

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

**October 26, 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.*

---

**5:00 p.m.      Call to Order**

**ANNOUNCEMENT OF 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 and CSEA
3. Conference with Legal Counsel Regarding One Case of Existing Litigation:  
Interstate Grading and Paving Inc. v. San Mateo County Community College District,  
Case No. CIV531577 (San Mateo County Superior Court)
4. Public Employee Performance Evaluation: Chancellor
5. Public Employee Discipline, Dismissal, Release

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

**RECESS TO CLOSED SESSION**

**RECONVENE TO OPEN SESSION**

**6:00 p.m.      Call to Order**

**Roll Call / Pledge of Allegiance**

## **DISCUSSION OF THE ORDER OF THE AGENDA**

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

### **MINUTES**

16-10-1 [Approval of the Minutes of the Meeting of September 28, 2016](#)

16-10-2 [Approval of the Minutes of the Meeting of October 13, 2016](#)

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

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

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

16-10-2C [Continuing Discussion of the Impact of Race and Class on Equity, Opportunity and the Educational Process](#)

### **NEW BUSINESS**

16-10-1A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

### **Approval of Consent Agenda**

*All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing for Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.*

16-10-1CA [Ratification of July and August 2016 District Warrants](#)

16-10-2CA [Approval of Community Services Classes, Fall/Winter 2016 – Cañada College, College of San Mateo and Skyline College](#)

16-10-3CA [Acceptance of Gifts by the District](#)

16-10-4CA [Acceptance of HSI-STEM Grant from the Department of Education for Cañada College](#)

16-10-5CA [Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College](#)

16-10-6CA [Approval of Sole Source Purchase of One Year Service Agreement from Blackboard, Inc.](#)

16-10-7CA [Acceptance of the California Community Colleges Civic Impact Project Grant for Cañada College from the Foundation for California Community Colleges](#)

**Other Recommendations**

16-10-100B [Authorization for the Use of CMAS Contracts for Purchase of Vehicles to Update the Facilities Fleet](#)

**INFORMATION REPORTS**

16-10-3C [Cañada College Building 1N, New Kinesiology and Wellness/Aquatics Center Design Update](#)

16-10-4C [Report on Selection Process for Skyline College Building 12N, New Environmental Science Design-Build Project](#)

**COMMUNICATIONS**

**STATEMENTS FROM BOARD MEMBERS**

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

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

**ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
September 28, 2016, San Mateo, CA**

**The meeting was called to order at 5:00 p.m.**

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

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Mandelkern said that during Closed Session, the Board will hold a conference with Agency Labor Negotiator Kathy Blackwood; the employee organizations are AFT and CSEA. The Board will also hold a conference with legal counsel regarding one case of existing litigation as listed on the printed agenda.

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

None

**RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 5:02 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 6:14 p.m.

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

**Others Present:** Chancellor Ron Galatolo, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Jamillah Moore, District Academic Senate President Leigh Anne Shaw

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

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

President Mandelkern said that the Board took no reportable action during Closed Session.

**MINUTES**

It was moved by Trustee Schwarz and seconded by Vice President Mohr to approve the minutes of the meeting of August 24, 2016. Trustee Schwarz asked that her comment regarding "Ratification of the Purchase of Nissan Vehicles to Update Facilities' Service Truck Fleet" be clarified. She said that when she first came to the District in 1995, the condition of the vehicles was deplorable and she is pleased that new vehicles are being provided for the Facilities staff in a timely manner. With this amendment, the motion carried, all members voting Aye.

It was moved by Vice President Mohr and seconded by Trustee Schwarz to approve the minutes of the meeting of September 14, 2016. The motion carried, all members voting Aye.

**STATEMENTS FROM EXECUTIVES**

Skyline College President Stanback Stroud reminded the Board about the White House Summit on Educational Excellence for African Americans which will be held at Skyline College on September 30.

College of San Mateo President Claire said the College has been notified that it will receive a \$5 million HSI-STEM grant with a focus on success, retention and completion.

Cañada College President Moore said the College has received a \$4 million HSI-STEM grant. The College also recently received a donation of a second Deborah Butterfield sculpture in the form of a horse called "Ohia." The sculpture is being donated by Mrs. Robin Gates, a supporter of Cañada College for several years. Mrs. Gates worked with Professor Denise Erickson to make the donation.

District Academic Senate President Shaw said the Academic Senate met on September 12 and set goals for the year, including the conversion from a Senate of the whole to a representative Senate, as well as aligning best practices among the Senates of the three campuses. President Shaw said that a chief goal is to focus on nurturing and culturing Senate leadership and succession planning. She said that with the increasing duties falling upon faculty, it is more difficult to encourage faculty to take part in participatory governance and to take leadership positions. She said the Senate looks forward to collaborating with District personnel to get a better handle on how Senate leadership can be nourished.

Dylan O'Shea, President of the Associated Students of Skyline College (ASSC), said Skyline College students serve on a number of College and District governance committees, as well as on task forces and operational work groups. There are 50 clubs on campus including six new clubs. Recent events included the Skyline College Opening Day event, Welcome Week activities, Constitution Day and Latin(X) Heritage Month. Students also participated in the Public Safety open forum, the Skyline College Success Summit and a presidential debate watch party. Student leaders participated in a Fall Retreat focusing on leadership training, team building and cultural competency training. Upcoming events include Filipino History Month, the October 10<sup>th</sup> College Lecture Series featuring Sonia Nazario, National Coming Out Day, Breast Cancer Awareness, Skylooween, a blanket drive, Stop Diabetes, and a Native American cultural event.

Vice President Mohr said he understands the presidential debate watch party was well attended and generated open and honest discourse among students. He said this represents the highest values of higher education.

Trustee Schwarz said Student Trustee Zheng suggested that Board members attend meetings of the Associated Students at the three Colleges. She said she has had the opportunity to attend meetings at each of the campuses and is impressed with the students' level of commitment to helping each other. She said the expansion of student involvement and activities at Skyline College is impressive.

Trustee Goodman said it is refreshing to see the amount of development and growth of the ASSC over the years, including community stewardship and awareness of cultural and community issues. He said the students are making many in the District very proud and he encouraged them to keep up the good work.

Trustee Holober congratulated the students on their energy and enthusiasm. He said he would be curious to know whether the Stop Diabetes event will have an effect on the refreshments that are served at subsequent events.

President Mandelkern thanked President O'Shea for an excellent report. He said Skyline College students are being served well by their student government.

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

Eric Brenner, a librarian at Skyline College, said he was representing the AFT 1493 Executive Committee. He said many members of the Executive Committee, including President Monica Malamud and Co-Vice President Katharine Harer, could not attend this meeting because they are teaching classes. Mr. Brenner said he was representing faculty who have supported the Workload Equity Petition, which he presented to President Mandelkern. The petition was signed by 461 faculty members out of total of 940 current faculty in the District, including 73% of the full-time faculty. Mr. Brenner said the five faculty members who addressed the Board last May, along with the approximately 50 supporters who were present, are just a small sample of the faculty who are supporting the issue and are experiencing over-workload. He said it is a widespread problem in the District and faculty feel strongly that it needs to be addressed immediately. Vice President Mohr said he knows that the workload issue is important and understands that assignments have escalated in recent years. He said the Board wants to work with faculty on this issue. President Mandelkern said the Board is aware of the situation and the background and is supportive of wanting to come to a mutual agreement.

Alfredo Olguin, Jr., a student at Skyline College and College of San Mateo, spoke about the SMCCCD Solidarity Initiative. He called for no police on campus and for putting resources into actual training for public safety personnel, staff, faculty, and students. He said this could include cultural sensitivity training and de-escalation training so that people can be safe not only on campus, but off campus and in the community as well.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: COLLEGE OF SAN MATEO – INVESTING IN OUR STUDENT VETERANS (16-9-3C)**

Jennifer Hughes, Vice President of Student Services at College of San Mateo, said there has been considerable advancement in services to student veterans over the years. She acknowledged Henry Villareal, Dean of Admissions and Records, who worked to establish the Veterans Resource Opportunity Center (VROC) and has done an excellent job of overseeing all the work that is occurring in the VROC. Vice President Hughes introduced Justine Evors, Program Services Coordinator for VROC.

Ms. Evors said she has been in her position at College of San Mateo for slightly less than one year. She said she first took time to meet the veterans, learn their names, learn their stories, and listen to their experiences at the College. She realized that there was a need for a strategic plan. The first step was to develop a mission and vision for the VROC, which was attracting only a small number of the veterans on campus. The mission is to provide all student veterans and their families a college experience with inspiration and purpose and the vision is to develop remarkable student veterans who will be inspired to build on their education through leadership roles, social entrepreneurship, and lifelong education. Along with the mission and vision, the core values are integrity, empathy, and loyalty.

Ms. Evors said she was familiar with admissions and matriculation and active advising from previous jobs. Using this knowledge, along with studying California laws and regulations, she built a system to address the needs of veterans all the way from the admissions process to the end of graduation, beginning with the development of a one-page checklist. She conducted community outreach and built relationships in the County. Speakers now regularly come to the VROC to talk about transfer and job opportunities, internships, peer mentor programs, and other issues.

Ms. Evors introduced Tiannia Romero, a student veteran at College of San Mateo. Ms. Romero is the Chapter President of the Student Veterans of America which is a nationally recognized organization. Ms. Romero said the Student Veterans of America provides resources and tools students need to prepare for rewarding employment. She said Chapter meetings are held twice a week to ensure that all students have an opportunity to attend a meeting. She said Ms. Evors refers student veterans to her group to help ensure they receive the guidance they need in order to be successful. The Student Veterans of American Chapter creates community resources, is always present to help students with any problems they may encounter, and provides scholarships.

José Cortes, a student veteran and Vice President of the local Student Veterans of American Chapter, said the VROC and Student Veterans of America Chapter have grown together. He said the VROC is a safe place where veterans can share their experiences, as well as taking advantage of resources and on-site visits. He said the VROC is thriving and students are being inspired to do well in school, get careers started, and participate in community events.

Ms. Evors said the VROC at College of San Mateo is successful because students receive services from the moment they walk through the door. They are advised of the benefits available to them and their questions are answered before they go to Admissions and to Counseling Services. She noted that not only are student veterans transitioning back to civilian life, but 62% of student veterans are first generation college students.

Trustee Goodman, as a proud father of a Marine, thanked Ms. Evors, Ms. Romero and Mr. Cortes for their service to the country and for their service to student veterans. He asked if there is collaboration that affords students at the other campuses the opportunity to attend events and share resources. Ms. Evors said that beginning in March, there will be monthly Districtwide meetings, with the idea of duplicating what works well.

Vice President Mohr thanked the presenters for the very important work they are doing. He said it is in line with the overarching theme of social justice. He said veterans have served America with extraordinary valor and they are entitled to the opportunities that the educational process can provide. Vice President Mohr said data from Purdue University indicates that the completion rate for veterans is almost as high as the general population; he said this is due in large part to the work of people like the presenters and their teams. Vice President Mohr said he would be interested in learning how many veterans the District is serving, the educational goals they have set, the majors they have selected, and how well and over what period of time they are succeeding. He said success varies substantially by branch of service and this would also be interesting to explore. Ms. Evors said it has been difficult to collect data. She said veterans are currently being asked more questions during the application process and she is working with the ITS Department to capture data.

President Mandelkern said the report was excellent. He said the dedication of veterans to serving their country, as well as the work being done to assist veterans who wish to further their education, is very impressive. He said a discussion of

this topic would not be complete without recognizing Vice Chancellor José Nuñez who is a veteran. He also thanked Vice Chancellor Nuñez and the Facilities team for their role in providing the Veterans Resource Centers on the campuses.

## **NEW BUSINESS**

### **APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (16-9-3A)**

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

### **APPROVAL OF CONSENT AGENDA**

President Mandelkern said the consent agenda consists of board reports 16-9-1CA through 16-9-4CA as listed on the printed agenda. It was moved by Trustee Goodman and seconded by Trustee Schwarz to approve the items on the consent agenda. The motion carried, all members voting Aye.

## **Other Recommendations**

### **APPROVAL OF ACCREDITATION MIDTERM REPORTS – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (16-9-1B)**

It was moved by Trustee Schwarz and seconded by Vice President Mohr to approve the reports. Trustee Schwarz complimented those who prepared the reports, acknowledging the great amount of time and work that went into the preparation.

Vice President Mohr said the amount of work that is required to produce the reports has escalated. He said it is costing the District thousands of dollars to complete the reports and he questioned how effective are they in terms of improvement of the institution. He said another question is whether Student Learning Outcomes (SLOs), which take a great deal of instructor time, improve instruction and outcomes. He said these matters are of grave importance as the District moves forward and they need to be resolved.

Trustee Holober said the president of the ACCJC has announced her retirement but it will not be effective until June of next year. He said there may be some new thinking on the issues raised by Vice President Mohr. He said these are issues that the Board has been discussing for several years.

President Mandelkern said he agrees with the comments of his colleagues. He said he recognizes the hard work that went into preparing the reports and commends the preparers. He said the amount of data and other information now required has become overwhelming. He said he hopes that with the upcoming change in ACCJC leadership and the involvement of the Department of Education, changes will be made to return to a constructive process that is designed to help improve education and not be merely a punitive process. President Mandelkern said that ultimately, accreditation should be about ensuring that students receive a quality education at the institutions in which they enroll.

After this discussion, the motion carried, all members voting Aye.

### **APPROVAL OF SPECIAL REPORT – BACCALAUREATE DEGREE (16-9-2B)**

It was moved by Vice President Mohr and seconded by Trustee Goodman to approve the report. The motion carried, all members voting Aye. President Mandelkern said the Board takes great pride in this program and believes it will be successful.

### **PUBLIC HEARING OF THE 2016-17 FINAL BUDGET (16-9-101B)**

It was moved by Trustee Goodman and seconded by Trustee Schwarz to hold the public hearing. The motion carried, all members voting Aye. Executive Vice Chancellor Blackwood presented an overview of the budget, including information on budget assumptions; Fund 1 revenues and expenses; community-supported status vs. state revenue limit; increased categorical funds; innovation funds; PERS and STRS increases; the Retirement Trust Fund; and other issues including accreditation, Redevelopment Agencies, District Strategic Plan, and reserves. Following Executive Vice Chancellor Blackwood's report, President Mandelkern asked if there were any questions or comments from the public. Hearing none, he declared the public hearing closed.

**ADOPTION OF THE 2016-17 FINAL BUDGET (16-9-102B)**

It was moved by Vice President Mohr and seconded by Trustee Schwarz to approve the final budget. Vice President Mohr said he found the document to be very coherent and transparent, with everything explained very well. He said the strategic plan is aligned with the expenditures in the document and he believes this is a service to the District. He said it would be interesting to know how enrollment is affected by the cost of housing and transportation which present great difficulty for current and potential students. Vice President Mohr noted that the January 2016 *SMAC Out Cancer* event was co-branded the “Jim Keller Memorial Pool Swim.” He said it was gracious to include this honor in the report.

Trustee Holober asked for clarification on the movement of funds for post-retirement benefits. Executive Vice Chancellor Blackwood said the Reserve Fund for Post-Retirement Benefits budget for 2016-17 totals \$4,150,000. This fund consists of estimated interest income and transfers from other funds. The Futuris Other Post-Employment Benefits (OPEB) Trust is a separate dedicated trust. The 2016-17 budget allows for \$8 million to be transferred from the District into the trust by the end of June 2017.

Trustee Holober said the Enterprise Fund for Community, Continuing and Corporate Education (CCCE) is growing on both the income and expense sides. He said most of the growth is in areas that he believes are appropriate for non-credit education. However, he said he is concerned that the operation is growing in some areas where he believes the coursework should be for-credit. He said he does not see in place a proper mechanism for evaluating where the line should be drawn to determine the appropriate method of course delivery. He said he believes that programs which lead to a certificate or license issued by an agency of the State in a medically related field, for example, should be for-credit and taught by certificated faculty. Trustee Holober said he does not raise this issue to be part of the budget discussion at this time, but as an ongoing concern. He said he would like the Board to have a future discussion about putting a mechanism into place so that competing motives – generating revenue vs. maintaining the integrity of the academic program – is properly evaluated. Chancellor Galatolo said one factor to consider is the potential for CCCE classes to offer some relief in the area of course repetition. President Mandelkern said the feasibility of blending for-credit and not-for-credit students in the same class session may be another factor to include in the future discussion.

President Mandelkern thanked Executive Vice Chancellor Blackwood for her excellent presentation. He said the clarity and transparency of the budget report has improved over the years. He said that focusing on the integration of the Strategic Plan is very important to the Board. President Mandelkern said the issue of the use of District vehicles vs. mileage reimbursement was raised at a previous meeting and he asked if there was information available at this time. Executive Vice Chancellor Blackwood said the analysis is in progress.

After this discussion, the motion to adopt the 2016-17 final budget carried, all members voting Aye.

**APPROVAL OF SOLE SOURCE PURCHASE OF FATV GETSAP AND GETANSWERS FROM CAREERAMERICA, LLC (16-9-103B)**

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

**AUTHORIZATION FOR USE OF THE STATE DEPARTMENT OF GENERAL SERVICES’ NASPO CONTRACT WITH WW GRAINGER FOR PURCHASE OF FACILITIES MAINTENANCE SUPPLIES, PRODUCTS AND TOOLS (16-9-104B)**

It was moved by Trustee Schwarz and seconded by Trustee Holober to authorize use of the contract as detailed in the report. The motion carried, all members voting Aye.

**INFORMATION REPORTS****DISCUSSION OF BY-TRUSTEE AREA ELECTIONS / PRESENTATION BY COOPERATIVE STRATEGIES ON POTENTIAL TRUSTEE AREA BOUNDARIES (16-9-4C)**

Larry Ferchaw of Cooperative Strategies provided a review of the criteria and considerations for drawing trustee areas. He reviewed District demographics, including citizen voting age population estimates. He presented a revised proposed implementation calendar showing November 6, 2018 as the first election utilizing trustee areas. President Mandelkern said the Community College League of California issued a document indicating that the District is not required to change to even year elections according to the criteria set forth in SB 415. Chancellor Galatolo said the League’s interpretation differs from that of both Mr. Ferchaw and attorney William Tunick. He said staff will research the issue further; however, he is confident that the League’s interpretation is incorrect.



Mr. Ferchaw presented three revised trustee area scenarios based on Board feedback at the September 28<sup>th</sup> meeting. Two of the scenarios include five trustee areas and one scenario includes seven areas. The Board discussed whether it would be preferable to present all three scenarios at public hearings or to present one five area scenario along with the seven area scenario. After the discussion, the Board agreed unanimously to present the three scenarios at each public hearing. The first public hearing will be held on October 13 at 6:15 p.m. at the Manuel F. Cunha Intermediate School in Half Moon Bay, in conjunction with the joint meeting of the District Board and the Cabrillo Unified School District Governing Board. Future public hearings at the campuses will be set when the calendar of 2017 Board meetings is finalized.

At President Mandelkern's request, staff will ensure that the three scenarios and accompanying demographic data are placed on the District website.

### **COMMUNICATIONS**

None

### **STATEMENTS FROM BOARD MEMBERS**

Prior to calling on Board members for their statements, President Mandelkern welcomed Kimberlee Messina, Interim Vice Chancellor of Educational Services and Planning.

Vice President Mohr said the Success Summit held at Skyline College was outstanding. He said the Summit has become established as a place where community leaders and the community come together to look at problems they are facing and to give consideration to what some of the solutions might be. Vice President Mohr said he attended the Respect Forum at College of San Mateo. He said it was well attended and there was interaction among a cross-section of constituencies discussing how they feel about the effects of race, class and privilege on their campus. Vice President Mohr said he, along with Trustee Goodman, attended the dinner meeting of the San Mateo County School Boards Association. Vice President Mohr recognized Val Goines who died several weeks ago. He said Ms. Goines was a highly regarded faculty member at Cañada College and an extraordinary leader in the County on the education of children, pre-K and beyond. Vice President Mohr suggested that the District work with middle schools and high schools to address the issue of college readiness. He said it is important to come to an agreement on what college readiness means and what happens at each level to ensure that students are prepared for college.

Trustee Schwarz said she attended the Foundation Board of Directors meeting. She said the conversation that was started at the recent Board of Trustees study session was continued and included the Foundation's intention to develop a strategic plan and alignment with the District's Strategic Plan. Trustee Schwarz said she and Trustee Goodman, as representatives to the Educational Housing Corporation Board, attended a recent meeting. She said it was the final meeting organized by Gohar Momjian who was standing in for Barbara Christensen; she said Ms. Momjian did a very good job. Trustee Schwarz said she attended the Success Summit at Skyline College and believes it gets better every year. She suggested the possibility of having a success summit in the South County as well. Trustee Schwarz said it was a privilege to meet the Associated Students at all three campuses. She said the District is well represented by the student leaders and the future is in good hands. She thanked Student Trustee Zheng for inviting Board members to attend the meetings.

Trustee Holober said the presentations at this meeting were well organized and brief. He suggested that the Board consider allotting a specific amount of time for the majority of reports that are not extremely complex. He also suggested that materials relating to reports be provided to the Board prior to the meeting and that presentations be postponed if the materials are not ready to distribute.

Student Trustee Zheng thanked Trustee Schwarz for attending the meetings of the Associated Students. He said that at the first District Student Council meeting of the academic year, students expressed concern that the public safety forums were held at times that were inconvenient for students and student turnout was fairly low. President Mandelkern requested that staff ensure that future forums are held when there is ample opportunity for students to attend. Student Trustee Zheng said the Student Council is working on the issue of transcript notations.

President Mandelkern said he attended the Success Summit and agrees that it continues to improve every year. He said he would like to see it grow beyond a half day because the content and value of the Summit are growing to the point where more time would be beneficial. He said he considers events such as the Success Summit to be successful if one good idea comes forward to consider during the following year. For this year, he noted in particular the session on

affordability for students and student debt, a topic that was proposed by a trustee from the Jefferson Union High School District. President Mandelkern said he believes the idea of the “big push,” which ties into college readiness and College Promises, is worth investigating. He suggested holding a joint session with the County Board of Supervisors and the County Superintendent of Schools to discuss the feasibility of pursuing a “big push” similar to the “big lift” program which addresses preschool to third grade reading. He said city leaders and business leaders could be engaged as well. He said it is estimated that this program would cost approximately \$25 million; he said spending that amount in order to ensure that every County resident who wants to attend college and be successful will be able to do so would be a worthy goal. He said he would suggest that the idea be interpreted broadly and apply to colleges of all types rather than just community colleges. President Mandelkern said he would like to discuss this further at future Board meetings and begin to reach out to other constituencies to see what the level of interest might be. President Mandelkern reminded staff of his previous request for data and metrics on the percentage of high school students who go on to community college and on graduation rates within five years. He said this information would be useful as the Board engages other constituencies in conversation.

President Mandelkern said he saw an interview with Sara Goldrick-Rab, author of the book “Paying the Price: College Costs, Financial Aid, and the Betrayal of the American Dream.” The interview can be viewed on The Daily Show website. Ms. Goldrick-Rab’s book tracks six students through college, examining the obstacles they faced in completing college, how they paid for college, and how much debt they accumulated. Ms. Goldrick-Rab reported that 13% of college students are homeless and hunger is at the top of the list of student complaints. A solution proposed by Ms. Goldrick-Rab is to have a program for colleges similar to the subsidized lunch program for K-12 students who come from low-income families. President Mandelkern suggested that the cost and feasibility of instituting such a program at the District Colleges be investigated. He said grant funding might be pursued, as well as lobbying federal legislators to have the K-12 program extended to colleges. Trustee Schwarz said the California State University System recently identified hunger as a major issue; she suggested the possibility of collaborating with the CSU System on this issue.

#### **ADJOURNMENT OF OPEN MEETING**

President Mandelkern announced that the Board will recess to closed session to continue the conference with Agency Labor Negotiator Kathy Blackwood.

The open meeting was adjourned by consensus at 9:03 p.m.

#### **RECESS TO CLOSED SESSION**

The Board recessed to closed session at 9:05 p.m. and reconvened to open session at 9:35 p.m. President Mandelkern announced that the Board took no action during the continuation of closed session.

#### **ADJOURNMENT**

The meeting was adjourned by consensus at 9:36 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the October 26, 2016 meeting.

Thomas Mohr  
Vice President-Clerk

**Minutes of the Meeting of the Board of Trustees of the  
San Mateo County Community College District  
and the  
Joint Meeting of the Board of Trustees of the  
San Mateo County Community College District and the  
Governing Board of the Cabrillo Unified School District  
October 13, 2016, Half Moon Bay, CA**

The meeting of the San Mateo County Community College District was called to order at 6:00 p.m.

Board Members Present: President Dave Mandelkern, Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober and Karen Schwarz

President Mandelkern said the Board would recess to closed session to conduct public employee performance evaluations as listed on the printed agenda.

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

None

**RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 6:01 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 6:15 p.m.

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

President Mandelkern said the Board took no action during closed session.

**HEARING OF THE PUBLIC ON POTENTIAL MOVE TO BY-TRUSTEE AREA ELECTIONS – SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

President Mandelkern declared the public hearing open at 6:15 p.m. Larry Ferchaw of Cooperative Strategies distributed maps and demographic data for the three scenarios for trustee areas that the Board previously agreed to present to the public. President Mandelkern called for questions or comments from members of the public; hearing none, he declared the public hearing closed at 6:25 p.m. The Board agreed to use the same scenarios for additional public hearings to be scheduled in the near future. In response to a question from Trustee Holober, staff said this public hearing was publicized extensively and future public hearings will also be well publicized.

The Board returned to closed session to continue conducting the public employee performance evaluations as listed on the printed agenda.

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

President Mandelkern said the Board took no action during closed session.

**RECONVENE TO OPEN SESSION-JOINT MEETING**

The meeting was called to order at 7:02 p.m.

San Mateo County Community College District Board Members Present: President Dave Mandelkern, Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober and Karen Schwarz

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

Cabrillo Unified School District Board Members Present: President Kirk Riemer, Vice President Freya McCamant, Clerk Rob Pappalardo, Board Members Kate Livingston and Michael John Ahern, Student Representative Trisha Madayag

Others Present: Superintendent Jane Yuster, Assistant Superintendent John Corry, Assistant Superintendent Joy Dardenelle, Chief Business Official Crystal Leach

**JOINT DISCUSSION OF COLLABORATIVE PARTNERSHIP BETWEEN THE CABRILLO UNIFIED SCHOOL DISTRICT AND THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT (SMCCCD) (16-10-1C)**

President Riemer welcomed the SMCCCD Board. He said the two districts have formed a momentous and thrilling partnership. Superintendent Yuster said a new collaborative initiative aims to increase the number of Coastside students who complete postsecondary education. The goal is to have 70 percent of local students complete postsecondary education by 2026. The initiative, called Coastside Futures, partners the SMCCCD and Coastside public school districts to expand programs that offer college credit classes to high school students. Early College Adjunct Professor Sean Riordan, who teaches the first two courses that are currently offered in the early college high school program, was present in the audience. Students enrolled in the early college courses receive both high school credit and college credit from College of San Mateo. The early college differs from middle college in that the classes are taught at the high school. Superintendent Yuster said the two districts have a shared vision and want to work together on any programs that will help students. She said the focus of this meeting will be on what more can be done and how it can be done.

President Mandelkern said he is emphatic in his belief that SMCCCD should have a presence on the Coastside. He said the District maintained a facility at Shoreline Station but the facility was closed during the economic downturn. He said he is interested in how the District can help with all aspects of education, including early college. President Mandelkern said he would be interested to hear about the Cabrillo District's Promise Program and how SMCCCD might be able to help in that regard.

Subsequent conversation included the following topics:

- With college and high school faculty working together, the early college concept can help at-risk students become college ready and enable them to make choices for disciplines and majors, as well as making sure they take the proper sequence of classes.
- Parents are very supportive of the early college high school program. The Cabrillo Education Foundation supports educational achievement and college and career readiness for Coastside students and supports the Coastside Futures Initiative.
- There are approximately 400 early college high schools in the United States serving approximately 100,000 students. Data shows that 92-93% graduate from high school, 86% enroll in college, 50% receive at least one year of college credit, 24% earned an associate degree or two years of college credit, 70% are students of color, and 59% qualified for free or reduced school lunches.
- The career/technical training offered by SMCCCD, as listed in the "Find Your Future Here" brochure, is impressive and can educate students about opportunities at an earlier age. It is recognized that four-year institutions are not a match for every student.
- It is important to address post-secondary education with students before they are juniors or seniors in high school. The Cabrillo District has implemented the AVID (Advancement Via Individual Determination) college readiness system in grades 6-12. The AVID system is designed to help students prepare for and succeed in college and has been successful in many schools throughout the country.
- Both early college and AP courses offer high school and college credit at the same time. While there is no harm to students who are not successful in AP classes other than a drop in GPA, there is potential risk for early college students because the grade appears on the college transcript. However, students may drop an early college course through up to three-fourths of the duration of the course and can continue in the course in a high school capacity if they can achieve a passing grade. Recognizing that not all students' needs are the same and that all students should have the opportunity to reach their full potential, the Cabrillo District is committed to offering AP, early college, and career/technical tracks as well as the traditional curriculum.
- An early college high school at Half Moon Bay High School is targeted to be fully functioning in three to five years. In addition to core courses, a wide variety of bridge courses will be offered to enable students to discover areas of interest and gain confidence. The districts are in the process of assessing the qualifications of

teaching staff, including very talented teachers in the Cabrillo District. The full-scale early college model is financially sustainable for SMCCCD and College of San Mateo.

- Planning for students' junior and senior years in the early college high school will take place as if the students were freshmen at College of San Mateo. The courses selected will be transferable to UCs, CSUs and some other four-year institutions. Students will graduate with at least one year of college credit. Students may take prerequisites and go directly into some career/technical programs such as nursing.
- Obstacles which stand in the way of student success must be addressed if students are to accomplish their educational goals in a timely manner. The obstacles include not only the cost of tuition and textbooks, but also issues of housing, transportation and food. Food pantries operate at the SMCCCD Colleges and Trustee Goodman is working on getting the federally subsidized lunch program for K-12 students expanded to include college students. Online classes may be another way to alleviate some barriers.
- Student support services play a vital role in students' realization of post-secondary education. In addition to traditional counseling services, support services may include after school tutoring, peer and adult tutoring, identification of and early intervention for students who are struggling, addressing social and mental health issues, and parent education.

President Riemer thanked the SMCCCD Board for coming to this joint meeting and participating in the very productive conversation. He said he would like the two Boards to reconvene, perhaps in six months, to continue discussions on the collaborative partnership.

#### **ADJOURNMENT**

The meeting was adjourned by consensus at 8:10 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the October 26, 2016 meeting.

Thomas Mohr  
Vice President-Clerk



# President's Report to the Board of Trustees

**Dr. Regina Stanback Stroud**



Students speaking at the White House Initiative on Educational Excellence for African Americans

# SKYLINE COLLEGE BOARD REPORT

## OCTOBER 26, 2016

### WHITE HOUSE SUMMIT ENCOURAGES AFRICAN AMERICAN EDUCATIONAL DIALOGUE



African American college students from around the region explored the opportunities and challenges they face in higher education at the White House Summit on Educational Excellence for African Americans hosted September 30, 2016 at Skyline College.

The summit, co-hosted by the National Council on Black American Affairs, was one of a nationwide series providing a platform for experts and Black students to be unapologetic about their needs and the accomplishments they have made in higher education. Students, faculty and staff from across the region attended to listen to stories, and tell their own, with the goal of exploring what it means to be a black student in today's colleges and universities.

“The toll it takes to exceed expectations can be heavy because you are expected to represent your entire culture,” said Ben Nash, a student at Chabot College in Hayward.

Each panelist had an opportunity to answer a variety of questions focusing on their individual experience in discussions coordinated by director of the federal initiative David Johns and Skyline College Dean Lasana Hotep.

Speaking on what he needed to succeed, Robert Pinkney of Chabot College expressed himself on an emotional level: “We need love, care and most of all, authenticity to feel supported.”

Authenticity proved to be a key theme of the Summit. Peppered with frustrations and preconceived notions alongside bright hopes and affirmations of work well done, the informal format invited speakers from the audience to add their voice to the whole, building up the conversation.

“We need to be mindful of social and emotional development to make our students whole,” said Johns. Building on this point, one student from the audience said, “I need you to accept me, and let me speak my truth and acknowledge my truth for what it is.”

With this truth came several acknowledgements: that more needs to be done to create safe and equitable learning spaces where all students feel supported; that this work will take the effort of students and educators working together; and that this work is often being done best at community colleges, yet too often community college is presented as a secondary choice.

“We need high school counselors to show students that community colleges are good opportunities,” said Ben Nash. “You become the person you are going to be for the rest of your life in community college.”

Perspectives like Nash’s are essential to better understanding how to help students who may feel disenfranchised by the traditional educational path.

Overall, the consensus that drove much of the conference was the need for trust, honesty and acknowledgment – and that we must both listen with greater intent, and take action with greater effect. Dean Hotep summed it up nicely: “We need to shift from focusing on the WHAT we are teaching, to the WHO we are teaching.”

Article by Connor Fitzpatrick

### STUDENTS VISIT UC BERKELEY!



On Friday, October 7, 2016, EOPS/CARE and CalWORKs took a group of students on a campus tour of UC Berkeley – the first university visit of the semester.

The day’s events started with a guided campus tour where students learned more about UC Berkeley’s student-body, campus demographics, as well as its history and interesting facts.

EOPS/CARE and CalWORKs students also had the opportunity to connect with former EOPS Skyline College students who are currently attending their senior year at Cal. During this engaging student panel, students spoke about the transfer process, shared personal experiences, and great insight in terms of what to expect once at Cal.

The event concluded with a buffet lunch at Crossroads, one of UC Berkeley’s dining commons.

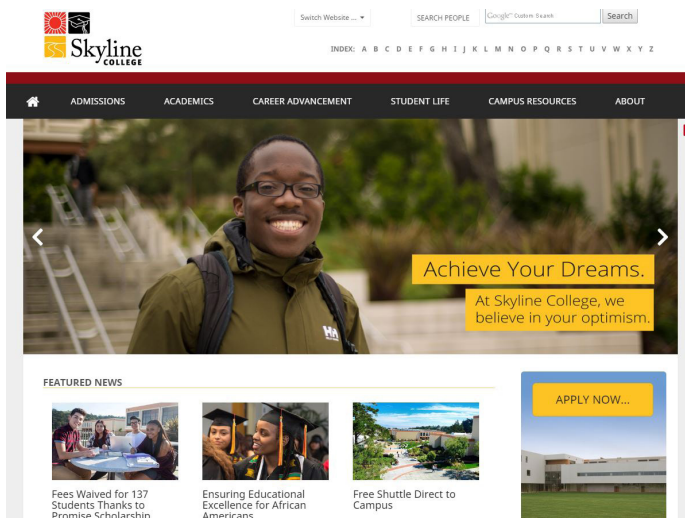
# SKYLINE COLLEGE BOARD REPORT

## OCTOBER 26, 2016

The campus visit was a major success, which served to promote the goal of transferring to a four-year institution among EOPS/CARE and CalWORKs students.

Article by Jessica Lopez | Photographs by UC Berkeley Campus Tour

### COLLEGE WEBSITE WINS MARKETING AWARD



The Skyline College website received third place in the National Council for Marketing and Public Relations’ Medallion Awards, which recognize outstanding achievement in two-year college marketing and public relations.

This award reflects the hard work that has gone into transitioning the Skyline College website to a mobile friendly version that is more searchable, concise, and organized. Ultimately, the web team continually strives to create a website that is student-focused and allows them to get the information they need easily and efficiently.

#### About NCMPR

The National Council for Marketing & Public Relations is the only organization of its kind that exclusively represents marketing and public relations professionals at community and technical colleges. As one of the fastest-growing affiliates of the American Association of Community Colleges, NCMPR has more than 1,550 members from more than 650 colleges across the United States, Canada and other countries.

Article by Connor Fitzpatrick

### ELEVEN YEARS OF AWARDING CAREER AND TECHNICAL EDUCATION SCHOLARS



The Grove Scholarship Program celebrates its eleventh successful semester, awarding 25 new and continuing Career and Technical Education (CTE) scholars in Fall 2016. Recipients were selected on a competitive basis from approximately 70 applications from diverse academic programs. On October 7, 2016 the selected students met in the Career Services Center to complete the Grove Scholarship orientation. The orientation gave participants an overview of the expectations for the Grove Scholars Program which include: the maintenance of a 75% completion rate, 2.0 GPA, enrollment in at least 1 CTE course, financial workshop attendance and participation in the student awards ceremony. The orientation also highlighted SparkPoint services such as: benefits access, personal financial classes available for college credit, the food pantry, and Career Center services. A celebratory lunch was served to congratulate recipients.

Grove scholarships are funded by a generous \$125,000 grant from the Grove Foundation eponymously named after Andy Grove, a founder of Intel Group Corporation. Each scholarship is worth up to \$2,000 per semester and \$4,000 of funding per school year per eligible participant.

Article and photo by Andrea Doffoney Anyanwu



## SKYLINE COLLEGE BOARD REPORT

### OCTOBER 26, 2016

#### MANUFACTURING DAY DRAWS OVER 125 STUDENTS, FACULTY & STAFF



On Friday, October 7, Skyline College, in partnership with Base 11, hosted Manufacturing Day (#MFGDAY), a nationally recognized day of celebration of modern manufacturing meant to inspire the next generation of manufacturers. Over one hundred twenty-four students from neighboring high schools attended, in addition to students, faculty, and staff from Skyline College, including the Middle College program. Morning and afternoon sessions were held that included workshops on entrepreneurship and hands-on breakout activities for students to engage with manufacturing tools and techniques.

The event opened with welcome remarks from Skyline College MESA director Stephen Fredricks and Base 11 Senior Vice President Ingrid Ellerbe. Ms. Ellerbe announced Base 11 paid fellowship opportunities and invited Base11 fellow and Skyline College student Daniel Powers to share highlights from his Base11 fellowship at CalTech this past summer. Skyline College's Marketing and Public Relations Director Cherie Colin introduced BAEC faculty member and keynote speaker Terri Wade who gave a sneak preview on the Process of Innovation and Entrepreneurism in STEM. Ms. Wade also announced Skyline College's new STEM Entrepreneurial Accelerator program, a 16-week hands-on course in Entrepreneurism, Innovation, and Advanced Manufacturing held in the Fabrication Laboratory.

Following the keynote speech and closing remarks, event participants were led in groups to a variety of breakout sessions with hands-on maker activities developed by Base 11 Fellows, the students of the Skyline College Engineering and Robotics Club (ERC), and Fab Lab technician Marco Wehrfritz and Engineering professor Nicholas Langhoff. One of the breakouts was a robotics session in which students could fly micro drones and navigate them through a set of obstacles. There was also an electronic music making session, where students got to make music on drum

machines, samplers, keyboard synthesizers, and use an electronic circuit developed by the ERC to control the pitch and sound of keyboard synthesizers by waving their hands in front of distance sensors. Other sessions included an honors project showcase led by engineering student Daniel Powers and a tour of the exciting new manufacturing and rapid prototyping tools in the Fabrication Laboratory.

Manufacturing Day was a big success due to the dedication and hard work of Skyline College students, faculty, and staff, and Base 11 staff. A big thank you to Base 11 Senior Vice President Ingrid Ellerbe and Marketing Director, Cindy Santos-Mendoza, Skyline College MCPR Director, Cherie Colin, Marketing office assistant Brittney Sneed, BAEC faculty member Terri Wade, SMT program services coordinator Alana Utsumi, MESA director Stephen Fredricks, Engineering and Computer Science professor Nicholas Langhoff, Engineering lab technician Marco Wehrfritz, and the students of the Engineering and Robotics Club at Skyline College.

Article by Nicholas Langhoff | Photo by William Nacouzi

#### SKYLINE COLLEGE - SACNAS RESEARCH



Forty students and faculty members attended the Skyline College-SACNAS Research Symposium on Friday, October 7 in The Learning Center. Skyline College SACNAS (Society for advancement of Chicanos/Hispanics and Native Americans in Science) is a student club supported by the Associated Students of Skyline College, and is a chapter member of the national organization, which promotes education and student leadership in STEM fields.

This event featured poster presentations from five students who completed the summer 2016 BIO 695 independent study course which focuses on individual research projects. Plants that are native to this region of California were featured in the student's research, and several projects explored the capacity of compounds

## SKYLINE COLLEGE BOARD REPORT

### OCTOBER 26, 2016

found within these native plants to aid in functions such as fighting bacterial infections.

This event is a lead-up to the 2016 SACNAS national conference in Long Beach, CA where the students will be presenting their work to a larger audience. Akayi Thein of Skyline SACNAS said, “It was a great opportunity for our presenters to build their oral presentation skills and inspire other students to explore their own research ideas.”

Article by David Reed

### BLACK AND BROWN LIVES MATTER AT SKYLINE COLLEGE



On Tuesday, October 11, 2016, representatives of the Black Student Union, Filipino Student Union, Latin American Student Organization, CIPHER, and the SMCCD Solidarity Initiative organized a well-attended event entitled “Black & Brown Lives Matter: An open forum event to discuss issues that affect disadvantaged communities and empower students to use their voice.”

Held in the Multicultural Center, students shared a poem that dispelled and directly addressed the myths and presumptions of the Black Lives Matter movement, just as they discussed and defined systemic racism. They located the necessity of this political, youth-led movement within gentrification, police brutality, and racial profiling that happens “at home” in the Bay Area and/or on campus.

Student leader Iridian Martinez honored victims of police brutality, used call and response in rally cries, and led an open discussion. In the discussion, staff, faculty, and students voiced their concerns about policing and the possibility of arming police on campus. Most of the attendees sided in opposition to arming public safety officers on campus.

The student leaders utilized practices of community organizing to show deep care and commitment to inciting lasting change.

If you are interested in being involved, please contact Kevyn Lorenzana: kevynlorenza@my.smccd.edu

Article and photo by Janice Sapigao

### BIOBRIDGE STUDENTS MANUFACTURE THEIR FIRST PRODUCT: “SKYLINE ALTOIDS”



Students in the inaugural Biotechnology Career Advancement Academy recently completed their first major assignment: creating and packaging “Skyline Altoids” based on the popular breath mint. As part of their hands-on training, the Biomanufacturing students have created their own company, logos, branding, and products under the name: Skyline Biotech Laboratories.

BioBridge students researched a number of products they wished to produce and selected breath mints as their first venture. The product comes in a variety of flavors and was manufactured in the Skyline College Building 7 laboratory by mixing sugar, egg whites and food grade cellulose gum. In addition to producing their mints, students learned and applied other critical bio-manufacturing skills including: sanitation, documentation, processing, and procuring of proper licenses.

While students successfully created their first batch of candy, the Skyline Biotech Laboratories student company has not been able to procure a proper license yet to make their candy product available to the public. Students are currently exploring the creation of other potential products, including a disposable sterile nasal irrigation system (e.g. Neti pot), eye drops, and a biofuel and research enzymes that will be distributed to local high schools.

The BioBridge Program provides a broad foundation of scientific education and hands-on instruction along with contextualized math and English courses in a highly supportive learning environment. After completion of this two semester program, students receive a Certificate of Achievement in Biotechnology and are prepared for entry-level employment in bio-manufacturing. Skyline College also offers an Associate Degree in Biotechnology

## SKYLINE COLLEGE BOARD REPORT

### OCTOBER 26, 2016

for students who are looking for a clear transfer pathway to a four-year colleges and universities.

Skyline College’s Career Advancement Academy Biotechnology program—BioBridge—is supported by grant funding from the National Science Foundation, grant #1502042. Please keep an eye out for the BioBridge students, who will soon be wearing their Skyline Biotech Laboratories hoodies, and be sure to ask them about their work!

Article by Nick Kapp | Photos by Melonie Tan

### **DISABILITY RESOURCE CENTER AND VETERANS RESOURCE CENTER TEAM UP TO SUPPORT VETERANS**



On October 5, the Disability Resource Center (DRC) and Veterans Resource Center (VRC) joined forces to provide student veterans with breakfast and important information on resources available to them.

Adjunct Learning Disability Specialist, Patty Blankenship, provided study tips and learning strategies geared to students who have experienced Post-Traumatic Stress or Traumatic Brain Injury. Assistive Technology Specialist, Judy Lariviere, was on hand to show veterans the types of technology that may help improve their comprehension both in class and on tests. The DRC and VRC were recently awarded a grant to provide students with a license

for a note taker technology called Sonocent Audio NoteTaker. Students were also able to demo the technology at the event.

Article by Melissa Matthews

### **EGGS, BACON, AND A SIDE OF INFO: HIGH SCHOOL PARTNERS BREAKFAST A SUCCESS!**



On Thursday, September 29, 2016, Skyline College hosted the fall High School Partner’s Breakfast. High school principals, high school counselors, transition specialists, and community program directors from locations within San Mateo County, San Francisco, and Treasure Island, made up the 29 attendees of the breakfast.

During the interactive breakfast, attendees were asked to share their thoughts and opinions of community colleges in order to create an open dialogue to start the meeting. Afterwards members of the Skyline College community provided updates on programs and services that most impact high school students in order to combat some of the misconceptions of success in community college and answer questions that attendees may have had. Will Minnich shared information on the Promise Scholarship, concurrent enrollment, and Skyline College PREP. Jenny Yang shared vital information on financial aid updates. Melissa Matthews shared information on alternative assessment and the new Counselor Liaison Program and provided insights and resourceful information regarding the Disability Resource Center. Finally, Michael Stokes provided exciting information on the JumpStart and Summer Scholars Institute Program.

Attendees ended the meeting by participating in a “Share Your Woo!” activity in which they read off Skyline College accolades that highlight some of our proudest moments and programs as a campus. The Outreach Office plans to host a follow up breakfast in Spring 2017 in order to continually keep our high school partners abreast of the great programs and services that are available to their students!

# SKYLINE COLLEGE BOARD REPORT

## OCTOBER 26, 2016

Thank you to Dean Lasana Hotep, Dean Dr. Tammy Robinson, Alina Varona of the Career Advancement Academy, and Matthew Ledesma of the Counseling Division, for joining us for this breakfast and participating in the discussions.

Article by Lauren Ford | Photo by William Nacouzi

### A SEPTEMBER FULL OF HERITAGE, LEADERSHIP AND CIVICS



This September the Associated Students of Skyline College (ASSC) went head first into the rest of the semester with its programming, election and civic education events, and even a leadership retreat.

The weekend of September 9, all ASSC members embarked on a leadership retreat to Camp Cazadero in Cazadero, CA. The retreat served as a great leadership strengthening and bonding experience for the council. Participants went through social diversity training and discussed plans for the rest of the semester. The retreat definitely set a great tone for the rest of the year as a council.

LatinX Heritage Month has served as the ASSC's first month of events this semester. Events this month, through partnerships with LASO and SALSA, serve to honor the LatinX community, educate the campus of LatinX issues, and for the school to come together in the celebration of LatinX culture, food, and music. LatinX, for those who may not know, takes the gender out of the word "Latino" and "Latina" so that the heritage month is more inclusive of all genders and identities. LatinX Heritage Month kicked off on September 15 with a mariachi performance in the quad and pupusas, horchata, and jamaica being served. The rest of the month will continue with events like pottery painting in the Quad and a LatinX music day on October 11.

The ASSC and Learning Communities partnered to host a Debate Watch Party on September 26. Students, staff, and faculty came together to watch the first Presidential debate while enjoying a discussion of our country's issues, good food, and voter

registration tabling. The ASSC similarly has done voter registration on Constitution Day where students were educated about our Constitution and civic engagement. The ASSC will continue voter registration until the cut-off date of October 24.

Article by Dylan O'Shea

### STUDENTS LEAD 8TH GRADE SCIENCE LABS



This semester, Beta Theta Omicron members are providing science lab experiences for middle school students. The members, led by Janah May Oclaman, developed hands-on laboratory experiences which they brought to local schools. During September, nearly 300 8th grade students made silly putty in the States of Matter workshop and the students rated the workshop 4.94 on a scale of 1(dull) to 5(fantastic).

Janah said, "Seeing those smiles and knowing I have somehow influenced and made a difference in those kids' lives motivates me to work harder on my next projects."

The Beta Theta Omicron team is preparing metabolism laboratories and will bring materials for the middle school students to make root beer.

Skyline College students working with Janah are: Anthony Petraki, Anthony Lal, Akayi Thein, Luis De Alba, Christopher Amaro, Alina Rai, Roxanne Gorman, Sachin Sharma, and Kaunhou Her.

Article by Dr. Christine Case | Photo by Janah May Oclaman

# SKYLINE COLLEGE BOARD REPORT

## OCTOBER 26, 2016

### SPARKPOINT SELECTED TO PARTICIPATE IN SUSTAINABILITY COHORT PROGRAM



In early 2016, United Way of the Bay Area (UWBA) and CompassPoint created the SparkPoint Sustainability Cohort with the goal of creating long-term sustainability plans for all individual SparkPoint Centers, as well as for the SparkPoint Regional Initiative. SparkPoint at Skyline College is proud to have been selected to join that cohort and contribute to this effort.

The first cohort meeting on August 10 proved to be a great orientation to the planning process which consists of 3 additional intensive, full-day working meetings with a number. During these meetings each SparkPoint Center will have the opportunity to assess current organizational structures, engage in peer learning to explore successful sustainability strategies, identify an optimal model, then build and implement sustainability plans at their respective centers. Representatives from the various SparkPoint Centers will also be joined by community leaders, current and potential funders, as well as high ranking UWBA officials. SparkPoint at Skyline College is looking forward to completing the program with anticipated outcomes of aligning sustainability plans with other regional SparkPoint Centers as well as continuing the provision of support services to our students and community members.

CompassPoint is a national, nonprofit leadership and strategy practice headquartered in Oakland, CA, whose mission is to intensify the impact of fellow nonprofit leaders, organizations, and networks to achieve social equity together. For more information regarding the SparkPoint Sustainability Cohort Program, please contact Interim Director of SparkPoint and Career Services at Skyline College, Chad Thompson: [thompsonc@smccd.edu](mailto:thompsonc@smccd.edu)

Article by Melanie Espinueva+Aure | Photo by Chad Thompson

### THE BAEC FALL INTERNSHIP CLASS IS UNDERWAY



The Bay Area Entrepreneur Center (BAEC) welcomed its fall internship class! This semester BAEC is hosting three Skyline College students: Andrew Alotis, Eduardo Jauregui and Jody Gonzales. Throughout this semester, the interns will be working off-campus at the BAEC and on campus with the BEPP Division, Study Abroad, the Center for International Trade Development and the Retail Hospitality & Tourism Program. Throughout the semester the interns will learn and hone-in on a variety of technical and soft skills including: marketing and outreach, business communication, client relations, use of design software, office organization and customer service.

As a part of the program, the interns will get the opportunity to experience some innovative events at Skyline College and the BAEC. Some of these events include the White House Initiative Event, My Scary World Workshop, Changing the Face of Entrepreneurship Kick Off Event and the BAEC Action Summit.

Intern Andrew Alotis went to the Access to Capital/ Lender's Fair on Wednesday September 28 at the College of San Mateo to promote the services at BAEC and the entrepreneur opportunities with Skyline College. Eduardo Jauregui is a part of the Base 11 STEM Entrepreneur Program learning the ins and outs of entrepreneurship and making prototypes of solutions to world problems in the Fab Lab on the Skyline College Campus. Jody Gonzales is an entrepreneur-in-the-making and will be helping to promote the new certificate programs at the College.

Each semester the BAEC recruits a new cohort of hard working, self-starters to join the Internship Job Shadow Team.

For more information on the Internship Job Shadow Program, please contact [baec@smccd.edu](mailto:baec@smccd.edu).

This program is a proud recipient of the President's Innovation Fund.

Article by Terri Wade & Pcyeta Stroud | Photo by Terri Wade

# SKYLINE COLLEGE BOARD REPORT

## OCTOBER 26, 2016

### SHARING KNOWLEDGE THROUGH THE SCIENCE IN ACTION SPEAKERS SERIES



UCSF graduate students David Piech and Lillian Kenner were the two most recent featured Science in Action speakers, helping students explore what the next options may be for their STEM careers.

Lillian's field is cryo-electron microscopy. She has the very fun project of looking at proteins in a biological model and is a member of the Biophysics group at UCSF. Her presentation focused on the value of diversity of thought at research institutions like UCSF.

David spoke with passion about how science is trying to develop a brain to machine interface. He stated that he is an engineer and wants to create systems that do something that society cares about (like making a machine that would help a quadriplegic person walk). But he also said he thinks like a scientist, in that he wants to understand the fundamental principles of systems like how the brain communicates with effectors like the legs. While many people talk about how engineers and scientist are different, David pointed out that often times what they do overlaps. A good scientist must act like an engineer to develop the tools to do research. A good engineer needs to understand fundamental principles of science in order to create new systems.

The Science in Action lecture series happens every Monday from 4:30 to 5:30 p.m.

Article and Photo by Nick Kapp

### BAEC KICKS OFF STEM ENTREPRENEUR PROGRAM WITH BASE 11



The Bay Area Entrepreneur Center (BAEC) held its first Science, Technology, Engineering and Math (STEM) Entrepreneur Accelerator class on Monday, September 19, 2016. The class participants included Skyline College students and faculty and community members —eight participants in all. All class lecture sessions are held at the BAEC and taught by Adjunct Faculty member Terri Wade. All hands-on activities are conducted in the Fabrication Laboratory (Fab Lab) at the Skyline College campus and are led by Nick Langhoff and Marco Wehrfritz.

This program delves into the mechanics of entrepreneurship and teaches participants to develop soft skills and learn to create prototypes in the new, state-of-the-art Fab Lab. The course will culminate with a business pitch competition. This will allow students a unique opportunity to pitch their business ideas in front of investors.

This program is an industry collaboration between Skyline College and Base 11. This program is open to all potential entrepreneurs and intrapreneurs who want to stand out as leaders in the STEM industry.

Article by Pcyeta Stroud

## SKYLINE COLLEGE BOARD REPORT

OCTOBER 26, 2016

---

### STUDENT BATTLES FOR JUSTICE IN WASHINGTON D.C.



This summer, Middle College at Skyline College (MCSC) student Alejandra Rodriguez was invited with students from around the world to attend the National Student Leadership Conference Law & Advocacy's high school summer law program in Washington D.C. The program goals are to introduce students to the qualities and skills needed for effective leadership, and to help students interested in law and advocacy to examine future career paths. Students use the courtroom as a classroom to assume the role of trial attorney and battle for justice. In addition, sightseeing and educational trips to the U.S.

Supreme Court, U.S. Federal Courthouse, Smithsonian Institution, and Holocaust Memorial Museum gave the students the chance to explore the nation's capital.

Alejandra and her fellow high school students in the program met with leading trial, jury, forensic, and legal experts from top law firms, the Department of Justice, and the U.S. Court system. Students gained an understanding of homicide law and practiced courtroom techniques such as researching evidence, following evidentiary procedure, preparing and cross-examining witnesses, and crafting and delivering opening and closing statements. The students tried a mock case in a real U.S. Federal courtroom with their performance determining the fate of the accused. Alejandra commented, "This experience confirmed why I want to be a civil justice lawyer."

Article by K. Saccio-Kent & R. Jones | Photo by M. Center

# SKYLINE COLLEGE BOARD REPORT

## OCTOBER 26, 2016

### UPCOMING EVENTS

#### **BAEC ACTION SUMMIT**

Thursday, October 27, 2016  
5:30 p.m. - 8:30 pm  
Bay Area Entrepreneur Center (BAEC)  
458 San Mateo Ave, San Bruno, CA 94066

#### **BIOTECHNOLOGY PATHWAYS EDUCATOR CONFERENCE**

Saturday, October 29, 2016  
9:00 a.m. - 3:00 p.m.  
Building 6, Second Floor

#### **BASE 11 STEM ENTREPRENEUR PROGRAM**

Monday, October 31, 2016  
6:00 p.m. - 9:00 pm  
Bay Area Entrepreneur Center (BAEC)  
458 San Mateo Ave, San Bruno, CA 94066

#### **ENTERPRENEURIAL SUSTAINABILITY CAREER EVENTS**

Monday, October 31, 2016  
6:30 p.m. - 7:30 p.m.  
Building 8, Room 8-306

Thursday, November 3, 2016  
4:00 p.m. - 6:00 p.m.  
Bay Area Entrepreneur Center (BAEC)  
458 San Mateo Ave, San Bruno, CA 94066

#### **BAY AREA CITD 2ND ANNUAL CONFERENCE**

November 9 - 11, 2016  
Milton Marks Conference Center  
San Francisco, CA

#### **INTERNATIONAL EDUCATION WEEK**

Opening Reception & GLPS Open House  
Monday, November 14, 2016  
12:00 p.m. - 2:00 p.m.  
Building 4, Multicultural Center

International Food Festival  
Tuesday, November 15, 2016  
12:00 p.m. - 2:00 p.m.  
Building 6, Fireside Dining Room

Study Abroad Fair  
Wednesday, November 16, 2016  
10:00 a.m. - 1:00 p.m.  
Building 6, Fireside Dining Room

Study Abroad Workshops  
Wednesday, November 16, 2016  
2:00 p.m. - 3:30 p.m.  
Building 4, Multicultural Center

Ethiopian Cultural Traditions  
Thursday, November 17, 2016  
12:00 p.m. - 2:00 p.m.  
Building 6, Fireside Dining Room

#### **NATIVE AMERICAN HISTORY MONTH CELEBRATION**

Monday, November 21, 2016  
11:00 a.m. - 1:00 p.m.  
Fireside Dining Room





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

### **Family Science, Astronomy and Maker Day**

The Math/Science Division and the Library hosted their annual Family Science, Astronomy and Maker Day on October 8. As always, the event was well-attended and included a number of demonstrations and hands-on activities for young scientists and makers. Faculty and students presented interesting and engaging demonstrations such as "Color Awesome", "Stars and Constellations for Kindergartners", "The Comet Chef" and "As your Blood Flows".

The CSM Library is the first California Community College library to establish a Maker Space. The CSM Library offered maker activities such as: "Make a Star Globe", "Build and Create with Legos", 3-D Printing, and many other hands-on activities. The day concluded with a lecture by Dr. Peter Beyersdorf, Associate Professor of Physics and Astronomy at SJSU. Dr. Beyersdorf is a former member of the LIGO Science Collaboration and researcher at the TAMA300 gravitational wave detector. Dr. Beyersdorf discussed the concept of gravitational waves and the events that led to the discovery of the first gravitational wave.

### **Student Veterans Conference**

October 8 was a busy day at CSM. In addition to the Family Science, Astronomy and Maker Day, the college's Student Veterans of America Chapter (SVA) hosted the Student Veterans Leadership Conference. Over 250 student veterans from many different colleges attended the event. The day started with talks by Walter Tillman, Vice President of Programs for the national SVA organization, and Greg Call, Director of Veteran Programs at LinkedIn. Over 20 breakout sessions were held throughout the day. CSM's chapter of the SVA received substantial sponsorship from LinkedIn.

### **Year One Family Night**

CSM continues to implement its Year One Program. Year One is CSM's promise program and is coupled with a comprehensive first year success program. Borrowing from best practices of other successful programs such as Puente, Umoja, and Mana, the Year One Program hosted a dinner for Year One students and their families. Information about the program was provided to families followed by a panel discussion with current and former CSM parents. Year One families had the opportunity to meet Allie Fasth, CSM's Year One Coordinator, as well as key faculty, counselors, classified staff members, and administrators.

### **Contemporary African Art**

CSM art instructor Sue Matthews gave a presentation about contemporary African art from her recent trip to Dakar, Senegal. Every two years the city of Dakar hosts DAK'ART, the biggest pan-African and international art exhibit in Africa. Sue exhibited 8 paintings in DAK'ART in May 2016. While in Senegal Professor Matthews met and photographed artists and their work, as well as surrounding landscapes, architecture and fashion. The CSM Art Club sponsored the event.

### **Ice Cream Social**

CSM Administrators served up big scoops of ice cream on a beautiful fall day to welcome new CSM faculty and classified staff. In addition, the college honored faculty and administrators with 10, 20, 30 and 40 years of service. Charles Ferguson, a popular Music faculty member was the college's 40 year honoree. The college honors classified staff in the summer at the annual Classified Staff lunch.

## October Professional Development Activities

The college has developed a comprehensive professional development program that is open to the entire campus community. Workshops are conducted throughout the academic year. The following workshops were held in October:

### Mindset 4.0 Workshop

The college's Center for Academic Excellence sponsored a Mindset 4.0 workshop recently. Mindset 4.0 is another important component of the college's Year One Program. Mindset 4.0 is based upon the "Habits of Mind" framework, which is a series of best practices that describe the dispositions that students need to succeed in college and career. Mindset 4.0 strategies are imbedded in the college's Year One program. In addition to learning how "Habits of Mind" have been infused campus-wide, workshop participants learned about a range of classroom examples that develop habits of mind dispositions.

### Creating a Trans-Affirming Campus

As part of LGBTQ+ History Month, a series of events are being sponsored by DIAG/Equity Committee and several other campus entities. The first of the events is a workshop for faculty, staff and administrators titled: "Creating a Trans-Affirming Campus". Nationally known presenter and author Willy Wilkinson provided tools for creating a trans-affirming campus life climate by exploring the range of transgender identities and experience, and identifying how to create a respectful campus environment. The workshop covered health, educational, and legal issues that impact trans people in campus settings, and identify best practices for systemically supporting trans students and colleagues.

### Transfer Services Ramping Up to Serve Students

October is always a busy month for CSM Transfer Services and Transfer Center Coordinator Mike Mitchell. Applications to most transfer institutions are due by November 30. During the month of October the CSM Transfer Center sponsored several recurring transfer events including application workshops, personal statement workshops, and other events. In addition, several universities held a total of 15 on-campus counseling sessions including UC Davis, San Francisco State, UC Berkeley, and Cal State East Bay – CSM's most popular transfer destinations.

### CSM Hosts San Mateo Leadership 25th Anniversary Dinner

The College recently hosted the 25th Anniversary Dinner for the San Mateo Area Leadership program. Approximately 200 people attended. According to newspaper columnist and former San Mateo Council member Sue Lempert the graduates of the leadership program are a "veritable who's who of mid-peninsula leaders". Over 700 individuals have graduated from the program over the last 25 years. State Senator Jerry Hill emceed the event. CSM hosts the program's education day each year. In addition, there are several CSM graduates among the 700 Leadership alumni.

Photo of the Month: Family Science Day with the "Comet Chef"



# Event Calendar

<http://collegeofsanmateo.edu/calendar/events/>

---

## College Events

October 28

Meet the Student Ambassadors

10:30 am - 12:00 pm

BLDG 17, Room 112, Center for Student Life

November 2

Dia de los Muertos Community Celebration

Presented by the CSM Puente Project

11:00 am - 12:30 pm

College Plaza

November 11

The Sky Tonight

Free Planetarium Show

Fri Nov 11, 2016

7:30 pm - 9:30 pm

BLDG 36 - Planetarium

## Athletic Events: Home Games

10/29 – 1:00 pm Football vs. CCSF

11/4 - 6:00 pm Basketball vs. Hartnell

11/9 - 6:30 pm Volleyball vs. Chabot

11/12– 1:00 pm Football vs. DVC



# Cañada College

report to the  
SMCCCD Board of Trustees

October 26, 2016



pg. 2

## in this issue:

- College Awarded \$4.3 Million Federal STEM Grant to Support Hispanic Students pg. 2
- College Outreach Teams Host First Annual District-wide Retreat pg. 2-3
- Kate Gibson Joins Cañada’s Students Transfer Education Path Program pg. 4
- Men’s Basketball Team Hosted Spotlight Night pg. 4
- The Learning Center Kicks-Off “University Visits” for Fall 2016 pg. 5
- Announcements pg. 6



pg. 4



pg. 5

## College Awarded \$4.3 Million Federal STEM Grant to Support Hispanic Students

The HSI-STEM program at the Department of Education has awarded Cañada College a \$4.3 million federal grant to support students pursuing a career in Science, Technology, Engineering or Mathematics (STEM). The project, “Generating Access to Navigate and Achieve in STEM (GANAS)” will improve student achievement in foundational Math courses (especially among underrepresented minority students), strengthen collaborative relationships with four-year universities and industry partners to provide underrepresented students research and professional development opportunities. It will also increase the number of underrepresented STEM students transferring to a four-year institution, as well as increase awareness of educational and career paths among community college STEM students.

The College’s proposal detailed a comprehensive approach to addressing four focus areas of need in the community college STEM education pipeline: low student achievement in Mathematics (especially among under-represented minorities), low academic achievement among first-time college students, STEM faculty professional development need and lack of awareness of educational and career options.

“This grant will provide Cañada College with funds to implement innovative tools to support our students in achieving their STEM educational goals,” stated Dr. Jamillah Moore, College President. “The jobs of the future depend on a STEM-educated workforce and we look forward to helping to shape the next generation of STEM students.”

The grant is funded through the U.S. Department of Education’s Hispanic-Serving Institutions (HSI) STEM Program. In addition, the US Department of Education has also recently awarded Cañada College with a \$750,000 grant through the Minority Science and Engineering Improvement Program (MSEIP) and a \$3.2 million grant to support the Expanding Student Opportunity (¡ESO!) Adelante Project.

## College Outreach Teams Host First Annual District-wide Retreat



On August 10, the Outreach Departments from Cañada College, College of San Mateo and Skyline College came together for the first ever, three-day, Campus Ambassador Retreat. Campus Ambassadors are students who represent the colleges at local high schools, in the community and on campus. They are a vital component of each college’s outreach, recruitment and retention efforts. The goal of this year’s retreat was to bring unity among the Ambassadors, learn from each other’s colleges and to have fun!

Each of the three days focused on one campus within the San Mateo County Community College District. Each day, the Ambassadors had an opportunity to tour a specific campus, learn about their respective college and specific programs each college

has to offer, participated in icebreakers to get to know each other better and they learned about topics such as: high school visits goals and responsibilities, tips on how to give an effective campus tour and effective presentations skills. After a day of learning and getting to know each other, the retreat ended with a great lunch.

## College Outreach Teams Host First Annual District-wide Retreat (cont.)

During the campus tours the Campus Ambassadors were able to visit different student services and career technical education programs in order to enhance their understanding of different academic programs within the District. The Ambassadors and Recruiters were also introduced to key stakeholders on each campus, including: College Presidents, Vice Presidents of Student Services, Deans of Admissions & Records, Marketing Directors, staff and faculty.

The colleges plan to continue this collaboration by creating an annual Student Ambassador Retreat and potentially holding mini trainings with all three campuses, including completing the year with a celebration in December. The Recruiters plan to continue comradery between the Ambassadors with the goal to ensure that the Outreach teams are connected and familiar with various aspects of the campuses within the District in order to better assist continuing and incoming students.



## Kate Gibson Joins Cañada's Students Transfer Education Path Program



Kate Gibson is thrilled to be joining the Cañada College community as the new Retention Specialist for the Students Transfer Education Path (STEP) Program through the Transfer Center. In her role, she will be case managing transfer students through the various stages of transfer.

Kate has worked with students in the Disability Resource Center at Humboldt State University, as an Enrollment Counselor and Teacher at a Dyslexia Treatment Center, and as a Program Outreach Coordinator at Stanford University. Having attended both four-year and two-year schools (including Cabrillo College and West Valley College), she can attest that community colleges offer some of the best teaching and student support available.

Kate has been a volunteer mentor for young adults from underserved groups, and is passionate about connecting students with resources that help them build the skills and confidence to achieve their goals.

## Men's Basketball Team Hosted Spotlight Night



As the Men's Basketball team comes closer to opening their 2016-2017 season, they welcomed in their first official practice by hosting the second annual Spotlight Night (tip-off) event Saturday, Oct. 1. The event was a huge success as the Colts were excited to see faculty members, families and other community members who came out to support the Colts in this second annual event. The event was kicked off by a 3PT-shooting contest where (Sophomore) Willie Green took home the title with a score of 27 out of a possible 35 points in one minute. The fan challenges sprinkled throughout the event kept the crowd involved and it was fun for all as the players got to interact with children and help them out in their challenges. The highlight of the event was the dunk contest where (Frosh) Josh Blueford started off the festivities with an alley-oop tomahawk jam! The

winner of the night was 5'10 (Sophomore) Davis Kimble who started at the top of the key and exploded into the paint and did a windmill JAM to end the contest; he was crowned the dunk champ for 16-17'.

This event was only the start for the Men's Basketball team, as they want to continue to be a prominent figure in the community, and plan to host this event, and many others, annually. The Men's Basketball program would like to thank all who came out to support and helped with the event. And, a special thanks to President Moore for being our first Fan Challenge Contestant, as well as Colts student-athletes from other teams who came out.

## The Learning Center Kicks-Off “University Visits” for Fall 2016



On Sunday, September 25, an excited group of Cañada students explored their interests and majors with a visit to the San Francisco Exploratorium. Billed as “Latino Engineering Day,” the special day of events was a “family-friendly collaboration between the Exploratorium and the Society of Hispanic Professional Engineers (SHPE).”

Some students from the Cañada SHPE Chapter volunteered their time at drop-in activities for youth and families. Another group attended a bilingual panel of Hispanic engineers who shared their personal and professional journeys in their fields. All of the

students enjoyed the hands-on exhibits and opportunities to learn about the wonders of science!

Another visit occurred on Saturday, October 8 where students attended the Open House at CSU-Monterey Bay. The day started with a group tour of the campus followed by the students going their separate ways to attend several Academic, Financial Aid, Admissions, and Student Support Service presentations. Tables were also lined up on the Main Quad as part of the Resource Fair where students, faculty and staff from CSU-Monterey Bay were ready to answer questions about academic departments, student support service programs, student clubs and organizations. The day ended with a buffet-style lunch in the Dining Commons before heading back to Redwood City.

The University Visits are funded by the ¡ESO! and MESA grants as well as a the Center for Student Life and Leadership Development Vending Commission.





## Announcements



*DIANE OLIVIER*

*Recent Drawings*

*October 3 - 27, 2016*

Cañada College Art Gallery

Building 9-152, 4200 Farm Hill Blvd. Redwood City, CA

Gallery Hours: Mon - Thur; 9:00 am - 2:00 pm

For information contact Bill Morales, 650 306-3343; [moralesw@smccd.edu](mailto:moralesw@smccd.edu)



**BOARD REPORT NO. 16-10-2C**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Mitchell Bailey, Chief of Staff, 650-574-6510

**CONTINUING DISCUSSION OF THE IMPACT OF RACE AND CLASS ON EQUITY,  
OPPORTUNITY AND THE EDUCATIONAL PROCESS**

On August 17, the Board, along with representatives from each College, discussed the impact of race and class on equity, opportunity and the educational process. The discussion included suggestions for potential actions to improve equity and opportunity so that all students are provided pathways to achieve their academic goals.

At the end of the discussion, it was agreed that this important conversation would be continued and it was suggested that discussion participants bring back ideas for next steps.

**BOARD REPORT NO. 16-10-1A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF PERSONNEL ITEMS**

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

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

None

**B. PUBLIC EMPLOYMENT**

**1. New Hires**

**Cañada College**

<b>Kate Gibson</b>	Retention Specialist – A2B/Transfer Program (Funded by the A2B Grant)	Student Services
--------------------	--	------------------

New full-time, 12-month temporary, grant-funded classified employment, effective October 10, 2016. This is a new position that was Board approved on July 13, 2016.

<b>Alexander Kramer</b>	Director of Workforce Development (Funded by the Menlo Park Redevelopment Project and The Adult Education Block Grant)	Business, Design & Workforce
-------------------------	--	---------------------------------

New full-time, 12-month temporary, grant-funded academic supervisory employment, effective October 31, 2016. This is a new position that was Board approved on June 22, 2016.

**College of San Mateo**

<b>Michelle Tating</b>	Child Development Center Aide II (Teacher)	Student Services
------------------------	--	------------------

New full-time, 11-month classified employment, effective September 29, 2016, replacing Maggie Barrientos who was reassigned through the hiring process.

**District Office**

**Jesus Alcala** Groundskeeper Facilities

New full-time, 12-month classified employment, effective October 3, 2016, replacing Carol Reed who retired.

**Ramon DeCasas** IT Support Technician III ITS

New full-time, 12-month classified employment, effective October 11, 2016, replacing Michael Sinkewitsch who retired.

**Claudia Rosales** Bookstore Operations Assistant Auxiliary Services

New full-time, 12-month classified employment, effective October 17, 2016, replacing Alvin Lal who resigned.

**Skyline College**

**Monique Hernandez** Division Assistant Student Equity and Support Programs

New full-time, 12-month classified employment, effective October 3, 2016. This is a new position that was Board approved on June 8, 2016.

**Raul Amaya** Staff Assistant Counseling  
(Grant funded by United Way of the Bay Area)

New full-time, 12-month temporary, grant-funded classified employment, effective October 11, 2016, replacing Julie Lamson who was reassigned through the hiring process.

**2. Re-Employment**

None

**C. REASSIGNMENT THROUGH THE HIRING PROCESS****Skyline College**

**Allison Hughes** Instructional Technologist Vice President  
Of Instructional Services

Reassignment from a full-time, 12-month Instructional Aide II position (Grade 22 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 190S of the Classified Professional/Supervisory salary schedule (40), effective October 3, 2016.

**Rossmia Coo** Visual Communications Coordinator Office of the President

Reassignment from a part-time (48%), 10-month Cosmetology Office Assistant position (Grade 18 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 30 of the same salary schedule, effective October 12, 2016.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**

None

**E. CHANGES IN STAFF ALLOCATION****College of San Mateo**

1. Recommend a change in staff allocation to add one full-time, 12-month Instructional Aide II position (Grade 22 of the Classified Salary Schedule 60) in the Language Arts division, effective October 27, 2016.

**District Office**

1. Recommend creation of a new classification titled “Capital Projects Analyst (Funded by Measure H)” at grade 195S of the Classified Professional/Supervisory Salary Schedule (40). In addition, recommend a change in staff allocation to add one full-time, 12-month Capital Projects Analyst (Funded by Measure H) position in Facilities, effective October 27, 2016. This position is a temporary, externally funded position, effective October 27, 2016 through the expiration of the funding.
2. Recommend creation of a new classification titled “Vice President of Planning, Research and Institutional Services” at grade AB of the Management Salary Schedule (40), effective October 27, 2016. In addition, recommend a change in staff allocation to add one full-time, 12-month Vice President of Planning, Research and Institutional Effectiveness position at the District Office, effective October 27, 2016.
3. Recommend creation of a new classification titled, “Executive Director of Community, Continuing and Corporate Education” at grade 197E of the Academic/Classified Exempt Supervisory Salary Schedule (35), effective July 1, 2016. In addition, recommend a change in staff allocation to add one full-time, 12-month Executive Director of Community, Continuing and Corporate Education position in the Chancellor’s Office/Auxiliary Services department, effective July 1, 2016. Also recommend the reclassification of Jonathan Bissell to the Executive Director of Community, Continuing and Corporate Education position, effective July 1, 2016.

**Skyline College**

1. Recommend a change in staff allocation to add one full-time, 12-month SparkPoint Coordinator (Funded by Student Equity) position (Grade 27 of the Classified Salary Schedule 60) in Student Services, effective October 27, 2016. This position is a temporary, externally funded position through Student Equity, effective October 27, 2016 through the expiration of the funding.

**F. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE**

None

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

None

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

Instructional Aide II

Language Arts

Resigned effective September 15, 2016

**Geoffrey Brown**

Learning Disability Specialist

Disability Resource Center

Resigned effective October 6, 2016.

**Skyline College****Sunny Diaz**

Instructional Aide II

Kinesiology/Dance/Athletics

Resigned effective October 12, 2016.

**Liezl Madrona**

Instructional Aide II

Academic Support  
& Learning Technologies

Resigned effective September 29, 2016.

**Eilene Williams**Program Services Coordinator  
(Career Services)

Counseling

Resigned effective October 11, 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	Humanities	2	10/01/2016	06/30/2017	<b>Instructional Aide II:</b> Assist College for Working Adults students and instructors in non-STEM courses providing student tutoring as needed. This position will work an average of 10 hours per week.

Cañada College	ALL/Learning Center	1	11/01/2016	06/30/2017	<b>Instructional Aide II:</b> This is a 48% position funded through the Learning Center to replace John Omar who is currently working to fill the position vacated by Ozlem Yankin who is on a 1-year leave of absence.
Cañada College	Science & Technology	1	10/01/2016	06/30/2017	<b>Program Services Coordinator:</b> Will be responsible for the STEM Speaker Series. Will act as lead coordinator for the program, which plans and executes the Fall 2016 & Spring 2017 events, up to 9 speakers during each semester. The program is grant-funded and is part of the STEM Center efforts to support STEM education and success. The position will arrange speakers, create outreach strategy, serve as a liaison with faculty and staff, manage student assistants, and complete all planning and event coordinator for the program.
District Office	Administrative Services/General Accounting	1	10/01/2016	12/22/2016	<b>Office Assistant II:</b> Assist in multiple areas under the Accounting Department for accounts receivable projects.
Skyline College	Science/ Math/ Technology	1	10/03/2016	12/20/2016	<b>Program Services Coordinator:</b> Provide marketing support for ESTM program through Energy Sector DSN grant funds.
Skyline College	Enrollment Services/Financial Aid	1	11/01/2016	01/31/2017	<b>Financial Aid Technician:</b> Incumbent is temporarily substituting in a detail position for an employee who is out due to a long term illness. The department needs a temporary full-time replacement.
Skyline College	Science/Math/ Technology	1	9/01/2016	06/30/2017	<b>Instructional Aide I:</b> Assist students and faculty during intense instructional times, such as lab tests, complex experiments and student check in and check out.

San Mateo County Community College District

October 26, 2016

**BOARD REPORT NO. 16-10-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RATIFICATION OF JULY AND AUGUST 2016 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of July and August 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 July 1, 2016 through August 31, 2016 and ratify the contracts entered into leading to such payments.



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
July 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>				
0069282	07/05/16	U.S. Bank National Association ND, .	524,179.78	Districtwide Procurement Card Payment
0069292	07/05/16	GRD Energy Inc.	15,011.00	Districtwide Utility Consumption Measurements & Verification & Consulting Retrofit Services
0069294	07/05/16	Island Advertising, Inc.	22,623.87	Cañada & CSM Student Promotional Materials
0069297	07/05/16	Meta Bank/BB San Mateo CCD CFA	38,255.00	Financial Aid Disbursement
0069302	07/05/16	Richard McMahan	57,941.73	Districtwide Catering Services & Shared Operational Expenses Reimbursement
0069303	07/05/16	Schneider Electric Buildings Americas, Inc.	11,991.12	Districtwide Maintenance & Service of Facilities Management System
0069307	07/05/16	VALIC Retirement Services Company	120,630.88	Tax Shelter Annuities
0069327	07/07/16	Momjian, Gohar	11,500.00	Monthly Districtwide Consulting Services
0069336	07/07/16	Dovetail Decision Consultants, Inc.	10,574.25	Districtwide FF&E Consulting Services
0069337	07/07/16	Evisions, Inc	17,671.00	Districtwide Argos Reports Annual License Renewal
0069341	07/07/16	Nuventive, LLC	17,627.00	Districtwide TracDat Annual Subscription Renewal
0069348	07/07/16	Sutro Tower Inc.	19,993.00	KCSM TV Broadcast Site Lease at Sutro Tower
0069386	07/12/16	Hybrid News Group LTD	10,000.00	International Education Marketing Campaign
0069387	07/12/16	Island Advertising, Inc.	21,375.76	CSM Student Promotional Materials
0069391	07/12/16	Meta Bank/BB San Mateo CCD CFA	30,450.20	Financial Aid Disbursement
0069398	07/12/16	Richard McMahan	29,912.28	Districtwide Catering Services & Refrigerator Purchase
0069399	07/12/16	SM County Community College District	26,610.61	Replenish Flex Spending Account
0069401	07/12/16	Swinerton Builders	19,023.75	Program Management Services
0069426	07/14/16	Romero-Arias, Debora A.	10,080.00	CSM Student Interpreting Services
0069432	07/14/16	FieldTurf USA	344,585.10	CSM Softball Field Turf Replacement
0069436	07/14/16	Oracle America, Inc.	13,226.17	Districtwide Software Update Annual License & Support
0069438	07/14/16	Richard McMahan	21,336.50	Skyline Catering Services
0069441	07/14/16	Sedgwick Claims Management Services. Inc.	19,063.54	Replenish Workers' Compensation Insurance Fund
0069459	07/14/16	Young Electric Company, Co.	17,164.00	Districtwide Electrical Projects
0069481	07/19/16	FieldTurf USA	98,451.60	CSM Softball Field Turf Replacement
0069482	07/19/16	Kathmandu AlfaBeta Institute Pvt. Ltd	26,750.00	International Students Recruiting Fees
0069486	07/19/16	Meta Bank/BB San Mateo CCD CFA	29,297.52	Financial Aid Disbursement
0069489	07/19/16	SMCCCD Bookstore	13,013.16	Cañada Special Programs Books Purchase
0069490	07/19/16	SMCCCD Bookstore	24,746.14	CSM Special Programs Books Purchase & Printing Services
0069491	07/19/16	SMCCCD Bookstore	146,856.24	Skyline Special Programs Books Purchase & Divisions Expenses
0069502	07/21/16	Noll & Tam	51,836.20	Districtwide Construction Projects
0069504	07/21/16	School Project for Utility Rate Reduction (SPURR)	14,818.74	Utilities
0069505	07/21/16	Sutro Tower Inc.	19,993.00	KCSM TV Broadcast Site Lease at Sutro Tower
0069506	07/21/16	Swinerton Builders	187,166.50	Program Management Services
0069521	07/26/16	Constellation NewEnergy, Inc.	67,567.84	Utilities
0069524	07/26/16	Interline Brands, Inc.	26,421.76	Districtwide Facilities Custodial Supplies
0069526	07/26/16	Meta Bank/BB San Mateo CCD CFA	16,916.00	Financial Aid Disbursement
0069527	07/26/16	San Mateo County Schools Insurance Group	192,884.86	Monthly Dental and Vision Insurance Premiums
0069540	07/28/16	Associated Std -Canada	50,000.00	Cañada Interbank Transfer
487126	07/05/16	Energy Mechanix, Inc.	19,003.00	Skyline HVAC Services
487128	07/05/16	Foundation for California Community College	23,897.32	Districtwide Fusion Annual License Fee

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

Check Num	Check Date	Vendor Name	Check Amount	Description
487154	07/05/16	Pacific Gas & Electric Co	14,018.98	Utilities
487171	07/05/16	UndergroundGIS, Inc.	15,000.00	Facilities Landmark Software Annual License & Support
487181	07/05/16	American Federation of Teachers	10,696.60	Monthly Union Dues
487182	07/05/16	Associated Std -Canada	14,254.92	Quarterly Student Body and Rep.Fees Reimbursement
487184	07/05/16	Associated Std-CSM	23,291.15	Quarterly Student Body and Rep.Fees Reimbursement
487186	07/05/16	Associated Std-Skyline	24,389.83	Quarterly Student Body and Rep.Fees Reimbursement
487191	07/05/16	C S E A	14,456.39	Monthly Union Dues
487192	07/05/16	CalPERS	508,537.18	Monthly PERS Classic Members Contribution Advance Payment
487193	07/05/16	CalPERS	152,022.94	Monthly PERS New Member Contribution Advance Payment
487222	07/05/16	Public Empl Ret Sys	1,568,282.19	Monthly Health Insurance Premium
487224	07/05/16	RSC Insurance Brokerage, Inc.	1,009,708.40	Districtwide Annual Insurance Premiums
487236	07/05/16	U.S. Postal Services	15,000.00	Skyline Postage Purchase
487247	07/07/16	Bill Gould Architectural Corporation	10,762.50	CSM Architectural Design Services
487253	07/07/16	Cody Anderson Wasney Architects, Inc.	88,624.24	CSM Design Services
487266	07/07/16	Governet	25,000.00	Districtwide Curricunet Annual Support Maintenance & Hosting Fees
487272	07/07/16	Interface Engineering Inc.	12,348.67	Districtwide EV Charging Stations Design Services
487292	07/07/16	SARS Software Products Inc	25,600.00	Districtwide SARS Software Renewal Fees
487295	07/07/16	Simonds Machinery Co	26,399.52	CSM Purchase & Installation of Sewer Lift Station Pumps
487297	07/07/16	Strata Information Group	56,581.00	Monthly Districtwide Professional & Management Services
487298	07/07/16	Stronger Building Services	48,453.85	CSM Construction Project
487302	07/07/16	Total Equipment & Rental of Fremont LLC	82,424.74	CSM Facilities Equipment Purchase
487320	07/07/16	Hartford Life & Accident Insurance Co.	40,867.94	Monthly Life Insurance Fees
487361	07/12/16	City of San Bruno	18,403.52	Utilities
487366	07/12/16	CSW-Stuber-Stroeh Engineering Group, Inc.	13,471.08	Skyline Consulting Services
487372	07/12/16	Enshallah Inc.	10,730.00	Skyline Consulting Services
487377	07/12/16	Foundation for California Community College	70,000.00	Skyline Promise Project Consulting Services
487399	07/12/16	Lloyd F. McKinney Associates, Inc.	15,103.26	Districtwide Equipment Purchase
487403	07/12/16	Margolis Healy & Associates, LLC	57,645.00	Public Safety Services Study
487406	07/12/16	MediFit Corporate Services, Inc.	72,621.11	Fitness Center Equipment Purchase
487408	07/12/16	Myers Information Systems, Inc.	10,795.16	KCSM TV & FM Modules Annual Support
487409	07/12/16	National Technology Transfer Inc.	17,225.00	Facilities Technical & Operational Trainings
487424	07/12/16	RSC Insurance Brokerage, Inc.	47,959.32	Districtwide TULIP Annual Insurance
487427	07/12/16	Schools Excess Liability Fund	51,719.30	Districtwide Excess Liability Program Annual Fee
487449	07/12/16	City of Redwood City	22,494.03	Utilities
487474	07/12/16	Pacific Gas & Electric Co	21,363.01	Utilities
487519	07/14/16	Athletics Unlimited	10,130.48	CSM PE Equipment Purchase
487520	07/14/16	Barclay Sanitary Supplies	12,242.66	Skyline Facilities Equipment Purchase
487540	07/14/16	Hanson Bridgett LLP	30,883.05	Districtwide Construction Related Legal Counseling Services
487541	07/14/16	Hatchuel Tabernik and Associates Inc.	30,625.50	Skyline STEM Grant Writing Services
487554	07/14/16	OmniUpdate, Inc.	63,875.00	Districtwide ITS Web Annual License & Services
487559	07/14/16	Remy Moose Manley, LLP	23,383.77	CSM Construction Related Legal Counseling Services
487563	07/14/16	San Francisco State University	49,728.95	CalSTEP activities coordination with Cañada College
487603	07/14/16	U.S. Postal Services	10,000.00	Cañada Postage Purchase

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

Check Num	Check Date	Vendor Name	Check Amount	Description
487610	07/19/16	Atkinson, Andelson, Loya, Rudd and Romo	30,133.60	Districtwide Legal Counseling Services
487611	07/19/16	Burke, Williams & Sorensen, LLP	13,785.00	CSM Construction Related Legal Counseling Services
487612	07/19/16	Carducci & Associates, Inc.	14,264.74	Skyline Construction Landscape Services
487617	07/19/16	Crowe Horwath, LLP	35,000.00	Districtwide Auditing Services
487620	07/19/16	Eternal Construction, Inc.	157,318.38	CSM Construction Project
487628	07/19/16	Marin Community College District	12,939.09	CalSTEP activities coordination with Cañada College
487635	07/19/16	Online Learning Consortium	13,500.00	Skyline Workshop Services
487636	07/19/16	Pacific Gas & Electric Co	29,504.83	Utilities
487637	07/19/16	Pacific Gas & Electric Co	49,489.23	Utilities
487649	07/19/16	American Federation of Teachers	21,892.57	Monthly Union Dues
487652	07/19/16	CalPERS	16,945.90	Monthly PERS Classic Members Contribution Final Payment
487691	07/19/16	U.S. Postal Services	10,000.00	CSM Postage Purchase
487706	07/21/16	Eternal Construction, Inc.	83,010.05	CSM Construction Project
487727	07/21/16	TLCD Architecture	22,757.60	CSM Construction Design Services
487733	07/21/16	U.S. Postal Services	14,426.41	CCCCE Postage Purchase
487735	07/26/16	AECOM Technical Services, Inc.	16,567.52	Districtwide Construction Scheduling Services Program
487736	07/26/16	Air Treatment Corporation	41,636.90	CSM Facilities Equipment Purchase
487743	07/26/16	CDW LLC	119,155.42	Districtwide Computer Purchase
487751	07/26/16	Holland and Knight, LLP	11,288.00	Districtwide Legal Counseling Services
487755	07/26/16	Miller, Morton, Caillat & Nevis, LLP	46,584.85	Cañada Vista Housing Legal Counseling Services
487797	07/28/16	Board of Governors	11,700.00	Districtwide Student Right To Know Act Reporting Subscription Fee
487800	07/28/16	CDW LLC	11,209.06	Districtwide Computer Purchase
487805	07/28/16	Eastern Educational Television Network, Inc.	19,576.00	KCSM American Public Television Access Fee
487817	07/28/16	Maverick Networks, Inc.	85,308.69	Districtwide New Phone System Purchase & Installation
487821	07/28/16	Miller, Morton, Caillat & Nevis, LLP	159,796.32	Cañada Vista Housing Legal Counseling Services
487827	07/28/16	Pacific Gas & Electric Co	16,885.90	Utilities
487840	07/28/16	Comm College League/Calif	18,191.04	Skyline Library Subscription Services
487846	07/28/16	RSC Insurance Brokerage, Inc.	192,324.00	Districtwide Annual Insurance Premiums
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1700002	07/01/16	US Treasury - Federal Payroll Tax	1,212,138.71	Federal Payroll Tax
J1700002	07/01/16	EDD - State Payroll Tax	206,362.25	State Payroll Tax
J1700007	07/06/16	State Teacher Retirement - Defined Benefit	229,091.56	STRS Retirement-Defined Benefit 95%
J1700032	07/08/16	State Teacher Retirement - Cash Balance	10,126.62	STRS Retirement-Cash Balance
J1700033	07/08/16	State Teacher Retirement - Defined Benefit	12,057.45	STRS Retirement-Defined Benefit Bal
J1700041	07/14/16	State Teacher Retirement - Cash Balance	39,368.32	STRS Retirement-Cash Balance
J1700043	07/15/16	State Teacher Retirement - Defined Benefit	213,212.57	STRS Retirement-Defined Benefit 95%
J1700042	07/18/16	EDD - State Payroll Tax	10,881.70	State Tax-Disability Insurance
J1700042	07/18/16	US Treasury - Federal Payroll Tax	400,517.10	Federal Payroll Tax
J1700042	07/18/16	EDD - State Payroll Tax	72,191.83	State Payroll Tax
J1700059	07/21/16	EDD - State Payroll Tax	12,248.82	State Unemployment Payroll Tax

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

Check Num	Check Date	Vendor Name	Check Amount	Description
		<u>SMCCCD Bookstores</u>		
115906	07/12/16	D&H DISTRIBUTING	26,301.84	Purchase of Inventory
115930	07/12/16	MCGRAW-HILL COMPANIES	20,801.41	Purchase of Inventory
115935	07/12/16	PENS ETC.	13,016.31	Purchase of Inventory
115939	07/12/16	PROMEVO	20,194.64	Purchase of Inventory
115942	07/12/16	RUSSELL ATHLETIC	12,148.37	Purchase of Inventory
115980	07/28/16	MBS TEXTBOOK EXCHANGE	19,914.23	Purchase of Inventory
115990	07/28/16	PROMEVO	37,908.53	Purchase of Inventory
115994	07/28/16	SM CC COLLEGE DISTRICT	222,331.19	Salaries & Benefits of June 2016
EFT 77412	07/29/16	BOARD OF EQUALIZATION	29,258.00	Sales Tax June 2016
		Subtotal	10,982,829.21	89%
		Warrants Issued ≤ \$10,000	1,328,535.65	11%
		Total Non-Salary Warrants Issued	<u>12,311,364.86</u>	100%
District Accounts Payabl	CK#487106-487847, DD69269-69549		9,330,126.41	
District Payroll	CK#117167-118090, DD50114486-50116125		8,263,760.17	
SMCCCD Bookstores	CK#115891-116004, EFT 77412		555,062.54	
	Total Warrants Including Salaries -March 2016		<u>18,148,949.12</u>	

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

Check Numl	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0069564	08/02/16	Momjian, Gohar	11,500.00	Monthly Districtwide Consulting Services
0069570	08/02/16	U.S. Bank National Association ND, .	274,426.72	Districtwide Procurement Card Payment
0069571	08/02/16	Cenetri Group, LLC	34,000.00	CSM Construction Consulting Services
0069578	08/02/16	Meta Bank/BB San Mateo CCD CFA	28,660.00	Financial Aid Disbursement
0069582	08/02/16	Schneider Electric Buildings Americas, Inc.	77,562.66	Districtwide Building Management System Maintenance
0069591	08/04/16	Intermountain Electric Company	87,334.43	Districtwide Exterior Lighting Upgrade Project
0069595	08/04/16	Siemens Industry, Inc.	30,715.25	Districtwide Fire Alarm System Monitoring Services
0069598	08/04/16	VALIC Retirement Services Company	110,670.46	Tax Sheltered Annuities
0069599	08/04/16	W W Grainger Inc	97,447.64	Districtwide Equipment Purchase
0069600	08/04/16	Wesco Graphics, Inc.	26,964.31	CCCE Catalog Printing Services
0069617	08/09/16	Meta Bank/BB San Mateo CCD CFA	276,071.95	Financial Aid Disbursement
0069636	08/16/16	Constellation NewEnergy, Inc.	40,244.43	Utilities
0069638	08/16/16	Knorr Systems, Inc.	10,689.82	CSM Facilities Equipment Purchases
0069639	08/16/16	Krueger International, Inc.	11,536.21	Skyline Library Furniture Purchases
0069641	08/16/16	Meta Bank/BB San Mateo CCD CFA	1,844,830.71	Financial Aid Disbursement
0069644	08/16/16	Noll & Tam	14,854.30	CSM Construction Architectural Services
0069648	08/16/16	SM County Community College District	36,546.61	Replenish Flex Spending Account
0069652	08/16/16	Sutro Tower Inc.	19,993.00	KCSM TV Broadcast Site Lease at Sutro Tower
0069662	08/18/16	Enterprise FM Trust	12,552.41	Districtwide Leased Cars Monthly Payment
0069675	08/23/16	Meta Bank/BB San Mateo CCD CFA	668,218.45	Financial Aid Disbursement
0069677	08/23/16	Netronix Integration, Inc.	24,060.84	Districtwide Computer Purchases
0069681	08/23/16	Schneider Electric Buildings Americas, Inc.	24,701.50	Districtwide Building Management System Maintenance
0069684	08/23/16	Sedgwick Claims Management Services. Inc.	19,591.69	Replenish Workers' Compensation Insurance Fund
0069686	08/23/16	Western Allied Mechanical Inc.	38,696.25	CSM Chiller Unit Maintenance Services
0069697	08/25/16	Constellation NewEnergy, Inc.	22,589.24	Utilities
0069706	08/25/16	San Mateo County Schools Insurance Group	196,544.68	Monthly Dental and Vision Insurance Premiums
0069707	08/25/16	School Project for Utility Rate Reduction (SPURR)	29,084.27	Utilities
0069732	08/30/16	Jaime L Arce	14,434.35	Cañada Signage Installation Services
0069734	08/30/16	Meta Bank/BB San Mateo CCD CFA	503,745.40	Financial Aid Disbursement
0069736	08/30/16	Sedgwick Claims Management Services. Inc.	30,246.23	Replenish Workers' Compensation Insurance Fund
487848	08/02/16	A.C.C.J.C.	25,091.00	Skyline Annual Membership Dues
487873	08/02/16	Innerspace Engineering Inc.	10,058.78	CSM PE Equipment Purchase
487891	08/02/16	Snap-on Incorporated	26,048.84	Skyline Automotive Equipment Purchase
487899	08/02/16	CalPERS	554,735.05	Monthly PERS Classic Members Contribution Advance Payment
487900	08/02/16	CalPERS	175,863.65	Monthly PERS New Member Contribution Advance Payment
487912	08/02/16	Public Empl Ret Sys	1,573,394.91	Monthly Health Insurance Premium
487918	08/04/16	American Federation of Teachers	22,752.67	Monthly Union Dues
487921	08/04/16	CDW LLC	75,122.39	Districtwide Computers Purchases
487946	08/09/16	All American Sports Corp	14,099.12	CSM PE Equipment Purchase
487960	08/09/16	Comm College League/Calif	72,706.00	Districtwide Athletic Annual Dues
487977	08/09/16	Interworld Highway LLC	17,308.99	Skyline Biology Lab Equipment Purchases

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

Check Numl	Check Date	Vendor Name	Check Amount	Description
487994	08/09/16	Pacific Gas & Electric Co	13,845.58	Utilities
488006	08/09/16	Sedgwick Claims Management Services. Inc.	24,952.25	Replenish Workers' Compensation Insurance Fund
488017	08/09/16	Maverick Networks, Inc.	217,086.96	Districtwide New Phone System Purchase & Installation
488027	08/11/16	City of Redwood City	17,283.94	Utilities
488029	08/11/16	City of San Bruno	49,419.48	Utilities
488045	08/11/16	Pacific Gas & Electric Co	46,432.02	Utilities
488058	08/11/16	STEM Learning, LLC	15,080.00	Bay Area Pathways Academy Lecture Services
488086	08/16/16	Carducci & Associates, Inc.	26,777.75	Skyline Construction Architectural Services
488087	08/16/16	CDW LLC	108,117.33	Districtwide Computers Purchases
488133	08/16/16	Miller, Morton, Caillat & Nevis, LLP	20,386.54	Cañada and Cañada Vista Litigations Expenses
488136	08/16/16	National Technology Transfer Inc.	33,200.00	Facilities Technology Staff Training Services
488140	08/16/16	Pacific Gas & Electric Co	29,090.42	Utilities
488171	08/16/16	Thermo Electron North America, LLC	56,595.37	Skyline Chemistry Equipment Purchases
488189	08/16/16	County of San Mateo	13,818.60	Districtwide Monthly Parking Income Allocation
488215	08/18/16	PeopleAdmin, Inc.	30,243.68	HR Recruiting Services Annual Fee
488251	08/23/16	Cooperative Strategies, LLC	10,500.00	Development of Trustee Area Boundaries Research Services
488292	08/23/16	Janus Corporation	18,000.00	Cañada Construction Services
488342	08/23/16	Omega Engineering	10,333.00	CSM Lab Equipment Purchases
488347	08/23/16	Pacific Gas & Electric Co	17,246.30	Utilities
488366	08/23/16	Reliable Concepts Corporation	11,810.00	CSM PE Facilities Renovations
488390	08/23/16	Steinberg Architects	11,843.85	Districtwide Architectural Services
488400	08/23/16	TLCD Architecture	84,721.53	CSM Theatre Architectural Services
488423	08/23/16	Calif Water Service Co	44,210.29	Utilities
488424	08/23/16	Calif Water Service Co	43,576.68	Utilities
488430	08/23/16	Sally Swanson Architects, Inc.	18,600.31	Cañada Architectural Services
488516	08/25/16	The Guardian Life Insurance Company	34,566.26	Monthly Life Insurance Payment
488517	08/30/16	AcademicWorks, Inc.	27,783.00	Districtwide Academic Works Annual Service Fees
488532	08/30/16	Atkinson, Andelson, Loya, Rudd and Romo	22,868.83	Districtwide Legal Counseling Services
488543	08/30/16	Burke, Williams & Sorensen, LLP	10,547.19	CSM Construction Legal Counseling Services
488546	08/30/16	CDW LLC	208,480.81	Districtwide Computers Purchases
488560	08/30/16	e-Learning Innovation LLC	52,000.00	Districtwide Helpdesk and Support Services
488574	08/30/16	Integral Group, Inc.	31,515.16	CSM Aquatics Equipment Services
488576	08/30/16	Jarell Harris	14,960.00	CSM Parking Lot Stripping Services
488579	08/30/16	Kingston Media	10,000.00	Cañada Marketing Services
488591	08/30/16	Miller, Morton, Caillat & Nevis, LLP	13,578.25	Cañada and Cañada Vista Litigations Expenses
488596	08/30/16	Pasco Scientific Co.	16,891.12	Cañada Equipment Purchase
488615	08/30/16	Selma Auto Mall Inc.	105,509.15	District Facilities Vehicle Purchase

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

Check Numl	Check Date	Vendor Name	Check Amount	Description
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1700122	08/01/16	US Treasury - Federal Payroll Tax	1,377,634.82	Federal Payroll Tax
J1700122	08/01/16	EDD - State Payroll Tax	244,291.19	State Payroll Tax
J1700122	08/01/16	EDD - State Payroll Tax	11,511.36	State Tax-Disability Insurance
J1700123	08/02/16	State Teacher Retirement - Defined Benefit	378,191.25	STRS Retirement-Defined Benefit 95%
J1700140	08/04/16	State Teacher Retirement - Defined Benefit	19,903.90	STRS Retirement-Defined Benefit Bal
J1700146	08/04/16	Mass Mutual 457	53,053.14	Tax Annuity
J1700148	08/05/16	State Teacher Retirement - Cash Balance	39,558.90	STRS Retirement-Cash Balance
J1700221	08/16/16	US Treasury - Federal Payroll Tax	124,669.15	Federal Payroll Tax
J1700221	08/16/16	EDD - State Payroll Tax	10,526.87	State Payroll Tax
<u>SMCCCD Bookstores</u>				
116012	08/10/16	CENGAGE LEARNING	18,868.33	Purchase of Inventory
116026	08/10/16	ELSEVIER PUBLISHING CO.	13,751.63	Purchase of Inventory
116046	08/10/16	PEARSON EDUCATION, INC.	24,140.74	Purchase of Inventory
116039	08/10/16	MCGRAW-HILL COMPANIES	57,558.60	Purchase of Inventory
		Subtotal	11,081,226.74	91%
		Warrants Issued ≤ \$10,000	<u>1,097,439.91</u>	9%
		Total Non-Salary Warrants Issued	<u><u>12,178,666.65</u></u>	100%
District Accounts Payable	Ck#487848-488657, DD69550-69739		9,712,691.74	
District Payroll	Ck#118091-118706, DD50116126-50117899		8,229,538.22	
SMCCCD Bookstores	Ck#116005-116064, EFT 72426		<u>193,156.49</u>	
	Total Warrants Including Salaries - APRIL 2016		<u><u>18,135,386.45</u></u>	

**BOARD REPORT NO. 16-10-2CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Jonathan Bissell, Director of Community, Continuing and Corporate Education  
574-6179

**APPROVAL OF COMMUNITY SERVICES CLASSES, FALL/WINTER 2016  
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Listed below are the planned self-supporting Community Services offerings at Cañada College, College of San Mateo and Skyline College for Fall/Winter 2016. Classes in the Community Services program are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The Community Services schedule is grouped by Community Services classes on campus and off-site, Emeritus Institute, and on-line offerings.

**New Programs**

**Cañada College**

Beginning German  
Returning to College – Earn that Degree  
SVIEP – American Culture- Level 1 & 2 (2 sessions)  
SVIEP – American Culture- Level 3 & 4 (2 sessions)  
SVIEP – Reading & Writing/Speaking (2 sessions)  
SVIEP – Writing & Grammar (2 sessions)  
Understanding your Medicare Options

**College of San Mateo**

Beginning German  
Common Core Writing: Expository  
Create Professional Presentations with MS PowerPoint  
Create your Ideal Garden  
Fingerspell your Way to Understanding!  
Fretboard Fundamentals  
Homeselling 101  
How to Increase Employee Buy-In & Accountability  
How to Run an Effective Meeting  
Introduction to Adobe Photoshop  
Life Insurance Basics: What to Know Before & After you Buy!  
Math Olympiad (Ages 7-8)  
Math Olympiad (Ages 9-11)  
Navigating & Addressing Conflict in the Workplace  
Preservation, Fermentation & Cultured Foods for Health – Preserving Beverages  
Preservation, Fermentation & Cultured Foods for Health – Preserving Milk



Preservation, Fermentation & Cultured Foods for Health – Preserving Vegetables & Fruits  
PTCB Intensive Review Course  
Public Speaking: Persuasive Speech (Ages 9-11)  
Public Speaking: Persuasive Speech (Ages 11-14)  
Returning to College – Earn that Degree  
Small Business Marketing: Introduction to Exhibiting  
Starting a Successful Small Consulting Business  
Strategic Planning for Small & Medium Sized Organizations  
Successful Job Transitions (How to Return to Work, Change Jobs, Upgrade your Skills for a New Job)  
Understanding your Medicare Options  
Venus & Mars Not Aligning? Effective Communication Skills  
Watercolor by Any Means Necessary

### **Skyline College**

Clash Detection with Navisworks  
Fingerspell your Way to Understanding!  
Life Insurance Basics: What to Know Before & After you Buy!  
Navisworks/Synchro 4D  
Returning to College – Earn that Degree  
Revit Electrical  
Revit Mechanical/Plumbing  
Revit Structure  
SVIEP – American Culture- Level 1 & 2 (2 sessions)  
SVIEP – American Culture– Level 3 & 4 (2 sessions)  
SVIEP – Grammar (2 sessions)  
SVIEP – Listening/Speaking (2 sessions)  
SVIEP – Reading & Writing (2 sessions)  
Understanding your Medicare Options

### **Off Campus**

Haunted Halloween Mansion (Kathy's Kreative Kakes, San Mateo)  
Boxercise 101 (Peninsula Boxing & Fitness, Redwood City)  
City of San Mateo Walk (300 S. El Camino Real, San Mateo)

### **Emeritus**

Impressionistic & Post-Impressionistic Artists

### **Continuing Programs**

#### **Cañada College**

Financial Strategies for Successful Retirement  
First Aid, CPR/AED, Adult & Pediatric – American Red Cross (3 sessions)  
Notary Public Workshop & Exam

#### **College of San Mateo**

American Sign Language – Beginning I  
Animation Voiceovers

Astronomy - Exquisite Fall Skies  
Become a Mystery Shopper  
Become a Professional Organizer  
Beginning Chinese II  
Beginning Music Reading for Instruments and Voice  
Building & Leveraging your LinkedIn Profile Hands-on Workshop  
Cellphonography  
Chinese I  
Clinical Medical Assistant Program  
Communication Success Skills for Introverts  
Computer Basics  
Conversational Japanese  
DMV Auto Wholesale  
Dog Obedience Classes - All Levels (ongoing)  
Drawing in Color (2 sessions)  
Easy Pencil Sketching (2 sessions)  
Fencing - Fitness with a Sword  
Financial Strategies for Successful Retirement  
French I  
French II  
Fun with Guitar I (2 sessions)  
Fun with Guitar II  
Graceful Hawaiian Hula I (2 sessions)  
Graceful Hawaiian Hula II (2 sessions)  
Hat's Off to Knitting!  
Home Decorating Detail in Depth  
Homebuying 101  
How to be Published for FREE!  
Importing as a Small Business  
Improve Your Social E.Q.  
Ink & Watercolor Painting with Chinese Brush Techniques  
Instant Italian!  
Instant Piano for Hopelessly Busy People  
Intermediate Tai Chi and Applications (2 sessions)  
Intermediate/Advanced MS Excel  
Intermediate/Advanced MS Word  
Introduction to MS Word  
Introduction to MS Excel  
Kitchen and Bath Remodel/Design  
Learn To Draw – Basic Drawing (2 sessions)  
Learn to Play Guitar in a Day!  
Let's Make Sushi  
Magic Flutes, Flute Orchestra  
Make your Website Make Money  
Modern Floral Centerpiece  
Motorcycle Safety Training (ongoing)  
Non-Profit Leadership Certificate Program  
Notary Loan Signing and Certification  
Notary Public Workshop and Exam  
Oil Painting  
Peninsula Parks & Trails  
Peninsula Photography Field Trips

Personal Fitness Trainer Certification  
Pharmacy Technician Program  
PSAT Crash Course  
QuickBooks 2015 Basics  
Repurpose/Redesign your Furniture!  
SAT Prep for the New SAT  
Secrets of a Super Memory  
Secrets of Home Interior Decorating  
Sell Your Stuff on Facebook, Craigslist, Amazon, Etsy and Other Non-eBay Sites  
Sensational Salsa Dancing  
ServSafe Food Manager Certification Test Preparation & Exam for Managers (3 sessions)  
Sidelines for Seniors!  
Spanish - Intermediate  
Spanish for Beginners  
Sports Nutrition Consultant Certification  
Street Smart Self-Defense  
Tai Chi for Fitness and Well-Being - Beginners (2 sessions)  
Ukulele - Fun and Easy I (2 sessions)  
Using Essential Oils to Promote your Well-Being

### **Skyline College**

American Sign Language – Beginning I  
Planning for your Retirement

### **Off Campus**

Basic Cake Decorating (Kathy's Kreative Kakes, San Mateo)  
Basic Fondant Cake Decorating (Kathy's Kreative Kakes, San Mateo)  
Floral Cupcake Decorating (Kathy's Kreative Kakes, San Mateo)  
Ladies Night Boxercise – It's a Hit! (2 sessions) (Peninsula Boxing & Fitness, Redwood City)  
Peninsula Parks & Trails

### **Emeritus**

An Enchanting Evening with Leonardo da Vinci  
Jazz from the Hill (2 sessions)

### **Online Classes**

#### **New Classes**

Accounting Fundamentals Series  
Administrative Assistant Suite  
Adobe Value Suite  
Advanced Microsoft Excel 2016  
Basic Computer Skills Suite  
C# Programming Series  
Certificate in Energy Medicine  
Certificate in Global Healing Systems  
Certificate in Infectious Diseases & Disease Control  
Certificate in Legal & Ethical Issues in Healthcare  
Certificate in Mindfulness

Certificate in Violence Prevention & Awareness  
Computer Networking Suite  
Content Literacy: Grades 6-12  
Creating WordPress Websites Series  
Creating Writing Value Suite  
Digital Marketing Suite  
Educator's Fundamentals Series  
Entrepreneurship Suite  
Explore a Career in Healthcare Suite  
Grammar Refresher II  
Grammar Refresher Series  
Grant Writing Suite  
GRE Prep Series  
HTML & CSS Series  
Human Physiology Series  
Intermediate InDesign CC  
Intermediate Microsoft Excel 2016  
Intermediate Microsoft Word 2013  
Intermediate Microsoft Word 2016  
Intermediate Photoshop CC  
Intermediate QuickBooks 2015, 2016  
Introduction to Lightroom CC  
Introduction to Microsoft Access 2016  
Introduction to Microsoft Excel 2016  
Introduction to Microsoft PowerPoint 2016  
Introduction to Microsoft Project 2016  
Introduction to QuickBooks 2016  
Introduction to QuickBooks Online  
Introduction to Windows 10  
Introduction to XML  
Java Programming Series  
Leadership Suite  
LPI Linux Essentials Exam Prep  
Medical Spanish Series  
Medical Terminology Series  
Microsoft Access 2016 Series  
Microsoft Excel 2016 Series  
Microsoft Office 2016 Value Suite  
Microsoft Word 2016 Series  
Nonprofit Suite  
Oracle Series  
Performing Payroll in QuickBooks 2015  
Photography Suite  
Photoshop Elements 13 for the Digital Photographer II  
PHP and MySQL Series  
PMP® Prep Series  
Presentation Skills Suite  
Project Management Suite  
QuickBooks 2015 for Contractors  
Reading Strategies Suite  
Real Estate Suite  
Responsive Web Design

Sales Training Suite  
SAT/ACT Prep Series  
Soft Skills Suite  
Speed Spanish Series  
SQL Series  
Start your own Online Business  
Stock Trading Suite  
Supervision and Management Series  
Supply Chain Suite  
Teaching ESL Series  
Veterinary Assistant Series  
Visual Basic Series  
Web Design Value Suite  
Workplace Law Essential Values Suite  
Writing & Editing Value Suite

**Continuing Classes**

A to Z Grant Writing  
Accounting Fundamentals I, II  
Achieving Success with Difficult People  
Achieving Top Search Engine Positions  
Administrative Assistant Applications  
Administrative Assistant Fundamentals  
Advanced CompTIA A+ Certification Prep  
Advanced CSS3 and HTML5  
Advanced Fiction Writing  
Advanced Grant Proposal Writing  
Advanced Microsoft Excel 2007  
Advanced Microsoft Excel 2010  
Advanced Microsoft Excel 2013  
Advanced PC Security  
Advanced Web Pages  
An Introduction to Teaching ESL/EFL  
Assisting Aging Parents  
Basic CompTIA A+ Certification Prep  
Become a Physical Therapy Aide  
Become a Veterinary Assistant I, II, III  
Become an Optical Assistant  
Becoming a Grant Writing Consultant  
Beginner's Guide to Getting Published  
Beginning Conversational French  
Beginning Writer's Workshop  
Blogging and Podcasting for Beginners  
Building Teams That Work  
Business and Marketing Writing  
Business Finance for Non-Finance Personnel  
Certificate in Brain Health  
Certificate in Complementary and Alternative Medicine  
Certificate in End of Life Care  
Certificate in Food, Nutrition, and Health  
Certificate in Gerontology  
Certificate in Healing Environments for Body, Mind & Spirit

Certificate in Healthy Aging  
Certificate in Holistic and Integrative Health  
Certificate in Holistic and Integrative Health: Foundations 1, 2 & 3  
Certificate in Integrative Mental Health  
Certificate in Meditation  
Certificate in Pain Assessment and Management  
Certificate in Perinatal Issues  
Certificate in Spirituality, Health, and Healing  
Certificate in Starting Your Own Business in Health and Healing  
Certificate in Stress Management  
Common Core Standards for English Language Arts K-5  
CompTIA® Network + Certification Prep  
CompTIA® Security + Certification Prep 1 & 2  
Computer Skills for the Workplace  
Conversational Japanese  
Creating a Classroom Web Site  
Creating a Successful Business Plan  
Creating Classroom Centers  
Creating jQuery Mobile Websites with Dreamweaver – to be discontinued  
Creating Mobile Apps with HTML5  
Creating the Inclusive Classroom: Strategies for Success  
Creating Web Pages  
Creating WordPress Websites  
Designing Effective Websites  
Differentiated Instruction in the Classroom  
Differentiated K-12 Assessments  
Discover Digital Photography  
Discover Sign Language  
Distribution and Logistics Management  
Drawing for the Absolute Beginner  
Easy English 1, 2, 3  
Effective Business Writing  
Effective Selling  
Employment Law Fundamentals  
Empowering Students with Disabilities  
Enhancing Language Development in Childhood  
Explore a Career as a Paralegal  
Explore a Career as a Pharmacy Technician  
Explore a Career as an Administrative Medical Assistant  
Explore a Career in Medical Coding  
Explore a Career in Medical Transcription  
Explore a Career in Medical Writing  
Explore a Career in Nursing  
Fundamentals of Supervision and Management I & II  
Fundamentals of Technical Writing  
Genealogy Basics  
Get Assertive!  
Get Funny!  
Get Grants!  
GMAT Preparation  
Grammar for ESL  
Grammar Refresher

GRE Preparation – Part 1 (Verbal & Analytical)  
GRE Preparation – Part 2 (Quantitative)  
Growing Plants for Fun and Profit  
Guided Reading and Writing: Strategies for Maximum Student Achievement  
Guided Reading: Strategies for the Differentiated Classroom  
Handling Medical Emergencies  
Happy and Healthy Pregnancy  
High Speed Project Management  
HIPAA Compliance  
Homeschool with Success  
How to Get Started in Game Development  
How to Make Money from Your Writing  
Human Anatomy and Physiology I & II  
Individual Excellence  
Instant Italian!  
Integrating Technology in the Classroom  
Intermediate C# Programming  
Intermediate Comp TIA A+ Certification Program  
Intermediate CSS3 and XHTML5  
Intermediate Dreamweaver CS6  
Intermediate Flash CS6 – to be discontinued  
Intermediate Java Programming  
Intermediate Microsoft Access 2007  
Intermediate Microsoft Access 2010  
Intermediate Microsoft Access 2013  
Intermediate Microsoft Access 2016  
Intermediate Microsoft Excel 2007  
Intermediate Microsoft Excel 2010  
Intermediate Microsoft Excel 2013  
Intermediate Microsoft Word 2007  
Intermediate Microsoft Word 2010  
Intermediate Networking  
Intermediate Oracle  
Intermediate Photoshop CS5  
Intermediate Photoshop CS6  
Intermediate PHP and MySQL  
Intermediate QuickBooks 2013, 2014  
Intermediate SQL  
Intermediate Visual Basic  
Interpersonal Communication  
Introduction to Adobe Acrobat X  
Introduction to Ajax Programming – to be discontinued  
Introduction to Algebra  
Introduction to ASP.NET  
Introduction to Biology  
Introduction to Business Analysis  
Introduction to C# Programming  
Introduction to C++ Programming  
Introduction to Camtasia Studio 8 – to be discontinued  
Introduction to Chemistry  
Introduction to CorelDRAW X5  
Introduction to Criminal Law

Introduction to Crystal Reports  
Introduction to CSS3 and XHTML5  
Introduction to Database Development  
Introduction to Digital Scrapbooking  
Introduction to Dreamweaver CS6  
Introduction to Final Cut Pro X – to be discontinued  
Introduction to Flash CS6 – to be discontinued  
Introduction to Google Analytics  
Introduction to Guitar  
Introduction to Illustrator CS6  
Introduction to InDesign CC  
Introduction to InDesign CS6  
Introduction to Interior Design  
Introduction to Internet Writing Markets  
Introduction to Java Programming  
Introduction to JavaScript  
Introduction to Journaling  
Introduction to Lightroom 4, 5  
Introduction to Microsoft Access 2007  
Introduction to Microsoft Access 2010  
Introduction to Microsoft Access 2013  
Introduction to Microsoft Excel 2007  
Introduction to Microsoft Excel 2010  
Introduction to Microsoft Excel 2013  
Introduction to Microsoft Outlook 2010, 2013  
Introduction to Microsoft PowerPoint 2010, 2013  
Introduction to Microsoft Project 2010, 2013  
Introduction to Microsoft Publisher 2010, 2013  
Introduction to Microsoft Word 2007, 2010  
Introduction to Natural Health and Healing  
Introduction to Networking  
Introduction to Nonprofit Management  
Introduction to Oracle  
Introduction to PC Security  
Introduction to PC Troubleshooting  
Introduction to Photoshop CC  
Introduction to Photoshop CS5  
Introduction to Photoshop CS6  
Introduction to PHP and MySQL  
Introduction to Programming  
Introduction to Python 2.5 & 3 Programming  
Introduction to QuickBooks 2013, 2014, 2015  
Introduction to Screenwriting  
Introduction to SQL  
Introduction to Statistics  
Introduction to Stock Options  
Introduction to Visual Basic  
Introduction to Windows 7 & 8  
Jump-Start Your Career – to be discontinued  
Keyboarding  
Keys to Effective Communication  
Keys to Successful Money Management



Leadership  
Learn to Buy and Sell on eBay  
Legal Nurse Consulting  
Listen to Your Heart, and Success Will Follow  
Lose Weight and Keep It Off  
LSAT Preparation - Part 1 & 2  
Luscious, Low-Fat, Lightning-Quick Meals  
Mac, iPhone, and iPad Programming  
Managing Customer Service  
Manufacturing Applications  
Manufacturing Fundamentals  
Marketing Your Business on the Internet  
Marketing Your Nonprofit  
Marriage and Relationships: Keys to Success  
Mastering Public Speaking  
Mastering Your Digital SLR Camera  
Mastery of Business Fundamentals  
Math Refresher  
Medical Math  
Medical Terminology: A Word Association Approach  
Merrill Ream Speed Reading  
Microsoft PowerPoint 2013 in the Classroom  
Music Made Easy  
Mystery Writing  
Nonprofit Fundraising Essentials  
Non-Profit Management  
Performing Payroll in QuickBooks 2013  
Performing Payroll in QuickBooks 2014  
Personal Finance  
Photographing Nature with Your Digital Camera  
Photographing People with Your Digital Camera  
Photoshop CC for the Digital Photographer I, II  
Photoshop CS6 for the Digital Photographer – to be discontinued  
Photoshop Elements 11 for the Digital Photographer I, II – to be discontinued  
Photoshop Elements 12 for the Digital Photographer I, II  
Photoshop Elements 13 for the Digital Photographer  
PMP Certification Prep 1 and 2  
Practical Ideas for the Adult ESL/EFL Classroom  
Praxis Core Preparation  
Prepare for the GED Math Test  
Prepare for the GED Test  
Professional Sales Skills  
Project Management Applications  
Project Management Fundamentals  
Publish and Sell Your E-Books  
Purchasing Fundamentals  
QuickBooks 2013 for Contractors  
QuickBooks 2014 for Contractors  
Ready, Set, Read!  
Real Estate Investing  
Real Estate Law  
Research Methods for Writers

Response to Intervention: Reading Strategies That Work  
Resume Writing Workshop  
Romance Writing  
SAT/ACT Preparation – Part 1 & 2  
Secrets of Better Photography  
Secrets of the Caterer  
Singapore Math Strategies – Advanced Model Drawing for Grades 6-9  
Singapore Math Strategies – Model Drawing for Grades 1-6  
Singapore Math Strategies – Number Sense & Computational Strategies  
Six Sigma  
Skills for Making Great Decisions  
Small Business Marketing on a Shoestring  
Solving Classroom Discipline Problems I & II  
Spanish for Law Enforcement Professionals  
Spanish for Medical Professionals  
Spanish for Medical Professionals II  
Spanish in the Classroom  
Speed Spanish I, II, III  
Start a Pet Sitting Business  
Start and Operate Your Own Home-Based Business  
Start Your Own Arts and Crafts Business  
Start Your Own Edible Garden  
Start Your Own Gift Basket Business  
Start Your Own Small Business  
Starting a Consulting Practice  
Starting a Nonprofit  
Stocks, Bonds, and Investing: Oh, My!  
Supply Chain Management Fundamentals  
Survival Kit for New Teachers  
Teaching Adult Learners  
Teaching ESL/EFL Grammar/Reading  
Teaching ESL/EFL Vocabulary  
Teaching High School Students  
Teaching Math: Grades 4-6  
Teaching Preschool: A Year of Inspiring Lessons  
Teaching Science: Grades 4-6  
Teaching Smarter With SMART Boards  
Teaching Students with ADHD  
Teaching Students with Autism: Strategies for Success  
Teaching Students with Learning Disabilities  
Teaching Writing: Grades 4-6  
Teaching Writing: Grades K-3  
The Analysis and Valuation of Stocks  
The Craft of Magazine Writing  
The Creative Classroom  
The Differentiated Instruction and Response to Intervention Connection  
The Keys to Effective Editing  
Total Quality Fundamentals  
Travel Photography for the Digital Photographer  
Travel Writing  
Twelve Steps to a Successful Job Search  
Understanding Adolescents

Understanding the Cloud  
Understanding the Human Resources Function  
Using Social Media in Business  
Using the Internet in the Classroom  
What's New in Microsoft Office 2010 – to be discontinued  
What's New in Microsoft Office 2013  
Where Does All My Money Go?  
Wireless Networking  
Workers' Compensation  
Wow, What a Great Event!  
Write and Publish Your Nonfiction Book  
Write Effective Web Content  
Write Fiction Like a Pro  
Write your Life Story  
Writerrific – Creativity Training for Writers  
Writing Effective Grant Proposals  
Writing Essentials  
Writing for Children  
Writing for ESL  
Writing the Fantasy Novel  
Writing Young Adult Fiction

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Community Services classes to be offered for Fall/Winter 2016 at Cañada College, College of San Mateo and Skyline College as well as off-campus locations.

**BOARD REPORT NO. 16-10-3CA**

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

**ACCEPTANCE OF GIFTS BY THE DISTRICT**

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

**GIFT**

1. Two surplus patrol vehicles  
To be used by Administration of Justice program  
at College of San Mateo for POST certified training  
Estimated Value: \$13,500
  
2. Vehicle: 2016 Nissan Titan XD Diesel SV 4x4  
To be used by Automotive Technology program  
at Skyline College to train new technicians and  
update working technicians  
Estimated Value: \$39,000
  
3. "Ohia" – wooden horse sculpture by Deborah Butterfield  
Donated to Cañada College  
Appraised Value: \$75,000

**DONOR**

San Mateo County Sheriff's Office  
400 County Center  
Redwood City, CA 94063

Nissan North America, Inc.  
One Franklin Way  
Franklin, TN 37067

Robin Gates  
Woodside, CA

**RECOMMENDATION**

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

**BOARD REPORT NO. 16-10-4CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor- Superintendent  
PREPARED BY: Janet L. Stringer, Dean, Science and Technology, Cañada College 306-3322

**ACCEPTANCE OF HSI-STEM GRANT FROM THE DEPARTMENT OF  
EDUCATION FOR CAÑADA COLLEGE**

Cañada College has been awarded a grant through the HSI-STEM program at the Department of Education. The proposed program “Generating Access to Navigate and Achieve in STEM (GANAS)”, is an institutional grant.

The proposal represents a comprehensive approach to addressing the following four focus areas of need in the community college STEM education pipeline: (1) Low student achievement in Mathematics, especially among under-represented minorities; (2) Low academic achievement among first-time college students; (3) STEM faculty professional development needs; and (4) Lack of awareness of educational and career options. The objectives of the GANAS project are: (1) to improve student achievement in foundational Math courses, especially among underrepresented minority students; (2) to increase the number of underrepresented STEM students transferring to a four-year institution; (3) to increase awareness of educational and career paths among community college STEM students; (4) to increase the use of promising teaching pedagogies among STEM faculty to help enhance academic success of underrepresented students; and (5) to strengthen collaborative relationships with four-year universities and industry partners to provide underrepresented students research and professional development opportunities.

The full award is for \$4,346,654 over a five year period from October 1, 2016 through September 30, 2021 with \$868,726 awarded for the first year.

**RECOMMENDATION**

It is recommended that the Board accept the award to Cañada College from the Department of Education.

**BOARD REPORT NO. 16-10-5CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kimberlee Messina, Interim Vice Chancellor, Educational Services and Planning,  
358-6887

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

The addition of eighteen courses to, and the deletion of two courses from, the College catalogs are proposed by Cañada College, College of San Mateo and Skyline College at this time. Additionally, two courses are proposed to be offered in the distance education mode. The addition of two degrees/certificates is also proposed.

In addition to the courses deleted, four courses have been 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, thirty-nine courses and three programs have been modified, and two courses have been reactivated.

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

October 26, 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

Jamillah Moore, President  
Cañada College

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

### **EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT**

#### **680CH PRINCIPLES AND PRACTICES OF FAMILY CHILD CARE**

Justification: This course is being inactivated in order to comply with section 3.6 of the Curriculum Committee's Handbook which calls for the deletion of experimental courses at the start of the semester two years from the effective date on the Course Outline of Record.

#### **680CI ACTIVITY AND CURRICULUM PLANNING FOR HOME-BASED CARE**

Justification: This course is being inactivated in order to comply with section 3.6 of the Curriculum Committee's Handbook which calls for the deletion of experimental courses at the start of the semester two years from the effective date on the Course Outline of Record.

## **PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE**

### **INTERIOR DESIGN**

- 129 Presentation Techniques II
- 340 Furniture, Casework, and Interior Detailing
- 356 Residential and Commercial Construction
- 368 2020 for Designers

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

### **COMPUTER INFORMATION SCIENCE**

- 262 Discrete Mathematics for Computer Science

**ENGINEERING**

- 111 Surveying
- 260 Circuits and Devices
- 261 Circuits and Devices Laboratory

**FASHION DESIGN AND MERCHANDISING**

- 880CA Travel Study: Introduction to Italian Fashion

**INTERIOR DESIGN**

- 151 History of Interiors
- 357 Kitchen and Bath Design
- 367 3D Modeling SketchUp for Interior Designers

**MATHEMATICS**

- 251 Analytical Geometry and Calculus I

**PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE**

**INTERIOR DESIGN**

- Interior Design** – Associate in Science Degree
- Interior Design** – Certificate of Achievement
- Kitchen and Bath Design (accredited by NKBA, National Kitchen & Bath Association)** – Certificate of Achievement



San Mateo County Community College District

October 26, 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: Sandra Stefani Comerford, Vice President, Instruction  
College of San Mateo

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

David Laderman, President, Academic Senate  
College of San Mateo

Michael Claire, President  
College of San Mateo

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

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **BUSINESS**

136 BUSINESS FINANCE (3) (day or evening)

Justification: CSM's business offerings do not include finance-specific courses. BUS. 136 will plug this curricula gap, will expand advanced offerings thereby enhancing enrollment at the divisional and college level, and allow students to further explore advanced business issues prior to degree focus selection and/or transfer. Furthermore, this course will introduce and reinforce basic finance skills, a knowledge area consistently cited as lacking at both the high school and community college levels.

Prerequisite: BUS. 100 and BUSW 415.

Recommended Preparation: ACTG 121 and eligibility for ENGL 838 or ENGL 848 or ESL 400.

Description: Financial Management examines capital markets and corporate finance. The course emphasizes financial aspects of managerial decisions, touches on all areas of finance, including the valuation of real and financial assets, risk management and financial derivatives, the trade-off between risk and expected return, and corporate financing and dividend policy.

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

171 THE ENTREPRENEURIAL MINDSET (1.5) (day or evening)

Justification: This is a core requirement for the new Entrepreneurship certificate.

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; Certificate; CSU transferable.

173 SOURCES OF FINANCING (1.5) (day or evening)

Justification: This is a core requirement for the new Entrepreneurship certificate.

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; Certificate; CSU transferable.

174 THE BUSINESS PLAN (1.5) (day or evening)

Justification: This is a core requirement for the new Entrepreneurship certificate. This course introduces students to basic small business concepts and management, and within which a summary business plan is completed.

Prerequisite: BUS. 150.

Recommended Preparation: Eligibility for ENGL 100 or ENGL 105.

Description: A key component of a business' underlying success is the development of the business plan. This course builds on the short business plan created in BUS. 150, and provides students with tools needed to complete a comprehensive business plan.

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

176 SELLING THE IDEA (1.5) (day or evening)

Justification: This is a core requirement for the new Entrepreneurship certificate.

Prerequisite: None.

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

Description: A key component of an enterprise's success is the clear communication of the idea to potential investors. This course builds on a business plan, and creates a 'pitch-deck'--a brief presentation, often created using PowerPoint—that provides a quick overview of the business plan for use during face-to-face or online meetings with potential investors, customers, partners, and co-founders, as well as the opportunity to practice their pitch's delivery, receive feedback, and refine it.

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

177 MARKETING FOR ENTREPRENEURS (1.5) (day or evening)

Justification: This is a core requirement for the new Entrepreneurship certificate. It investigates how marketing tools enable entrepreneurs to realize the full potential of their ideas and examines marketing skills and tools required by start-ups.

Prerequisite: None.

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

Description: An examination of marketing principles and methods as applicable to entrepreneurs and small businesses. Successful execution of an entrepreneurial idea requires a sound marketing plan. This course investigates how marketing tools enable entrepreneurs to realize the full potential of their ideas and examines marketing skills and tools required by start-ups, including guerilla and social media strategies. Furthermore, the course covers identification of market segments; product positioning; estimating product demand; setting prices; and, management of rapid growth.

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

178 BUSINESS LAW FOR ENTREPRENEURS (1.5) (day or evening)

Justification: This is a core requirement for the new Entrepreneurship certificate. It introduces laws applicable to small businesses and their operations.

Prerequisite: None.

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

Description: Business Law for Entrepreneurs introduces laws applicable to small businesses and their operations. Topics include: Sources of law; The legal system and its processes; Agencies for enforcement; Contracts; Crimes; Torts; Business types and their liabilities; employment law.

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

179 HUMAN RESOURCES FOR ENTREPRENEURS (1.5) (day or evening)

Justification: This is a core requirement for the new Entrepreneurship certificate. It provides an overview of the fundamentals of human resource management tailored to small businesses.

Prerequisite: None.

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

Description: Overview of the fundamentals of human resource management tailored to small businesses, including: Human resource strategy and planning; Recruiting; Training and development methods; Compensation and benefits; Human resource policies and practices; Government regulation; and, Employee and labor relations.

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

## **COSMETOLOGY**

### 766 SALON BUSINESS ENTREPRENEUR (3) (day or evening)

Justification: This offering will be a concentration class as an elective within the newly created Entrepreneurship – From Idea to Business Certificate Program. Salon specific content will build upon classes successfully completed within the certificate or complement experiences already gained by new and established entrepreneurs seeking leading edge business training to survive and thrive in competitive markets.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848 or ESL 400; BUS. 150.

Description: In this discipline specific course students are introduced to modern concepts in salon business management including examination of current practices and principles successful salon businesses employ in order to launch a salon business, attract clientele, increase sales, grow personal income, and set goals for the future. Segments include opportunities to learn and practice soft skills, track and record successes, and identify areas for improvement within personalized action plans. Salon specific content builds upon classes successfully completed within the certificate or complements experiences already gained by new and established entrepreneurs seeking leading edge business training to survive and thrive in competitive markets.

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

## **DEVELOPMENTAL SKILLS**

### 825.1 ASSISTIVE TECHNOLOGY – TEXT TO SPEECH PROGRAM (.5) (day or evening)

Justification: Students with disabilities who have use of a text-to-speech program and textbooks in alternate format identified as accommodations need to have instruction in using this program to access and read electronic versions of their textbooks and other printed materials. Students also need instruction about how to use some of this program's study skill tools and strategies for their use.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed primarily for students with disabilities; provides training in the use of a text-to-speech program, which supports students' learning styles and/or physical needs in the area of reading and studying their textbooks. Students will learn how to use this assistive technology tool as an accommodation for reading and studying electronic versions of their textbooks and completing tests/exams from concurrent subject area classes. No previous computer experience is required.

Classification: Not degree applicable; not transferable.

### 827 ASSISTIVE TECHNOLOGY: SMARTPEN (.5) (day or evening)

Justification: DSPS students who have use of a Smartpen as an approved accommodation for notetaking purposes can borrow a Smartpen through DSPS' Smartpen Loan Program. Students receive training in the basics of how to use the Smartpen, but they require additional knowledge about the Smartpen, strategies for its use, and the process involved in transferring and using recorded notes in the Smartpen's computer-based software.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed primarily for students with disabilities. This course provides in-depth instruction about the various features of the Smartpen and ways to apply notetaking strategies when using the Smartpen. Students will also learn how to transfer recorded notes from the Smartpen to the computer-based software and how to review and organize notes in this software application. NOTE: Students who enroll in this class with a Smartpen identified as an accommodation will have access to a Smartpen for a one-month loan through the Disabled Students Programs and Services (DSPS) for the duration of this class. Other students will need to provide their own Smartpen

Classification: Not degree applicable; not transferable.

880MC ASSISTIVE TECHNOLOGY – SONOCENT AUDIO NOTETAKER (.5) (day or evening)

Justification: This is a new course to teach students how to use a new mobile app and computer-based application for note taking purposes. Sonocent Recorder and Sonocent Audio Notetaker are applications that are suitable for students who struggle with handwriting notes during class, even using a tool such as a Smartpen. In May 2016, College of San Mateo's Disability Resource Center (DRC) and Veteran's Opportunity Resource Center (VROC) were awarded a grant through the State Chancellor's Office through December 2017 for 100 shared licenses for Sonocent Audio Notetaker. Students require a class to learn how to use these tools through guided "hands on" experiences with the various features of Sonocent Recorder and Sonocent Audio Notetaker and the note taking process using these new Assistive Technology tools.

Prerequisite: None.

Recommended Preparation: None.

Description: Assistive technology designed for students with note taking difficulties. This course provides in-depth instruction about the use of Sonocent Audio Notetaker - a notetaking tool that transfers recorded files to a computer-based application. Students will learn how to integrate PowerPoint and Adobe PDF files into their audio recordings and use various tools for annotating and editing recordings. NOTE: Students will need to have access to computer for this class. Students who enroll in this class and who are eligible to receive services through the Disability Resource Center (DRC) and Veteran's Resource Opportunity Center (VROC) will receive a loan of Sonocent Audio Notetaker for the duration of the semester. Other students will use a free 30-day evaluation version of Sonocent Audio Notetaker.

Classification: Not degree applicable; not transferable.

880MD ASSISTIVE TECHNOLOGY – DRAGON NATURALLYSPEAKING (1) (day or evening)

Justification: DRC students who have use of Dragon NaturallySpeaking as an approved accommodation for writing essays for tests and/or exams need to know how to use this program before they can effectively use it as a writing tool. In this class, students will receive training in setting up and training a user profile and how to dictate and correct written work using voice commands.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed primarily for students with disabilities; provides training in the use of the speech recognition program, Dragon NaturallySpeaking, which supports students' learning styles and/or physical needs in the area of written expression. Students will learn how to use this assistive technology tool as an accommodation for completing written assignments and essay-based tests/exams. No previous computer experience is required.

Classification: Not degree applicable; not transferable.

## **KINESIOLOGY**

104 SPORTS PSYCHOLOGY (3) (day or evening; distance education)

Justification: This course will provide students with the option of taking a required core in the Kinesiology discipline. It will also be a core course in the proposed Kinesiology AA Degree that is currently in development.

Prerequisite: None.

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

Description: Examination of current theoretical perspectives in sports psychology, applications of theories and techniques of optimal performance, and experiential exercises related to psychological factors that affect performance in sports, and in life. Topics include: Goal setting, motivation, physiology, neuropsychology, stress versus relaxation (arousal regulation), commitment, peak potential, focus/concentration, confidence, and visualization.

Classification: AA/AS Degree; CSU transferable.

106 INTRODUCTION TO SPORTS MANAGEMENT (3) (day or evening; distance education)

Justification: This course is intended to provide Kinesiology majors with an opportunity to explore in more depth this aspect of the Kinesiology field. The course will also be included in the Kinesiology AA degree which is currently in development.

Prerequisite: None.

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

Description: An examination of the field of sport management. The course will provide an overview of sports management by presenting a discussion of the fundamental aspects of the profession. Areas of discussion include: legal, sociocultural, historical, political and psychological as they relate to the field of sports management. Further discussion centers on the ways the globalization of sports impact the contemporary sports manager.

Classification: AA/AS Degree; CSU transferable.

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

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

- 104 Sports Psychology
- 106 Introduction to Sports Management

**PROPOSED PROGRAM ADDITIONS – COLLEGE OF SAN MATEO**

College of San Mateo proposes to offer an Associate Degree, Associate Degree for Transfer, and/or Certificate of Achievement (18 units or more, state approved), and/or Certificate of Specialization (fewer than 18 units, not state approved) in the following programs:

**KINESIOLOGY**

**Kinesiology – Associate in Arts Degree** (22 units + General Education and other requirements for the Associate Degree)

**BUSINESS**

**Entrepreneurship – From Idea to Success** – Certificate of Specialization (16.5 units)

San Mateo County Community College District

October 26, 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: Aaron McVean, Interim Vice President, Instruction  
Skyline College

APPROVED BY: Adam Windham, Curriculum Committee Co-Chair  
Skyline College

Dennis Wolbers, Curriculum Committee Co-Chair  
Skyline College

Kathryn Browne, Academic Senate President  
Skyline College

Regina Stanback Stroud, President  
Skyline College

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

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **ART**

175 VISUAL THEORY AND PRACTICE: CERAMIC ART (3.0) (day or evening)

Justification: This introductory course is intended as a CSU GE Area C1 course and also for UC transfer. The Art program currently has no CSU GE Area C1 courses that include a hands-on art experience. This course will begin to fill that gap in our curriculum. This study of the ceramic arts will combine visual theory, art history, and art appreciation with studio art applications, creating a bridge course between art history and studio art courses in the Art curriculum.

Prerequisite: None.

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

Description: An introduction to a broad spectrum of ceramic art from diverse cultures, with a focus on visual theory, aesthetics, criticism, and historical context. Students will develop critical thinking skills through the analysis of cultural and technological constructs which influenced the creation of specific genres. In addition, students will produce original works of ceramic art by reinterpreting the traditions they study in a contemporary context, with an emphasis on creative problem solving skills.

Classification: AA/AS Degree; CSU transferable.



**DEVELOPMENTAL SKILLS****DSKL 880SI ASSISTIVE COMPUTER TECHNOLOGY – SONOCENT AUDIO NOTETAKER (0.5)**  
(day or evening)

Justification: This is a new course to teach students who struggle with handwriting notes during class how to use a new mobile app and computer-based application for note taking purposes (Sonocent Recorder and Sonocent Audio Notetaker). In May 2016, Skyline College's Disability Resource Center (DRC) and Veteran's Resource Center (VRC) were awarded a grant through the State Chancellor's Office through December 2017 for 100 shared licenses for Sonocent Audio Notetaker. Students are currently receiving training in the basics of how to use these tools, but they require additional knowledge and guided "hands on" experience using the various features of these applications.

Prerequisite: None.

Recommended Preparation: None.

Description: Assistive technology designed for students who struggle with note taking using pen and paper. Course provides in-depth instruction about the use of Sonocent Recorder as a note taking tool and the process for transferring recorded files to the computer-based application, Sonocent Audio Notetaker.

Classification: Not degree applicable; not transferable.

**KINESIOLOGY – COMBATIVES****680SB BEGINNING JIU JITSU (0.5 or 1.0)** (day or evening)

Justification: Jiu Jitsu is a popular and growing sport in local gyms. The students need only be dressed in workout clothing and no equipment is necessary. Apart from City College of San Francisco, other community colleges aren't currently offering the sport even though demand is high for training.

Prerequisite: None.

Recommended Preparation: None.

Description: Introduction to the skills and strategies of Jiu Jitsu. Concepts of fitness and cardiovascular conditioning achieved through participating in Jiu Jitsu. Development of effective self-defense techniques through application of martial arts skills.

Classification: AA/AS Degree; CSU transferable.

**PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE****KINESIOLOGY**

- 100 Introduction to Kinesiology
- 305 Health-Related Fitness and Wellness

**KINESIOLOGY – FITNESS**

- 112.1 Cross Training I

- 112.2 Cross Training II
- 112.3 Cross Training III
- 112.4 Cross Training IV
- 166.1 Golf Fitness I
- 166.2 Golf Fitness II
- 166.3 Golf Fitness III
- 166.4 Golf Fitness IV
- 308.1 Hiking and Trekking for Fitness I
- 308.2 Hiking and Trekking for Fitness II
- 308.3 Hiking and Trekking for Fitness III
- 308.4 Hiking and Trekking for Fitness IV
- 314.1 Backpacking for Fitness I
- 314.2 Backpacking for Fitness II
- 314.3 Backpacking for Fitness III
- 314.4 Backpacking for Fitness IV

### **KINESIOLOGY – INDIVIDUAL SPORTS**

- 101.1 Archery I
- 101.2 Archery II
- 101.3 Archery III
- 101.4 Archery IV
- 121.1 Badminton I
- 121.2 Badminton II
- 121.3 Badminton III
- 121.4 Badminton IV
- 160.1 Golf I
- 160.2 Golf II
- 160.3 Golf III
- 160.4 Golf IV

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

#### **CHINESE**

- 121 Advanced Elementary Chinese I
- 122 Advanced Elementary Chinese II

**BOARD REPORT NO. 16-10-6CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor- Superintendent

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

**APPROVAL OF SOLE SOURCE PURCHASE OF ONE YEAR SERVICE AGREEMENT  
FROM BLACKBOARD, INC.**

As previously reported to the Board, the District has used the MoodleRooms, now Blackboard, Inc., Learning Management System (LMS) since fall of 2007 for its education courses. The system is hosted by Blackboard and its implementation represents a considerable investment of District time and resources to automate the process of loading classes, instructors and student data. A Blackboard “shell” is created for every course in the District to provide access to syllabi, course materials and tests.

In 2015, the District elected to migrate from Blackboard to the California Community Colleges’ Online Education Initiative (OEI) sponsored LMS, called Canvas. Canvas is provided to districts and colleges at no cost by the State Chancellor’s Office. The Canvas project is being rolled out in stages to facilitate faculty adoption. The project is on time and on budget. Canvas will fully replace Blackboard as the District’s standard LMS by the summer 2017 term. However, the District may need to access Blackboard through the fall 2017 term for quality assurance and data recovery purposes. The timing of the implementation of Canvas and migration away from Blackboard necessitates a purchase of one additional year of service from Blackboard, Inc.

**RECOMMENDATION**

It is recommended that the Board approve a sole source purchase of one (1) year maintenance and service from Blackboard, Inc. for ongoing use as the District’s Learning Management System in an amount not to exceed \$139,000.00.

**BOARD REPORT NO. 16-10-7CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor- Superintendent  
PREPARED BY: Kim Lopez, Vice President, Student Services, Cañada College, 306-3234

**ACCEPTANCE OF THE CALIFORNIA COMMUNITY COLLEGES CIVIC IMPACT  
PROJECT GRANT FOR CAÑADA COLLEGE FROM THE FOUNDATION FOR CALIFORNIA  
COMMUNITY COLLEGES**

Cañada College has been awarded a grant through the Foundation for California Community Colleges. Only 25 grants were awarded across the state. As part of an effort to support the California Community Colleges Civic Impact Project, this grant aims to increase voter registration and voter participation on community college campuses across California, educate students on the democratic process, and provide work based learning opportunities for students. The overarching goal of the project is to increase civic participation by engaging community college students in issues that affect the community, state, and nation as a means to promote lifelong civics-related skills, career paths, and volunteerism.

To accomplish those overarching goals at Cañada College, the Center for Student Life and Leadership Development plans to employ the following activities:

- Host a Constitution and Election Day
- Support undocumented students by staffing the DREAMers Center
- Host a dinner and invite students to watch and discuss the final presidential debate
- Play Rock the Vote ads in the cafeteria
- Staff a voter registration table utilizing the five tablets garnered from the grant for two weeks prior to the November election
- Host a Rock the Vote art display and contest
- Provide incentives for students on Election Day

The full award is for \$10,000 from October 26, 2016 through June 30, 2017.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the award to Cañada College from the Foundation for California Community Colleges as described above.

**BOARD REPORT NO. 16-10-100B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning & Operations, 650 358-6836  
Susan Harrison, Director of General Services, 650-358-6879

**AUTHORIZATION FOR THE USE OF CMAS CONTRACTS FOR PURCHASE OF VEHICLES  
TO UPDATE THE FACILITIES FLEET**

Over the next 4 years, the Facilities/Public Safety Department plans to update its maintenance operations and security vehicle fleet. The anticipated replacement plan is as follows.

<b>Fiscal Year</b>	<b>Pickups</b>	<b>Vans</b>	<b>Police Interceptor (SUV)</b>	<b>Utility Vehicles</b>	<b>Total per FY</b>
<b>2016-2017</b>	2		3	6	<b>11</b>
<b>2017-2018</b>	4	2	3	3	<b>12</b>
<b>2018-2019</b>	3	2	3	3	<b>11</b>
<b>2019-2020</b>	2	2		2	<b>6</b>

The actual replacement dates may vary slightly, and the numbers may shift slightly due to unanticipated needs such as a major mechanical problem or accidental damage. The Facilities/Public Safety Department reviews its fleet replacement program on an annual basis. In the long run, the expense to purchase versus lease comes out comparable, if not much less, due to the following reasons:

- the vehicles are outfitted with special equipment/shelving which increases delivery lead time by months
- the vehicles are kept for a long period of time (more than the typical 5-year lease)
- the vehicles experience more wear and tear compared to other departments
- Facilities engineers are available to service the vehicles at each site

The preferred replacement models are generally available through the State's Department of General Services CMAS contracts. Contracts are available through multiple car dealerships throughout the state representing multiple manufacturers, makes and models at competitive pricing. The contracts are the most efficient way to purchase these vehicles. Pricing changes yearly when new models are introduced by the manufacturer. Facilities purchases may take the form of a single vehicle or multiple vehicles at a time, depending upon the unit's needs.

Public Contract Code (PCC) 20653 authorizes the governing board of any community college district to purchase materials, equipment or supplies through the state's Department of General Services. PCC Sections 10298 and 10299 authorize local government agencies and school districts, including community college districts, to use CMAS and other Department of General Services agreements without competitive bidding.

### **RECOMMENDATION**

It is recommended that the Board approve the purchase of vehicles for the update of the Facilities/Public Safety fleet through the use of CMAS contracts as necessary through June 30, 2020. The funding source for the vehicles is local funds. Purchases are not expected to exceed \$1,100,000.

**BOARD REPORT NO. 16-10-3C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**CAÑADA COLLEGE BUILDING 1N, NEW KINESIOLOGY AND WELLNESS / AQUATICS  
CENTER DESIGN UPDATE**

On September 14, 2016, the San Mateo County Community College District Board of Trustees approved the contract award recommendation (Board Report No. 16-9-100B) for Blach/ELS to design and build the Cañada College Building 1N, New Kinesiology and Wellness/Aquatics Center.

During this information report, the Blach/ELS team will present a PowerPoint design update to inform the Board of Trustees about the design progress subsequent to the contract award and the next steps in the design process. The presentation will highlight design elements of the building envelope, activation of the roof area for use as a running track, outdoor yoga studio, Queenax exercise area, and volleyball court. The utilization of the roof area will not reduce the original program elements inside the building and will be available for both academic and enterprise activities. This information was presented to the Cañada College faculty and staff on October 12, 2016.

**BOARD REPORT NO. 16-10-4C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations,  
358-6836  
Chris Strugar-Fritsch, Director of Capital Projects, 358-7342

**REPORT ON SELECTION PROCESS FOR SKYLINE COLLEGE BUILDING 12N, NEW ENVIRONMENTAL SCIENCE DESIGN-BUILD PROJECT**

The Skyline College Environmental Science Building (Building 12N) project will construct a new ~21,000 SF environmental sciences instructional facility with two large lecture halls, two classroom/laboratories, and complementary outdoor learning spaces. It will include a large gathering space with a catering kitchen for students, faculty and community functions. The project is covered under the approved Program Stabilization Agreement amended by the SMCCCD Board of Trustees on March 16, 2016 (Board Report 16-3-103B) which includes a provision for the Design-Build Entity (DBE) and Building Trades Council to participate in the Trades Introduction Program (TIP) and JobTrain Program.

On February 17, 2016, the Board of Trustees approved staff recommendations for various project delivery methods for the first phase of Capital Improvement Program Phase 3 (CIP3) (Board Report 16-2-102B) which included the Design-Build delivery method for the Skyline College Environmental Science project. Subsequent to the February Board authorization, staff has conducted a two-step qualifications/best value based selection process consisting of a Request for Statements of Qualifications (RFSOQ #86731) and a Request for Proposals (RFP #86731). San Mateo County Community College District advertised the RFSOQ on June 27, 2016 and received ten Statements of Qualifications (SOQs) from interested Design-Build-Entities on July 28, 2016. The SOQs were reviewed using the published scoring criteria and shortlisted to three DBE teams which were sent the RFP on August 15, 2016. The three shortlisted DBE teams were: Blach/Ratcliff, Pankow/Kwan Henmi and XL/DES.

All three shortlisted DBEs attended a pre-proposal mandatory conference on August 23, 2016 and two separate confidential meetings in August and September with Chancellor Ron Galatolo, Vice Chancellor Tom Bauer, President Regina Stanback Stroud, Vice President of Administrative Services Eloisa Briones, Vice President of Student Services Angélica Garcia, Interim Vice President of Instruction Aaron McVean, Vice Chancellor José Nuñez, District Facilities Planning and Operations (FPO) staff, General Services staff, and two representatives of Swinerton Management & Consulting. The confidential meetings provided an opportunity for the DBEs to learn more about the design vision, academic programs and enterprise operations envisioned for the new building. Each DBE firm submitted their respective proposals on September 23, 2016.

The District's RFP Selection Committee was comprised of representatives from Skyline College, Facilities Planning and Operations (FPO), General Services and Swinerton Management & Consulting. The three DBE teams were formally interviewed on September 29, 2016. The selection committee scored the DBE teams' proposals using the criteria published in the RFP.



The XL Construction/DES Architects DBE team was the highest scoring team with 93 points. They also had the lowest fee proposal which awarded them the maximum possible points for the fee portion of the evaluation. The fee proposals were very competitive as reflected in the closeness of the scores.

The budget for the DBE portion of the project is \$26,163,217.00. The project is funded with general obligation bonds from Measure H as well as other local funds.