

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES
December 14, 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. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are recorded; recordings are kept for one month.*

Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.

5:00 p.m. Call to Order

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Labor Negotiator
Agency Negotiator: Eugene Whitlock
Employee Organizations: AFT and CSEA
2. Conference with Legal Counsel regarding one case of pending litigation:
Friends of the College of San Mateo Garden v. San Mateo County Community College
District et al.; Case No. S214061
3. Employee Discipline, Dismissal, Release
4. Public Employee Performance Evaluation: Chancellor

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

ORGANIZATION OF THE BOARD OF TRUSTEES

1. Election of President
2. Election of Vice President-Clerk
3. Election of Secretary for the Board
4. Appointment of Representative of the Board to the County Committee on School District Organization
5. Appointment of Two Representatives of the Board to the San Mateo County Community Colleges Foundation

MINUTES

16-12-1 Approval of the Minutes of the Board Meeting of November 30, 2016

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

16-12-1A 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.

16-12-1CA Approval of Curricular Additions, Deletions and Modifications – College of San Mateo and Skyline College

16-12-2CA Ratification of September and October 2016 District Warrants

16-12-3CA Approval of Contract Award for Waste Management Services to Recology Peninsula Services

16-12-4CA Approval of Contract with Casey Printing, Inc. to Print and Deliver Class Schedules, Catalogs, Postcards, Brochures and Inserts

16-12-5CA Approval of Purchase of Solar Powered Parking Permit Machines – Districtwide

16-12-6CA Acceptance of Sub-Grant from Peralta Community College District – Proposition 39 Clean Energy Workforce Program Grant Funding

Other Recommendations

16-12-1B Approval of “Affirmation of the San Mateo County Community College District’s Commitment to Educational Social Justice Through Access, Affordability, Individuality, Diversity and Inclusion”

16-12-100B Adoption of Resolution No. 16-21 Regarding Board Absence

16-12-101B Adoption of Resolution No. 16-22 Regarding Board Absence

16-12-102B Approval of Correction to Board Report No. 15-6-107B, Acceptance of Grant from the California Energy Commission and Allocation of Funds for the College of San Mateo Solar Project

16-12-103B [Approval of Construction Consultants](#)

16-12-104B [Approval of Appointments to Bond Oversight Committee](#)

INFORMATION REPORTS

16-12-1C [District Financial Summary for the Quarter Ending September 30, 2016](#)

16-12-2C [Report on Ongoing Purchase of Testing and Assessment Software](#)

16-12-3C [Report on Selection Process for Cañada College Building 23N, New Math/Science/
Technology Building, Design-Build Project](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

1. Call to Order
2. Roll Call
3. [Approval of Minutes of the December 9, 2015 Meeting](#)
4. Naming of Officers for 2017
5. Adjournment

RECONVENE TO CLOSED SESSION (if necessary)

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

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
November 30, 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, Trustee Maurice Goodman, Trustee Karen Schwarz

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Mandelkern said that during Closed Session, the Board will (1) hold a conference with agency labor negotiator Eugene Whitlock; the employee organizations are AFT and CSEA, (2) hold a conference with legal counsel regarding one case of existing litigation as listed on the printed agenda, and (3) hold a conference with legal counsel regarding one case of potential litigation as listed on the printed agenda.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 5:01 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:10 p.m.

Board Members Present: President Dave Mandelkern, Vice President Thomas Mohr, Trustee Maurice Goodman, Trustee Karen Schwarz, Student Trustee Dennis Zheng

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, District Academic Senate President Leigh Anne Shaw

President Mandelkern announced that Trustee Holober was out of town and unable to attend the meeting.

Pledge of Allegiance

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

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

DISCUSSION OF THE ORDER OF THE AGENDA

President Mandelkern suggested that item 16-11-2C, Discussion of Affirmation of Core Values and Principles: Commitment to Social Justice as it Relates to Educational Opportunity, be heard before other items in order to accommodate students who would like to participate in the discussion. The Board agreed to do so.

DISCUSSION OF AFFIRMATION OF CORE VALUES AND PRINCIPLES: COMMITMENT TO SOCIAL JUSTICE AS IT RELATES TO EDUCATIONAL OPPORTUNITY (16-11-2C)

Alfredo Olguin Jr., a student at Skyline College, said a group of students recently gathered on campus to express their feelings following the presidential election. He said the students were told they could not gather and he felt threatened when informed that the San Bruno Police Department would be called if the students did not disperse. President Stanback Stroud explained that people are permitted to gather in accordance with the Board policy on time, place and manner. However, students could not be cleared to meet on the day in question because it was Veterans Day and the College was closed. She said she was shown the video recording of the Public Safety Officer explaining this to the students and she believes it was done in a professional and non-threatening manner.

Mr. Olguin said he appreciates the support of the Board and administrators during the recent walkout by students at the Colleges. He said he would like to have more conversations about making the County a better place in which to live. He presented and read a list of twelve student demands or needs:

1. Positive and immediate action to ensure the safety of our undocumented students who are currently protected under DACA and those who aren't (make all three SMCCCD colleges sanctuary campuses).
2. Strive for complete transparency and equity across all three campuses.
3. Continue to promote open and safe campuses for all students, regardless of personal identity.
4. Expand workshops centered around cultural sensitivity and ally awareness for administration, faculty, staff, public safety, student senate, or people of any student-serving position.
5. Ensure the protection and expansion of Diversity Studies, including without limitation: LGBTQ+ Studies, Ethnic Studies, and Women and Gender Studies.
6. Engage in efforts for housing assistance programs and homeless resources on each campus, especially for high-risk students.
7. Extend and expand cultural community gatherings on our campuses for all races and ethnicities.
8. Strive for the expansion of psychological services, specifically pertaining to counseling, for hate crimes, LGBTQ+ issues, and other problems our most vulnerable students may encounter.
9. Have Public Safety facilitate themselves in a more community oriented manner than a police oriented one.
10. Comprise or revise a specific board that includes a student senate member, a minimum of one administrator, one diversity faculty member (race and ethnicity studies, gender studies, etc.) and grievance/disciplinary board to hear students who report hate crimes.
11. Commit to addressing ongoing issues regarding environmental sustainability.
12. Strive for free community college.

Isabelle Valdes, a Middle College student at Cañada College, read the introduction to the student demands:

“We, the students of the San Mateo County Community College District, hold our elected student representatives, administrators, district employees, board of trustees, and chancellor accountable to protect and address the needs of our marginalized communities. This need has been exacerbated due to the 2016 presidential election, and the current political and social climate of the United States of America. The ideas of intolerance, xenophobia, and racism have become increasingly normalized. Deep rooted systemic and institutional social, political, economic, psychological, and spiritual oppression has been unveiled as an underlying issue within the fabric and foundation of the country. We expect unconditional transparency and involvement now, in the event that our freedoms and liberties are compromised. We are calling for the SMCCCD to protect the most vulnerable and marginalized members of our community from violations of their civil and human rights.

“We, the students of the San Mateo County Community College District, understand and commend the efforts currently taking place to better the conditions of the most vulnerable communities on our campuses. To further accelerate this process, a committee of students have collectively composed a list of concrete demands in order to meet the needs and catalyze the growth of opportunities for all students in our communities. These changes may be perceived imminent or long term. However, we expect nothing less than what is presented.

“We, the students of the San Mateo County Community College District, expect to be included throughout the entirety of the process to evaluate and implement the demands presented. This is not only to be transparent, but to create a community and strengthen our district. With a sense of urgency, we ask you to join us in this effort to ensure the protection and belonging of all members of our community, on and off campus.”

Ms. Valdes said she believes it is important to have spaces on campus that are open into the night so that students can have Internet access. She said it is also important that students feel safe on the campuses. Trustee Schwarz agreed that students need broad Internet access. She suggested that the Foundation be called upon to help with this effort financially. President Mandelkern said Comcast may offer a program that can help. He suggested that extended hour access be discussed at a future meeting.

Colby Riley, a student at College of San Mateo, said one of the student demands is to increase the number of ethnic studies classes. Vice President Mohr said he believes study of these issues should be embedded into the curriculum. He suggested that the Academic Senate, faculty and students consider reviewing curriculum with this in mind. Vice President Mohr said time spent outside the classroom is also very important.

President Mandelkern said the Board is sympathetic to students' concerns and shares many of them. Trustee Goodman said the Board understands and empathizes with students and wants to be a part of change. He said the Board also wants students to understand that they are part of the process.

President Mandelkern asked if assistance is being provided to undocumented students who are protected under the DACA (Deferred Action for Childhood Arrivals) Executive Order to help them determine whether renewal is possible and/or advisable before January 20, 2017. Chancellor Galatolo said the three Colleges are well aware that a discontinuation of DACA would have serious detrimental effects on students. He said University of California President Janet Napolitano, California State University Chancellor Timothy White and California Community Colleges Chancellor-Designate Eloy Ortiz Oakley wrote a letter urging the incoming administration to continue the DACA program. Trustee Goodman said the City of South San Francisco hosted a County-wide event to inform families what to expect and how to maneuver through the next couple of months. He said a workshop was held at Cañada College last week which also focused on providing information to students and families such as whether to file for an extension, when to file, where to go for legal advice, etc. He said the concerns expressed by the students at this meeting are being heard throughout the state. Vice President Mohr said the workshop at Cañada College was excellent and he hopes it will be repeated several times. Angélica Garcia, Vice President of Student Services at Skyline College, said a workshop will be held at the College in January. President Claire said a workshop will be held at College of San Mateo as well. Trustee Schwarz said she is pleased that additional workshops will be held. She said she was at Cañada College on the day of the student walkout and felt a sense of unity and support. Vice President Mohr said he was on the Cañada College campus as well and agreed that the atmosphere was one of loving care for and among students.

Chancellor Galatolo said Student Services needs to be engaged even more than they are currently. He said faculty, staff, the executive leadership and the Board want to be part of the process and walk hand in hand with students. President Claire said he met with students to hear their concerns. He said the students were thoughtful and serious. President Stanback Stroud said she met with the President of the Associated Students of Skyline College to discuss the issues and how to address them. She said she will continue to work with students. President Moore said Cañada College has a DREAM Center and a DREAMers Task Force which provide a continual momentum of reaching out to students. She said the outreach has been amplified as a result of the outcome of the presidential election. She said she will meet with the Associated Students of Cañada College tomorrow to discuss students' ongoing sense of concern and fear.

President Mandelkern said he appreciates the Colleges' support for students. He recommended that the District call on the federal government to clear the backlog of applications for extensions of DACA status before January 20, 2017. Chancellor Galatolo said staff will draft a letter urging that this be done.

The Board discussed the draft of the "Affirmation of the San Mateo County Community College District's Core Values and Principles: Commitment to Social Justice as it Relates to Educational Opportunity" which was included in the board packet. Vice President Mohr said a commitment to social justice is an overarching theme in the District Strategic Plan; however, social justice is not defined. He said this draft Affirmation states that ". . .social justice is practiced when we openly challenge injustice and value diversity. It exists when all people share a common humanity and therefore have a right to equitable treatment and support for their human rights, and are entitled to a fair allocation of community resources. When the tenet of social justice is fairly applied, people do not experience discrimination or prejudice because they are included in a protected class nor is their welfare/well-being constrained in any manner."

During discussion, the Board made several revisions to the document, including changing the title to "Affirmation of the San Mateo County Community College District's Commitment to Educational Social Justice Through Access, Affordability, Individuality, Diversity and Inclusion." It was agreed that staff will provide the revised version and bring it forward for approval by the Board.

MINUTES

It was moved by Vice President Mohr and seconded by Trustee Goodman to approve the minutes of the meeting of November 9, 2016. The motion carried, with President Mandelkern abstaining and all other members present voting Aye.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Rob Williams, English Instructor at Skyline College and Skyline College AFT Chapter Co-Chair, said he commends and brings to the Board's attention faculty's multi-pronged campaign to help the Board and District understand how serious faculty are about the need for a fair contract. He said faculty members are wearing red shirts on "No Take-Back Tuesdays" to remind everyone of the District's contract proposals regarding raises, benefits, flex days, evaluations and workload equity. Mr. Williams said that at the last Board meeting, faculty messages describing reactions to the District proposal were presented. He asked the Board to read the most recent issue of the AFT newsletter, *The Advocate*, in which one faculty member describes the financial and emotional costs of commuting to the campuses. He said faculty need salaries and benefits that allow them to live in the area in which they work.

Annette Perot, President of CSEA Chapter 33, made the following statement, which was also sent to the Board in an email:

CSEA has been in contract negotiations with District administration since May of this year, and we have made progress and reached tentative agreement on several issues. But we are concerned about what we are hearing from the District about wages and benefits.

We understand that the District wants CSEA to agree to a “total compensation” formula for wages and benefits for the next three years. We have told the District in negotiations that we can agree to such a formula only if it provides enough money for our members to receive fair pay increases that keep up with the cost of living, and if it allows us to reduce our members’ out-of-pocket costs for medical insurance – something the Board has also stated is important. The proposals the District has made would not accomplish this, and that’s why we have yet to reach an agreement.

We know that the District has the money to support a larger number of administrators than were employed in years past. We believe that the District has the funds to provide fair raises *and* to fund the programs that students need. We ask you to make sure those funds are distributed more equitably to provide fair increases to pay and benefits, so that CSEA members can continue contributing to the District’s mission of serving students and the community.

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (16-11-2A)

It was moved by Trustee Schwarz and seconded by Trustee Goodman to approve the actions in the report. The motion carried, all members present voting Aye.

Other Recommendations

APPROVAL OF APPOINTMENTS TO BOND OVERSIGHT COMMITTEE (16-11-105B)

It was moved by Trustee Schwarz and seconded by Vice President Mohr to approve the appointments as detailed in the report. The motion carried, all members present voting Aye. Trustee Schwarz said she believes the individuals appointed will be excellent additions to the Bond Oversight Committee. Vice President Mohr said that the appointees are well-known and respected by the community.

INFORMATION REPORTS

DISCUSSION OF CAREER CENTERS AND JOB PLANNING (16-11-1C)

Angélica Garcia, Vice President of Student Services at Skyline College, said the discussion will include work that is occurring in the Career Centers at the three Colleges, the focus on supporting students to be career and college ready, and linkages to job and internship placements. Others assisting with the presentation and available to answer questions were introduced: Gregory Anderson, Vice President of Instruction at Cañada College; Kim Lopez, Vice President of Student Services at Cañada College; Lizette Bricker, Interim Dean of Counseling at Cañada College; Jose Milan, Career Resource Aide at Skyline College; Lavinia Zanassi, Faculty Career Counselor at Skyline College; Chad Thompson, Interim Director of SparkPoint Career Services at Skyline College; Alex Kramer, Director of Workforce Development at Cañada College; Heidi Diamond, Dean of Business, Design and Workforce at Cañada College; and Autumn Newman, Program Services Coordinator, Career and SSSP at College of San Mateo. Vice President Garcia said Jennifer Hughes, Vice President of Student Services at College of San Mateo, was leading the effort for the presentation but is not present due to illness.

Dean Bricker said each College offers resources designed to assist students develop and achieve career goals. Each Career Center has unique staffing and services designed to meet the needs of its student population and business community. She said the Colleges have a mandate through the SSSP (Student Success and Support Program) Initiative to target students who do not have clearly defined educational goals and/or course of study and the Career Centers and Counseling Services are involved in helping to target these students.

Dean Bricker said the Colleges offer many of the same services, including career fairs, major fairs, speakers series, career assessment, career courses, and robust online job boards. The Colleges work collaboratively on hosting events, career days, partnerships with businesses and organizations, job fairs, mentoring and job shadowing. All of the Colleges offer learning opportunities through internships, practicums and cooperative education.

Vice President Anderson said each College develops relationships with local industries. He said all career/technical programs have advisory boards which help the Colleges maintain relationships with employers and place students into internships and ongoing employment. He said the Colleges can also provide opportunities by which faculty can learn from each other how to build relationships with businesses. Vice President Anderson said the Strong Workforce Program, established through the State Chancellor's Office, calls for community colleges to provide more and better workforce development. He said one of the ways colleges will be measured is by their ability to place graduates directly into jobs.

In summary, Vice President Lopez said that all of the Colleges offer Career Service Centers that are staffed in a variety of ways and offer a variety of services focusing on skills development, short-term employment opportunities, internships, job fairs, and job placements through partnerships with local businesses. She said all of the Colleges are considering ways to make career/technical education better in line with the Strong Workforce Program.

Student Trustee Zheng said he has visited the Career Centers at each College and believes they do an amazing job.

Trustee Schwarz said she is pleased to see the emphasis on placing students into jobs. President Stanback Stroud said job placement is included in Skyline College's strategic priorities. She said formal structures and programs are needed, including staffing. She said it is also important that graduates be allowed to come back to the Colleges to add or update skills and receive further assistance in job placement.

Vice President Mohr made the following observations:

- A large number of students are unsure of a major, but it is known that the sooner students decide on an educational pathway, the more successful they will be.
- Establishing relationships with employers is critical and is hard work.
- College websites can be used to help students learn about jobs, required training, what they pay, etc.

Vice President Garcia said all three Colleges have programs that work with students on majors development and all are trying to "meet students where they are." Ms. Zanassi said students change significantly between the ages of 18 and 22 and may change interests and goals many times. She said it is important to help students as they change and grow and to help them build self-esteem. Trustee Schwarz said it is natural for young students to explore interests by taking a variety of classes. She said she understands the pressure students are under to decide on a career path, but believes this exploration provides a wonderful opportunity to investigate various possibilities. Trustee Schwarz agreed that the College websites should be updated, maintained and monitored.

Trustee Goodman asked if the Colleges provide portfolio building services for students. Vice President Garcia said this service is decentralized and depends on the industry area. For example, Vice President Anderson said the service is provided for students in Digital Arts and Animation.

Trustee Goodman asked if students are provided support for soft skills development. Vice President Garcia said soft skills development takes place through workshops, counseling sessions and classroom sessions. In classes such as Business Communications and Human Relations in the Workplace, faculty are disseminating soft skills information that advisory board members say are needed as students enter the workplace. Trustee Goodman asked if the Colleges create social events that allow students to polish networking skills. Vice President Garcia said this is also decentralized. As an example, President Claire said College of San Mateo hosts a "Meet the Firms Night" for Accounting students.

President Mandelkern said the advertising by proprietary, for-profit colleges stresses job placement for graduates of their programs. He said the harsh reality is that many of the graduates secure only minimum wage jobs and the colleges count them as successes. He said the District Colleges offer a variety of outstanding career/technical education programs at a fraction of the cost charged by the for-profit colleges. President Mandelkern said students are concerned about job placement and about the offer to come back to a College for further help with their careers. He said the District is doing well in areas such as offering internships that lead to full-time employment. He said it is critical to market this information to prospective students before they make a choice about the institution in which they will enroll. President

Mandelkern said there is a need to gather and track data, such as the number of students who are placed into jobs, the number of jobs secured as a result of recruiters coming onto campus, etc. He said that if data was presented that showed the accomplishments and where gaps exist, he believes the Board would be receptive and enthusiastic about providing resources. He said he believes the District should measure itself by the same standards that proprietary colleges are forced under law to report regarding career placements. Vice President Garcia agreed that more work needs to be done in the area of marketing and recruitment in terms of helping the Colleges know who their students are before they arrive.

Trustee Schwarz said proprietary schools advertise that students can get through their programs quickly. She said she believes the District Colleges should emphasize the quality of their programs. President Mandelkern said the success of students is the best marketing tool available. He said the Colleges have improved on getting students in, through and out more quickly. Trustee Goodman said the private, for-profit schools' motivation is financial and they will say anything and do anything to get students in the door. Vice President Mohr said these colleges are trying to serve two masters – investors and students – while the District serves only students.

Vice President Mohr said it may be time to consider redesigning the current system. He said the system is very traditional and has many good points. However, given that the Colleges are in competition with proprietary colleges and that the State will be handing down a new vision, he believes the Board would be interested in looking at a new design. President Mandelkern agreed, stating that the emphasis should be on the high-quality programs offered at the District Colleges along with affordability and successful outcomes.

President Mandelkern thanked the presenters and others for a robust discussion. He said great work is being done and he looks forward to continued progress.

STATEMENTS FROM BOARD MEMBERS

Trustee Goodman said he visited two classes in the “Writing in the Endzone” program at College of San Mateo. He said this is an outstanding learning community that is making a tremendous difference in the lives of the young men participating in the program. Trustee Goodman commended the administrators, presidents and Board members who participated in the recent demonstrations on the campuses. He said students felt nurtured and were provided an opportunity to speak their truths in a safe environment. He said District leaders provide an example to students of how to respond to adversity and become stronger as a result.

Vice President Mohr said the pedagogy and management of the classroom in the “Writing in the Endzone” classes are extraordinary. He said the “Conversation with Wes Moore” at College of San Mateo, which focused on being resilient and being the best you can be, was outstanding. Vice President Mohr referenced a recent article in *The Chronicle of Higher Education* by Eric Klinenberg, Professor of Sociology and Director of the Institute for Public Knowledge at New York University. Professor Klinenberg states that it may appear to educators that everything they stand for has been repudiated in the last year. He said educators need to rededicate themselves to free speech, open inquiry, inclusion, civility, logic, reason, and the relentless pursuit of truth and wisdom.

Trustee Schwarz said she was on the Cañada College campus during the student walkout. She said many members of the wider community do not understand the fear faced by District students. She said it is Board members' obligation to explain students' concerns to the community. Trustee Schwarz requested that the letter from Janet Napolitano, Timothy White and Eloy Ortiz Oakley regarding DACA be publicized to students. Chancellor Galatolo said the letter will be posted on the District's website. Trustee Schwarz said it is also important to publicize the recently enacted law mandating that shower facilities be made available to homeless students.

Student Trustee Zheng thanked administrators, faculty and staff for their support of students during the recent demonstrations. He said this reaffirms to students that everyone cares about them. He also thanked the Board for their commitment to hearing student concerns during Board meetings. Student Trustee Zheng invited the Board to attend a mixer for the three Associated Students groups on Friday, December 2 from 3:30 to 6:30 p.m. at Skyline College.

President Mandelkern said he is proud of the manner in which the three Colleges responded to the student demonstrations. He said everyone at the District and the Colleges is open to hearing and understanding the concerns and fears of students. He cited examples across the country of the contrast in treatment of protesters and reactions to other incidents that have been based on privilege. He said this is why the Board has held discussions on social justice.

RECESS TO CLOSED SESSION

President Mandelkern announced that the Board would recess to closed session to continue consideration of the items listed above. The Board recessed to closed session at 9:05 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 10:08 p.m.

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

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

ADJOURNMENT

The meeting was adjourned by consensus at 10:09 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the December 14, 2016 meeting.

Thomas Mohr
Vice President-Clerk

President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



Skyline College students dressed in traditional cultural clothing as part of International Education Week.

SKYLINE COLLEGE BOARD REPORT

DECEMBER 14, 2016

SKYLINE COLLEGE CELEBRATES INTERNATIONAL EDUCATION WEEK



International Student Program (ISP) kicked off International Education Week (IEW) 2016 with an opening reception on Monday, November 14th. On its second year of being funded by the President Innovation Fund, IEW is a joint initiative of the U.S. Department of Education and the U.S. Department of State to highlight the importance and benefits of international education in the U.S. and around the world (Bureau of Education and Cultural Affairs, 2016). More than 50 faculty, staff, and students from across campus attended the opening reception.

Dr. Kimberlee Messina, Interim Vice Chancellor of Educational Services and Planning, delivered the opening remarks followed by welcoming remarks from Eloisa M. Briones, Vice President of Administrative Services. Dr. Messina, who recently joined the District from Foothill Community College, showed her support for international education at Skyline College, and congratulated ISP for organizing the event. Two international students demonstrated the value of international education in their remarkable speeches: Soriannys “Sori” Mosquera Pino from Venezuela and Franck Yao from Ivory Coast. Sori introduced the International Affairs Student Club (IASC) of which she has been president for the past two semesters, and showcased how it has contributed to campus internationalization. Franck was glad to have chosen Skyline College among many other choices as he finds the college welcoming and supportive, stating that teachers, staff, and friends are “like a family.”

Article by Chikako Walker

SKYLINE COLLEGE ATTENDS THE WHITE HOUSE COMMUNITY COLLEGE CONVENING



Skyline College has undertaken the development of the Skyline College Promise, a commitment to be the College where students can “Get in. Get through. Get out...on time!” This involves a two-pronged approach of 1) removing financial barriers that have limited access to higher education through the Promise Scholarship, and 2) redesigning the processes, procedures, and programs of the college to increase student success, persistence, and on-time completion.

Doing this work includes learning how we can enhance the Skyline College Promise. Skyline College representatives attended the PromiseNet Conference in Washington, D.C., October 24 – 26, 2016, hosted by the nationwide College Promise Campaign. PromiseNet is a convening of practitioners, policymakers, and researchers to learn more about the College Promise movement. Over the course of three days, stakeholders who are committed to expanding access and affordability throughout higher education came together to learn about efforts underway to replicate and scale the College Promise with state and federal support.

The central foci included: 1) Creating Your Promise, 2) Enhancing Your Promise, 3) Promise in Your Community, 4) Researching Promise, and 5) Advocating for the Promise. Skyline College representatives included: Dr. Angélica Garcia, Vice President of Student Services; Aaron McVean, Interim Vice President of Instruction; Chad Thompson, Interim Director of SparkPoint & Career Services; and Andrea Vizenor, Director of Career and Workforce Programs.

SKYLINE COLLEGE BOARD REPORT

DECEMBER 14, 2016

The Skyline College team connected with colleagues across the nation to learn about Promise Programs that focus on providing students with access to and support services for college completion. Some highlights of the conference included attending a networking session at the U.S House of Representatives, Cannon Hall, as well as attending the White House Community College Convening at the Eisenhower Executive Office Building.

The White House Community College Convening included an agenda of lessons learned from PromiseNet by colleagues across the country involved in Promise Programs, evidence for program design and decision-making, and sustaining partnerships for impact beyond college. Some notable presenters included the U.S. Department of Education Secretary, John King, The U.S. Department of Education Under Secretary, Ted Mitchell, White House Domestic Policy Council Director, Cecilia Muñoz, The White House Chief of Staff, Denis McDonough, and current College Promise Campaign Executive Director, Martha Kanter.

Aaron McVean, Interim Vice President of Instruction at Skyline College, joined other community college leaders at a luncheon hosted by Vice President Joe Biden and his wife, Dr. Jill Biden, a community college professor herself, at the Vice Presidential residence. Vice President and Dr. Biden recognized the role of community colleges in providing the vast majority of people in the country an access point to higher education, and thanked those present for their work and dedication. The Bidens' warm gesture was a reaffirmation of the Obama administration's investment in and support for community college, which is the largest part of the American higher education system.

Article by Dr. Angélica Garcia

BAY AREA ENTREPRENEUR CENTER HOSTS ACTION SUMMIT!



The Bay Area Entrepreneur Center (BAEC) located in downtown San Bruno, hosted its first Action Summit. The summit is designed to bring in new entrepreneurs, local businesses and business leaders from the area to impart their secrets to success to participants. The event took place on a rainy night. However, not even the rain could stand in the way of over 70 people participating

in the Action Summit on Thursday, October 27, 2016.

The event is the first of many that will take place as a means to showcase new talent. The Action Summit had a photo booth to capture the moments. It was centered on a panel of guest speakers who shared their motivational stories followed by an interactive session for audience members to share in adventures of being an entrepreneur. Another focal point of the summit was to provide networking and mentorship. The event was sponsored by many local business leaders and included the viewing of the art exhibit from Black Art Production. Those who attended could be a part of the raffle with several different prizes ranging from gift cards to tablets.

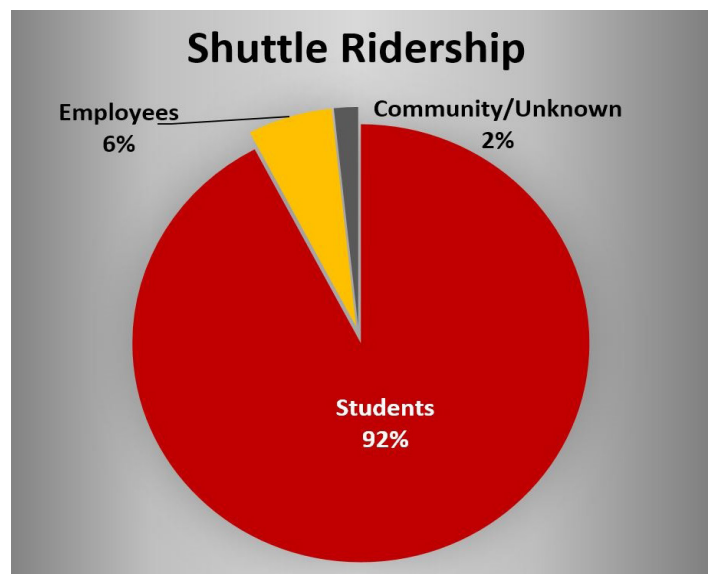
Many of the participants stated the following was an important factor to the success of the summit, “The diversity of industries represented as well as the diversity in entrepreneurs/speakers,” and “the energy of the crowd!”

The Guest Speaker Panel included:

- Cache Merrill – CEO, Zibtek, a US managed offshore business development company
- Phillip Fabian – Business Strategist, food and beer industry
- Nataliia Karpenko – CEO, Livzo, a corporate wellness and health management platform
- Christa Mekki – Founder, Magnetic Magnificent Events
- Mikal Mekki – Author, “Running with finishers”

Article by Terri Wade | Photo by Linda Truong

SKYLINE COLLEGE EXPRESS SUCCESSFULLY EXPANDS ACCESS, REDUCES STRESS



SKYLINE COLLEGE BOARD REPORT

DECEMBER 14, 2016

Skyline College launched the Skyline College Express shuttle service this fall to provide a direct connection between the campus and the Daly City BART station. During September, the first full month of operation, this shuttle service provided an incredible 8,914 rides to passengers (one-way), demonstrating both the tremendous need and high demand for such a project.

This new shuttle, partially funded through a two-year grant, is intended to help students overcome logistical and socio-economic barriers by seamlessly connecting public transportation to the college campus. The shuttle is also available to employees as well as community members who come to campus to attend events or utilize services. Aligned with the Skyline College Promise initiative, the shuttle supports the institution's values of student success and equity; open access; sustainability; and community connection.

Based on a recent survey of 234 passengers, the shuttle is having a significantly positive impact. Among survey respondents, the primary reasons that passengers chose the Skyline Express shuttle were cost (free transportation), commute time, and convenience. Passengers commented that they feel safe and less stressed while using the shuttle to get to class or work on time. Friendly and helpful drivers also contribute to high satisfaction with the shuttle experience.

The shuttle is primarily used by students (92.3%), but is also accessed by employees, prospective employees, and community members. The majority of passengers (64.5%) indicated that they utilize the service at least four days per week on average. While most passengers commute from Daly City (43.6%) and San Francisco (38.9%), Skyline College Express also provides the last link in a long commute for riders from Hayward, San Leandro, Oakland, Berkeley, and El Cerrito.

A common theme among survey comments was appreciation for the Skyline College Express shuttle, especially that it was both time-saving and free for all. Passengers also expressed strong interest in expanded service including more frequent pickups/departures, additional locations, and evening service. Better synchronization between campus departure times and class ending times was also suggested. In addition to sharing ideas on improving the service, many passengers commented on how the shuttle has reduced transportation costs and made it easier to get to campus. In general, the comments suggest that Skyline College's endeavor to provide transportation support is minimizing barriers to access and helping students to "Get in. Get through. Get out...on time!"

Article and Graph by Cheri Jones

MIDDLE COLLEGE STUDENTS EARN HOSPITALITY CERTIFICATION



The Center for Workforce Development and Middle College at Skyline College partnered to offer an "Excellence in Service" college course by Andrea Vizenor, Director of Career and Workforce Programs. She provided a series of workshops focused on workforce readiness skill elements and customer service strategies. Middle College students learned the necessary skills to deliver superior customer service such as how to handle dissatisfied customers and how to deliver service recovery techniques.

By completing the course, students earned the "Certified Guest Service Professional Industry Certification" awarded by the American Hotel & Lodging Educational Institute (AHLEI), the preeminent industry leader in hospitality certification. Professional certification from the AHLEI is the ultimate distinction of professional excellence for the hospitality industry. Recognized worldwide, it strongly supports and encourages the certification of hospitality professionals and workforce readiness development of its graduates. Middle College students are now able to give exceptional service by engaging with guests and creating memorable experiences. This workshop was a huge success: Students gained customer service skills and how to use them effectively in different jobs. One Middle College student who works at a local mall exclaimed, "My customer service and sales are going to be great!"

Article by Andrea Vizenor and Dr. Raymond Jones

SKYLINE COLLEGE BOARD REPORT

DECEMBER 14, 2016

MAJOR EVENT SEES MAJOR ATTENDANCE AND MAJOR SUCCESS



Skyline College's Meet Your Major Fair held on Tuesday, November 8 proved to be a day spotlighting academic success and student engagement. Offered as a campus-wide meeting of programs and academic pathways, this year's event brought together a large number of students, faculty and staff.

Over 350 attendees learned about our academic offerings as Westmoor High School juniors and seniors joined Skyline College students as participants in an interactive investigation of college majors available to current and prospective learners. Feedback was overwhelmingly positive as students chatted, questioned and clarified their intended majors through face-to-face interactions with professors, and staff members. Students were "edutained" by a variety of experiences showcasing academic options ranging from massage therapy to rock formations and from study abroad to digital photography or scientific inquiry.

Workshops on financial literacy, career exploration, and CTE pathways were presented to our High School guests and all students were invited to capture and share these "major" moments through instagram photos, and button making. Appreciative thanks are in order for all contributing divisions, and volunteers. Special thanks to Jose Milan, Nick Zuniga, Kristen Ersando, Lauren Ford, Andrea Vizenor and team, Shandra Thomas, Alex Kaplan, Daryan Chan, Chad Thompson, Raul Amaya and Skyline College Facilities for their rallying and on-the-spot effort. A 1963 vintage ice cream truck added a refreshing ending to the fair for all who redeemed a participant sticker card reminding them that "Meeting Your Major can be cool, smooth, and sweet because you'll know when It's It."

Article by Lavinia Zanassi | Photo by Nicholas Zuniga

KAPPA BETA DELTA WELCOMES 17 NEW MEMBERS FOR FALL 2016



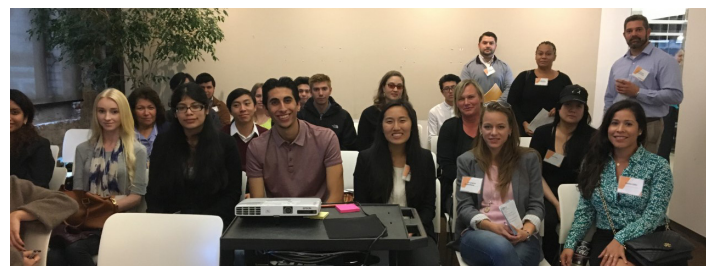
Kappa Beta Delta welcomed 17 new members during its Induction Ceremony on Thursday, October 27, 2016. Dean Christine Roumbanis welcomed the new initiates and said a few words. Kappa Beta Delta (KBD) is an international honor society for associate degree business programs accredited by the Accreditation Council for Business Schools and Programs (ACBSP). The purpose of Kappa Beta Delta is to encourage and recognize scholarship and accomplishment among students pursuing business degrees. Currently, there are 20 faculty and staff members of KBD at Skyline College, including Skyline College President, Dr. Regina Stanback Stroud and Christine Roumbanis, Dean of Business, Education and Professional Programs.

Newly initiated members include:

- Ghadeer H. Al Sawalha
- Darrell T. Banks
- Catherine Alexis Cheung
- Daniel Estudillo Cospin
- Webster Valderama Cruz
- Nena Rachel Darwin
- Luis A. De Alba, Jr.
- Christopher John Dolloff
- Kimberly Teruko Donahoe
- Sixin Huang
- Shu Qiang Huang
- Nang Thiri Myo
- Nang Yin Mon Myo
- Clara Oliveria de Freitas
- Nicholas Perez
- Jason Cody Smith
- Ariel Yutung Yuan

Article by Margo Feldman | Photo by Guillermo Ortiz

PREPARING STUDENTS FOR THE WORLD OF WORK THROUGH EMPLOYER ENGAGEMENT EVENTS



SKYLINE COLLEGE BOARD REPORT

DECEMBER 14, 2016

Students regularly request career information and job search assistance to expand their knowledge of the world of work. To better assist students with their academic and professional options, Career Services has been partnering with employers to offer participatory experiences where students interact face to face to inquire about professional growth and opportunity. In October, Career Services offered two innovative “Employer Host and Guest” engagement events so that students can increase contact with employers.

Early last month Career Services invited San Francisco Unified School District to a meet and greet on our campus. Students enjoyed the afternoon to casually chat with five recruiting representatives about the diverse career options available in the field of education ranging from psychologists, and speech therapists, to computer engineers. Full-time, part-time, and seasonal employment alternatives were shared with the attendees.

Later in the month, Career Services initiated a first time ever, district-wide joint employer visit. More than 30 Skyline College, College of San Mateo and Cañada College students, along with seven SMCCD Career Faculty and Staff members (Skyline College: Andrea Anyanwu, Lavinia Zanassi and Jose Milan, College of San Mateo: Autumn Newman, Cañada College: Robert Haick, Daryan Chan and Leticia Madrigal) were shuttled to SmithGroup JJR, an architectural firm in San Francisco, employing positions in accounting, graphic arts, IT, HR, office management and architectural design. Students were offered the royal treatment as they toured, dined, and heard about each department’s role and purpose. At the end of the day, students learned about numerous career, employment and internship options.

Both Career events were engaging and enlightening for students. Appreciative comments made by participants:

- “Whoever knew that schools employ such a variety of majors other than teaching.”
- “Hearing each story from various positions of an organization was truly inspiring and encouraging.”
- “I was so motivated to hear that my major can be applied in so many ways.”

Interactive events empower students to see beyond academic concepts into the practical applications of their majors. Introducing Skyline College students to actual job options that can be both directly or indirectly connected to their college degrees serves as an on-ramp to a successful and productive life. Skyline College’s Career Services is enthusiastically looking forward to hosting more Employer Host and Guest events.

Article by Lavinia Zanassi and Daryan Chan | Photo by Jose Milan

BUSINESS INCUBATOR SPEAKER SERIES LAUNCHES



BUSINESS INCUBATOR SPEAKER SERIES

GO GLOBAL, EXPAND YOUR MARKETING
AND PROTECT YOUR BUSINESS

NOVEMBER 17 6:00PM-7:30PM  RAJAA BENTAHAH GLOBAL TRADE INDUSTRY EXPERT	DECEMBER 1 6:00PM-7:30PM  EDDIE LIN CEO/FOUNDER OF NEXUSEDGE	DECEMBER 15 6:00PM-7:30PM  HEATHER BENNETT INTELLECTUAL PROPERTY ATTORNEY
---	--	---

The Bay Area Entrepreneur Center (BAEC) is excited to announce the recent launch of its Business Incubator Program for startup businesses and those with serious business ideas to start and grow their business. BAEC would like to welcome all to get a sneak peak into the Business Incubator Program and to learn more about BAEC resources.

All are welcome to the Business Incubator Speaker Series to learn how to grow your business with advertising intelligence platforms, ways to protect your business and how you can take your business global.

This speaker event series is open for BAEC Business Incubator students, college students and community members. The first event in this series was held on Thursday, November 17 at 6:00 p.m. at the Bay Area Entrepreneur Center.

If you have a business idea or have dreamed of starting a business, then you don’t want to miss the Business Incubator Speaker Series! Learn from three successful entrepreneurs and surround yourself with like-minded people to share your ideas and build relationships.

Guest Speakers for the Series Include:

- Raja Ben on November 17; 6:00 – 7:30 p.m.
- Eddie Lin on December 1; 6:00 – 7:30 p.m.
- **Heather Bennett on December 15; 6:00 – 7:30 p.m.**

Article and Graphic by Terri Wade



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

Student Support: Post Election

CSM is building on existing programs and services to help students most impacted by the results of the 2016 presidential election. Among other things, the Multicultural Center has held workshops for AB540 and undocumented students, the Puente Project has sponsored conversations regarding post-election concerns, the Multicultural Center has sponsored QT Chats for LGBTQIA+ students and staff, and the Associated Students will hold a de-stress week as students prepare for finals. The college will continue to plan strategically in collaboration with the District and our sister colleges to assist students and to address their concerns. <http://collegeofsanmateo.edu/multicultural/>

CSM Students Shine in Math League Competition

Twenty-six CSM students participated in the national Math League Competition. As a team, CSM placed 11th in the nation. CSM's top scorer, Shuai Xue, placed fifth nationally. CSM faculty members Bob Hasson Jay Lehmann, Mel Hom, and Shawn Westmoreland served as proctors for the competition. <http://collegeofsanmateo.edu/math/>

Music Program Hosts Annual High School Jazz Festival

Music professor Mike Galisatus did a fantastic job in organizing CSM's 20th annual High School Jazz Festival. CSM's special guest artist was acclaimed trumpeter Jeff Jarvis. Mr. Jarvis has appeared with jazz legends such as Dizzie Gillespie, Louie Bellson, Joe Lovano, Henry Mancini, and Doc Severinsen. He can also be heard on many recordings with well-known recording artists. Mr. Jarvis also held a jazz clinic for an enthralled group of CSM and high school students. Participating high schools included: Half Moon Bay, El Camino, San Mateo, Serra, Archbishop Riordan, Carlmont, Las Lomas, Albany, Acalanes, Aragon, Northgate, Hillsdale, Homestead, Valley Christian, Woodside, and Menlo-Atherton. The CSM Jazz band also performed. <http://collegeofsanmateo.edu/music/>

Larry Owens Selected as Coach of the Year

Coach Larry Owens helped guide to Bulldogs to a CSM first: an undefeated season in the Bay 6 Conference--one of the toughest conferences in the country. As a result, Coach Owens was recognized as the Bay 6 Conference Coach of the Year. Unfortunately, the Bulldogs lost to Butte College in the opening round of the NorCal playoffs, a game that was close through much of the contest. CSM had won their previous game with Butte earlier in the season. As always, several student-athletes are currently weighing scholarship opportunities at universities throughout the country. <http://collegeofsanmateo.edu/football/>

SMCCCD Foundation and CSM Nursing Program Partner for Alumni Event

Approximately 2,200 nurses have graduated from CSM's Nursing Program over the years. Recently, the SMCCCD Foundation and the Nursing Program teamed up to host an event to recognize our Nursing alumni. The event was held at CSM and was very well-attended. Several alums commented that the program has always been of very high quality and that CSM nursing graduates are well-respected in the profession.

CSM Supports Transfer Students

CSM has been recognized in a variety of independent publications as a first-rate transfer institution. Part of the reason for this designation are the high-quality services made available to students through the Transfer Center and other college departments. November 30 is a key deadline for students who wish to transfer to a UC or CSU. As a result, the college provided an impressive array of support services to students during the month that included application workshops, personal statement workshops, onsite counseling visits with UC and CSU representatives, personal statement review and editing assistance by the English Department, and direct assistance with application completion by the Learning Center. <http://collegeofsanmateo.edu/transfer/>

Former CSM Baseball Player Appears on Jimmy Fallon Show

Former CSM pitcher and current Toronto Blue Jays reliever Joe Biagini had his “15 minutes of fame” on a recent Jimmy Fallon show. Biagini was in the audience but Fallon ignored him while giving “high fives” to other members of the audience. When Fallon discovered that Biagini was a major league baseball player, he was invited back to the show to get a proper “high five” from Fallon. Scott Feldman, another CSM baseball alum, also plays for the Blue Jays. <https://www.youtube.com/watch?v=AUzY0-fbDjc>

Former CSM Student Serves as a White House Intern

Former CSM student Sarah Funes is serving as a White House intern. Recently, Sarah had the opportunity to meet Michelle Obama, which has been one of the highlights of Sarah’s time at the White House. Sarah transferred from CSM to UC Berkeley and will resume her studies after the first of the year.

Library Participates in Food for Fines

The CSM Library joined other members of the Peninsula Library System in the “Food for Fines” program. The Food for Fines program encourages patrons to donate non-perishable foods. Outstanding Library fines for late materials are waived in exchange.

*Photo of the Month:
Larry Owens: Bay 6 Coach of the Year*





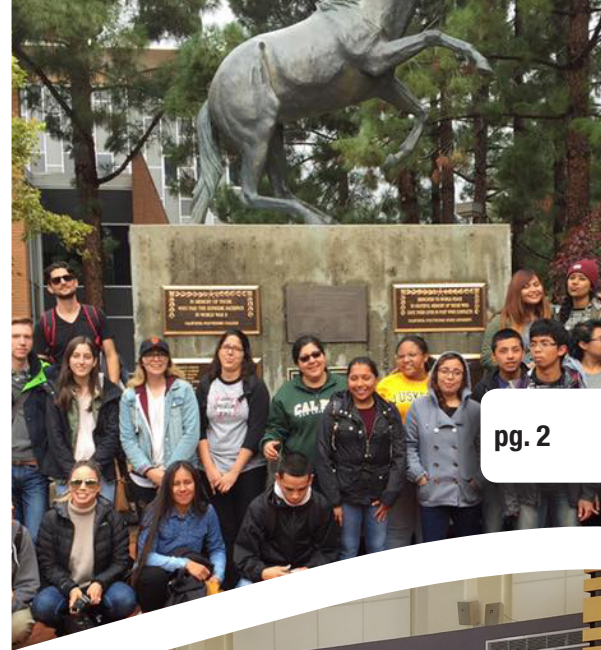
Cañada College

report to the
SMCCCD Board of Trustees

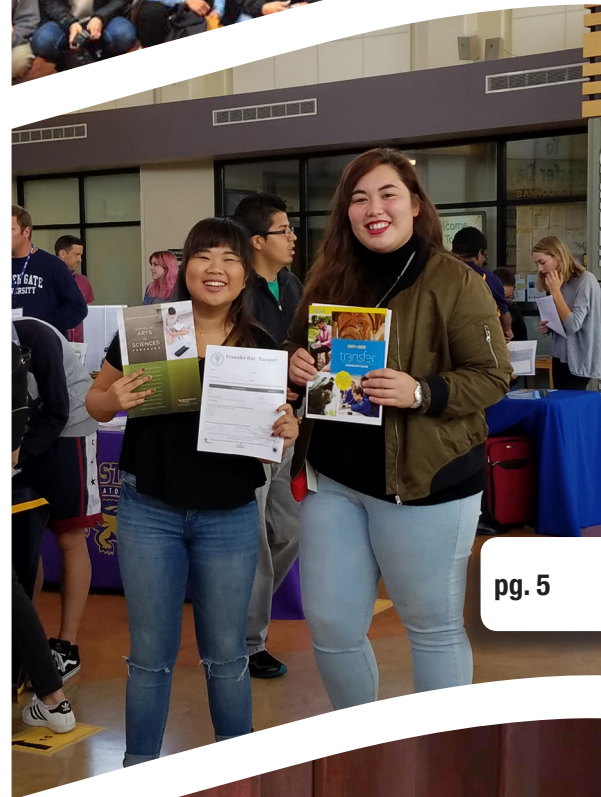
December 14, 2016

in this issue:

- Cañada Students Explore College Options through University Visits pg. 2
- Alex Kramer Joins Cañada as Director of Workforce Development pg. 3
- Cañada Student Connects with Silicon Valley Industry pg. 3
- Cañada Students Visit One of the Country's Largest Architectural Firms pg. 4
- Transfer Day Recap and Center Highlights pg. 5
- College Hosted Third Annual CTE College Success Day pg. 6
- Digital Art & Animation Alumni Gives Students Tips on Landing Their Dream Job pg. 7



pg. 2



pg. 5



pg. 6

Cañada Students Explore College Options through University Visits



On October 28, a group of early risers and dedicated students traveled to Cal Poly, San Luis Obispo for a campus visit. The day started with a general tour of the campus followed by lunch with five Cañada alums currently attending Cal Poly. After lunch, students divided into two groups (Liberal Arts and STEM) to attend afternoon sessions related to their interests. The Liberal Arts group attended an information session presented by the Liberal Arts Dean and students currently enrolled in those fields. The STEM group visited Engineering labs lead by Cañada alums majoring in Engineering. The day concluded with an admissions presentation with a transfer focus for all of our students. It was a day full of useful information for students considering transferring to Cal Poly.

On November 4, a group of Cañada students, along with faculty and staff, visited UC Davis. There were three student groups: the STEM students participated in STEM Transfer Day and toured the campus, visited labs, attended a student panel, learned about internship and career opportunities and received information about admission and financial aid. The Environmental Science group listened to an admissions presentation, toured the campus and then visited the Environmental Science and Geology Departments. After an admission presentation and campus tour, the third group participated in a transfer student panel discussion and then toured the Student Community Center and the Cross Cultural Center.

The final university visit was on November 5 where Cañada STEM students attended San Jose State University's Engineering Day. The day began with a tour of the Charles W. Davidson College of Engineering Building where students were able to explore the layout, followed by visits to several of the laboratories to see experiments conducted by San Jose State University students. The labs featured work with hybrid vehicle engines (mechanical), wind tunnels (aerospace) and there was even a robot that roamed around campus. Students were also able to attend a presentation by the Engineering College about the programs offered, projects by current students and the admissions process.

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



Alex Kramer Joins Cañada as Director of Workforce Development



Please welcome Alex Kramer as the College's new Director of Workforce Development! Alex comes to Cañada with a rich and robust work experience as a Deputy Sector Navigator for the Small Business Sector. In this capacity, Alex worked with 14 community colleges in six Bay Area counties to analyze and develop career pathways for students in a variety of CTE pathways. Alex has also worked with industry representatives and college faculty to identify and address gaps in current curricula as they apply to workforce and instructional needs. As the former Director of the Business and Entrepreneurship Center at Cabrillo College, Alex successfully managed a regional development program serving 17 community colleges in seven Bay Area counties.

In order to best serve our campus and the Menlo Park community, Alex will have offices in both locations. Alex's office at Cañada College is 13-209B. Alex's contact information is: kramera@smccd.edu and 650.306.3428.

Cañada Student Connects with Silicon Valley Industry



Cañada College student Edgar Sanchez was one of 200 MESA students from 300 colleges and universities to attend the invitation-only Mathematics, Engineering, Science Achievement (MESA) Student Leadership Conference in Santa Clara. There, he and fellow MESA college students engaged in a number of creative activities designed to sharpen professional skills, including an elevator pitch challenge styled after the hit show "The Voice." Edgar and his fellow students also participated in mock interviews, connected with industry representatives, heard guest speakers and attended workshops.

MESA promotes STEM success for more than 25,000 educationally disadvantaged secondary, community college and four-year college students in California through project-based learning, academic counseling and exposure to STEM careers, so they can graduate from college with math-based degrees. Seventy percent of MESA high school graduates statewide went directly to college after graduation compared to 48 percent of all

California graduates. Sixty percent of MESA students go on to math, science or engineering majors. Ninety-seven percent of MESA community college transfer students go to college as STEM majors.

Cañada Students Visit One of the Country's Largest Architectural Firms



On October 28 the Career Center took a group of 10 students to SmithGroup JJR, the second largest architectural firm in the country, for an all-day Career Day and networking event in San Francisco. The group was joined by both CSM and Skyline for a total of 30 students.

SmithGroup specializes in the healthcare, higher education, and science & technology sectors. Their integrated practice offers depth in all disciplines serving the manufactured and natural environment, including architecture, engineering (civil, structural, mechanical, electrical and plumbing), landscape architecture, urban design and environmental science. This was an opportunity for architectural as well as non-architectural students to discover how they can apply their academic major to a career pathway that is unconventional, to the traditional track for their field of study. In fact, drafting, accounting, business, IT, marketing, graphic/digital design, as well as, engineering, project management, and more are all pathways within the company which also has multiple locations across the country.

Upon arriving, students were served breakfast and then given a tour of the San Francisco facilities. Throughout the day, students networked with SmithGroup staff members, viewed state-of-the art equipment, and received the opportunity to ask questions and interact with professionals in the organization. Moreover, students participated in small group discussions regarding various career pathways into the architectural industry during lunch. In all, it was a very rewarding day for the students and the College looks forward to not only taking another group in the near future, but create other opportunities with other companies.

Transfer Day Recap and Center Highlights



On October 18, the Transfer Center hosted Transfer Day in The Grove and welcomed 53 representatives from UC, CSU and private and out-of-state universities. Students with a transfer goal were able to gather first-hand information about their universities of interest. Students were prepped and received a hand-out on important questions to ask, including: competitiveness of a major, campus housing, student services and financial aid. About 300 Cañada students received transfer information and services on Transfer Day!

Several other important transfer-related activities occurred on that day. Cañada faculty and staff reviewed student drafts of the UC Personal Insight Questions, Counselors were available to calculate transfer GPA's and the UCLA and UC Riverside representatives held one-on-one appointments with students throughout the

afternoon. Also, a UC Santa Barbara representative met with students one-on-one and also held a special informational session on transfer for undocumented students.

The Fall continues to be an eventful time for the Transfer Center. Accomplishments to date include:

- One hundred twenty four students, representing a 31 percent increase from the previous year, submitted applications for a UC Transfer Admission Guarantee (TAG).
- Twenty seven Transfer Workshops were available to students in the topics of TAG, UC & CSU Applications, UC Personal Insight Questions, and Application Drop-In Assistance.
- A special Nursing Informational Session was offered for pre-nursing students: San Francisco State University, Samuel Merritt University, Roseman University, and Grand Canyon University Nursing programs were represented.

Although there is more work to do to support all students with a transfer goal, the transfer numbers are increasing. One hundred thirty three Cañada students applied to UC for Fall 2016, a 25 percent increase from the previous year. In the 2015-16 academic year, 241 students received an Associate Degree for Transfer and priority admission to a CSU: this represents a 27 percent increase from the previous year. Many thanks to all of the faculty and staff who helped on Transfer Day and continue to support our transfer students!



College Hosted Third Annual CTE College Success Day



On October 29, Cañada hosted more than 200 high school students from Carlmont, Woodside, Sequoia and Menlo Atherton High Schools for CTE College Success Day. The students kicked off the the day with a welcome from President Jamillah Moore and Dean Heidi Diamond. Led by Cañada's Campus Ambassadors and supported by staff and faculty volunteers, students then followed a program which highlighted Cañada programs that are aligned with the industry career pathways identified as a focus by the high schools.

The presentations were extremely engaging thanks to the professors who volunteered their time to develop presentations and spend two hours with our visiting students. Thank you to Hyla Lacefield, Cheri Markt, Elsa Torres, Dana Hartford, Jess Miller, Rafael Rivera, Bill Schwarz and Heidi Diamond for their support! Arts, Media, and Entertainment students attended a hands-on presentation from the Multimedia Art and Technology Department and a discussion with professional audio producer, Ivan Martinez. The Building and Construction Trades, Energy, Environment and Utilities and Engineering and Architecture industry pathways were combined. These students enjoyed presentations from Engineering and Interior Design. Health Science and Medical Technology were hosted by the Medical Assisting, Radiology and Human Services Departments, learning about these two medical pathways and best practices for patient intake. Information and Communication Technologies was the largest group and participated in presentations with Computer Science and Business and Entrepreneurship.



Students also took part in a scavenger hunt that helped them to become familiar with many services offered on campus, including the: Wellness Center, Office of Student Life & Leadership Development, Welcome Center, Library, Learning Center, STEM Center, Career Center and Bookstore. As part of the scavenger hunt, students also made social media posts from iconic locations on campus. The day ended with a burrito lunch in The Grove.

A special thank you to Max Hartman, Carolyn Ouyang, Peter Tam and Jamie Hui for taking time to volunteer at the event. The Outreach team looks forward to hosting these students, with their families, on April 27, 2017 at Cañada's Connect to College event which will offer workshops on Financial Aid, TAG, CTE pathways and Disability Resource Center.

Digital Art & Animation Alumni Gives Students Tips on Landing Their Dream Job



More than 60 people turned out on November 15 to hear Sir Wade Neistadt speak on “School to Studio: The Journey to DreamWorks Animation.” Neistadt is an alumni of Cañada’s Digital Art & Animation program, and currently works as a 3D trainer at DreamWorks.

Neistadt started with a quick walk through his personal history and how he became interested in animation as a career. Skilled in both art and technology, he described his frustration in trying to find a good program near his Southern California home before discovering Cañada College’s programs, both in Digital Art and Computer Science. While here, Neistadt founded the Computer Science club on campus.

Neistadt stressed the importance of making connections to help get to where one wants to go. He talked about his short

film, made while at Cañada, that took him to the Cannes film festival. His experience at the festival solidified his desire to work in animation and ultimately led to his current job at DreamWorks. He stressed that the education he received at Cañada was key to his success in landing a job. He told the students “you need to meet people who do what you want to do, but you also have to be ready to meet them,” meaning that the skills you develop are as important as the connections you make. “Cañada’s program gave me the skills that made me ready to meet the people I met,” Neistadt said.

After his presentation, Neistadt did a guest lecture in that evening’s Character Animation class, showing the students some advanced features in Maya software they can use to enhance their work.

BOARD REPORT NO. 16-12-1A

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
(NP = New position, * = New Employee)

District Office

***Marina Verdian** Director of Maintenance and Operations Facilities

New administrative employment, effective January 1, 2017, replacing Karen Powell who is resigning.

***Gohar Momjian** Interim Director, Operations (NP) Educational Services

New interim administrative employment, effective December 15, 2016. This is a temporary position for a period of one year that was Board approved on November 30, 2016.

B. PUBLIC EMPLOYMENT

1. **New Hires (NP = New Position, * = New Employee)**

District Office

***Thomas Lo** Project Manager II (Measure H) (NP) Facilities

New full-time, 12-month temporary, externally funded Classified Exempt Supervisory employment, effective January 30, 2017. This is a new position that was Board approved on May 11, 2016.

Skyline College

***Emma Briones** Program Services Coordinator Global Learning Programs and Services

New full-time, 12-month classified employment, effective November 23, 2016, replacing Alina Din who resigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Margaret McGugan Instructional Aide II Language Arts

Reassigned from a part-time (48%), 11-month Instructional Aide II position (Grade 22 of the Classified Salary Schedule 60) into this full-time, 11-month position at the same grade of the same salary schedule, effective November 28, 2016.

Skyline College

Tia Holiday Program Services Coordinator (Guardian Scholars) Student Equity & Support Programs

Reassignment from a full-time, 12-month Retention Specialist (Student Equity) position (Grade 24 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 27 of the same salary schedule, effective November 21, 2016.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

Cañada College

Sarita Santos Professor Business, Design & Workforce

Transferred from a full-time, 10-month faculty position at Skyline College into this full-time, 10-month faculty position, effective January 12, 2016.

Monica Reynoso Retention Specialist Counseling

Transferred from a full-time, 12-month classified position at Cañada College into this full-time, 12-month temporary, grant-funded position, effective December 12, 2016.

District Office

Joey Aldeguer Public Safety Officer Public Safety

Transferred from a full-time, 12-month Public Safety Officer at College of San Mateo into this full-time, 12-month position at Skyline College.

Paulo Barbosa Public Safety Officer Public Safety

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

James McCoy Public Safety Officer Public Safety

Transferred from a full-time, 12-month Public Safety Officer at Skyline College into this full-time, 12-month position at College of San Mateo.

E. CHANGES IN STAFF ALLOCATION**District Office**

1. Recommend creation of a new classification titled, "Foundation Marketing and Communications Manager" at Grade 192S of the Classified Professional/Supervisor Salary Schedule (40), effective December 15, 2016. In addition, recommend a change in staff allocation to add one full-time, 12-month Foundation Marketing and Communications Manager position in Foundation, effective December 15, 2016. This position will be funded by the Foundation.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****College of San Mateo**

Herbert Mintz II Broadcast Operations Engineer KCSM TV

Retiring effective December 30, 2016 with 21 years of District service. Eligible for District retiree benefits.

District Office

Raymond Chow Chief Financial Officer Administrative Services

Retiring effective March 16, 2017 with 31.5 years of District service. Eligible for District retiree benefits.

Constancia Casido Payroll Manager Administrative Services

Retiring effective December 30, 2016 with 24.5 years of District service. Eligible for District retiree benefits.

Skyline College

Sarah Perkins Vice President of Instruction Office of the Vice
President of Instruction

Retiring effective December 30, 2016 with 7.5 years of District service. Not eligible for District retiree benefits.

Sandra Kirkpatrick Library Support Services Academic Support
& Learning Technologies

Retiring effective December 31, 2016 with 20 years of District service. Eligible for District retiree benefits.

2. Resignation**District Office**

Karen Powell Director of Maintenance and Operations Facilities

Resigning effective December 31, 2016.

Steven DeGracia IT Support Technician II ITS

Retiring effective December 31, 2016.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Marketing/President's Office	1	01/03/2017	06/30/2017	Web Programmer Analyst: This is an extension of a previously Board approved classified short-term position. Perform technical work involved in the design, development and implementation of web-based applications, including the development of the College's new mobile friendly website. Evaluate, develop and implement a variety of moderately difficult web programs and systems, and analyze web program problems to develop resolutions.
Cañada College	ESO/ALL/A2B/VPSS	1	01/03/2017	06/30/2017	Office Assistant II: This is an extension of a previously Board approved classified short-term position. Continue to develop marketing material and work on office projects for ESO/Learning Center/A2B/SparkPoint and Academic Support Programs and Services.
Cañada College	Science & Technology	1	01/03/2017	06/30/2017	Retention Specialist: Support academic success and retention of MESA students within the STEM Center. Support low-income, first-generation students pursuing STEM majors, including providing academic workshops and individualized attention related to academics, success skills and strategies.
Cañada College	Science & Technology	1	01/03/2017	06/30/2017	Retention Specialist: This is an extension of a previously Board approved classified short-term position. Support retention efforts of MESA and the STEM Center. Support students pursuing STEM majors, including providing workshops and individualized attention related to academics, support services, scholarships and internships.
Cañada College	Business, Design and Workforce (Menlo Park and Strong Workforce)	1	01/03/2017	06/30/2017	Program Services Coordinator: Support the dean and director in Business, Design and Workforce Division to include Strong Workforce grant activities and to provide support for program

					development, financial analysis, data entry, and marketing at the Cañada College and Menlo Park campuses.
College of San Mateo	Business/Technology	1	02/04/2017	04/01/2017	Office Assistant I: This is an extension of a previously Board approved classified short-term position. 32 hours of support for VITA activities in the free tax services provided to low income residents in San Mateo County.
College of San Mateo	Counseling/EOPS/CARE	1	01/09/2017	06/30/2017	Office Assistant I: This is an extension of a previously Board approved classified short-term position. Assist program staff with responding to student and visitor inquiries regarding program eligibility and support services; assist with initial program eligibility; complete computer-related assignments such as database and spreadsheet management for intake; student compliance with appointments and progress report(s); and maintain current and archived student files.
College of San Mateo	Counseling/CalWORKS	1	01/03/2017	06/30/2017	Program Services Coordinator: This is an extension of a previously Board approved classified short-term position. Develop job skills training workshops for CalWORKS students, facilitate workshops, assist with case management, MIS data entry and update files for student records.
College of San Mateo	Counseling/EOPS/CARE	1	01/09/2017	06/30/2017	Retention Specialist: This is an extension of a previously Board approved classified short-term position. Provide assistance with on-campus and community outreach, and new student intake; meet with students to assess support service needs and facilitate the use of these services; assist with case management; assist with evaluating and monitoring student academic performance for early alert and academic success workshop participation; schedule new and continuing student meetings/new student orientations/appointment follow-up.

College of San Mateo	Mental Health Educator	1	01/17/2017	05/31/2017	Mental Health Educator: This is an extension of a previously Board approved classified short-term position. Provide training and supervision for the peer educators. Will work approximately 10 hours per week.
Skyline College	Academic Support and Learning Technologies/Library	2	12/15/2016	06/30/2017	Library Support Specialist: Additional staffing is needed due to the expansion of the Skyline College Promise Lending Library. Duties include processing and cataloging items, providing assistance to library patrons in an open computer laboratory and/or with other library resources, and staffing the circulation desk., for 20-25 hours/week.
Skyline College	TRIO	1	01/17/2017	06/30/2017	Instructional Aide II: This is an extension of a previously Board approved classified short-term position. Provide individualized and small group tutorial services to students in specific subject areas (i.e. Math, English, ESOL, Chemistry, Biology, Accounting, and Social Science). Number of IAs not to exceed 3.
Skyline College	Disability Resource Center/Student	1	01/03/2017	02/28/2017	Instructional Aide II: Assist alternate media specialist converting textbooks for students with alternate media accommodations. This is peak time for book production and this position will ensure timely accommodations. Needed for up to 30 hours per week.
Skyline College	Vice President of Student Services Office	1	01/03/2017	06/30/2017	Staff Assistant: This is an extension of a previously Board approved classified short-term position. Provide temporary administrative support to the VPSS office with a 3-4 day work schedule.
Skyline College	Counseling	1	01/03/2017	06/30/2017	SparkPoint Coordinator: This is an extension of a previously Board approved classified short-term position. Provide temporary support for SparkPoint services. Services include financial coaching and clerical duties.
Skyline College	Counseling	1	01/03/2017	02/28/2017	Office Assistant II: This is an extension of a previously Board approved classified short-term

					position. Permanent position is vacant. Requesting additional time to complete the hiring process. Finalist selected withdrew from the application process.
Skyline College	Science/Math/Technology (Allied Health)	2	01/03/2017	06/30/2017	Instructional Aide II: This is an extension of a previously Board approved classified short-term position. Support students needing supplemental instruction/tutoring in the surgical careers and allied health programs.
Skyline College	Science/Math/Technology (Emergency Medical Technician)	4	01/03/2017	06/30/2017	Instructional Aide II: This is an extension of a previously Board approved classified short-term position. Oversee skills testing during specific labs and provide supervision for Instructional Aide I for the EMT program as required by accrediting agencies.
Skyline College	Science/Math/Technology (Respiratory Care)	2	01/03/2017	06/30/2017	Instructional Aide II: This is an extension of a previously Board approved classified short-term position. Provide tutoring support for students in the Bachelors of Science in Respiratory Care pilot program.
Skyline College	Science/Math/Technology (Respiratory Therapy)	1	01/03/2017	06/30/2017	Instructional Aide II: This is an extension of a previously Board approved classified short-term position. Assist with lab assignments and skills testing during specific labs.
Skyline College	Science/Math/Technology (Physics & Geology)	2	01/03/2017	06/30/2017	Lab Technician: This is an extension of a previously Board approved classified short-term position. Provide intermittent assistance with lab set up and maintenance in Physics and Geology. Days/hours vary with student need and will be most utilized during midterm and final preparation.
Skyline College	Science/Math/Technology (Biology, Biotech, Chemistry)	4	01/03/2017	06/30/2017	Lab Technician: This is an extension of a previously Board approved classified short-term position. Assist the lab techs during intense instructional times such as lab tests, complex experiments and student check in and check out.
Skyline College	Global Learning Programs and Services (Bay Area Entrepreneurship)	1	01/03/2017	06/30/2017	Office Assistant II: This is an extension of a previously Board approved classified short-term position. Assist BAEC director

	Center (BAEC)				and/or designee in the planning and implementation for the BAEC. In addition, staff evening/weekend events at the BAEC as needed.
Skyline College	Global Learning Programs and Services/International Student Program (ISP)	1	01/03/2017	06/30/2017	Program Services Coordinator: This is an extension of a previously Board approved classified short-term position. Provide administrative support to the ISP office. Duties include international application processing, communication with prospective students, event planning and management, maintaining student records, office management and processing invoices.
Skyline College	Center for Workforce Development	1	01/03/2017	06/30/2017	Office Assistant II: Provide support to the Center for Workforce Development's Retail, Hospitality and Tourism (RHT) "Learn and Earn" Grant and related grant funded projects. Provide support to the Bay Region Deputy Sector Navigator for the RHT Grant. Duties include office support, visitor/student intake and support, support of student recruitment, coordination of events, grant data entry, creation of marketing materials, and other duties as assigned.
Skyline College	Science, Math, Technology/Energy System Technology	1	01/03/2017	06/30/2017	Instructional Aide II: This is an extension of a previously Board approved classified short-term position. Support instruction and lab set up for construction course held at Capuchino High School.

BOARD REPORT NO. 16-12-1CA

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
COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

The addition of eight courses to, and the deletion of five courses from, the College catalogs are proposed by College of San Mateo and Skyline College at this time. Additionally, eight courses are proposed to be offered in the distance education mode.

Furthermore, 187 courses and two programs have been modified, and one course and one program 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 College of San Mateo and Skyline College catalogs.

San Mateo County Community College District

December 14, 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

ART

204 DRAWING I (3)

Justification: Art 201 is being converted to ART 204 in order to be in alignment with the same course at Cañada and Skyline. This course modification resulted from discussions with my peers from our sister colleges at the Fall 2016 Cross-College Discipline flex workshop. It has also been modified in order to request CSM GE and CSU GE requirements. The changes will not affect UC articulation.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848.

Description: (formerly ART 201) The use of drawing as a means of increasing visual awareness through the exploration of the creative process: observation, discovery, examination, interpretation and response. Introduction to the principles and practices of drawing, employing a wide range of subject matter and drawing media.

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

205 DRAWING II (3)

Justification: Art 202 is being converted to ART 205 in order to be in alignment with the same course at Cañada and Skyline. This course modification resulted from discussions with my peers from our sister colleges at the Fall 2016 Cross-College Discipline flex workshop. This course is also being modified in order to satisfy CSM GE and CSU GE requirements. The change will not affect UC articulation.

Prerequisite: ART 204

Recommended Preparation: None.

Description: (formerly ART 202) An intermediate level drawing course in which students build on skills and knowledge learned in Drawing I. Emphasis is on drawing as a means of visual awareness and communication. Media include graphite, charcoal, conté crayon, pen & ink and chalk pastels.

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

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

ACCOUNTING

- 163 Auditing
- 164 Governmental & Nonprofit Accounting

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO

ACCOUNTING

- 665 Special Topics in Taxation
- 665MC The Retired Taxpayer
- 665MD Lacerte Tax Software Basics
- 665ME Electronic Tax Research
- 665MF Depreciation Basics
- 665MH Foreclosures & Debt Cancellation
- 665MI Taxation of Rental Real Estate
- 665MM IRS Reporting for Nonprofits
- 665MR Tax Practice and Procedure

ADMINISTRATION OF JUSTICE – PUBLIC SAFETY TRAINING COURSES

- 775 PC 832 Firearms Training

ARCHITECTURE

- 210 Design I: Introduction to Architecture, Environmental Design, and the Design Process
- 220 Design II: Architecture Design, Form and the Built Environment

ART

- 200 Portfolio Preparation
- 201 Drawing I
- 202 Drawing II
- 206 Expressive Figure Drawing and Portraiture
- 207 Life Drawing
- 208 Portrait Drawing I
- 209 Portrait Drawing II
- 213 Life Drawing II
- 214 Color
- 223 Oil Painting I
- 224 Oil Painting II
- 225 Acrylic Painting I
- 226 Acrylic Painting II
- 231 Watercolor I
- 232 Watercolor II
- 233 Watercolor III

243	Watercolor IV
247	Oil Painting IV
251	Acrylic Painting III
252	Acrylic Painting IV
301	Two-Dimensional Design
315	Mixed Media Art
316	Mixed Media Art 2
317	Mixed Media Art 3
351	Beginning Black and White
401	Three-Dimensional Design

BUILDING

700	Introduction to the Building Code
730	Plumbing Inspection
740	Mechanical Code
750	Structural Provisions

BUSINESS

125	International Business
180	Marketing
201	Business Law
401	Business Communications

BUSINESS MICROCOMPUTER APPLICATIONS BUSINESS APPLICATIONS – WINDOWS PLATFORM

214	Word Processing I Using Word for Windows
215	Word Processing II Using Word for Windows
415	Spreadsheet I Using Excel for Windows
416	Spreadsheet II Using Excel for Windows

COMMUNICATION STUDIES

110	Public Speaking
130	Interpersonal Communication
140	Small Group Communication
150	Intercultural Communication
170	Oral Interpretation I
171	Oral Interpretation II

COMPUTER AND INFORMATION SCIENCE

111	Introduction to Web Programming
113	Ruby Programming
114	JavaScript/Ajax Programming
117	Python Programming
127	HTML5 and CSS
128	Mobile Web App Development
132	Introduction to Databases
133	NoSQL Databases
145	Introduction to DevOps
200	Capstone Project – CIS

- 363 Enterprise Database Management with MySQL
- 379 Introduction to XML
- 380 PHP Programming

COSMETOLOGY

- 712 Fundamental Cosmetology I
- 722 Fundamental Cosmetology II
- 732 Intermediate Cosmetology III
- 742 Intermediate Cosmetology IV
- 746 Advanced Cosmetology V
- 749 Advanced Cosmetology VI
- 757 Advanced Supplemental Cosmetology VII

DENTAL ASSISTING

- 701 Dental Science I
- 702 Dental Science II
- 721 Dental Materials I
- 740 Chairside Assisting I
- 749 Preclinical Dental Science Laboratory
- 751 Dental Clinic

DEVELOPMENTAL SKILLS

- 800 Learning Skills Assessment for DRC

ELECTRONICS TECHNOLOGY

- 422 Introduction to Programmable Logic Controllers
- 442 Electronic and Pneumatic Process Control Systems
- 445 Industrial Data Communication Systems

ENGINEERING

- 260 Circuits and Devices

ENGLISH AS A SECOND LANGUAGE

- 827 Writing for Non-Native Speakers III
- 846 Listening and Speaking II
- 847 Listening and Speaking III
- 848 Listening and Speaking IV
- 856 Reading for Non-Native Speakers II
- 857 Reading for Non-Native Speakers III

FIRE TECHNOLOGY

- 714 Wildland Fire Control
- 715 Principles of Emergency Services
- 720 Fire Prevention
- 725 Fire Apparatus and Equipment
- 730 Fire Behavior and Combustion
- 740 Building Construction for Fire Protection

- 745 Fire Protection Systems
- 748 Firefighter Safety & Survival
- 770 Fire Service Career Prep
- 787 Emergency Medical Technician: Basic Refresher
- 789 Recruit Firefighter Training
- 793 Firefighter I Academy
- 796 Emergency Medical Technician: Basic
- 810 Firefighter Cadet I
- 811 Firefighter Cadet II
- 812 Firefighter Cadet III

FIRE TECHNOLOGY – PUBLIC SAFETY TRAINING COURSES

- 120 Fire ICS-400

LEARNING CENTER

- 240 College and Academic Success

MANAGEMENT

- 215 Management of Human Resources
- 220 Organizational Behavior
- 265 Project Management

MATH

- 251 Calculus with Analytic Geometry I

MUSIC

- 132 Harmony II
- 133 Harmony III
- 134 Harmony IV

NURSING

- 211 Introduction to Nursing
- 212 Concepts of Homeostasis in Nursing
- 221 Pediatric Nursing
- 225 Nursing Skills Lab II
- 231 Psychiatric Nursing
- 235 Nursing Skills Lab III
- 817 Open Lab for Nursing 221/222
- 818 Open Lab for Nursing 231/232
- 819 Open Lab for Nursing 241/242

OCEANOGRAPHY

- 100 Oceanography

PHYSICS

- 126 Teaching Science I: K-5 Classroom Experience and Seminar

REAL ESTATE

- 121 Legal Aspects of Real Estate I
- 141 Real Estate Appraisal: Basic

KINESIOLOGY, ATHLETICS AND DANCE – INTERCOLLEGIATE SPORTS

- 400 Varsity Baseball

PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO

ARCHITECTURE

- Architecture** – Associate in Science Degree

COMPUTER AND INFORMATION SCIENCE

- Web Programming** – Certificate of Specialization

PROPOSED PROGRAM REACTIVATION – COLLEGE OF SAN MATEO

ADMINISTRATION OF JUSTICE

- Basic Police Academy** – Certificate of Achievement

San Mateo County Community College District

December 14, 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

ENGINEERING

215 COMPUTATIONAL METHODS FOR ENGINEERS AND SCIENTISTS (3.0) (day or evening)

Justification: ENGR 215 supports a transfer pathway for students in all branches of engineering. The course also forms part of the Engineering and Technology Scholars (ETS) learning community pathway. The course outline is aligned both with outlines across the district and with statewide C-ID model curriculum.

Prerequisite: MATH 251 or equivalent.

Recommended Preparation: None.

Description: Introduction to problem solving, programming, and computational methods using the MATLAB programming environment. Procedural programming, recursion, sorting, data structures, and an introduction to object-oriented programming. Plotting and data visualization, introduction to statistical analysis of data, systems of linear equations, numerical methods. Applications in engineering, mathematics, and the sciences. Assignments may require the use of MATLAB software outside of class hours.

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

INTERNATIONAL BUSINESS

200 INTRODUCTION TO INTERNATIONAL BUSINESS (3.0) (day or evening)

Justification: IBUS 200 is intended to be a core course for the pending Global Trade and Logistics certificate.

Prerequisite: None.

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

Description: An introduction to international business strategy and management. Topics include international trade theory and how companies develop competitive advantage in international markets, production and financial management, and risk management.

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

LEARNING SKILLS

680SA TUTOR TRAINING SUMMER INTENSIVE (1.0) (day or evening)

Justification: LSKL 680SA is intended as a summer bridge course to Fall 2017. This experimental course provides Skyline College with a summer tutor training course necessary to meet The Learning Center (TLC) demand for qualified tutor interns in a variety of subject areas for the Fall 2017 semester.

Currently, the lecture/lab components of LSKL 110 are designed for a complete 17-week semester. LSKL 110 includes 16-18 hours of lecture in addition to a required 25-hour lab practicum component resulting in Level 1 CRLA International Tutor Training Program Certification (ITTPC). This required 25-hour lab practicum component in addition to the 16-18-hour lecture requirement cannot be accommodated over a brief summer session. Thus, LSKL 680SA provides a short-term course option with content that allows students to learn a variety of effective tutoring and learning concepts and practical strategies essential for planning, implementing, and evaluating a tutoring session, without the added practicum required for and leading to the CRLA ITTPC Level 1 peer tutoring certificate earned upon successful completion of LSKL 110.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100, or equivalent; and completion of MATH 110, or MATH 111 and MATH 112, or equivalent; and completion of MATH 120, or MATH 122 and MATH 123, or equivalent; and successful completion of courses in the subject area to be tutored other than Math and English.

Description: Intensive tutor training specifically designed for students interested in working as The Learning Center (TLC) tutor interns. Covers a variety of effective tutoring and learning concepts and practical strategies essential for planning, implementing, and evaluating a tutoring session. Emphasis on tutoring theory, best practices, communication and study strategies, and techniques for tutoring with students from diverse backgrounds.

Classification: AA/AS Degree; CSU transferable.

LITERATURE

156 SCIENCE FICTION AND FANTASY LITERATURE (3.0) (day or evening)

Justification: This course is being added to Skyline College's Literature offerings to provide interested students and English majors alike the opportunity to study fiction and fantasy, particularly since similar courses are offered at both the CSU's and UC's.

Prerequisite: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Recommended Preparation: None.

Description: Study of representative works from the genres of Science Fiction and Fantasy, examining their roots, twentieth-century rise, and contemporary status. Includes analysis of primary sources and literary criticism as well as how the genres interact with mythology, philosophy, mass media, and popular culture.

Classification: Associate Degree for Transfer; AA/AS Degree; CSU transferable.

277 FILM AND LITERATURE (3.0) (day or evening)

Justification: This course is being added to Skyline College's Literature offerings to provide interested students and English majors alike the opportunity to study the relationships between film and literature, particularly since similar courses are offered at both the CSU's and UC's.

Prerequisite: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Recommended Preparation: FILM 440.

Description: Comparative study of film and literature, studying and analyzing the relationships between the two media according to genre, topic, and style. Focus on film adaptations of novels, authors and directors, genres, international works, period pieces, etc. Topic varies with each semester offering.

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

NETWORK ENGINEERING TECHNOLOGIES

423 MOBILE DEVICE CONNECTIVITY SUPPORT (2.0) (day or evening)

Justification: Mobile devices are now established as an integral part of business and medical environments. Employers are now asking that IT personnel have the knowledge and skills to configure and troubleshoot mobile devices as part of their basic skill set.

Prerequisite: None.

Recommended Preparation: NETX 400 or equivalent.

Description: The essentials of mobile device end-user support, including over-the-air technologies, network infrastructure, mobile device management, security, and troubleshooting techniques. Students will gain the knowledge and skills required to understand, deploy, and troubleshoot mobile devices. Patterned after CompTIA Mobility+ Certification.

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

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE

BUSINESS

- 443 LAW OFFICE PROCEDURES
- 445 LAW OFFICE MANAGEMENT

Justification: The relevant content in these courses has been integrated into courses in the Paralegal Studies department. The Paralegal Studies department has developed certificates for students interested in careers as legal support service workers in a variety of settings.

EARLY CHILDHOOD EDUCATION

- 665SB COMMUNICATING WITH PARENTS

Justification: The Early Childhood Education/Education program at Skyline College has not offered this course in over ten years and has no plans to do so in the future.

PARALEGAL STUDIES

- 443 LAW OFFICE PROCEDURES
- 445 LAW OFFICE MANAGEMENT

Justification: These two courses are no longer offered for enrollment by the Paralegal Studies program. Some of the content is now outdated or irrelevant. The relevant and current content is now part of the Paralegal Studies curriculum through other courses. Removing LEGL 443 and 445 from the curriculum will streamline the program and thereby contribute to Skyline College's efforts to help students Get In, Get Through, and Get Out ... On-Time.

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE**ADMINISTRATION OF JUSTICE**

- 102 Principles and Procedures of Justice
- 106 Legal Aspects of Evidence

ART

- 101 History of Art I
- 350 Visual Perception Through Photography

EARLY CHILDHOOD EDUCATION/EDUCATION

- 263 Curriculum and Strategies for Children with Special Needs
- 200 Introduction to Classroom Teaching

ENGINEERING

- 270 Materials Science

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

- 400 English Composition for Nonnative Speakers

840 English for Speakers of Other Languages IV

KINESIOLOGY – ADAPTIVE PHYSICAL EDUCATION

358 Adapted Strength Development
359 Balance and Functional Movement for the Physically Limited

KINESIOLOGY – COMBATIVES

301 Beginning Wrestling
302 Intermediate Wrestling
401.1 Self Defense I
401.2 Self Defense II
401.3 Self Defense III
401.4 Self Defense IV

KINESIOLOGY – FITNESS

106 Varsity Conditioning
107 Intercollegiate Fitness
116.1 Body Conditioning I
116.2 Body Conditioning II
116.3 Body Conditioning III
116.4 Body Conditioning IV
251.1 Tennis I
251.2 Tennis II
251.3 Tennis III
251.4 Tennis IV
305.1 Cardiovascular Development – Running Emphasis I
305.2 Cardiovascular Development – Running Emphasis II
305.3 Cardiovascular Development – Running Emphasis III
305.4 Cardiovascular Development – Running Emphasis IV
334.1 Yoga I
334.2 Yoga II
334.3 Yoga III
334.4 Yoga IV
335.1 Pilates I
335.2 Pilates II
335.3 Pilates III
335.4 Pilates IV

GEOLOGY

106 Weather and Climate
210 General Geology
220 Historical Geology

PARALEGAL STUDIES

240 Introduction to Law
245 Paralegal Profession I

247 Paralegal Profession II

NETWORK ENGINEERING TECHNOLOGIES

410 Structured Wiring and Cabling
440 Introduction to Microsoft Server Administration

PSYCHOLOGY

201 Child Development

RESPIRATORY CARE

B10 Advanced Cardiopulmonary Respiratory Care
B15 Sleep Medicine and Respiratory Care
B20 Advanced Respiratory Case Management
B30 Principles of Health Education
B50 Respiratory Care Leadership and Management
B52 Respiratory Care Leadership and Management II
B60 Advanced Neonatal and Pediatric Respiratory Care

PROPOSED CURRICULAR REACTIVATIONS – SKYLINE COLLEGE

JAPANESE

111 Elementary Japanese I

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE

ENGINEERING

215 Computational Methods for Engineers and Scientists
270 Materials Science

GEOLOGY

106 Weather and Climate
210 General Geology
220 Historical Geology

LEARNING SKILLS

680SA Tutor Training Summer Intensive

BOARD REPORT NO. 16-12-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

RATIFICATION OF SEPTEMBER AND OCTOBER 2016 DISTRICT WARRANTS

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

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

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0069741	09/01/16	U.S. Bank National Association ND, .	344,641.85	Districtwide Procurement Card Payment
0069757	09/06/16	Romero-Arias, Debora A.	12,360.00	CSM July 2016 Students Sign Language Interpreting Service
0069769	09/06/16	Meta Bank/BB San Mateo CCD CFA	276,562.94	Financial Aid Disbursement
0069776	09/06/16	VALIC Retirement Services Company	204,611.08	Tax Sheltered Annuities
0069803	09/13/16	Romero-Arias, Debora A.	10,140.00	CSM August 2016 Students Sign Language Interpreting Services
0069804	09/13/16	Associated Std-CSM	75,000.00	Interbank Transfer
0069806	09/13/16	Computerland	74,702.80	Districtwide Computers Purchases
0069808	09/13/16	GRD Energy Inc.	23,920.00	CSM Construction Projects Design Review Services
0069811	09/13/16	Meta Bank/BB San Mateo CCD CFA	2,492,276.24	Financial Aid Disbursement
0069815	09/13/16	SM County Community College District	25,854.74	Replenish Flex Spending Account
0069820	09/13/16	Swinerton Builders	181,040.33	Program Management Services
0069841	09/15/16	Apple Computer, Inc	16,155.82	Districtwide Computers Purchases
0069842	09/15/16	Computerland	18,568.52	Districtwide Computers Purchases
0069847	09/15/16	GRD Energy Inc.	17,021.00	Districtwide Utility Consumption Measurements & Verification Services & Consulting Retrofit Services
0069848	09/15/16	Intermountain Electric Company	73,904.77	Districtwide Exterior Lighting Upgrade Project
0069853	09/15/16	Netronix Integration, Inc.	12,021.50	Districtwide VMS System Maintenance Services
0069860	09/15/16	Sedgwick Claims Management Services. Inc.	11,628.93	Replenish Workers' Compensation Insurance Fund
0069882	09/20/16	Constellation NewEnergy, Inc.	56,944.64	Utilities
0069887	09/20/16	Interline Brands, Inc.	10,231.90	Districtwide Facilities Custodial Supplies Purchase
0069891	09/20/16	Meta Bank/BB San Mateo CCD CFA	373,264.57	Financial Aid Disbursement
0069897	09/20/16	School Project for Utility Rate Reduction (SPURR)	11,441.87	Utilities
0069899	09/20/16	Keenan & Associates	14,770.88	CSM Solar Project Insurance Fees
0069900	09/20/16	Sutro Tower Inc.	19,993.00	KCSM TV Broadcast Site Lease at Sutro Tower
0069911	09/22/16	Momjian, Gohar	10,000.00	Monthly Districtwide Consulting Services
0069913	09/22/16	Apple Computer, Inc	11,992.16	Districtwide Computers Purchases
0069922	09/22/16	Sally Swanson Architects, Inc.	15,130.31	Cañada Architectural Services
0069938	09/27/16	Computerland	21,071.17	Districtwide Computers Purchases
0069939	09/27/16	Coulter Construction Inc.	37,131.00	Cañada Construction Services
0069945	09/27/16	Lincoln Equipment, Inc.	18,145.99	CSM Pool Equipment Purchases
0069946	09/27/16	Meta Bank/BB San Mateo CCD CFA	209,929.23	Financial Aid Disbursement
0069947	09/27/16	San Mateo County Schools Insurance Group	192,407.35	Monthly Dental and Vision Insurance Premiums
0069948	09/27/16	School Project for Utility Rate Reduction (SPURR)	34,548.39	Utilities
0069958	09/29/16	Constellation NewEnergy, Inc.	20,854.79	Utilities
0069968	09/29/16	Swinerton Builders	24,188.90	Program Management Services
488728	09/01/16	CalPERS	579,784.06	August Monthly PERS Classic Members Contribution Advance Payment
488729	09/01/16	CalPERS	174,262.80	August Monthly PERS New Member Contribution Advance Payment
488730	09/01/16	Public Empl Ret Sys	1,557,528.56	Monthly Health Insurance Premium
488731	09/06/16	A. Lange Consulting, LLC	10,000.00	Skyline Consulting Services
488747	09/06/16	CDW LLC	25,796.94	Districtwide Computers Purchases
488752	09/06/16	Compu-Lock Inc.	11,895.00	Districtwide Equipment Purchases
488795	09/06/16	Strata Information Group	56,581.00	Monthly Districtwide Professional & Management Services
488807	09/06/16	American Federation of Teachers	46,476.14	Monthly Union Dues
488815	09/06/16	Downtown Ford	48,590.93	District Facilities Vehicle Purchases
488891	09/08/16	Pacific Gas & Electric Co	14,426.13	Utilities
488956	09/08/16	The Guardian Life Insurance Company	34,775.53	Monthly Life Insurance Premium

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

Check Num	Check Date	Vendor Name	Check Amount	Description
488968	09/13/16	Atlas Pellizzari Electric, Inc.	71,433.93	Skyline Electrical Projects
488977	09/13/16	Carahsoft Technology Corporation	21,494.94	Skyline SAP Software Enterprise Annual Maintenance and Support Services
489035	09/13/16	City of San Bruno	20,737.14	Utilities
489039	09/13/16	Pacific Gas & Electric Co	46,565.79	Utilities
489089	09/15/16	Strata Information Group	59,410.00	Monthly Districtwide Professional & Management Services
489102	09/15/16	City of Redwood City	13,536.62	Utilities
489108	09/15/16	Dabblefox LLC	20,000.00	Districtwide Facilities Database License Fee
489109	09/15/16	Enviroplex, Inc	23,635.35	Cañada Building Construction Services
489111	09/15/16	Eternal Construction, Inc.	264,461.62	CSM Parking Lot Construction Project
489129	09/15/16	Eternal Construction, Inc.	13,919.03	CSM Parking Lot Construction Project
489146	09/20/16	Atkinson, Andelson, Loya, Rudd and Romo	30,131.74	Districtwide Legal Counseling Services
489181	09/20/16	Los Angeles Community College District	55,378.11	Cañada SETI and JEP Programs Services
489197	09/20/16	Pokhrel, Rachana	11,000.00	CSM Student Refund
489209	09/20/16	Strategic Planning Online, LLC	15,000.00	Cañada SPOL Cloud Services Annual Fee
489215	09/20/16	TLCD Architecture	155,486.93	CSM Theatre Architectural Services
489223	09/20/16	Calif Water Service Co	49,738.73	Utilities
489224	09/20/16	CalPERS	13,938.70	Monthly PERS Classic, New Member Contribution Final
489232	09/20/16	U.S. Postal Services	10,000.00	Skyline Postage Purchase
489298	09/27/16	CDW LLC	42,267.02	Districtwide Computers Purchases
489301	09/27/16	Comm College League/Calif	33,548.00	Districtwide Annual Membership Dues
489302	09/27/16	Comm College League/Calif	21,298.82	Districtwide Annual Database Subscription
489316	09/27/16	Group 4 Architecture, Research + Planning, Inc.	55,300.00	Skyline Architectural Planning Services
489330	09/27/16	Margolis Healy & Associates, LLC	34,587.00	Districtwide Public Safety Study Research Services
489335	09/27/16	Miller, Morton, Caillat & Nevis, LLP	12,717.50	Cañada Bldg 9 and Cañada Vista Litigations Expenses
489337	09/27/16	National Public Radio, Inc.	13,350.00	Annual NPR Membership Fee
489354	09/27/16	Sedgwick Claims Management Services. Inc.	24,952.25	Districtwide Annual Worker's Comp TPA Service Fees
489372	09/27/16	Western Roofing Service	81,173.00	Skyline Roof Replacement Services
489417	09/29/16	Allana Buick & Bers, Inc.	32,255.00	Cañada Vista Litigations Expenses
489438	09/29/16	CDW LLC	42,671.00	Districtwide Computers Purchases
489454	09/29/16	Miller, Morton, Caillat & Nevis, LLP	30,257.15	Cañada Bldg 9 and Cañada Vista Litigations Expenses
489457	09/29/16	MV Transportation, Inc.	18,403.22	Skyline Students Shuttle Services
489463	09/29/16	Philips Electronics North America Corporation	15,855.03	Skyline Equipment Purchases
489488	09/29/16	SMCCC Foundation	50,000.00	Cañada A2B Cooperative Grant Endowment Fund Matching Payment
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1700419	09/06/16	Mass Mutual 457	37,772.49	Tax Annuity
J1700384	09/01/16	US Treasury - Federal Payroll Tax	1,653,298.59	Federal Payroll Tax
J1700384	09/01/16	EDD - State Payroll Tax	313,980.48	State Payroll Tax
J1700609	09/21/16	US Treasury - Federal Payroll Tax	100,963.52	Federal Payroll Tax
J1700433	09/08/16	State Teacher Retirement - Cash Balance	42,569.28	STRS Retirement-Cash Balance
J1700386	09/02/16	State Teacher Retirement - Defined Benefit	839,562.87	STRS Retirement-Defined Benefit 95%
J1700446	09/08/16	State Teacher Retirement - Defined Benefit	43,312.75	STRS Retirement-Defined Benefit Bal

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

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>SMCCCD Bookstores</u>				
116077	09/02/16	Cañada Copy Center	11,503.92	Purchase of Inventory
116078	09/02/16	Cengage Learning	146,390.81	Purchase of Inventory
116080	09/02/16	Citi Cards	13,825.97	Purchase of Inventory
116088	09/02/16	CSM Bookstore	10,133.60	Purchase of Inventory
116101	09/02/16	Elsevier Publishing Co.	33,895.86	Purchase of Inventory
116102	09/02/16	EMC/Paradigm Publishing	14,298.46	Purchase of Inventory
116130	09/02/16	John Wiley & Sons Inc	20,547.81	Purchase of Inventory
116138	09/02/16	Marianna Industries Inc	62,696.56	Purchase of Inventory
116139	09/02/16	MBS Textbook Exchanges	161,480.17	Purchase of Inventory
116141	09/02/16	McGraw-Hill Companies	48,078.93	Purchase of Inventory
116144	09/02/16	MPS	47,798.97	Purchase of Inventory
116145	09/02/16	MTC Distributing	10,739.61	Purchase of Inventory
116148	09/02/16	NACSCORP	17,561.96	Purchase of Inventory
116149	09/02/16	Nebraska Book Company, Inc	14,869.41	Purchase of Inventory
116152	09/02/16	Oxford University Press	11,882.43	Purchase of Inventory
116153	09/02/16	Partnership	14,301.75	Purchase of Inventory
116154	09/02/16	Pearson Education, Inc	276,742.92	Purchase of Inventory
116161	09/02/16	Promevo	16,076.39	Purchase of Inventory
116174	09/02/16	Skyline Bookstore GAP	22,090.39	Purchase of Inventory
116176	09/02/16	SM CC College District	204,022.48	Salaries & Benefits of July 2016
116195	09/02/16	Xerox Corporation	12,433.84	Purchase of Inventory
116200	09/13/16	SM CC College District	54,593.04	Purchase of Inventory
116218	09/14/16	MBS Textbook Exchanges	16,641.01	Purchase of Inventory
116219	09/14/16	McGraw-Hill Companies	12,372.21	Purchase of Inventory
116229	09/14/16	Pearson Education, Inc	125,006.42	Purchase of Inventory
EFT 32735	09/23/16	Board of Equalization	137,946.94	Sales Tax August 2016
		Subtotal	13,466,469.22	90%
		Warrants Issued ≤ \$10,000	1,425,476.59	10%
		Total Non-Salary Warrants Issued	<u>14,891,945.81</u>	100%
District Accounts Payable	CK#488658-489491, DD69740-69973		10,020,422.34	
District Payroll	CK#118707-119435, DD50117900-50119638		9,960,046.92	
SMCCCD Bookstores	CK#116065-116240, EFT 32735		<u>1,814,155.40</u>	
	Total Warrants Including Salaries -September 2016		<u>21,794,624.66</u>	

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

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0069982	10/04/16	Momjian, Gohar	13,000.00	Monthly Districtwide Consulting Services
0069992	10/04/16	U.S. Bank National Association ND, .	402,115.28	Districtwide Procurement Card Payment
0069999	10/04/16	Meta Bank/BB San Mateo CCD CFA	327,561.70	Financial Aid Disbursement
0070003	10/04/16	Swinerton Builders	186,523.00	Program Management Services
0070008	10/04/16	VALIC Retirement Services Company	237,215.88	Tax Sheltered Annuities
0070028	10/06/16	Purple Communications Inc.	10,165.00	Cañada Students Sign Language Interpreting Services
0070030	10/06/16	Schneider Electric Buildings Americas, Inc.	75,389.72	Districtwide Utility Measurement and Verification Services
0070031	10/06/16	Sedgwick Claims Management Services. Inc.	14,870.79	Workers' Comp Settlement Payment
0070032	10/06/16	SM County Community College District	33,192.42	Replenish Flex Spending Account
0070041	10/11/16	Romero-Arias, Debora A.	20,040.00	CSM September 2016 Students Sign Language Interpreting Services
0070049	10/11/16	Cenetri Group, LLC	13,500.00	CSM Consulting Services
0070050	10/11/16	Computerland	22,874.02	Districtwide Computers Purchases
0070057	10/11/16	Krueger International, Inc.	15,621.42	Districtwide Furniture Purchases
0070059	10/11/16	Meta Bank/BB San Mateo CCD CFA	176,411.50	Financial Aid Disbursement
0070079	10/13/16	Kimbia Inc	11,610.32	KCSM Monthly Credit Card Processing Services
0070082	10/13/16	Sedgwick Claims Management Services. Inc.	23,910.82	Replenish Workers' Compensation Insurance Fund
0070083	10/13/16	SMCCCD Bookstore	35,716.12	Skyline Special Programs Books Purchases
0070084	10/13/16	SMCCCD Bookstore	73,030.34	Skyline Special Programs Books and Materials Purchases
0070098	10/18/16	Casey Printing, Inc.	18,460.11	Skyline Class Schedules Printing Services
0070101	10/18/16	Meta Bank/BB San Mateo CCD CFA	231,486.00	Financial Aid Disbursement
0070105	10/18/16	Sutro Tower Inc.	19,993.00	KCSM TV Broadcast Site Lease at Sutro Tower
0070106	10/18/16	Swinerton Builders	23,992.25	Program Management Services
0070119	10/20/16	Casey Printing, Inc.	16,627.33	CSM Class Schedules Printing Services
0070123	10/20/16	Interline Brands, Inc.	11,814.61	Districtwide Facilities Custodial Supplies Purchase
0070143	10/25/16	Meta Bank/BB San Mateo CCD CFA	263,480.80	Financial Aid Disbursement
0070147	10/25/16	Schneider Electric Buildings Americas, Inc.	24,701.50	Districtwide Maintenance and Service of Facilities Management Systems
0070148	10/25/16	School Project for Utility Rate Reduction (SPURR)	13,929.26	Utilities
0070149	10/25/16	Siemens Industry, Inc.	39,895.75	Districtwide Fire Alarm System Monitoring Services
0070157	10/27/16	Associated Std-Skyline	100,000.00	Interbank Transfer
0070158	10/27/16	Coulter Construction Inc.	30,803.00	Cañada Construction Project
0070173	10/27/16	San Mateo County Schools Insurance Group	198,309.15	Monthly Dental and Vision Insurance Premiums
0070175	10/27/16	SMCCCD Bookstore	84,330.67	Cañada Special Programs Books Purchase and Central Duplicating Charges
489511	10/04/16	Kingston Media	10,000.00	International Students Promotional Video Production
489522	10/04/16	Simon Wiesenthal Center, Inc.	15,000.00	Museum of Tolerance Staff Training Services
489529	10/04/16	Total Equipment & Rental of Fremont LLC	10,396.24	Districtwide Facilities Equipment Purchase
489537	10/04/16	American Federation of Teachers	65,425.31	Monthly Union Dues
489538	10/04/16	Associated Std -Canada	35,079.39	Quarterly Student Fees Reimbursement
489539	10/04/16	Associated Std-CSM	50,180.41	Quarterly Student Fees Reimbursement
489540	10/04/16	Associated Std-Skyline	54,872.64	Quarterly Student Fees Reimbursement
489547	10/04/16	C S E A	14,802.98	Monthly Union Dues
489549	10/04/16	CalPERS	590,934.60	September Monthly PERS Classic Members Contribution Advance Payment
489550	10/04/16	CalPERS	193,509.32	September Monthly PERS New Member Contribution Advance Payment
489578	10/04/16	MASTERSTUDIES AS	11,280.00	International Students Web Marketing Subscription
489582	10/04/16	Pacific Gas & Electric Co	23,786.83	Utilities
489586	10/04/16	Public Empl Ret Sys	1,597,810.04	Monthly Health Insurance Premium

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

Check Numl	Check Date	Vendor Name	Check Amount	Description
489606	10/06/16	Burke, Williams & Sorensen, LLP	16,973.60	CSM Construction Legal Counseling Services
489608	10/06/16	City of Redwood City	13,068.94	Utilities
489618	10/06/16	Pacific Gas & Electric Co	14,001.23	Utilities
489641	10/11/16	Caltrol, Inc.	39,965.70	CSM Business Technology Equipment Purchase
489663	10/11/16	Interface Engineering Inc.	17,566.83	Districtwide EV Charging Stations Expansion Services
489672	10/11/16	LAB Corporation	16,592.00	Cañada Science Equipment Purchase
489700	10/11/16	Strata Information Group	59,410.00	Monthly Districtwide Professional & Management Services
489702	10/11/16	ThyssenKrupp Elevator Corporation	31,836.45	Districtwide Maintenance and Repair Services
489709	10/11/16	County of San Mateo	14,262.50	Districtwide Parking Income Allocation
489728	10/13/16	City of San Bruno	29,049.11	Utilities
489735	10/13/16	Goold, Leah N.	10,119.60	Skyline BAEC Training Workshops Services
489744	10/13/16	The Guardian Life Insurance Company	36,307.76	Monthly Life Insurance Premium
489785	10/18/16	RSC Insurance Brokerage, Inc.	14,360.00	Districtwide Workers' Comp Audit Services
489790	10/18/16	TLCD Architecture	89,239.04	CSM Architectural Services
489795	10/18/16	Calif Water Service Co	38,419.25	Utilities
489797	10/18/16	CalPERS	11,848.10	September Monthly PERS Classic Members Contribution Final Payment
489801	10/18/16	Division of the State Architect	14,550.00	Skyline Construction Project DSA Filing Fee
489839	10/20/16	One Workplace L. Ferrari, LLC	44,917.45	Skyline Furniture Purchase
489842	10/20/16	Pacific Gas & Electric Co	28,088.80	Utilities
489844	10/20/16	Pacific Gas & Electric Co	51,567.05	Utilities
489869	10/25/16	Atkinson, Andelson, Loya, Rudd and Romo	36,739.14	Districtwide Legal Services
489872	10/25/16	Brooklyn Jersey Boy Inc.	10,500.00	Skyline Lecture Services
489875	10/25/16	Carducci & Associates, Inc.	83,500.00	Skyline Landscaping Services
489891	10/25/16	Group 4 Architecture, Research + Planning, Inc.	24,150.00	Skyline Architectural Design Services
489901	10/25/16	Los Angeles Community College District	15,920.13	Cañada SETI and JEP Programs Services
489904	10/25/16	Marin Community College District	11,216.20	Cañada CALSTEP Program Services
489906	10/25/16	Maverick Networks, Inc.	107,480.40	Districtwide New Phone System Purchase & Installation
489910	10/25/16	MV Transportation, Inc.	35,133.42	Skyline Students Shuttle Services
489921	10/25/16	Singleton, Glenn	13,000.00	Cañada Seminar Training Services
489944	10/25/16	Ko, Maggie	27,614.20	CalPERS Penalty Retiree Reimbursement
489955	10/27/16	Blackboard Inc.	138,960.00	Districtwide Learning Management Platform Application Purchase
489973	10/27/16	Parsons Environment & Infrastructure Group Inc.	34,652.82	Districtwide Impact Software License and Support Services
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1700907	10/03/16	Mass Mutual 457	38,876.89	Tax Annuity
J1700873	10/03/16	US Treasury - Federal Payroll Tax	1,962,587.77	Federal Payroll Tax
J1700873	10/03/16	EDD - State Payroll Tax	386,592.52	State Payroll Tax
J1700873	10/03/16	EDD - State Payroll Tax	18,381.46	State Tax-Disability Insurance
J1701091	10/19/16	US Treasury - Federal Payroll Tax	86,864.96	Federal Payroll Tax
J1701140	10/19/16	EDD - State Payroll Tax	13,472.44	State Unemployment Payroll Tax
J1700947	10/07/16	State Teacher Retirement - Cash Balance	74,962.26	STRS Retirement-Cash Balance
J1700874	10/04/16	State Teacher Retirement - Defined Benefit	990,504.35	STRS Retirement-Defined Benefit 95%
J1700940	10/06/16	State Teacher Retirement - Defined Benefit	52,131.80	STRS Retirement-Defined Benefit Bal

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

Check Numl	Check Date	Vendor Name	Check Amount	Description
<u>SMCCCD Bookstores</u>				
116243	10/03/16	MTC Distributing	13,137.78	Purchase of Inventory
116244	10/03/16	SM CC College District	253,065.57	Salaries & Benefits of August 2016
116245	10/03/16	Sysco Food Company of SF	27,390.85	Purchase of Inventory
116265	10/12/16	Crown Catering	12,258.20	Purchase of Inventory
116267	10/12/16	D&H Distributing	10,940.29	Purchase of Inventory
116295	10/12/16	John Wiley & Sons Inc	40,151.11	Purchase of Inventory
116302	10/12/16	Marianna Industries Inc	45,133.49	Purchase of Inventory
116306	10/12/16	MPS	54,361.18	Purchase of Inventory
116314	10/12/16	Pearson Education, Inc	10,840.67	Purchase of Inventory
116317	10/12/16	Pepsi-Cola	31,790.37	Purchase of Inventory
116331	10/12/16	Starbucks Coffee Company	13,008.23	Purchase of Inventory
EFT 98483	10/31/16	Board of Equalization	43,713.00	Sales Tax Sept 2016
		Subtotal	10,754,824.43	92%
		Warrants Issued ≤ \$10,000	972,327.14	8%
		Total Non-Salary Warrants Issued	<u>11,727,151.57</u>	100%
District Accounts Payable	Ck#489492-489986, DD69974-70179		7,390,922.80	
District Payroll	Ck#119436-120247, DD50119639-50121433		10,647,496.86	
SMCCCD Bookstores	Ck#116241-116342, EFT 98483		<u>697,329.17</u>	
	Total Warrants Including Salaries - October 2016		<u>18,735,748.83</u>	

BOARD REPORT NO. 16-12-3CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Joe Fullerton, Energy and Sustainability Manager, 358-6848
Susan Harrison, Director of General Services, 358-6879
Bob Domenici, Interim Purchasing Supervisor, 358-6728

APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE WASTE MANAGEMENT SERVICES TO RECOLOGY PENINSULA SERVICES

Background:

In 2013, a group of students at Skyline College called the “Green Gorillas” conducted a waste assessment of the Skyline College Cafeteria. Up to this point there was little insight into the amount of waste that could be diverted from the landfill. But what the students found was rather alarming; they uncovered that over 65% of solid waste was compostable but wasn’t being separated out. Working with the local waste hauler, Pacific Dining and the Skyline Café, they began separating pre-consumer food waste (i.e. coffee grounds) as a pilot program. This program has been running ever since.

This “campus as a living laboratory” effort is one of many such initiatives that has resulted in deep learning as well as operational benefit. The program’s existence at Skyline College, however, highlighted similar opportunities at Cañada College and College of San Mateo. District staff commenced further investigation on waste handling practices across all three campuses and the District Office. Each campus handled waste differently. In and of itself this was not bad, but tracking and measurement of waste pursuant to local and state regulations (i.e. Sections 41783, 42649.2 and 42649.5 of the Public Resources Code) was not manageable. Additionally, there was no record of an official agreement with any of the waste haulers.

These findings, as well as others, led District staff toward an intensive effort to formalize an agreement with a waste hauler with the intent of establishing continuity of service for the entire District and to dramatically increase diversion rates, which helps achieve sustainability goals and will help accomplish utility expenditure savings.

RFP Development, Proposal Review and Negotiation:

The Facilities Sustainability group and General Services worked together to develop a Request for Proposal for Solid Waste, Organics and Recycling Services. The RFP was released on April 27, 2016 and was advertised and posted on the District’s bid management platform. Seven vendors were contacted and three attended site walks and the pre bid conference. On June 14, 2016, one vendor, Recology Peninsula Services (Recology), responded to the RFP.

Recology’s initial proposal for weekly pick-up service was \$263,897.74 annually. The District and Recology worked in partnership for several months in negotiating a best and final offer. The negotiations resulted in an annual cost of \$149,372.46. The proposed agreement with Recology will provide a single

point of contact for all three campuses for solid waste management. The proposed agreement also includes optional provisions for:

- Education and community engagement including marketing materials, assistance in obtaining grant funding - \$75.00/hour
- Student education, support for school-wide events, quarterly dumpster recycling inventories, progress report on required reporting for AB 1826 (organics collection), CalRecycle Report – No Cost
- Tracking and reporting on success of recycling and composting programs – No Cost
- Annual Operational reviews (e.g. price reducing strategies, suggested bin placements, tool or equipment augmentation, alternative methods of collection/disposal) - \$750 per review annually
- assistance in the case of a CAL OES and/or FEMA qualifying event ensuring that the District is eligible for reimbursement through the California Office of Emergency Services or the Federal Emergency Management Administration for any waste hauling services associated with the event(s)

Precise costs associated with programs based on these optional provisions are unknown at the present time, but will be planned and implemented within the constraints of the District's Utilities budget.

Recology has been one of the District's premier service providers for solid waste, organics and recycling pickup for years. The District is confident that Recology will be an excellent partner in this endeavor and is comfortable making an award to this single respondent.

RECOMMENDATION

It is recommended that the Board of Trustees approve the award of RFP 86713 to Recology Peninsula Services and authorize the execution of a one (1) year contract beginning January 1, 2017 and ending December 31, 2017 with an option to renew for four (4) additional one (1) year terms. Pricing is to remain firm for one year at \$149,342.46 per year with future increases capped at the percentage increase in the Consumer Price Index of the San Francisco Bay Area. Additionally, it is recommended the board approve the planning and implementation of various programs based on the optional provisions of the contract as described above at costs that are consistent with the constraints of the District's utilities budget.

BOARD REPORT NO. 16-12-4CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Susan Harrison, Director of General Services, 650-358-6879

**APPROVAL OF CONTRACT WITH CASEY PRINTING, INC. TO PRINT AND DELIVER
CLASS SCHEDULES, CATALOGS, POSTCARDS, BROCHURES AND INSERTS**

On October 31, 2017, the Department of General Services issued an Invitation to Bid 86733 for printing and delivering the 2017 class schedules, catalogs, and postcards for the three Colleges as well as brochures and inserts for International Education at the District Office. The Bid requested responses from companies that were “green committed,” which at a minimum means the company would be using soy inks and offering recycled paper for these printed materials.

The District received two responsive and responsible bids, shown below, from Casey Printing Inc. and Delta Web Printing. Pursuant to public contract code, the bid must be awarded to the lowest responsive and responsible bidder. Casey Printing of King City, California, was the low responsive and responsible bidder with a proposal of \$130,528 per year. The District plans to award an initial one-year contract, with the option to renew for two additional one-year periods.

Vendor	Bid Amount
Casey Printing Inc.	\$130,528
Delta Web Printing	\$139,601

The bids are considerably lower than the last bid cycle. The Colleges are taking steps to significantly reduce the quantities and cost of these materials by implementing online digital and newsprint versions and printing and mailing postcards announcing the availability of the online versions. These bid results reflect those changes.

Casey Printing is a certified “Green” business in the Monterey Bay Area Green Business Program which means that they not only meet stringent environmentally friendly business practices, but also demonstrate their commitment to the environment in that more than 78% of paper run through Casey’s presses qualifies as recycled per the State of California standards. Having worked with Casey Printing for the last three years, the District has been very pleased with the printed materials they have produced and has found their customer service to be extremely responsive.

RECOMMENDATION

It is recommended that the Board of Trustees approve the award of ITB 86733 to Casey Printing, Inc. and authorize the execution of a one-year contract beginning January 1, 2017 and ending December 31, 2017 with an option to renew for two additional one year terms. Pricing for the first year is \$130,528 per year plus applicable sales tax. If applicable, price increases for future years are capped at the percentage increase in the consumer price index for the San Francisco Bay Area.

BOARD REPORT NO. 16-12-5CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: William Woods, Director of Public Safety, 358-6840
 Bob Domenici, Interim Purchasing Supervisor, General Services, 358-6728

APPROVAL OF PURCHASE OF SOLAR POWERED PARKING PERMIT MACHINES – DISTRICTWIDE

The District’s Public Safety Department seeks to replace nine of its existing parking permit dispensers. Due to the high volume of permits sold on a daily basis, the machines’ internal moving parts are starting to malfunction and replacement or repairs are becoming more frequent. Public Safety officers respond to malfunctioning permit dispenser calls on a daily basis. Additionally, the manufacturer is phasing out the current models and repair parts are expensive or not available. The machines have a life expectancy of five to seven years and the oldest parking permit machine was purchased approximately 12 years ago. There are 24 machines districtwide which will be replaced as necessary over the next few years.

Requirements for new permit machines include, among others: the ability to accept credit cards, units that are solar powered, the ability to provide record keeping technology (such as number and dollar amount of permits sold), the ability to accept codes to allow for free parking (i.e. for special events or guests), units that are durable in a variety of weather situations and have high resolution screens.

Two certified small businesses providers of parking permit machines were identified: Public Parking Associates and Pacific Parking Systems. Each vendor submitted quotations for parking permit machines with the necessary features as follows:

	Public Parking Associates, Tracy (SB-Micro1757480)	Pacific Parking Systems Inc. (SB-Micro 9530)
Parking Permit Machine Descriptions	9 each solar power Parkeon Strada Pay & Display parking permit machines.	9 each solar power venSTATION XC/400 Pay & Display parking permit machines.
Total equipment purchase/installation/delivery cost (not including sales tax)	\$85,475	\$ 95,735
Hosting/Licensing/Credit Card Processing/Reporting Features	\$ 5,940	\$ 4,860
Validation Code Option per year	\$ 1,296	n/c for first year (\$540 per year thereafter)
Total	\$92,711	\$100,055

Ongoing yearly fees for hosting/licensing, credit card processing and validation codes will apply after the initial purchase.

Public Safety researched the products and decided that the Parkeon Strada Pay & Display permit machine and its associated services, offered by Public Parking Associates, provides the features that best satisfy the Public Safety Department's needs.

Public Contract Code Section 20651.2 allows the governing board of a community college district, without advertising for bids, to award a contract for the acquisition of goods, services or information technology that has an estimated value of greater than \$5,000, but less than \$250,000 to a certified small business, including a microbusiness, or to a disabled veteran business enterprise, if the district obtains price quotations from at least two or more certified vendors from these categories.

RECOMMENDATION

It is recommended that the Board of Trustees approve the purchase of the solar parking permit machines and associated warranty and services from Public Parking Associates in an amount not to exceed \$92,711 excluding sales tax.

BOARD REPORT NO. 16-12-6CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Aaron McVean, Interim Vice President of Instruction, Skyline College, 738-4321

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

Peralta Community College District was selected to be the fiscal agent for the allocation and distribution of Proposition 39 funding for the 2016-17 fiscal year. Skyline College is one of the nine community colleges participating in the Proposition 39 regional collaboration and will receive a sub-grant in the amount of \$50,000 for the funding period beginning July 1, 2016 to June 30, 2017.

The College will utilize these funds for regional marketing and outreach efforts to increase enrollments in the Energy Systems Technology Management program, purchase related supplies and instructional equipment to enhance teaching and learning for the high school Construction Basics I & II classes, expand outreach efforts for the its ESTM 427: Introduction to Whole Home Heating, Ventilation, and Cooling (HVAC) class, tuition fees for AmeriCorps Fellows enrolled in ENV5 680 SP: Climate Resilience: Community-Based Application, and support the high school Energy Summer Camp class.

RECOMMENDATION

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$50,000 from Peralta Community College District.

BOARD REPORT NO. 16-12-1B

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

APPROVAL OF “AFFIRMATION OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT’S COMMITMENT TO EDUCATIONAL SOCIAL JUSTICE THROUGH ACCESS, AFFORDABILITY, INDIVIDUALITY, DIVERSITY AND INCLUSION”

At the Board of Trustees meeting of November 30, 2016, the Board reviewed a draft document titled “Affirmation of the San Mateo County Community College District’s Core Values and Principles: Commitment to Social Justice as it Relates to Educational Opportunity.” The Board made several revisions to the document, including changing the title to “Affirmation of the San Mateo County Community College District’s Commitment to Educational Social Justice Through Access, Affordability, Individuality, Diversity and Inclusion.”

Staff has incorporated the revisions requested by the Board and presents the revised document for approval.

RECOMMENDATION

It is recommended that the Board approve the “Affirmation of the San Mateo County Community College District’s Commitment to Educational Social Justice Through Access, Affordability, Individuality, Diversity and Inclusion” as shown on the attached.

AFFIRMATION OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT'S COMMITMENT TO EDUCATIONAL SOCIAL JUSTICE THROUGH ACCESS, AFFORDABILITY, INDIVIDUALITY, DIVERSITY AND INCLUSION

The Board believes it is necessary and prudent to regularly evaluate the District's guiding principles that dictate our behavior and actions to ensure they are relevant and reflective of the aspirations and needs of our students, faculty and staff as well as the diverse local community we serve. The District, through its recently adopted Strategic Plan, outlined several unwavering educational values that embrace the fundamental notion of equity and social justice for our students. As the demand for attaining a higher education continues to grow, and as the world in which we operate continues to evolve in its complexity, the San Mateo County Community College District is actively committed to supporting the educational process according to the primary tenets of social justice.

We believe that social justice is practiced when we openly challenge injustice and value diversity. It exists because all people share a common humanity and therefore have a right to equitable treatment and support for their human rights, and are entitled to a fair allocation of community resources. When the tenets of social justice are fairly applied, people do not experience discrimination or prejudice nor is their welfare/well-being constrained in any manner.

As such, the San Mateo County Community College District commits to a fundamental duty to create a socially just environment with the following core values and principles:

- **Dignity and Respect.** The Board has an unwavering belief that universally all humans have inherent value and every person should be treated with dignity and respect. Without exception, all individuals should be extended a basic level of understanding and accommodation so they may conduct their lives with decency and pride.
- **Access and Affordability.** Ensuring that all students, regardless of citizenship or status, have access to affordable, high-quality education is essential. Education is an equalizer that provides an opportunity for upward mobility. The Board is committed to keeping the District's colleges accessible and affordable so all individuals throughout the socio-economic spectrum have an equal opportunity to attain their natural potential.
- **Removing Barriers.** The Board is committed to removing barriers to student success and reinforces the importance of routine examination of curriculum, policies, procedures, and practices to ensure that limitations are not applied which unfairly impede student growth, expression or learning.
- **Serving All.** Community College students are among the most diverse learners in the world. The District values the unique characteristics of our students, and is committed to meeting our students where they are and to providing them the quality education and support services that best support their individual needs and circumstances.
- **Valuing and Promoting Diversity.** The Board is committed to its continued practice of promoting, encouraging and fostering diversity, equity and inclusion inside and outside of the classroom, including in its hiring, promotion, employment, contracting, and purchasing practices. The District's colleges continue to undertake bold steps to ensure that students are exposed to a variety of opinions, ideas, cultures and people, have regular interaction with those from similar and differing experiences and backgrounds, and are encouraged to maintain and include familiar and important cultural symbols that reflect their heritage and aspirations.

- **Participation and Freedom of Expression.** The Board expects the District's colleges to be community focused institutions where students, faculty, staff and the general public participate without fear or concern for retaliation or intimidation. Our colleges are models for open expression and are safe zones for sharing ideas and opinions.
- **Safe and Inviting.** The safety and security of the District's students and employees is a top priority for the Board. All students and employees must feel that their learning and work environments are free from fear, intimidation, violence, aggression, harassment, bullying, discrimination and intolerance.

The Board believes that adherence to this commitment to educational social justice will continue to advance the interests of our students, faculty, staff and the broader community we serve.

RESOLUTION NO. 16-21

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

RESOLUTION REGARDING BOARD ABSENCE

WHEREAS, California Education Code states that a Governing Board member of a community college district may receive compensation for any meeting when absent if the Board, by resolution duly adopted, finds that at the time of the meeting, he or she is performing services outside the meeting for the community college district; he or she was ill or on jury duty; or the absence was due to a hardship deemed acceptable by the Board; and

WHEREAS, at the time of the November 9, 2016 meeting of the Board, Trustee Dave Mandelkern was absent due to hardship deemed acceptable by the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District finds that under current law, Trustee Mandelkern is entitled to receive the regular compensation for the meeting at which he was absent.

REGULARLY PASSED AND ADOPTED this 14th day of December, 2016.

Ayes:

Noes:

Abstentions:

Attest: _____
Thomas Mohr, President
Board of Trustees

RESOLUTION NO. 16-22

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

RESOLUTION REGARDING BOARD ABSENCE

WHEREAS, California Education Code states that a Governing Board member of a community college district may receive compensation for any meeting when absent if the Board, by resolution duly adopted, finds that at the time of the meeting, he or she is performing services outside the meeting for the community college district; he or she was ill or on jury duty; or the absence was due to a hardship deemed acceptable by the Board; and

WHEREAS, at the time of the November 30, 2016 meeting of the Board, Trustee Richard Holober was absent due to hardship deemed acceptable by the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District finds that under current law, Trustee Holober is entitled to receive the regular compensation for the meeting at which he was absent.

REGULARLY PASSED AND ADOPTED this 14th day of December, 2016.

Ayes:

Noes:

Abstentions:

Attest: _____
Thomas Mohr, President
Board of Trustees

BOARD REPORT NO. 16-12-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

APPROVAL OF CORRECTION TO BOARD REPORT NO. 15-6-107B, ACCEPTANCE OF GRANT FROM THE CALIFORNIA ENERGY COMMISSION AND ALLOCATION OF FUNDS FOR THE COLLEGE OF SAN MATEO SOLAR PROJECT

On June 24, 2015, the Board approved the “Acceptance of Grant from the California Energy Commission and Allocation of Funds for the College of San Mateo Solar Project” (see attached Board Report No. 15-6-107B).

While the body of the report specified that the amount of the grant from the California Energy Commission is \$2,999,601 and that SMCCCD and SunEdison are committed to a match against the grant of approximately \$300,000, the recommendation portion of the report contained a typographical error, requesting acceptance of the grant “in an amount not to exceed \$300,000.”

RECOMMENDATION

It is recommended that the Board approve a correction to Board Report No. 15-6-107B so that the recommendation reads, “It is recommended that the Board accept the grant from the California Energy Commission for the College of San Mateo Solar Project in the amount of \$2,999,601. It is further recommended that the Board allocate matching funds in an amount not to exceed \$300,000.”

San Mateo County Community College District

June 24, 2015

BOARD REPORT NO. 15-6-107B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Josè D. Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, 358-6836

ACCEPTANCE OF GRANT FROM THE CALIFORNIA ENERGY COMMISSION AND ALLOCATION OF FUNDS FOR THE COLLEGE OF SAN MATEO SOLAR PROJECT

San Mateo County Community College District staff proposes to use the College of San Mateo (CSM) campus electrical grid as a working example of innovation in energy production, storage and management. CSM provides an excellent opportunity to evaluate the best strategies and technologies for these and other applications. In addition to being a valuable learning tool for the California Energy Commission, our grant partners, this project will conserve financial resources for the District, reduce the CSM carbon footprint, and serve our students and community with clean reliable energy for many years to come.

Background

In the fourth quarter of 2014 the Bay Area Climate Collaborative (BACC) approached SMCCCD to partner on a grant proposal to the California Energy Commission for an advanced solar-storage and energy management system to be deployed on the CSM campus. The proposal, submitted January 16, 2015, was developed with technology partners SunEdison and Growing Energy Labs, Inc. (GELI) and resulted in successfully securing a grant of \$2,999,601 from the CEC.

Prospect Silicon Valley (ProspectSV), the BACC's parent organization, is the lead entity on the grant and will provide overall management. This report provides an overview of the project, grant process and proposed contract structure.

This is a showcase project which includes major advances in technology with significant long-term potential for aiding the penetration of renewable energy and improving grid stability across California and beyond, while generating energy for CSM which would otherwise be purchased at market rates.

Bay Area Climate Collaborative and Prospect Silicon Valley Overview

The Bay Area Climate Collaborative (BACC) is a program of 501(c)3 ProspectSV accelerating clean energy implementation. The BACC drives market-oriented solutions that reduce carbon, advance economic development, and accelerate penetration of climate solutions. BACC initiatives have committed nearly 150 million lbs. CO2 reduction over the next 10 years, primarily by partnering with public agencies, and has facilitated two of the largest all-battery electric vehicle fleet deployments in the country; deployed over 150 public EV charging ports across 20 Bay Area communities; and catalyzed the upgrade of over 85,000 streetlights to energy efficient LED fixtures. Anchor partners include the Silicon Valley Leadership Group, Bank of America, PG&E, Environmental Defense Fund, major clean energy industry partners, and local governments representing over 70 percent of the Bay Area population. ProspectSV provides a full spectrum of emerging technology support enabling next

generation technologies for smart, clean and connected cities, including access to a \$12 million, 23,000 sq. ft. Technology Demonstration Center in San Jose.

Project Overview

The College of San Mateo Internet of Energy Project (CSM IoEn) is a demonstration of the next generation of solar generation, storage, power electronics and the “Internet of Energy”. The “Internet of Energy” concept describes advanced multi-asset networked, addressable and dispatchable community grid control services. The project will include innovative Sun Edison solar and storage technology and the Growing Energy Laboratories, Inc (Geli) Energy Operating System which includes advanced HVAC demand management. The entire system will result in increased solar generation and increased value to the College and grid. The CSM campus grid provides a unique opportunity to study and evaluate the networked energy system as there are currently many well-aligned energy efficiency projects to connect with.

The system is projected to save the College \$150,000 or more annually and is targeted for deployment in early 2017. The project includes leveraging the system for workforce training wherever possible by the District as well as external stakeholder best-practices education.

CEC Grant Process

Funding from the CEC is under PON-14-307 “Demonstrating Clean Energy Solutions That Support California's Industries, the Environment, and the Electrical Grid” in the Electric Power Investment Charge (EPIC) program, a utility rate-payer funded program to advance clean energy. The grant process includes the following stages:

1. **Notice of Proposed Award (NOPA):** Issued March 10th, the NOPA announces proposed grants and allows for public comment on the prospective grants.
2. **Formal Award:** This project was formally approved at the June 10th Business Meeting of the CEC.
3. **Grant Agreement Execution:** The CEC will enter into an agreement with ProspectSV for execution of the project. The agreements will specify major obligations, timelines and deliverables. ProspectSV will then establish an agreement with each participating party (SMCCCD, SunEdison, Geli) for execution of the project.
4. **Project Inception, Funds Disbursement and Phases:** Upon completion of contracting, the project may begin. Grant funds are released on a reimbursement basis with a 10% retention. SMCCCD and SunEdison are committed to a match against the grant of approximately \$300,000 which requires documentation reported to the CEC. The matching funds need not be expended as part of this project, but may support energy efficient installations associated with other projects already in planning. The project includes the following major phases:
 - a. System Design & Testing (offsite)
 - b. System Deployment
 - c. Educational Enhancements
 - d. Data Collection
 - e. Knowledge Transfer

Roles

The following are roles for each of the project partners:

- **SMCCCD**: Site lead & system owner.
- **SunEdison**: Design/Build Entity for project
- **GELI**: Energy management technology.
- **ProspectSV/BACC**: Grant management and fund administration,

Procurement Information

Government Code Sections 4217.10 through 4217.18 authorize the District's Governing Board, without advertising for bids, to enter into one or more energy service contracts with any person or entity, pursuant to which that person or entity will provide electrical or thermal energy or conservation services from an energy conservation facility to the District, if the anticipated cost to the District for said electrical energy provided by the energy conservation facility provided under the contract will be less than the anticipated marginal cost to the District of electrical energy that would have been consumed by the District in the absence of those energy service contracts. This project meets these criteria.

Based on current planning for implementation of the project, staff expect that Sun Edison will be the design build entity designated under the terms of the grant to design and install the system. Government code 4217 et seq. as described above provides a code compliant process for the District to enter into this agreement.

RECOMMENDATION

It is recommended that the Board accept the grant from the California Energy Commission for the College of San Mateo Solar Project **in the amount of \$2,999,601. and It is further recommended that the Board allocate matching funds in an amount not to exceed \$300,000.**

BOARD REPORT NO. 16-12-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

APPROVAL OF CONSTRUCTION CONSULTANTS

To fulfill the requirements of its Capital Improvement Program, the District must retain consulting expertise and various construction consulting services. The professional services required by the District in support of its Capital Improvement Program are temporary or specialized in nature and District employees do not provide such expertise. Services provided include architectural and design, engineering, master scheduling, project management, program information and project controls, building commissioning, construction testing and inspection, environmental testing, cost consulting, construction-related legal services and documentation for construction planning, as required by the State Chancellor's office.

Listed below are prequalified consultants that the District will have under contract in support of CIP3 planning, design and construction efforts.

Firm	Board Approval Requested	Activity/Projects
Advanced Inspection	\$1,500,000	Districtwide Construction Inspection Services
AECOM Construction Services	\$100,000	Districtwide CIP3 Program and Projects Scheduling Services
Group 4 Architects	\$300,000	Skyline College Building 19 Pacific Heights Facility Condition Assessment Services and potential Architectural and Design Services
Haley and Aldrich	\$100,000	Districtwide Hydrology Consulting Services
Integral Group	\$500,000	Districtwide Consulting Services for Mechanical, Electrical and Plumbing
Leland Saylor Associates	\$300,000	Districtwide CIP3 Program and Projects Cost Estimating Services
N2N Secure	\$250,000	Districtwide Consulting Services for Electronic Security Systems
Sage Renewables	\$250,000	College of San Mateo Solar and Energy Storage Project Engineering and Consulting Services
Shalleck Collaborative Inc.	\$250,000	Districtwide Theater and Audio Visual Projects Peer Review Services
The Sextant Group	\$750,000	Districtwide Low Voltage/Audio Visual/ Acoustic/ Telecommunications/Lighting Consulting Services
TLCD	\$500,000	College of San Mateo Building 3 Project Architectural Services

Funding sources for construction consultant services include general obligation bonds and State and local funds.

RECOMMENDATION

It is recommended that the Board approve the construction consultant services, as detailed above, in an amount not to exceed \$4,750,000.

BOARD REPORT NO. 16-12-104B

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

APPROVAL OF APPOINTMENTS TO BOND OVERSIGHT COMMITTEE

Several members of the Bond Oversight Committee have terms that will be expiring in the coming months. The Board of Trustees made appointments to fill three upcoming vacancies at their November 30, 2016 meeting. The remaining two appointment recommendations are provided below.

- Gus Petropoulos, whose term expires December 2016, currently serves a representative of an organization in support of the district (retirees, foundation, etc.). Staff recommends the appointment of William Rundberg to serve a two-year term as a member representing a supportive organization.

Mr. Rundberg joined the mathematics faculty at College of San Mateo in 1967. Prior to that, he taught mathematics at Washington High School in Fremont, and was a mathematics Instructor at Arizona State University. Beginning in the 1970s, his assignment included courses in computer programming. Since retiring in 2000, he has conducted workshops in mathematics for local school teachers; has participated in an ongoing oral history project for recording of interviews with former District employees and students; has been developing a database, with website, displaying photographs from the history of the District back to its early days.

- Victor Torreano, whose term expires December 2016, currently is a representative of the community. Staff recommends the appointment of James Ruigomez to serve a two-year term as a member representing the community.

Mr. Ruigomez is the Business Manager/Executive Officer of the Building and Construction Trades Council of San Mateo County, AFL-CIO. For 30 years, he has been employed by different union drywall contractors under the jurisdiction of the Painters and Allied Trades District Council 16. Mr. Ruigomez has held a variety of leadership positions with organized labor, including treasurer, financial secretary, trustee and president of Painters & Drywall Finisher Union Local 913. He currently serves as a member of the Peninsula Clean Energy Citizens Advisory Committee, NOVA Workforce Development Board, San Mateo County Community Alliance, and the San Mateo County Central Labor Council, where he serves as second vice president.

RECOMMENDATION

It is recommended that the Board approve the appointment of William Rundberg and James Ruigomez to the Bond Oversight Committee.

BOARD REPORT NO. 16-12-1C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2016

In accordance with Education Code Section 72413, the State Chancellor's Office requires submission of a Quarterly Financial Status Report (Form CCFS-311Q) and a copy of the District's financial report.

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending September 30, 2016, which was forwarded to the State Chancellor's Office on November 2, 2016.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending September 30, 2015 and September 30, 2016.

	<u>Amount</u>		<u>Difference</u>	
	<u>9/30/2015</u>	<u>9/30/2016</u>	<u>Amount</u>	<u>Percentage</u>
<u>INCOME:</u>				
State Aid	\$ 738,187	\$ 2,609,329	\$ 1,871,142	N/A
Enrollment Fees	6,189,467	6,434,369	244,902	3.96
Non-Resident Tuition	3,036,656	4,236,917	1,200,261	39.53
Property Tax	322,466	287,899	(34,567)	(10.72)
Interfund Transfer	-	-	-	-
Other Income	1,277,834	1,252,452	(25,382)	(1.99)
Total Income	\$ 11,564,610	\$ 14,820,965	\$ 3,256,355	28.16
% of Budget	6.84%	9.06%		
<u>Expenses:</u>				
Academic Salaries	\$ 11,880,399	\$ 12,064,192	\$ 183,793	1.55
Classified Salaries	7,427,767	7,763,741	335,974	4.52
Administrative Salaries	2,267,286	2,107,616	(159,670)	(7.04)
Fringe Benefits	7,876,111	8,280,702	404,591	5.14
Supplies & Materials	617,998	552,296	(65,702)	(10.63)
Operating Expenses	2,617,011	2,051,744	(565,267)	(21.60)
Capital Outlay	25,164	59,261	34,097	135.50
Transfer Accounts	1,346,362	451,514	(894,848)	N/A
Bills & Salaries	\$ 34,058,098	\$ 33,331,067	\$ (727,031)	(2.13)
% of Budget	20.66%	18.74%		

Total General Fund Income increased by 28.16% over last year, mainly due to the State Aid and Non-Resident Tuition Income increase. Bills and salaries slightly decreased by 2.13% mainly due to Operating and Transfer Expenses compared to 2014-15.

OTHER FUNDS: Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing the same period for 2014-2015 and 2015-2016, are listed below:

Restricted General and Other Funds				
	Amount		Difference	
Summary:	9/30/2015	9/30/2016	Amount	Percentage
Income	16,279,113	16,938,931	659,818	4.05
Bills & Salaries	46,504,773	65,404,459	18,899,687	40.64

Revenue from Other Funds increased due to an increase in State Grants and External Categories income. Bills and expenditures from Other Funds increased because of the new payment for Measure H Debt Service Fund in September.

REPORT ON INVESTMENTS: As of September 30, 2016, the District has a deposit of \$50,634,238 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment, and Money Market Account with local banks. The average yields on LAIF, County Pool, Money Market Account and Oil Well Bond Account with local banks were 0.60%, 0.94%, 0.9% and 0.05%, respectively. These deposits consisted of the following sources:

Investment Type	LAIF Investment	County Pool Investment	Money Market, CD Investment	Speccial Deposit Bond	Total Investment
Unrestricted Gen. Fund	\$ 425	0	\$ 39,516,001	0	\$ 39,516,426
Capital Outlay Fund	0	0	0	6,126	6,126
Agency Fund	-	9,329,884	1,781,802	0	11,111,686
Total Investment	\$ 425	\$ 9,329,884	\$ 41,297,803	\$ 6,126	\$ 50,634,238

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2015-2016

District: (370) SAN MATEO

Quarter Ended: (Q1) Sep 30, 2015

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-2016
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	127,520,416	135,790,198	141,694,473	156,810,463
A.2	Other Financing Sources (Object 8900)	4,968,388	4,553,777	2,396,839	854,327
A.3	Total Unrestricted Revenue (A.1 + A.2)	132,488,804	140,343,975	144,091,312	157,664,790
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	115,718,817	119,336,708	126,732,713	154,776,577
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	16,667,798	20,586,908	15,294,035	3,489,596
B.3	Total Unrestricted Expenditures (B.1 + B.2)	132,386,615	139,923,616	142,026,748	158,266,173
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	102,189	420,359	2,064,564	-601,383
D.	Fund Balance, Beginning	19,601,580	19,703,769	20,124,128	22,188,692
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	19,601,580	19,703,769	20,124,128	22,188,692
E.	Fund Balance, Ending (C. + D.2)	19,703,769	20,124,128	22,188,692	21,587,309
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.9%	14.4%	15.6%	13.6%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	19,614	18,578	17,975	17,800
-----	--	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2012-13	2013-14	2014-15	2015-2016
H.1	Cash, excluding borrowed funds		5,946,886	9,698,223	1,480,282
H.2	Cash, borrowed funds only		20,000,000	18,655,000	21,000,000
H.3	Total Cash (H.1+ H.2)	27,750,705	25,946,886	28,353,223	22,480,282

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	156,803,422	156,835,463	11,561,096	7.4%
I.2	Other Financing Sources (Object 8900)	0	3,509	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	156,803,422	156,838,972	11,561,096	7.4%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	162,636,571	162,276,577	32,711,737	20.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,243,234	2,638,778	495,544	18.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	164,879,805	164,915,355	33,207,281	20.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-8,076,383	-8,076,383	-21,646,185	
L.	Adjusted Fund Balance, Beginning	22,188,692	22,188,692	22,188,692	
L.1	Fund Balance, Ending (C. + L.2)	14,112,309	14,112,309	542,507	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	8.6%	8.6%		

V. Has the district settled any employee contracts during this quarter?

YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1: 2015-16	515,095	4.78%	1,465,456	4.78%	1,057,738	4.78%	1,806,646	4.78%
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1: 2015-16	149,728		482,135		108,788		681,767	
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

Adjustment in salary and benefit will be funded by our current revenues.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **This year? NO**
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING September 30, 2016

	<u>GENERAL FUND</u>	<u>Payroll Fund</u>	<u>GENERAL RESTRICTED FUND</u>	<u>INSURANCE & Debt Services FUND</u>	<u>CAPITAL OUTLAY FUND</u>	<u>CHILD CARE FUND</u>	<u>STUDENT AID FUND</u>	<u>POST- RETIREMENT RESERVES</u>
Beg. Cash Balance in County Treasury	8,502,422.49	3,473,825.03	16,630,842.31	63,392,356.70	215,584,191.54	21,304.70	159,856.02	-
Cash inflow from operations:								
Year-to-date Income	14,820,965.40		7,316,341.65	311,724.59	1,399,137.46	315,791.50	6,670,535.41	925,400.48
Accounts Receivable	9,749,880.96	53,800.41	714,384.10	107,846.71	11,587,762.32	111,482.24	1,644,590.85	6,966.71
Advances / Prepaid	170,906.77	121,796.93	16,871.95	1,175.00	100,354.27	433.65		
Cash awaiting for deposit	89,299.59							
Total Income	33,333,475.21	3,649,422.37	24,678,440.01	63,813,103.00	228,671,445.59	449,012.09	8,474,982.28	932,367.19
Cash outflow for operations:								
Year to date expenditure	33,331,066.75		7,177,971.87	46,501,861.36	4,234,618.63	286,684.96	7,203,322.27	-
Deferred Income	10,899,322.91	-	272,893.92	-	112,859.00	35,083.00	137,616.00	791.76
Account Payable	13,002,790.50	(1,404,558.36)	(725,794.44)	23,970.88	2,338,098.95	110,529.92	1,641,477.73	-
Cash Balance From Operations	(23,899,704.95)	5,053,980.73	17,953,368.66	17,287,270.76	221,985,869.01	16,714.21	(507,433.72)	931,575.43
Other Cash inflow								
Medical Flex Plan / Revolv. Fund	-			-				
TRANS	25,000,000.00							
Trusts (JPA & 3CBG)								
Beg. Investment Balance								
LAIF Balance	425.21							-
County Pool Balance	-							8,408,897.47
Special Bond					1,125.78			-
C.O.P. & Others	40,475,997.49			-	5,000.00			1,771,212.82
Total Beg. Balance	40,476,422.70			-	6,125.78			10,180,110.29
								(10,180,110.29)
Y.T.D. Investment Balance								
LAIF Balance	425.21							-
County Pool Balance	-							9,329,883.83
Special Bond					1,125.78			-
C.O.P./Bank CD	39,516,001.23			-	5,000.00			1,781,801.89
Y.T.D. Balance	39,516,426.44			-	6,125.78			11,111,685.72
Net Cash changes from Investment	(959,996.26)			-	-			(931,575.43)
Net changes from unrealized gain / (loss)	-							
Cash Balance in County Treasury	140,298.79	5,053,980.73	17,953,368.66	17,287,270.76	221,985,869.01	16,714.21	(507,433.72)	0.00
Net Cash (Excluding TRANS & Trusts)	(24,859,701.21)	5,053,980.73	17,953,368.66	17,287,270.76	221,985,869.01	16,714.21	(507,433.72)	0.00

BOARD REPORT NO. 16-12-2C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kimberlee Messina, Interim Vice Chancellor, Education Services and Planning
(650) 358-6887
Susan Harrison, Director of General Services, 650-358-6879

REPORT ON ONGOING PURCHASES OF TESTING AND ASSESMENT SOFTWARE

Public Contract Code Section 20118.3 and Education Code Section 81651 allow the governing board to purchase supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages or periodicals in any amount needed for the operation of its schools without taking estimates or advertising for bids.

With the implementation of recent statewide initiatives such as SSSP, IEPI, and Common Assessment, along with their associated mandates and funding streams, the Colleges have identified various online tests and assessments to advance these programs. Recent examples of purchases are ALEXs PPL, a math placement assessment tool and EP3, a non-cognitive assessment service. These tools, and others that may come under consideration by the Colleges, have yearly licensing or subscription fees that may result in contracts in excess of the bid limit but fall under the statutory exception to bidding as mentioned above.

These expenditures will be reported to the board as part of the regularly calendared warrant reports.

BOARD REPORT NO. 16-12-3C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**REPORT ON SELECTION PROCESS FOR CAÑADA COLLEGE BUILDING 23N,
NEW MATH/SCIENCE/TECHNOLOGY BUILDING, DESIGN-BUILD PROJECT**

The Cañada College Math and Science Building (Building 23N) project will construct a new ~50,000 SF math and science instructional facility. The new building will include state-of-the-art computer labs, earth science, astronomy, biology, microbiology labs, lecture classrooms, anatomy and cadaver labs, radiology technology, and program administrator and faculty offices. 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 Cañada College Math and 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 #86733) and a Request for Proposals (RFP #86734). San Mateo County Community College District advertised the RFSOQ on August 22, 2016 and received eleven Statements of Qualifications (SOQs) from interested Design-Build-Entities on September 22, 2016. Two of the SOQs were deemed nonresponsive and disqualified. The remaining nine SOQs were reviewed using the published scoring criteria and shortlisted to three DBE teams which were sent the RFP on October 10, 2016. The three shortlisted DBE teams were: Blach/Ratcliff, Level 10/LPA, and McCarthy/HGA.

All three shortlisted DBEs attended a pre-proposal mandatory conference on October 20, 2016 and two separate confidential meetings in October and November with President Jamillah Moore, Vice President of Administration Michelle Marquez, Vice Chancellor José Nuñez, District Facilities Planning and Operations staff, General Service's staff, and a representative of Swinerton Management & Consulting. The confidential meetings provided an opportunity for the DBEs to learn more about the design vision, academic programs and operations envisioned for the new building. Each DBE firm submitted their respective proposals on November 18, 2016.

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

The McCarthy Building Companies/HGA DBE team was the highest scoring team with 92 points. They also had the lowest fee proposal which awarded them the maximum possible points for the fee portion of the evaluation.

The budget for the DBE portion of the project is \$42,149,668.00. The project is funded with general obligation bonds from Measure H.

MINUTES

**ANNUAL MEETING OF THE BOARD OF DIRECTORS OF THE SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION**

December 9, 2015

The meeting was called to order at 9:44 p.m.

Present: Vice President Ron Galatolo, Secretary Dave Mandelkern, Treasurer Kathy Blackwood, Director Maurice Goodman, Director Richard Holober, Director Thomas Mohr

Approval of Minutes of the December 10, 2014 Meeting

It was moved by Director Mohr and seconded by Director Holober to approve the minutes as presented. The motion carried, all members voting Aye.

Naming of Officers for 2016

Vice President Galatolo said that in accordance with the bylaws of the Financing Corporation, the officers for 2016 will be:

President – Board of Trustees President Dave Mandelkern
Vice President – District Chancellor Ron Galatolo
Secretary – Board of Trustees Vice President-Clerk Thomas Mohr
Treasurer – District Executive Vice Chancellor Kathy Blackwood

It was moved by Director Holober and seconded by Director Mohr to approve the new officers. The motion carried, all members voting Aye.

It was moved by Director Holober and seconded by Director Schwarz to adjourn the meeting. The meeting was adjourned at 9:45 p.m.

Submitted by

Dave Mandelkern
Secretary