaureate Degree in Respiratory Care.

Prerequisite: Admission to the Bachelor of Science in Respiratory Care Program.

Recommended Preparation: None.

Description: Application of advanced level of skills learned in Respiratory Care Leadership and Management I through case based model approach in various aspects of providing respiratory health care management. Students will identify and apply strategic models to analyze problems, formulate solutions, and make sound decisions.

Classification: Bachelor of Science Degree in Respiratory Care; not transferable.

## **SOCIOLOGY**

B10 INTERSECTIONALITY AND CITIZENSHIP (3.0) (day or evening)

**Justification:** This course has been developed in the service of upper-division general education for the pilot Baccalaureate Degree in Respiratory Care.

**Prerequisite:** Admission to the Bachelor of Science in Respiratory Care program.

**Recommended Preparation:** Eligibility for ENGL 100 or ENGL 105, or equivalent.

**Description:** Exploration of the intersection of identities: race, ethnicity, socioeconomic class, gender, and citizenship status. Students will explore and analyze how race and ethnicity are socially constructed and intersect with identities such as class and gender. Provides students theoretical frameworks for assessing these constructs and their consequences.

**Classification:** Bachelor of Science Degree in Respiratory Care; not transferable.

## **WELLNESS**

717 ONCOLOGY MASSAGE (2.0) (day or evening)

**Justification:** This course is an elective for the 750-hour Integrated Massage and Manual Therapy Certificate of Achievement.

**Prerequisite:** WELL 703, WELL 704, WELL 705 and WELL 708; or a certified massage therapist already practicing; or equivalent.

**Recommended Preparation:** None.

**Description:** Exploration of the art of touch to create effective and safe massage treatment strategies/sessions associated with oncology. Introduction to guidelines for a range of bodywork that can be used effectively within hospital, private practice, and hospice settings. Review standards of care for cancer patients, research protocols, and other topics related to cancer treatment and survivorship. Focus on body positioning, pressure, and safety aspects working with and around medical devices, hospital standard precautions, inpatient and outpatient care, as well as reviewing medical records for patient information to modify massage treatments based on surgery, radiation therapy, and chemotherapy.

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

721 FOUNDATIONS OF AYURVEDIC AND CHINESE MEDICINE THEORY (3.0) (day or evening)

**Justification:** This course is an elective for the 750-hour Integrated Massage and Manual Therapy Certificate of Achievement.

**Prerequisite:** WELL 713, WELL 725 or WELL 740, or equivalent.

**Recommended Preparation:** None.

**Description:** Exploration of the basic principles and practices of Ayurvedic and Chinese medical theories and their view of the human body as fields of shifting and flowing energy in dynamic relationship with nature and the Universe. Comparative perspectives and benefits of these therapeutic approaches, including channels (meridians – TCM, srotamsi and nadis in Ayurvedic), and points (acupoints and marma), essential oils, the use of finger pressure points and various massage techniques in traditional Ayurvedic and Chinese medicine theories.

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

742 HERBAL/BOTANICAL MEDICINE AND ETHNOBOTANY (3.0) (day or evening)

Justification: This course is an elective for the 500-hour Massage Therapy Certificate of Achievement and the 750-hour Integrated Massage and Manual Therapy Certificate of Achievement.

Prerequisite: None.

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

Description: An introductory overview of various traditional herbal medicine practices, history, and theories. Focus on botanical medicine, ethnobotany, homeopathy, and Chinese and Ayurveda perspectives. The political, socioeconomic, and environmental influences in preserving the cultural heritage of medicinal plants and associated traditional medicine systems will also be covered, along with contemporary herbal practices and related professions.

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

## **PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE**

### **BUSINESS**

#### **249 INTRODUCTION TO INTERNATIONAL LOGISTICS FOR CUSTOMS BROKERS AND FREIGHT FORWARDERS**

Justification: The Business department faculty have requested the deletion of BUS. 249, which is being replaced by IBUS 100 – Global Trade and Logistics I. The Global Learning Programs & Services (GLPS) Division is developing courses in International Logistics and International Trade.

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

#### **171 FEDERAL INCOME TAX 172 BUSINESS INCOME TAXES 175 VOLUNTEER INCOME TAX PREPARATION**

Justification: The aforementioned BCM. courses have been offered cross-listed with Accounting courses and are being deleted as the BCM. courses are low enrolled. Students predominantly enroll in these courses under the Accounting prefix.

#### **400 INTERNET I**

Justification: The Business Computer Systems and Management department requests to delete BCM. 400 as enrollment has been low in the course for the past three years. The division has had to cancel the course when scheduled and substitute other courses so students can fulfill their degree/certificate programs. The BCM. 400 content includes demonstrating competency with the Internet, Web browsers, and efficiently searching the Web; these skills are embedded into the curriculum of other BCM. courses.

#### **402 HTML & WEB AUTHORING APPLICATIONS**

408 MULTIMEDIA PROJECT  
410 PHOTOSHOP ESSENTIALS  
411 PHOTOSHOP PORTFOLIO  
412 FLASH I  
413 FLASH II  
416 ADOBE INDESIGN ESSENTIALS

Justification: The Business Division and the Business Computer Systems and Management department faculty have requested the deletion of these BCM. courses, which were part of the Multimedia Technology Associate in Science Degree and Multimedia Technology Certificate of Achievement, which have been in decline for the last five years and are being deleted.

### **CAREER AND PERSONAL DEVELOPMENT**

100 HOW TO SUCCEED IN COLLEGE  
132 JOB SEARCH  
139 CAREER PLANNING  
410 COLLEGE AND CAREER ORIENTATION

Justification: The Counseling Division has requested the deletion of the aforementioned CRER courses, which are no longer offered and no longer needed in the curriculum.

### **COMPUTER SCIENCE**

312 INSTALLING/USING LINUX AS YOUR PC OS  
313 WORKING IN A LINUX SHELL ENVIRONMENT  
314 MANAGING A LINUX SYSTEM  
315 MANAGING LINUX-BASED INTERNET SERVICES  
316 MANAGING LINUX-BASED INTRA-NET (ENTERPRISE) SERVICES  
355 INTRODUCTION TO ORACLE – SQL  
424 XML  
487 ADVANCED NETWORK SECURITY

Justification: The aforementioned COMP courses are being deleted as they are not offered cross-listed with Network Engineering Technologies (NETX) courses as they were when that department was titled Telecommunications and Network Engineering Technology (TCOM).

### **ENERGY SYSTEMS TECHNOLOGY MANAGEMENT**

665SA ENERGY SUMMER CAMP  
680SA ENERGY SUMMER CAMP  
680SN CLIMATE PROTECTION PROFESSIONAL I  
680SO CLIMATE PROTECTION PROFESSIONAL II

Justification: These Selected Topics (665) and experimental courses have been replaced in the curriculum by permanent courses.

### **FAMILY AND CONSUMER SCIENCES**

113 TEXTILES  
117 CREATING A PERSONAL IMAGE



119 CLOTHING, CULTURE AND SOCIETY  
 150 HISTORY OF COSTUME  
 212 CHILD, FAMILY & COMMUNITY  
 213 CHILD-PARENT RELATIONS  
 311 CHILDREN'S NUTRITION  
 313 HOLISTIC PERSPECTIVE IN NUTRITION  
 320 FOOD AND FITNESS  
 392 THE LIFE CYCLE  
 665 SEMINAR IN SELECTED TOPICS IN FAMILY AND CONSUMER SCIENCES  
 690 INDIVIDUAL STUDY IN FCS

Justification: The aforementioned courses in Family and Consumer Sciences (FCS) were cross-listed under the Fashion Merchandising prefix and the Early Childhood Education prefix. Students in the Early Childhood Education program enroll in the courses under ECE., and the Fashion Merchandising courses are being eliminated at Skyline College, so no need remains for these cross-listed courses in FCS.

### **FASHION MERCHANDISING**

100 PRINCIPLES OF DESIGN  
 113 TEXTILES  
 117 CREATING A PERSONAL IMAGE  
 119 CLOTHING, CULTURE AND SOCIETY  
 150 HISTORY OF COSTUME  
 151 FASHION MERCHANDISING  
 152 VISUAL MERCHANDISING  
 153 APPAREL AND HOME FASHION ANALYSIS  
 156 FASHION SHOWS AND SPECIAL EVENTS  
 160 BUSINESS OF IMAGE CONSULTING  
 225 APPAREL ANALYSIS  
 226 VISUAL MERCHANDISING AND DISPLAY  
 228 FASHION SHOW PRODUCTION  
 665 SELECTED TOPICS IN FASHION  
 670 FASHION WORK EXPERIENCE

Justification: The aforementioned FASH courses are being deleted as there is no longer any demand for the Fashion Merchandising degree and certificate at Skyline College. Cañada College has a strong Fashion Design and Merchandising program, whereas the demand for this program and its courses has diminished at Skyline College.

### **FILM**

380 BASIC VIDEO PRODUCTION  
 385 INTERMEDIATE FILM/VIDEO WORKSHOP  
 450 GREAT FILM DIRECTORS

Justification: The aforementioned FILM courses have not been taught for many years. FILM 380 and 385 have been replaced by DMAD 475 and 476, and FILM 450 was the specialty of an adjunct professor who has retired.

### **INTERIOR DESIGN**

110 ENVIRONMENTAL DESIGN  
 665 SELECTED TOPICS IN INTERIOR DESIGN  
 680SA INTERIOR DESIGN W/ PHOTOSHOP I  
 680SB INTERIOR DESIGN W/PHOTOSHOP II  
 680SC INTRO TO BATHROOM DESIGN  
 680SD INTRO TO KITCHEN DESIGN

Justification: The Business, Education & Professional Programs Division and the Business faculty are requesting the deletion of the aforementioned INTD courses. The only INTD course that is included as a required core course as part of the Associate in Science Degree and Certificate of Achievement in Family & Consumer Sciences is INTD 110, which has been offered occasionally in the last five years. When offered, enrollment was low, and many times the course was cancelled. In addition, the adjunct instructor who taught the course has resigned to teach interior design classes at SFSU. Cañada College offers an interior design program.

### **LEARNING SKILLS**

830 THE SENTENCE  
 831 EDITING AND PROOFREADING  
 832 SENTENCE COMBINING  
 833 MULTI-INTELLIGENT LEARNING STRATEGIES FOR READING AND WRITING  
 836 SUPPLEMENTAL LEARNING ASSISTANCE FOR WRITING  
 853 WRITING AND READING ASSISTANCE LAB  
 880SB ENGLISH COMPOSITION SUPPLEMENT  
 880SC COLLEGE LEVEL INTERMEDIATE ALGEBRA SUPPLEMENT  
 880SD ESOL COMPOSITION SUPPLEMENT  
 820 COMPUTER-BASED INDEPENDENT STUDY  
 826 SUPPLEMENTAL LEARNING ASSISTANCE FOR BASIC WRITING SKILLS

Justification: The Academic Support and Learning Technologies Division has requested the deletion of the aforementioned LSKL courses in an effort to clean up the curriculum to match what will be offered moving forward, remove courses that have not been offered for a number of semesters, and eliminate duplication of content.

### **MUSIC**

440 SYMPHONY ORCHESTRA

Justification: MUS. 440 has been replaced by the series MUS. 440.1-440.4 – Symphony Orchestra I-IV.

### **SOCIAL SCIENCE**

140 MEDIA AND SOCIETY

Justification: This course has been inactive for several years and the department has no intention to reinstate it into the curriculum.

### **PROPOSED CURRICULAR INACTIVATIONS – SKYLINE COLLEGE**

#### **BUSINESS**

150 Entrepreneurship – Small Business Management

### **COUNSELING**

105 Up Your Self-Esteem  
 106 Anxiety Management  
 107 Coping with Depression  
 108 Anger Management

### **FILM**

375 Scriptwriting for Television and Film

### **HISTORY**

265 American Business and Labor History

### **LEARNING SKILLS**

801 Applied Study Skills Assistance  
 863 Composition Supplement  
 864 Composition, Literature and Critical Thinking  
 872 Elementary Algebra I Supplement  
 873 Elementary Algebra II Supplement  
 874 Intermediate Algebra I Supplement  
 875 Intermediate Algebra II Supplement  
 876 Statistics Supplement  
 877 Trigonometry Supplement  
 878 Calculus I Supplement  
 879 Calculus II Supplement  
 880SE TriO SSS English Composition Instructional Support  
 880SF TriO SSS English Composition, Literature & Critical Thinking  
 880SI TriO SSS Elementary Algebra Instructional Support  
 880SJ TriO SSS Path to Statistics Instructional Support  
 880SK TriO SSS Intermediate Algebra Instructional Support  
 880SL TriO SSS Elementary Probability & Statistics Instructional Support

### **SOCIAL SCIENCE**

150 Gender, Society and Culture  
 160 Women in Transition Seminar  
 275 Struggle for Civil Rights in California

### **STUDENT GOVERNMENT**

111 Student Government I - Fall  
 112 Student Government II - Spring  
 115 Community Service & Leadership Practicum

### **PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE**

**ACCOUNTING**

- 154 Governmental and Nonprofit Accounting
- 171 Federal Income Tax
- 172 Business Income Taxes
- 175 Volunteer Income Tax Preparation

**AMERICAN SIGN LANGUAGE**

- 110 American Sign Language II
- 112 American Sign Language 1B

**ART**

- 217 Intermediate Life Drawing
- 350 Visual Perception Through Photography
- 354 Color Photography I
- 355 Color Photography II
- 475 Introduction to Digital Video Art

**BIOLOGY**

- 130 Human Biology
- 240 General Microbiology

**BUSINESS**

- 101 Human Relations at Work
- 103 Introduction to Business Information Systems
- 401 Business Communications

**CAREER AND PERSONAL DEVELOPMENT**

- 145 Soft Skills for Allied Health Professionals

**COMMUNICATION STUDIES**

- 110 Public Speaking
- 127 Argumentation and Debate
- 130 Interpersonal Communication
- 140 Small Group Communication
- 150 Intercultural Communication
- 160 Gender and Communication

**COMPUTER SCIENCE**

- 250 Introduction to Object-Oriented Programming: C++

**COUNSELING**

- 100 College Success

- 102 Student Success Strategies
- 104 Understanding Transfer
- 640 Money Management for Academic Success
- 651 Puente Seminar
- 652 Honors Seminar – Applying to Competitive Universities
- 655.1 Hermanos Seminar – College Success Factors
- 655.2 Hermanos Seminar – Transition to College
- 657 Auto Guidance Seminar – Career Advancement Academy
- 658 Allied Health Seminar Career Advancement Academy

## **DIGITAL MEDIA AND DESIGN**

- 475 Introduction to Digital Video Art

## **EARLY CHILDHOOD EDUCATION**

- 240 Early Childhood Education Administration: Business/Legal
- 241 Early Childhood Education Administration: Human Relations
- 242 Adult Supervision in ECE/CD Classrooms
- 260 Children with Special Needs
- 263 Strategies for Children with Special Needs
- 333 Observation and Assessment
- 366 Practicum in Early Childhood Education

## **ENERGY SYSTEMS TECHNOLOGY MANAGEMENT**

- 425 Building Performance Assessment
- 450 Fundamentals of Construction Management

## **ENGINEERING**

- 100 Introduction to Engineering

## **ENGLISH**

- 846 Reading and Writing Connections

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

- 400 English Composition for Nonnative Speakers

## **GEOLOGY**

- 105 Environmental Earth Science

## **HISTORY**

- 420 Survey of Latin American History

## **JOURNALISM**

121 Advanced Writing and Reporting for the Media

### **LEARNING SKILLS**

800 Supplemental Learning Assistance  
 803 Supervised Peer Tutoring  
 811 Supplemental Learning Assistance for Fundamentals of Math  
 828 Supplemental Learning Assistance for Basic Writing Skills

### **LITERATURE**

101 Contemporary Literature  
 151 Introduction to Shakespeare  
 154 Queer Literature  
 155 The Graphic Novel  
 201 American Literature I  
 202 American Literature II  
 220 Introduction to World Literature I  
 221 Introduction to World Literature II  
 231 Survey of British Literature I  
 232 Survey of British Literature II  
 251 Women in Literature  
 265 Asian American Literature  
 266 Black Literature  
 267 Filipino American Literature  
 370 Readings in Literature of the Latino in the United States  
 432 Folklore

### **MANAGEMENT**

100 Introduction to Business Management  
 450 Fundamentals of Construction

### **MATHEMATICS**

110 Elementary Algebra  
 150 Mathematics for Elementary School Teachers  
 251 Calculus with Analytic Geometry I  
 252 Calculus with Analytic Geometry II  
 270 Linear Algebra  
 275 Ordinary Differential Equations

### **MUSIC**

202 Music Appreciation  
 430.1 Concert Band I  
 470.1 Concert Choir I

### **PARALEGAL STUDIES**

430 Law Office Technology

**PSYCHOLOGY**

110 Courtship, Marriage and Family

**REAL ESTATE**

100 Real Estate Principles  
 110 Real Estate Practice  
 130 California Mortgage Loan Brokering & Lending  
 131 Real Estate Finance I  
 801 Real Estate License Exam Preparation

**RESPIRATORY CARE**

460 Respiratory Critical Care  
 475 Hemodynamic Monitoring and Selected Topics in Respiratory Care  
 480 Diagnostic Testing and Outpatient Respiratory Care  
 485 Clinical Medicine Seminar  
 488 Clinical Clerkship IV  
 490 Neonatal and Pediatric Respiratory Care  
 495 Respiratory Care Board Examination Preparation and Review  
 695 Independent Study in Respiratory Therapy

**SOCIOLOGY**

105 Contemporary Social Issues  
 110 Courtship, Marriage and Family  
 141 Race and Ethnicity  
 142 Filipina/o Community Issues  
 143 Sociology of Migration and Immigration  
 160 Sociology of Sex and Gender  
 201 Sociology of Health and Medicine

**SURGICAL CAREERS**

441 Surgical Patient Care Concepts

**PROPOSED CURRICULAR REACTIVATIONS – SKYLINE COLLEGE****KINESIOLOGY – PHYSICAL EDUCATION**

211 Prevention and Care of Athletic Injuries

**KINESIOLOGY – TEAM SPORTS**

188 Volleyball Theory: Defense  
 189 Volleyball Theory: Offense

**SOCIOLOGY**



160 Sociology of Sex and Gender

**SPANISH**

121 Advanced Elementary Spanish I  
122 Advanced Elementary Spanish II

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

**ACCOUNTING**

156 International Accounting

**ART**

350 Visual Perception Through Photography

**BUSINESS**

401 Business Communications

**BUSINESS COMPUTER SYSTEMS AND MANAGEMENT**

106 Microsoft Outlook

**COMMUNICATION STUDIES**

B10 Health Communication

**COUNSELING**

B10 Multicultural Human Relations

**EARLY CHILDHOOD EDUCATION**

260 Children with Special Needs  
263 Strategies for Children with Special Needs

**HISTORY**

B10 History of Religion in the United States

**PHILOSOPHY**

B10 Medical Ethics

**RESPIRATORY CARE**

B10 Advanced Cardiopulmonary Respiratory Care  
B15 Sleep Medicine and Respiratory Care  
B20 Advanced Respiratory Case Management

- B30 Principles of Health Education
- B40 Health Care Research Design
- B50 Respiratory Care Leadership and Management I
- B52 Respiratory Care Leadership and Management II
- B60 Advanced Neonatal and Pediatric Respiratory Care
- B90 Respiratory Care Capstone Project

## **SOCIAL SCIENCE**

- B10 Public Health Policy

## **SOCIOLOGY**

- B10 Intersectionality and Citizenship

## **WELLNESS**

- 742 Herbal/Botanical Medicine and Ethnobotany

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

Skyline College proposes to offer an Associate Degree, Associate Degree for Transfer, Certificate of Achievement, and/or Certificate of Specialization (12-17 units, not state approved) in the following programs:

### **BIOTECHNOLOGY**

**Biotechnology Manufacturing Assistant** – Certificate of Achievement – (21-24 units)

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

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

### **COMPUTER SCIENCE**

**Computer Science** – Associate in Science Degree for Transfer – (60 units)

### **DIGITAL FILMMAKING**

**Digital Filmmaking** – Associate in Arts Degree – (27 units in the major area + General Education and other requirements for the Associate Degree)

**Digital Filmmaking** – Certificate of Achievement – (27 units)

**Basic Digital Filmmaking** – Certificate of Specialization – (12 units)

### **WELLNESS**

**Integrated Massage and Manual Therapy** – Certificate of Achievement – (44 units)

## **PROPOSED PROGRAM DELETIONS – SKYLINE COLLEGE**

### **BUSINESS**

**General Supervision – Certificate of Achievement**

Justification: The Business, Education & Professional Programs Division and the Business department faculty have requested the deletion of the General Supervision Certificate of Achievement. The Business faculty have been evaluating the degrees and certificates in the department for their relevancy and are streamlining programs to align with current industry standards, requirements and skills. The program has been in decline for the last five years and there has been a decline in the number of degrees and certificates awarded.

**Multimedia Technology – Associate in Science Degree****Multimedia Technology – Certificate of Achievement**

Justification: The Business Division and the Business Computer Systems and Management Department faculty have requested the deletion of the Multimedia Technology Associate in Science Degree and Multimedia Technology Certificate of Achievement. The program has been in decline for the last five years and there has been a decline in the number of degrees and certificates offered.

**FASHION MERCHANDISING****Fashion Merchandising – Associate in Science Degree****Fashion Merchandising – Certificate of Achievement**

Justification: The Fashion Merchandising Department is recommending the deletion of the Fashion Merchandising Associate in Science (AS) Degree and Fashion Merchandising Certificate of Achievement. The program has been in decline for the last five years, with limited courses offered. The number of Fashion Merchandising AS Degrees awarded from 2009/10 to 2013/14 was eleven, and the number of Certificates awarded was six. Enrollment has been steadily declining to the point where only one course has been offered in the last two semesters. In an attempt to revitalize the program, approximately four years ago Skyline College aligned its Fashion Merchandising certificate with Cañada's program. Cañada College has a strong Fashion Design and Merchandising program that includes a Fashion Merchandising Certificate, whereas the demand for this program at Skyline College has diminished.

**INTERDISCIPLINARY STUDIES****Interdisciplinary Studies, Organizational Structures Emphasis – Associate in Arts Degree**

Justification: This area of emphasis has seldom been utilized, with only 33 degrees having been issued in five years. The courses included in this area of emphasis are also found in other areas of emphasis, particularly Social and Behavioral Sciences, and thus no student will be excluded from earning an Interdisciplinary Studies degree as a result of this deletion.

**PROPOSED PROGRAM INACTIVATIONS – SKYLINE COLLEGE****BUSINESS**

**Computer Information Specialist – Certificate of Achievement**

**Office Management – Associate in Science Degree**

**Office Management – Certificate of Achievement**

**PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE**

## **AUTOMOTIVE TECHNOLOGY**

**Automotive Technician Entry Level** – Certificate of Specialization

## **BUSINESS**

**Business Administration** – Certificate of Achievement

**Business Management** – Associate in Science Degree

**Business Management** – Certificate of Achievement

**Entrepreneurship and Small Business Management** – Certificate of Achievement

**Entrepreneurship** – Skills Certificate

**Office Assistant** – Certificate of Achievement

## **BUSINESS – INTERNATIONAL LOGISTICS**

**Air Freight Forwarding** – Certificate of Achievement

**Customs Broker** – Certificate of Specialization

**Import & Export** – Certificate of Achievement

**International Logistics** – Associate in Science Degree

**Ocean Freight Forwarding** – Certificate of Achievement

## **COMMUNICATION STUDIES**

**Communication Studies** – Associate in Arts Degree for Transfer

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

**Proficiency in American Culture and English (PACE)** – Certificate of Achievement

## **INTERDISCIPLINARY STUDIES**

**Interdisciplinary Studies** – Arts and Humanities Emphasis

**Interdisciplinary Studies** – Letters and Science Emphasis

**Interdisciplinary Studies** – Social and Behavioral Sciences Emphasis

**Interdisciplinary Studies** – Social and Natural Sciences Emphasis

## **SPANISH**

**Spanish** – Associate in Arts Degree for Transfer

## **SURGICAL CAREERS**

**Surgical Technology** – Associate in Science Degree

**Surgical Technology** – Certificate of Achievement

## **WELLNESS**

**Massage Therapy** – Certificate of Achievement

**PROPOSED DEPARTMENT ADDITIONS – SKYLINE COLLEGE****INTERNATIONAL BUSINESS (IBUS)**

Justification: International Business (IBUS) has been created under the Global Learning Programs & Services Division to house curriculum in International Trade and Logistics, both new curriculum and courses formerly offered under Business in the Business, Education & Professional Programs Division.

**PROPOSED DEPARTMENT DELETIONS – SKYLINE COLLEGE****FASHION MERCHANDISING (FASH)**

Justification: All of the courses and the degree and certificate in Fashion Merchandising have been deleted, and there remains no need at Skyline College for the Fashion Merchandising (FASH) prefix. Cañada College has a strong Fashion Design and Merchandising program, whereas the demand for this program at Skyline College has diminished.

**INTERIOR DESIGN (INTD)**

Justification: The Business, Education & Professional Programs Division and the Business faculty have requested the deletion of the Interior Design (INTD) prefix. Only one INTD course (INTD 110) has been occasionally offered in the last five years, and when offered enrollment was low. Cañada College offers an interior design program.

**BOARD REPORT NO. 16-6-3CA**

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

**ANNUAL REVIEW AND APPROVAL OF INSTRUCTIONAL MATERIAL FEES**

San Mateo County Community College District has developed an approval and annual reviewing process for Instructional Material Fees to ensure that the District is in compliance with the California Code of Regulations (§59402) and Board Policy 8.70. The Board Policy states that students may only be required to provide materials that are of continuing value to them outside of the classroom setting.

The Instructional Offices of Cañada College, College of San Mateo and Skyline College have reviewed the proposed instructional material fees for 2016-2017 to ensure compliance with the regulations and Board Policy 8.70. Further, the fees are listed in the accompanying report for the Board of Trustees to review and approve.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Annual Review of Instructional Material Fees.

**CAÑADA COLLEGE**  
**Instructional Material Fees**  
**2016-17**

| <u>SUBJECT</u>                       | <u>C.N.</u> | <u>TITLE</u>                                  | <u>AMOUNT</u> |
|--------------------------------------|-------------|---|---------------|
| <b>Accounting:</b>                   |             |   |               |
| ACTG                                 | 181         | Taxation of Individuals Using Tax Software    | \$6.00        |
| ACTG                                 | 200         | QuickBooks                                    | \$6.00        |
| <b>Chemistry:</b>                    |             |   |               |
| CHEM                                 | 192         | Elementary Chemistry                          | \$6.00        |
| CHEM                                 | 210         | General Chemistry I                           | \$2.00        |
| CHEM                                 | 220         | General Chemistry II                          | \$3.00        |
| CHEM                                 | 231         | Organic Chemistry I                           | \$8.00        |
| CHEM                                 | 232         | Organic Chemistry II                          | \$8.00        |
| CHEM                                 | 410         | Chemistry For Health Sciences                 | \$2.00        |
| <b>English:</b>                      |             |   |               |
| ENGL                                 | 100         | Reading And Composition                       | \$1.00        |
| ENGL                                 | 110         | Composition, Literature And Critical Thinking | \$1.00        |
| ENGL                                 | 161         | Creative Writing I                            | \$1.00        |
| ENGL                                 | 162         | Creative Writing II                           | \$1.00        |
| ENGL                                 | 164         | Creative Non-Fiction                          | \$1.00        |
| ENGL                                 | 165         | Advanced Composition                          | \$1.00        |
| ENGL                                 | 826         | Basic Reading/Composition                     | \$1.00        |
| ENGL                                 | 827         | Integrated Reading and Writing                | \$1.00        |
| ENGL                                 | 836         | Writing Development                           | \$1.00        |
| ENGL                                 | 847         | Accelerated Academic Reading and Writing      | \$3.00        |
| <b>Engineering:</b>                  |             |   |               |
| ENGR                                 | 210         | Engineering Graphics                          | \$6.00        |
| <b>English as a Second Language:</b> |             |   |               |
| ESL                                  | 400         | Composition For Non-Native Speakers           | \$1.00        |
| ESL                                  | 911         | Reading and Listening/Speaking I              | \$1.00        |
| ESL                                  | 912         | Reading and Listening/Speaking II             | \$1.00        |
| ESL                                  | 913         | Reading and Listening/Speaking III            | \$1.00        |
| ESL                                  | 914         | Reading and Listening/Speaking IV             | \$1.00        |
| ESL                                  | 921         | Grammar and Writing I                         | \$1.00        |
| ESL                                  | 922         | Grammar and Writing II                        | \$1.00        |



| <u>SUBJECT</u>                                   | <u>C.N.</u> | <u>TITLE</u>   | <u>AMOUNT</u> |
|--|-------------|--|---------------|
| <b>English as a Second Language (Continued):</b> |             |  |               |
| ESL  | 923         | Grammar and Writing III                                  | \$1.00        |
| ESL  | 924         | Grammar and Writing IV                                   | \$1.00        |
| <b>Fashion Design:</b>                           |             |  |               |
| FASH   | 180         | Computerized Pattern Design                              | \$6.00        |
| <b>Interior Design:</b>                          |             |  |               |
| INTD   | 367         | 3D Modeling SketchUp for Interior Designers              | \$2.00        |
| INTD   | 368         | 2020 for Designers                                       | \$2.00        |
| <b>Kinesiology - Varsity Sports:</b>             |             |  |               |
| VARS   | 154         | Varsity Soccer   | \$75.00       |
| <b>Library Science:</b>                          |             |  |               |
| LIBR   | 100         | Introduction To Information Research                     | \$2.00        |
| <b>Multimedia Art and Technology:</b>            |             |  |               |
| MART   | 314         | Introduction To Computer Graphics                        | \$6.00        |
| MART   | 325         | Digital Painting   | \$6.00        |
| MART   | 361         | Digital Video  | \$6.00        |
| MART   | 362         | Digital Photography I                                    | \$6.00        |
| MART   | 363         | Digital Photography II                                   | \$6.00        |
| MART   | 366         | Color Management And Digital Printing                    | \$4.00        |
| MART   | 368         | Web Design I   | \$6.00        |
| MART   | 369         | Web Design II  | \$6.00        |
| MART   | 371         | User Interface/User Experience Design                    | \$6.00        |
| MART   | 372         | Digital Illustration                                     | \$6.00        |
| MART   | 373         | Digital Audio I  | \$2.00        |
| MART   | 376         | Digital Imaging I  | \$6.00        |
| MART   | 377         | Digital Imaging II                                       | \$6.00        |
| MART   | 378         | Digital Page Layout                                      | \$6.00        |
| MART   | 379         | Digital Animation I: Flash                               | \$6.00        |
| MART   | 380         | Digital Animation II: Flash                              | \$6.00        |
| MART   | 390         | Portfolio Creation                                       | \$4.00        |
| MART   | 400         | Motion Graphics  | \$4.00        |
| MART   | 405         | Storyboard Development For Animation & Interactive Media | \$4.00        |
| MART   | 417         | Principles of Animation                                  | \$4.00        |
| MART   | 420         | 3d Modeling And Animation I                              | \$6.00        |

| <u>SUBJECT</u>                                    | <u>C.N.</u> | <u>TITLE</u>                              | <u>AMOUNT</u> |
|---|-------------|---|---------------|
| <b>Multimedia Art and Technology (continued):</b> |             |   |               |
| MART  | 421         | 3d Modeling And Animation II              | \$6.00        |
| MART  | 422         | Introduction to Rigging                   | \$6.00        |
| MART  | 430         | 3d Character Creation And Animation       | \$6.00        |
| MART  | 431         | Special Effects And Compositing In 3d     | \$4.00        |
| MART  | 432         | 3d Environments And Hard Surface Modeling | \$4.00        |
| MART  | 440         | Video Game 3d Production Techniques       | \$4.00        |
| <b>Reading:</b>                                   |             |   |               |
| READ  | 826         | Reading Improvement                       | \$1.00        |
| READ  | 836         | Academic Reading Strategies               | \$1.00        |

**COLLEGE OF SAN MATEO**  
**Instructional Material Fees**  
**2016-17**

| <b><u>SUBJECT</u></b> | <b><u>C.N.</u></b> | <b><u>TITLE</u></b>  | <b><u>AMOUNT</u></b> |
|-----------------------|--------------------|--|----------------------|
| <b>Architecture:</b>  |                    |  |                      |
| ARCH                  | 210                | Design I: Introduction to Architecture, Environmental Design, and the Design Process | \$4.00               |
| ARCH                  | 220                | Design II: Architecture Design, Form and the Built Environment                       | \$4.00               |
| ARCH                  | 666                | Introduction to Architecture   | \$4.00               |
| <b>Art:</b>           |                    |  |                      |
| ART                   | 200                | Fine Art Portfolio Preparation   | \$40.00              |
| ART                   | 315                | Mixed Media Art  | \$40.00              |
| ART                   | 316                | Mixed Media Art 2  | \$40.00              |
| ART                   | 317                | Mixed Media Art 3  | \$40.00              |
| ART                   | 351                | Beginning Black and White Photography  | \$20.00              |
| ART                   | 352                | Intermediate Black and White Photography   | \$20.00              |
| ART                   | 353                | Advanced Black and White Photography   | \$20.00              |
| ART                   | 383                | Intermediate Digital Photography   | \$55.00              |
| ART                   | 384                | Advanced Digital Photography   | \$55.00              |
| ART                   | 385                | Master Portfolio-Digital Photography   | \$55.00              |
| ART                   | 388                | Master Photography Portfolio   | \$20.00              |
| ART                   | 391                | Experimental Photography 1   | \$20.00              |
| ART                   | 392                | Experimental Photography 2   | \$20.00              |
| ART                   | 393                | Experimental Photography 3   | \$20.00              |
| ART                   | 394                | Experimental Photography 4   | \$20.00              |
| ART                   | 396                | Documentary Photography 1  | \$55.00              |
| ART                   | 397                | Documentary Photography 2  | \$55.00              |
| ART                   | 398                | Documentary Photography 3  | \$55.00              |
| ART                   | 399                | Documentary Photography 4  | \$55.00              |
| ART                   | 400.1              | Low Fire Ceramics I  | \$30.00              |
| ART                   | 400.2              | Low Fire Ceramics II   | \$30.00              |
| ART                   | 400.3              | Low Fire Ceramics III  | \$30.00              |
| ART                   | 400.4              | Low Fire Ceramics IV   | \$30.00              |
| ART                   | 401                | Three-Dimensional Design   | \$30.00              |
| ART                   | 405                | Sculpture I  | \$30.00              |
| ART                   | 406                | Sculpture II   | \$30.00              |
| ART                   | 409                | Sculpture III Extended Expertise   | \$30.00              |
| ART                   | 410                | Sculpture IV Advanced Expression   | \$30.00              |
| ART                   | 411                | Ceramics I   | \$30.00              |

| <u>SUBJECT</u>   | <u>C.N.</u> | <u>TITLE</u>   | <u>AMOUNT</u> |
|--|-------------|--|---------------|
| ART  | 412         | Ceramics II  | \$30.00       |
| ART  | 417         | Ceramics Glaze   | \$30.00       |
| ART  | 418         | Ceramics III   | \$30.00       |
| <b>Biology:</b>  |             |  |               |
| BIOL   | 123         | Biotechnology Workshop: Techniques and Applications of the Polymerase Chain Reaction | \$2.00        |
| BIOL   | 220         | General Botany   | \$4.00        |
| BIOL   | 230         | Introductory Cell Biology  | \$2.00        |
| BIOL   | 260         | Human Physiology   | \$4.00        |
| <b>Business:</b>   |             |  |               |
| BUS.   | 295         | Computer Systems in Business   | \$2.00        |
| BUS.   | 315         | Keyboarding I  | \$2.00        |
| BUS.   | 316         | Keyboarding II   | \$2.00        |
| BUS.   | 317         | Keyboarding: Skill-building  | \$2.00        |
| <b>Business Microcomputer Applications - Windows Platform:</b> |             |  |               |
| BUSW   | 105         | Introduction to Microcomputers   | \$2.00        |
| BUSW   | 114         | Windows Fundamentals I   | \$2.00        |
| BUSW   | 115         | Windows Fundamentals II  | \$2.00        |
| BUSW   | 214         | Word Processing I using Word for Windows   | \$2.00        |
| BUSW   | 215         | Word Processing II using Word for Windows  | \$2.00        |
| BUSW   | 383         | Business Presentations using PowerPoint for Windows                                  | \$2.00        |
| BUSW   | 384         | Business Presentations II using PowerPoint for Windows                               | \$2.00        |
| BUSW   | 415         | Spreadsheet I using Excel for Windows  | \$2.00        |
| BUSW   | 416         | Spreadsheet II using Excel for Windows   | \$2.00        |
| BUSW   | 450         | Microsoft Project Fundamentals I   | \$2.00        |
| BUSW   | 451         | Microsoft Project Fundamentals II  | \$2.00        |
| BUSW   | 464         | Database Management Fund. using Access for Windows                                   | \$2.00        |
| BUSW   | 530         | Introduction to Internet   | \$2.00        |
| <b>Chemistry:</b>  |             |  |               |
| CHEM   | 192         | Elementary Chemistry   | \$4.00        |
| CHEM   | 210         | General Chemistry I  | \$4.00        |
| CHEM   | 220         | General Chemistry II   | \$4.00        |

| <u>SUBJECT</u>                           | <u>C.N.</u> | <u>TITLE</u>  | <u>AMOUNT</u> |
|--|-------------|---|---------------|
| <b>Computer and Information Science:</b> |             |   |               |
| CIS                                      | 110         | Introduction to Computer and Information Science          | \$2.00        |
| CIS                                      | 125         | Visual Basic I  | \$2.00        |
| CIS                                      | 254         | Introduction to Object-Oriented Program Design            | \$2.00        |
| CIS                                      | 255         | Programming Methods: JAVA                                 | \$2.00        |
| CIS                                      | 256         | Data Structures: JAVA                                     | \$2.00        |
| CIS                                      | 264         | Computer Architecture and Assembly Language               | \$2.00        |
| CIS                                      | 278         | Programming Methods: C++                                  | \$2.00        |
| CIS                                      | 279         | Data Structures: C++                                      | \$2.00        |
| <b>Counseling:</b>                       |             |   |               |
| COUN                                     | 111         | College Planning  | \$5.00        |
| COUN                                     | 120         | College and Career Success                                | \$6.00        |
| COUN                                     | 122         | Study Skills  | \$5.00        |
| COUN                                     | 128         | Puente: Foundation for College Success                    | \$6.00        |
| COUN                                     | 129         | Puente: Transfer Readiness                                | \$4.00        |
| <b>Cosmetology:</b>                      |             |   |               |
| COSM                                     | 712         | Fundamentals of Cosmetology I                             | \$6.00        |
| COSM                                     | 732         | Advanced Cosmetology I                                    | \$5.00        |
| COSM                                     | 758         | Advanced Techniques/Photo Shoot                           | \$35.00       |
| COSM                                     | 759         | Advanced Hair Specialties                                 | \$35.00       |
| <b>Career and Life Planning:</b>         |             |   |               |
| CRER                                     | 126         | Career Choices I: Career Assessment                       | \$6.00        |
| CRER                                     | 127         | Career Choices II: Job Search                             | \$6.00        |
| CRER                                     | 155         | Leadership Study  | \$25.00       |
| <b>Digital Media:</b>                    |             |   |               |
| DGME                                     | 103         | Thinking Visually: Fundamentals of Two-Dimensional Design | \$20.00       |
| DGME                                     | 211         | Media Design I: Illustrator                               | \$20.00       |
| DGME                                     | 212         | Media Design II: Photoshop                                | \$20.00       |
| DGME                                     | 213         | Media Design III: Advanced Illustrator and Photoshop      | \$20.00       |
| DGME                                     | 220         | Typography  | \$20.00       |
| DGME                                     | 230         | Publication Design/Production with InDesign               | \$20.00       |
| DGME                                     | 235         | Graphic Design Theory and Application                     | \$20.00       |
| DGME                                     | 250         | Digital Media Practicum                                   | \$20.00       |
| DGME                                     | 251         | Graphic Design Practicum                                  | \$20.00       |
| DGME                                     | 252         | Web/Multimedia Practicum                                  | \$20.00       |

| <u>SUBJECT</u>                 | <u>C.N.</u> | <u>TITLE</u>                         | <u>AMOUNT</u> |
|--------------------------------|-------------|--------------------------------------|---------------|
| DRAF                           | 110         | SolidWorks I                         | \$5.00        |
| DRAF                           | 111         | SolidWorks II                        | \$5.00        |
| DRAF                           | 113         | REVIT                                | \$5.00        |
| DRAF                           | 121         | Computer-Aided Drafting I            | \$5.00        |
| DRAF                           | 122         | Computer-Aided Drafting II           | \$5.00        |
| DRAF                           | 130         | Mechanical Design with CAD           | \$5.00        |
| <b>Developmental Skills:</b>   |             |                                      |               |
| DSKL                           | 817         | Assistive Computer Access            | \$5.00        |
| <b>Electronics Technology:</b> |             |                                      |               |
| ELEC                           | 111         | Introduction to Electronics          | \$33.00       |
| ELEC                           | 112         | Advanced Electronics Fundamentals    | \$33.00       |
| ELEC                           | 441         | Sensors and Data Transmission        | \$20.00       |
| <b>Fire:</b>                   |             |                                      |               |
| FIRE                           | 796         | Emergency Medical Technician - Basic | \$175.00      |

**SKYLINE COLLEGE**  
**Instructional Material Fees**  
**2016-2017**

| <u>SUBJECT</u>                | <u>C.N.</u> | <u>TITLE</u>  | <u>AMOUNT</u> |
|-------------------------------|-------------|---|---------------|
| <b>Art:</b>                   |             |   |               |
| ART                           | 234         | Printmaking I                                       | \$15.00       |
| ART                           | 239         | Printmaking II: Monotype, Monoprint and Mixed Media | \$15.00       |
| ART                           | 351         | Black and White Photography I                       | \$18.00       |
| ART                           | 352         | Black and White Photography II                      | \$18.00       |
| ART                           | 353         | Black and White Photography III                     | \$18.00       |
| ART                           | 354         | Digital Photography I                               | \$18.00       |
| ART                           | 355         | Digital Photography II                              | \$18.00       |
| ART                           | 405         | Sculpture I   | \$15.00       |
| ART                           | 406         | Sculpture II  | \$15.00       |
| ART                           | 407         | Sculpture III: Direct Metal                         | \$15.00       |
| ART                           | 411         | Ceramics I  | \$12.50       |
| ART                           | 412         | Ceramics II   | \$12.50       |
| ART                           | 417         | Ceramic Glazing Techniques                          | \$12.50       |
| ART                           | 418         | Ceramics III  | \$12.50       |
| ART                           | 425.1       | Studio Practices in Photography I                   | \$15.00       |
| ART                           | 425.2       | Studio Practices in Photography II                  | \$15.00       |
| ART                           | 430         | Introduction to Digital Art                         | \$15.00       |
| ART                           | 431         | Digital Imaging I: Photoshop                        | \$15.00       |
| ART                           | 432         | Digital Imaging II: Advanced Photoshop              | \$15.00       |
| ART                           | 435         | Digital Illustration                                | \$15.00       |
| ART                           | 479         | Typography  | \$15.00       |
| ART                           | 665SA       | Fundamentals of Digital Photography                 | \$18.00       |
| ART                           | 665SJ       | Sculpture: Lost Wax Bronze Casting                  | \$15.00       |
| ART                           | 665SK       | Sculpture: Exploration of Figurative Sculpture      | \$15.00       |
| ART                           | 665SP       | Explorations in Clay                                | \$12.50       |
| <b>Automotive Technology:</b> |             |   |               |
| AUTO                          | 665SI       | Multiplexing and CAN Systems                        | \$100.00      |
| AUTO                          | 665S4       | 2013 Smog Check Update                              | \$75.00       |
| AUTO                          | 665S6       | 2015 Smog Check Update                              | \$75.00       |
| AUTO                          | 665S7       | 2017 Smog Check Update                              | \$75.00       |



| <u>SUBJECT</u> | <u>C.N.</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|----------------|-------------|--------------|---------------|
|----------------|-------------|--------------|---------------|

**Automotive Technology (continued):**

|      |         |                                     |          |
|------|---------|-------------------------------------|----------|
| AUTO | 739/839 | OBD II Evaporative Emission Systems | \$90.00  |
| AUTO | 751     | Automotive Engine Performance       | \$125.00 |
| AUTO | 752     | Advanced Engine Performance         | \$330.00 |
| AUTO | 758/858 | Computer Controls                   | \$125.00 |
| AUTO | 768/868 | On-Board Diagnostics (OBD) II       | \$95.00  |
| AUTO | 793/893 | Engine Performance                  | \$50.00  |

**Business:**

|      |     |  |        |
|------|-----|--|--------|
| BUS. | 103 | Introduction to Business Information Systems | \$3.00 |
|------|-----|--|--------|

**Business Computer Systems and Management:**

|      |     |   |        |
|------|-----|---|--------|
| BCM. | 100 | Beginning Computer Keyboarding            | \$3.00 |
| BCM. | 101 | Computer Keyboarding Skill Building       | \$3.00 |
| BCM. | 104 | Introduction to Computers with Windows I  | \$3.00 |
| BCM. | 105 | Introduction to Computers with Windows II | \$3.00 |
| BCM. | 200 | Introduction to MS Office Suite           | \$3.00 |
| BCM. | 201 | Integration of MS Office Applications     | \$3.00 |
| BCM. | 214 | Word Processing I: WORD                   | \$3.00 |
| BCM. | 215 | Word Processing II: WORD                  | \$3.00 |
| BCM. | 222 | Business Presentations I: PowerPoint      | \$3.00 |
| BCM. | 223 | Business Presentations II: PowerPoint     | \$3.00 |
| BCM. | 225 | Spreadsheets I: EXCEL                     | \$3.00 |
| BCM. | 226 | Spreadsheets II: EXCEL                    | \$3.00 |
| BCM. | 230 | Database Applications I: Access           | \$3.00 |
| BCM. | 231 | Database Applications II: Access          | \$3.00 |
| BCM. | 301 | Maximizing Your Employment Potential      | \$3.00 |

**Digital Media and Design:**

|      |     |  |         |
|------|-----|--|---------|
| DMAD | 431 | Digital Imaging I: Photoshop           | \$15.00 |
| DMAD | 432 | Digital Imaging II: Advanced Photoshop | \$15.00 |

**Wellness:**

|      |       |                                 |         |
|------|-------|---------------------------------|---------|
| WELL | 665SA | Introduction to Herbs           | \$15.00 |
| WELL | 665SH | Introduction to Flower Essences | \$15.00 |

| <u>SUBJECT</u>               | <u>C.N.</u> | <u>TITLE</u>   | <u>AMOUNT</u> |
|------------------------------|-------------|--|---------------|
| <b>Wellness (continued):</b> |             |  |               |
| WELL                         | 665SI       | Introduction to Aromatherapy                                 | \$15.00       |
| WELL                         | 665SJ       | Introduction to Gem Elixirs                                  | \$15.00       |
| WELL                         | 665SQ       | Integrated Eastern Perspective of Face and Décolleté Massage | \$15.00       |
| WELL                         | 704         | Massage Techniques and Clinical/Spa Experience               | \$15.00       |
| WELL                         | 706         | Introduction to Reflexology                                  | \$15.00       |
| WELL                         | 707         | Foundations of Aromatherapy and Essential Oils               | \$15.00       |
| WELL                         | 723         | Ayurvedic Aromatherapy                                       | \$15.00       |

**BOARD REPORT NO. 16-6-4CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 650-358-6869

**RENEWAL OF AGREEMENT WITH DANNIS WOLIVER KELLEY FOR LEGAL SERVICES**

The District seeks to renew its agreement with the law firm of Dannis Woliver Kelley (Attorney) to provide legal advice and counseling services from July 1, 2016 through and including June 30, 2017. The Attorney will prepare periodic reviews of relevant court decisions, legislation and other legal issues. The Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

The Attorney will not be raising rate ranges in the 2016-17 school year, except for Gregory Dannis' services. However, individual attorneys may have small increases within their classification from zero to \$15.00 per hour.

The District will pay the Attorney \$225.00 to \$310.00 per hour for shareholders, special counsel and of counsel; \$185.00 to \$225.00 per hour for associates; and \$120.00 to \$140.00 per hour for paralegals and law clerks. The rate for Gregory J. Dannis will be \$350.00 per hour. In addition, the District will pay the Attorney for other actual and necessary expenses and costs with respect to providing legal services.

Agreements for legal fees at other than the hourly rate set forth above may be made by mutual agreement for special projects or particular scopes of work.

**RECOMMENDATION**

It is recommended that the Board approve the renewal of the agreement with Dannis Woliver Kelley for the period July 1, 2016 through and including June 30, 2017 in an amount not to exceed \$20,000.

**BOARD REPORT NO. 16-6-5CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**DENIAL OF CLAIM AGAINST THE DISTRICT**

On June 6, 2016, the San Mateo County Community College District received a claim from Charles Jones and similarly situated retirees. Mr. Jones' claim asserts that "Resolutions approved June 10, 2015 by the San Mateo County Community College District (SMCCCD) Board of Trustees took effect January 2016 ending the college district's contribution to retiree medical benefits for claimants."

The claim seeks \$4,200 for benefits contribution for Charles Jones (estimated to date) and \$73,800 for benefits contribution for similarly situated retirees (estimated to date).

**RECOMMENDATION**

It is recommended that the Board of Trustees deny the claim by Charles Jones and similarly situated retirees and refer the matter to the District's legal advisors.

**BOARD REPORT NO. 16-6-100B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**ADOPTION OF THE 2016-17 TENTATIVE BUDGET**

In accordance with State law, the Tentative Budget must be adopted by the Board of Trustees on or before July 1, 2016. The budget will be revised during the summer to reflect needed changes resulting from passage of the State Budget and from 2015-16 year-end close activities. The Tentative Budget also will be revised to reflect other revisions that occur up to the time that the Final Budget is presented to the Board of Trustees for approval on September 14, 2016.

The Tentative Budget is derived from revenue projections based upon the latest information available from the State Chancellor’s Office and estimates for local revenue. Expenditure projections are based upon data currently available relating to District obligations, set-asides, and site allocations. The Tentative Budget is a compilation of information presented to the Board subsequent to adoption of the 2016-17 Integrated District Budget Planning Calendar on January 13, 2016.

**RECOMMENDATION**

To meet the California Code of Regulations, Section §58305 requirements for Tentative Budget approval, to proceed with the orderly closing of the 2015-16 accounting records, and to begin 2016-17 disbursements in July 2016, it is recommended that the Board of Trustees adopt the following Tentative Budget:

|   |                       |
|---|-----------------------|
| General Fund, Unrestricted                    | \$ 159,355,270        |
| General Fund, Restricted                      | 32,113,078            |
| Self-Insurance Fund                           | 2,022,855             |
| Debt Service Fund                             | 52,353,065            |
| Capital Projects Fund                         | 24,130,000            |
| Bookstore Fund                                | 7,352,000             |
| Cafeteria Fund                                | 212,000               |
| San Mateo Athletic Club/Aquatic Center (SMAC) | 3,765,000             |
| Community, Continuing, Corporate Education    | 864,000               |
| Child Development Fund                        | 1,262,000             |
| Trust Funds (Financial Aid)                   | 19,900,000            |
| Reserve Fund for Post-Retirement Benefits     | <u>8,000,000</u>      |
| <b>TOTAL – ALL FUNDS</b>                      | <b>\$ 311,329,268</b> |

THE TENTATIVE BUDGET REPORT provides a summary of the 2016-17 State budget and District budget planning information. It focuses primarily on the Unrestricted General Fund; however, preliminary information is also included about other District funds shown in detail on Exhibits B through L.

The Legislature is expected to pass the \$122 billion spending plan on time. After some adjustments, the Governor is expected to sign the main budget bill before July 1.

### **May Revision**

The Governor's Budget May Revise was released on May 13<sup>th</sup>. The May Revise includes updates of projections and priorities from the January proposal and marks the beginning of budget negotiations before final passage on June 30<sup>th</sup>.

The Revision includes updated revenue projections including those received in April. Based on the April collections of personal income taxes and sales tax receipts, the revenue forecast has been lowered by \$1.9 billion below the January projections. State General Fund revenues stand at \$120 billion and expenditures of \$122.1 billion with the shortfall to be covered by a reduced State contribution to reserves according to the requirements of Proposition 2.

In addition to the revenue shortfall, additional developments since the January proposal include; (1) legislation that passed to gradually increase the State minimum wage to \$15 an hour which is estimated to add \$3.4 billion to General Fund costs; (2) increased funding for developmental disability services and (3) managed care financing for Medi-Cal.<sup>1</sup>

Governor Brown said he is committed to not repeat past mistakes in the last two recessions when there was increased spending. He was quick to remind that "the economy will have finished its seventh year of expansion, two years longer than the average recovery...and that the next recession is closer even if we cannot tell exactly when it will hit." Although most indicators point to a continuing bullish economy and there are few signs of "immediate contraction," and he has called for fiscal restraint.<sup>2</sup>

In its multiyear State budget outlook, the Legislative Analyst's Office's (LAO) fiscal review assumes continued growth in the national and State economies. It also estimates that the State budget is capable of providing for the Governor's proposals and commitments. Though projecting higher local property taxes, the LAO concludes that there will be reduced surpluses due to recent spending commitments by the State and suggested that the Legislature enact a State Budget that includes a robust level of total reserves.<sup>3</sup>

The Governor is putting ongoing resources into one-time funding to create a State Budget that is as flexible as possible, especially in light of the capital gains shortfall that occurred in April.

Following are the key highlights of the Governor's revised budget relevant to the California Community Colleges and the highlighted text estimates how this might affect our District as summarized by Executive Vice Chancellor Kathy Blackwood:

#### **Unrestricted General Fund**

- Zero State COLA and \$75M augmentation to the base – *no change to SMCCCD*
- Maintains 2 percent enrollment growth funding – *no change to SMCCCD*
- One-time discretionary to retire prior mandate claims for a total of \$105.5 million mandated costs – *\$1.5 million to SMCCCD*

<sup>1</sup> School Services Overview of the Governor's Budget Proposals, May 20, 2016.

<sup>2</sup> <http://www.scpr.org/news/2016/05/13/60588/will-brown-s-revised-budget-plan-reflect-more-aust/>

<sup>3</sup> School Services article on "LAO Releases a Multiyear Outlook of the State Budget," June 3, 2016.

### Categorical and Other Funds

- Zero COLA for categorical programs – was 0.47% COLA in January
- \$249 million Workforce and CTE Pathways where some will be RFP based and some will come directly *to SMCCCD (could be as much as \$1.2 million)*
- \$5 million Zero Textbook Cost Degrees – RFP based that may increase to \$200K per degree developed
- \$25 million Innovation Awards – RFP based that could be used for Promise Programs
- \$219.4 million one-time Deferred Maintenance and Instructional Equipment – *\$3 million to SMCCCD*
- \$10.5 million to Proposition 39 – *additional \$150K to SMCCCD*

In his most recent update to the college community, Interim State Vice Chancellor Mario Rodriguez provided the summary of the Conference Committee actions as it relates to California Community Colleges. These changes are between the May Revision and Conference Committee compromise. Both the Assembly and Senate have shown their support in restoring part-time faculty office hours, Puente and MESA programs. The next step in the process is for both houses to approve the changes to the compromise and send it to the Governor by June 15. According to reports, it is unlikely that the Governor will veto any items included on the compromise.

### Dollar Changes

- Restoration of CalWORKs (\$8.683 million), part-time faculty office hours (\$3.658 million), and the MESA and Puente (\$2.366 million) programs.
- Increase funding for financial aid outreach for baccalaureate pilot programs, non-English speaking households and areas with declining enrollment (\$2.5 million).
- Increase funding for the Equal Employment Opportunity program (\$2 million).
- Fund the California College Promise Innovation Grant Program, as proposed in AB 1741 (\$15 million, one-time).
- Reduce the Deferred Maintenance and Instructional Equipment program to fund the above priorities (\$34.839 million, one-time).
- Reduce the 2015-16 apportionment property tax backfill to correct an estimate (\$6.882 million, one-time).

### Language Changes

- Strong Workforce – Eliminate the 60% cap on ongoing expenditures, yet maintains the 60%/40% (college/region) split. Also, the SB 1070 CTE Pathways program will be rolled into the Strong Workforce program in 2017-18.
- Basic Skills – Funds remaining eligible, yet previously not funded, Basic Skills Transformation program applicants in 2016-17, and provides the Chancellor's Office a year to develop a new formula for the Basic Skills Initiative. The 2017-18 formula will be based 50% on performance metrics, 25% on low-income students, and 25% on FTES in evidence-based basic skills practices.
- Innovation Awards – Changes the focus of the awards to address equity issues, encourage the use of technology, and increase students' access to financial aid.

### District Budget Planning

The District is community-supported and funded almost entirely through local sources. This means the standard non-categorical allocations for public education – such as apportionment, growth and State funded COLA – do not apply to us. The majority of increases to higher education in the State budget in large part do not affect us.

A modified resource allocation model was approved by the Board in spring 2015 and was implemented in fiscal year 2015-16. The model is based on historical trends that considered allocation of resources such as FTES, FTE and other productivity factors were presented to the District Committee on Budget and Finance. Other concepts that were considered during development include consistency with SB361, growth funding, international program growth and new program development and innovation. More importantly, the model aligns with available District resources and priorities identified in the District Strategic Plan.

In its first year of implementation, allocations for innovation programs were awarded to the sites by the Chancellor's Cabinet based on requests. This will allow the Colleges to fund projects that meet the goals identified in the College and District Strategic and Educational Master Plans.

The one-time distribution of \$9.9 million mandated costs from the State in 2015-16 included the following proposals from the sites in support of the District Strategic Plan:

**CSM**

|   |                    |
|---|--------------------|
| Programs and Services such as Learning communities & Project Change | \$1,450,000        |
| E textbook  | \$300,000          |
| Workforce development   | \$550,000          |
| <b>Subtotal</b>   | <b>\$2,300,000</b> |

**Cañada College**

|                             |                    |
|-----------------------------|--------------------|
| Professional Development    | \$225,000          |
| Guided Pathways Development | \$400,000          |
| Facilities projects         | \$500,000          |
| Programs and Services       | \$375,000          |
| <b>Subtotal</b>             | <b>\$1,500,000</b> |

**Skyline College**

|                     |                    |
|---------------------|--------------------|
| The Skyline Promise | \$2,900,000        |
| <b>Subtotal</b>     | <b>\$2,900,000</b> |

**Facilities**

|                 |                    |
|-----------------|--------------------|
| Small projects  | \$1,000,000        |
| <b>Subtotal</b> | <b>\$1,000,000</b> |

**District**

|  |                    |
|--|--------------------|
| Silicon Valley Intensive English Program (SVIEP) | \$417,000          |
| Human Resources Needs                            | \$264,000          |
| Vans for Mail                                    | \$50,000           |
| International Program                            | \$750,000          |
| Research/Grant office                            | \$200,000          |
| Information Technology Services                  | \$397,224          |
| Facilities vehicles                              | \$120,000          |
| <b>Subtotal</b>                                  | <b>\$2,198,224</b> |

In 2016-17, a \$2 million distribution in ongoing Innovation Funds includes the following proposals from the sites:

**CSM**

|  |                  |
|--|------------------|
| Fully establish a SparkPoint program at CSM        |                  |
| Implement College Microbusiness/Innovation Center  |                  |
| Fully fund Small Business Development Center       |                  |
| Scale up the College's Year One program            |                  |
| Staff College Professional Development Coordinator |                  |
| <b>Subtotal</b>                                    | <b>\$600,000</b> |



**Cañada College**

|   |                  |
|---|------------------|
| Further develop First Year Experience       | \$400,000        |
| Institutionalize College for Working Adults | \$200,000        |
| <b>Subtotal</b>                             | <b>\$600,000</b> |

**Skyline College**

|  |                  |
|--|------------------|
| Baccalaureate Program in Respiratory Care    | \$250,000        |
| Institutionalize Career & Workforce Programs | \$200,000        |
| Institutionalize Career Advancement Academy  | \$150,000        |
| <b>Subtotal</b>                              | <b>\$600,000</b> |

**District**

|                           |                  |
|---------------------------|------------------|
| District Research Analyst | \$200,000        |
| <b>Subtotal</b>           | <b>\$200,000</b> |

A report on the 2015-16 Innovation Funds will be presented by each of the sites for the Adopted Budget in September.

**Proposition 30**

The Schools and Local Public Safety Protection Act of 2012 was passed by voters in November 2012. Also known as Proposition 30, it authorized two temporary tax increases that created the Education Protection Account (EPA) funds as an offset to State aid and would be in effect for seven (7) years from 2012 through 2018.

The temporary Sales Tax sunsets in December 2016 and the Income Tax portion expires in December 2018. Based on this, the District is expected to receive \$876,303 this year.

**District Cash Flow and Investments**

The issuance of Tax and Revenue Anticipation Notes (TRANS) not to exceed \$30 million was approved by the District Board of Trustees on May 11, 2016, to provide the necessary cash flow to fund District operations from July to December prior to the receipt of property tax revenues.

**2016-17 Revenue Projection**

The revenue estimates are based primarily upon local property taxes, redevelopment funds, and student fees. The District has prepared an estimate of its base revenue taking into consideration a set of factors that include enrollment and higher property tax assessed valuation. The District's total revenue projection is \$159,355,270.

For 2016-17, the assumptions include:

1. Community supported status continues in 2016-17.
2. 2016-17 FTES based on zero growth over 2015-16 FTES goals.
3. 2016-17 Non-resident FTES grows, International FTES based on College goals.
4. COLA based on proposed salary compensation settlement but assumes total comp.
5. 2.0% State funded growth which does not apply to community supported districts.
6. The deficit factor on State revenue projected does not apply to community supported districts.
7. 3.1% inflation on certain expenses.
8. Utilities based on Facilities' best estimates and benefits are based on 2016-17 increase over 2015-16.
9. No increase for full time faculty outside of what Colleges fund from their site allocations.
10. Fixed costs are based on best estimates.
11. No student fee increase (currently at \$46 per unit).
12. Current property tax increase at 6.3%.

Revenue estimates are based on the assumptions listed above and expenditures include costs to continue ongoing operations. The following tables summarize projected revenues and expenditures. In addition to annual inflationary cost increases, costs include those associated with providing health and medical benefits to active and retired employees, increases in insurance premiums, technology upgrades and maintenance as well as utilities.

| <b>Revenues</b>                     | <b>2015-16 Final Budget</b> | <b>2016-17 Tentative</b> | <b>\$ Change</b>   |
|-------------------------------------|-----------------------------|--------------------------|--------------------|
| Total Base Revenue:                 |                             |                          |                    |
| Property Taxes                      | \$114,547,066               | \$125,504,842            | \$10,957,776       |
| RDA AB1290/residual                 | 7,241,070                   | 6,830,448                | (410,623)          |
| Student Fees                        | 9,895,153                   | 10,734,286               | 839,133            |
| Education Protection Acct (Prop 30) | 1,816,206                   | 876,303                  | (939,903)          |
| Lottery                             | 2,400,000                   | 2,400,000                | 0                  |
| State PT Faculty Parity             | 371,881                     | 371,881                  | 0                  |
| P/T Faculty Office Hours/Med.       | 237,017                     | 237,017                  | 0                  |
| Apprenticeship                      | 273,000                     | 273,000                  | 0                  |
| Non-Resident Tuition                | 5,297,677                   | 7,563,668                | 2,265,991          |
| Interest                            | 1,100,000                   | 1,000,000                | (100,000)          |
| Mandated Costs                      | 10,451,527                  | 547,000                  | (9,904,527)        |
| Miscellaneous                       | 3,172,825                   | 3,016,825                | (156,000)          |
| <b>Total</b>                        | <b>\$156,803,422</b>        | <b>\$159,355,270</b>     | <b>\$2,551,847</b> |

| <b>Expenditures</b>                   | <b>2015-16 Final Budget</b> | <b>2016-17 Tentative</b> | <b>\$ Change</b>   |
|---------------------------------------|-----------------------------|--------------------------|--------------------|
| Site Allocations with Benefits        | \$116,608,417               | \$124,336,789            | \$7,728,372        |
| Other Employee Benefits               | 1,000,000                   | 1,000,000                | 0                  |
| Retiree Benefits                      | 7,167,000                   | 7,389,177                | 222,177            |
| Formula Adjustments                   | 1,459,276                   | 1,423,361                | (35,915)           |
| Apprenticeship                        | 273,000                     | 273,000                  | 0                  |
| Other Misc Exp (Intl Ed, Innov Funds) | 12,696,522                  | 3,964,834                | (8,731,688)        |
| Utilities                             | 5,503,077                   | 4,720,134                | (782,943)          |
| Salary Commitments                    | 4,209,056                   | 10,365,593               | 6,156,537          |
| Managed Hiring                        | 1,000,000                   | 1,000,000                | 0                  |
| Insurance                             | 1,220,273                   | 1,258,101                | 37,828             |
| Consultant/Legal/Election             | 1,730,000                   | 1,113,800                | (616,200)          |
| Staff Development                     | 498,000                     | 513,438                  | 15,438             |
| Software/Hardware/Telephone           | 1,878,800                   | 1,937,043                | 58,243             |
| Resource Allocation                   | 1,500,000                   | 0                        | (1,500,000)        |
| Museum of Tolerance                   | 60,000                      | 60,000                   | 0                  |
| <b>Total</b>                          | <b>\$156,803,422</b>        | <b>\$159,355,270</b>     | <b>\$2,551,847</b> |

The Tentative Budget reflects a balanced budget whereby projected expenditures will be covered by sufficient revenues. The site allocations also factored in inflation to non-salary and benefit items that were not previously included. The Tentative Budget will be revised to include any changes resulting from the enacted State budget and the 2016-17 fiscal year-end carryover numbers along with existing fund balances.

**2015-16 Ending Balance Estimates**

The current projections of 2015-16 ending balances submitted by the Budget Offices for each site are as follows:

|                      |                  |
|----------------------|------------------|
| Cañada College       | \$644,000        |
| College of San Mateo | \$350,000        |
| Skyline College      | \$802,908        |
| District Office      | \$-0-            |
| Facilities           | <u>\$525,000</u> |
|                      | \$2,321,908      |

**2016-17 Estimated Beginning Balance**

The beginning balance is estimated at \$30,915,539 and includes reserves of 11%. Details of the Unrestricted General Fund are detailed in Exhibit A. The remaining balance originates from specific projects and activities in 2015-16 and will be carried over into the new fiscal year as committed to these purposes. The current estimate is subject to change when final amounts become available following year-end close of the District's financial records.

**2016-17 Site Allocations**

The site allocations for the Tentative Budget will be adjusted for step, column, longevity, and compensation settlement increases according to the resource allocation model. Benefits are managed at each of the sites. Any additional adjustments to the allocations will be made to the adopted budget.

| <u>Site</u>          | <u>Allocation total<br/>with benefits</u> |
|----------------------|---|
| Cañada College       | \$22,804,477                              |
| College of San Mateo | 36,726,172                                |
| Skyline College      | 38,604,505                                |
| District Office      | 14,324,441                                |
| Facilities           | 11,877,194                                |

The major functional uses of the unrestricted general fund budget are illustrated below by major account category.

| <b>Account Category</b> | <b>2015-16 Final Budget</b> | <b>2016-17 Tentative</b> | <b>\$ Change</b>     |
|-------------------------|-----------------------------|--------------------------|----------------------|
| Certificated Salaries   | \$57,141,011                | \$64,230,095             | 7,089,084            |
| Classified Salaries     | 34,520,181                  | 34,483,502               | (36,679)             |
| Employee Benefits       | 37,020,256                  | 36,245,312               | (774,944)            |
| Supplies/Materials      | 6,728,549                   | 3,187,803                | (3,540,746)          |
| Operating Expenses      | 27,150,568                  | 18,187,139               | (8,963,429)          |
| Capital Outlay          | 76,006                      | 51,000                   | (25,006)             |
| Transfers/Other         | 2,243,234                   | 2,970,419                | 727,185              |
| <b>Total</b>            | <b>\$164,879,804</b>        | <b>*\$159,355,270</b>    | <b>\$(5,524,535)</b> |

\*Does not include beginning balance/carryover as final figures will not be known until after the 2015-16 books are closed. Final compensation increases are not yet included pending negotiation settlements for all groups.

**San Mateo County Community College District**  
**2016-2017 Tentative Budget**  
***Unrestricted General Fund (Fund 1) - Total District***



SAN MATEO COUNTY  
**COMMUNITY**  
 COLLEGE DISTRICT

|  | 2015-16<br>Adoption<br>Budget | 2015-16<br>Estimated<br>Actual | 2016-17<br>Tentative<br>Budget | Percent<br>of Total<br>Budget |    |
|--|-------------------------------|--------------------------------|--------------------------------|-------------------------------|----|
| <b>Revenue</b>                         |                               |                                |                                |                               |    |
| 1 Federal Revenue                      | \$0                           | \$0                            | \$0                            | 0%                            | 1  |
| 2 State Revenue                        | 16,256,631                    | 15,418,539                     | 5,448,201                      | 3%                            | 2  |
| 3 Local Revenue                        | 140,546,791                   | 143,876,983                    | 153,907,069                    | 97%                           | 3  |
| 4 <b>Total Revenue</b>                 | <b>\$156,803,422</b>          | <b>\$159,295,522</b>           | <b>\$159,355,270</b>           | <b>100%</b>                   | 4  |
| <b>Expenses</b>                        |                               |                                |                                |                               |    |
| 5 Certificated Salaries                | \$57,141,011                  | \$58,982,601                   | \$64,230,095                   | 41%                           | 5  |
| 6 Classified Salaries                  | 34,520,181                    | \$32,669,705                   | 34,483,502                     | 22%                           | 6  |
| 7 Employee Benefits                    | 37,020,256                    | \$34,371,671                   | 36,245,312                     | 23%                           | 7  |
| 8 Materials & Supplies                 | 6,728,549                     | \$2,409,453                    | 3,187,803                      | 2%                            | 8  |
| 9 Operating Expenses                   | 27,150,568                    | \$15,781,854                   | 18,187,139                     | 12%                           | 9  |
| 10 Capital Outlay                      | 76,006                        | \$200,269                      | 51,000                         | 0%                            | 10 |
| 11 <b>Total Expenses</b>               | <b>\$162,636,571</b>          | <b>\$144,415,553</b>           | <b>\$156,384,851</b>           | <b>100%</b>                   | 11 |
| *****                                  |                               |                                |                                |                               |    |
| <b>Transfers &amp; Other</b>           |                               |                                |                                |                               |    |
| 12 Transfers In                        | 0                             | 592,400                        | 0                              | 0%                            | 12 |
| 13 Other Sources                       | 0                             | 0                              | 0                              | 0%                            | 13 |
| 14 Transfers out                       | (2,243,234)                   | (6,745,522)                    | (2,970,419)                    | 100%                          | 14 |
| 15 Contingency                         | 0                             | 0                              | 0                              | 0%                            | 15 |
| 16 Other Out Go                        | 0                             | 0                              | 0                              | 0%                            | 16 |
| 17 <b>Total Transfers/Other</b>        | <b>(\$2,243,234)</b>          | <b>(\$6,153,122)</b>           | <b>(\$2,970,419)</b>           | <b>100%</b>                   | 17 |
| <b>Fund Balance</b>                    |                               |                                |                                |                               |    |
| 18 Net Change in Fund Balance          | (\$8,076,383)                 | \$8,726,847                    | \$0                            |                               | 18 |
| 19 Beginning Balance, July 1           | 22,188,692                    | 22,188,692                     | 30,915,539                     |                               | 19 |
| 20 Adjustments to Beginning<br>Balance | 0                             | 0                              | 0                              |                               | 20 |
| 21 <b>Net Fund Balance, June 30</b>    | <b>\$14,112,310</b>           | <b>\$30,915,539</b>            | <b>\$30,915,539</b>            |                               | 21 |

\*\*\*\*\*The total shown includes estimated Prop 30 (EPA) funds and no carryover funds\*\*\*\*\*

*Includes combined total of Central Services, District Office, Cañada College, College of San Mateo, and Skyline College*

| <b><u>Estimated Beginning Balance</u></b> |                     |
|---|---------------------|
| Professional Development                  | \$340,000           |
| Staff Development                         | 37,500              |
| Emergency Preparedness                    | 255,000             |
| SF State Nursing                          | 320,000             |
| Telecom contracts                         | 480,000             |
| Fleet Program                             | 85,000              |
| Elections Carryover                       | 200,000             |
| Indirect Cost Pool                        | 251,000             |
| Skyline International                     | 350,000             |
| CAN International                         | 100,000             |
| DO Innovation                             | 1,200,000           |
| CAN Innovation                            | 1,300,000           |
| CSM Innovation                            | 2,100,000           |
| SKY Innovation                            | 2,400,000           |
| CAN various projects                      | 120,000             |
| CSM various projects                      | 425,000             |
| SKY various projects                      | 480,000             |
| Apprenticeship                            | 400,000             |
| Encumbrances:                             |                     |
| CSM                                       | 0                   |
| CAÑADA                                    | 0                   |
| SKYLINE                                   | 0                   |
| District/Facilities                       | 12,000              |
| Central Services                          | 50,000              |
| College Events                            | 70,000              |
| <b>Miscellaneous:</b>                     |                     |
| Site Ending Balances                      |                     |
| CAÑADA                                    | 644,000             |
| CSM                                       | 350,000             |
| SKYLINE                                   | 802,908             |
| DISTRICT OFFICE                           | 0                   |
| FACILITIES                                | 525,000             |
| Contingency--11%                          | 17,529,079          |
| Other Carryover                           | 89,052              |
|   | <b>\$30,915,539</b> |

**San Mateo County Community College District**  
**2016-2017 Tentative Budget**  
***Unrestricted General Fund (Fund 1) - Total District***  
***Proposition 30 (EPA)***



SAN MATEO COUNTY  
**COMMUNITY**  
 COLLEGE DISTRICT

|                              | 2015-16<br>Adoption<br>Budget | 2015-16<br>Estimated<br>Actual | 2016-17<br>Tentative<br>Budget | Percent<br>of Total<br>Budget |    |
|------------------------------|-------------------------------|--------------------------------|--------------------------------|-------------------------------|----|
| <b>Revenue</b>               |                               |                                |                                |                               |    |
| 1                            | \$0                           | \$0                            | \$0                            | 0%                            | 1  |
| 2                            | 1,816,206                     | 1,816,206                      | 876,303                        | 100%                          | 2  |
| 3                            | 0                             | 0                              | 0                              | 0%                            | 3  |
| 4                            | <b>\$1,816,206</b>            | <b>\$1,816,206</b>             | <b>\$876,303</b>               | 100%                          | 4  |
| <b>Expenses</b>              |                               |                                |                                |                               |    |
| 5                            | \$1,154,136                   | \$1,154,136                    | \$554,297                      | 63%                           | 5  |
| 6                            | 288,976                       | 288,976                        | 139,153                        | 16%                           | 6  |
| 7                            | 373,094                       | 373,094                        | 182,853                        | 21%                           | 7  |
| 8                            | 0                             | 0                              | 0                              | 0%                            | 8  |
| 9                            | 0                             | 0                              | 0                              | 0%                            | 9  |
| 10                           | 0                             | 0                              | 0                              | 0%                            | 10 |
| 11                           | <b>\$1,816,206</b>            | <b>\$1,816,206</b>             | <b>\$876,303</b>               | <b>100%</b>                   | 11 |
| <b>Transfers &amp; Other</b> |                               |                                |                                |                               |    |
| 12                           | \$0                           | \$0                            | \$0                            | 0%                            | 12 |
| 13                           | 0                             | 0                              | 0                              | 0%                            | 13 |
| 14                           | 0                             | 0                              | 0                              | 0%                            | 14 |
| 15                           | 0                             | 0                              | 0                              | 0%                            | 15 |
| 16                           | 0                             | 0                              | 0                              | 0%                            | 16 |
| 17                           | <b>\$0</b>                    | <b>\$0</b>                     | <b>\$0</b>                     | <b>0%</b>                     | 17 |
| <b>Fund Balance</b>          |                               |                                |                                |                               |    |
| 18                           | \$0                           | \$0                            | \$0                            |                               | 18 |
| 19                           | 0                             | 0                              | 0                              |                               | 19 |
| 20                           | 0                             | 0                              | 0                              |                               | 20 |
| 21                           | <b>\$0</b>                    | <b>\$0</b>                     | <b>\$0</b>                     |                               | 21 |

*Includes combined total of Central Services, District Office, Cañada College, College of San Mateo, and Skyline College*  
 Proposition 30 (EPA) funds are shown as part of the Unrestricted General Fund totals and are fully expended each fiscal year.

**San Mateo County Community College District**  
**2016-2017 Tentative Budget**  
***Internal Service - Self-Insurance Fund (Fund 2) - Central Services***



|                                     | 2015-16<br>Adoption<br>Budget | 2015-16<br>Estimated<br>Actual | 2016-17<br>Tentative<br>Budget | Percent<br>of Total<br>Budget |    |
|-------------------------------------|-------------------------------|--------------------------------|--------------------------------|-------------------------------|----|
| <b>Revenue</b>                      |                               |                                |                                |                               |    |
| 1 Federal Revenue                   | \$0                           | \$0                            | \$0                            | 0%                            | 1  |
| 2 State Revenue                     | 0                             | 0                              | 0                              | 0%                            | 2  |
| 3 Local Revenue                     | 0                             | 0                              | 0                              | 0%                            | 3  |
| 4 <b>Total Revenue</b>              | <b>\$0</b>                    | <b>\$0</b>                     | <b>\$0</b>                     | <b>0%</b>                     | 4  |
| <b>Expenses</b>                     |                               |                                |                                |                               |    |
| 5 Certificated Salaries             | \$0                           | \$0                            | \$0                            | 0%                            | 5  |
| 6 Classified Salaries               | 35,023                        | 144,422                        | 148,755                        | 7%                            | 6  |
| 7 Employee Benefits                 | 14,015                        | 66,515                         | 69,100                         | 3%                            | 7  |
| 8 Materials & Supplies              | 5,000                         | 0                              | 5,000                          | 0%                            | 8  |
| 9 Operating Expenses                | 705,000                       | 1,786,540                      | 1,800,000                      | 89%                           | 9  |
| 10 Capital Outlay                   | 0                             | 0                              | 0                              | 0%                            | 10 |
| 11 <b>Total Expenses</b>            | <b>\$759,038</b>              | <b>\$1,997,477</b>             | <b>\$2,022,855</b>             | <b>100%</b>                   | 11 |
| <b>Transfers &amp; Other</b>        |                               |                                |                                |                               |    |
| 12 Transfers In                     |                               | \$208,121                      | \$0                            | 0%                            | 12 |
| 13 Other Sources                    | \$1,062,575                   | \$988,439                      | \$1,018,100                    | 100%                          | 13 |
| 14 Transfers out                    | 0                             | 0                              | 0                              | 0%                            | 14 |
| 15 Contingency                      | 0                             | 0                              | 0                              | 0%                            | 15 |
| 16 Other Out Go                     | 0                             | 0                              | 0                              | 0%                            | 16 |
| 17 <b>Total Transfers/Other</b>     | <b>\$1,062,575</b>            | <b>\$1,196,560</b>             | <b>\$1,018,100</b>             | <b>100%</b>                   | 17 |
| <b>Fund Balance</b>                 |                               |                                |                                |                               |    |
| 18 Net Change in Fund Balance       | \$303,537                     | (\$800,917)                    | (\$1,004,755)                  |                               | 18 |
| 19 Beginning Balance, July 1        | 7,664,018                     | 7,664,018                      | 6,863,101                      |                               | 19 |
| 20 Adjustments to Beginning Balance | 0                             | 0                              | 0                              |                               | 20 |
| 21 <b>Net Fund Balance, June 30</b> | <b>\$7,967,555</b>            | <b>\$6,863,101</b>             | <b>\$5,858,346</b>             |                               | 21 |

**San Mateo County Community College District**  
**2016-2017 Tentative Budget**  
***Debt Service Fund (Fund 25) - Central Services***



|                                     | 2015-16<br>Adoption<br>Budget | 2015-16<br>Estimated<br>Actual | 2016-17<br>Tentative<br>Budget | Percent<br>of Total<br>Budget |    |
|-------------------------------------|-------------------------------|--------------------------------|--------------------------------|-------------------------------|----|
| <b>Revenue</b>                      |                               |                                |                                |                               |    |
| 1 Federal Revenue                   | \$0                           | \$0                            | \$0                            | 0%                            | 1  |
| 2 State Revenue                     | 176,020                       | 110,116                        | 120,000                        | 0%                            | 2  |
| 3 Local Revenue                     | 36,501,792                    | 43,000,000                     | 52,353,065                     | 100%                          | 3  |
| 4 <b>Total Revenue</b>              | <b>\$36,677,812</b>           | <b>\$43,110,116</b>            | <b>\$52,473,065</b>            | 0%                            | 4  |
| <b>Expenses</b>                     |                               |                                |                                |                               |    |
| 5 Certificated Salaries             | \$0                           | \$0                            | \$0                            | 0%                            | 5  |
| 6 Classified Salaries               | 0                             | 0                              | 0                              | 0%                            | 6  |
| 7 Employee Benefits                 | 0                             | 0                              | 0                              | 0%                            | 7  |
| 8 Materials & Supplies              | 0                             | 0                              | 0                              | 0%                            | 8  |
| 9 Operating Expenses                | 0                             | 0                              | 0                              | 0%                            | 9  |
| 10 Capital Outlay                   | 0                             | 0                              | 0                              | 0%                            | 10 |
| 11 <b>Total Expenses</b>            | <b>\$0</b>                    | <b>\$0</b>                     | <b>\$0</b>                     | <b>0%</b>                     | 11 |
| <b>Transfers &amp; Other</b>        |                               |                                |                                |                               |    |
| 12 Transfers In                     | \$0                           | \$0                            | \$0                            | 0%                            | 12 |
| 13 Other Sources                    | \$0                           | \$0                            | \$0                            | 0%                            | 13 |
| 14 Transfers out                    | 0                             | 0                              | 0                              | 0%                            | 14 |
| 15 Contingency                      | 0                             | 0                              | 0                              | 0%                            | 15 |
| 16 Other Out Go                     | (36,331,792)                  | (36,331,792)                   | (\$52,353,065)                 | 0%                            | 16 |
| 17 <b>Total Transfers/Other</b>     | <b>(\$36,331,792)</b>         | <b>(\$36,331,792)</b>          | <b>(\$52,353,065)</b>          | <b>100%</b>                   | 17 |
| <b>Fund Balance</b>                 |                               |                                |                                |                               |    |
| 18 Net Change in Fund Balance       | \$346,020                     | \$6,778,324                    | \$120,000                      |                               | 18 |
| 19 Beginning Balance, July 1        | 43,388,339                    | 43,388,339                     | 50,166,664                     |                               | 19 |
| 20 Adjustments to Beginning Balance | 0                             | 0                              | 0                              |                               | 20 |
| 21 <b>Net Fund Balance, June 30</b> | <b>\$43,734,359</b>           | <b>\$50,166,664</b>            | <b>\$50,286,664</b>            |                               | 21 |



## San Mateo County Community College District

**2016-17 TENTATIVE BUDGET - SPECIALLY FUNDED PROGRAMS**  
**Based on Current Agreements and Funding Estimates**

| <u>Fund</u> | <u>Program</u>                            | <u>Source</u> | College of<br><u>San Mateo</u> | Cañada<br><u>College</u> | Skyline<br><u>College</u> | Chancellor's<br><u>Office</u> | <u>Total</u> |
|-------------|---|---------------|--------------------------------|--------------------------|---------------------------|-------------------------------|--------------|
| 30005       | Work Study                                | Federal       | 106,385                        | 83,799                   | 262,102                   |                               | 452,286      |
| 30007       | CTEA Perkins IV-1C                        | Federal       | 169,065                        | 119,775                  | 207,921                   |                               | 496,761      |
| 30057       | Workability III CA Rehab                  | Federal       |                                |                          | 149,214                   |                               | 149,214      |
| 30102       | HSI STEM C/O                              | Federal       |                                | 1,000,000                |                           |                               | 1,000,000    |
| 30105       | CTE Transitions                           | Federal       | 43,748                         | 43,748                   | 43,748                    |                               | 131,244      |
| 30110       | TRIO - Upward Bound                       | Federal       |                                | 270,375                  |                           |                               | 270,375      |
| 30111       | HSI Cooperative A2B                       | Federal       |                                | 714,042                  |                           |                               | 714,042      |
| 30116       | NSF Univ of New Hampshire subaward C/O    | Federal       |                                | 25,000                   |                           |                               | 25,000       |
| 30117       | NSF S-STEM Scholarships                   | Federal       |                                | 157,177                  |                           |                               | 157,177      |
| 30120       | NSF CALSTEP                               | Federal       |                                | 257,329                  |                           |                               | 257,329      |
| 30121       | HSI Institutional ESO                     | Federal       |                                | 519,254                  |                           |                               | 519,254      |
| 30126       | NSF BioBridge                             | Federal       |                                |                          | 65,210                    |                               | 65,210       |
| 30127       | TRIO - SSS                                | Federal       |                                |                          | 496,320                   |                               | 496,320      |
| 30128       | TRIO - SSS                                | Federal       |                                | 238,036                  |                           |                               | 238,036      |
| 30129       | Math Science Eng Improvement Prog         | Federal       |                                | 300,000                  |                           |                               | 300,000      |
| 30130       | Small Business Div Ctr-HSUSPF C/O         | Federal       | 50,000                         |                          |                           |                               | 50,000       |
| 31002       | DSP&S                                     | State         | 761,152                        | 338,419                  | 538,438                   |                               | 1,638,009    |
| 31003       | EOP&S                                     | State         | 636,119                        | 531,533                  | 559,809                   |                               | 1,727,461    |
| 31004       | EOP&S/CARE                                | State         | 34,880                         | 47,935                   | 48,256                    |                               | 131,071      |
| 31009       | Student Success and Support Program       | State         | 1,704,186                      | 1,191,985                | 1,663,300                 |                               | 4,559,471    |
| 31012       | Foster Care Education                     | State         |                                | 81,505                   |                           |                               | 81,505       |
| 31016       | AB602-Board Fin Asst Prog Adm Allow       | State         | 318,322                        | 289,653                  | 359,110                   |                               | 967,085      |
| 31031       | CalWORKs                                  | State         | 116,710                        | 124,071                  | 129,436                   |                               | 370,217      |
| 31033       | TANF                                      | Federal       | 27,050                         | 28,749                   | 29,971                    |                               | 85,770       |
| 31045       | Staff Diversity                           | State         |                                |                          |                           | 8,540                         | 8,540        |
| 31055       | MESA/CCCP/FSS                             | State         |                                | 50,500                   | 50,500                    |                               | 101,000      |
| 31065       | RCSD CBET                                 | State         |                                | 50,000                   |                           |                               | 50,000       |
| 31069       | Prop 20 Lottery - Instructional Materials | State         | 250,000                        | 150,000                  | 280,000                   |                               | 680,000      |
| 31077       | MESA/CCCP/FSS C/O                         | State         |                                | 20,000                   | 10,000                    |                               | 30,000       |
| 31078       | Enrollment Growth AD Nursing              | State         | 119,800                        |                          |                           |                               | 119,800      |
| 31128       | UC Regents Puente Program                 | State         | 1,500                          |                          |                           |                               | 1,500        |
| 31142       | Student Equity Program                    | State         | 527,767                        | 374,681                  | 683,929                   |                               | 1,586,377    |
| 31149       | Foothill-DA CCD DSN - Energy Efficiency   | State         |                                |                          | 12,000                    |                               | 12,000       |
| 31152       | Deputy Navigator-Global Trade             | State         |                                |                          | 100,000                   |                               | 100,000      |
| 31153       | Deputy Navigator-Retail                   | State         |                                |                          | 100,000                   |                               | 100,000      |
| 31154       | Basic Skills 2015-16 Allocation C/O       | State         | 60,000                         | 55,000                   | 85,000                    |                               | 200,000      |
| 31157       | UC Regents Puente Program                 | State         |                                | 1,500                    |                           |                               | 1,500        |
| 31158       | Full-Time Student Success Grant           | State         | 124,273                        | 54,500                   | 162,805                   |                               | 341,578      |
| 31159       | SJECCD Career Pathways Trust C/O          | State         |                                | 160,000                  |                           |                               | 160,000      |
| 31160       | Cabrillo CCD DSN Entrepreneurship C/O     | State         |                                | 8,000                    |                           |                               | 8,000        |
| 31161       | Baccalaureate Pilot Degree Program C/O    | State         |                                |                          | 330,000                   |                               | 330,000      |
| 31162       | Adult Ed Block Grant 2015-16 C/O          | State         | 60,000                         | 100,000                  | 70,000                    |                               | 230,000      |
| 31163       | Student Success and Support Program C/O   | State         | 1,000,000                      | 100,000                  | 700,000                   |                               | 1,800,000    |
| 31164       | Student Equity Program C/O                | State         | 200,000                        | 250,000                  | 500,000                   |                               | 950,000      |
| 31165       | Cabrillo CCD DSN Freelance Mgmt C/O       | State         |                                | 10,000                   |                           |                               | 10,000       |
| 3116X       | Basic Skills 2016-17 Allocation           | State         | 90,000                         | 90,000                   | 90,000                    |                               | 270,000      |
| 3116X       | Assessment, Remediation AD Nursing        | State         | 79,800                         |                          |                           |                               | 79,800       |
| 3116X       | Deputy Navigator-Global Trade             | State         |                                |                          | 200,000                   |                               | 200,000      |
| 3116X       | Deputy Navigator-Retail                   | State         |                                |                          | 200,000                   |                               | 200,000      |
| 3116X       | CCCCO-CEP-Career Advancement Academy      | State         |                                |                          | 500,000                   |                               | 500,000      |
| 3116X       | Adult Ed Block Grant 2016-17              | State         | 153,500                        | 161,809                  | 168,271                   |                               | 483,580      |
| 32003       | Public Bdcst-CSG-TV                       | Local         | 236,070                        |                          |                           |                               | 236,070      |
| 32004       | Public Bdcst-CSG-FM                       | Local         | 125,613                        |                          |                           |                               | 125,613      |
| 32005       | Public Bdcst-CSG-Interconnect             | Local         | 4,329                          |                          |                           |                               | 4,329        |
| 32017       | Menlo Park Redevelopment                  | Local         |                                | 279,000                  |                           |                               | 279,000      |
| 32047       | UC Regents Puente Program                 | Local         |                                |                          | 1,500                     |                               | 1,500        |
| 32063       | SMCOE - First 5 Early Childhood - EQulP   | Local         |                                | 149,680                  |                           |                               | 149,680      |
| 32080       | The Grove Foundation-CAN CBET C/O         | Local         |                                | 5,000                    |                           |                               | 5,000        |
| 32099       | The Grove Foundation-SKY CTE Schol C/O    | Local         |                                |                          | 20,000                    |                               | 20,000       |
| 32101       | Silicon Valley CF-EWAP C/O                | Local         |                                | 50,000                   |                           |                               | 50,000       |
| 32102       | Working Students Success Network          | Local         |                                |                          | 75,000                    |                               | 75,000       |
| 32103       | Working Students Success Network          | Local         |                                | 75,000                   |                           |                               | 75,000       |

|       |  |       |                     |                    |                    |                    |                     |
|-------|--|-------|---------------------|--------------------|--------------------|--------------------|---------------------|
| 32108 | SF Foundation - ICT Coding C/O           | Local |                     | 40,000             |                    |                    | 40,000              |
| 32109 | Cerritos College Foundation - ECE        | Local |                     |                    | 74,400             |                    | 74,400              |
| 32110 | Public Bdcst-CSG-FM Restricted           | Local | 43,974              |                    |                    |                    | 43,974              |
| 32111 | Walter Johnson Foundation Guardian Schol | Local |                     |                    | 125,000            |                    | 125,000             |
| 35022 | KCSM TV                                  | Local | 1,000,000           |                    |                    |                    | 1,000,000           |
| 35023 | KCSM FM                                  | Local | 1,800,000           |                    |                    |                    | 1,800,000           |
| 35045 | Financial Aid Admin Cost Allow           | Local | 7,000               | 5,000              | 10,000             |                    | 22,000              |
| 35046 | Peninsula Library System                 | Local |                     |                    |                    | 50,000             | 50,000              |
| 39001 | Parking Fees                             | Local |                     |                    |                    | 3,200,000          | 3,200,000           |
| 39030 | Health Service Fees                      | Local | 500,000             | 300,000            | 500,000            |                    | 1,300,000           |
|       |  |       | <u>500,000</u>      | <u>300,000</u>     | <u>500,000</u>     |                    | <u>1,300,000</u>    |
|       | Total 2016-2017 Tentative Budget         |       | <u>\$10,351,243</u> | <u>\$8,902,055</u> | <u>\$9,601,240</u> | <u>\$3,258,540</u> | <u>\$32,113,078</u> |

C/O - Carry-forward funds from prior year

**San Mateo County Community College District**  
**2016-2017 Tentative Budget**  
**Capital Projects Fund (Fund 4) - Total District**



|                                     | 2015-16<br>Adoption<br>Budget | 2015-16<br>Estimated<br>Actual | 2016-17<br>Tentative<br>Budget |    |
|-------------------------------------|-------------------------------|--------------------------------|--------------------------------|----|
| <b>Revenue</b>                      |                               |                                |                                |    |
| 1 Federal Revenue                   | \$0                           | \$0                            | \$0                            | 1  |
| 2 State Revenue                     | 0                             | 2,657,460                      | 3,150,000                      | 2  |
| 3 Local Revenue                     | 1,686,884                     | 1,600,000                      | 1,400,000                      | 3  |
| 4 <b>Total Revenue</b>              | <b>\$1,686,884</b>            | <b>\$4,257,460</b>             | <b>\$4,550,000</b>             | 4  |
| <b>Expenses</b>                     |                               |                                |                                |    |
| 5 Certificated Salaries             | \$0                           | \$0                            | \$0                            | 5  |
| 6 Classified Salaries               | 2,360,000                     | 2,166,000                      | 2,800,000                      | 6  |
| 7 Employee Benefits                 | 900,000                       | 760,000                        | 980,000                        | 7  |
| 8 Materials & Supplies              | 1,900,000                     | 4,000,000                      | 4,500,000                      | 8  |
| 9 Operating Expenses                | 12,500,000                    | 4,000,000                      | 6,000,000                      | 9  |
| 10 Capital Outlay                   | 25,000,000                    | 11,000,000                     | 8,000,000                      | 10 |
| 11 <b>Total Expenses</b>            | <b>\$42,660,000</b>           | <b>\$21,926,000</b>            | <b>\$22,280,000</b>            | 11 |
| <b>Transfers &amp; Other</b>        |                               |                                |                                |    |
| 12 Transfers In                     | \$398,244                     | \$2,593,108                    | \$1,200,000                    | 12 |
| 13 Other Sources                    | 708,756                       | 841,913                        | 800,000                        | 13 |
| 14 Transfers out                    | (250,312)                     | (1,726,781)                    | (1,850,000)                    | 14 |
| 15 Contingency                      | 0                             | 0                              | 0                              | 15 |
| 16 Other Out Go                     | 0                             | 0                              | 0                              | 16 |
| 17 <b>Total Transfers/Other</b>     | <b>\$856,688</b>              | <b>\$1,708,240</b>             | <b>\$150,000</b>               | 17 |
| <b>Fund Balance</b>                 |                               |                                |                                |    |
| 18 Net Change in Fund Balance       | (\$40,116,428)                | (\$15,960,300)                 | (\$17,580,000)                 | 18 |
| 19 Beginning Balance, July 1        | 224,950,124                   | 224,950,124                    | 208,989,824                    | 19 |
| 20 Adjustments to Beginning Balance | 0                             | 0                              | 0                              | 20 |
| 21 <b>Net Fund Balance, June 30</b> | <b>\$184,833,696</b>          | <b>\$208,989,824</b>           | <b>\$191,409,824</b>           | 21 |

*Includes combined total of Central Services, District Office, Cañada College, College of San Mateo, and Skyline College.*

**San Mateo County Community College District**  
**2016-2017 Tentative Budget**  
**Enterprise Fund - Bookstore (Fund 5)**



|                                     | 2015-16<br>Adoption<br>Budget | 2015-16<br>Estimated<br>Actual | 2016-17<br>Tentative<br>Budget |    |
|-------------------------------------|-------------------------------|--------------------------------|--------------------------------|----|
| <b>Revenue</b>                      |                               |                                |                                |    |
| 1 Federal Revenue                   | \$0                           | \$0                            | \$0                            | 1  |
| 2 State Revenue                     | 0                             | 0                              | 0                              | 2  |
| 3 Local Revenue                     | 7,500,000                     | 7,968,638                      | 7,700,000                      | 3  |
| 4 <b>Total Revenue</b>              | <b>\$7,500,000</b>            | <b>\$7,968,638</b>             | <b>\$7,700,000</b>             | 4  |
| <b>Expenses</b>                     |                               |                                |                                |    |
| 5 Cost of Sales                     | \$4,000,000                   | \$4,242,764                    | \$4,100,000                    | 5  |
| 6 Certificated Salaries             | \$0                           | \$0                            | \$0                            | 6  |
| 7 Classified Salaries               | 1,800,000                     | 1,951,705                      | 1,950,000                      | 7  |
| 8 Employee Benefits                 | 530,000                       | 562,081                        | 562,000                        | 8  |
| 9 Materials & Supplies              | 35,000                        | 41,641                         | 40,000                         | 9  |
| 10 Operating Expenses               | 800,000                       | 653,234                        | 700,000                        | 10 |
| 11 Capital Outlay                   | 0                             | 0                              | 0                              | 11 |
| 12 <b>Total Expenses</b>            | <b>\$7,165,000</b>            | <b>\$7,451,425</b>             | <b>\$7,352,000</b>             | 12 |
| <b>Transfers &amp; Other</b>        |                               |                                |                                |    |
| 13 Transfers In                     | \$0                           | \$0                            | \$0                            | 13 |
| 14 Other Sources                    | \$0                           | \$0                            | \$0                            | 14 |
| 15 Transfers out                    | 0                             | 0                              | 0                              | 15 |
| 16 Contingency                      | 0                             | 0                              | 0                              | 16 |
| 17 Other Out Go                     | 0                             | 0                              | 0                              | 17 |
| 18 <b>Total Transfers/Other</b>     | <b>\$0</b>                    | <b>\$0</b>                     | <b>\$0</b>                     | 18 |
| <b>Fund Balance</b>                 |                               |                                |                                |    |
| 19 Net Change in Fund Balance       | \$335,000                     | \$517,213                      | \$348,000                      | 19 |
| 20 Beginning Balance, July 1        | 8,070,715                     | 8,070,715                      | 8,587,928                      | 20 |
| 21 Adjustments to Beginning Balance | 0                             | 0                              | 0                              | 21 |
| 22 <b>Net Fund Balance, June 30</b> | <b>\$8,405,715</b>            | <b>\$8,587,928</b>             | <b>\$8,935,928</b>             | 22 |

**San Mateo County Community College District**  
**2016-2017 Tentative Budget**  
**Enterprise Fund - Cafeteria (Fund 5)**



|                                     | 2015-16<br>Adoption<br>Budget | 2015-16<br>Estimated<br>Actual | 2016-17<br>Tentative<br>Budget |    |
|-------------------------------------|-------------------------------|--------------------------------|--------------------------------|----|
| <b>Revenue</b>                      |                               |                                |                                |    |
| 1 Federal Revenue                   | \$0                           | \$0                            | \$0                            | 1  |
| 2 State Revenue                     | 0                             | 0                              | 0                              | 2  |
| 3 Local Revenue                     | 320,000                       | 344,728                        | 350,000                        | 3  |
| 4 <b>Total Revenue</b>              | <b>\$320,000</b>              | <b>\$344,728</b>               | <b>\$350,000</b>               | 4  |
| <b>Expenses</b>                     |                               |                                |                                |    |
| 5 Certificated Salaries             | \$0                           | \$0                            | \$0                            | 5  |
| 6 Classified Salaries               | 50,000                        | 65,250                         | 65,000                         | 6  |
| 7 Employee Benefits                 | 9,000                         | 13,960                         | 14,000                         | 7  |
| 8 Materials & Supplies              | 60,000                        | 58,369                         | 58,000                         | 8  |
| 9 Operating Expenses                | 100,000                       | 72,442                         | 75,000                         | 9  |
| 10 Capital Outlay                   | 0                             | 0                              | 0                              | 10 |
| 11 <b>Total Expenses</b>            | <b>\$219,000</b>              | <b>\$210,021</b>               | <b>\$212,000</b>               | 11 |
| <b>Transfers &amp; Other</b>        |                               |                                |                                |    |
| 12 Transfers In                     | \$0                           | \$0                            | \$0                            | 12 |
| 13 Other Sources                    | \$0                           | \$0                            | \$0                            | 13 |
| 14 Transfers out                    | 0                             | 0                              | 0                              | 14 |
| 15 Contingency                      | 0                             | 0                              | 0                              | 15 |
| 16 Other Out Go                     | 0                             | 0                              | 0                              | 16 |
| 17 <b>Total Transfers/Other</b>     | <b>\$0</b>                    | <b>\$0</b>                     | <b>\$0</b>                     | 17 |
| <b>Fund Balance</b>                 |                               |                                |                                |    |
| 18 Net Change in Fund Balance       | \$101,000                     | \$134,707                      | \$138,000                      | 18 |
| 19 Beginning Balance, July 1        | 507,020                       | 507,020                        | 641,727                        | 19 |
| 20 Adjustments to Beginning Balance | 0                             | 0                              | 0                              | 20 |
| 21 <b>Net Fund Balance, June 30</b> | <b>\$608,020</b>              | <b>\$641,727</b>               | <b>\$779,727</b>               | 21 |

**San Mateo County Community College District**  
**2016-2017 Tentative Budget**  
***Enterprise Fund - San Mateo Athletic Club and Aquatic Center***



|                                     | 2015-16<br>Adoption<br>Budget | 2015-16<br>Estimated<br>Actual | 2016-17<br>Tentative<br>Budget |    |
|-------------------------------------|-------------------------------|--------------------------------|--------------------------------|----|
| <b>Revenue</b>                      |                               |                                |                                |    |
| 1 Federal Revenue                   | \$0                           | \$0                            | \$0                            | 1  |
| 2 State Revenue                     | 0                             | 0                              | 0                              | 2  |
| 3 Local Revenue                     | 4,500,000                     | 4,643,914                      | 4,650,000                      | 3  |
| 4 <b>Total Revenue</b>              | <b>\$4,500,000</b>            | <b>\$4,643,914</b>             | <b>\$4,650,000</b>             | 4  |
| <b>Expenses</b>                     |                               |                                |                                |    |
| 5 Certificated Salaries             | \$0                           | \$0                            | \$0                            | 5  |
| 6 Classified Salaries               | 185,000                       | 221,795                        | 222,000                        | 6  |
| 7 Employee Benefits                 | 43,000                        | 53,231                         | 53,000                         | 7  |
| 8 Materials & Supplies              | 0                             | 0                              | 0                              | 8  |
| 9 Operating Expenses**              | 3,300,000                     | 3,484,891                      | 3,490,000                      | 9  |
| 10 Capital Outlay                   | 0                             | 0                              | 0                              | 10 |
| 11 <b>Total Expenses</b>            | <b>\$3,528,000</b>            | <b>\$3,759,917</b>             | <b>\$3,765,000</b>             | 11 |
| <b>Transfers &amp; Other</b>        |                               |                                |                                |    |
| 12 Transfers In                     | \$0                           | \$0                            | \$0                            | 12 |
| 13 Other Sources                    | \$150,000                     | \$152,349                      | \$150,000                      | 13 |
| 14 Transfers out                    | 0                             | 0                              | 0                              | 14 |
| 15 Contingency                      | 0                             | 0                              | 0                              | 15 |
| 16 Other Out Go                     | (385,000)                     | (201,645)                      | (200,000)                      | 16 |
| 17 <b>Total Transfers/Other</b>     | <b>(\$235,000)</b>            | <b>(\$49,296)</b>              | <b>(\$50,000)</b>              | 17 |
| <b>Fund Balance</b>                 |                               |                                |                                |    |
| 18 Net Change in Fund Balance       | \$737,000                     | \$834,701                      | \$835,000                      | 18 |
| 19 Beginning Balance, July 1        | 1,936,074                     | 1,936,074                      | 2,770,775                      | 19 |
| 20 Adjustments to Beginning Balance | 0                             | 0                              | 0                              | 20 |
| 21 <b>Net Fund Balance, June 30</b> | <b>\$2,673,074</b>            | <b>\$2,770,775</b>             | <b>\$3,605,775</b>             | 21 |

\*\*Operating expenses consists of salaries and benefits paid by Medifit

**San Mateo County Community College District**  
**2016-2017 Tentative Budget**  
**Enterprise Fund - Community Continuing Corporate Education (Fund 5)**



|                              | 2015-16<br>Adoption<br>Budget    | 2015-16<br>Estimated<br>Actual | 2016-17<br>Tentative<br>Budget |                    |    |
|------------------------------|----------------------------------|--------------------------------|--------------------------------|--------------------|----|
| <b>Revenue</b>               |                                  |                                |                                |                    |    |
| 1                            | Federal Revenue                  | \$0                            | \$0                            | \$0                | 1  |
| 2                            | State Revenue                    | 0                              | 0                              | 0                  | 2  |
| 3                            | Local Revenue                    | 900,000                        | 986,091                        | 990,000            | 3  |
| 4                            | <b>Total Revenue</b>             | <b>\$900,000</b>               | <b>\$986,091</b>               | <b>\$990,000</b>   | 4  |
| <b>Expenses</b>              |                                  |                                |                                |                    |    |
| 5                            | Certificated Salaries            | \$0                            | \$0                            | \$0                | 5  |
| 6                            | Classified Salaries              | 315,000                        | 370,966                        | 371,000            | 6  |
| 7                            | Employee Benefits                | 110,000                        | 120,332                        | 121,000            | 7  |
| 8                            | Materials & Supplies             | 25,000                         | 12,110                         | 12,000             | 8  |
| 9                            | Operating Expenses               | 350,000                        | 360,264                        | 360,000            | 9  |
| 10                           | Capital Outlay                   | 0                              | 0                              | 0                  | 10 |
| 11                           | <b>Total Expenses</b>            | <b>\$800,000</b>               | <b>\$863,672</b>               | <b>\$864,000</b>   | 11 |
| <b>Transfers &amp; Other</b> |                                  |                                |                                |                    |    |
| 12                           | Transfers In                     | \$0                            | \$417,000                      | \$0                | 12 |
| 13                           | Other Sources                    | \$0                            | \$0                            | \$0                | 13 |
| 14                           | Transfers out                    | 0                              | 0                              | 0                  | 14 |
| 15                           | Contingency                      | 0                              | 0                              | 0                  | 15 |
| 16                           | Other Out Go                     | 0                              | 0                              | 0                  | 16 |
| 17                           | <b>Total Transfers/Other</b>     | <b>\$0</b>                     | <b>\$417,000</b>               | <b>\$0</b>         | 17 |
| <b>Fund Balance</b>          |                                  |                                |                                |                    |    |
| 18                           | Net Change in Fund Balance       | \$100,000                      | \$539,419                      | \$126,000          | 18 |
| 19                           | Beginning Balance, July 1        | 0                              | 0                              | 1,390,237          | 19 |
| 20                           | Adjustments to Beginning Balance | 0                              | 850,818                        | 0                  | 20 |
| 21                           | <b>Net Fund Balance, June 30</b> | <b>\$100,000</b>               | <b>\$1,390,237</b>             | <b>\$1,516,237</b> | 21 |

**San Mateo County Community College District**  
**2016-2017 Tentative Budget**  
***Child Development Fund (Fund 60) - Total District***



|                              | 2015-16<br>Adoption<br>Budget       | 2015-16<br>Estimated<br>Actual | 2016-17<br>Tentative<br>Budget | Percent<br>of Total<br>Budget |    |
|------------------------------|-------------------------------------|--------------------------------|--------------------------------|-------------------------------|----|
| <b>Revenue</b>               |                                     |                                |                                |                               |    |
| 1                            | Federal Revenue                     | \$120,900                      | \$70,000                       | 9%                            | 1  |
| 2                            | State Revenue                       | \$300,800                      | \$170,000                      | 22%                           | 2  |
| 3                            | Local Revenue                       | \$549,495                      | \$530,000                      | 69%                           | 3  |
| 4                            | <b>Total Revenue</b>                | <b>\$971,195</b>               | <b>\$770,000</b>               | <b>100%</b>                   | 4  |
| <b>Expenses</b>              |                                     |                                |                                |                               |    |
| 5                            | Certificated Salaries               | \$223,600                      | \$230,000                      | 16%                           | 5  |
| 6                            | Classified Salaries                 | \$576,649                      | \$680,000                      | 51%                           | 6  |
| 7                            | Employee Benefits                   | \$303,387                      | \$310,000                      | 25%                           | 7  |
| 8                            | Materials & Supplies                | \$113,623                      | \$100,000                      | 8%                            | 8  |
| 9                            | Operating Expenses                  | \$4,248                        | \$2,000                        | 0%                            | 9  |
| 10                           | Capital Outlay                      | \$0                            | \$0                            | 0%                            | 10 |
| 11                           | <b>Total Expenses</b>               | <b>\$1,221,507</b>             | <b>\$1,322,000</b>             | <b>100%</b>                   | 11 |
| <b>Transfers &amp; Other</b> |                                     |                                |                                |                               |    |
| 12                           | Transfers In                        | \$250,312                      | \$552,000                      | 100%                          | 12 |
| 13                           | Other Sources                       | \$0                            | \$0                            | 0%                            | 13 |
| 14                           | Transfers out                       | \$0                            | \$0                            | 0%                            | 14 |
| 15                           | Contingency/Reserve                 | \$0                            | \$0                            | 0%                            | 15 |
| 16                           | Other Out Go                        | \$0                            | \$0                            | 0%                            | 16 |
| 17                           | <b>Total Transfers/Other</b>        | <b>\$250,312</b>               | <b>\$552,000</b>               | <b>100%</b>                   | 17 |
| <b>Fund Balance</b>          |                                     |                                |                                |                               |    |
| 18                           | Net Change in Fund Balance          | \$0                            | \$0                            | \$0                           | 18 |
| 19                           | Beginning Balance, July 1           | 0                              | \$0                            | 0                             | 19 |
| 20                           | Adjustments to Beginning<br>Balance | 0                              | \$0                            | 0                             | 20 |
| 21                           | <b>Net Fund Balance, June 30</b>    | <b>\$0</b>                     | <b>\$0</b>                     | <b>\$0</b>                    | 21 |



**San Mateo County Community College District**  
**2016-2017 Tentative Budget**  
***Student Aid Fund (Fund 7) - Total District***



SAN MATEO COUNTY  
**COMMUNITY**  
 COLLEGE DISTRICT

|  | 2015-16<br>Adoption<br>Budget | 2015-16<br>Estimated<br>Actual | 2016-17<br>Tentative<br>Budget | Percent<br>of Total<br>Budget |    |
|--|-------------------------------|--------------------------------|--------------------------------|-------------------------------|----|
| <b>Revenue</b>                         |                               |                                |                                |                               |    |
| 1 Federal Revenue                      | \$19,655,080                  | \$17,132,780                   | \$18,000,000                   | 90%                           | 1  |
| 2 State Revenue                        | 1,067,500                     | 971,144                        | 1,000,000                      | 5%                            | 2  |
| 3 Local Revenue                        | 785,000                       | 905,746                        | 900,000                        | 5%                            | 3  |
| 4 <b>Total Revenue</b>                 | <b>\$21,507,580</b>           | <b>\$19,009,670</b>            | <b>\$19,900,000</b>            | <b>100%</b>                   | 4  |
| <b>Expenses</b>                        |                               |                                |                                |                               |    |
| 5 Certificated Salaries                | \$0                           | \$0                            | \$0                            | 0%                            | 5  |
| 6 Classified Salaries                  | \$0                           | \$0                            | \$0                            | 0%                            | 6  |
| 7 Employee Benefits                    | \$0                           | \$0                            | \$0                            | 0%                            | 7  |
| 8 Materials & Supplies                 | \$0                           | \$0                            | \$0                            | 0%                            | 8  |
| 9 Operating Expenses                   | \$0                           | \$0                            | \$0                            | 0%                            | 9  |
| 10 Capital Outlay                      | \$0                           | \$0                            | \$0                            | 0%                            | 10 |
| 11 <b>Total Expenses</b>               | <b>\$0</b>                    | <b>\$0</b>                     | <b>\$0</b>                     | <b>0%</b>                     | 11 |
| <b>Transfers &amp; Other</b>           |                               |                                |                                |                               |    |
| 12 Transfers In                        | \$0                           | \$690,502                      | \$700,000                      | -4%                           | 12 |
| 13 Other Sources                       | 0                             | 0                              | 0                              | 0%                            | 13 |
| 14 Transfers out                       | 0                             | 0                              | 0                              | 0%                            | 14 |
| 15 Contingency                         | 0                             | 0                              | 0                              | 0%                            | 15 |
| 16 Other Out Go                        | (21,507,580)                  | (19,700,172)                   | (20,600,000)                   | 104%                          | 16 |
| 17 <b>Total Transfers/Other</b>        | <b>(\$21,507,580)</b>         | <b>(\$19,009,670)</b>          | <b>(\$19,900,000)</b>          | <b>100%</b>                   | 17 |
| <b>Fund Balance</b>                    |                               |                                |                                |                               |    |
| 18 Net Change in Fund Balance          | \$0                           | \$0                            | \$0                            |                               | 18 |
| 19 Beginning Balance, July 1           | 130,251                       | 130,251                        | 130,251                        |                               | 19 |
| 20 Adjustments to Beginning<br>Balance | 0                             | 0                              | 0                              |                               | 20 |
| 21 <b>Net Fund Balance, June 30</b>    | <b>\$130,251</b>              | <b>\$130,251</b>               | <b>\$130,251</b>               |                               | 21 |

*Includes combined total of District Office, Cañada College, College of San Mateo, and Skyline College, as well as entire beginning balance.*

**San Mateo County Community College District**  
**2016-2017 Tentative Budget**  
***Reserve Fund for Post Retirement Benefits (Fund 8) - Central Services***



|                                     | 2015-16<br>Adoption<br>Budget | 2015-16<br>Estimated<br>Actual | 2016-17<br>Tentative<br>Budget | Percent<br>of Total<br>Budget |    |
|-------------------------------------|-------------------------------|--------------------------------|--------------------------------|-------------------------------|----|
| <b>Revenue</b>                      |                               |                                |                                |                               |    |
| 1 Federal Revenue                   | \$0                           | \$0                            | \$0                            | 0%                            | 1  |
| 2 State Revenue                     | 0                             | 0                              | 0                              | 0%                            | 2  |
| 3 Local Revenue                     | 165,000                       | 60,000                         | 60,000                         | 0%                            | 3  |
| 4 <b>Total Revenue</b>              | <b>\$165,000</b>              | <b>\$60,000</b>                | <b>\$60,000</b>                | <b>0%</b>                     | 4  |
| <b>Expenses</b>                     |                               |                                |                                |                               |    |
| 5 Certificated Salaries             | \$0                           | \$0                            | \$0                            | 0%                            | 5  |
| 6 Classified Salaries               | 0                             | 0                              | 0                              | 5%                            | 6  |
| 7 Employee Benefits                 | 0                             | 0                              | 0                              | 0%                            | 7  |
| 8 Materials & Supplies              | 0                             | 0                              | 0                              | 0%                            | 8  |
| 9 Operating Expenses                | 5,000                         | 5,800                          | 6,000                          | 100%                          | 9  |
| 10 Capital Outlay                   | 0                             | 0                              | 0                              | 0%                            | 10 |
| 11 <b>Total Expenses</b>            | <b>\$5,000</b>                | <b>\$5,800</b>                 | <b>\$6,000</b>                 | <b>100%</b>                   | 11 |
| <b>Transfers &amp; Other</b>        |                               |                                |                                |                               |    |
| 12 Transfers In                     | \$0                           | \$0                            | \$0                            | 0%                            | 12 |
| 13 Other Sources                    | \$4,500,000                   | \$3,900,000                    | \$3,950,000                    | -98%                          | 13 |
| 14 Transfers out                    | 0                             | 0                              | 0                              | 0%                            | 14 |
| 15 Contingency                      | 0                             | 0                              | 0                              | 0%                            | 15 |
| 16 Other Out Go                     | (12,000,000)                  | (12,000,000)                   | (8,000,000)                    | 198%                          | 16 |
| 17 <b>Total Transfers/Other</b>     | <b>(\$7,500,000)</b>          | <b>(\$8,100,000)</b>           | <b>(\$4,050,000)</b>           | <b>100%</b>                   | 17 |
| <b>Fund Balance</b>                 |                               |                                |                                |                               |    |
| 18 Net Change in Fund Balance       | (\$7,340,000)                 | (\$8,045,800)                  | (\$3,996,000)                  |                               | 18 |
| 19 Beginning Balance, July 1        | 19,243,323                    | 19,243,323                     | 11,197,523                     |                               | 19 |
| 20 Adjustments to Beginning Balance | 0                             | 0                              | 0                              |                               | 20 |
| 21 <b>Net Fund Balance, June 30</b> | <b>\$11,903,323</b>           | <b>\$11,197,523</b>            | <b>\$7,201,523</b>             |                               | 21 |

## San Mateo County Community College District

# California Community Colleges

## Sound Fiscal Management

### 2016-17 Self-Assessment Checklist

#### 1. Deficit Spending - Is this area acceptable? **Yes** / No

- Is the district spending within their revenue budget in the current year?
  - Yes, the district had a surplus in 14/15 and will have a surplus in 15/16.
- Has the district controlled deficit spending over multiple years?
  - Yes, the District's unrestricted GF Net Change in Fund Balance for 2012/13 was \$102,185, 2013/14 was \$420,363 and 2014/15 was \$2,064,564. The unrestricted GF Net Change in Fund Balance for 2015/16 is projected to be a surplus, and the ending fund balance continues to be above the 15% level.
- Is deficit spending addressed by fund balance, ongoing revenue increases, or expenditure reductions?
  - Yes, by fund balance, revenue increases and expenditure reductions.
- Are district revenue estimates based upon past history?
  - District revenue estimates are based upon a combination of past history as well as projections for local property tax (growth in assessed valuation) and changes to redevelopment agency funding.
- Does the district automatically build in growth revenue estimates?
  - The District is now building in changes in assessed valuation and consequent changes in property taxes received. State growth funding no longer affects the District.

#### 2. Fund Balance – Is this area acceptable? **Yes** / No

- Is the district's fund balance stable or consistently increasing?
  - The District's fund balance is fairly stable, increasing over the last 3 years to partially account for increases in spending and a conservative approach to budgeting revenue. The fund balances were \$19,703,765 in 2012/13, \$20,124,128 in 2013/14 and \$22,188,692 in 2014/15.
- Is the fund balance increasing due to on-going revenue increases and/or expenditure reductions?
  - The fund balance is relatively stable, showing modest increases to match the increase in expenditures and the desire for a larger percentage fund balance.

#### 3. Enrollment - Is this area acceptable? **Yes** / No

- Has the district's enrollment been increasing or stable for multiple years?
  - Yes. The District's enrollment had increased every year since 2005/06, but in 2009/10, due to state workload reductions, the District was over the funded enrollment cap, so enrollment was reduced in succeeding years. International student enrollment is increasing.
- Are the district's enrollment projections updated at least semiannually?
  - The District's enrollment projections are updated at P-1 and P-2.
- Are staffing adjustments consistent with the enrollment trends?
  - The colleges adjust their adjunct faculty budgets to match their enrollment projections.
- Does the district analyze enrollment and full time equivalent students (FTES) data?
  - Yes. The CBO works with the VPIs to review the enrollment estimates and compare the trends to historical data.
- Does the District track historical data to establish future trends between P-1 and annual for projection purposes?
  - Yes. The historical data includes P-1, P-2 and P-Annual and includes a review of the estimates after P-A.

## San Mateo County Community College District

- Has the District avoided stabilization funding?
  - Yes. The District has achieved its funded enrollment cap every year from 2005/06 through 2010/11. With the advent of Community-Supported status, the District is no longer eligible for stabilization funding.

**4. Unrestricted General Fund Balance – Is this area acceptable? Yes / No**

- Is the District's unrestricted general fund balance consistently maintained at or above the recommended minimum prudent level (5% of the total unrestricted general fund expenditures)?
  - The District's unrestricted GF balance has consistently been 9%-18% for the last several years. In 2015/16, the District budget for a 9% reserve.
- Is the District's unrestricted fund balance maintained throughout the year?
  - Mostly, although the District does not do mid-year accruals of revenue and some sources of revenue lag, such as lottery. If the accruals were done, the balance would be fairly consistent.

**5. Cash Flow Borrowing - Is this area acceptable? Yes / No**

- Can the district manage its cash flow without interfund borrowing?
  - With the advent of Community-Supported status, the District relies on both TRANS and interfund borrowing to maintain adequate cash.
- Is the district repaying TRANS and/or borrowed funds within the required statutory period?
  - Yes.

**6. Bargaining Agreements - Is this area acceptable? Yes / No**

- Has the district settled bargaining agreements within new revenue sources during the past three years?
  - The District reached agreement with all three unions for 3-year agreements for 2013/14 through 2015/16. The District and the three unions are currently in negotiations for new 3-year contracts.
- Did the district conduct a pre-settlement analysis identifying an ongoing revenue source to support the agreement?
  - The analyses have been ongoing.
- Did the district correctly identify the related costs?
  - Yes, increases in statutory, as well as health and welfare benefits, are included in the total cost when any analysis is done.
- Did the district address budget reductions necessary to sustain the total compensation increase?
  - Budget reductions have not been necessary in the past and are not assumed for future settlements.

**7. Unrestricted General Fund Staffing - Is this area acceptable? Yes / No**

- Is the district ensuring it is not using one-time funds to pay for permanent staff or other ongoing expenses?
  - Permanent staff are controlled through position control and are budgeted out of each entity's site allocation, which is derived in the budgeting process from ongoing revenues.
- Is the percentage of district general fund budget allocated to salaries and benefits at or less than the statewide average (i.e. the statewide average for 2003-04 is 85%)?
  - According to the Chancellor's Office Trend Analysis, in 2012/13 the District was at 77.0%, in 2013/14 the District was at 77.2% and in 2014/15 the District was at 81.7%.

**8. Internal Controls - Is this area acceptable? Yes / No**

- Does the district have adequate internal controls to insure the integrity of the general ledger?
  - Yes. The District has had no audit findings for internal controls.
- Does the district have adequate internal controls to safeguard the district's assets?
  - Yes. The District has had no audit findings for internal controls.

## San Mateo County Community College District

**9. Management Information Systems - Is this area acceptable? Yes / No**

- Is the district data accurate and timely?
  - Banner is real time and information is updated automatically in a variety of instances.
- Are the county and state reports filed in a timely manner?
  - All reports are filed on time.
- Are key fiscal reports readily available and understandable?
  - Banner reports are readily available and managers are trained in Banner.

**10. Position Control – Is this area acceptable? Yes / No**

- Is position control integrated with payroll?
  - Position control was integrated with payroll when Banner payroll was implemented in January, 2007.
- Does the district control unauthorized hiring?
  - With the implementation of Banner payroll, all positions are approved in advance and no person can receive a paycheck without having his or her paperwork entered into Banner by HR staff and being assigned to an approved position.
- Does the district have controls over part-time academic staff hiring?
  - Part-time academic staff hiring is controlled by the College Instruction Offices and reviewed by Human Resources.

**11. Budget Monitoring - Is this area acceptable? Yes / No**

- Is there sufficient consideration to the budget, related to long-term bargaining agreements?
  - All District proposals are costed out for at least 3 years prior to finalizing the proposals.
- Are budget revisions completed in a timely manner?
  - Budget revisions are taken to the Board twice a year.
- Does the district openly discuss the impact of budget revisions at the board level?
  - The Board approves all budget revisions. Any use of contingency funds must be approved by a 2/3 majority of the Board.
- Are budget revisions made or confirmed by the board in a timely manner after the collective bargaining agreements are ratified?
  - Since the District has a history of multi-year agreements, the budget has not had to be revised, but can be planned in advance.
- Has the district's long-term debt decreased from the prior fiscal year?
  - No. Pursuant to the voters' approval of Measure H, the District issued \$127 million in bonds in May, 2015.
- Has the district identified the repayment sources for the long-term debt?
  - General Obligation Bonds are paid through property taxes.
- Does the district compile annualized revenue and expenditure projections throughout the year?
  - The District Committee on Budget and Finance reviews revenue projections for the current and three future years.

**12. Retiree Health Benefits - Is this area acceptable? Yes / No**

- Has the district completed an actuarial calculation to determine the unfunded liability?
  - The District completes an actuarial study every two years and last completed a study in April 2015.
- Does the district have a plan for addressing the retiree benefits liabilities?
  - The District is on a pay as you go plan for current retirees, but has also established a self-assessment for future OPEB benefits in line with the actuarial study. The District established an OPEB Trust and is in the process of funding the District's long term liabilities for post-employment health benefits. In addition, the District capped lifetime benefits in the 1990's.

## San Mateo County Community College District

**13. Leadership/Stability - Is this area acceptable? Yes / No**

- Has the district experienced recent turnover in its management team (including the Chief Executive Officer, Chief Business Officer and Board of Trustees)?
  - The District has an interim president for Cañada College while the search is ongoing. One Board member retired in December 2015 and was replaced in the November election by a new member for a 4-year term. There has been no turnover in the CEO or CBO.

**14. District Liability – Is this area acceptable? Yes / No**

- Has the district performed the proper legal analysis regarding potential lawsuits that may require the district to maintain increased reserve levels?
  - Yes, this is done as part of the year-end close every year.
- Has the district set up contingent liabilities for anticipated settlements, legal fees, etc?
  - None are currently needed.

**15. Reporting – Is this area acceptable? Yes / No**

- Has the district filed the annual audit report with the System Office on a timely basis?
  - The audit was filed in December 2015 for 2014/15. The current contract with the auditors specifies that the audit must be complete and filed by December 31.
- Has the district taken appropriate actions to address material findings cited in their annual audit report?
  - There have been no findings for the last 2 years.
- Has the district met the requirements of the 50 percent law?
  - Yes.
- Have the Quarterly Financial Status Reports (CCFS-311Q), Annual Financial and Budget Reports (CCFS-311), and Apportionment Attendance Reports (CCFS-320) been submitted to the System Office on or before the stated deadlines?
  - Yes, all have been timely.

**BOARD REPORT NO. 16-6-101B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF 2018-2022 FIVE-YEAR CAPITAL CONSTRUCTION PLAN**

On June 24, 2015 (Board Report No. 15-6-106B), the Board authorized submittal of the District's 2017-2021 Five-Year Capital Construction Plan (5YCP) and the related Initial Project Proposals (IPP's) and Final Project Proposals (FPP's) to the California Community Colleges Chancellor's Office (CCCCO). The authorization was in accordance with the Community College Construction Act and both the Education Code Section 81800, *et seq.*, and State Administrative Manual 6610. The plan constitutes the first part of the capital outlay proposal process and was prepared according to current guidelines.

The CCCCCO reviews and evaluates submitted plans for conformance to existing guidelines and potential for funding. Competition is increasingly fierce in light of the Legislature and Governor's decisions not to put statewide bonds on the 2008, 2010, 2012, or 2014 ballots. Because of the lack of a statewide bond, in 2008, the CCCCCO un-approved two years' worth of projects (including six District projects) previously approved for the 2009-2010 and 2010-2011 funding cycles. With these projects, along with those submitted in 2011, 2012, 2013, 2014 and 2015, a significant and growing backlog of projects is now competing for limited funding. The CCCCCO has indicated they will transfer previously approved FPP's for the modernization of College of San Mateo's Library Modernization (Building 9) and the Skyline College Workforce and Economic Development Prosperity Center (Building 2) to the next funding cycle, where these projects will have to re-compete against other submitted project proposals. Due to changes in planned project scope and approach, the College of San Mateo Emerging Technologies Center Project (Building 19) FPP has been converted to a locally funded project. Two FPPs are being submitted for fiscal year 2018-2019: Skyline College's Learning Resource Center Technology and Environmental Upgrade (Building 5) and Canada's Multiple Program Instruction Center Modernization (Building 13). Two new IPP's for fiscal year 2019-2020 are included in this year's submittal: Canada's Performing Arts Center Technology and Environmental Modernization (Building 3) and College of San Mateo's Demolition and New Kinesiology Building (Building 8).

In preparing and submitting the 2018-2022 plan, the District maintains its priorities with regard to funding improvements for (1) buildings and facilities, (2) improvements and modifications to meet the needs of the physically limited, and (3) response to safety concerns.

This report is broken down into three categories:

- I. Past Fiscal Year State Capital Outlay Projects (Approved, Work underway)
- II. Fiscal Year 2017-2018 and 2018-2019 FPP's (Subject to approval and future funding)
- III. Fiscal Year 2019-2021 IPP's (Subject to approval and future funding)

Each project is described under these sections and this report is meant to give the Board and community an understanding of the projects anticipated to be implemented in the 2018-2022 timeframe.

## **I. Past Fiscal Year State Capital Outlay Projects (Approved, State funding available)**

### **COLLEGE OF SAN MATEO – NORTH GATEWAY PROJECT (Demolition of Seismic Hazardous Buildings 21-29)**

**Project Description:** This project has removed seismic hazards from the College of San Mateo. Four buildings on the CSM campus, Buildings 21, 23, 25, and 27, were rated F in a seismic survey and by additional structural analysis. Some of the buildings contained hazardous materials, which could have been widely dispersed in the event of a structural collapse. The project removed these dangers through demolition of Buildings 21-29 and will repair and reconfigure the site with accessible pathways, recreating the Galileo Parking Lot (Lot 6), replace landscaping, install energy efficient LED lighting and construct a student gathering space. Additionally, load center #4 of the site's main electrical distribution system was decommissioned due to safety concerns stemming from water infiltration into the vault. The creation of new load center #8 as part of the first phase of this project allowed the contractors to safely disable the electrical system prior to the demolition of the buildings. In order to expedite resolution of the safety issues associated with the required replacement of load center #4 with the new load center #8, the work included in this project was separated into three phases: load center work, hazardous materials abatement, and building demolition and site construction.

**Total Project Cost:** This project has an estimated cost of approximately \$18.6 million. State Capital Outlay funds of \$11 million have been approved by the CCCCCO, supplemented by \$7.6 million in Measure A general obligation bond funds.

**Status:** Construction was completed in summer 2015 and fully occupied for fall semester 2015. The project has been closed out with the Division of State Architects office (DSA). The Notice of Completion has not been filed with San Mateo County due to potential litigation with the general contractor.

## **II. Fiscal Years 2017-2018 and 2018-2019 FPP's**

### **CAÑADA COLLEGE – BUILDING 13 MULTIPLE PROGRAM INSTRUCTIONAL CENTER (2018-2019)**

**Project Description:** This project reconstructs the Academic Classroom building to provide facilities that serve a wide variety of classroom and faculty needs and to conform to current district operational standards of energy efficiency and accessibility as required by code. The project modernizes computerized laboratories. In addition, much-needed meeting space is added to provide a location for faculty work sessions and instructional support. The creation of a distance-learning classroom will complement the computerized laboratories and provide additional access to these courses. The renovation of the building-wide infrastructure systems improves the functionality of all 20,995 assignable square feet (asf) in the building including 6,096 asf lecture; 10,209 asf instructional laboratory; 3,762 asf office; and 928 asf AVTV space.



**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$18 million, with \$6.8 million requested from State Capital Outlay funding, supplemented by \$11.2 million in local funds.

**Status:** Based on the assumption that the project is approved and a statewide bond is passed by the voters, design would commence in late 2018 with construction starting in 2020. Assuming State Capital Outlay funding is secured, the facility would be ready for use in fiscal year 2021-2022.

### **SKYLINE COLLEGE – BUILDING 2 WORKFORCE DEVELOPMENT AND ECONOMIC PROSPERITY CENTER (2017-2018)**

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

This 10,930 asf facility includes a job placement center, resource libraries, international trade and development center, center for workforce development, and an English language institute. To be located in Building 2, part of the project includes activating 7,897 asf of unassigned space.

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$26.3 million, with \$13.2 million in requested State Capital Outlay funding, supplemented by \$13.1 million in local funds.

**Status:** Based on the assumption that the project is approved and a statewide bond is passed by the voters, design would commence in late 2017 with construction starting in 2019. Assuming State Capital Outlay funding is secured, the facility would be ready for use in fiscal year 2020-2021.

### **SKYLINE COLLEGE – BUILDING 5 LEARNING RESOURCE CENTER TECHNOLOGY AND ENVIRONMENTAL UPGRADE (2018-2019)**

**Project description:** This project modernizes the Library/Learning Resource Center facility so that it may continue to service the widening variety of needs required of such facilities, as well as provide energy efficiency and accessibility improvements required by current building codes. Originally constructed in 1995, Building 5 was designed to be the heart of the academic support system of the campus. Substantial changes in the technologies supporting library and LRC programs have occurred rapidly during the last 10 years. This project addresses these changes by reconfiguring spaces to incorporate techno-media-internet elements into the program. In addition, the project incorporates energy saving technologies, sustainability and, in general, reduction of operating costs of this high cost building. The project also results in reestablishment of points of access/egress to respond to the preferred path used by students to get to the parking lots; use of the single door at the loading dock has resulted in a potential danger to students who seek the shortest distance to the lot.

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$18.3 million, with \$9.3 million requested State Capital Outlay funding, supplemented by approximately \$9 million in local funds.

**Status:** Based on the assumption that the project is approved and a statewide bond is passed by the voters, design would commence in late 2018 with construction starting in 2020. Assuming State Capital Outlay funding is secured, the facility would be ready for use in fiscal year 2021-2022.

### **COLLEGE OF SAN MATEO – BUILDING 9 LIBRARY MODERNIZATION (2017-2018)**

**Project Description:** The library at College of San Mateo was constructed in 1963 and houses the learning resource functions and a television studio. The building has seen minor remodeling and a seismic upgrade over the past 40 years and is need of a major modernization to provide the media and library technologies relevant to today and conform to current codes, particularly ADA.

This FPP proposes to modernize 49,402 gross square feet (gsf) in the heart of the campus. It upgrades internal spaces of the library to address the infusion of the digital elements so prevalent in library systems of today. It reconditions the current KCSM Broadcast space for occupancy by District Information Technology Services, providing them with their first ever consolidated, efficiently configured space.

The project also addresses the inadequacy of the utility systems, acoustics, and environmental controls of the building.

**Total Project Cost:** The project estimate is currently being validated. The cost is expected to be approximately \$18 million, with fifty percent of requested State Capital Outlay funding, supplemented by an approximately equal match in local funds.

**Status:** Based on the assumption that the project is approved and a statewide bond is passed by the voters, design would commence in late 2017 with construction starting in 2019. Assuming State Capital Outlay funding is secured, the facility would be ready for use in fiscal year 2020-2021.

### **III. Fiscal Year 2019-2020 IPP's**

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

**Project description:** This IPP addresses challenges resulting from changes in pedagogy over the past 20 years. Significant changes have occurred in the technologies that support the teaching of the fine arts, especially photography, as well as the theater and the theater support areas. Lighting, sound systems and backstage support rooms require renovation in order to properly train students in the use of these new technologies.

The photography program spaces need to be reconfigured to provide a safer and cleaner working environment. Existing utility infrastructure systems (e.g. electrical, mechanical, data, elevator, security, etc.) all require upgrades to comply with current codes and improve the learning environment.

**Total Project Cost:** The renovation of this facility has an estimated total project cost of \$21.6 million, with \$11 million requested State Capital Outlay funding, supplemented by \$10.6 million in local funds.

**Status:** If the CCCCCO approves this IPP, an FPP will be developed and submitted as part of the 2019-2022 planning process. Funding sources for Fiscal Year 2019-2022 FPP's have not yet been identified.

#### **COLLEGE OF SAN MATEO – BUILDING 8 DEMOLITION AND NEW KINESIOLOGY BUILDING**

**Project Description:** The 52-year-old Building 8 contains hazardous materials, does not meet current structural, accessibility or energy efficiency codes, and is constructed of cast-in-place concrete which does not lend itself to reconfiguration. The existing facility will be demolished and replaced. Programs housed in this facility will allow completion of certificate degrees and transfers in Kinesiology, Fitness Professional, and Dance. The project will include appropriate locker rooms to meet accessibility codes and to comply with Title IX<sup>[1]</sup> requirements.

**Total Project Budget:** The demolition and reconstruction of this facility has an estimated total project cost of \$70 million, with \$35 million requested State Capital Outlay funding, supplemented by \$35 million in local funds

**Status:** If the CCCCCO approves this IPP, an FPP will be developed and submitted as part of the 2019-2022 planning process. Funding sources for Fiscal Year 2019-2022 FPP's have not yet been identified. Project construction is estimated to commence upon occupancy of the Cañada College Center for Kinesiology and Human Performance project.

#### **IV. Locally funded current and future projects**

##### **CAÑADA COLLEGE – BUILDING 1 DEMOLITION AND NEW CENTER FOR KINESIOLOGY AND HUMAN PERFORMANCE**

**Project Description:** The existing 43 year old Gymnasium (Building 1) contains hazardous materials, does not meet current structural, accessibility or energy efficiency codes, and is constructed of cast-in-place concrete and does not lend itself to reconfiguration. Therefore the structure will be demolished and replaced. The new structure will serve certificate programs and transfers in Kinesiology, Fitness Professional, and Dance, provide a new state-of-the-art gymnasium and health club to serve the community, along with two 25 meter pools, envisioned as part of the original campus master plan. The project will include appropriate locker rooms to meet accessibility codes and to comply with Title IX<sup>1</sup> requirements. In addition, this project will add a classroom dedicated to the advancement of the Kinesiology and Fitness Professional programs.

**Total Project Cost:** A conceptual cost estimate for this project is approximately \$88 million, to be funded by Measure A and H general obligation bond funds and local funds.

**Status:** Design is underway. Construction is scheduled to begin Q1 2018 with occupancy scheduled fiscal year Q3 2019.

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<sup>[1]</sup> Title IX is a 1972 federal civil rights law prohibiting discrimination in education programs and activities receiving federal funds. It was the first comprehensive federal law to prohibit sex discrimination in these institutions.

<sup>1</sup> Title IX is a 1972 federal civil rights law prohibiting discrimination in education programs and activities receiving federal funds. It was the first comprehensive federal law to prohibit sex discrimination in these institutions.

**COLLEGE OF SAN MATEO – BUILDING 19 EMERGING TECHNOLOGIES CENTER**

**Project Description:** The 45-year-old Building 19 contains hazardous materials, does not meet current structural, accessibility or energy efficiency codes, and is constructed of cast-in-place concrete which does not lend itself to reconfiguration. Building 12 was constructed at the same time as Building 19, and has similar deficiencies. Both buildings are planned for demolition, to allow reconstruction of a new, approximately 53,000 square foot state of the art technology-learning center with Maker Space.

**Total Project Cost:** The total project cost is expected to be approximately \$60 million, to be funded by Measure H general obligation bond funds.

**Status:** Programing for this project is currently underway.

**CAÑADA COLLEGE – MATH AND SCIENCE BUILDING**

**Project Description:** The new approximately 48,000 square foot Science and Technology Building will be constructed east of Building 22 and west of Building 18. The new building will also house general lecture facilities to meet the needs of various programs.

**Total Project Cost:** The total project cost is expected to be approximately \$55.3 million, to be funded by Measure H general obligation bond funds.

**Status:** Programing is complete. Construction is scheduled to begin summer 2018 with occupancy scheduled early 2020.

**COLLEGE OF SAN MATEO – EDISON PARKING LOT (DEMOLITION OF Bldg 20 & 20A)**

**Project Description:** Building 20 and the associated greenhouses are 52 years old, in great disrepair, non-ADA compliant and grossly underutilized (most programs that had been located there have moved to the new College Center). The Board of Trustees approved the discontinuance of the Horticulture program several years ago. In addition, the one classroom located in Building 20 is not needed due to the fact that the College has added approximately 41,750 sq. ft. of new classroom, lab and office space over the past eight years. The District's facilities condition database indicates that all building systems in Building 20 are beyond their service life, except for the floor slab, exterior walls and roof. The Facilities Condition Index (FCI) for Building 20 is 68.36%, which indicates it is in very poor condition.

As a result, the Administration determined that it would be best to demolish Building 20 and the associated greenhouses; construct approximately 125-200 parking spaces (replacing 30-40 spaces now there). Due to the opening of the new Building 10, new parking spaces on the east side of campus are definitely needed.

**Total Project Cost:** This project has an estimated cost of approximately \$3.3 million and is funded by Measure H general obligation bond funds.

**Status:** The project is currently on hold pending resolution of legal challenges.

**COLLEGE OF SAN MATEO – BUILDING 3 THEATER MODERNIZATION**

**Project Description:** This project proposes to complete the renovation of Building 3 Theater (27,027 gsf) to support the educational mission and performing arts at College of San Mateo. The theater has undergone partial renovations over the past 40 years; however, a substantive remodel and reconfiguration of spaces will address program needs and bring the facility into the 21st century. In addition to the programming changes, there are infrastructure issues that need to be corrected to meet the needs of the modern theater and associated support and office space. Included as part of this project will be classroom renovations including the introduction of smart classroom technologies, safety and security enhancements, installation of the District's electronic security system, improving the indoor air quality with substantive changes to the building's failing ventilations system, as well as modernizing zone controls, renovating restrooms, addressing ADA accessibility issues, and activating the Theater lobby.

**Total Project Cost:** The total project cost is expected to be approximately \$13.5 million, to be funded by Measure H general obligation bond funds.

**Status:** Design is underway. Construction is scheduled to begin Q3 2017 with occupancy scheduled for late 2018.

**COLLEGE OF SAN MATEO – BUILDING 17 LEARNING COMMUNITIES**

**Project Description:** This project proposes to repurpose the majority of faculty offices located in Building 17 to provide support space for a number of Learning Communities. Learning Communities are cohort-based programs that link instructors across disciplines and connect people who share common academic goals and attitudes. CSM's learning communities offer an innovative and exciting approach to learning designed for student success. The CCCO analysis indicates the CSM campus is currently overbuilt in the office space category, and the Administration has identified alternate faculty office spaces elsewhere on the campus to house those displaced by this project.

**Total Project Cost:** The total project cost is expected to be approximately \$4 million, to be funded by Measure H general obligation bond funds.

**Status:** Design is underway. Construction is scheduled to start mid 2017 with occupancy scheduled for spring 2018.

**SKYLINE COLLEGE – BUILDINGS 19 PACIFIC HEIGHTS MODERNIZATION & 20 DEMOLITION**

**Project Description:** This project proposes to demolish Building 20 at the completion of Measure H bond program because it will have reached the end of its useful life; Buildings 19 will provide swing space during construction or modernization of Buildings 1, 2 and 5. Once the need for swing space is over, Building 19 will be modernized for improvements to the building envelope, fenestrations, heating, ventilation, lighting, power, data, educational technology systems, interior finishes, ADA accessibility and seismic upgrades resulting in contemporary state of the art collegiate teaching and learning facility.

**Total Project Cost:** The total project cost is expected to be approximately \$23 million, to be funded by Measure H general obligation bond funds.

**Status:** This project will occur late in the two phases, one to allow use of the existing facility as temporary space for occupants of facilities under construction associated with Capital Improvement Program Phase 3 (CIP3) and two a full modernization. Phase 1 programing is underway for swing space. Construction is scheduled to start Q2 2017 with occupancy scheduled for late 2017. Phase 2 modernization will begin in 2021 after the need for swing space has been satisfied.

### **SKYLINE COLLEGE – ENVIRONMENTAL SCIENCE**

**Project Description:** With the increased sensitivity to and the growth in green technologies, the College has experienced a huge growth in the environmental sciences program. The program is currently housed in scattered locations around the campus. This new approximately 21,000 square foot building will serve as a model for sustainability and a home to the programs that support these new technologies.

**Total Project Cost:** The total project cost is expected to be approximately \$28.7 million, to be funded by Measure H general obligation bond funds.

**Status:** Design is underway. Construction is scheduled to start Q1 2018 with occupancy scheduled for Q2 2019.

### **SKYLINE COLLEGE – SOCIAL SCIENCE AND CREATIVE ARTS BUILDING**

**Project Description:** This project replaces the 77,587 gsf Fine Arts Building (Building 1), constructed in 1969, and which contains hazardous materials, does not meet current structural, accessibility or energy efficiency codes, and is constructed of cast-in-place concrete which does not lend itself to reconfiguration. The building is in need of extensive modernization to the extent that replacement becomes the more practical solution. The new building will be approximately 120,000 square feet providing teaching and learning spaces for the arts and social sciences including theatre, photography, painting, ceramics, music, digital arts, dance, paralegal, and administration of justice, philosophy, psychology, history, and sociology.

**Total Project Cost:** The total project cost is expected to be approximately \$160 million, to be funded by Measure H general obligation bond funds.

**Status:** Programming is complete. Occupancy is scheduled fiscal year 2020-2021.

### **SKYLINE COLLEGE – REMOVAL OF PORTABLES-BUILDINGS 31, 32, 33, 34 AND 35**

**Project Description:** Removal of buildings 31-35 and portables 3A-3E in accordance with the District's ongoing commitment to reduce or eliminate use of temporary facilities in accordance with CCCO guidelines.

**Total Project Cost:** A conceptual cost estimate for this project is \$1 million. This project is to be funded by Measure H general obligation bond funds.

**Status:** These structures will be removed at the end of the CIP3 program.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize submission of the District's 2018-2022 Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.

**BOARD REPORT NO. 16-6-102B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Dr. Regina Stanback Stroud, President, Skyline College, (650) 738-4227

**ACCEPTANCE OF SHUTTLE GRANT FUNDS IN SUPPORT OF THE SKYLINE COLLEGE EXPRESS SHUTTLE PROJECT AND APPROVAL OF CONTRACT WITH MV TRANSPORTATION AS OPERATOR OF THE SERVICE**

The San Mateo County Transportation Authority (TA) and the City and County Association of Governments of San Mateo County (C/CAG) awarded grant funding in the amount of \$202,703 in support of the Skyline College Express Shuttle (Shuttle) program at their May Board meetings in response to our application submitted in February 2016.

The Shuttle will provide regular and direct access between the Daly City BART Station and Skyline College, and will create convenient first and last mile connections for more than 5,000 students and employees residing in Daly City, San Francisco, and East Bay vicinities.

The total cost to implement the Shuttle program over a two-year period is \$449,435 and per the District's proposal it will sponsor the Shuttle in the amount of \$246,733 to partially fund this effort.

Approved by the SMCCCD Board of Trustees on February 17, 2016, Resolution 16-5 not only articulated support for the Shuttle program and approved submitting a grant proposal to seek funding, it also authorized 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.

Additionally, the District intends to contract with MV Transportation to act as the Shuttle operator. The Firm was selected in 2014 through an RFP process conducted by the San Mateo County Transit District, the Peninsula Corridor Joint Powers Board and the Peninsula Traffic Congestion Relief Alliance (now known as Commute.org). It is in the best interest of the District to contract with the same firm because MV will supply shuttle services for Skyline that meet the same CARB emission standards, ADA requirements and other specifications required for a transit agency operated vehicle on this route. The terms of the contract with MV Transportation will be extended to the District and conform to the TA's funding agreement mentioned above.

**RECOMMENDATION**

It is recommended that the Board accept the grant award in the amount of \$202,703. Additionally, it is recommended that the Board approve the execution of a contract with MV Transportation in the amount of \$395,970 for a two year term from July 1, 2016 to June 30, 2018 for operation of the Skyline College Express Shuttle Program.



**BOARD REPORT NO. 16-6-103B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, (650) 358-6869  
Sue Harrison, Director of General Services, (650) 358-6879  
Gohar Momjian, (415) 225-2206

**DISCUSSION OF TRUSTEE ELECTIONS AND APPROVAL OF CONTRACT WITH  
DOLINKA GROUP FOR DEVELOPMENT OF TRUSTEE AREA BOUNDARIES**

Discussion of Trustee Elections in Relation to Senate Bill 415

Senate Bill 415, signed by the Governor on September 1, 2015, may require school districts to change how they elect board members. No immediate action is required; however, by January 1, 2018, school districts may need to adopt plans to transition trustee elections from odd-year to even-year elections by 2022, based on a comparison of overall voter turnout in odd-year elections vs. even-year elections.

Approval of Contract for Development of Trustee Area Boundaries

Pursuant to California Government Code Section 53060, the San Mateo County Community College District distributed a Request for Proposals to six firms with the ability to provide demographic services and develop redistricting maps to inform the Board's discussion on moving from an at-large election system to a by-trustee area election system.

The District's Request for Proposals asked respondents to describe their services for developing potential by-trustee area district maps based on a review of demographic data, conducting a series of presentations for the Board and public, and producing a final report and accompanying maps.

The District received two proposals in response to the Request for Proposals. Based on a review of the two proposals received, staff interviewed both firms: National Demographics Corporation and the Dolinka Group, LLC.

Staff considered the following evaluation factors in the proposal review and interview process: firm qualifications and experience; proposed approach; demonstration of vendor understanding of district and technical, legal, political aspects of creating by-trustee areas; and pricing and cost proposal.

Based on staff's review of the proposals and interviews, we found that the Dolinka Group would be the best fit for the District. Although NDC had considerable experience and had worked on the County of San Mateo redistricting process, the committee felt that Dolinka would be the better choice given their exclusive focus on and experience working with local educational agencies. Additionally, the Dolinka Group provided specific information and data for the District as part of their presentation and demonstrated a strong understanding of the issues that may arise in an educational institution. They emphasized the importance of face to face interactions with staff and the Board in presenting proposed solutions, and their outreach goals aligned with the District's. The Dolinka Group LLC proposed \$21,000 for their services including in-person presentations at Board meetings. Per the District's request in its RFP, they also proposed an optional

demographic analysis for \$13,500. National Demographics Corporation proposed a \$49,000 fee including phone or web-based presentations to the Board with an additional fee of \$2,000 per in-person meeting.

**RECOMMENDATION**

It is recommended that the Board approve a contract with Dolinka Group LLC in the amount of \$21,000 for development of trustee area boundaries.



**Proposal to Provide**

**Development of  
Trustee Area Boundaries for  
Adoption of a By-Trustee Area  
Election Process**

**San Mateo County  
Community College District  
RFP 86729**

**May 4, 2016**

**Prepared For:**  
**San Mateo County  
Community College District**  
3401 CSM Drive  
San Mateo, CA 94402  
T 650.574.6879

**Prepared By:**  
**Dolinka Group, LLC**  
8955 Research Drive  
Irvine, CA 92618  
T 949.250.8300



### OUR MISSION

DOLINKA GROUP PROVIDES STRATEGIC FINANCIAL AND DEMOGRAPHIC SERVICES TO MEET ITS CLIENTS' NEEDS

OUR HALLMARK IS ESTABLISHING LONG-TERM RELATIONSHIPS, PROVIDING LEADING-EDGE SOLUTIONS, AND MAINTAINING A BROAD SCOPE OF SERVICES

OUR CLIENTS CAN THEN FOCUS ON THEIR CORE MISSION UTILIZING THE EXPERTISE DOLINKA GROUP PROVIDES



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## OUR EXPERTISE:

### DEVELOPER FEE SERVICES:

- Annual and Five-Year Reports
- Developer Fee Justification Studies
- School Facilities Needs Analyses

### FACILITIES PLANNING/DEMOGRAPHIC SERVICES:

- Attendance Boundary Analyses
- Capacity Analyses
- Educational Specifications
- Enrollment Projections
- Facilities Assessments
- Facilities Master Planning
- Facilities Usage Fee Justification Studies
- Geographic Information Systems Projects
- School Facilities & Funding Action Plans
- Site Acquisition/Disposition
- Trustee/Voting Areas

### FINANCIAL ADVISORY SERVICES:

- Assessed Valuation Projections
- Bond Advancement Program
- Clean Energy/Energy Efficiency
- *Disclosure Compliance*<sup>TM</sup>
- Funding Programs
- General Obligation Bonds
- Lease Financings
- OPEB Advisory
- Redevelopment
- Special Tax Bonds
- State Funding Assistance

### SPECIAL TAX/ASSESSMENT SERVICES:

- Assessment District Administration
- Assessment District Formation
- Community Facilities District Administration
- Community Facilities District Formation
- Continuing Disclosure Reports
- Delinquency/Foreclosure Assistance
- Developer Negotiations
- Parcel Taxes

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# INTRODUCTION

Letter of Interest

## Letter of Interest

Department of General Services  
San Mateo County Community College District  
3401 CSM Drive  
San Mateo, CA 94402

**RE: Proposal to Provide Development of Trustee Area Boundaries for Adoption of a By-Trustee Area Election Process**

To Whom It May Concern,

Dolinka Group, LLC is pleased to submit the enclosed proposal ("Proposal") to provide services related to the development of trustee area boundaries for adoption of a by-trustee area election process ("Trustee Areas") to San Mateo County Community College District ("SMCCCD" or "District").

Over the past 25 years, Dolinka Group has been providing a wide range of specialized demographic, facilities planning and financial advisory services to Local Educational Agencies ("LEAs") throughout the State of California ("State"). This includes conducting demographic analyses and implementing various boundary adjustments for a number of LEAs across the State. At every step, Dolinka Group consultants are your partners, taking the time to truly understand the unique dynamics of your District. ***In short, we are committed to education and partners for the future.***

Given our long history of work with LEAs and our expertise in analyzing and evaluating demographic data, Dolinka Group is uniquely qualified to assist the District with the planning and implementation of their voting areas. We have provided similar services to more than 20 LEAs across the State. We are familiar with the requirements under the California Voting Rights Act ("CVRA") and the Federal Voting Rights Act ("FVRA") and are prepared to assist the District with all political and demographic concerns that may arise while developing new Trustee Area boundaries.

Thank you for the opportunity to provide this Proposal. We look forward to potentially working with the District. If you have any questions regarding our response, please feel free to contact me, as I will serve as the primary point of contact for SMCCCD.

Sincerely,



Larry Ferchaw  
Executive Director  
949.250.8341

[lferchaw@dolinkagroup.com](mailto:lferchaw@dolinkagroup.com)

# SECTION

# A

1

Qualifications

## Qualifications

1

**Organization and key staff.** Give a brief description of your organization. Include an organization chart of all staff that will be assigned to this project over the course of the contract period. Provide a statement of qualifications for your organization, including an organization chart, a statement of the size of firm, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this RFP. Describe how many people, in total, your company employs. Please delineate between employees and consultants. Include how many full time employees (FTEs) you plan to assign to this project if you are selected.

Describe Key Personnel and proposed staff along with their anticipated duties, including professional disciplines and degrees, as appropriate. Provide the level of education, background and experience for Key Personnel. Describe how long Key Personnel have been involved in similar work. Describe training and experience of Vendor's support staff to ensure District needs will be addressed. Identify the person who will be overseeing this Project and who will serve as the primary point of contact in the Project for the District. Desired project Key Personnel and project staff will possess a high energy level, be sociable, highly motivated, have the ability to present well in public, a history of building positive relationships, demonstrated experience, and experience in research projects of this nature.

### **Organization Description:**

Dolinka Group, LLC was formed to provide premier consulting services to fulfill the financial and demographic needs of Local Educational Agencies ("LEAs"). **Unlike other consultants who represent all types of public agencies, Dolinka Group's primary focus is on serving LEAs.** Our level of experience and ability to adjust our role seamlessly based on our clients' current and future needs also places us above traditional consultants. We have successfully assisted more than 100 LEAs with their demographic service needs.

Since 2008, our firm has been providing financial and demographic services to LEAs throughout the State (prior to that date, Dolinka Group operated as a division of David Taussig & Associates, Inc., a public economics firm). For over two (2) decades, we have provided assistance to LEAs with financial analyses, debt management, the issuance of various types of municipal debt, facilities master plans, clean energy and energy efficiency analyses and the creation of comprehensive funding programs. **Dolinka Group has assisted more than 300 LEAs plan and finance school facilities.**

### Company Information

**Company Name:**

- Dolinka Group, LLC

**Address:**

- 8955 Research Drive  
Irvine, CA 92618

**Phone:**

- 949.250.8300

**Facsimile:**

- 949.250.8301

**Company Email Address:**

- info@dolinkagroup.com

**Website:**

- www.dolinkagroup.com

**CA Business License:**

- 802369

**SEC ID No.:**

- 866-002277-00

**MSRB ID No.:**

- K0630

**Primary Contact:**

- Larry Ferchaw  
Executive Director  
949.250.8341  
lferchaw@dolinkagroup.com

**Number of Employees:**

Dolinka Group consists of 30 employees

**Statement of Qualifications:**

Dolinka Group is a medium sized company consisting of 30 full time employees and is adequately staffed to perform the demographic services needed by FSD. We pride ourselves on always having a full and highly capable staff. Our client managers are specifically assigned a low number of clients so that each of our clients can be handled with the utmost care. There will be three (3) full time employees assigned to aid SMCCCD with Trustee Area services. For more information on these individuals, please refer to page 3 of this Proposal.



Our firm specializes in focused expertise while maintaining the ability to offer a broad spectrum of customized services in the following areas:

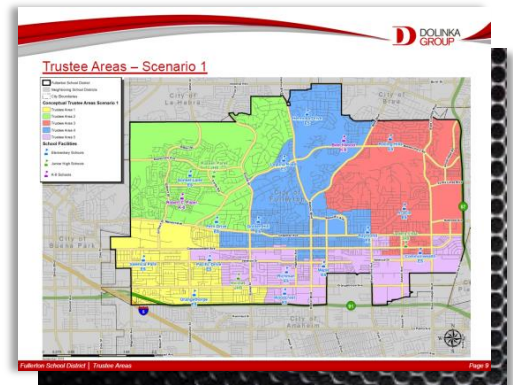
- ✓ **Facilities Planning/Demographic Services**
- ✓ **Financial Advisory Services**
- ✓ **Special Tax/Assessment Administration**

**Demographic Related Services:**

- » Enrollment Projections
- » Facilities Master Planning
- » Facilities Usage Fee Justification Study
- » Geographic Information Systems Projects
- » Site Acquisition / Disposition
- » Trustee / Voting Areas

With our extensive background in preparing Facilities Master Plans and developing Geographic Information System ("GIS") maps, we are uniquely qualified to perform demographic services for LEAs. We apply this knowledge and experience when assisting LEAs in mapping trustee area boundaries.

We also have extensive experience specific to higher education, as we've helped over 25 Community College Districts ("CCDs") across the State with their facility and funding needs. Services Dolinka Group provides to CCDs include redevelopment audits, financial advisory, continuing disclosure monitoring, and various demographic studies including trustee area redistricting. This experience has made us very knowledgeable regarding the "ins and outs" of the operations and financing needs of higher educational institutions.



Over the past two (2) decades, Dolinka Group has focused our expertise primarily on LEAs in all aspects of financial and facility planning. The reasoning behind this concept was to allow our firm the ability to focus on LEAs and their communities to intimately understand their unique dynamics and demographics.



**Key Personnel:**

Should Dolinka Group be retained by SMCCCD to provide Trustee Area services, the following individuals would be assigned to the District. All of our professionals are trained in GIS mapping, and are experienced in ensuring LEAs comply with State election and education codes. In addition to the LEAs listed below, our professionals have provided Trustee Area services to a number of others which are protected under attorney-client privilege and cannot be disclosed in this Proposal.



**Larry Ferchaw**  
Executive Director

Mr. Ferchaw has been with the firm over 12 years and has assisted a wide range of LEAs identify the impact of new development, levy fees against such development, and plan for future school facilities. He also specializes in aiding LEAs in creating and adopting by-trustee voting areas while ensuring all election code requirements are met. Mr. Ferchaw has prepared various demographic and financial analyses and has assisted LEAs that range in size from small, rural elementary school districts to the largest urban and suburban school districts in the State. Mr. Ferchaw holds a B.A. in History from the University of California, Los Angeles and an M.S. in Journalism from Columbia University.

**Project Role:**

Mr. Ferchaw will serve as the main point of contact to SMCCCD. He will serve as the executive day-to-day contact for project needs, and will attend all client meetings and participate in all conference calls.

**Related Experience:**

- » Imperial Valley Community College District Trustee Area Creation Services
- » North Orange County Community College District Trustee Area Creation Services
- » Rancho Santiago Community College District Trustee Area Creation Services



**Andrew Bishop**  
Senior Director

Mr. Bishop has provided financial, demographic, and cartographic services to a wide variety of LEAs since 2005. His areas of expertise include: Assessment District Administration, Enrollment Projections, Developer Fee Analyses and Redistricting services. Mr. Bishop holds a B.A. in Geography from the University of California, Los Angeles.

**Project Role:**

Mr. Bishop will provide internal leadership and project oversight. He will review all SMCCCD related project documents and deliverables.

**Related Experience:**

- » Banning Unified School District Trustee Area Creation Services
- » Garden Grove Unified School District Trustee Area Creation Services
- » Romoland School District Trustee Area Creation Services

**Key Personnel (continued):**



**Calvin Tran**  
Associate

Mr. Tran performs a wide variety of demographic tasks within Dolinka Group's School Facilities Department. Since joining the firm in early 2014, Mr. Tran has been involved with developer fee justification studies, school facilities needs analysis research and reporting, GIS mapping, CVRA analyses and the creation of trustee voting areas for a multitude of LEAs. Mr. Tran holds a B.A. in Business Economics and a B.S. in Environmental Science & Policy from California State University, Long Beach.

**Project Role:**

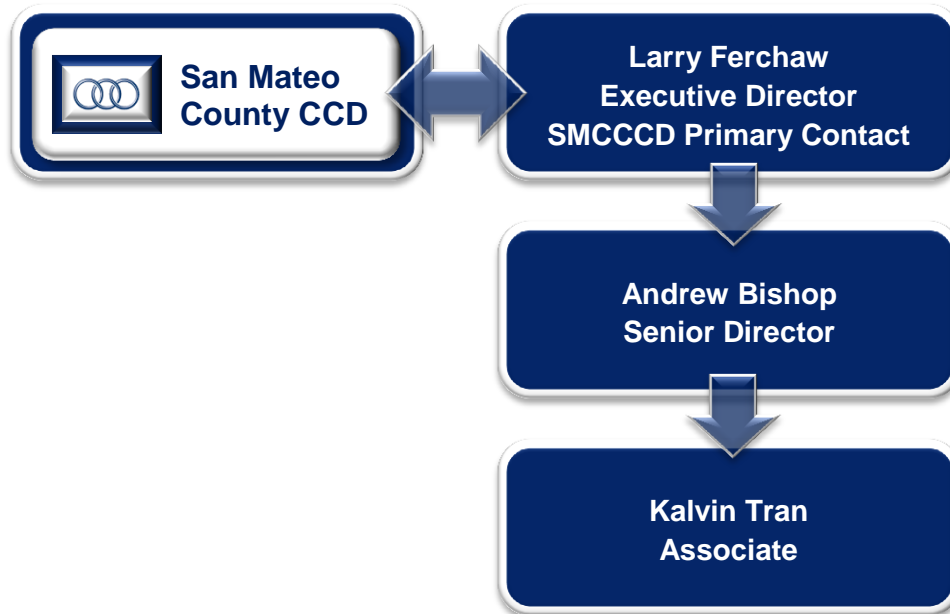
Mr. Tran will provide internal analytical support including the collection and analysis of all data and the creation of the various Trustee Area scenario maps.

**Related Experience:**

- » Anaheim City School District
- » Fullerton School District

**Organization Chart:**

Please see below for the organization chart of the staff that will be assigned to SMCCCD, should Dolinka Group be retained to provide Trustee Area services.



**2** ***Capacity.** Describe your firm's capacity to provide the required products and services in the timeframe allotted by the project.*

Our firm has the time and capacity needed to provide exceptional services to SMCCCD. As previously stated, our firm consists of 30 full time employees, and is adequately staffed to provide Trustee Area services to the District. We are committed to providing outstanding customer service in terms of timeliness, cost efficiency, innovation, solutions, and support. Our professionals work quickly and efficiently in order to meet the deadlines required by our clients. Therefore, Dolinka Group is fully capable of providing Trustee Area services to SMCCCD within the District's allotted timeframe.

**3** ***Experience.** Describe your firm's previous experience providing services, accomplishing tasks and meeting requirements similar in nature and scope of this RFP. Include any projects completed for Educational Institutions, specifically community college districts. In Appendix B of this document, provide reference information for firms for whom you have provided similar services.*

**Our Experience:**

As previously stated, Dolinka Group has provided over 20 LEAs across the State with Trustee Area creation services. The table below lists recent work performed for public agencies by our firm which is identical or similar in scope to the tasks identified in the RFP. Please refer to Appendix B of this Proposal for the RFP related forms with reference information for a selection of these LEAs. In addition to those clients listed below, Dolinka Group has performed more than a dozen liability analyses for public agencies through legal counsel which remain under attorney-client privilege. Therefore, Dolinka Group has served as the demographic consultant for **more than 30 LEAs** related to Trustee Area analyses.

**Completed Projects:**

| Year | Client                                     | Service Provided               |
|------|--|--------------------------------|
| 2015 | Temecula Valley Unified School District    | Trustee Area Creation Services |
| 2015 | Fullerton School District                  | Trustee Area Creation Services |
| 2015 | Anaheim City School District               | Trustee Area Creation Services |
| 2015 | City of Garden Grove                       | Liability Analysis             |
| 2015 | Banning Unified School District            | Trustee Area Creation Services |
| 2015 | William S. Hart Union High School District | Trustee Area Creation Services |
| 2015 | Perris Elementary School District          | Trustee Area Creation Services |
| 2014 | Garden Grove Unified School District       | Trustee Area Creation Services |
| 2014 | Moreno Valley Unified School District      | Trustee Area Creation Services |

| Year | Client   | Service Provided                                    |
|------|--|---|
| 2014 | Oxnard School District                         | Trustee Area Creation Services & Liability Analysis |
| 2014 | Val Verde Unified School District              | Trustee Area Creation Services                      |
| 2013 | Corona-Norco Unified School District           | Trustee Area Creation Services                      |
| 2013 | Desert Sands Unified School District           | Trustee Area Creation Services                      |
| 2013 | Palm Springs Unified School District           | Trustee Area Creation Services                      |
| 2013 | Anaheim Union High School District             | Trustee Area Creation Services & Liability Analysis |
| 2013 | Alvord Unified School District                 | Trustee Area Creation Services                      |
| 2013 | Beaumont Unified School District               | Trustee Area Creation Services                      |
| 2012 | North Orange County Community College District | Trustee Area Creation Services                      |
| 2012 | Riverside Community College District           | Trustee Area Creation Services                      |
| 2012 | Romoland School District                       | Trustee Area Creation Services                      |
| 2011 | Imperial Valley Community College District     | Trustee Area Creation Services                      |
| 2011 | Riverside Unified School District              | Trustee Area Creation Services                      |

**Case Studies:**



**North Orange County Community College District:**

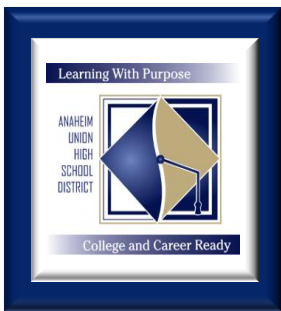
Dolinka Group was retained by the North Orange County Community College District ("NOCCCD") to assist with determining and adopting a by-area voting method. Dolinka Group worked side by side with the District, its Board, and its community. We held several community meetings to present the various trustee area boundary scenarios where we provided copies of the maps and solicited feedback on the proposed boundaries from the public. We used the comments provided to us by NOCCCD's staff, Board, and Community to revise the boundaries as needed in order to provide NOCCCD with trustee areas that were consistent with community desires and election codes. Ultimately, Dolinka Group aided NOCCCD in the adoption and implementation of the selected boundaries.

**Case Studies (continued):**



**Garden Grove Unified School District:**

In 2014, Dolinka Group assisted the Garden Grove Unified School District ("GGUSD") with the transition from an at-large election method to a by-area method. This process involved Dolinka Group gaining familiarity with the communities served by GGUSD and creation scenarios for voting areas that met all legal requirements – including creating majority-minority voting areas for protected classes – and made sense to the community. Dolinka Group worked extensively with the staff of GGUSD to develop areas and seek public input on the transition. The outreach effort included preparation of materials into multiple languages to allow the diverse communities of GGUSD to be involved and provide input on the process.



**Anaheim Union High School District:**

Anaheim Union High School District ("AUHSD") took a different approach and conducted all discussions of liability under the CVRA and FVRA in open session. This was an especially challenging environment since there were community groups urging AUHSD to change its election method and these same groups were in the middle of a lawsuit against the City of Anaheim under the CVRA. Throughout the process, Dolinka Group helped guide AUHSD. Our firm prepared the analysis of past election results and led the discussion on the topic across multiple board meetings to get members of the governing board and the community comfortable with its findings.

AUHSD ultimately decided to move to a by-area method of election and Dolinka Group facilitated that process as well. Throughout this process, the community was engaged and provided new scenarios for the governing board to consider, and board members themselves were engaged in adjusting scenarios to best meet the needs of their community.

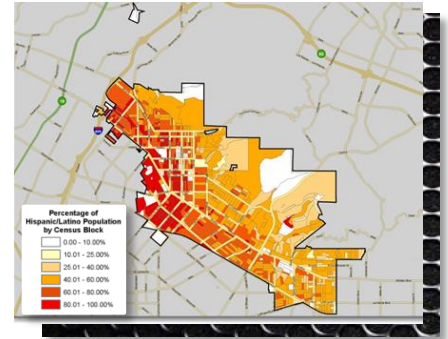


## Proposed Approach

- 1** ***Proposed Approach.** Describe your firm’s proposed approach and project design in developing mapping options and boundaries.*

### CVRA Liability Analysis (Optional):

In assessing the liability of our clients under the CVRA and FVRA, Dolinka Group has worked with public agencies that have taken different paths in the study. The majority of public agencies have proceeded in this endeavor through legal counsel and engaged our service under attorney-client privilege. All work products remained confidential and all communication with the governing board on these topics was done in closed session.



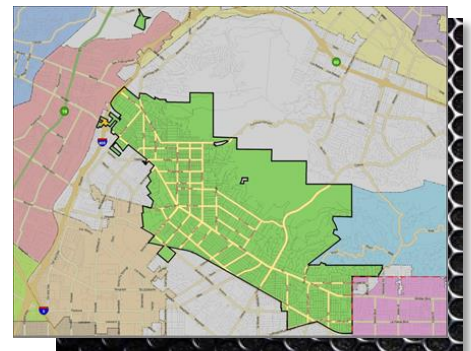
*For that reason, Dolinka Group cannot disclose the full list of clients who engaged our services under this type of arrangement,* but those clients included both public agencies where Dolinka Group identified potential liability under the CVRA and those where Dolinka Group identified that there was no evidence of potential liability. This confidential list is in addition to the clients listed previously on page 5.

If the Board chooses, we will kick off the Trustee Area study by conducting a demographic analysis to identify voting patterns of past elections to determine if racially polarized voting exists related to the District’s current at-large election system. Dolinka Group has helped dozens of LEAs across the State evaluate their liability within the CVRA. Our process begins with gathering census data and evaluating the population to determine if the existing voting method meets the legal requirements of the CVRA and the FVRA.

We then research the District’s historical voting patterns to analyze whether any polarized voting exists. Finally, we compile all data gathered and evaluate the ability to draw majority-minority voting districts to prepare a report that explains the findings of our analysis. We present this information to the District and its legal counsel (if necessary). This analysis aids in determining whether to proceed with the creation of Trustee Area voting boundaries. Dolinka Group understands that SMCCCD has already attempted to move the District to a by-area voting method, therefore may not require this study.

### Developing Mapping Options and Boundaries:

Dolinka Group will aid SMCCCD through the creation of voting areas and facilitate the approval of maps by the governing entity. In drawing Trustee Areas, Dolinka Group works with staff, legal counsel, and the governing entity to go over the legal considerations allowed in drawing areas as summarized on the following page.

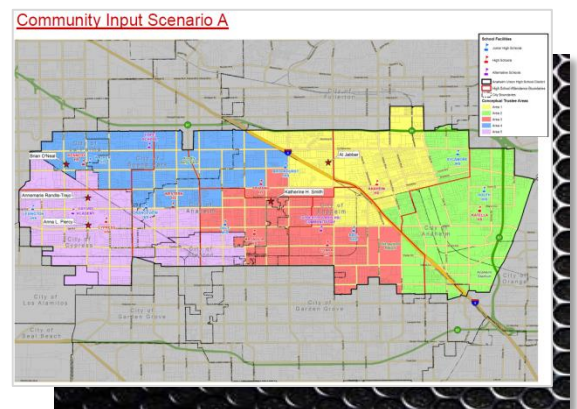


**Legal Considerations:**

- » Each area shall contain nearly equal number of inhabitants based on total population with a variance of up to 10 percent between the largest and smallest areas
- » Comply with the Federal Voting Rights Act in that members of a protected class do not have their voting rights diluted through the creation of voting areas
- » Be compact and contiguous, as much as possible
- » Respect communities of interest, as much as possible
- » Follow man-made and natural geographic features, as much as possible
- » Respect incumbency where possible
- » Consider other local criteria

Once several maps that meet the above criteria are created, Dolinka Group reviews those with staff and legal counsel of the District to ensure legal compliance. Those maps are then shared with the governing entity for review and comment prior to receiving public input. That public input can take the form of public hearings at board meetings or in town hall meetings across the District where members of the public can review the information and provide feedback.

After feedback is received, the governing entity can adjust maps as it desires before ultimately deciding on the map that best meets the needs of the community. Dolinka Group can then assist with the rest of the approval process and then the filing of the map with the county registrar of voters for use in future elections.



**2** **Timeline. Include a proposed timeline for implementation of this project.**

Dolinka Group understands that SMCCCD already has firm dates to meet with the implementation of the Trustee Area project. Therefore, please see the proposed timeline below which includes the timeline stated in the RFP as well as a sample timeline should the District choose to proceed with the optional CVRA Liability Analysis.

**Parties:**

District – San Mateo County Community College District

DC – Demographic Consultant – Dolinka Group, LLC

| Date                                       | Description of Task to be Performed  | Responsibility |
|--|--|----------------|
| <b>CVRA Liability Analysis (optional)</b>  |  |                |
| July 5, 2016                               | Compile data related to Trustee Area Liability Analysis  | DC             |
| July 20, 2016                              | Draft report on Trustee Area Liability Analysis prepared   | DC             |
| July 27, 2016                              | Meet with Sub-Committee of Board of Trustees to review draft report  | District / DC  |
| August 12, 2016                            | Final report on Trustee Area Liability Analysis due to District  | DC             |
| August 17, 2016                            | Board agenda deadline for August 24, 2016 meeting  | District / DC  |
| August 24, 2016                            | Closed session discussion with Board of Trustees regarding Trustee Area Liability Analysis                       | District / DC  |
| <b>Creation of Trustee Area Boundaries</b> |  |                |
| August 17, 2016                            | Board agenda deadline for August 24, 2016 meeting  | District / DC  |
| August 24, 2016                            | First Board meeting and public hearing to present first draft of report and maps for Board and community input   | District / DC  |
| October 19, 2016                           | Board agenda deadline for October 26, 2016 meeting.  | District / DC  |
| October 26, 2016                           | Second Board meeting and public hearing to present second draft of report and maps for Board and community input | District / DC  |
| November 1, 2016                           | Final report and maps due to District  | DC             |
| November 2, 2016                           | Board agenda deadline for November 9, 2016 meeting   | District / DC  |
| November 9, 2016                           | Third Board meeting and public hearing to present final maps   | District / DC  |
| December 14, 2016                          | Board decides whether to adopt resolution to transition and approves proposed Trustee Areas                      | District       |
| March 2017                                 | CCC Board of Governors considers resolution to approve District transition                                       | District       |
| April – May 2017                           | Election changes implemented with San Mateo County   | District       |



**3** ***Research Methodology. Describe your firm’s methodology and technical approach with respect to preparation of documentation, maps, data, and analysis used for the mapping process.***

Dolinka Group begins the mapping process by determining the goals the District has for the redistricting process. This determination will be based on education codes and election codes (CVRA & FVRA), and may or may not take into account balanced population, civic boundaries, and community identity. We then identify any key issues that may be involved in the creation of the Trustee Areas including legal issues, compliance with federal and State regulations, California Community Colleges Board of Governors requirements, and constituent/community concerns.

We also perform in depth research of the District's population by obtaining Census data. This analysis ensures that we understand the demographics of the District prior to preparing any maps. Dolinka Group can also work with the District's legal counsel to ensure compliance with all applicable legal, statutory, and organization requirements.

**4** ***Facilitation processes. Describe your firm’s approach to the preparation and presentation of complex material to the Board and public. Describe how your firm would integrate the input from these meetings into the recommendations of the proposal.***

Dolinka Group attends up to three (3) Board meetings where we will give a PowerPoint presentation to present demographic information and the proposed maps to the Board and the community during public hearings. Our presentations describe each of the proposed scenarios in detail. Community members are then invited to give their input on the proposed maps. Our consultants are on hand for the duration of the public hearings to answer any questions that may arise from any members of the Board or the public.



Dolinka Group then takes any comments from the Board and/or the community and revises the Trustee Area scenarios based on the feedback.

# SECTION

C

12

Demonstration of Understanding

## Demonstration of Understanding

**1** *Relevant experience in developing trustee areas as evidenced through successful projects. Describe successful projects similar in nature and scope.*

As previously stated, Dolinka Group has assisted more than 30 LEAs across the State with Trustee Area analysis and mapping services. Please refer to the table on pages 5-6 and case studies on pages 6-7 of this Proposal for a selection of previously completed Trustee Area projects similar in nature and scope as the services needed by this RFP. Further, please refer to Appendix C of this Proposal for sample Trustee Area maps we've created for other LEAs.

**2** *Relevant experiences working with community college districts and their governing boards.*

In 2006, Dolinka Group began assisting CCDs throughout the State with the collection of redevelopment funds. Since then, we have assisted CCDs with multiple other financial and demographic services. Over the years, we've served over 25 CCDs across the State. This experience includes funding of other post-employment benefits ("OPEB"), debt issuance, creating comprehensive financial plans, developing facilities usage plans, and various other demographic services including CVRA Liability Analyses and Trustee Area creation services. As many of these services include a high level of detail, we've made countless appearances in front of CCD governing boards. We've worked hand in hand with the boards of North Orange County Community College District, Imperial Valley Community College District, and Riverside Community College District to aid in the creation and adoption of their Trustee Areas.

Please refer to page 6 of this Proposal for a case study detailing our experience assisting North Orange County Community College District with Trustee Area services.

**3** *Experience within the San Mateo County area.*

Dolinka Group has extensive experience providing demographic and financial services to LEAs throughout the northern part of the State and within the areas surrounding San Mateo County. Please refer to the table below for a selection of LEAs surrounding the San Mateo County area for which Dolinka Group has provided services to.

| Name                                       | Location            |
|--|---------------------|
| Acalanes Union High School District        | Contra Costa County |
| Alum Rock Union Elementary School District | Santa Clara County  |
| Brentwood Union School District            | Contra Costa County |
| Byron Union School District                | Contra Costa County |
| Cambrian School District                   | Santa Clara County  |
| Campbell Union High School District        | Santa Clara County  |
| East Side Union High School District       | Santa Clara County  |

| Name   | Location             |
|--|----------------------|
| Franklin McKinley School District              | Santa Clara County   |
| Fremont Unified School District                | Alameda County       |
| Lafayette School District                      | Contra Costa County  |
| Liberty Union High School District             | Contra Costa County  |
| Livermore Valley Joint Unified School District | Alameda County       |
| Los Altos School District                      | Santa Clara County   |
| Moreland School District                       | Santa Clara County   |
| Mt. Diablo Unified School District             | Contra Costa County  |
| Ohlone Community College District              | Alameda County       |
| Orinda Union School District                   | Contra Costa County  |
| Peralta Community College District             | Alameda Count        |
| San Francisco Unified School District          | San Francisco County |
| San Lorenzo Unified School District            | Alameda County       |
| San Ramon Valley Unified School District       | Contra Costa County  |
| Scotts Valley Unified School District          | Santa Cruz County    |
| Union School District                          | Santa Clara County   |
| Walnut Creek School District                   | Contra Costa County  |

## Pricing and Cost Proposal

- 1** ***Pricing and cost proposal. Complete the pricing and cost proposal worksheet that was supplied with this Request for Proposal to create a Not to Exceed budget for your firms' proposal.***

Per the RFP's request, please see the following page for Dolinka Group's completed cost proposal worksheet. The total not-to-exceed amounts are summarized below.

### **CVRA Election Analysis (Optional)**

Should the Board choose the addition of a study of racially polarized voting and election histories relevant to the CVRA, the proposed budget for services performed by Dolinka Group under the Scope of Work for a CVRA Election Analysis shall be a flat fee of \$13,500. This fee shall be payable in two (2) equal installments. The first installment of \$6,750 shall be payable prior to the commencement of work and the second installment of \$6,750 shall be payable upon completion of the CVRA Election Analysis.

### **Trustee Area Boundary Mapping and Adoption**

The proposed budget for services performed under the Scope of Work for Trustee Area Boundary Mapping and Adoption shall be a flat fee of \$21,000, inclusive of all expenses. This fee shall be payable in two (2) equal installments. The first installment of \$10,500 shall be payable prior to the commencement of work and the second installment of \$10,500 shall be payable upon completion of the approval and implementation process.

For any additional scenarios prepared at the request of the District above the three (3) scenarios included within the Scope of Work, there shall be an additional fee of \$750 per scenario.

Should the District request Dolinka Group attend meetings beyond the number identified in the Scope of Work, there shall be an additional fee of \$800 per meeting (plus expenses).

## RFP 86729 District Area Elections

Company Name: Dolinka Group, LLC

|                       | <u>Larry Ferchaw</u><br>Executive Director<br>\$210/hour | <u>Andrew Bishop</u><br>Senior Director<br>\$200/hour | <u>Kalvin Tran</u><br>Associate<br>\$110/hour | <u>Total NTE</u><br>Cost |
|-----------------------|--|---|---|--------------------------|
|                       |  |   | 5   |                          |
|                       |  | 3   | 7   |                          |
| 3                     | 3  | 3   | 8   |                          |
| 3                     | 3  | 3   | 8   |                          |
| 2                     |  |   | 2   |                          |
| 3                     |  | 6   | 12  |                          |
| 2                     |  | 6   | 12  |                          |
| 3                     |  |   |   |                          |
| <b>Total Hours</b>    | <b>16</b>  | <b>21</b>   | <b>54</b>                                     |                          |
| <b>Subtotal Costs</b> | <b>\$3,360.00</b>  | <b>\$4,200.00</b>                                     | <b>\$5,940.00</b>                             | <b>\$13,500.00</b>       |
|                       |  |   |   |                          |
|                       |  |   |   |                          |
| 1                     |  |   | 2   |                          |
| 1                     |  |   | 2   |                          |
| 1                     |  |   | 2   |                          |
|                       |  | 3   | 5   |                          |
|                       |  | 3   | 8   |                          |
| 4                     |  | 6   | 17  |                          |
| 6                     |  |   |   |                          |
| <b>Total Hours</b>    | <b>13</b>  | <b>12</b>   | <b>36</b>                                     |                          |
| <b>Subtotal Costs</b> | <b>\$2,730.00</b>  | <b>\$2,400.00</b>                                     | <b>\$3,960.00</b>                             | <b>\$9,090.00</b>        |

**Deliverable 1. Study of Racially Polarized voting and election histories relevant to the CVRA (if board so chooses)**

- task 1 Prepare Census Data
- task 2 Gather GIS Data/Shapefiles
- task 3 Evaluate Population of Community
- task 4 Determine Ability to Draw Majority-Minority Voting Areas or Council Districts
- task 5 Present Findings
- task 6 Gather and Analyze Voting Patterns of the Client
- task 7 Prepare Report
- task 8 Present Findings
- Total Hours
- Subtotal Costs

**Deliverable 2. Draft Reports # 1 and oral and visual presentations at board meeting/public hearing**

- task 1 Identify Goals & Priorities
- task 2 Identify Key Issues
- task 3 Discuss Requirements
- task 4 Prepare Census Data
- task 5 Evaluate Population
- task 6 Create Conceptual Trustee Areas
- task 7 Present First Draft
- Total Hours
- Subtotal Costs

Company Name: Dolinka Group, LLC

|  |   |   |                          |
|--|---|---|--------------------------|
| <u>Larry Ferchaw</u><br>Executive Director<br>\$210/hour | <u>Andrew Bishop</u><br>Senior Director<br>\$200/hour | <u>Kalvin Tran</u><br>Associate<br>\$110/hour | <u>Total NTE</u><br>Cost |
|--|---|---|--------------------------|

**Deliverable 3. Draft Reports # 2 and oral and visual presentations at board meeting/public hearing**

*task 1 Revise Reports*  
*task 2 Present Revised Reports*  
*Total Hours*  
*Subtotal Costs*

|                   |                 |                 |                   |
|-------------------|-----------------|-----------------|-------------------|
|                   |                 |                 |                   |
| 2                 | 4               | 7               |                   |
| 6                 |                 |                 |                   |
| <b>8</b>          | <b>4</b>        | <b>7</b>        |                   |
| <b>\$1,680.00</b> | <b>\$800.00</b> | <b>\$770.00</b> | <b>\$3,250.00</b> |

**Deliverable 3. Final Report and Maps**

*task 1 Final Report & Map*  
*task 2 Present Final Reports*  
*Total Hours*  
*Subtotal Costs*

|                   |                 |                 |                   |
|-------------------|-----------------|-----------------|-------------------|
|                   |                 |                 |                   |
| 2                 | 4               | 6               |                   |
| 6                 |                 |                 |                   |
| <b>8</b>          | <b>4</b>        | <b>6</b>        |                   |
| <b>\$1,680.00</b> | <b>\$800.00</b> | <b>\$660.00</b> | <b>\$3,140.00</b> |

**Deliverable 4. Adopted Report and Map**

*task 1 Adopted Report & Map*  
*task 2 Approval & Implementation*  
*Total Hours*  
*Subtotal Costs*

|                   |                 |                 |                   |
|-------------------|-----------------|-----------------|-------------------|
|                   |                 |                 |                   |
| 1                 | 2.5             | 3               |                   |
| 6                 |                 | 2               |                   |
| <b>7</b>          | <b>2.5</b>      | <b>5</b>        |                   |
| <b>\$1,470.00</b> | <b>\$500.00</b> | <b>\$550.00</b> | <b>\$2,520.00</b> |

**Reimbursable Expenses (add categories as needed)**

travel/lodging and incidentals  
supplies/equipment

|  |  |  |                    |
|--|--|--|--------------------|
|  |  |  |                    |
|  |  |  | <b>\$3,000.00</b>  |
|  |  |  |                    |
|  |  |  |                    |
|  |  |  | <b>\$13,500.00</b> |
|  |  |  | <b>\$21,000.00</b> |

**Total: CVRA Analysis (optional)**

**Total: Trustee Area Creation**

# APPENDIX

# A

A-1

## Scope of Work

## Scope of Work

### *CVRA Election Analysis (Optional)*

#### **ACTIVITY I. DEMOGRAPHIC ANALYSIS**

##### **Task 1      Prepare Census Data Analysis**

This task involves gathering United States Census data to assist in determining if the existing voting method meets the legal requirements of the CVRA and the FVRA.

##### **Task 2      Gather GIS Data/Shapefiles**

This task involves gathering data and "shapefiles" to be used in Dolinka Group's Geographic Information Systems ("GIS") software so that geo-spatial analyses can be prepared regarding conceptual Voting Areas or Council Districts.

##### **Task 3      Evaluate Population of Community**

This task involves evaluating the demographics of the District based on data from the 2010 United States Census and the American Community Survey.

##### **Task 4      Determine Ability to Draw Majority-Minority Voting Areas or Council Districts**

This task involves Dolinka Group drawing conceptual Voting Areas or Council Districts to evaluate the ability to draw majority-minority voting districts within the District.

##### **Task 5      Present Findings**

This task involves Dolinka Group providing its findings to the District and its legal counsel.

#### **ACTIVITY II. ELECTION ANALYSIS**

##### **Task 6      Gather and Analyze Voting Patterns of the Client**

This task involves gathering and reviewing the voting patterns of the Client to analyze any historical polarized voting within the District. Such review will include analysis of past election results for the City Council of the District, election results of other governing bodies within the boundaries of the District, and election results on past State propositions where differences in voting patterns were seen among different ethnic/racial groups.

**Task 7**      **Prepare Report**

This task involves preparing a report that explains the methodology, data sources and results of the statistical analysis performed.

**Task 8**      **Present Findings**

This task involves presenting the findings of the analysis and reviewing options as to whether to proceed with the drawing of the Voting Areas / Council Districts or changing the Voting Areas / Council Districts from at-large elections to voting-area elections to the District and legal counsel.

***Trustee Area Boundary Mapping and Adoption***

**ACTIVITY I. BACKGROUND RESEARCH AND DATA ANALYSIS**

**Task 1**      **Identify Goals and Priorities**

This task involves determining the goals the District has for the redistricting process. This determination will be based on Education Code and Elections Code, including the California Voting Rights Act and Federal Voting Rights Act. Goals and priorities may or may not take into account:

- Balanced Population (One Person, One Vote)
- Civic Boundaries
- Community Identity

**Task 2**      **Identify Key Issues and Considerations**

This task involves identifying the key issues and considerations involved in Reapportioning Trustee Areas. These may include legal issues, compliance with federal and State regulations, Committee on District Organization and California Community Colleges Board of Governors requirements, constituent/community concerns, as well as others.

**Task 3**      **Discuss Requirements with Legal Counsel**

This task involves discussing the list of items identified in Tasks 1 and 2 with staff of the District and legal counsel to ensure compliance with all applicable legal, statutory, and organizational requirements.

**Task 4**      **Prepare Census Data Analysis for Trustee Areas**

This task involves analyzing Census data to obtain information on population within the District as well as to use in creating conceptual Trustee Areas.

**Task 5**      **Evaluate Population of Community**

This task involves evaluating the demographics of the District based on data from the United States Census.



**ACTIVITY II. PREPARE AND PRESENT SCENARIOS****Task 6**      **Create Conceptual Trustee Areas**

This task involves using Census data and GIS data gathered in Task 4 to prepare three (3) conceptual Trustee Area scenarios. This task will involve preparing alternative Trustee Area boundary proposals for consideration, including maps and demographic data for comparative purposes.

**Task 7**      **Present Recommendations to Staff**

This task involves presenting conceptual Trustee Areas to District staff for their review and consideration. Dolinka Group will prepare deliverables and a presentation with the goal of refining the recommendations that will be delivered to the Board.

**Task 8**      **Present to Governing Board**

This task involves three (3) meetings to present the scenarios from Task 7 to the Board for comment and review.

**Task 9**      **Assist in Public Outreach**

This task involves assisting in a public outreach effort to present conceptual scenarios to the public and solicit feedback from constituents on the scenarios through participation at the three (3) public hearings adjacent to the aforementioned Board meetings. Dolinka Group will be available to answer any questions that arise during the public hearings.

**Task 10**      **Revise Scenarios**

This task involves revising the conceptual scenarios based on feedback from the public and the Board.

**Task 11**      **Present Revised Scenarios to Governing Board**

This task involves attending one (1) final Board meeting to present the final scenarios to the Board for consideration and approval of new Trustee Areas.

**Task 12**      **Assist in Approval and Implementation Process**

This task involves assisting in obtaining approval of Trustee Areas from the County Committee on District Organization. Dolinka Group will provide these organizations with supporting data/information and answer questions on behalf of the District. Dolinka Group will also assist with approval of an election waiver from the California Community Colleges Board of Governors and ensure proper documentation is provided to State and County offices to implement the change in Trustee Areas.

## RFP Required Forms

Per the RFP's request, please see the following pages for the required forms:

1. Company & Signatory Page
2. Required Reference Information
3. Non-Collusion Affidavit

APPENDIX A

COMPANY INFORMATION AND SIGNATORY PAGE

Company Name: Dolinka Group, LLC

Business Address: 8955 Research Drive, Irvine, CA 92618

Telephone: 949.250.8300 Fax: 949.250.8301

Email: info@dolinkagroup.com Website: www.dolinkagroup.com

Type of Firm:  Corporation:  Proprietorship  Partnership:  Joint Venture

Other (please describe): Limited Liability Company

Business License Number: 802369 Number of years in business under firm name: 8

Full names of firm's owners (> 10% ownership), officers and managing employees:  
Benjamin Dolinka

Has the firm changed its name within the past 3 years?  Yes  No

If yes, provide former name(s):  
\_\_\_\_\_

Have there been any recent (within the last three years) changes in control/ownership of the firm?  Yes  No

If yes, explain.

Have officers or principals of the firm ever had their business license suspended or revoked for any reason?  
 Yes  No

If yes, please explain.

State your firm's gross revenues for each of the last three years:

Current Year: \_\_\_\_\_ Last Year: \_\_\_\_\_ Year Before Last: \_\_\_\_\_

It is against our firm's policy to provide financial information. However, a letter of financial stability from our CPA can be found on the next page.

Has your firm ever reorganized under the protection of bankruptcy laws?  Yes  No

If "yes" please enter date of reorganization: \_\_\_\_\_

Name and title of person responsible for submission of this proposal and the responses to this questionnaire:

Signature:  Date: 5/3/2016

Printed Name; Title: Larry Ferchaw

Phone: 949.250.8341 Email: lferchaw@dolinkagroup.com

May 4, 2016

San Mateo County Community College District  
Department of General Services  
3401 CSM Drive  
San Mateo, CA 94402

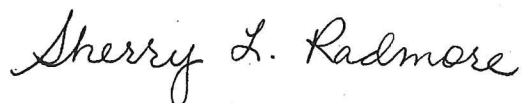
RE: Dolinka Group, LLC  
Statement of Qualifications and Fiscal Stability

To Whom it May Concern:

Our firm, ELLS CPAs & Business Advisors, has been the certified public accountants for Dolinka Group, LLC since its inception in 2007. Dolinka Group, LLC is a stable, well established company specializing in financial and demographic services for local education agencies. The company has an excellent credit history, pays its obligations in a timely manner, has no outside short term or long term debt and to the best of my knowledge, has never had and does not currently have any pending litigation. The company is fiscally conservative and currently has adequate member's equity to provide for operations.

Please feel free to contact me if you have any questions about the financial stability of Dolinka Group, LLC.

Very truly yours,



Sherry L. Radmore, CPA  
ELLS  
Certified Public Accounts & Business Advisors

SLR: chr

**APPENDIX B**

**REFERENCES**

|   |
|---|
| <p><b>REFERENCES:</b></p> <p>Please provide a minimum listing of three (3) customers who have used your services in the past year. In this listing, please provide the following information:</p> |
| <b>REFERENCE #1</b>   |
| a. Name of the Customer # 1: Fullerton School District  |
| b. Web Address. fullertonsd.org   |
| c. Contact name with phone, address, fax, and email. Susan Cross Hume T: 714.447.7412<br>E: susan_hume@fullertonsd.org 1401 W. Valencia Drive, Fullerton CA 92833 Fax: N/A                        |
| d. Dates of business.<br>Trustee Area Services: June 2015 - Present   |
| <b>REFERENCE #2</b>   |
| a. Name of the Customer # 2: Anaheim City School District   |
| b. Web Address. anaheimelementary.org   |
| c. Contact name with phone, address, fax, and email. Linda Wagner T: 714.517.7500<br>E: lkwagner@acsd.us 1001 S East Street, Anaheim, CA 92805 Fax: N/A   |
| d. Dates of business.<br>Trustee Area Services: July 2015 - Present   |
| <b>REFERENCE #3</b>   |
| a. Name of the Customer # 3: Perris Elementary School District  |
| b. Web Address. perris.k12.ca.us  |
| c. Contact name with phone, address, fax, and email. Tina Daigneault T: 951.657.3118 x24<br>E: tdaigneault@perris.k12.ca.us 143 East 1st Street, Perris, CA 92570 Fax: 951.940.5115               |
| d. Dates of business.<br>Trustee Area Services: January 2015 - June 2015  |

**APPENDIX C**

**NON-COLLUSION AFFIDAVIT**

STATE OF CALIFORNIA COUNTY OF Orange

I, Larry Ferchaw, being first duly sworn, deposes and says that I  
(Typed or Printed Name)


Am the Executive Director of Dolinka Group, LLC, the party submitting the  
(Title) (Vendor's Name)

foregoing Proposal ("the Vendor"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The Vendor has not directly or indirectly induced or solicited any other Vendor to put in a false or sham RFP, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Vendor or anyone else to put in sham RFP, or to refrain from submitting this Proposal.
4. The Vendor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price, or that of any other Vendor, or to fix any overhead, profit or cost element of the Proposal price or that of any other Vendor, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Vendor has not, directly or indirectly, submitted the Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

Executed this 3<sup>rd</sup> day of May, 2016 at Irvine, Orange County, CA.  
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By:   
Title Executive Director

# APPENDIX

C

C-1

## Mapping Samples

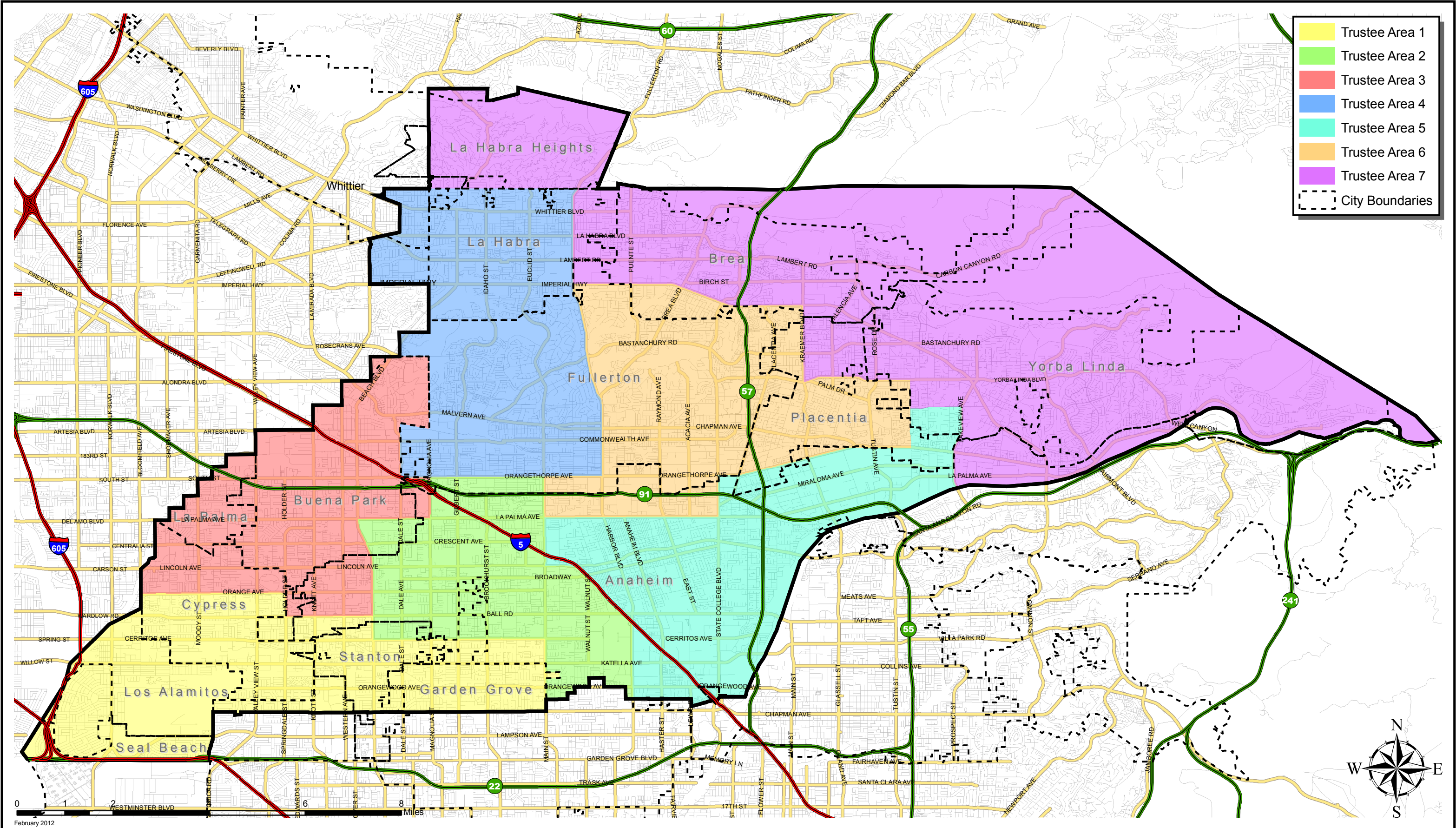
### Mapping Samples

Please see the following pages for samples of Trustee Area maps Dolinka Group has created for some of our clients.



# North Orange County Community College District

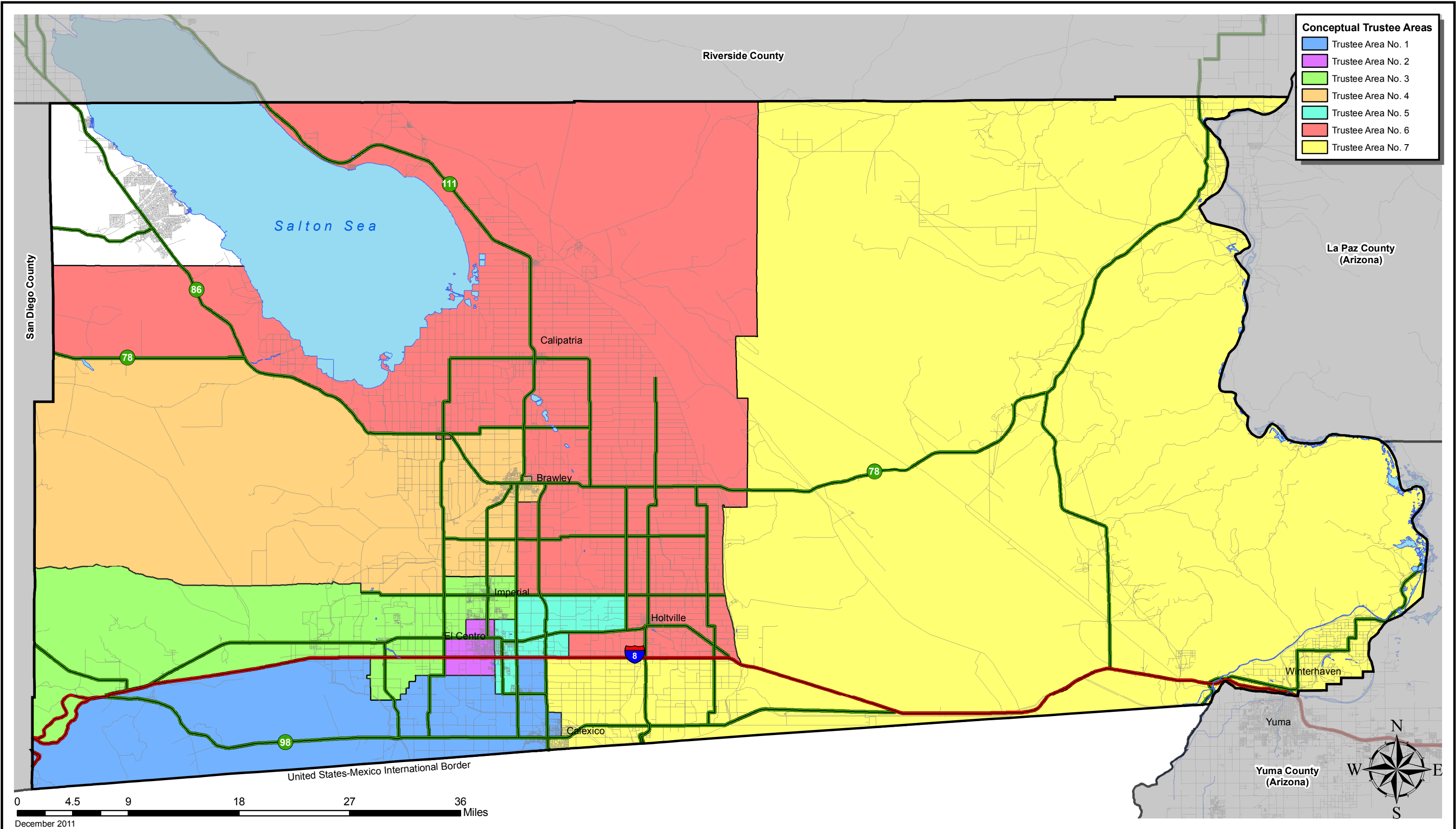
## Board Approved Trustee Areas



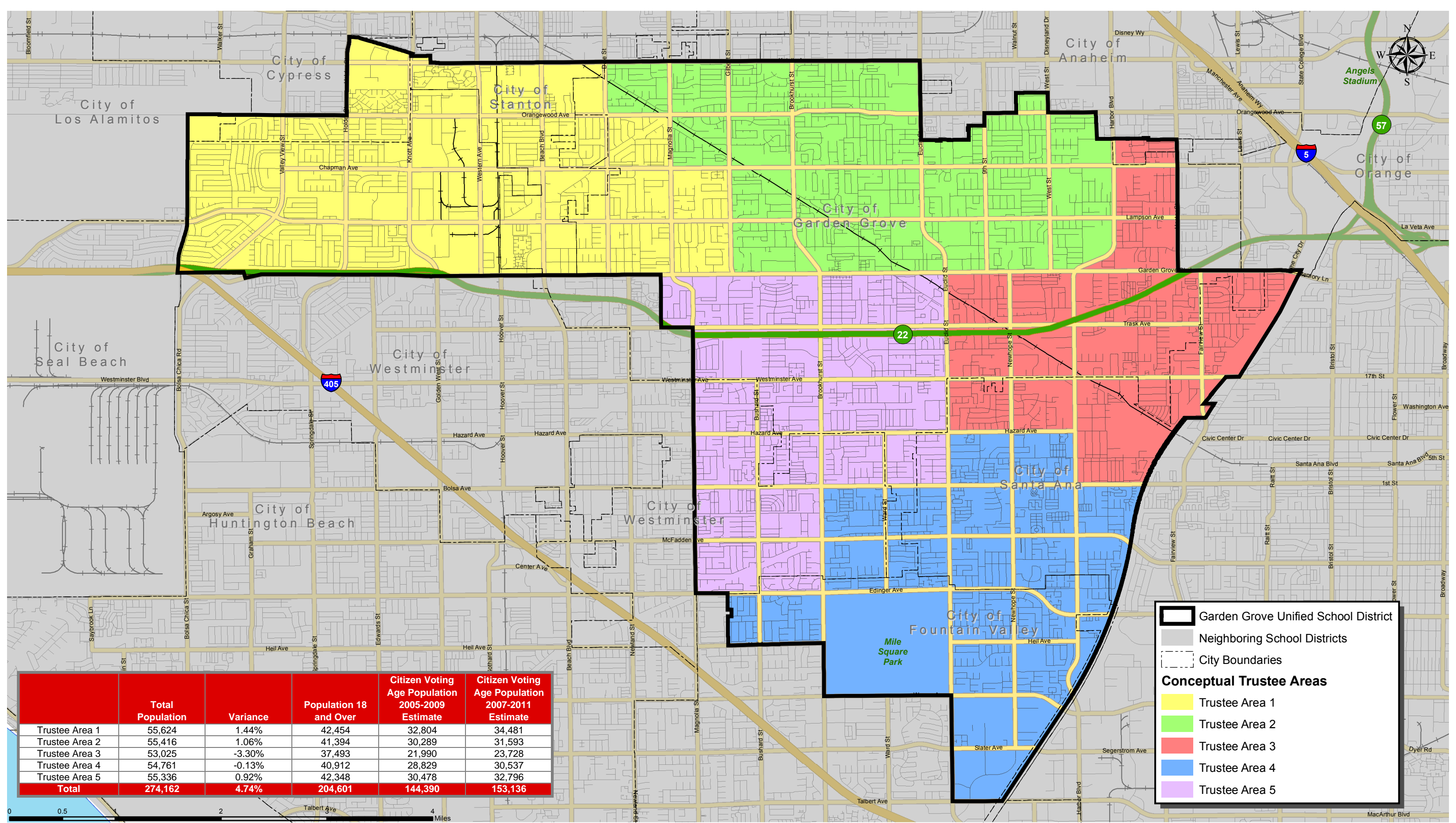


# Imperial Valley Community College District

## Board Approved Trustee Areas



# Garden Grove Unified School District Conceptual Trustee Areas - Scenario 2



|                | Total Population | Variance     | Population 18 and Over | Citizen Voting Age Population 2005-2009 Estimate | Citizen Voting Age Population 2007-2011 Estimate |
|----------------|------------------|--------------|------------------------|--|--|
| Trustee Area 1 | 55,624           | 1.44%        | 42,454                 | 32,804   | 34,481   |
| Trustee Area 2 | 55,416           | 1.06%        | 41,394                 | 30,289   | 31,593   |
| Trustee Area 3 | 53,025           | -3.30%       | 37,493                 | 21,990   | 23,728   |
| Trustee Area 4 | 54,761           | -0.13%       | 40,912                 | 28,829   | 30,537   |
| Trustee Area 5 | 55,336           | 0.92%        | 42,348                 | 30,478   | 32,796   |
| <b>Total</b>   | <b>274,162</b>   | <b>4.74%</b> | <b>204,601</b>         | <b>144,390</b>                                   | <b>153,136</b>                                   |

0 0.5 2 4 Miles  
July 2014



**A Proposal to the  
San Mateo County Community College  
District for Districting Services**

By National Demographics Corporation

Douglas Johnson, President

May 5, 2016



## National Demographics Corporation

May 5, 2016

Department of General Services  
San Mateo County Community College District  
3401 CSM Drive  
San Mateo, CA 94402

To whom it may concern,

Thank you for the opportunity to provide this proposal to San Mateo County Community College District. NDC has 36 years of experience districting and redistricting local jurisdictions, together with unmatched experience working with jurisdictions facing California Voting Rights Act concerns. We welcome the opportunity to bring the firm's expertise and skills to assist the District.

For each project, there are certain required basic elements, and there are a number of options that the District can include or leave out at its option. NDC carefully tailors each project to the needs and goals of the individual client partner. NDC welcomes the opportunity to work with the District to encourage public participation in this process, and NDC offers a number of tools developed specifically for public engagement in this effort.

NDC looks forward to working with you on this effort. Please call or email if you have any questions, concerns, or requests regarding this proposal.

Sincerely,

Douglas Johnson  
President



## National Demographics Corporation

### About National Demographics Corporation:

#### Brief Company History

NDC has served hundreds of local governments over the past 36 years. Founded in 1979, NDC has performed work in all regions of the country, serving clients as varied as the States of Mississippi, Arizona, Florida and Illinois, Clark County Nevada, American Waterworks, California's Franchise Tax Board, the San Diego Unified School District, the Foundation for California, and the Arizona cities of Glendale, Mesa, Peoria, Phoenix, Mesa and Surprise. In the Central Valley, NDC has worked with clients in and around Hanford, Dinuba, Tulare, Kings County, Coalinga, Corcoran, Reedley, Lemoore, and Fresno, among others.

The company is especially well known for its work in local and state government. Since 2002, NDC has established a reputation as the state's leading demographic expert on the California Voting Rights Act (CVRA), having performed demographic assessments of potential CVRA liability for over 250 jurisdictions.

No company has been responsible for addressing the electoral demographic needs of more local governments, as NDC has districted and/or redistricted well over 150 local school districts, cities, water districts, county boards, and other local districts. Nationally recognized as a pioneer in good government districting and redistricting, NDC is especially experienced in working with local jurisdictions in California, Arizona and Nevada.

This background gives us unmatched expertise in the issues, questions, and decisions jurisdictions face in any discussion regarding the California and Federal Voting Rights Act and related election system choices.

#### NDC and the California Voting Rights Act

NDC has performed analysis of potential demographic liability under the California Voting Rights Act (CVRA) for over 200 jurisdictions in California. For those jurisdictions actually sued under CVRA (none of which were NDC clients prior to the filing of the lawsuit), all but one hired NDC to assist in evaluating their demographics, voting history, legal situation, and options. This includes Madera Unified, Modesto, the City of Madera, Visalia, Compton, the City of Escondido, Palmdale, Santa Clarita Community College District, Glendale Community College District, ABC Unified, and Anaheim. Only Compton Community College faced a lawsuit without the assistance of NDC, as their case was a 'friendly' lawsuit where the settlement was pre-arranged with the plaintiffs prior to the filing of the case.

No other firm even comes close to NDC's experience with this still-new law, and many of the jurisdictions listed above came to NDC after discovering the demographers they initially hired either did not sufficiently understand California and Federal Voting Rights law and the related demographics to help, or the demographers so badly handled the project that their own demographers' work directly resulted in the jurisdiction being sued.

NDC's expertise in both Voting Rights demographics and in the drawing of election districts is widely recognized. NDC's personnel are responsible for numerous books and articles on the subject, and President Douglas Johnson has been a speaker on the CVRA at conferences





## National Demographics Corporation

of the California School Board Association, the California Latino School Board Member Association, the California League of Cities, and other state and national conferences.

### **NDC's Districting Process**

The following information is provided for information and for use if a jurisdiction decides to move to by-district elections. If the client decides not to move to by-district elections, the work would end with the demographic analysis described above.

### **Technical Expertise**

NDC's personnel are nationally recognized as leaders in the districting field, and are responsible for numerous books and articles on the subject. NDC possesses all the hardware and software necessary to the districting and redistricting needs of any jurisdiction, and its personnel have extensive experience in performing graphics districting and redistricting work as well as in developing databases for districting use.

The technical demands of a districting effort are high, and NDC is the undisputed leader in this area. But far more important than technical expertise are the interpersonal understanding and experience working with all parties in the process, including the public.

### **Public Involvement**

NDC pioneered the "transparent districting" approach which involves the public at every stage of the process. The company invented the "public participation kit" for public participation in districting efforts, which many of the firm's competitors now attempt to duplicate. Perhaps NDC's most valuable service is the firm's experience transforming often-contentious and passionate debates on this difficult subject into thoughtful, constructive discussions focused on the options and outcomes rather than individual personalities or positions. NDC also has considerable experience working with translators in public forums and providing materials in English and Spanish.

### **Minority Group Outreach/Partnerships**

U.S. Supreme Court decisions are constantly changing the rules regarding districting, "race-based districting," and the establishment of districts focused on the electoral power of "protected classes." It is crucial that the consultant work with the racial, ethnic, and other community groups at the beginning of the process to welcome their ideas and develop the appropriate expectations regarding minority representation prospects. No NDC local districting or redistricting plans has ever been challenged in Court or by the Department of Justice.

### **Openness**

Any change in election systems can have momentous implications for the distribution of political power in a jurisdiction and for access by groups and individuals to the governance process. Not surprisingly, such changes often attract much public attention, sometimes generate intense controversy, and may draw charges of manipulation and abuse of power. Indeed, disputes over the form and substance of the process may often result in stalemate or



## National Demographics Corporation

legal challenge. It is crucial, therefore, that the jurisdiction establish, at the beginning, a process that is not only fair, but that is seen to be fair, to all contending groups and individuals.

### Media Outreach

The firm's work has been widely praised in the media, and NDC has worked extensively on background, off the record, and on the record with all types of press including radio, television, newspaper, and new media.

### Local Leadership

NDC views its role as an advisor and technical resource. The firm advises its clients, but every project remains the client's project. NDC offers guidance based on its experience and expertise, but ultimately the decisions are made by the jurisdiction itself. NDC welcomes the chance to assist this project under the guidance and direction of the jurisdiction's elected leadership, key staff members, and the entire community.

### Impeccable References

All of NDC's former clients – without exception – can be contacted for references. The firm has no embarrassing projects. All NDC's local districting and redistricting plans have been accepted into law with a minimum of controversy. A list of references is included with this proposal.

Each of these elements of NDC's methodology is incorporated into the proposed project process below.

### Project Team

NDC President Dr. Douglas Johnson and Vice President Dr. Justin Levitt will lead NDC's team on this project and represent NDC at all Board and other public meetings. Resumes for both are attached.

### Proposed Scope of Work

To provide the flexibility to meet the needs of the client if it decides to move to by-district elections, NDC offers a full menu of districting options:

#### Basic Districting Project Elements

Includes all of the services listed below:.....\$49,000

- Project Setup and coordination:
  - Development of redistricting database including Census and California Statewide Database data;
  - Incorporation of any Geographic Information System (GIS) data that the District wishes to include and provides (often including school locations; school attendance areas; important local landmarks; or local neighborhood boundaries);



## National Demographics Corporation

- Initial discussion with key staff and/or Board members about demographics, communities of interest, schedule and criteria;
- Any phone- or web-conference calls to discuss the project's progress or answer any Board, staff or media questions that may arise;
- Plan Development:
  - Creating of 2 to 4 initial draft maps for Board and public consideration;
  - Analysis and preparation for Board consideration of all whole or partial plans submitted by the public;
  - Conversion of all maps and reports to web-friendly versions for online posting;
  - Online posting of all maps to an interactive website for detailed Board and public review;
  - Any requested additional maps and/or map revisions requested;
- Plan Presentation:
  - Presentations at Board meetings and/or public forums by phone- or web-conference (or in person for the “in person presentation” fee listed under “optional elements” below);
- Provide any data needed for plan review by the County Committee on School District Organization;
- Work with the County Registrar of Voters to implement the final adopted plan.

### Optional Districting Project Elements

Selected at the client’s discretion:

- In-person presentation at Board meetings, facilitation of public forum(s), and/or any other requested meetings;.....\$2,000
- Preparation and processing of paper, PDF and Excel-based "public participation kits" (paper kits that allow the public to draw and submit their own plans).....\$5,000
- Creation, hosting, and updating of an NDC--managed project information website (if the client does not wish to manage a project website as part of its existing website). .....\$5,500
- Hosting, managing and processing submitted plans for an online interactive system that allows public to draw and submit proposed districting plans through a standard web browser..... pricing to be determined
- Spanish translation of project-related materials.....\$125 per page

Stated prices include all travel, printing (except public participation kits and any large-plot maps), and other anticipated expenses.

Timeline: To be established in consultation with the client, but typically takes four to nine months.

### Other Potential Project-Related Expenses:

The only anticipated additional districting expenses would be any site or staff costs for conducting the community forums; and the cost of printing or copying paper copies of the





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“Public Participation Kit.” In NDC’s experience, most public participants will download and print the Kits in their own homes or offices.



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### Sample Districting/Redistricting References

Dr. David Viar, President, Glendale Community College District, 1500 North Verdugo Road, Glendale, California 91208. Phone: 818.240.1000. Email: DViar@glendale.edu

Mr. Steve Carrigan, City Manager, City of Los Banos, 520 J Street, Los Banos, CA 93635. Phone: 209-827-7000 Email: steve.carrigan@losbanos.org

Mr. Roy Wasden, City Manager, City of Turlock, 156 S Broadway, Turlock, CA 95380. Phone: (209) 668-5540 ext 1101. Email: RWasden@turlock.ca.us

Mr. Devin Reif, Strategic Planning, City of Oakland, 250 Frank H. Ogawa Plaza, Suite 3315, Oakland, CA 94612. Phone: 510-238-3550 Email: DReiff@oaklandnet.com

Mr. David Silberman, Deputy County Counsel, San Mateo County, 400 County Center, 6th Floor, Redwood City, CA 94063-1662. Phone: 650-363-4749 Email: dsilberman@smcgov.org

Ms. Sharon Spivak, Deputy City Attorney, City of San Diego, Civic Center Plaza, 1200 Third Ave., #1620, San Diego, CA 92101. Phone: 619.533.5889. Email: sspivak@sandiego.gov

Judge Hugh Rose (retired), Chairman, City of Modesto Districting Commission. 508 King Richard Lane, Modesto, CA 95350. Phone (209) 522-0719. Email: hhrose@hotmail.com.

Ms. Kathy Bennett, City Clerk, City of Menifee, 29714 Haun Road, Menifee, CA 92586. Phone: (951) 672-6777. Email: kbennet@cityofmenifee.us.

Ms. Kristine Murray, City Councilmember, City of Anaheim, 2401 East Katella Avenue, Suite 300, Anaheim, California 92806. Phone: (714) 940-6347 Email: kmurray@willdan.com

Mr. Michael E. Smith, Partner, Lozano Smith, 7404 North Spalding Ave., Fresno, CA 93720, (559)431-5600, MSmith@lozanosmith.com.

Ms. Marguerite Leoni, Partner, Nielsen, Merksamer, Parrinello, Gross & Leoni, 2350 Kerner Boulevard, Suite 250, San Rafael, CA 94901, (415)634-6840, mleoni@nmgovlaw.com (or ask for Mr. Chris Skinnell)

Ms. Lucinda Aja. City Clerk, City of Buckeye, Arizona. 100 N Apache Rd, Suite A, Buckeye, AZ 85326. Phone (623) 349-6007. Fax (623) 349-6098. EMail: laja@buckeyeaz.gov.

### Additional Analysis

NDC is happy to assist with any additional analysis that the client requests at our standard hourly rates:

|  |                |
|--|----------------|
| Principal (Dr. Douglas Johnson) .....    | \$200 per hour |
| Vice President (Dr. Justin Levitt) ..... | \$150 per hour |
| Senior Analyst.....                      | \$75 per hour  |
| Analyst / Clerical.....                  | \$50 per hour  |



## National Demographics Corporation

Dr. Johnson is also available for deposition and/or testimony work if needed, at \$250 per hour.

### **Requested Payment terms:**

NDC requests that one-half payment be made at project start and one-half at the conclusion.

### **Conclusion**

Since its founding NDC has been the preeminent company in the nation devoted to local election systems. To summarize:

- NDC, founded in 1979, has a demonstrated record of financial solvency.
- NDC's hardware and software resources were specially designed and acquired for districting and redistricting purposes.
- NDC's highly respected personnel have impeccable credentials in each aspect of the districting and redistricting processes.
- NDC's suggested approach has been tested in many jurisdictions.
- Any NDC client can be contacted for testimonials and reference.
- NDC has more experience in the field of municipal political election systems than any other company of which NDC is aware.
- NDC has demonstrated experience over many years in working with the press and media on local election system issues.
- NDC possesses fully up-to-date and highly effective geographic retrieval systems with applications specifically designed for districting and redistricting.
- Neither the Justice Department nor any Court has ever rejected any local government districting or redistricting plan submitted by NDC.

It should be clear that NDC has all of the resources of experience, technical expertise, and legal/political know-how to assist the District in its current effort. NDC looks forward to the opportunity to work with the District on this project.



# National Demographics Corporation

## Clients moved from at-large to by-district elections

### Counties

San Mateo

### Cities

Anaheim

Bellflower

Buckeye

Buena Park

Ceres

Compton

Corona

Escondido

Firebaugh

Fowler

Fullerton

Glendale (AZ)

Hemet

Highland

King City

Los Banos

Madera

Menifee

Merced

Mesa (AZ)

Modesto

Moreno Valley

Palmdale

Parlier

Pasadena

Peoria (AZ)

Reedley

Riverbank

Sanger

Santa Barbara

Surprise

Tulare

Turlock

Visalia

Whittier

Wildomar

### Community College Districts

Antelope Valley

Cuesta

Glendale

Grossmont-Cuyamaca

MiraCosta

Rancho Santiago

San Diego

Santa Clarita

Sierra

Southwestern

### Water, Irrigation & Conservation Districts

Fresno Irrigation

Imperial Irrigation District

Mojave Water Agency

Palmdale Water

Rowland Water

Alta Irrigation

San Bernardino Water

Santa Clara Valley Water

Upper San Gabriel Valley

Western Municipal Water

Winton Water

### Other Special Districts

Jurupa Community Service District

Kings River Conservation District

Tulare Health Care District

Westside Community Health Care District

### School Districts

Alpine Union

Alpine Union Elementary

Alta Vista

Bakersfield City Schools

Bonsall Union Elementary

Borrego Springs Unified

Buena Park Elementary

Burton Elementary

Cajon Valley Union

Cajon Valley Union Elementary

Calistoga Joint Unified

Capistrano Unified

Capistrano Unified School District

Cardiff Elementary

Carlsbad Unified

Caruthers

Cayucas

Centinela Valley

Central Unified

Centralia Elementary

Chula Vista Elementary

Clay Elementary

Clovis Unified

Coalinga-Huron



## National Demographics Corporation

### Clients moved from at-large to by-district elections

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| Coronado Unified                     | Napa Valley Unified                  |
| Dehesa Elementary                    | National Elementary                  |
| Del Mar Union Elementary             | Newhall Elementary                   |
| Dinuba Unified                       | Newman Crows Landing                 |
| Eastern Sierra Unified               | Oak Grove Elementary School District |
| Eastside Union Elementary            | Oceanside Unified                    |
| Encinitas Union Elementary           | Pacific Union                        |
| Escalon Unified                      | Panama Buena Vista                   |
| Escondido Union Elementary           | Pasadena Unified                     |
| Escondido Union High                 | Pixley Union                         |
| Exeter Elementary                    | Pleasant View                        |
| Exeter High                          | Pomona Unified                       |
| Exeter Unified                       | Porterville                          |
| Fallbrook Union Elementary           | Poway Unified                        |
| Fallbrook Union High                 | Ramona Unified                       |
| Firebaugh-Las Deltas Unified         | Rancho Santa Fe Elementary           |
| Fresno Unified                       | Richland School District             |
| Fullerton Union High                 | Riverbank                            |
| Glendale Unified                     | Riverdale Unified                    |
| Greenfield                           | Salida Union                         |
| Grossmont Union High                 | San Dieguito Union High              |
| Hughson Unified                      | San Marcos Unified                   |
| Jamul-Dulzura Union Elementary       | San Pasqual Union Elementary         |
| Julian Union Elementary              | San Ysidro Elementary                |
| Julian Union High                    | Santee Elementary                    |
| Kerman Unified                       | Selma Unified                        |
| Kern High                            | Solana Beach Elementary              |
| Keyes Union                          | South Bay Union                      |
| Kings Canyon Unified School District | Spencer Valley Elementary            |
| Kings River                          | Strathmore Elementary                |
| Kingsburg Elementary                 | Sundale Union Elementary             |
| Kingsburg High                       | Sweetwater Union High                |
| La Mesa-Spring Valley                | Tulare City Elementary               |
| Lake Elsinore                        | Tulare City High                     |
| Lakeside Union Elementary            | Tulelake                             |
| Lakeside Union School                | Turlock Unified                      |
| Lancaster Elementary                 | Twin Rivers Unified                  |
| Lemon Grove Elementary               | Vallecitos Elementary                |
| Lindsay Unified                      | Valley Center Pauma Unified          |
| Lucia Mar                            | Visalia Unified                      |
| Madera Unified                       | Vista Unified                        |
| Magnolia Elementary                  | Walnut Valley Water                  |
| Merced Union High School District    | Warner Unified                       |
| Modesto City Schools                 | Washington Union                     |
| Modoc Unified                        | Waterford Union                      |
| Monson Soltana                       | Whittier Union High                  |
| Morgan Hill Unified                  | Woodlake Union                       |
| Mountain Empire Unified              |                                      |

## Douglas Mark Johnson

P.O. Box 5271  
Glendale, CA 91221  
djohnson@NDCresearch.com

mobile: (310) 200-2058  
office: (909) 624-1442  
fax: (818) 254-1221

### Employment

President, National Demographics Corporation, 2006 – present.  
Senior Analyst, National Demographics Corporation, 2001 – 2006.  
Fellow, Rose Institute of State and Local Government, 2001 – present.  
Project Manager and Senior Manager at three internet startup companies, 1999 - 2001.  
U.S. Representative Stephen Horn, Legislative Director and System Manager. 1993 – 1997.  
Coro Foundation, Fellowship in Public Affairs. 1992 – 1993.  
Rose Institute for State and Local Government, Student Manager. 1989 – 1992.

### Education

Claremont Graduate University, Ph.D. in Political Science, 2015. Dissertation: “Independent Redistricting Commissions: Hopes and Lessons Learned.”  
UCLA Anderson Graduate School of Management, MBA, 1999.  
Claremont McKenna College, BA in Government (Political Science), 1992.

### Academic Honors

Graduated Cum Laude from Claremont McKenna College.  
Phi Beta Kappa. Philip Roland Prize for Excellence in Public Policy.

### Publications and Articles

Christian Science Monitor “Let the public help draw voting districts,” October 25, 2013.  
New York Times, "The Case for Open Primaries," February 19, 2009.  
Los Angeles Times Opinion Articles:  
“A neighbor’s help on redistricting” June 24, 2007.  
“A Trojan horse primary for the GOP” February 25, 2007.  
“Where a porn palace stood” (article on redevelopment), July 30, 2006.  
Fresno Bee Opinion Article: “The Poison Handshake” June 15, 2004.  
Redistricting in America. Rose Institute of State and Local Government, 2010.  
Restoring the Competitive Edge: California's Need for Redistricting Reform and the Likely Impact of Proposition 77. Rose Institute of State and Local Government, 2005.  
"Competitive Districts in California" Rose Institute of State and Local Government, 2005.  
Latinos and Redistricting: “Californios For Fair Representation” and California Redistricting in the 1980s. Rose Institute of State and Local Government, 1991.

### Speaker or Panelist

California School Board Association Annual Education Conference panelist: “The California Voting Rights Act: What Board Members Must Know.” December 4, 2015.  
Associated Cities of California – Orange County, Keynote Speaker, Newly Elected Officials’ Reception and Dinner, “The California Voting Rights Act,” January 29, 2015.  
California League of Cities, City Manager Department, 2015 Department Meeting: “Opportunity to Engage Residents: The California Voting Rights Act.” January 29, 2015.  
California League of Cities, City Clerk Department, 2014 Annual Meeting: “Whose Line Is It Anyway: Making the transition from at-large to by-district elections.” September 3, 2014.  
National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2007 Spring Forum, "The Arizona Independent Redistricting Commissions' experiences with the first-ever independent redistricting."  
National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2008 Spring Forum, "Communities of Interest In Redistricting: A Practical Guide."

## Douglas Mark Johnson

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2009 Fall Forum, "The Key to Successful Redistricting."

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2010 Spring Forum, "Communities of Interest in Redistricting: A key to drawing 2011 plans (and for their defense)."

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2011 Winter Forum, "Citizen Voting Age Data from a line-drawer's viewpoint."

Luncheon Keynote Speaker, Santa Barbara's Channel Cities Club, "California's next experiment: independent, public redistricting," January 18, 2011.

Annual Conference, Arizona League of Cities and Towns, Presenter at "Redistricting Law and the Voting Rights Act: What It Means for Your City or Town in 2011," August 25, 2010.

Redistricting, The 2010 Census, and Your Budget, Sponsored by the Rose Institute of State and Local Government, California League of Cities, October 15, 2009.

Arizona Election Law 2010 Continuing Legal Education Conference, "Communities of interest and technology in redistricting," sponsored by the Arizona State Bar Association, March 2010

California's New Independent Redistricting Commission, sponsored by the Irvine Foundation and the California Redistricting Collaborative, December 15, 2009

Tribal Association of Sovereign Indian Nations (TASIN) Legislative Day 2009, "The 2010 Census and 2011 Redistricting in California," December 2, 2009.

California School Board Association, "Litigation Issues and the California Voting Rights Act," December 4, 2009.

California Latino School Boards Association, "Introduction to the California Voting Rights Act," August 20, 2009.

Building a National Reform Movement, Salt Lake City, Utah, 2006, conference on redistricting reform hosted by the League of Women Voters, Campaign Legal Center, and The Council for Excellence in Government

Texas Tech University, "A Symposium on Redistricting," May, 2006

California League of Cities, "Introduction to the California Voting Rights Act."

Voices of Reform, a project of the Commonwealth Club of San Francisco: multiple forums on redistricting and / or term limits, 2006 – 2007

Classroom speaker at Pepperdine University, the University of La Verne, Pomona College and Claremont McKenna College



## *Resume of Justin Levitt*

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 jlevitt@NDCresearch.com

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## **Employment**

Vice-President, National Demographics Corporation, 2012 – present.  
 Senior Analyst, National Demographics Corporation, 2003 – 2011.  
 Instructor in Political Science, University of California, San Diego, 2012 – present.  
 Graduate Research Fellow, Center for US-Mexico Studies, 2010 – present.  
 Graduate Research Fellow, University of California, San Diego, 2008 – 2010 and 2013 - 2014.  
 Jesse M. Unruh California Assembly Fellow. 2006 – 2007.  
 Rose Institute for State and Local Government, Student Manager. 2005 – 2006.

## **Education**

University of California, San Diego, Ph.D. candidate in Political Science, ongoing (MA 2010).  
 Claremont McKenna College, BA in Philosophy, Politics and Economics (PPE), 2006.

## **Academic Honors**

California Studies Fellow, University of California, San Diego, 2007 – 2009  
 Graduated Cum Laude from Claremont McKenna College.

## **Publications and Conference Presentations**

Settle, Jamie, Robert Bond, and Justin Levitt. 2011. “The Social Origins of Adult Political Behavior.” *American Politics Research*: 39 (2). 239-263

Miller, Kenneth and Justin Levitt. 2007. “The San Joaquin Valley.” In *The New Political Geography of California*. Eds. Frederick Douzet, Thad Kousser, and Kenneth Miller. Berkeley: Institute of Government Studies.

“The Political Geography of Tradeoffs in Redistricting” Paper presented at the State Politics and Policy Conference, Iowa City, IA, 2013

“Getting What You Want: A Bargaining Approach to Fair Division in Redistricting.” Paper presented at the “Challenging Urban Borders : the geopolitics of immigration and segregation” workshop, Berkeley, CA, 2013 and the State Politics and Policy Conference, Houston, TX, 2012

“An Atlas of Public Health in Mexico” (with Alberto Diaz Cayeros). Paper presented at the Hewlett Foundation Conference on Public Health, Mexico City, DF. 2012

“Remoteness and the Territoriality of Public Health” (with Alberto Diaz Cayeros). Paper presented at the American Political Science Association conference, Seattle, WA. 2011

“Initiatives as revealed preferences” Paper presented at the American Political Science Association conference, Seattle, WA. 2011

“No Se Puede: Latino Political Incorporation in Phoenix.”. Paper Presented at the New Political Geography of California conference, Berkeley, CA., 2009

“Political Change in the Central Valley”. Paper Presented at the Western Political Science Association conference, Las Vegas, NV.,2007



APPENDIX A

COMPANY INFORMATION AND SIGNATORY PAGE

Company Name: National Demographics Corporation (NDC)

Business Address: PO Box 5271 Glendale, CA 91221

Telephone: 818 254 1221 Fax: 818 254 1221

Email: info@NDCresearch.com Website: www.NDCresearch.com

Type of Firm:  Corporation:  Proprietorship  Partnership:  Joint Venture

Other (please describe):  
\_\_\_\_\_

Business License Number: ✓ Number of years in business under firm name: 36

Full names of firm's owners (> 10% ownership), officers and managing employees:  
Douglas Johnson

Has the firm changed its name within the past 3 years?  Yes  No

If yes, provide former name(s):  
\_\_\_\_\_

Have there been any recent (within the last three years) changes in control/ownership of the firm?  Yes  No

If yes, explain.

Have officers or principals of the firm ever had their business license suspended or revoked for any reason?

Yes  No

If yes, please explain.

State your firm's gross revenues for each of the last three years:

Current Year: 100,000 to date Last Year: 400,000 Year Before Last: 500,000

Has your firm ever reorganized under the protection of bankruptcy laws?  Yes  No

If "yes" please enter date of reorganization: \_\_\_\_\_

Name and title of person responsible for submission of this proposal and the responses to this questionnaire:

Signature: [Signature] Date: 5-5-2016

Printed Name; Title: Douglas Johnson, President

Phone: 310-200-2058 Email: djohnson@NDCresearch.com

**APPENDIX B**

REFERENCES

|  |
|--|
| <b>REFERENCES:</b><br>Please provide a minimum listing of three (3) customers who have used your services in the past year. In this listing, please provide the following information: |
| <b>REFERENCE #1</b>  |
| a. Name of the Customer # 1:   |
| b. Web Address.  |
| c. Contact name with phone, address, fax, and email.   |
| d. Dates of business.  |
| <b>REFERENCE #2</b>  |
| a. Name of the Customer # 2:   |
| b. Web Address.  |
| c. Contact name with phone, address, fax, and email.   |
| d. Dates of business.  |
| <b>REFERENCE #3</b>  |
| a. Name of the Customer # 3:   |
| b. Web Address.  |
| c. Contact name with phone, address, fax, and email.   |
| d. Dates of business.  |

*see Proposal*

APPENDIX C

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA COUNTY OF Los Angeles

I, Douglas Johnson, being first duly sworn, deposes and says that I  
(Typed or Printed Name)

Am the President of NDC, the party submitting the  
(Title) (Vendor's Name)

foregoing Proposal ("the Vendor"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The Vendor has not directly or indirectly induced or solicited any other Vendor to put in a false or sham RFP, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Vendor or anyone else to put in sham RFP, or to refrain from submitting this Proposal.
4. The Vendor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price, or that of any other Vendor, or to fix any overhead, profit or cost element of the Proposal price or that of any other Vendor, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Vendor has not, directly or indirectly, submitted the Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

Executed this 5 day of May, 2016 at: Glendale LA County, CA  
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By: [Signature]  
Title President

**EXHIBIT A**

Services shall be billed to "San Mateo County Community College District" and become payable after satisfactory completion of services and upon presentation of detailed invoice(s) specifying services being provided. Invoices shall be sent to: SMCCCD, Accounts Payable Office, 3401 CSM Drive, San Mateo, CA 94402.

| SERVICE TO BE PERFORMED | DATE TO BE COMPLETED BY | PAYMENT AMOUNT |
|-------------------------|-------------------------|----------------|
| <i>Districting</i>      |                         |                |
|                         |                         |                |
|                         |                         |                |
|                         |                         |                |
|                         |                         |                |
|                         |                         |                |

The total amount paid under this Agreement shall not exceed \$ depends on options selected by District.  
 minimum \$49,000.  
 could go up to \$60,000 or more.

**BOARD REPORT NO. 16-6-104B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Jose D. Nuñez, Vice Chancellor, Facilities Planning & Operations  
Nancy Witte, Buyer, General Services 650-358-6801

**APPROVAL OF CONTRACT AWARD FOR PEST CONTROL SERVICES  
TO ORKIN SERVICES OF CALIFORNIA, INC.**

On May 2, 2016, the District issued Request for Proposal (RFP) 86727 for Pest Control Services. The District advertised the RFP and also sent an email notice of the proposal to a list of four pest control firms. Proposals were received from Terminix and Orkin Services of California, Inc. The proposal from Terminix was deemed non-responsive as the firm did not submit their proposal in the manner directed and did not respond with the information requested in the RFP.

Orkin pricing for regular and ongoing services was proposed as follows:

|  |                            |
|--|----------------------------|
| Annual Monthly Service - Exterior Traps for Districtwide Buildings<br>(total of 32 buildings)                          | \$32,040.00 per year       |
| Optional Semi-Annual Service - Interior Inspections of Food Service Areas<br>(total of 13 locations at three colleges) | <u>\$1,260.00</u> per year |
| Proposal Total – SMCCCD  | \$33,300.00 per year       |

Pricing for special services outside regular and ongoing services will be based on the nature of the service needed and will be invoiced as needed under separate agreements.

Orkin has been the District’s supplier of pest control services for several years. The Facilities Maintenance Centers at the colleges have been very pleased with the level of service they have been providing.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the award of RFP 86727 to Orkin Services of California, Inc. and authorize the execution of a one (1) year contract beginning July 1, 2016 and ending June 30, 2017 with an option to renew for four (4) additional one (1) year terms. Pricing is to remain firm for two years at \$33,300 per year.

**BOARD REPORT NO. 16-6-105B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Dr. Regina Stanback Stroud, President, Skyline College, (650) 738-4227

**APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH SAN MATEO UNION  
HIGH SCHOOL DISTRICT REGARDING SKYLINE COLLEGE MIDDLE COLLEGE**

In collaboration with Dr. Kevin Skelly of the San Mateo Union High School District (SMUHSD), the Skyline College Middle College has developed a Memorandum of Understanding to allow students from Capuchino High School to attend the Middle College at Skyline College. The SMUHSD MOU mirrors the MOU the Board approved between SMCCCD and the South San Francisco Unified School District (SSFUSD). This MOU will facilitate the enrollment of Capuchino High School students in the Skyline Middle College, the middle college that is closest to many of the students who attend Capuchino.

The initial Capuchino High School student enrollment is capped at 15 students per 50 student cohort, ensuring that SSFUSD, the primary Skyline Middle College partner, has sufficient access to serve their students. However, the MOU with SMUHSD will mitigate costs for SSFUSD when they begin to share costs of the Skyline Middle College in 2017-18. The MOU was approved by the SMUHSD board at their June 6, 2016 board meeting. The MOU will result in no additional costs to the San Mateo County Community College District.

**RECOMMENDATION**

It is recommended that the Board approve the Memorandum of Understanding with the San Mateo Union High School District effective June 9, 2016 through June 30, 2017.

**BOARD REPORT NO. 16-6-106B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Ginny Brooks, Executive Assistant to the Chancellor and Board of Trustees,  
358-6753

**APPROVAL OF REVISIONS TO BOARD POLICIES: 1.40, MEETINGS OF THE BOARD;  
6.39, PRESENCE OF NON-STUDENTS ON DISTRICT PROPERTY; 6.50, STUDENT  
TEACHERS AND INTERNS; AND 8.14, BOND OVERSIGHT COMMITTEE**

Revisions are recommended as follows:

Policy 1.40 – Clarification of procedure for complaints to the Board during closed session.

Policy 6.39 – Title change; addition of Penal Code reference; addition of example of “class-related activities.”

Policy 6.50 – Title change; clarification that student teachers, interns and graduate student assistants are unpaid.

Policy 8.14 – Change in length of terms for Bond Oversight Committee members to conform with Education Code Section 15282. Correct length of terms have been followed in practice, but were stated incorrectly in the policy.

The revisions to Policies 1.40 and 8.14 have been reviewed and approved by the District Participatory Governance Council. Policies 6.39 and 6.50 are within the purview of the District Academic Senate and were presented to the District Participatory Governance Council as information items.

**RECOMMENDATION**

It is recommended that the Board approve the revisions to Board Policies 1.40, 6.39, 6.50 and 8.14 as shown on the attached.



**CHAPTER 1: Board of Trustees**  
**BOARD POLICY NO. 1.40 (BP 2305, 2310, 2315, 2320, and 2365)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** BP 1.40 Meetings of the Board  
**Revision Date:** 2/12; 5/13; 11/14; xx/xx  
**Policy References:** Education Code Sections 72000(c)(2)(A), 72000(d), 72122, 72129; Government Code Sections 54952.2, 54953 et seq., 54954.3(a), 54956, 54956.5, 54956.8, 54956.9, 54957, 54957.6, 54961, 6250 et seq. and 11125.4

1. All meetings of the Board shall be open to the public, except that the Board may hold closed sessions for purposes specifically exempted from the open meeting laws of the State of California.
2. The rules contained in the current edition of Robert's Rules of Order shall govern meetings of the Board in all cases unless they are inconsistent with the Education Code, other State or Federal laws or District Rules and Regulations.
3. Any audio or video recording of an open and public Board meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. Any such recordings shall be maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceeding. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

4. **Annual Organizational Meeting**  
 The Board shall hold an annual organizational meeting within the time frame specified in the Government Code. The purpose of the annual organizational meeting is to elect the President, Vice president-Clerk, Secretary and a representative to the County Committee on School District Organization, and to conduct any other business as required by law or determined by the Board. The organizational meeting shall take place within the regularly scheduled meeting held during the first two weeks of December and shall comply with notification procedures contained in the Education Code. Newly elected members of the Board shall be notified of the date, time, and place of the organizational meeting fifteen (15) days in advance of the meeting.
5. **Regular Meetings**
  - a. The regular meetings of the Board shall normally be held on the second and fourth Wednesday of each month in the Board of Trustees Meeting Room, District Administration Building. Roll call will be held at 6:00 p.m. and the public session of the meeting will begin at that time. A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.



## BP 1.40 Meetings of the Board (continued)

- b. The date, time and place of the regular meeting may be changed by action of the Board. In the event of a change of meeting date, time, or place, the Secretary for the Board shall take appropriate steps to inform the public and representatives of the news media of the change in advance of the meeting.
  - c. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.
  - d. All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.
6. Special Meetings
- a. Special meetings of the Board may be called by the President of the Board or by a majority of the members of the Board or by the Chancellor of the District when approved by the President of the Board.
  - b. Members of the Board shall be notified of the meeting by the Secretary for the Board at least twenty-four (24) hours in advance of the meeting. Notice of such meetings shall be posted at least twenty-four (24) hours before the time of the meeting, and shall be noticed in accordance with the Brown Act.
  - c. Such notice shall also be provided to representatives of the news media who have requested such notification.
  - d. No business shall be transacted at a special meeting other than that specified in the call.
7. Emergency Meetings
- a. Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.
  - b. No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.
  - c. The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.
8. Adjourned Meetings
- Adjourned meetings may be held as the business of the Board requires.
9. Closed Sessions
- a. Closed sessions of the Board shall be held only as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code.
  - b. The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session.
  - c. After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.
  - d. All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

## BP 1.40 Meetings of the Board (continued)

- e. If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Chancellor. If the complaint is directed at the Chancellor, the complaint will be directed to the President of the Board. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

## 10. Hearing on the Budget

A public hearing on the budget shall be held prior to adoption of the budget as required by law.

**CHAPTER 6: Educational Program  
BOARD POLICY NO. 6.39**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 6.39 Presence of Non-Students on ~~Campus~~ District Property  
**Revision Date:** 9/08; xx/xx  
**Reference:** Penal Code Section 626.7

---

1. With the exception of authorized visitors, persons other than registered students are not permitted to be present in scheduled classes or class-related activities (e.g. labs) without the explicit permission of the faculty member for a limited number of class sessions.
2. Children under the age of 13 may not be left unattended in District facilities or on District grounds.
3. If the presence of a non-student in District facilities or on District grounds disrupts District operations in any way, that person will be asked to leave.

**CHAPTER 6: Educational Program  
BOARD POLICY NO. 6.50**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 6.50 Student Teachers, ~~and~~ Interns and Graduate Student Assistants  
**Revision Date:** 9/08; xx/xx

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Each College may accept **unpaid** student teachers, interns and graduate student assistants subject to agreements with graduate study programs. The number of graduate student assistants in any semester shall not exceed five percent (5%) of the total faculty of that College.

**CHAPTER 8: Business Operations**  
**BOARD POLICY NO. 8.14 (BP 6740)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** BP 8.14 Bond Oversight Committee and Accountability Measures  
**Revision Date:** 3/13; 10/13; 3/14; ~~xx/xx~~  
**Policy References:** Education Code Sections 15278, 15280 and 15282; California Constitution Articles XIII A Section 1(b) and XVI Section 18(b)

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1. The Bond Oversight Committee shall consist of at least seven members and no more than 15 members who will each serve for a term of ~~four~~two years without compensation and for no more than ~~two~~three consecutive terms.
  - a) Five members should represent distinct constituencies as mandated by law:
    - 1) One member who is active in a business organization representing the business community within the District
    - 2) One member who is active in a senior citizens' organization
    - 3) One member who is active in a bona fide taxpayers' organization
    - 4) One member who is a student both currently enrolled and an active member in a group, such as student government
    - 5) One member who is active in the support and organization of the District, such as a member of the Foundation.
  - b) Other members, selected by the Board of Trustees, will be selected based upon the applicant's professional and/or practical experience; recognition or contributions to his/her community; the diversity of experience and expertise of the Committee as a whole; and representation of the Committee from various communities and geographic areas within the District.
  - c) The Committee may not include any employee or official of the school District or any vendor, contractor, or consultant of the District.
2. All Committee meetings shall be open to the public and are subject to the Brown Act. District staff, as designated by the Chancellor, will be responsible for working with the chair of the Bond Oversight Committee to prepare and properly notice agendas, minutes and reports of the Committee. No bond funds may be used to pay any of these expenses.
3. At its organizational meeting and annually thereafter, the Bond Oversight Committee will select a Chair and Vice-Chair/Secretary. Committee members should attempt to reach decisions by consensus wherever possible. Failing that, decisions will be made by majority vote of a quorum present and shall follow Robert's Rules. For purposes of this committee, a quorum consists of half of the total membership plus one member. All members shall be entitled to one vote on Committee recommendations.

## BP 8.14 Bond Oversight Committee and Accountability Measures (continued)

4. The Committee shall meet at least semiannually. Any member who misses three consecutive meetings without an excuse acceptable to the Committee Chair shall be automatically dropped. The District shall not remove any member of the Committee, except for cause, i.e., illegal activity or violation of District or State regulations. The Board of Trustees may, at its discretion, fill any vacancy, whether caused by dismissal, resignation or death. In making appointments, the Board will use the selection criteria described in 8.14 (1a) and (1b).
5. The Committee is charged by State law to ensure that bond proceeds are spent only for construction, reconstruction, rehabilitation or replacement of District facilities, including the furnishing and equipping of facilities or the acquisition or lease of real property, in compliance with the specific projects listed in Measure A on the November, 2005 ballot; for a list of specific projects, see Administrative Procedure 8.14.1. The Committee shall ensure that no funds are expended for teacher or administrator salaries or other operating expenses. The Committee is required to issue an annual report on its proceedings, which shall be presented to the Board of Trustees. In accordance with law, this report will be posted on the District's web site.
6. The Committee is authorized to engage in any of the following activities necessary to fulfill its purpose:
  - a) Receive and review copies of the annual independent performance audit required by Proposition 39;
  - b) Receive and review copies of the annual independent financial audit required by Proposition. 39;
  - c) Inspect school facilities and grounds to ensure bond revenues are expended in compliance with Proposition 39;
  - d) Receive and review copies of any deferred maintenance proposals or plans developed by the District;
  - e) Review efforts by the District to maximize bond revenues by implementing cost-saving measures, including, but not limited to the following:
    - ❖ Mechanisms designed to reduce the costs of professional fees.
    - ❖ Mechanisms designed to reduce the costs of site preparation.
    - ❖ Recommendations regarding the joint use of core facilities.
    - ❖ Mechanisms designed to reduce costs by incorporating efficiencies in school site design.
    - ❖ Recommendations regarding the use of cost-effective and efficient reusable facility plans.
7. To assist the Committee in its work, District staff shall present, for the Committee's review, a report that will include bond and other capital outlay project plans, timelines and cost information. The Committee will also be provided with the performance audit and annual audit that are required by law. The District will provide technical and administrative assistance in furtherance of the Committee's work. No bond funds may be used to fund any of these administrative expenses.
8. When issuing or refinancing general obligation bonds, staff will evaluate multiple financing options, review them with the Board and make decisions based upon the District's specific financing objectives.

**BOARD REPORT NO. 16-6-3C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2016**

In accordance with Education Code Section 72413, the State Chancellor's Office requires the district to submit copies of the Quarterly Financial Status Report (Form CCFS-311Q) and the District's financial report.

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending March 31, 2016, which was forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on May 9, 2016.

**General Fund—Unrestricted:** Below is financial data for the unrestricted portion of the General Fund for the quarters ending March 31, 2015 and March 31, 2016.

|                             | <u>Amount</u>         |                       | <u>Difference</u>    |                   |
|-----------------------------|-----------------------|-----------------------|----------------------|-------------------|
|                             | <u>3/31/2015</u>      | <u>3/31/2016</u>      | <u>Amount</u>        | <u>Percentage</u> |
| <b>INCOME:</b>              |                       |                       |                      |                   |
| State Aid                   | \$ 4,326,987          | \$ 11,940,684         | \$ 7,613,697         | N/A               |
| Enrollment Fees             | 9,767,648             | 10,559,432            | 791,784              | 8.11              |
| Non-Resident Tuition        | 4,300,260             | 6,000,441             | 1,700,182            | 39.54             |
| Property Tax                | 71,974,788            | 78,754,813            | 6,780,025            | 9.42              |
| Interfund Transfer          | 1,450,000             | 17,400                | (1,432,600)          | (98.80)           |
| Other Income                | 4,264,587             | 3,580,656             | (683,931)            | (16.04)           |
| <b>Total Income</b>         | <b>\$ 96,084,269</b>  | <b>\$ 110,853,426</b> | <b>\$ 14,769,157</b> | <b>15.37</b>      |
| % of Budget                 | 71.35%                | 70.62%                |                      |                   |
| <b>Expenses:</b>            |                       |                       |                      |                   |
| Academic Salaries           | \$ 36,490,364         | \$ 38,186,994         | \$ 1,696,630         | 4.65              |
| Classified Salaries         | 21,263,223            | 22,362,678            | 1,099,456            | 5.17              |
| Administrative Salaries     | 6,591,966             | 6,834,984             | 243,018              | 3.69              |
| Fringe Benefits             | 24,235,977            | 25,617,702            | 1,381,726            | 5.70              |
| Supplies & Materials        | 1,821,556             | 1,617,037             | (204,519)            | (11.23)           |
| Operating Expenses          | 8,807,861             | 7,822,445             | (985,416)            | (11.19)           |
| Capital Outlay              | 77,108                | 72,460                | (4,648)              | (6.03)            |
| Transfer Accounts           | 1,327,451             | 4,366,300             | 3,038,849            | N/A               |
| <b>Bills &amp; Salaries</b> | <b>\$ 100,615,505</b> | <b>\$ 106,880,601</b> | <b>\$ 6,265,096</b>  | <b>6.23</b>       |
| % of Budget                 | 68.43%                | 64.76%                |                      |                   |

Total General Fund Income increased by 15.37% over last year, due to a one-time payment of State Mandated Innovation Fund. Total bills and salaries expenditures increased by 6.23%, due to increases in steps, adjustment in salaries, payments to benefits and transfers of Innovation Fund to other funds.

**OTHER FUNDS:** Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing the same period for 2014-2015 and 2015-2016, are listed below:

| <b>Restricted General and Other Funds</b> |                  |                  |                   |                   |  |
|---|------------------|------------------|-------------------|-------------------|--|
|   | <b>Amount</b>    |                  | <b>Difference</b> |                   |  |
| <b>Summary:</b>                           | <b>3/31/2015</b> | <b>3/31/2016</b> | <b>Amount</b>     | <b>Percentage</b> |  |
| Income                                    | 68,328,955       | 79,690,117       | 11,361,161        | 16.63             |  |
| Bills & Salaries                          | 95,012,715       | 102,770,333      | 7,757,617         | 8.16              |  |
|   |                  |                  |                   |                   |  |

Revenue & expenditures from Other Funds increased by 16.63% and 8.16%, respectively, primarily due to the reimbursement and payment for Bonds redemption from County Treasurer.

**REPORT ON INVESTMENTS:** As of March 31, 2016, the District had a deposit of \$51,341,123 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment, and Money Market Account with local banks. The average yields on LAIF, County Pool, Money Market Account and Oil Well Bond Account with a local bank were 0.46%, 0.87%, 0.90% and 0.05%, respectively. These deposits consisted of the following sources:

| <b>Investment Type</b> | <b>LAIF</b>       | <b>County Pool</b> | <b>Money Market,</b> | <b>Speccial</b>     | <b>Total</b>      |
|------------------------|-------------------|--------------------|----------------------|---------------------|-------------------|
|                        | <b>Investment</b> | <b>Investment</b>  | <b>CD Investment</b> | <b>Deposit Bond</b> | <b>Investment</b> |
| Unrestricted Gen. Fund | \$ 91,407         | 0                  | \$ 39,301,701        | 0                   | \$ 39,393,108     |
| Capital Outlay Fund    | 0                 | 0                  | 0                    | 5,923               | 5,923             |
| Agency Fund            | 54,650            | 10,135,434         | 1,752,009            | 0                   | 11,942,093        |
| Total Investment       | \$ 146,057        | \$ 10,135,434      | \$ 41,053,710        | \$ 5,923            | \$ 51,341,123     |



**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q**  
**VIEW QUARTERLY DATA**

**CHANGE THE PERIOD** ▼

**Fiscal Year: 2015-2016**

**District: (370) SAN MATEO**

**Quarter Ended: (Q3) Mar 31, 2016**

| Line   | Description   | As of June 30 for the fiscal year specified |                    |                    |                     |
|--|---|---|--------------------|--------------------|---------------------|
|  |   | Actual 2012-13                              | Actual 2013-14     | Actual 2014-15     | Projected 2015-2016 |
| <b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b> |   |   |                    |                    |                     |
| A.   | <b>Revenues:</b>  |   |                    |                    |                     |
| A.1  | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 127,520,416                                 | 135,790,198        | 141,694,473        | 156,947,929         |
| A.2  | Other Financing Sources (Object 8900)                         | 4,968,388                                   | 4,553,777          | 2,396,839          | 31,515              |
| A.3  | <b>Total Unrestricted Revenue (A.1 + A.2)</b>                 | <b>132,488,804</b>                          | <b>140,343,975</b> | <b>144,091,312</b> | <b>156,979,444</b>  |
| B.   | <b>Expenditures:</b>  |   |                    |                    |                     |
| B.1  | Unrestricted General Fund Expenditures (Objects 1000-6000)    | 115,718,817                                 | 119,336,708        | 126,732,713        | 149,515,122         |
| B.2  | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)      | 16,667,798                                  | 20,586,908         | 15,294,035         | 4,758,899           |
| B.3  | <b>Total Unrestricted Expenditures (B.1 + B.2)</b>            | <b>132,386,615</b>                          | <b>139,923,616</b> | <b>142,026,748</b> | <b>154,274,021</b>  |
| C.   | <b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>          | <b>102,189</b>                              | <b>420,359</b>     | <b>2,064,564</b>   | <b>2,705,423</b>    |
| D.   | <b>Fund Balance, Beginning</b>                                | <b>19,601,580</b>                           | <b>19,703,769</b>  | <b>20,124,128</b>  | <b>22,188,692</b>   |
| D.1  | Prior Year Adjustments + (-)                                  | 0   | 0                  | 0                  | 0                   |
| D.2  | <b>Adjusted Fund Balance, Beginning (D + D.1)</b>             | <b>19,601,580</b>                           | <b>19,703,769</b>  | <b>20,124,128</b>  | <b>22,188,692</b>   |
| E.   | <b>Fund Balance, Ending (C. + D.2)</b>                        | <b>19,703,769</b>                           | <b>20,124,128</b>  | <b>22,188,692</b>  | <b>24,894,115</b>   |
| F.1  | Percentage of GF Fund Balance to GF Expenditures (E. / B.3)   | 14.9%                                       | 14.4%              | 15.6%              | 16.1%               |

**II. Annualized Attendance FTES:**

|     |  |        |        |        |        |
|-----|--|--------|--------|--------|--------|
| G.1 | <b>Annualized FTES (excluding apprentice and non-resident)</b> | 19,614 | 18,578 | 17,975 | 17,493 |
|-----|--|--------|--------|--------|--------|

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

|     | Description                    | As of the specified quarter ended for each fiscal year |                   |                   |                   |
|-----|--------------------------------|--|-------------------|-------------------|-------------------|
|     |                                | 2012-13  | 2013-14           | 2014-15           | 2015-2016         |
| H.1 | Cash, excluding borrowed funds |  | 24,281,815        | 3,918,804         | 11,653,201        |
| H.2 | Cash, borrowed funds only      |  | 20,000,000        | 18,655,000        | 21,000,000        |
| H.3 | <b>Total Cash (H.1+ H.2)</b>   | <b>37,444,156</b>                                      | <b>44,281,815</b> | <b>22,573,804</b> | <b>32,653,201</b> |

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

| Line                    | Description   | Adopted Budget (Col. 1) | Annual Current Budget (Col. 2) | Year-to-Date Actuals (Col. 3) | Percentage (Col. 3/Col. 2) |
|-------------------------|---|-------------------------|--------------------------------|-------------------------------|----------------------------|
| <b>I. Revenues:</b>     |   |                         |                                |                               |                            |
| I.1                     | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 156,803,422             | 156,947,929                    | 110,823,838                   | 70.6%                      |
| I.2                     | Other Financing Sources (Object 8900)                         | 0                       | 29,599                         | 29,588                        | 100%                       |
| I.3                     | <b>Total Unrestricted Revenue (I.1 + I.2)</b>                 | <b>156,803,422</b>      | <b>156,977,528</b>             | <b>110,853,426</b>            | <b>70.6%</b>               |
| <b>J. Expenditures:</b> |   |                         |                                |                               |                            |
| J.1                     | Unrestricted General Fund Expenditures (Objects 1000-6000)    | 162,636,571             | 160,295,012                    | 102,514,301                   | 64%                        |
| J.2                     | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)      | 2,243,234               | 4,758,899                      | 4,366,300                     | 91.8%                      |
| J.3                     | <b>Total Unrestricted Expenditures (J.1 + J.2)</b>            | <b>164,879,805</b>      | <b>165,053,911</b>             | <b>106,880,601</b>            | <b>64.8%</b>               |
| K.                      | <b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>          | <b>-8,076,383</b>       | <b>-8,076,383</b>              | <b>3,972,825</b>              |                            |
| L.                      | Adjusted Fund Balance, Beginning                              | 22,188,692              | 22,188,692                     | 22,188,692                    |                            |
| L.1                     | <b>Fund Balance, Ending (C. + L.2)</b>                        | <b>14,112,309</b>       | <b>14,112,309</b>              | <b>26,161,517</b>             |                            |
| M.                      | Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)  | 8.6%                    | 8.6%                           |                               |                            |

**V. Has the district settled any employee contracts during this quarter? NO**

**If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

| Contract Period Settled (Specify) | Management | Academic  |           | Classified |
|-----------------------------------|------------|-----------|-----------|------------|
|                                   |            | Permanent | Temporary |            |
|                                   |            |           |           |            |

| YYYY-YY             | Total Cost Increase | % * | Total Cost Increase | % * | Total Cost Increase | % * | Total Cost Increase | % * |
|---------------------|---------------------|-----|---------------------|-----|---------------------|-----|---------------------|-----|
| <b>a. SALARIES:</b> |                     |     |                     |     |                     |     |                     |     |
| Year 1:             |                     |     |                     |     |                     |     |                     |     |
| Year 2:             |                     |     |                     |     |                     |     |                     |     |
| Year 3:             |                     |     |                     |     |                     |     |                     |     |
| <b>b. BENEFITS:</b> |                     |     |                     |     |                     |     |                     |     |
| Year 1:             |                     |     |                     |     |                     |     |                     |     |
| Year 2:             |                     |     |                     |     |                     |     |                     |     |
| Year 3:             |                     |     |                     |     |                     |     |                     |     |

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**  
 This year? **NO**  
 Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**San Mateo County Community College District**  
**DISTRICT CASH FLOW SUMMARY**  
**FOR THE QUARTER ENDING March 31, 2016**

|  | <b>GENERAL<br/>FUND</b> | <b>Payroll<br/>Fund</b> | <b>GENERAL<br/>RESTRICTED<br/>FUND</b> | <b>INSURANCE<br/>&amp; Debt Services<br/>FUND</b> | <b>CAPITAL<br/>OUTLAY<br/>FUND</b> | <b>CHILD CARE<br/>FUND</b> | <b>STUDENT<br/>AID<br/>FUND</b> | <b>POST-<br/>RETIREMENT<br/>RESERVES</b> |
|--|-------------------------|-------------------------|--|---|------------------------------------|----------------------------|---------------------------------|--|
| <b>Beg. Cash Balance in County Treasury</b>    | 3,196,633.73            | 3,403,320.36            | 16,359,694.53                          | 50,193,309.86                                     | 223,097,594.99                     | 28,630.03                  | 185,710.26                      | -  |
| <b>Cash inflow from operations:</b>            |                         |                         |  |   |                                    |                            |                                 |  |
| Year-to-date Income                            | 110,853,425.83          |                         | 20,766,452.10                          | 30,243,139.91                                     | 6,665,569.55                       | 872,779.10                 | 18,068,146.11                   | 3,074,029.83                             |
| Accounts Receivable                            | 6,612,353.96            | (4,670.06)              | (450,509.55)                           | 3,054,651.87                                      | 8,673,630.95                       | (50,543.07)                | (87,457.11)                     | 2,877,806.39                             |
| Advances / Prepaid                             | 30,866.75               | 117,410.35              | 99,947.75                              | 1,175.00  | 659,850.73                         | 247.50                     |                                 |  |
| Cash awaiting for deposit                      | 86,804.12               |                         |  |   |                                    |                            |                                 |  |
| <b>Total Income</b>                            | <b>120,780,084.39</b>   | <b>3,516,060.65</b>     | <b>36,775,584.83</b>                   | <b>83,492,276.64</b>                              | <b>239,096,646.22</b>              | <b>851,113.56</b>          | <b>18,166,399.26</b>            | <b>5,951,836.22</b>                      |
| <b>Cash outflow for operations:</b>            |                         |                         |  |   |                                    |                            |                                 |  |
| Year to date expenditure                       | 106,880,601.08          |                         | 21,429,174.65                          | 38,066,123.61                                     | 14,483,024.00                      | 1,024,464.03               | 18,499,755.14                   | 9,267,791.17                             |
| Deferred Income                                | 7,654,793.89            | -                       | 2,717.59                               | -   | 83,516.00                          | 29,477.00                  | 139,591.00                      | 1,187.64                                 |
| Account Payable                                | 14,315,736.19           | (1,174,728.18)          | (2,165,741.90)                         | 16,403.61   | 4,263,405.48                       | 4,801.56                   | 1,133,327.83                    | 1,563.64                                 |
| <b>Cash Balance From Operations</b>            | <b>(8,071,046.77)</b>   | <b>4,690,788.83</b>     | <b>17,509,434.49</b>                   | <b>45,409,749.42</b>                              | <b>220,266,700.74</b>              | <b>(207,629.03)</b>        | <b>(1,606,274.71)</b>           | <b>(3,318,706.23)</b>                    |
| <b>Other Cash inflow</b>                       |                         |                         |  |   |                                    |                            |                                 |  |
| Medical Flex Plan / Revolv. Fund               | (200.00)                |                         |  | -   |                                    |                            |                                 |  |
| TRANS  | 21,000,000.00           |                         |  |   |                                    |                            |                                 |  |
| Trusts (JPA & 3CBG)                            |                         |                         |  |   |                                    |                            |                                 |  |
| <b>Beg. Investment Balance</b>                 |                         |                         |  |   |                                    |                            |                                 |  |
| LAIF Balance                                   | 89,247.05               |                         |  |   |                                    |                            |                                 | 54,453.70                                |
| County Pool Balance                            | -                       |                         |  |   |                                    |                            |                                 | 6,218,041.60                             |
| Special Bond                                   |                         |                         |  |   | 922.78                             |                            |                                 | -  |
| C.O.P. & Others                                | 36,828,084.92           |                         |  | -   | 5,000.00                           |                            |                                 | 8,988,303.44                             |
| <b>Total Beg. Balance</b>                      | <b>36,917,331.97</b>    |                         |  | <b>-</b>  | <b>5,922.78</b>                    |                            |                                 | <b>15,260,798.74</b>                     |
| <b>Y.T.D. Investment Balance</b>               |                         |                         |  |   |                                    |                            |                                 |  |
| LAIF Balance                                   | 91,407.14               |                         |  |   |                                    |                            |                                 | 54,649.55                                |
| County Pool Balance                            | -                       |                         |  |   |                                    |                            |                                 | 10,135,433.87                            |
| Special Bond                                   |                         |                         |  |   | 922.78                             |                            |                                 | -  |
| C.O.P./Bank CD                                 | 39,301,700.71           |                         |  | -   | 5,000.00                           |                            |                                 | 1,752,009.09                             |
| Y.T.D. Balance                                 | 39,393,107.85           |                         |  | -   | 5,922.78                           |                            |                                 | 11,942,092.51                            |
| Net Cash changes from Investment               | (2,475,775.88)          |                         |  | -   | -                                  |                            |                                 | 3,318,706.23                             |
| Net changes from unrealized gain / (loss)      | -                       |                         |  | -   |                                    |                            |                                 |  |
| Cash Balance in County Treasury                | 10,452,977.35           | 4,690,788.83            | 17,509,434.49                          | 45,409,749.42                                     | 220,266,700.74                     | (207,629.03)               | (1,606,274.71)                  | (0.00)                                   |
| <b>Net Cash (Excluding TRANS &amp; Trusts)</b> | <b>(10,547,022.65)</b>  | <b>4,690,788.83</b>     | <b>17,509,434.49</b>                   | <b>45,409,749.42</b>                              | <b>220,266,700.74</b>              | <b>(207,629.03)</b>        | <b>(1,606,274.71)</b>           | <b>(0.00)</b>                            |

**BOARD REPORT NO. 16-6-4C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869  
Tom Bauer, Vice Chancellor, Auxiliary Services, 358-6782

**THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2015-16**

The following report covers the period July 1, 2015 through March 31, 2016 for Associated Student Bodies, Bookstores, Cafeterias, San Mateo Athletic Club and the Community, Continuing & Corporate Education.

**ASSOCIATED STUDENTS**

The following report covers the period July 1, 2015 through March 31, 2016 for the Associated Student Bodies.

Total income and expenditures for the Associated Student Body (ASB) at each College for the third quarter of 2015-16 are listed below:

| <b>Associated Students Income</b> | <b>2015-16</b> | <b>2014-15</b> | <b>\$ Change</b> | <b>%Change</b> |
|-----------------------------------|----------------|----------------|------------------|----------------|
| Cañada College ASB                | \$ 64,380      | \$ 68,594      | \$ (4,214)       | -6.1%          |
| College of San Mateo ASB          | \$ 97,850      | \$ 97,418      | \$ 432           | 0.4%           |
| Skyline College ASB               | \$ 95,313      | \$ 104,505     | \$ (9,192)       | -8.8%          |

| <b>Associated Students Expenditures</b> | <b>2015-16</b> | <b>2014-15</b> | <b>\$ Change</b> | <b>%Change</b> |
|---|----------------|----------------|------------------|----------------|
| Cañada College ASB                      | \$ 56,012      | \$ 45,327      | \$ 10,685        | 23.6%          |
| College of San Mateo ASB                | \$ 111,832     | \$ 93,058      | \$ 18,774        | 20.2%          |
| Skyline College ASB                     | \$ 131,306     | \$ 97,393      | \$ 33,913        | 34.8%          |

Activity card sales are the major source of income for the Associated Students. Sales at all three Colleges have decreased compared to same period in 2015 due to an overall drop in enrollment.

In overall income, Skyline posted the largest decrease of 8.8%, followed by Cañada College which decreased by 6.1%. CSM had a slight increase of 0.4%.

At CSM the large decrease in Net Income is due primarily to the increase in conference, ethnic cultural affairs and publicity expenses and the increase in the vending income transfer to VP Trust account of 24.26%. The biggest increase in conference expenditure is for the USSA Conference in Washington DC in March 2016. Ethnic cultural affairs expense included increased activities of the Cultural Awareness Board. The Board continued to organize a variety of events in partnership with the International Students Group, MANA (transfer and support program that focuses on improving communication skills needed for success in college) and Umoja (Swahili word meaning unity).

Publicity expenses also increased due to a number of events and activities organized by the Associated Students of College of San Mateo.

At Skyline College, the drop in Net Income is a result of reduced Student Body Card income by 11.2% in addition to a total increase in expenses of 34.82%. Increase in expenditure is mainly due to the College Assistance Program which consists of more funding requests, more attendees at conferences and increase in publicity expenses.

At Cañada College, the overall expenditures have increased by 23.57% compared to last year. The board also organized a variety of events in the third quarter including a three-day ASCC Leadership Retreat in January and an ASB National conference in February.

Interest Income – The main source of interest income is from the County Investment Pool, where the rate of return varied between 0.7% and 0.99% during the period. There have been no significant changes in interest income received compared to that of last year.

Expenditures of the ASBs include normal operating expenses (office supplies, activity card, student assistant salaries and other miscellaneous expenses) as well as student programs, scholarships and club assistance supporting campus life.

Below is a comparison of the second quarter Net Income from ASB Operations:

| <b>Associated Students Net Income</b> | <b>2015-16</b> | <b>2014-15</b> | <b>\$ Change</b> | <b>%Change</b> |
|---------------------------------------|----------------|----------------|------------------|----------------|
| Cañada College ASB                    | \$ 8,368       | \$ 23,267      | \$ (14,899)      | -64.0%         |
| College of San Mateo ASB              | \$ (13,981)    | \$ 4,361       | \$ (18,342)      | -420.6%        |
| Skyline College ASB                   | \$ (35,993)    | \$ 7,113       | \$ (43,106)      | -606.0%        |

## **BOOKSTORES**

The following data reflects Bookstore operations for the first nine months of the fiscal year beginning July 1, 2015 through March 31, 2016. It includes a small portion of summer 2015, as well as fall 2015 and spring 2016 semester sales. The District Bookstores and Cafeterias are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used in any way to subsidize District enterprises.

| <b>Bookstore Sales</b>    | <b>2015-16</b>      | <b>2014-15</b>      | <b>\$ Change</b>    | <b>% Change</b> |
|---------------------------|---------------------|---------------------|---------------------|-----------------|
| Regular Merchandise Sales | \$ 4,918,246        | \$ 5,131,302        | \$ (213,057)        | -4.2%           |
| Computer Products Sales   | \$ 109,337          | \$ 102,987          | \$ 6,351            | 6.2%            |
| Total Merchandise Sales   | \$ 5,027,583        | \$ 5,234,289        | \$ (206,706)        | -3.9%           |
| Textbook Rental Income    | \$ 468,988          | \$ 469,164          | \$ (175)            | 0.0%            |
| Production Service Income | \$ 311,900          | \$ 256,506          | \$ 55,394           | 21.6%           |
| <b>Total Sales</b>        | <b>\$ 5,808,472</b> | <b>\$ 5,959,959</b> | <b>\$ (151,487)</b> | <b>-2.5%</b>    |

Regular merchandise sales have decreased 4.2% this year compared to last year as textbook sales continue to decline. Textbook sales are down over last year due to a number of factors including the decline in enrollment and faculty choosing to use materials other than textbooks in the classroom. Textbook rentals are not represented as sales and, therefore, the more textbooks we rent, the fewer textbooks we sell. In fact, we are realizing the gross margin we would make on the sale of a new book on the rental of any

book. Textbook rental fee revenue was flat this year over last year as the program has matured at all three Colleges. To further grow the program, additional investment will be needed. However, it is important to understand as more and more faculty choose options other than the traditional textbook for use in the classroom, textbook sales and rentals will continue to decrease.

Although textbook sales continue to decline, textbook rentals at all three campuses help students achieve considerable savings. Through March 2016, the textbooks rented represent a savings to students of **\$1,406,964** if the students had to purchase the same textbooks new. The textbook rental program has clearly benefitted students by providing access to course materials in an affordable manner. Since fall 2005, the textbook rental program has saved students in the District millions of dollars in course materials costs. This is an incredible achievement and has no rival in the California Community College system. The program began with 35 individual titles and has grown to more than 1,500 titles. Many of these textbooks have been purchased through a series of grants and donated funds as well as from the Bookstores' capital reserve. The generous financial and operational commitments from the Colleges certainly made a major impact on the program this academic year.

Comparative figures are shown below:

| <b>Bookstore Recap</b>                   | <b>2015-16</b>   | <b>2014-15</b>   | <b>\$ Change</b> | <b>%Change</b> |
|--|------------------|------------------|------------------|----------------|
| <b>Operations</b>                        |                  |                  |                  |                |
| Merchandise Sales                        | 5,027,583        | 5,234,289        | (206,706)        | -3.9%          |
| Textbook Rental Income                   | 468,988          | 469,164          | (175)            | 0.0%           |
| Production Service Income                | 311,900          | 256,506          | 55,394           | 21.6%          |
| Cost of Goods Sold                       | 3,182,073        | 3,280,008        | (97,935)         | -3.0%          |
| <b>Gross Profit from Operations</b>      | <b>2,626,399</b> | <b>2,679,951</b> | <b>(53,553)</b>  | <b>-2.0%</b>   |
| Total Operating Expenses                 | 2,353,254        | 2,210,273        | 142,981          | 6.5%           |
| <b>Net Income/(Loss) from Operations</b> | <b>273,145</b>   | <b>469,678</b>   | <b>(196,533)</b> | <b>-41.8%</b>  |
| Interest and Other Income                | 168,007          | 177,053          | (9,046)          | -5.1%          |
| <b>Net Income Before Other Expenses</b>  | <b>441,152</b>   | <b>646,731</b>   | <b>(205,580)</b> | <b>-31.8%</b>  |
| <b>District Support</b>                  |                  |                  |                  |                |
| Contract Income Received                 | 56,507           | 69,397           | (12,890)         | -18.6%         |
| District Admin Salary & Benefits         | 51,983           | 48,836           | 3,147            | 6.4%           |
| Other Expenses                           | 57,766           | 58,439           | (673)            | -1.2%          |
| <b>Net Change in Fund Balance</b>        | <b>387,910</b>   | <b>608,854</b>   | <b>(220,944)</b> | <b>-36.3%</b>  |

Cost of goods sold decreased this year due to the decline in textbook sales as well as the outstanding inventory control resulting in an inventory loss of less than 1% recorded after our physical inventory in October. Total direct operating expenses increased modestly by 6.5% over this same period last year impacted mainly by salary and benefit increases. All other expense categories with the exception of software and hardware maintenance are in line with last year. The receipt of a contractually required payment from Pepsi as part of our contract is recognized as a donation received in the amount of \$56,507. This money is used to support college programs this academic year as well as fund additional titles added to the textbook rental program.

The added competition from numerous outside organizations, particularly of textbook sales, adds pressure on the Bookstores' overall financial performance. All District Auxiliary and Commercial Operations are dependent on a strong, stable enrollment for continued success. The addition of the coffee concessions as well as the addition of the copy centers at both CSM and Skyline College is an example of the proactive measures we have taken to insure the financial stability of the Bookstore operations in these uncertain

economic times. We will continue our commitment to focus on all efforts to improve service, offer more used textbooks, continue to grow the rental program, further integrate digital textbooks at all three Colleges, increase the amount of custom and institutionally adopted textbooks Districtwide and further maximize the interest and other income potential of all the campus Bookstores. In so doing, we will remain well positioned for future growth as we serve the students of the San Mateo County Community College District.

### **CAFETERIAS**

Beverage, Snack and Food Service Vendors –

- The District's beverage vending service partner is Pepsi Bottling Group. The contract was awarded effective July 1, 2012, ending on June 30, 2017.
- The District's snack vending partner is Canteen. The contract was awarded on July 1, 2012, ending on June 30, 2017
- The District's food service partner is Pacific Dining Services. The contract was awarded on July 1, 2012 ending on June 30, 2015 with an option for two one-year renewals thereafter. We are in the first one year renewal option.

Third quarter comparisons are noted below:

| <b>Cafeteria Recap</b>            | <b>2015-16</b>    | <b>2014-15</b>    | <b>\$ Change</b>   | <b>%Change</b> |
|-----------------------------------|-------------------|-------------------|--------------------|----------------|
| <b>Revenues</b>                   |                   |                   |                    |                |
| Food Service Income               | \$ 146,134        | \$ 131,561        | \$ 14,573          | 11.1%          |
| Vending Income                    | 51,915            | 43,328            | 8,587              | 19.8%          |
| Interest Income                   | 2,400             | 2,851             | (451)              | -15.8%         |
| Event Rental                      | 58,097            | 59,869            | (1,773)            | -3.0%          |
| <b>Total Revenues</b>             | <b>\$ 258,546</b> | <b>\$ 237,609</b> | <b>\$ 20,937</b>   | <b>8.8%</b>    |
| <b>Expenditures</b>               | <b>\$ 157,516</b> | <b>\$ 133,369</b> | <b>\$ 24,147</b>   | <b>18.1%</b>   |
| <b>Prior Year Adjustment</b>      | <b>\$ -</b>       | <b>\$ 15,761</b>  | <b>\$ (15,761)</b> | <b>-100.0%</b> |
| <b>Net Change in Fund Balance</b> | <b>\$ 101,030</b> | <b>\$ 88,479</b>  | <b>\$ 12,551</b>   | <b>14.2%</b>   |

| <b>FOOD SERVICE INCOME</b>       | <b>2015-16</b> | <b>2014-15</b> | <b>\$ Change</b> | <b>% Change</b> |
|----------------------------------|----------------|----------------|------------------|-----------------|
| <b>PACIFIC DINING</b>            |                |                |                  |                 |
| Skyline                          | 41,618         | 37,983         | 3,636            | 9.6%            |
| Cañada                           | 28,150         | 29,578         | -1,428           | -4.8%           |
| CSM                              | 59,942         | 53,154         | 6,788            | 12.8%           |
| Le Bulldog                       | 16,424         | 10,846         | 5,578            | 51.4%           |
| <b>Total Food Service Income</b> | <b>146,134</b> | <b>131,561</b> | <b>14,573</b>    | <b>11.1%</b>    |

Compared to the third quarter 14-15, food service income has increased substantially by 11.1%. This is striking because enrollment is lower this year over last year yet we are selling more food to students than ever. Vending income has increased significantly by 19.8% compared to last year. Overall expenditures have increased significantly this year by 18.1% due to significant increases in repairs and maintenance. Our equipment at Skyline and Cañada is aging and in need of more repairs. There will be an additional increase in expenses in the fourth quarter as our yearly inspection and maintenance on most equipment will take place. All other expenses related to the repair and maintenance of equipment at the three College dining locations is in line with where they were last year. Event rental income has decreased slightly by 3.0%. Several of the events we hosted this year were for district partners and involved lower rental fees and some were done with no rental fees at all. Event rental fees are poured back into the facility for continued upgrade, upkeep and enhanced maintenance allowing us to maintain the facility at a superior level.

Income from food service and vending contracts enables the District to provide food and beverage services to the students. In addition, all of the commission dollars from the Pepsi and Canteen vending machines located throughout the District is returned directly to each College's Associated Student Body for use with approved student related activities. These combined resources, along with interest income, also provide a stable Cafeteria fund not requiring support from the general fund. As part of the Enterprise Fund, the cafeteria and vending operations are fully self-supporting. No General Fund dollars go to support any Enterprise operation. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts.

### **SAN MATEO ATHLETIC CLUB**

The addition of the Health and Wellness Building at College of San Mateo has afforded the District a number of educational and financial opportunities to serve the community. As a multi-use facility, it provides classrooms and labs for career and technical programs including nursing, dental assisting, cosmetology, health fitness offering credit classes, non-credit classes, community education and adaptive fitness.

Operating as an enterprise through Auxiliary Services, the San Mateo Athletic Club is a self-sustaining community-centered, fee-based operation offering numerous service options to the San Mateo campus community and the community-at-large. The concept of a multi-use space enables the District to maximize the use of facility resources and consequently create a revenue stream that will supplement the College budgetary needs, including equipment maintenance and replacement, and has gained the attention of other community colleges up and down the State. The San Mateo Athletic Club provides our community broader access to the College of San Mateo and demonstrates in a very real way that the District is a community-based organization serving a wide spectrum of educational and training opportunities.

Third quarter comparisons are noted below:



| <b>San Mateo Athletic Club and Aquatic Center</b>                         | <b>2015-16</b>      | <b>2014-15</b>      | <b>\$ Change</b>     | <b>%Change</b> |
|---|---------------------|---------------------|----------------------|----------------|
| <b>Operating Revenues</b>   |                     |                     |                      |                |
| Registration & Membership   | \$ 2,457,009        | \$ 2,296,069        | \$ 160,940           | 7.0%           |
| Personal Training   | 273,905             | 229,873             | 44,032               | 19.2%          |
| Aquatics  | 556,750             | 541,604             | 15,146               | 2.8%           |
| Parking   | 61,408              | 59,872              | 1,536                | 2.6%           |
| Group Exercise  | 78,982              | 44,148              | 34,834               | 78.9%          |
| Retail  | 19,631              | 14,355              | 5,276                | 36.8%          |
| Other Income  | 11,991              | 17,355              | ( 5,364 )            | -30.9%         |
| <b>Total Operating Revenue</b>  | <b>\$ 3,459,676</b> | <b>\$ 3,203,276</b> | <b>\$ 256,400</b>    | <b>8.0%</b>    |
| <b>Operating Expenses</b>   | <b>\$ 2,458,068</b> | <b>\$ 2,209,027</b> | <b>\$ 249,041</b>    | <b>11.3%</b>   |
| <b>Net Operating Income/(Loss), prior to District and College Support</b> | <b>\$ 1,001,608</b> | <b>\$ 994,249</b>   | <b>\$ 7,359</b>      | <b>0.7%</b>    |
| <b>District Support</b>   |                     |                     |                      |                |
| <b>District Support Income</b>  |                     |                     |                      |                |
| Interest Income on Investments  | 28,095              | 34,186              | ( 6,091 )            | -17.8%         |
| Operating Exp. charge back to District                                    | 75,000              | 75,000              | -                    | 0.0%           |
| <b>Total District Support Income</b>                                      | <b>103,095</b>      | <b>109,186</b>      | <b>( 6,091 )</b>     | <b>-5.6%</b>   |
| <b>District Support Expense</b>   |                     |                     |                      |                |
| District Admin Salaries & Benefits  | 204,719             | 168,225             | 36,494               | 21.7%          |
| Equipment Use Fee & Depreciation  | 18,959              | 9,000               | 9,959                | 110.7%         |
| Miscellaneous Expenses  | 9,915               | 29,008              | ( 19,093 )           | -65.8%         |
| Pool Maintenance  | 13,835              | 19,730              | ( 5,895 )            | -29.9%         |
| <b>Total District Support Expense</b>                                     | <b>247,428</b>      | <b>225,963</b>      | <b>21,465</b>        | <b>9.5%</b>    |
| <b>Net Income/(Loss) after District Support, prior to College Support</b> | <b>\$ 857,275</b>   | <b>\$ 877,472</b>   | <b>\$ ( 20,197 )</b> | <b>-2.3%</b>   |
| <b>College Support Expense</b>  |                     |                     |                      |                |
| Operating Expense charge back waived                                      | \$ 75,000           | \$ 75,000           | \$ -                 | 0.0%           |
| Donation to College   | \$ 30,000           | \$ 31,000           | \$ ( 1,000 )         | -3.2%          |
| <b>Total College Support Expense</b>                                      | <b>\$ 105,000</b>   | <b>\$ 106,000</b>   | <b>\$ ( 1,000 )</b>  | <b>-0.9%</b>   |
| <b>Net Income/(Loss) after District &amp; College Support</b>             | <b>\$ 752,275</b>   | <b>\$ 771,472</b>   | <b>\$ ( 19,197 )</b> | <b>-2.5%</b>   |

The financial performance of SMAC continues to be strong this year after five full years of operation and as we approach the end of our sixth year. Total operating revenue has exceeded expectations and is 8.0% or \$256,400 ahead of last year for a total of \$3,459,676. Our net operating income after the allocation of all direct and indirect expenses is actually slightly down over last year. One of the many benefits of this enterprise is that we are in a position to replace equipment that is aging or replace equipment with equipment outfitted with superior technology with enterprise funds. Prior to creating SMAC, equipment used by students in the Kinesiology/PE academic program was used far in excess of its useful life due to limited resources for equipment replacement. The District has begun replacing aging equipment this year and has added new treadmills, spin bikes and other equipment that is used and enjoyed by students and members alike. Net operating income for the operation itself is above last year by 0.7% or \$1,001,608 before the allocation of District salaries, other expenses and campus support.

As a “mature” club, we will not be able to continue growing at the same explosive rate we had been due to the size of our facility and some scheduling limitations but we will continue to maximize our

membership. In addition, we will continue to explore new partnerships and offer more continuing education programs and certification classes to add to the workforce development part of our mission.

We are very proud of the accomplishments made at SMAC in such a short period of time. We continue to exceed expectations on all levels and will always strive to be the best facility in the Bay Area which offers not only a place to work out, but also a place to teach, learn and develop habits, knowledge, skills and abilities that will benefit all those we serve for a lifetime.

### **COMMUNITY CONTINUING CORPORATE EDUCATION**

Formerly known as Community Education, CCCE was renamed and brought into the Auxiliary Services fold in December of 2014 with the intent to restore and transform it into a financially self-sustaining powerhouse of programs and initiatives creating an impact for San Mateo County residents, families, businesses, nonprofits and governmental agencies, as well as for international students seeking increased educational opportunities within the San Mateo County Community College District.

Below represents the financial performance of CCCE through March 2016:

| <b>Community Continuing Corporate Education</b> | <b>2015-16</b>    | <b>2014-15</b>    | <b>\$ Change</b>  | <b>% Change</b> |
|---|-------------------|-------------------|-------------------|-----------------|
| <b>Revenues</b>                                 | \$ 739,568        | \$ 481,486        | \$ 258,082        | 53.6%           |
| <b>Expenditures</b>                             |                   |                   |                   |                 |
| <b>Salaries and Benefits</b>                    | \$ 368,473        | \$ 253,766        | \$ 114,708        | 45.2%           |
| <b>Other Operating Expenses</b>                 | 279,281           | \$ 205,247        | 74,034            | 36.1%           |
| <b>Total Expenses</b>                           | \$ <b>647,754</b> | \$ <b>459,013</b> | \$ <b>188,742</b> | 41.1%           |
| <b>Net Change in Fund Balance</b>               | \$ <b>91,814</b>  | \$ <b>22,474</b>  | \$ <b>69,341</b>  | 308.5%          |

After engineering a fiscal recovery for FY15, Community, Continuing and Corporate Education entered the investment phase of a multi-year growth curve in FY 2016, which is projected to yield over a million dollars in new revenues by FY18. CCCE anticipates continuation of this investment phase in FY16 through this third quarter, with anticipated revenue growth from new programs projected to increase by the fourth quarter, resulting in an increase in year-end net revenues. These investments of time, energy and human capital are primarily focused around the development of an all-new children's summer camp, called the Bay Area Pathways Academy (BAPA), and the simultaneous creation of the Silicon Valley Intensive English Program (SVIEP) at Cañada and Skyline Colleges. Other major initiatives include development of both Corporate and International Education initiatives involving customized training for both local and international organizations.

BAPA registration is off to a great start and we are on our way to achieving our goal of serving 300 students whose families can afford to pay for the program and an additional 100 foster youth and students from underserved communities in our service areas.

We were very excited to receive approval from the federal government to begin enrolling students in the SVIEP. The program is designed for students who do not meet the English language proficiency requirements in order to be admitted as international students at the college. Ordinarily, these students would be referred to an external language school partner in order to improve their language skills before they could apply to one of our colleges through the International Students Program. With the establishment of SVIEP, students who successfully complete the noncredit program through SVIEP will be guaranteed admission to one of our three colleges and will be able to take the placement exams to determine placement into ESL or English courses. Thus, they will transition from the non-credit SVIEP program to credit bearing courses as international students which will enable them to pursue degree and transfer programs.

**PERSISTENCE: PATHWAY TO COMPLETION**

**OVERVIEW**

The Colleges of the San Mateo County Community College District (SMCCCD): Canada, College of San Mateo (CSM), and Skyline College are working in collaboration with local high school districts through an innovative and comprehensive approach to increase student persistence and ensure that students can reach their educational goals. Utilizing an innovative and comprehensive approach, addressing student persistence rates will directly and positively impact SMCCCD’s strategic goals by establishing pathways to student success and at the same time, address barriers commonly faced by our students.

Student persistence is defined as the rate at which students persist to the subsequent semester. According to the Community College Research Center, student persistence and completion rates at community colleges are low, particularly among low-income students, students of color, and first-generation students. SMCCCD Colleges are focused on strengthening educational offerings, interventions, and support programs to increase student access and success (District Strategic Goal #1; DSG1). Activities are designed to address issues of equity as well as success by addressing the barriers faced by historically disadvantaged and underrepresented students in the San Mateo County community. By providing financial literacy and support, enhanced student services, and a structured support environment, students will be more successful in their first semester and persist at higher rates.

By expanding relationships with local school districts to create seamless pathways from high school, and by guaranteeing pathways through Cañada, CSM and Skyline on to four-year institutions, the pathway to persistence is designed to increase the higher education attainment of San Mateo County (District Strategic Plan Goal 2). Expanded program delivery options combined with an intense focus on professional development for faculty entrusted to deliver on our educational programs ensures both high quality learning and success for our students (District Strategic Plan Goal 3).

| <b>SMCCCD District-Wide Fall to Spring Persistence</b> |                          |                         |                                  |
|--|--------------------------|-------------------------|----------------------------------|
|  | <b>Enrollment Status</b> | <b>Persistence Rate</b> | <b>Percent of Total Students</b> |
| <b>Fall 2013 to Spring 2014</b><br><br>(n=22,820)      | Full-time (12 + units)   | 87.5%                   | 31.8%                            |
|  | Part Time (6-11.5 units) | 73.4%                   | 34.2%                            |
|  | Part-Time (.5-5.5 units) | 48.8%                   | 33.9%                            |
| <hr/>  |                          |                         |                                  |
| <b>Fall 2014 to Spring 2015</b><br><br>(n=22,820)      | Full-time (12 + units)   | 87.9%                   | 32.0%                            |
|  | Part Time (6-11.5 units) | 72.4%                   | 35.8%                            |
|  | Part-Time (.5-5.5 units) | 48.0%                   | 32.2%                            |

**PERSISTENCE AND SUCCESS:**

Each fall semester students enroll at a campus in the SMCCCD for the first-time. They may be fresh out of high school, returning students, or looking to finish their educational goal started elsewhere. By the following spring semester, many of them will not return, which is a fall to spring persistence rate less than 35 percent for SMCCCD College students. The single largest factor that determines students’ persistence is whether they were enrolled full-time or part-time. The reasons behind less-than-full-time enrollment, however, are many and varied and addressing them requires a comprehensive approach. For many college

students, the primary factor is financial, but that is related to several other barriers, from inadequate preparation for college level work to a lack of clear and guaranteed pathways to success.

**CAÑADA STUDENT OUTCOME METRICS**  
**1992/93 – 2014/15**

| <u>Academic Year</u> | <u>Enrollment Count</u> | <u>Success Count</u> | <u>Success Rate</u> |
|----------------------|-------------------------|----------------------|---------------------|
| 1992-1993            | 34,554                  | 26,133               | 75.6%               |
| 1993-1994            | 31,857                  | 24,578               | 77.2%               |
| 1994-1995            | 32,013                  | 23,586               | 73.7%               |
| 1995-1996            | 31,854                  | 23,422               | 73.5%               |
| 1996-1997            | 31,528                  | 23,541               | 74.7%               |
| 1997-1998            | 30,749                  | 22,721               | 73.9%               |
| 1998-1999            | 31,136                  | 22,258               | 71.5%               |
| 1999-2000            | 31,845                  | 22,158               | 69.6%               |
| 2000-2001            | 30,932                  | 21,181               | 68.5%               |
| 2001-2002            | 35,374                  | 23,045               | 65.1%               |
| 2002-2003            | 35,858                  | 25,136               | 70.1%               |
| 2003-2004            | 28,740                  | 20,603               | 71.7%               |
| 2004-2005            | 31,186                  | 21,893               | 70.2%               |
| 2005-2006            | 32,074                  | 21,573               | 67.3%               |
| 2006-2007            | 31,457                  | 22,114               | 70.3%               |
| 2007-2008            | 32,772                  | 22,862               | 69.8%               |
| 2008-2009            | 35,087                  | 23,987               | 68.4%               |
| 2009-2010            | 38,300                  | 25,948               | 67.7%               |
| 2010-2011            | 34,895                  | 24,167               | 69.3%               |
| 2011-2012            | 35,596                  | 25,103               | 70.5%               |
| 2012-2013            | 35,657                  | 24,965               | 70.0%               |
| 2013-2014            | 34,632                  | 24,142               | 69.7%               |
| 2014-2015            | 33,280                  | 23,422               | 70.4%               |
| <b>Grand Total</b>   | <b>761,376</b>          | <b>538,538</b>       | <b>70.7%</b>        |

Academic year = Summer + Fall + Spring; 23 academic years tracked.

**COLLEGE OF SAN MATEO STUDENT OUTCOME METRICS  
1992/93 – 2014/15**

| <u>Academic<br/>Year</u> | <u>Enrollment<br/>Count</u> | <u>Success<br/>Count</u> | <u>Success Rate</u> |
|--------------------------|-----------------------------|--------------------------|---------------------|
| 1992-1993                | 79,035                      | 55,848                   | 70.7%               |
| 1993-1994                | 72,702                      | 52,690                   | 72.5%               |
| 1994-1995                | 68,425                      | 48,664                   | 71.1%               |
| 1995-1996                | 66,576                      | 46,788                   | 70.3%               |
| 1996-1997                | 64,915                      | 45,809                   | 70.6%               |
| 1997-1998                | 66,660                      | 45,832                   | 68.8%               |
| 1998-1999                | 70,043                      | 47,916                   | 68.4%               |
| 1999-2000                | 69,398                      | 47,393                   | 68.3%               |
| 2000-2001                | 65,434                      | 44,602                   | 68.2%               |
| 2001-2002                | 66,726                      | 46,595                   | 69.8%               |
| 2002-2003                | 71,879                      | 51,059                   | 71.0%               |
| 2003-2004                | 69,706                      | 49,050                   | 70.4%               |
| 2004-2005                | 64,388                      | 44,398                   | 69.0%               |
| 2005-2006                | 62,870                      | 43,645                   | 69.4%               |
| 2006-2007                | 61,080                      | 42,773                   | 70.0%               |
| 2007-2008                | 63,079                      | 44,113                   | 69.9%               |
| 2008-2009                | 63,736                      | 44,636                   | 70.0%               |
| 2009-2010                | 66,446                      | 46,215                   | 69.6%               |
| 2010-2011                | 59,167                      | 42,148                   | 71.2%               |
| 2011-2012                | 56,906                      | 41,221                   | 72.4%               |
| 2012-2013                | 55,173                      | 39,422                   | 71.5%               |
| 2013-2014                | 54,714                      | 39,121                   | 71.5%               |
| 2014-2015                | 51,859                      | 37,248                   | 71.8%               |
| <b>Grand Total</b>       | 1,490,917                   | 1,047,186                | 70.2%               |

**SKYLINE STUDENT OUTCOME METRICS  
1992/93 – 2014/15**

| <b>Academic Year</b> | <b><u>Enrollment</u><br/>Count</b> | <b><u>Success</u><br/>Count</b> | <b><u>Success Rate</u></b> |
|----------------------|------------------------------------|---------------------------------|----------------------------|
| 1992-1993            | 46,307                             | 32,418                          | 70.0%                      |
| 1993-1994            | 44,525                             | 31,801                          | 71.4%                      |
| 1994-1995            | 44,583                             | 31,078                          | 69.7%                      |
| 1995-1996            | 44,216                             | 30,710                          | 69.5%                      |
| 1996-1997            | 43,295                             | 30,274                          | 69.9%                      |
| 1997-1998            | 47,016                             | 32,266                          | 68.6%                      |
| 1998-1999            | 48,721                             | 33,064                          | 67.9%                      |
| 1999-2000            | 50,434                             | 34,523                          | 68.5%                      |
| 2000-2001            | 50,214                             | 35,545                          | 70.8%                      |
| 2001-2002            | 53,012                             | 37,381                          | 70.5%                      |
| 2002-2003            | 57,848                             | 40,910                          | 70.7%                      |
| 2003-2004            | 50,280                             | 34,667                          | 68.9%                      |
| 2004-2005            | 49,073                             | 33,572                          | 68.4%                      |
| 2005-2006            | 49,335                             | 32,389                          | 65.7%                      |
| 2006-2007            | 49,213                             | 33,444                          | 68.0%                      |
| 2007-2008            | 53,655                             | 36,105                          | 67.3%                      |
| 2008-2009            | 59,169                             | 40,271                          | 68.1%                      |
| 2009-2010            | 64,191                             | 44,896                          | 69.9%                      |
| 2010-2011            | 60,044                             | 42,107                          | 70.1%                      |
| 2011-2012            | 59,991                             | 42,945                          | 71.6%                      |
| 2012-2013            | 57,861                             | 41,549                          | 71.8%                      |
| 2013-2014            | 58,482                             | 41,516                          | 71.0%                      |
| 2014-2015            | 57,052                             | 40,661                          | 71.3%                      |
| <b>Grand Total</b>   | <b>1,198,517</b>                   | <b>834,092</b>                  | <b>69.6%</b>               |

The Colleges of SMCCCD are all taking steps to address the challenging issue of persistence along three very distinct pathways. At the June 22<sup>nd</sup> meeting, the college presidents will provide you with a brief overview of the programs/strategies they are implementing to address persistence and completion.

**BOARD REPORT NO. 16-6-6C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790  
Jamillah Moore; Interim Vice Chancellor, Educational Services and Planning;  
358-6890

**INSTITUTIONAL EFFECTIVENESS GOALS**

The state established the Institutional Effectiveness Partnership Initiative (IEPI) as part of the 2014/15 budget. Part of that law requires that colleges adopt the Institutional Effectiveness Framework and set goals, both college and district, as a condition of receiving Student Success and Support Program funds. 2015-16 is the second year that the colleges have been required to do this. Each of the colleges adopted the IEPI framework through their participatory governance processes and set goals for successful course completion rate and accreditation status. In addition, each college must select at least one other goal. They also adopted the District goals for audit findings and fund balance. Each of the colleges has posted this information on the college website. The adopted goals are attached as Exhibit A (Cañada College), Exhibit B (College of San Mateo), and Exhibit C (Skyline College).

In future years, we anticipate additional goals will be added by the state. This is an information item, as the state does not require that districts approve college goals.

California Community Colleges Chancellor's Office  
**INSTITUTIONAL EFFECTIVENESS**

**Indicator Rates - San Mateo CCD**

[PRINT CERTIFICATION PAGE](#)

**District Contact Information**

|               |                      |
|---------------|----------------------|
| Contact Name  | Kathy Blackwood      |
| Contact Phone | 650-358-6869         |
| Contact EMail | blackwoodk@smccd.edu |

**District Fiscal Viability Indicators**

**1. Fund Balance (Required)**

Ending unrestricted general fund balance as a percentage of total expenditures

| Historical Rates |           |           |           |           | Goals   |                             |
|------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 18.1             | 17.1      | 14.9      | 14.4      | 15.6      | 15.0%   | 15.0%                       |

**2. Salary and Benefits (Optional)**

Salaries and benefits as a percentage of unrestricted general fund expenditures, excluding other outgoing expenditures

| Historical Rates |           |           |           |           | Goals   |                             |
|------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 88.1             | 87.0      | 88.1      | 87.6      | 90.1      |   |                             |

**3. Annual Operating Excess/(Deficiency) (Optional)**

Net increase or decrease in general fund balance

| Historical Values |             |           |           |           | Goals   |                             |
|-------------------|-------------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011         | 2011-2012   | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 4,647,751         | (1,024,051) | 102,189   | 420,359   | 2,064,564 | \$  | \$                          |

**4. Cash Balance (Optional)**

Unrestricted and restricted general fund cash balance, excluding investments

| Historical Values |            |            |            |            | Goals   |                             |
|-------------------|------------|------------|------------|------------|---|-----------------------------|
| 2010-2011         | 2011-2012  | 2012-2013  | 2013-2014  | 2014-2015  | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 22,369,735        | 33,968,233 | 34,485,892 | 26,729,654 | 22,959,649 | \$  | \$                          |

**District Programmatic Compliance with State and Federal Guidelines Indicators**

**5. Audit Findings - Audit Opinion Financial Statement (Required)**

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

| Historical Value | Goals   |                             |
|------------------|---|-----------------------------|
| 2014-2015        | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| Yes              | Yes ▾   | Yes ▾                       |

**6. Audit Findings - State Compliance (Required)**

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified'



independent audit opinion (minimal or no material weaknesses or significant deficiencies)

| Historical Value | Goals   |                          |
|------------------|---|--------------------------|
| 2014-2015        | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| Yes              | Yes ▾   | Yes ▾                    |

**7. Audit Findings - Federal Award/Compliance (Required)**

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

| Historical Value | Goals   |                          |
|------------------|---|--------------------------|
| 2014-2015        | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| Yes              | Yes ▾   | Yes ▾                    |

**College Indicators for**

**College Student Performance and Outcomes**

**8. Completion Rate (Scorecard) - College Prepared (Optional)**

Percentage of degree, certificate, and/or transfer seeking College Prepared (Student's lowest course attempted in Math and/or English was college level) students starting first time tracked for six years who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                               |
|------------------|-----------|-----------|-----------|-----------|---|-------------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal      |
| 83.7             | 84.4      | 76.0      | 76.1      | 75.0      | <input type="text" value=""/>                 | <input type="text" value=""/> |

**9. Completion Rate (Scorecard) - Unprepared for College (Optional)**

Percentage of first time degree, certificate, and/or transfer seeking students tracked for six years who attempted any level of Math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                               |
|------------------|-----------|-----------|-----------|-----------|---|-------------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal      |
| 40.2             | 33.5      | 37.2      | 40.5      | 36.3      | <input type="text" value=""/>                 | <input type="text" value=""/> |

**10. Completion Rate (Scorecard) - Overall (Optional)**

Percentage of degree, certificate, and/or transfer seeking students starting first time in 2009-2010 tracked for six years through 2014-2015 who attempted any level of Math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                                    |
|------------------|-----------|-----------|-----------|-----------|---|------------------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal           |
| 53.8             | 48.5      | 48.4      | 52.0      | 47.6      | <input type="text" value="49.6%"/>            | <input type="text" value="49.6%"/> |

**11. Remedial Rate (Scorecard) - Math (Optional)**

Percentage of credit students tracked for six years who started below transfer level in Math and completed a college-level transfer course in Math (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                                    |
|------------------|-----------|-----------|-----------|-----------|---|------------------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal           |
| 28.5             | 30.1      | 31.4      | 32.5      | 33.0      | <input type="text" value="35.0%"/>            | <input type="text" value="35.0%"/> |

**12. Remedial Rate (Scorecard) - English (Optional)**

Percentage of credit students tracked for six years who started below transfer level in English and completed a college-level transfer course in English (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                             |
|------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 46.8             | 41.6      | 46.4      | 47.1      | 51.1      | 53.1%   | 53.1%                       |

**13. Remedial Rate (Scorecard) - ESL (Optional)**

Percentage of credit students tracked for six years who started below transfer level in ESL and completed a college-level transfer course in ESL (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                             |
|------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 8.8              | 14.3      | 12.1      | 13.7      | 23.1      | 25.1%   | 25.1%                       |

**14. Career Technical Education Rate (Scorecard) (Optional)**

Percentage of students tracked for six years who started first time and completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate, or transferred (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                             |
|------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 51.4             | 49.6      | 50.6      | 44.3      | 48.5      |   |                             |

**15. Successful Course Completion (Datamart) (Required)**

Percentage of Fall term credit course enrollments where student earned a grade of C or better (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                             |
|------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 67.5             | 68.6      | 68.7      | 68.8      | 68.3      | 70.0%   | 70.0%                       |

**16. Completion of Degrees (Datamart) (Optional)**

Number of associate degrees completed (Goal should be set as count)

| Historical Counts |           |           |           |           | Goals   |                             |
|-------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011         | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 210               | 338       | 363       | 424       | 462       |   |                             |

**17. Completion of Certificates (Datamart) (Optional)**

Number of Chancellor's Office approved certificates completed (Goal should be set as count)

| Historical Counts |           |           |           |           | Goals   |                             |
|-------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011         | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 134               | 253       | 297       | 399       | 318       |   |                             |

**18. Transfers to 4-year Institutions (Datamart) (For Information Only)**

Number of students who transfer to a four-year institution, including CSU, UC, private and out of state universities (No goal required)

| Historical Counts |           |           |           |           |
|-------------------|-----------|-----------|-----------|-----------|
| 2010-2011         | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 |
| 0                 | 0         | 0         | 0         | 0         |

**College Accreditation Status Indicators**

**19. Accreditation Status (Required)**

ACCJC accreditation status

| Historical Status |          |           |          |           |          |           |          |           |          | Goals   |                             |
|-------------------|----------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|---|-----------------------------|
| July 2010         | Feb 2011 | July 2011 | Feb 2012 | July 2012 | Feb 2013 | July 2013 | Feb 2014 | July 2014 | Feb 2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
|                   |          |           |          |           |          |           |          |           |          |   |                             |

FA-N FA-N FA-N FA-N FA-N FA-N FA-N FA-RA FA-N FA-N

FA-N ▼

FA-N ▼

**Accreditation Status Descriptions**

- FA-N: Fully Accredited - No Action
- FA-RA: Fully Accredited - Reaffirmed
- FA-SR: Fully Accredited - Sanction Removed
- FA-SR/RA: Fully Accredited - Sanction Removed and Reaffirmed
- FA-W: Fully Accredited - Warning
- FA-P: Fully Accredited - Probation
- FA-SC: Fully Accredited - Show Cause
- FA-PT: Fully Accredited - Pending Termination
- T: Accreditation Terminated (No longer used by the accrediting agency after July 2015)
- WD: Accreditation Withdrawn
- FA-RS: Fully Accredited - Restoration
- IA: Initial Accreditation
- RE-AP: Re-Application for Accreditation

**Next Accreditation Visit**

Term  ▼

**College Fiscal Viability Indicators**

**20. Full-Time Equivalent Students (Optional)**

Annual number of full-time equivalent students

| Historical Counts |           |           |           |           | Goals   |                             |
|-------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011         | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 4,997.1           | 4,363.4   | 4,383.3   | 4,200.8   | 4,091.7   |   |                             |

**College Choice Indicators**

**21. College Choice Student Achievement (Required)**

College must set a goal focused on unprepared students or basic skills students from indicators 9, 11, 12, or 13 above. In the narrative box below, note which indicator has been chosen.

#10 recommend 49.6% for Completion rate--Overall  
 #11 recommend 35.0% for Remedial rate--Math  
 #12 recommend 53.1% for Remedial rat--English  
 #13 recommend 25.1% for Remedial rate--ESL

**22. Optional College Choice (Required)**

College may self-identify an indicator related to any topic. Briefly explain the indicator and provide short-term and long-term goals. Goals must be presented as counts, percentages, or rates.

NA

Has your college developed, adopted, and publicly posted the goals framework pursuant to the requirements of Education Code section 84754.6?

California Community Colleges Chancellor's Office  
**INSTITUTIONAL EFFECTIVENESS**

**Indicator Rates - San Mateo CCD**

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**District Contact Information**

|               |                      |
|---------------|----------------------|
| Contact Name  | Kathy Blackwood      |
| Contact Phone | 650-358-6869         |
| Contact EMail | blackwoodk@smccd.edu |

**District Fiscal Viability Indicators**

**1. Fund Balance (Required)**

Ending unrestricted general fund balance as a percentage of total expenditures

| Historical Rates |           |           |           |           | Goals   |                          |
|------------------|-----------|-----------|-----------|-----------|---|--------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| 18.1             | 17.1      | 14.9      | 14.4      | 15.6      | 15.0%   | 15.0%                    |

**2. Salary and Benefits (Optional)**

Salaries and benefits as a percentage of unrestricted general fund expenditures, excluding other outgoing expenditures

| Historical Rates |           |           |           |           | Goals   |                          |
|------------------|-----------|-----------|-----------|-----------|---|--------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| 88.1             | 87.0      | 88.1      | 87.6      | 90.1      |   |                          |

**3. Annual Operating Excess/(Deficiency) (Optional)**

Net increase or decrease in general fund balance

| Historical Values |             |           |           |           | Goals   |                          |
|-------------------|-------------|-----------|-----------|-----------|---|--------------------------|
| 2010-2011         | 2011-2012   | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| 4,647,751         | (1,024,051) | 102,189   | 420,359   | 2,064,564 | \$  | \$                       |

**4. Cash Balance (Optional)**

Unrestricted and restricted general fund cash balance, excluding investments

| Historical Values |            |            |            |            | Goals   |                          |
|-------------------|------------|------------|------------|------------|---|--------------------------|
| 2010-2011         | 2011-2012  | 2012-2013  | 2013-2014  | 2014-2015  | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| 22,369,735        | 33,968,233 | 34,485,892 | 26,729,654 | 22,959,649 | \$  | \$                       |

**District Programmatic Compliance with State and Federal Guidelines Indicators**

**5. Audit Findings - Audit Opinion Financial Statement (Required)**

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

| Historical Value | Goals   |                          |
|------------------|---|--------------------------|
| 2014-2015        | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| Yes              | Yes ▾   | Yes ▾                    |

**6. Audit Findings - State Compliance (Required)**

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified'

independent audit opinion (minimal or no material weaknesses or significant deficiencies)

| Historical Value | Goals   |                          |
|------------------|---|--------------------------|
| 2014-2015        | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| Yes              | Yes ▾   | Yes ▾                    |

**7. Audit Findings - Federal Award/Compliance (Required)**

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

| Historical Value | Goals   |                          |
|------------------|---|--------------------------|
| 2014-2015        | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| Yes              | Yes ▾   | Yes ▾                    |

**College Indicators for**

**College Student Performance and Outcomes**

**8. Completion Rate (Scorecard) - College Prepared (Optional)**

Percentage of degree, certificate, and/or transfer seeking College Prepared (Student's lowest course attempted in Math and/or English was college level) students starting first time tracked for six years who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                               |
|------------------|-----------|-----------|-----------|-----------|---|-------------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal      |
| 76.8             | 76.3      | 72.9      | 72.4      | 73.8      | <input type="text" value=""/>                 | <input type="text" value=""/> |
|                  |           |           |           |           | %   | %                             |

**9. Completion Rate (Scorecard) - Unprepared for College (Optional)**

Percentage of first time degree, certificate, and/or transfer seeking students tracked for six years who attempted any level of Math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                                   |
|------------------|-----------|-----------|-----------|-----------|---|-----------------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal          |
| 46.8             | 45.7      | 45.0      | 41.7      | 43.9      | <input type="text" value="45.0"/>             | <input type="text" value="45.0"/> |
|                  |           |           |           |           | %   | %                                 |

**10. Completion Rate (Scorecard) - Overall (Optional)**

Percentage of degree, certificate, and/or transfer seeking students starting first time in 2009-2010 tracked for six years through 2014-2015 who attempted any level of Math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                               |
|------------------|-----------|-----------|-----------|-----------|---|-------------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal      |
| 54.5             | 54.8      | 52.7      | 50.7      | 52.9      | <input type="text" value=""/>                 | <input type="text" value=""/> |
|                  |           |           |           |           | %   | %                             |

**11. Remedial Rate (Scorecard) - Math (Optional)**

Percentage of credit students tracked for six years who started below transfer level in Math and completed a college-level transfer course in Math (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                               |
|------------------|-----------|-----------|-----------|-----------|---|-------------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal      |
| 33.2             | 36.6      | 35.3      | 34.3      | 37.4      | <input type="text" value=""/>                 | <input type="text" value=""/> |
|                  |           |           |           |           | %   | %                             |

**12. Remedial Rate (Scorecard) - English (Optional)**

Percentage of credit students tracked for six years who started below transfer level in English and completed a college-level transfer course in English (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                             |
|------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 55.5             | 55.9      | 58.4      | 54.2      | 58.8      | <input type="text"/>                                | <input type="text"/>        |

**13. Remedial Rate (Scorecard) - ESL (Optional)**

Percentage of credit students tracked for six years who started below transfer level in ESL and completed a college-level transfer course in ESL (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                             |
|------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 20.5             | 17.8      | 21.7      | 21.1      | 23.3      | <input type="text"/>                                | <input type="text"/>        |

**14. Career Technical Education Rate (Scorecard) (Optional)**

Percentage of students tracked for six years who started first time and completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate, or transferred (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                             |
|------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 49.7             | 52.5      | 45.2      | 45.1      | 42.9      | <input type="text"/>                                | <input type="text"/>        |

**15. Successful Course Completion (Datamart) (Required)**

Percentage of Fall term credit course enrollments where student earned a grade of C or better (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                                    |
|------------------|-----------|-----------|-----------|-----------|---|------------------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal        |
| 69.0             | 70.0      | 70.1      | 70.1      | 69.6      | <input type="text" value="72.0%"/>                  | <input type="text" value="72.0%"/> |

**16. Completion of Degrees (Datamart) (Optional)**

Number of associate degrees completed (Goal should be set as count)

| Historical Counts |           |           |           |           | Goals   |                             |
|-------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011         | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 322               | 372       | 586       | 586       | 640       | <input type="text"/>                                | <input type="text"/>        |

**17. Completion of Certificates (Datamart) (Optional)**

Number of Chancellor's Office approved certificates completed (Goal should be set as count)

| Historical Counts |           |           |           |           | Goals   |                             |
|-------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011         | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 29                | 296       | 463       | 595       | 785       | <input type="text"/>                                | <input type="text"/>        |

**18. Transfers to 4-year Institutions (Datamart) (For Information Only)**

Number of students who transfer to a four-year institution, including CSU, UC, private and out of state universities (No goal required)

| Historical Counts |           |           |           |           |
|-------------------|-----------|-----------|-----------|-----------|
| 2010-2011         | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 |
| 0                 | 0         | 0         | 0         | 0         |

**College Accreditation Status Indicators**

**19. Accreditation Status (Required)**

ACCJC accreditation status

| Historical Status |          |           |          |           |          |           |          |           |          | Goals   |                             |
|-------------------|----------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|---|-----------------------------|
| July 2010         | Feb 2011 | July 2011 | Feb 2012 | July 2012 | Feb 2013 | July 2013 | Feb 2014 | July 2014 | Feb 2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
|                   |          |           |          |           |          |           |          |           |          | <input type="text"/>                                | <input type="text"/>        |

FA-N FA-N FA-N FA-N FA-N FA-N FA-N FA-RA FA-N FA-N

FA-N ▼

FA-N ▼

**Accreditation Status Descriptions**  
 FA-N: Fully Accredited - No Action  
 FA-RA: Fully Accredited - Reaffirmed  
 FA-SR: Fully Accredited - Sanction Removed  
 FA-SR/RA: Fully Accredited - Sanction Removed and Reaffirmed  
 FA-W: Fully Accredited - Warning  
 FA-P: Fully Accredited - Probation  
 FA-SC: Fully Accredited - Show Cause  
 FA-PT: Fully Accredited - Pending Termination  
 T: Accreditation Terminated (No longer used by the accrediting agency after July 2015)  
 WD: Accreditation Withdrawn  
 FA-RS: Fully Accredited - Restoration  
 IA: Initial Accreditation  
 RE-AP: Re-Application for Accreditation

**Next Accreditation Visit**  
 Term

**College Fiscal Viability Indicators**

**20. Full-Time Equivalent Students (Optional)**

Annual number of full-time equivalent students

| Historical Counts |           |           |           |           | Goals   |                             |
|-------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011         | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 8,557.9           | 7,448.8   | 7,537.6   | 7,099.0   | 6,839.8   |   |                             |

**College Choice Indicators**

**21. College Choice Student Achievement (Required)**

College must set a goal focused on unprepared students or basic skills students from indicators 9, 11, 12, or 13 above. In the narrative box below, note which indicator has been chosen.

College of San Mateo has selected Indicator #9, "Completion Rates for Unprepared for College". Percentage of first time degree, certificate, and/or transfer seeking students tracked for six years who attempted any level of Math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome.

**22. Optional College Choice (Required)**

College may self-identify an indicator related to any topic. Briefly explain the indicator and provide short-term and long-term goals. Goals must be presented as counts, percentages, or rates.

NA

Has your college developed, adopted, and publicly posted the goals framework pursuant to the requirements of Education Code section 84754.6?

California Community Colleges Chancellor's Office  
**INSTITUTIONAL EFFECTIVENESS**

**Indicator Rates - San Mateo CCD**

[PRINT CERTIFICATION PAGE](#)

**District Contact Information**

|               |                      |
|---------------|----------------------|
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| Contact EMail | blackwoodk@smccd.edu |

**District Fiscal Viability Indicators**

**1. Fund Balance (Required)**

Ending unrestricted general fund balance as a percentage of total expenditures

| Historical Rates |           |           |           |           | Goals   |                          |
|------------------|-----------|-----------|-----------|-----------|---|--------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| 18.1             | 17.1      | 14.9      | 14.4      | 15.6      | 15.0%   | 15.0%                    |

**2. Salary and Benefits (Optional)**

Salaries and benefits as a percentage of unrestricted general fund expenditures, excluding other outgoing expenditures

| Historical Rates |           |           |           |           | Goals   |                          |
|------------------|-----------|-----------|-----------|-----------|---|--------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| 88.1             | 87.0      | 88.1      | 87.6      | 90.1      |   |                          |

**3. Annual Operating Excess/(Deficiency) (Optional)**

Net increase or decrease in general fund balance

| Historical Values |             |           |           |           | Goals   |                          |
|-------------------|-------------|-----------|-----------|-----------|---|--------------------------|
| 2010-2011         | 2011-2012   | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| 4,647,751         | (1,024,051) | 102,189   | 420,359   | 2,064,564 | \$  | \$                       |

**4. Cash Balance (Optional)**

Unrestricted and restricted general fund cash balance, excluding investments

| Historical Values |            |            |            |            | Goals   |                          |
|-------------------|------------|------------|------------|------------|---|--------------------------|
| 2010-2011         | 2011-2012  | 2012-2013  | 2013-2014  | 2014-2015  | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| 22,369,735        | 33,968,233 | 34,485,892 | 26,729,654 | 22,959,649 | \$  | \$                       |

**District Programmatic Compliance with State and Federal Guidelines Indicators**

**5. Audit Findings - Audit Opinion Financial Statement (Required)**

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

| Historical Value | Goals   |                          |
|------------------|---|--------------------------|
| 2014-2015        | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| Yes              | Yes ▾   | Yes ▾                    |

**6. Audit Findings - State Compliance (Required)**

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified'



independent audit opinion (minimal or no material weaknesses or significant deficiencies)

| Historical Value | Goals   |                             |
|------------------|---|-----------------------------|
| 2014-2015        | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| Yes              | Yes ▾   | Yes ▾                       |

**7. Audit Findings - Federal Award/Compliance (Required)**

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

| Historical Value | Goals   |                             |
|------------------|---|-----------------------------|
| 2014-2015        | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| Yes              | Yes ▾   | Yes ▾                       |

**College Indicators for** Skyline College ▾

**College Student Performance and Outcomes**

**8. Completion Rate (Scorecard) - College Prepared (Optional)**

Percentage of degree, certificate, and/or transfer seeking College Prepared (Student's lowest course attempted in Math and/or English was college level) students starting first time tracked for six years who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                               |
|------------------|-----------|-----------|-----------|-----------|---|-------------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal   |
| 77.9             | 76.9      | 69.4      | 71.1      | 71.5      | <input type="text" value=""/>                       | <input type="text" value=""/> |

**9. Completion Rate (Scorecard) - Unprepared for College (Optional)**

Percentage of first time degree, certificate, and/or transfer seeking students tracked for six years who attempted any level of Math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                                   |
|------------------|-----------|-----------|-----------|-----------|---|-----------------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal       |
| 43.3             | 46.2      | 41.2      | 39.2      | 42.7      | <input type="text" value="42.0"/>                   | <input type="text" value="42.0"/> |

**10. Completion Rate (Scorecard) - Overall (Optional)**

Percentage of degree, certificate, and/or transfer seeking students starting first time in 2009-2010 tracked for six years through 2014-2015 who attempted any level of Math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                               |
|------------------|-----------|-----------|-----------|-----------|---|-------------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal   |
| 50.7             | 53.3      | 47.7      | 46.2      | 49.0      | <input type="text" value=""/>                       | <input type="text" value=""/> |

**11. Remedial Rate (Scorecard) - Math (Optional)**

Percentage of credit students tracked for six years who started below transfer level in Math and completed a college-level transfer course in Math (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                               |
|------------------|-----------|-----------|-----------|-----------|---|-------------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal   |
| 27.1             | 33.7      | 33.6      | 35.8      | 47.7      | <input type="text" value=""/>                       | <input type="text" value=""/> |

**12. Remedial Rate (Scorecard) - English (Optional)**

Percentage of credit students tracked for six years who started below transfer level in English and completed a college-level transfer course in English (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                          |
|------------------|-----------|-----------|-----------|-----------|---|--------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| 46.2             | 46.8      | 49.2      | 52.8      | 55.2      | <input type="text"/>                          | <input type="text"/>     |

**13. Remedial Rate (Scorecard) - ESL (Optional)**

Percentage of credit students tracked for six years who started below transfer level in ESL and completed a college-level transfer course in ESL (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                          |
|------------------|-----------|-----------|-----------|-----------|---|--------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| 28.4             | 35.4      | 38.6      | 38.8      | 37.3      | <input type="text"/>                          | <input type="text"/>     |

**14. Career Technical Education Rate (Scorecard) (Optional)**

Percentage of students tracked for six years who started first time and completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate, or transferred (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                          |
|------------------|-----------|-----------|-----------|-----------|---|--------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| 56.5             | 58.1      | 54.7      | 47.8      | 46.8      | <input type="text"/>                          | <input type="text"/>     |

**15. Successful Course Completion (Datamart) (Required)**

Percentage of Fall term credit course enrollments where student earned a grade of C or better (Goal should be set as rate)

| Historical Rates |           |           |           |           | Goals   |                                   |
|------------------|-----------|-----------|-----------|-----------|---|-----------------------------------|
| 2010-2011        | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal          |
| 68.2             | 68.8      | 70.3      | 69.4      | 69.5      | <input type="text" value="70.0"/>             | <input type="text" value="70.0"/> |

**16. Completion of Degrees (Datamart) (Optional)**

Number of associate degrees completed (Goal should be set as count)

| Historical Counts |           |           |           |           | Goals   |                          |
|-------------------|-----------|-----------|-----------|-----------|---|--------------------------|
| 2010-2011         | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| 461               | 721       | 663       | 780       | 828       | <input type="text"/>                          | <input type="text"/>     |

**17. Completion of Certificates (Datamart) (Optional)**

Number of Chancellor's Office approved certificates completed (Goal should be set as count)

| Historical Counts |           |           |           |           | Goals   |                          |
|-------------------|-----------|-----------|-----------|-----------|---|--------------------------|
| 2010-2011         | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
| 83                | 165       | 458       | 442       | 412       | <input type="text"/>                          | <input type="text"/>     |

**18. Transfers to 4-year Institutions (Datamart) (For Information Only)**

Number of students who transfer to a four-year institution, including CSU, UC, private and out of state universities (No goal required)

| Historical Counts |           |           |           |           |
|-------------------|-----------|-----------|-----------|-----------|
| 2010-2011         | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 |
| 0                 | 0         | 0         | 0         | 0         |

**College Accreditation Status Indicators**

**19. Accreditation Status (Required)**

ACCJC accreditation status

| Historical Status |          |           |          |           |          |           |          |           |          | Goals   |                          |
|-------------------|----------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|---|--------------------------|
| July 2010         | Feb 2011 | July 2011 | Feb 2012 | July 2012 | Feb 2013 | July 2013 | Feb 2014 | July 2014 | Feb 2015 | Short-term (1 Year) Goal (goal for 2016-2017) | Long-term (6 Years) Goal |
|                   |          |           |          |           |          |           |          |           |          | <input type="text"/>                          | <input type="text"/>     |

FA-N FA-N FA-N FA-N FA-N FA-N FA-N FA-RA FA-N FA-N



**Accreditation Status Descriptions**

- FA-N: Fully Accredited - No Action
- FA-RA: Fully Accredited - Reaffirmed
- FA-SR: Fully Accredited - Sanction Removed
- FA-SR/RA: Fully Accredited - Sanction Removed and Reaffirmed
- FA-W: Fully Accredited - Warning
- FA-P: Fully Accredited - Probation
- FA-SC: Fully Accredited - Show Cause
- FA-PT: Fully Accredited - Pending Termination
- T: Accreditation Terminated (No longer used by the accrediting agency after July 2015)
- WD: Accreditation Withdrawn
- FA-RS: Fully Accredited - Restoration
- IA: Initial Accreditation
- RE-AP: Re-Application for Accreditation

**Next Accreditation Visit**

Term

**College Fiscal Viability Indicators**

**20. Full-Time Equivalent Students (Optional)**

Annual number of full-time equivalent students

| Historical Counts |           |           |           |           | Goals   |                             |
|-------------------|-----------|-----------|-----------|-----------|---|-----------------------------|
| 2010-2011         | 2011-2012 | 2012-2013 | 2013-2014 | 2014-2015 | Short-term<br>(1 Year) Goal<br>(goal for 2016-2017) | Long-term<br>(6 Years) Goal |
| 8,593.3           | 8,099.6   | 8,163.9   | 7,854.1   | 7,906.2   |   |                             |

**College Choice Indicators**

**21. College Choice Student Achievement (Required)**

College must set a goal focused on unprepared students or basic skills students from indicators 9, 11, 12, or 13 above. In the narrative box below, note which indicator has been chosen.

#9 recommend 42% for degree/ transfer completion outcomes for unprepared students

**22. Optional College Choice (Required)**

College may self-identify an indicator related to any topic. Briefly explain the indicator and provide short-term and long-term goals. Goals must be presented as counts, percentages, or rates.

NA

Has your college developed, adopted, and publicly posted the goals framework pursuant to the requirements of Education Code section 84754.6?