AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
February 22, 2017
Closed Session at 5:00 p.m.; Open Meeting at 6:00 p.m.
District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

- The public’s comments on agenda items will be taken at the time the item is discussed by the Board.
- To comment on items not on the agenda, a member of the public may address the Board under “Statements from the Public on Non-Agenda Items;” at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.
- If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor’s Office at least seven days in advance of the meeting. These matters will be heard under the agenda item “Presentations to the Board by Persons or Delegations.” A member of the public may also write to the Board regarding District business; letters can be addressed to 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 Real Property Negotiator Regarding Disposition of Property and Terms of Payment
   Property: Parcel of Land on Skyline College Campus
   Negotiating Parties: Ron Galatolo, Barbara Christensen, Tom Shannon, Eugene Whitlock
   Negotiating Parties: Ron Galatolo, Barbara Christensen, Tom Shannon, Eugene Whitlock

2. Conference with Labor Negotiator
   Agency Representative: Kathy Blackwood
   Employee Organizations: AFT and CSEA

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
MINUTES

17-2-1  Approval of the Minutes of the Regular Meeting of January 25, 2017

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

17-2-1B  Recognition by the Board of Trustees of District and College Classified Employees of the Year and Selection of Nomination to be Forwarded to the State Chancellor’s Office

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

17-2-7C  Update on the Strong Workforce Program at Cañada College

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

17-2-1A  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.

17-2-1CA  Acceptance of California Community Colleges Chancellor’s Office State Trade and Export Promotion (STEP) Award to Skyline College

17-2-2CA  Acceptance of Grant Funds from the National Science Foundation for the Skyline Scholarships for Success in STEM (4S) Project

17-2-3CA  Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College

17-2-4CA  Ratification of November and December 2016 District Warrants

Other Recommendations

17-2-100B  Approval of Appointment to Educational Housing Corporation Board of Directors

17-2-101B  Authorization for Executive Vice Chancellor to Renew Contract with Constellation NewEnergy, Inc. for Purchase of Electricity

INFORMATION REPORTS

17-2-8C  Bond Oversight Committee Annual Report to the Community

17-2-9C  2017 Contractor Prequalification Update

17-2-10C  Discussion of Board of Trustees Self-Evaluation Results
COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

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

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

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

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Mohr said that during Closed Session, the Board will hold a conference with agency labor negotiator Kathy Blackwood; the employee organizations are AFT and CSEA.

**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 6:05 p.m.

**Board Members Present:** President Thomas Mohr, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Dave Mandelkern, 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

**PLEDGE OF ALLEGIANCE**

**DISCUSSION OF THE ORDER OF THE AGENDA**

President Mohr said that in order to accommodate the auditor, it was requested that items 17-1-102B through 17-1-105B be placed first on the agenda. There were no objections from the Board.

Trustee Goodman asked that approval of a resolution honoring College of San Mateo Football Coach Larry Owens during Black History month be added to the agenda. The need to take action on this item arose after the agenda was posted. It was moved by Trustee Mandelkern and seconded by Vice President Holober to add this item to the agenda. The motion carried, all members voting Aye. The item will be numbered Board Report No. 17-1-110B and will be titled “Adoption of Resolution No. 17-3 Honoring Larry Owens.” A copy of the proposed resolution was provided to Board members and is made part of the official record.


It was moved by Trustee Mandelkern and seconded by Vice President Holober to accept the audit reports as presented. Auditor Tina Tries of Crowe Horwath LLP, discussed the audit reports.

**District Audit Report**

Ms. Tries said the District audit report addresses three areas: the financial audit, state compliance and federal compliance.

- Financial Audit: Ms. Tries said there was an unmodified opinion that the financial statements were presented fairly in all material respects. She said there were two findings from a financial reporting perspective. The first is that the District’s statement of net position did not include the net Other Post-Retirement Benefit Trust...
(OPEB Trust) as an asset in the total numbers, but information about the trust was instead listed in the notes to the financial statement. A change is recommended to include this as an asset, increasing the District’s assets by $47 million. The second finding was that the bond refinancings were not included in the District’s financial statements; the entries for refinancings are usually developed by the auditors and the previous auditors employed by the District did not include them.

Ms. Tries said this was a good year for the District financially, as discussed in the “Management’s Discussion and Analysis” section of the report.

- State compliance: Ms. Tries said there was one finding; the District did not comply with the 50 Percent Law which is considered a significant deficiency. There were no financial penalties associated with the non-compliance.

- Federal compliance: Ms. Tries said the auditors examined two major programs which receive federal funding – student financial aid and the TRiO program. There were no findings or questioned costs.

KCSM-TV and KCSM-FM Audit Reports
Ms. Tries said there were unmodified opinions for both stations, with no adjustments.

General Obligation Bond Performance and Financial Audits

- Measure A: Ms. Tries said the Performance Audit concluded that the bond funds were used appropriately according to the projects named by the District. There was an unmodified opinion on the financial statements and there were no findings.

- Measure H: Ms. Tries said the auditors tested a sample of transactions for compliance with named projects and costs and found that they were in compliance. There was an unmodified opinion on this audit as well.

Retirement Futuris Public Entity Investment Trust Audit Report
Ms. Tries said there was an unmodified opinion that all financial statements were presented fairly.

Ms. Tries acknowledged the support that the auditors received from staff at the Colleges. She also thanked District staff including Executive Chancellor Blackwood, former Chief Financial Officer Raymond Chow, Controller Nicole Wang and Chief Financial Officer Bernata Slater.

Vice President Holober asked for further information on the restatement of the $47 million in the OPEB Trust and asked where this is shown in the audit reports. Ms. Tries said the separate audit of the Retirement Futuris Public Entity Investment Trust, showing total assets of $80 million, contains information current as of June 30, 2016. However, the numbers included in the audited financial statements in the District audit report, including this restatement as an asset, come from the last actuarial report which was done two years ago and does not include contributions made by the District since that time. The $60 million net OPEB asset shown on page 58 of the District audit, plus the contributions made by the District since the actuarial report, comes to the $80 million as stated in the separate Futuris audit report. Vice President Holober asked if the total amount is considered part of the District’s assets even though the District does not have access to the funds. Ms. Tries confirmed that this is the case.

President Mohr said the KCSM-TV audit report shows an operating loss of $1.2 million. He asked if this was a true loss. Ms. Tries said the auditors are required to look at what is considered operating revenue vs. non-operating revenue. Non-operating revenues are dollars that come from other sources. When taking these dollars into consideration, the net loss is $64,000. Responding to a question from President Mohr regarding District support for KCSM-TV, Executive Vice Chancellor Blackwood said 46% of the operating revenues are indirect support, meaning the revenue is not directly from the users of the station. She said most of the indirect support comes from the Corporation for Public Broadcasting.

President Mohr said the KCSM-FM audit report shows total revenues (operating and non-operating) of $2,212,162 and an operating loss of $2,395,458, resulting in a loss of $183,296. He asked if these numbers are correct. Ms. Tries confirmed that they are the correct figures.
Trustee Mandelkern said the return on assets in the Retirement Futuris Public Entity Investment Trust is quite low. He said this was discussed last year and the issue of the conservative nature of the board responsible for investing was raised. He asked if there has been further discussion about why the returns continue to be low. Executive Vice Chancellor Blackwood said she does not currently sit on the Retirement Board of Authority. She noted, however, that the board developed an investment policy and the investment advisor and trust company are following this policy. Ms. Tries said the makeup of the funds is shown on page 6 of the audit report and indicates a blend of fixed income, equity and real estate. Ms. Tries said there was an unrealized loss of approximately $1.9 million during the fiscal year ended June 30, 2016. She said June 30 was not a good day for the stock market, due in part to the “Brexit” resolution in June. She said it would be interesting to examine the December 31st statement to see if the assets bounced back. At Vice President Holober’s request, Chancellor Galatolo said staff will present a report on the end of the calendar year statement. Executive Vice Chancellor Blackwood said she will communicate Trustee Mandelkern’s questions about the return on investments to the Retirement Board of Authority.

After this discussion, the motion to approve the audit reports carried, all members voting Aye.

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**
President Mohr said the Board took no reportable action during closed session.

**MINUTES**
It was moved by Trustee Schwarz and seconded by Trustee Goodman to approve the minutes of the Study Session of January 11, 2017. The motion carried, with Trustee Mandelkern abstaining and all other members voting Aye.

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**
Chancellor Galatolo announced that KCSM was selected to receive a $500 grant from The Lisa Esherick Fund at the East Bay Community Foundation. Chancellor Galatolo sent a thank you letter on behalf of the Board.

Chancellor Galatolo congratulated President Mohr on his selection as the recipient of the Redwood City-San Mateo County Chamber of Commerce’s Cornerstone Award. President Mohr will be honored at the Awards Dinner on January 26.

College of San Mateo President Claire directed the Board’s attention to a booklet titled “Onward Upward: Transferring from CSM to the university of your choice.” President Claire provided copies of the booklet to the Board.

Executive Vice Chancellor Blackwood thanked staff at the District Office and at the Colleges for their hard work on preparation for the audits. President Mohr complimented Executive Vice Chancellor Blackwood and her team. He said it is unusual for the management of all of the funds and the subsequent audits to be as outstanding as they are. Chancellor Galatolo added this thanks to Executive Vice Chancellor and her team. Trustee Schwarz thanked Executive Vice Chancellor Blackwood for alerting the Board about the two findings.

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**
Katharine Harer, faculty member at Skyline College and Co-Vice President of AFT Local 1493, thanked the Board for being willing to approach bargaining in new ways and to work together. Addressing the issue of workload, she said there has been a significant increase in administrative work and faculty members are being pulled away from their students as a result. She said this can cause a great deal of stress, as it did for her prior to her retirement. She said that faculty need to be healthy, happy and focused in order to help students. President Mohr thanked Ms. Harer for her remarks.

Students Iridian Martinez, Alfredo Olguin Jr. and Celeni Cano addressed the Board. On behalf of SMCCCD Rise Up, Ms. Martinez thanked Board members who met and collaborated with students throughout the last semester to draft the resolution affirming the District’s commitment to protecting undocumented students and student privacy which states that “the Board of Trustees is committed to ensuring every student within the District views its three colleges as ‘safe havens’ so that they may learn, live and thrive without fear of discrimination, profiling, targeting or unlawful prosecution.” She thanked the College Presidents for their work on the Dream Centers and the counselors who helped SMCCCD Rise Up students with planning and organizing as a student group. Ms. Martinez said the students have been working on only one of the twelve demands presented at an earlier meeting and will work next on providing around-the-clock access to each campus so that students have a place to work on their studies and homework. Mr. Olguin said
the recent executive orders from the White House have struck fear in many people. He said the resolution including the reference to the Colleges as safe havens is a step in the right direction. He said the other eleven student demands are still to be addressed, including extended access to the campuses. Ms. Cano thanked administrators and faculty who have been and continue to be supportive of students.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (17-1-3A)
It was moved by Vice President Holober and seconded by Trustee Schwarz to approve the actions in the report. The motion carried, all members voting Aye.

APPROVAL OF CONSENT AGENDA
President Mohr said the consent agenda consists of Board Reports 17-1-1CA through 17-1-10CA as listed on the printed agenda. It was moved by Trustee Goodman and seconded by Vice President Holober to approve the items on the consent agenda. Trustee Mandelkern asked that item 17-1-3CA, Approval of Non-Resident Tuition Fee, 2017-18, be removed from the consent agenda for further discussion. The motion to approve the consent agenda with the exception of item 17-1-3CA carried, all members voting Aye.

APPROVAL OF NON-RESIDENT TUITION FEE, 2017-18 (17-1-3CA)
Trustee Mandelkern said that given the uncertainty surrounding the immigration issue and the potential dismantling of protections under AB 540 and the Deferred Action for Childhood Arrivals (DACA) policy, he would like to suggest adding language to the recommendation to state that any student who had formerly been eligible under AB 540 or DACA, and who is subsequently considered to be a non-resident student, be allowed to pay the resident tuition fee. During discussion, the Board agreed to consider this for the 2017-18 year and revisit the item when it comes to the Board for approval next year. Executive Vice Chancellor Blackwood asked if this would apply only to continuing students or would also include students who come to the colleges as new students for the 2017-18 year and would have qualified for resident tuition under AB 540 or DACA. Trustee Mandelkern confirmed that the latter is his intention. It was moved by Trustee Mandelkern and seconded by Trustee Schwarz to add the following sentence to the recommendation: “Any student who had formerly been eligible under either AB 540 or the Deferred Action for Childhood Arrivals Act, but was now found to be required to pay the non-resident student tuition fee, would be allowed to register at the current resident student tuition fee for the 2017-18 year.” The motion carried, all members voting Aye.

Other Recommendations

NOMINATIONS FOR MEMBERSHIP ON THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD, 2017 (17-1-1B)
It was moved by Trustee Goodman and seconded by Vice President Holober to discuss and approve any nominations. There were no nominations.

ADOPTION OF RESOLUTION NO. 17-1, AFFIRMING THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT’S COMMITMENT TO PROTECTING UNDOCUMENTED STUDENTS AND STUDENT PRIVACY (17-1-2B)
It was moved by Student Trustee Zheng and seconded by Vice President Holober to adopt Resolution No. 17-1. Trustee Mandelkern said he regrets that he was not present at the last meeting to participate in the conversation about the resolution. He said he takes this issue rather personally as his ancestors came to this country from Germany. He said they were able to enter without green cards or visas. He said the structure and legalities of today are a relatively recent innovation stemming from the Great Depression of the 1930s. He said, however, that throughout time immigrants have borne the brunt of anger and community outrage and action when economic times become difficult. Trustee Mandelkern said this country has been built on the backs of immigrants. He said all Americans have benefited from the efforts and labors of immigrants but have been too quick to turn their backs on those immigrants when their labor and efforts are no longer necessary.

Trustee Mandelkern said there are approximately 45,000 students in the District who come from a wide variety of backgrounds and are of different colors, different economic status and have different hopes and dreams. He said a small number of the students are now feeling very threatened by what might happen in the not-too-distant future under
government policy. He said he believes the District has a responsibility to make sure that all members of the community feel safe, valued, comfortable and secure in pursuit of their educational goals. Trustee Mandelkern said he is in complete agreement with the sentiments and spirit expressed in the resolution. He said the position and policy of the Board has been made very clearly and should direct the District. He said his only concern would be whether the District or its students could be targeted by putting the resolution in writing.

President Mohr said the Board is part of the leadership structure of the District. He said he believes that when the people for whom leadership is responsible feel threatened, they need to know the position of the leaders. He said that neglecting to clearly state that position results in resentment, confusion, loss of mission, and lack of coherence between leadership’s philosophy and actions. President Mohr said that if leadership’s position is not put in writing, he believes it is not as obvious as it needs to be.

Vice President Holober said he believes the concern expressed by Trustee Mandelkern is a valid concern to consider. However, he said he believes it is important at this point in time to stand up and proclaim loudly, along with many other institutions that can do the same, that the best course of action is to make it as difficult as possible for the current occupant of the White House to do many of the things he has indicated he wishes to do. He said he was encouraged by the three million to four million people who participated in protest marches on January 21. Vice President Holober said he believes that adopting the resolution is the right thing to do, knowing that there are some risks.

Trustee Schwarz said an important lesson she learned during her visit to the Museum of Tolerance is that if you don’t speak out against something you disagree with, you are accepting it. She said she believes the Board understands the fear of students more than do other members of the community and, therefore, must speak out. Trustee Schwarz said she is very proud of the resolution. She added that it does not contain anything that is illegal.

Trustee Goodman said the communities that the District serves are the very communities that do not have the advocacy that the Board represents. He said he believes it is incumbent on the Board to show political courage moving forward, not only through an action to adopt the resolution, but in making sure that the District stands up for and speaks for those communities of concern in other areas as well. Trustee Goodman said he supports the resolution. He said he understands that there is a certain amount of risk but said there is a tremendous amount of risk for the District’s students if the Board does not act.

Trustee Mandelkern said he appreciates hearing the points of view of his fellow Board members. He said he will be happy to join his colleagues in support of the resolution. He said that for the past two months, he has been informing members of the community about the sense of fear among some students and explaining that the fear is very real to them. Trustee Mandelkern said there are many internal contradictions and inequities in immigration laws and to single out one group of people is an overblown simplification of a very complex topic.

President Mohr thanked Trustee Mandelkern for his comments. He said the Board knows how supportive Trustee Mandelkern is and could feel his support when they discussed the proposed resolution at the last meeting.

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

**APPROVAL OF REVISIONS TO BOARD POLICIES:**

1. **102 ORGANIZATION OF THE BOARD**
2. **2.08 DISTRICT PARTICIPATORY GOVERNANCE PROCESS**
3. **2.45 CONFLICT OF INTEREST**
4. **6.13 CURRICULUM DEVELOPMENT, PROGRAM REVIEW, AND PROGRAM VIABILITY**
5. **7.41 DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)**
6. **7.46 ACCESS TO SHOWER FACILITIES (17-1-106B)**

It was moved by Trustee Goodman and seconded by Vice President Holober to approve the revisions as detailed in the report. Trustee Mandelkern questioned the addition of the section in Policy 2.45, Conflict of Interest, which states that “the Chancellor shall establish administrative procedures to provide for disclosure of assets or income of Board members who may be affected by their official actions and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.” He said he believes the procedures are already in place through the filing of Form 700s with the Fair Political Practices Commission. He said his concern is for the potential unintended consequences of providing more control regarding direct action against individual Board members. Chancellor Galatolo said the addition of the language was recommended by the Community College League of California’s Policy & Procedure Service but is subject to discussion by the Board. Vice President Holober said that when questions regarding potential conflicts of interest arose in the past, the District sought legal advice. He suggested modifying the section to read: “In compliance with law and
regulation, the Chancellor shall establish administrative procedures to provide for disclosure of assets or income of Board members and shall, as necessary, obtain legal advice should a potential conflict of interest occur.” With this modification, the motion to approve the revisions carried, all members voting Aye.

**AUTHORIZATION FOR USE OF WSCA-NASPO CONTRACT WITH SSP DATA FOR PURCHASE OF PALO ALTO NETWORK FIREWALLS AND INSTALLATION SERVICES (17-1-107B)**

It was moved by Trustee Goodman and seconded by Trustee Mandelkern to authorize use of the contract as detailed in the report. Bruce Griffin, Chief Technology Officer, presented a report on IT Security and the District Firewall Project. He said there are new imperatives in terms of IT security, including responsible handling of Personally Identifiable Information (PII). He said higher education is increasingly a target as hackers gain a better grasp of the industry.

Mr. Griffin discussed traditional firewalls which are designed to “keep the bad guys out” vs. next-generation firewalls which perform intrusion prevention, leverage machine learning to identify new threats, inspect encrypted traffic for threats, and shut down malicious applications.

Mr. Griffin described the Districtwide firewall project which is designed to cover all three internet connections (CSM/District, Cañada College and Skyline College) and includes a spare backup unit and a smaller unit for Menlo Park. The District considered three proposals from Palo Alto Networks, Cisco Systems and Barracuda Networks. Palo Alto Networks scored highest on the Gartner Magic Quadrant’s Leaders list and is considered the best value by staff for the following reasons:
- It is sized right for the institution
- Malicious websites and applications can be blocked
- “Zero Day” attached prevention provides an early alert for threats
- Allows for review of remote users’ systems for safety
- Performed best in on-site tests
- Offers a cohesive, easy to manage product
- Realizes a high adoption within higher education

Trustee Mandelkern asked if Check Point, which is on the Gartner Magic Quadrant’s Leaders list, was evaluated. Mr. Griffin said Check Point was not considered feasible from a market saturation standpoint. Trustee Mandelkern noted that the presentation shows a cost of $689,052 for Palo Alto Networks but the amount requested in the recommendation is an amount not to exceed $900,000. He asked if the additional funds are to be used for software maintenance. Mr. Griffin said the $689,052 includes five years of software maintenance. He said additional funds were requested because staff was considering adding an additional product. However, it is likely that the additional product will not be pursued and the cost will be closer to the $689,052 figure.

Vice President Holober said it is a sad reality that firewall protection is necessary. He said very few of the breaches, identify theft, ransom, etc. are actually reported. He asked if the smccd.edu email addresses are protected through this purchase. Mr. Griffin said the email addresses are protected in another way; they are hosted in the Cloud using Microsoft for faculty and staff addresses and Google for students. Vice President Holober asked if there is vulnerability in that someone who hacks into an smccd.edu account might be able to get inside the entirety of the system. Mr. Griffin said that type of intrusion is difficult to stop. He said it frequently comes in the form of phishing attacks and if users respond, they can give the attackers access. He said the IT Department works very hard to educate people about phishing attacks and sends emails immediately upon discovering a phishing attempt.

Vice President Holober asked if there is liability on the part of Palo Alto Networks if the District’s system is hacked. Mr. Griffin said he will look more closely at the contract and respond to this question. Vice President Holober asked if the District has cybersecurity insurance and, if so, what the nature of the insurance is. Executive Vice Chancellor Blackwood said that on the advice of the District’s broker and working with Mr. Griffin, the District purchased cybersecurity insurance for the first time this year. She said she will check on the details of the policy and provide additional information to the Board.

Vice President Holober said there are systems available by which emails are encrypted. He suggested that establishing this type of system for certain departments and certain records could be another safeguard. Mr. Griffin said that if users are accessing records from offsite, a VPN (Virtual Private Network) is used and is encrypted from point to point. He said the District also has the ability to encrypt email within the Microsoft Office 365 product. He said the District is experimenting with this and is actually using it at Cañada College to communicate with the high schools.
Trustee Mandelkern said he is a shareholder of reporting level in Cisco Systems and, while the Board is not voting on a contract for Cisco Systems, he will abstain in an abundance of caution.

After this discussion, the motion carried, with Trustee Mandelkern abstaining and all other Board members voting Aye.

ADOPTION OF RESOLUTION NO. 17-2 REGARDING BOARD ABSENCE (17-1-108B)
It was moved by Vice President Holober and seconded by Trustee Goodman to adopt Resolution No. 17-2. The motion carried, with Trustee Mandelkern abstaining and all other Board members voting Aye.

BOARD MEMBER COMPENSATION (17-1-109B)
It was moved by Trustee Schwarz and seconded by Vice President Holober to approve five percent increase in Board member compensation as permitted by law. Trustee Mandelkern said he will vote “No” for the reasons he has expressed in previous years. The motion carried, with President Mohr, Vice President Holober, Trustee Goodman and Trustee Schwarz voting Aye and Trustee Mandelkern voting No.

ADOPTION OF RESOLUTION NO. 17-3 HONORING LARRY OWENS (17-1-110B)
It was moved by Trustee Goodman and seconded by Trustee Mandelkern to adopt Resolution No. 17-3. The motion carried, all members voting Aye.

INFORMATION REPORT

FIRST QUARTER REPORT OF AUXILIARY OPERATIONS, 2016-17 (17-1-2C)
The Board accepted the report.

COMMUNICATIONS

President Mohr said the Board received an email from a student regarding the draft resolution affirming the District’s commitment to protecting undocumented students and student privacy which was considered at the meeting of January 11. He said the student was sent a response and all Board members received a copy of the response.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Zheng said he visited the Museum of Tolerance with a group from the Associated Students of Skyline College. He said it was a wonderful experience. Student Trustee Zheng said the three Associated Students groups are working hard to make changes that will benefit their students and are trying to support the SMCCCD Rise Up group as much as they can. President Mohr said it is important that all of the student bodies are concerned and support the general efforts discussed during the last several Board meetings.

Trustee Mandelkern said he supports the efforts of Student Trustee Zheng and the student body leaders. He congratulated President Mohr on his selection as the recipient of the Cornerstone Award. He said he cannot attend the recognition dinner due to a conflicting board meeting, but he agrees completely with the recognition of all of President Mohr’s contributions to San Mateo County, particularly in the area of education.

Vice President Holober said that Craig Ventner, known for sequencing the human genome, is speaking tonight at Mills High School of which he is a graduate. Trustee Mandelkern said Dr. Ventner graciously credits College of San Mateo for turning him around in terms of academics. He said Dr. Ventner also was an endorser of one of the District’s bond measures.

President Mohr said he attended the College Promise Day at Skyline College at which an outstanding series of workshops were held. He said he came away with two major ideas: (1) it is truly feasible in terms of both support and finance and (2) the three Colleges were engaged together on this very important matter. President Mohr said he believes this bodes well for the District’s students and for the future.
ADJOURNMENT
The meeting was adjourned by consensus at 8:30 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the February 22, 2017 meeting.

Richard Holober, Vice President-Clerk
President’s Report to the Board of Trustees

Dr. Regina Stanback Stroud

Group visit to the Oakland Museum where participants viewed “Power to the People: Black Panthers at 50”, one of the many events included in Skyline College’s celebration of African American Heritage Month.
Skyline College Celebrates African American History Month

African American History Month kicked off on February 1 and the Associated Students (ASSC) and Black Student Union (BSU) hosted tons of events to commemorate the wide ranging experiences of African Americans in the U.S. and to connect and share information with the campus community.

National African American History Month celebrates the contributions that African Americans have made to American history in their struggles for freedom and equality and deepens our understanding of our Nation's history. Black History Month officially began in 1976, when President Gerald R. Ford asked Americans to "seize the opportunity to honor the too-often neglected accomplishments of black Americans in every area of endeavor throughout our history."¹ Every year since then, every American president has dedicated February as African American History Month.

A few of this year's events included and include:

- African American History Month Kick-off and Resource Fair
  FEB 1 | 12:00pm – 2:00pm | Fireside Dining Room
  Grab some dessert, and play games and trivia in the Fireside Dining Room!

- All The Power to the People Exhibit
  FEB 3 | 11:00am – 3:00pm | Oakland Museum
  Join a group visit to the Oakland Museum's exhibition celebrating the 50th anniversary of the black panthers.

- Equity Training Series: Whiteness & Racism
  FEB 10 | 12:00pm – 3:00pm
  Professional Development discussion for faculty and staff

Skyline College Launches DREAM Center

A new student support center named the DREAM Center opened on February 1st, designed to be a "one-stop" resource and support center for students and community members seeking information about issues related to immigration, in response to student requests in the current climate. The Dream Center is located with the SparkPoint and Career Services Center in Building 1, offering a safe, caring place for students and providing personalized support in their educational journey, as well as for community members.

DREAM Center staff create a welcoming environment, while students and community members navigate matters related to AB540 admissions, DACA, the California Dream Act, EOPS (Extended Opportunities Programs & Services), the BOG (Board of Governors) Fee Waiver, referrals to Assessment & Counseling, and the essentials of full matriculation at Skyline College. The Center provides a centralized space that will partner with campus resources, community-based organizations, legal services and conduct various workshops connecting students to important college and community resources and providing relevant information to ensure student success in college. Additionally, the work of the DREAM Center includes professional development opportunities for campus faculty, staff, administrators, and students to be informed and prepared to be engaged in this work.

A group of students, staff, and faculty came together, guided by students' requests to develop and shape the center. The work of this group was focused on making the center a robust and comprehensive resource center for students, their families, and community members to receive timely information and referrals.
to support their needs. A grand opening celebration will be held in late February.

Article by Cherie Colin

**CLEAN ENERGY SHOWCASE HOSTED ON CAMPUS**

On January 20, 2017, Skyline College welcomed college and high school students, graduates, community, and industry to the Clean Energy Showcase held in the Skyline College theater. This event provided an opportunity to inform people about the Clean Energy sector and the innovative programs at Skyline College that support this high-growth industry. The Clean Energy Showcase was developed through a collaboration between the Center for Sustainable Construction and Workforce Development departments at Skyline College.

The Clean Energy Showcase was a great success and well received by over 90 attendees! Associate Professor/Department Coordinator Bruce Greenstein welcomed the audience and provided a brief overview of the program and courses in Energy Systems Technology Management (ESTM), as well as the high school Green Construction Program that Skyline College has established at Capuchino High School.

A timely and relevant keynote address by Dr. Jamie Orr, Bay Area Region Deputy Sector Navigator for Energy, Construction, and Utilities, provided an insightful overview of the Clean Energy sector including where the jobs are, how students obtain these jobs, some of the emerging technologies, and public policies on the horizon.

The keynote address was followed by a presentation by Hilary Ego, Utility and Sustainability Specialist for San Mateo County Community College District (SMCCCD). Ms. Ego discussed the realities of climate change and the solutions that exist in education to expand the Clean Energy sector workforce.

The morning presentations concluded with new inverter technology presented by Alex Dinh from SolarEdge. Kevin West and Matt Lugar from BeamReach Solar provided an impressive live demonstration on the Theater Stage introducing new solar-panel technology that significantly reduces the time, ease, and safety when installing solar panels on commercial rooftops.

Afternoon presentations by San Mateo County Office of Sustainability, Peninsula Clean Energy, and CLEAResult provided the audience with information about clean energy initiatives, energy service alternatives, and educated the public about the importance of energy efficiency.

The event also featured a Clean Energy Showcase exhibition hall during the lunch hour for attendees to mix and mingle with solar and energy service providers so they may learn about their products, services, education, and career opportunities. Exhibitors included Aurora Solar, Bay Area Regional Energy Network, BeamReach Solar, CLEAResult, Climate Corps Bay Area, Energize Colleges, Home Energy Upgrade, Grid Alternatives, NorCal Solar, PG&E Pacific Energy Center, Office of Sustainability-San Mateo County, Peninsula Clean Energy, Strategic Energy Innovations, SolarCity, SolarEdge, Sunrun, SunWork, and of course, Skyline College’s Center for Sustainable Construction.

Special thanks to Program Director Rita Gulli, Program Services Coordinator Jose Iniguez, Theater Events Manager Joshua Harris, Associate Professor Bruce Greenstein, Assistant Professor Joan Connolly, Dean Ray Hernandez, Career and Workforce Programs, Career Services Center, Environmental Club, Public Information Office, and Sustainable Ambassadors Network.

This informative and educational event was funded by Proposition 39 Program Improvement Funds and California Community College’s “Doing What Matters”™ for Jobs and the Economy Initiative. With continued support, Skyline College plans to establish the Center for Sustainable Construction as a premier education, training, and recruitment destination for the Clean Energy Sector.

Article by Jose Iniguez, Rita Gulli, Bruce Greenstein | Photo by William Nacouzi
Career Services Center Celebrates Employer Generosity and Community Involvement

For nearly fifty years, Skyline College has served thousands of students as they work to enhance their lives. Whether they enroll for academic, professional, or recreational reasons, students benefit most from our support during times of collaboration between our campus and our community. When we work in tandem with our neighboring companies, Skyline College demonstrates our mission to empower and transform at its best.

The Career Services Center was generously recognized by Enterprise Holdings for consistently supporting their employment efforts. In appreciation for referring qualified students to their organization, Stacey Caceres, Talent Acquisition Specialist, Airport Region, awarded Career Services with a $1500 donation. “We currently employ 10 Skyline students at our SFO location as well as automotive positions in our service center. We are very pleased with their work and would like to extend our gratitude to Skyline Career Services for their partnership and cooperation”. Career Services extends sincere thanks to Stacey and Enterprise Holdings.

Career Services counselors were also invited for a third year to participate in the Watermark Conference for Women in Silicon Valley on February 1. This community service effort allowed career faculty members to provide resume review sessions designed to offer job seekers assistance and presentation tips. The conference, held in San Jose, was attended by 6,500 women—and some forward thinking men—for a day of “community and connection, information and inspiration, and motivation and momentum”. Speakers included Madeleine Albright, Condoleezza Rice, Sheryl Sandberg, and Viola Davis, quite a group of barrier-breaking women. Serving as volunteers was rewarding and enlightening. It was a pleasure to assist women in setting and achieving professional goals as they seek to network and grow within one of the world’s most cutting edge career environments.

Article by Lavinia Zanassi

Skyline College Hosts the California Acceleration Winter Institute

From January 27, 2017 to January 29, 2017, Skyline College hosted the California Acceleration Project’s Winter Institute where more than 115 math and English faculty from Northern California participated in professional development in math and English. The California Acceleration Project provides professional development for math and English faculty across the state to help colleges provide greater support for faculty working to transform remediation and create greater access to and completion of transfer-level math and English courses.

The three-day workshop included guidance on transforming classroom pedagogy as well as institutional policies to facilitate the efficient and effective completion of math and English requirements. The Skyline College Math Department’s Phillip Williams, Younga Choi, Miranda Wang, David Hasson, Sean Nguyen and Andrew Yu participated in the event as they work to create stronger student support, equity, and access for our students.

Article and photo by Chris Gibson

Associated Students of Skyline College Hosts International Holocaust Remembrance Day

The Associated Students of Skyline College (ASSC) and the Center for Student Life and Leadership started off the spring
semester with a powerful and moving event in honor of International Holocaust Remembrance Day. The event was hosted in the Fireside Dining Room on Thursday, January 26, one day before the official International Holocaust Remembrance Day. A week prior, the ASSC visited the Museum of Tolerance in Los Angeles for their spring retreat focusing on cultural consciousness and diversity training. It was at the museum they learned about the holocaust genocide of Jews.

The ASSC wanted to bring back their experiences from the museum and bring it back to campus. In honor of International Holocaust Remembrance Day, the ASSC mimicked the experience rendered at the Museum of Tolerance. The interactive experience recreated what Jews went through with different informational tables, starting with a check-in table. Students received a card with information about a real child and their experiences. Students proceeded on the walk through learning of the multitude of atrocities, some including: sterilization, altitude and chemical warfare testing and starvation. Students then learned about the fate of their child and sadly most did not survive. Concluding the walkthrough was a reflection table that highlighted acts of intolerance and hate relevant today and challenged students to consider what they could do as individuals to prevent history from repeating itself. Photos and “We Remember” signs were posted around building 6 to honor the 6 million people that were systematically killed. Pictures that were taken of students holding signs were sent to the World Jewish Congress to contribute to their “We Remember Commemoration” marking the largest Holocaust Remembrance event.

The visit to the Oakland Museum provided Skyline College students an opportunity to be exposed to the rich history that exist in their Bay Area backyard, and to learn more about the true nature of the Black Panther Party for Self Defense, and their quest to improve the lives of impoverished people and eliminate the violence and police brutality that many experienced in their daily lives. To the surprise of our ASTEP students, our ASTEP scholarship donors come out in solidarity to support Skyline College's visit to the museum.

During a self-guided exhibit exploration, students were met with a historic gallery of amazing examples of what the commemoration of the Black Panther Party was genuinely about. This time capsule of history demonstrated for the students, that any social movement that happens in our country begins with youth and focused education. Students learned that the average age for a Black Panther member was 19, and that in order to be a participating associate, one had to study, read, and actively work in the community to aid in resisting systemic racism encountered by Black Americans in this country. Highlights from the exhibit included the various programs that the Black Panthers created such as: the Free Health Clinics, the Free Breakfast For Children Programs, and Oakland Community Schools.

By partaking in the exhibit, students were quickly able to draw connections between what they have been learning from their readings in their English and Literature courses, alike. The visual witnessing of a community of people from the past, through photos, videos, literature, newspaper, artwork, and grassroots organizing, helped to put into perspective; those individuals from the 1960s who put their lives and careers on the line to forge social and political change, and to assist in making the world a better place for exiting communities, then and now. “All Power to the People!”

On February 3, 2017 the Skyline College African-American Success Through Excellence and Persistence (ASTEP) Program led 27 students to the Oakland Museum of California to experience the ‘All Power to the People: Black Panthers at 50’ Exhibit. This excursion kicked off one of the many celebratory Black History moments that Skyline College students will be able to participate in all month long, while being actively engaged in learning more about protest politics, social movements, community activism, and social justice, and the contributions black people have made to this country, and will continue to make to this country.

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges has reviewed Skyline College’s Midterm Report and found that “the College has sustained the work accomplished since the last comprehensive
evaluation and has maintained compliance with standards.”

The commission also found that the College "continues to meet
the Standards identified in the 2013 External Evaluation Team
Report that linked to College Recommendation 3, which the
College satisfactorily addressed in its Follow-Up Report in 2014.”

The Commission expects that the changes and improvements in
College policies, procedures and practices and outcomes noted
in the Midterm Report will be sustained. The College's next
comprehensive review will occur in Fall 2019.

Congratulations to all at Skyline College who work tirelessly to
address our accreditation needs.

Article sourced from Official Letter to Skyline College

CAREER TECHNICAL EDUCATION PARTNERSHIP
Event

On February 2, 2017, the Center for Career and Workforce
Programs hosted a Career Technical Education (CTE) Partnership
Event that invited CTE high school teachers, coordinators and
administration from local high school feeder districts: Jefferson
Union High School and South San Francisco Unified School
District. This event aimed to create deeper and thoughtful
partnerships, alignment, and relationships that will ultimately
bring new and exciting opportunities for students. This was the
first in a series of ongoing events that intends to support CTE
pathway transitions from high school to community college
programs.

Aaron McVean, Interim Vice President of Instruction, provided a
warm welcome to the participants while Andrea Vizenor, Center
for Career and Workforce Programs Director, facilitated and led
the event's discussions while touching upon the current state of
CTE development in K-12 and post-secondary education.

CTE Participants were separated by their career pathway/sector
area to engage in focus activities such the following: CTE program
alignment, identifying opportunities to advance articulation,
dual enrollment, and collaborative professional development
experiences. CTE participants mapped out their high school and
community college "dream" course sequence, and brainstormed
their interests in professional development training looking
at industry-focused innovation subject matter expertise and
training in innovative instructional delivery practices. The CTE
Partnership event concluded with a mini tour of various Skyline
College CTE programs such as the "Fab Lab" (Fabrication Lab)
in Building 7, Biotechnology lab and the Solar and Building Lab
located in Pacific Heights.

Sectors represented were Automotive Technology, Biotechnology,
Culinary Arts/Hospitality and Digital Arts, Early Childhood
Education, Electronics and Technology, Energy Systems
Management, Fashion Design, Computer Science/Network
Engineering, Photography, and Wood Technology.

The Center for Career and Workforce Programs would like to
extend a special thank you to the following: Aaron McVean for the
continuous support of CTE advancement, Karen Gnusti, Director
of Career Tech. Ed and College Readiness, Jefferson Union High
School District and Dianna Ariani, CTE Coordinator, South San
Francisco Unified School District for their commitment to this
work and efforts in supporting our partnerships, as well as, Sharon
Turner, K-14 Pathways – Regional Technical Assistance Provider,
for providing funding for this event and additional activities to
strengthen K-12 and community college partnerships.

Article By Elizabeth Tablan | Photos by William Nacouzi

LIBRARY LAUNCHES 24/7 CHAT REFERENCE SERVICE

Skyline College Library has joined the QuestionPoint 24/7 Chat
Reference Service that allows Skyline College students to get
research help and information at any time. When Skyline College
librarians are not available for live chat, the 24/7 service will
connect you with a professional librarian in a cooperating college
or university from across the country. This service is ideal for
getting help with research questions and basic information about library services.

Because this is a national service staffed by librarians across the country, many questions directly related to Skyline College or to your library account (such as fines, book renewals, etc.) may not be able to be answered right away—for these types of questions, please call us at 650-738-4311.

You can ask a librarian for help using the live chat box on the library homepage http://skylinecollege.edu/library/

Article by Pearl Ly

**Bay Area Regional CITD Attends Winter ICT Educators Conference**

Yvonne Reid, Director, Center for International Trade Development and Regional Deputy Sector Navigator began the New Year at the 2017 Winter ICT Educators Conference. The conference was hosted by the Western Academy Support and Training Center (WASTC), Cisco Systems, & CCC ICT/Digital Media Sector Navigators. The quality sessions covered topics from: Teaching IT Essentials to At-Risk Students, Strategies on the Integration of Robotics into Programming Classes to Cyber Attack Threats on Advanced Manufacturing.

Participants engaged in discussions with Peter Coffee, VP for Strategic Research, Salesforce, Laura Chappell, Protocol Analyst, Wireshark, CCC ICT/Digital Media Deputy Sector Navigators, Richard Grotegut and Steve Wright, CTE faculty, Workforce Development Directors about Internet of Things, Big Data Analytics and their impact on our daily lives. Participants collaborated on strategies about the need to improve motivation and interest among students at-risk of failing school and dropping out. Hands-on Workshops were conducted to demonstrate how to set up classrooms with a combination of resources and strategies to implement in order to increase motivation. Program offerings and instructional design strategies were offered that could help aid in student academic IT readiness, progress and success across industry sectors; within and outside of the classroom.

Stay tuned as CITD will be hosting its 2nd Annual, “Connect to Thrive Global Summit.” It will be held at Skyline College, March 23-24, 2017.

Author Lygia ”Gigi ” Isaacs | Photos by Yvonne Reid

**Skyline College Welcomes New International Students!**

The International Student Program at Skyline College welcomed more than sixty new international students from 18 countries during the spring 2017 international student orientations. The attendees received valuable information on the following topics: F-1 visa regulations, employment, cultural adjustment, safety and security, immigration laws, and academic expectations.

The main international student orientation was held on January 9, 2017. It was opened by the Dean of Global Learning Programs and Services, Dr. Tammy Robinson. In addition to the ISP staff, a total of eight international student ambassadors helped in the organization of the different events. The three-day orientation included the following activities: International Student Club panel, campus tour, counseling presentation, International Student Club reception, placement testing, and class registration.

The ISP staff want to thank the participants for helping to make this orientation a success. The three days ran smoothly. The International Student Orientation is an important event for international students’ success and it wouldn't be possible without
the assistance of the volunteers who helped to prepare ahead of time, and worked during the event itself. ISP will continue to provide services and programs for international students as well as for the entire Skyline College community.

Article & Photo by Wissem Bennani
Upcoming Events

Brothers and Sisters Conference
Tuesday, February 28, 2017
9:00 a.m. – 3:00 p.m.
Theater | Building 1

High School Partner Breakfast
Friday, March 3, 2017
8:00 a.m. – 11:00 a.m.
Building 6 | Room 6-202

President’s Breakfast
Thursday, March 16, 2017
7:00 a.m. - 8:30 a.m.
South San Francisco Conference Center
255 S Airport Blvd, South San Francisco, CA 94080

Expanding Your Horizons in Math & Science Conference
Saturday, March 18, 2017
8:00 a.m. – 4:00 p.m.
Building 3 | Gymnasium

Connect to Thrive Global Summit Event
March 23-24, 2017
Skyline College

WOW! Voices Now - Women on Writing
Saturday, March 25, 2017
9:30 a.m. – 12:30 p.m.
Building 6 | Room 6-202

Human Library: A Nation of Immigrants
Tuesday, April 11, 2017
11:00 a.m. – 3:00 p.m.
Skyline College Library | Building 5

Student Scholarship Awards Ceremony
Thursday, May 11, 2017
4:00 a.m. – 7:00 p.m.
Skyline College Theater | Building 1
Cañada College
Report to the
SMCCCD Board of Trustees

February 22, 2017

in this
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• Cañada in Your Community: Jan. 21 Community Action Rally pg. 2

• Digital Arts Alums Reconnect pg. 3

• Cañada ACCEL Hosts Meeting with Partner Colleges pg. 3

• Photo Collage: ASCC Hosts Club Rush-90’s Style! pg. 4
Meet 2017 Commencement Keynote Speaker: Ralph Washington, Jr.

Ralph Washington, Jr. is a National Science Foundation Graduate Research Fellow, a third-year Ph.D. student in Entomology, and a two-time National and International Champion of entomological natural history trivia. He is the President of the University of California Student Association, an endeavor that allows him the convenient opportunity to pursue his commitments to both science and social justice. He will continue doing so during his future career as a research professor, by presenting science to low-income children. Ralph spends his free time reading books on myriad topics.

Cañada in Your Community: Jan. 21 Community Action Rally

Cañada College proudly participated and held a resource table at the Community Action Rally on Saturday, January 21. The event, which was held in downtown Redwood City, included a powerful and well-organized rally that gathered thousands of San Mateo County residents to learn about how they can become involved to help their community. Event attendees were inspired after hearing a powerful speech from San Mateo County Superintendent of Education, Anne Campbell, who advocated for our San Mateo Community College District.
Digital Arts Alums Reconnect

Professor Paul Naas got together with several former Digital Art & Animation (DA&A) students for a reunion on Sunday, February 5. The group represented graduates from all the disciplines taught in the DA&A program, and over pizza and wings shared stories of their time in the program as well as talking about what they’re doing now.

Some students are building their careers at places such as Big Fish Games and Sledgehammer Games, while others have transitioned into teaching or are using the skills they learned in the program in other career tracks.

Professor Naas also got to hear some stories he’d never heard before, such as how his students came to enroll in the program. It was great catching up with the working professionals, and the DA&A faculty are very proud to say they helped their students achieve their career goals.

Cañada ACCEL Hosts Meeting with Partner Colleges

In one final effort to promote ACCEL before her temporary transfer to the International Student Center, Caroline Ouyang hosted a meet-and-greet among district transition coordinators and those from Contra Costa County Community College District on January 31. Catherine Fonseca from Los Medanos College, Nicole Gomes from Diablo Valley College and Demetria Lawrence from Contra Costa College briefly toured Cañada College with a special visit to the DREAM Center to learn more about the strategies our campus has adopted in supporting students from adult schools. Jenny Castello, ESL Coordinator at Cañada College, and Stacy Nojima, Transition Coordinator at Skyline College, also joined to share their strategies and expertise in building pathways for adult students, many of whom begin their college careers in ESL or basic skill level classes before enrolling in other disciplines. While Jenny offered a wealth of historical information and logistics to consider in establishing community partnerships and co-locating college courses, Stacy provided observations on current pathways offered by Skyline College off-campus, including some of the challenges.

To conclude the visit, a stop to the DREAM Center was in order. “We have an alliance working to open one on our campus,” Nicole said, “so this is really nice to see.” Serendipitously, Julie Carey, ESL Professor, and Anniqua Rana, Dean of Athletics, Library and Learning Resources, were available to briefly meet Catherine, Nicole and Demetria and express their support for undocumented students and DREAMers, especially in the current political climate.
The wind, rain, and storm couldn't stop the Associated Students of Cañada College from turning back time of February 9! Twenty two clubs and programs came together to celebrate Club Rush, 90’s style. There were interactive activities about how to get involved on campus, throw-back snacks like Cookie-crisps, ring-pops, and push pops, a Saved-by-the-Bell photo booth, and giant pizzas served to attendees by the Teenage Mutant Ninja turtles. With both a day and night event component, almost 200 people came out to celebrate Cañada's Clubs—totally rad!
CSM Celebrates Black History Month

CSM’s Umoja students did a fantastic job in organizing CSM’s Black History Month. The students’ motto was *CSM Umoja Students step back into history for the inspiration to lead us into a brighter future!* Activities and presentations have included:

- Davey D “Hardest Working Man in Hip Hop” - Q&A
- Blues Guitar Seminar with Professor Rudy Ramirez
- Black Economics Matter: A Historical Perspective with Professor and SBDC Coordinator Robert Shoffner
- Personal Story and Journey into Medicine as a Black Woman with Dr. Renee Navarro, Vice Chancellor, UCSF
- Rape of the Congo: From King Leopold to Present
- A Discussion with Dan Daniels Sr., Coastal Director of the NAACP
- Mapping Black Re-Presentation in Everyday Life with Ameer Hassan Loggins
- Open Mic featuring Prentice Powell
- History of Black and Brown Alliance with Dr. Frederick Gaines
- Movie Thursdays at the Village

Dr. Frederick Gaines and Professor Jeramy Wallace coordinate and teach in the Umoja program and were instrumental in helping students organize Black History Month.

CSM Sponsors Day of Remembrance-75 Years Later

CSM Veterans Services and the entire college community commemorated the 75th anniversary of the relocation and internment of Japanese Americans per Executive Order 9066 on Saturday, February 18. The event included an interfaith blessing, Taiko drumming, spoken word and a panel featuring survivors, descendants, historians, and social justice advocates followed by a short Q&A.

Coach Larry Owens Recognized

College of San Mateo football coach Larry Owens was recently honored with a Lifetime Achievement Award and Proclamation from the City of East Palo Alto for his years of service to the community. The proclamation was presented by Mayor Larry Moody. Coach Owens also received proclamations from the SMCCCD Board of Trustees, the California State Senate, and the California State Assembly. “Coach O” was joined by his mother and his wife on stage during the event. Many CSM alums were invited to speak on how Coach Owens has influenced their lives. Coach Owens and his staff held a free youth football camp after the event.
Julian Edelman Wins Second Super Bowl Ring
Former CSM quarterback Julian Edelman has won his second Super Bowl ring after the New England Patriots defeated the Atlanta Falcons in a thrilling Super Bowl. Edelman is now the Patriots all-time leading receiver in post-season play. Julian had a very productive season, which was capped off by one of the best catches in Super Bowl history. Edelman joins Coach Bill Walsh, another former CSM quarterback, with multiple Super Bowl rings. Finally, Patriot fans should be very thankful to College of San Mateo. Super Bowl MVP Tom Brady, the quarterback throwing all those passes to Edelman, was coached by none other than Hall of Fame Coach Tom Martinez. A total of 18 Super Bowl rings are now held by former CSM players and coaches.

Former CSM Student Ed Roberts Featured by Google
Google often changes its home screen to honor a particular person or event. Former CSM student Ed Roberts was featured by Google recently. In 1953 Mr. Roberts was paralyzed from the neck down after a bout with polio. Roberts wanted to attend UC Berkeley after graduating from high school. However, he was denied admittance because of his disability. Fortunately, CSM admitted Mr. Roberts and he enjoyed great success at the college. Roberts later transferred to Berkeley from CSM. Mr. Roberts is often called the father of the Independent Living movement. His career as an advocate began when a high school administrator threatened to deny him his diploma because he had not completed driver's education and physical education. Ed spent his career advocating for disability rights and is the former Director of Rehabilitation for the State of California.

CSM Wins Bronze Medal in International Physics Competition
The University Physics Competition is an international contest for undergraduate students. Students worked in teams of up to three at their home colleges and universities from all over the world. Each team spent 48 hours during a weekend analyzing an applied scenario using the principles of physics. Students also wrote a formal paper describing their work. CSM’s team of Denghui Chen, Lok Ching Lui, and Ke Lu were one of the teams recognized with a bronze medal. Our students competed against upper-division students from world-class universities. We are very proud of our students given the level of competition. Professor Mohsen Janatpour helped to coordinate the students’ participation in the event.

Photo of the Month: Coach Owens honored by those he has impacted the most
## Event Calendar

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

<table>
<thead>
<tr>
<th>College Events</th>
<th>Athletic Events (Home Games):</th>
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<tbody>
<tr>
<td><strong>Equity by Design</strong></td>
<td>2/23 – Baseball 2:00 pm</td>
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<tr>
<td>Featuring G. Reyes, Ph.D.</td>
<td>2/25 - Softball 10:00 am; 2:00 pm</td>
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<tr>
<td>Thu Feb 23, 2017</td>
<td>3/2 – Baseball 2:00 pm</td>
</tr>
<tr>
<td>12:00 pm - 2:00 pm</td>
<td>3/4 - Softball 10:00 am; 2:00 pm</td>
</tr>
<tr>
<td>Location: 10-468</td>
<td>3/11 - Softball 12:00 pm</td>
</tr>
<tr>
<td>History of Black and Brown Alliance</td>
<td>3/11 - Baseball 2:00 pm</td>
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<tr>
<td>Dr. Frederick L. Gaines</td>
<td>3/14 - Softball 3:00 pm</td>
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<tr>
<td>Fri Feb 24, 2017</td>
<td>3/16 - Softball 3:00 pm</td>
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<tr>
<td>10:30 am - 11:30 am</td>
<td>3/18 - Softball 12:00 pm; 2:00 pm</td>
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<tr>
<td>Location: 10-193</td>
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<tr>
<td>Open Mic featuring Prentice Powell</td>
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<td>Wed Feb 22, 2017</td>
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<td>11:00 am - 1:00 pm</td>
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<tr>
<td>Location: Bayview Dining Room</td>
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<tr>
<td>CSM QT Chats</td>
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<tr>
<td>Presented by the Multicultural Center</td>
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<td>Wed Mar 22, 2017</td>
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<td>12:30 pm - 2:00 pm</td>
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<td>Location: 10-421</td>
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RECOGNITION BY THE BOARD OF TRUSTEES OF DISTRICT AND COLLEGE CLASSIFIED EMPLOYEES OF THE YEAR AND SELECTION OF NOMINATION TO BE FORWARDED TO THE STATE CHANCELLOR'S OFFICE

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

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

At the February 22, 2017 Board meeting, the San Mateo County Community College District Board of Trustees will honor each of the classified employees nominated by the Colleges and the District Office. The Board will also announce which nominee’s information will be forwarded to the State Chancellor’s Office.
BOARD REPORT NO. 17-2-7C

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Gregory Anderson, Vice President of Instruction, Cañada College, 306-3298

UPDATE ON THE STRONG WORKFORCE PROGRAM AT CAÑADA COLLEGE

The Strong Workforce Program (SWP) is a statewide initiative intended to meet employer and economic demands to prepare students for almost two million projected “middle-skills” job openings in California. These occupations require only some postsecondary education, or the attainment of a community college certificate or degree for students to enter the workforce and secure promising careers in high-demand, high-wage fields. As such, California’s Legislature has granted the community colleges ongoing funding through the SWP to build and expand Career Technical Education (CTE) offerings with the goal of increasing enrollment, student completion and job placements.

The San Mateo County Community College District was granted $3,253,757 to support SWP efforts across all three colleges. This funding is allocated via two funding streams; one supporting investments at individual colleges and the other supporting joint ventures between regional colleges with guidance from the Bay Area Community College Consortium. All investments of SWP funds must be informed by regional and statewide labor market information data that clearly demonstrates employer demand.

As part of these efforts, the faculty, staff, and administration of Cañada College has identified the development of four new CTE programs as suggested SWP investments including Information Security and Digital Currency, Viticulture and Enology, Neurodiagnostic Technology, and a Teacher Credential Program partnership with San Francisco State University and Notre Dame de Namur.

Additionally, the college has identified ongoing investments in program marketing, curriculum development, and faculty professional development as ways to increase access, drive enrollment and student completion metrics. The college views these efforts in program development and promotion as optimal strategies for meeting SWP goals in its first year of funding and intends to build upon efforts moving forward.
BOARD REPORT NO. 17-2-1A

TO:       Members of the Board of Trustees
FROM:     Ron Galatolo, Chancellor
PREPARED BY:  Eugene Whitlock, Vice Chancellor, Human Resources and General Counsel, (650) 358-6883

APPROVAL OF PERSONNEL ITEMS

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

A.  ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT
(NP = New position, * = New Employee)

None

B.  PUBLIC EMPLOYMENT


   District Office

*John Wong  Capital Projects Analyst (Measure H) (NP)  Facilities

New full-time, 12-month temporary, externally funded Classified Professional employment, effective February 21, 2017. This is a new position that was Board approved on October 26, 2016.

*Jumar Msalam  Housing Services Program Coordinator (NP)  International Education

New full-time, 12-month Classified employment, effective December 13, 2016. This is a new position that was Board approved on November 30, 2016.

*Alberto Zamora  Custodian  Facilities

New full-time, 12-month Classified employment, effective February 6, 2017, replacing Qingtian Liu who resigned.

*Fermin Varela  Public Safety Officer  Public Safety

New full-time, 12-month Classified employment, effective February 21, 2017, replacing Steve King who resigned.
**Brandon Becerra**

Public Safety Officer

Public Safety

New full-time, 12-month Classified employment, effective February 27, 2017, replacing Daniel Servatius who resigned.

**Matthew Parish**

Public Safety Officer

Public Safety


**Skyline College**

**Flor Lopez**

SparkPoint Coordinator (Funded by Student Equity) (NP)

Counseling

New full-time, 12-month temporary, externally funded Classified employment, effective January 12, 2017. This is a new position that was Board approved on October 26, 2016.

1. **Re-Employment**

None

**C. REASSIGNMENT THROUGH THE HIRING PROCESS**

**District Office**

Christopher Weidman

Accessibility Support Specialist

ITS

Reassignment from a full-time, 12-month Instructional Aide II position (Grade 22 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 27 of the same salary schedule, effective February 1, 2017.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**

**College of San Mateo**

Judith Lariviere

Assistive Technology Computer Specialist

Counseling

Transferred from a full-time Assistive Technology Computer Specialist faculty position at Skyline College into this full-time faculty position, effective January 12, 2017.

**District Office**

Otto Sanchez

Custodian

Facilities

Transferred from a full-time, 12-month Custodian position at Skyline College into this full-time, 12-month position at College of San Mateo, effective January 3, 2017.
Skyline College

Michele Haggar  
Program Services Coordinator  
Counseling/Career

Transferred from a full-time, 12-month Program Services Coordinator position in the Transfer Center at Skyline College into this full-time, 12-month position in Career Services at Skyline College, effective January 25, 2017.

E. CHANGES IN STAFF ALLOCATION

Cañada College

1. Recommend a change in staff allocation to add one full-time Senior Accounting Technician position (Grade 28A of the Classified Salary Schedule 60) in Administrative Services, effective February 23, 2017.

2. Recommend a change in staff allocation to add one full-time Basic Skills Counselor position (Regular Faculty Salary Schedule 80) in the Counseling Division, effective February 23, 2017.

3. Recommend a change in staff allocation to add one full-time Medical Assisting Instructor position (Regular Faculty Salary Schedule 80) in the Business, Design and Workforce Division, effective February 23, 2017.

4. Recommend a change in staff allocation to add one full-time English Instructor position (Regular Faculty Salary Schedule 80) in the Humanities and Social Sciences Division, effective February 23, 2017.

College of San Mateo

1. Recommend a change in staff allocation to add one full-time Fire Technology Instructor/Coordinator position (Regular Faculty Salary Schedule 80) in the Business/Technology Division, effective February 23, 2017.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

College of San Mateo

Patrick FitzGerald  
Athletic Trainer  
Athletics

Retired effective February 6, 2017 with 37.5 years of service. Eligible for District retiree benefits.
Milla McConnell-Tuite  
Professor  
President’s Office  

Retiring effective May 26, 2017 with 30 years of service. Eligible for District retiree benefits.

2. Resignation

**Canada College**

Joan Tanaka  
Executive Assistant  
Office of Instruction  

Resigned effective January 31, 2017.

Kate Gibson  
Retention Specialist  
Office of Student Services  

Resigned effective February 3, 2017.

**College of San Mateo**

Justine Evirs  
Program Services Coordinator  
Enrollment Services  

Resigned effective January 13, 2017.

**Skyline College**

Cheri Jones  
Interim Dean of Planning, Research and Institutional Effectiveness  
Office of the President  

Resigned effective January 20, 2017.

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:

<table>
<thead>
<tr>
<th>Location</th>
<th>Division / Department</th>
<th>No. of Pos.</th>
<th>Start and End Date</th>
<th>Services to be performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada College</td>
<td>Business/Operations</td>
<td>1</td>
<td>02/23/2017</td>
<td>06/30/2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Accounting Technician:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>Assist with coverage in the Payroll office while regular employee is on a detail assignment. Duties include reviewing Students job applications and processing classified ST Payroll.</td>
</tr>
<tr>
<td>Institution</td>
<td>Department</td>
<td>Position</td>
<td>Vacancy Period</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------</td>
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<td>-------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Canada College</td>
<td>Health Center/VPSS</td>
<td>Office Assistant II</td>
<td>02/23/2017 to 05/31/2017</td>
<td>The position will provide front and back office support to the Cañada DRC Health Center on Mondays through Thursdays from 9:00 am to 1:00 pm.</td>
</tr>
<tr>
<td>Canada College</td>
<td>Science &amp; Technology</td>
<td>Office Assistant II</td>
<td>02/09/2017 to 06/30/2017</td>
<td>Provide detailed clerical, administrative operational support for the STEM Center.</td>
</tr>
<tr>
<td>College of San Mateo</td>
<td>Business/Technology</td>
<td>Instructional Aide II</td>
<td>01/01/2017 to 06/30/2017</td>
<td>Position will serve to support the Kinesiology/Athletics division with regard to various duties including but not limited to inventory, operational components, statistical reports, purchasing, and recruitment and retention of students.</td>
</tr>
<tr>
<td>College of San Mateo</td>
<td>Kinesiology/Athletics</td>
<td>Instructional Aide II</td>
<td>01/11/2017 to 06/30/2017</td>
<td>This is an extension of a previously Board approved classified short-term position. Outreach at the Youth Services Center, Camp Kemp, and Camp Glenwood that consist of incarcerated or formerly incarcerated youth that comprise the Project Change community.</td>
</tr>
<tr>
<td>College of San Mateo</td>
<td>Financial Aid/Admissions &amp; Records</td>
<td>Financial Aid Assistant</td>
<td>01/01/2017 to 06/30/2017</td>
<td>This is an extension of a previously Board approved classified short-term position. Responsible for helping students at the front counter, answering phones and processing BOGG applications.</td>
</tr>
<tr>
<td>College of San Mateo</td>
<td>Academic Support and Learning Technologies/Project Change</td>
<td>Retention Specialist</td>
<td>01/17/2017 to 05/30/2017</td>
<td>This is an extension of a previously Board approved classified short-term position. Outreach at the Youth Services Center, Camp Kemp, and Camp Glenwood that consist of incarcerated or formerly incarcerated youth that comprise the Project Change community.</td>
</tr>
<tr>
<td>College</td>
<td>Department/Office</td>
<td>Quantity</td>
<td>Start Date</td>
<td>End Date</td>
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</tr>
</tbody>
</table>
| Skyline College | Math/Science/Technology | 2        | 02/23/2017 | 06/30/2017 | **Instructional Aide I:**  
The request is for two embedded support tutors who will work with particular instructors, attending class and providing tutoring support to students. This will aid in student success providing in-time instructional interventions during the class period. |
| Skyline College | Counseling/DREAM Center | 1        | 02/23/2017 | 06/30/2017 | **Staff Assistant:**  
Provide temporary administrative support from the VPSS Office to the DREAM Center Office with a 4-5 day work schedule. |
ACCEPTANCE OF CALIFORNIA COMMUNITY COLLEGES\CHANCELLOR’S OFFICE STATE TRADE AND EXPORT PROMOTION (STEP) AWARD TO SKYLINE COLLEGE

The State of California Centers for International Trade Development (CITD) was awarded nearly $844,000 of grant funds from the Small Business Administration (SBA) through the California State Trade and Export Promotion (CA STEP) program. When combined with CITD’s matching funds, this created a pool of more than $1 million to help small businesses in California explore international markets.

The California Community Colleges Chancellor’s Office has approved an award to Skyline College’s Center for International Trade Development for $42,092 to help increase the number of California small green businesses. The award period is from September 30, 2016 through September 30, 2017.

The Bay Area Regional CITD program at Skyline College was named a 2016-2017 CA STEP partner to lead the trade fair/mission to Hannover, Germany. Hannover Messe 2017 is the world’s largest Industrial Technology Trade Fair. According to Van Ton-Quinlivan, Vice Chancellor of Workforce & Economic Development of the California Community Colleges, “Supporting global trade through our community colleges is important for jobs and the economy. It is really important for companies to get a firsthand observation of the market, the competitors and customer responses to their products/services – going to market, participating in an international trade show, provides this valuable perspective.”

Yvonne Reid, CITD Director & Deputy Sector Navigator for Bay Area Global Trade and Logistics, will lead a delegation of 8-10 California-based companies to showcase their products and services at Hannover Messe 2017. The fair hosts over 200,000 visitors, foreign buying delegations, and a global audience from more than 70 countries.

Key features of the Skyline College’s role in the Hannover Messe 2017 project include:

- Coordination with the U.S. Department of Commerce to facilitate matchmaking consulting and promotional activities during participation at the event
- Small business promotion, recruitment, screening, and preparing eligible companies for participation in Hannover Messe 2017
- Providing support and logistics for turnkey booth in one of the USA pavilions
- Providing after-event follow up services to help eligible businesses negotiate export contracts.

RECOMMENDATION

It is recommended that the Board of Trustees accept this California Community Colleges Chancellor’s Office State Trade & Export Promotion (STEP) award to Skyline College in the amount of $42,092 for the period September 30, 2016 – September 30, 2017.
BOARD REPORT NO. 17-2-2CA

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 GRANT FUNDS FROM THE NATIONAL SCIENCE FOUNDATION FOR THE SKYLINE SCHOLARSHIPS FOR SUCCESS IN STEM (4S) PROJECT

Skyline College has been awarded a $648,488 National Science Foundation grant for the Skyline Scholarships for Success in STEM (4S) project. The funding period is from February 1, 2017 to January 31, 2020.

The 4S project is designed to (1) increase the number of low-income, academically talented students in STEM disciplines at Skyline College who attain a STEM-related associate degree or transfer to four-year universities to pursue STEM-related baccalaureate degrees; and (2) study the contribution of scholarships, curricular, and co-curricular activities to the recruitment, course success, persistence, degree attainment, and transfer of students, especially those traditionally underrepresented in STEM study and the STEM workforce. Outreach efforts will be designed to reach populations underrepresented in STEM careers and in the College’s STEM course sequences, with a focus on African-Americans, Latinos, and Pacific Islanders in the region’s high schools.

The overall goal of the 4S project is to enable academically talented, financially needy students to transfer to a four-year university to earn an undergraduate degree in Engineering, Math, Physics, Biology, Chemistry, Biotechnology, Computer Science, or Environmental Sciences. In order to support this overall goal, the College plans to award 114 S-STEM scholarships over three years to new and continuing students with STEM-related academic and career goals, defined in their Student Education Plan (SEP) developed by the student and a Counselor during their initial semester. Scholarships will be offered to students who are in any of the three stages of their community college education as follows: Stage 1--assess at a math level below Calculus I and enroll in a STEM-focused learning community to support their progress toward a STEM degree or transfer within six semesters; Stage 2--enroll in Calculus I or in an accelerated Trigonometry/Pre-Calculus course AND a gateway STEM science course at the time of the award and within two years of completing their STEM SEP and transferring; Stage 3--successfully completed (“C” or better) one or more gateway courses defined in the SEP and are within one year of completing their STEM SEP and transferring.

RECOMMENDATION

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of $648,488 from the National Science Foundation for the Skyline Scholarships for Student Success in STEM (4S) project.
BOARD REPORT NO. 17-2-3CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

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

The addition of nineteen courses to, and the deletion of two courses from, the College catalogs are proposed by Cañada College, College of San Mateo and Skyline College at this time. Additionally, sixteen courses are proposed to be offered in the distance education mode. The addition of three degrees/certificates and one program department are also proposed. One certificate was assigned inactive status, and two programs were reactivated.

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

One hundred forty-seven courses were modified and one course was reactivated. Twenty-three programs were modified.

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

RECOMMENDATION

It is recommended that the Board approve the attached curricular changes for the Cañada College, College of San Mateo and Skyline College catalogs.
PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

DEVELOPMENTAL LEARNING SKILLS

822 STUDY SMART SKILLS (1.0) (day or evening)

Justification: Educational Assistance Classes (EACs) are a special type of class designated in Title V. We are currently the only college in the area that does not offer any EACs as part of our Disability Resource Center (DRC) program. These classes will supplement DRC accommodations to support students with disabilities to be successful in their courses at Cañada College.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: This course is designed to assist students to obtain study skills and develop learning strategies to reach their educational objectives. Topics include strategies to improve mathematics, reading, writing, and studying skills for students.

Classification: Not degree applicable; not transferable.

827 ASSISTIVE COMPUTER TECHNOLOGY: SMARTPEN (0.5) (day or evening)

Justification: Educational Assistance Classes (EACs) are a special type of class designated in Title V. We are currently the only college in the area that does not offer any EACs as part of our Disability Resource Center (DRC) program. These classes will supplement DRC accommodations to support students with disabilities to be successful in their courses at Cañada College.

Prerequisite: None.
Recommended Preparation: Open Curriculum.

Description: This course provides an in-depth instruction about the various features of the Smartpen and ways to apply notetaking strategies when using the Smartpen. Students learn to transfer recorded notes from the Smartpen to the computer-based software and how to review and organize notes in this software.

Classification: Not degree applicable; not transferable.

829 ASSISTIVE TECHNOLOGY – TEXT-TO-SPEECH PROGRAM (0.5) (day or evening)

Justification: Educational Assistance Classes (EACs) are a special type of class designated in Title V. We are currently the only college in the area that does not offer any EACs as part of our Disability Resource Center (DRC) program. These classes will supplement DRC accommodations to support students with disabilities to be successful in their courses at Cañada College.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

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

Classification: Not degree applicable; not transferable.

DIGITAL ART AND ANIMATION

385 CODING FOR DESIGNERS AND ARTISTS (3.0) (day or evening)

Justification: Many of today’s technology sector jobs call for a combined set of skills, which include both visual design and writing scripts and code. Today’s job marketplace calls for individuals who can not only create visuals such as 3D characters, and designs like web sites, but also know the basics of using scripting languages to allow those visuals to behave interactively. This course provides an introduction to coding concepts through hands-on visual learning that art and design students gravitate toward. Students will use existing and widely-available coding languages (both general-purpose and application-specific) such as JavaScript and ActionScript. Advisory board members consistently comment on the growing need for artists and designers to be at least knowledgeable about scripting concepts and the ability to write simple scripts to speed up workflow.

Prerequisite: None.

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

Description: Introduction to writing scripts and code for artists and designers. Using JavaScript and ActionScript, students learn the fundamentals of coding by creating interactive animated graphics. Activities include drawing graphics, controlling animation, working with sound, and interacting with user
inputs. Coding concepts covered include working with variables and arrays, writing functions, working with loops and logic, creating classes and objects, and translating between different coding languages.

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

**EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT**

275 **CHILDREN’S LANGUAGE AND LITERACY DEVELOPMENT (3.0) (day or evening)**

**Justification:** Due to increasing demands on the Early Childhood Education (ECE) teaching workforce, we are revising the ECE Literacy Specialization available for students wanting to apply for a Master Teacher Permit issued by the Commission on Teacher Credentialing. This course, joined with ECE 191 offers a depth of understanding about language, literacy and the use of literacy within the early care and education classroom for children birth through early elementary school. Banking ECE 192 gives us the opportunity to pair this literacy course with the literature course.

**Prerequisite:** None.

**Recommended Preparation:** Eligibility for ENGL 100.

**Description:** Explores the process of children’s language acquisition, emotional development, and literacy development. Highlights the teacher’s role in promoting creativity and self-expression through verbal and symbolic language.

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

369 **REFLECTIVE TEACHING SEMINAR (3.0) (day or evening)**

**Justification:** Research shows that teacher’s ability to reflect on their teaching is an important aspect of a high quality educational environment, yet teachers struggle with how to incorporate reflection into their daily practice. This course is designed for Early Childhood Education teachers who have completed their ECE 366 Practicum and are working in early childhood environment or are certificated teachers working in transitional kindergarten settings. It is a part of the Early Childhood Leadership Specialization and the Transitional Kindergarten Teacher Certificate.

**Prerequisite:** ECE. 201, and ECE. 211 or 263; and ECE. 333 and 366, or completion of an equivalent student teaching experience in an accredited elementary teaching credential program.

**Recommended Preparation:** None.

**Description:** This course is designed for teachers working in early childhood or transitional kindergarten settings. Students examine their teaching philosophy and multiple roles in the classroom including teacher, parent educator, and mentor. Throughout the course students engage in the reflective practice cycle as the primary methodology for growth. Students use a variety of instructional strategies, including purposeful play, to assess, document and describe children’s learning and development.

Classification: AA/AS Degree; Certificate; CSU transferable.
**HUMAN SERVICES**

680CA COUNSELING SURVIVORS OF TRAUMA (1.0) (day or evening)

**Justification:** The type of violent crimes that this course examines are on the rise in American society. Although there is some attention paid to serving survivors in the Human Services core courses, the seriousness and frequency of these crimes demands more specific training for Human Services workers and students who plan a career in the field.

**Prerequisite:** None.

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

**Description:** Introductory course covers methods of treating survivors of domestic violence and also addresses other types of violence and trauma such as child and elder abuse and hate crimes. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services.

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

**HUMANITIES**

650 STUDY ABROAD LIFE AND CULTURE, A HUMANITIES PERSPECTIVE (3.0) (day or evening)

**Justification:** This course is part of the study abroad program. It is designed to be taught by the study abroad faculty attending with the district. The course is designed to be broad enough that it can be taught by any humanities faculty who are hired to teach the study abroad program for the course, whether it be in England, Italy, or Spain. If the instructor comes from a discipline within humanities, they will offer this course to provide the cultural component of the course.

**Prerequisite:** None.

**Recommended Preparation:** Eligibility for ENGL 100.

**Description:** Explore the cultural elements, including literature, art, art history, drama, music and theater and philosophical movements of a foreign country as part of the Study Abroad Program. Students gain skills in cross-cultural competency as well as specific knowledge and understanding about the host country as they attend lectures, interact with local experts, participate in field trips and take part in cultural events. Students must be enrolled in the Semester Abroad Program.

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

**KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY**

138 STUDENT ATHLETE SKILLS FOR SUCCESS, SECOND YEAR (1.0) (day or evening)

**Justification:** This course builds on the creation of KINE 137 - Student Athlete Skills for Success, First Year, and allows us to better address the specific needs of student athletes in their second year of
competition. KINE 138 speaks to the transfer athlete preparing him/her to transfer and compete at a four-year institution.

Prerequisite: KINE 137.

Recommended Preparation: None.

Description: Designed for the second year student athletes with an emphasis on athletic and academic transfer requirements. This course aids in further exploration of the common challenges of students participating in competitive collegiate sports during their second year of competition; including student athlete schedule management, teacher-player communication, Leadership, and athletic transfer requirements in congruence with California Community College Athletic Association, National Association Intercollegiate Athletics, and National Collegiate Athletics Association bylaws and guidelines. Student athletes participate in athletic planning, and academic monitoring. Note: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE

COMPUTER BUSINESS OFFICE TECHNOLOGY

465 Customer Service
695 Independent Study

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

192 Children’s Literature II

HEALTH SCIENCE

115 Introduction to Health Care and the Health Professions

MANAGEMENT

695 Independent Study

MEDICAL ASSISTING

111 Basic Medical Terminology

PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE

ACCOUNTING

100 Accounting Procedures
121 Financial Accounting
131 Managerial Accounting
180 Payroll Accounting
181 Taxation of Individuals Using Tax Software
200 QuickBooks
250 Certified Bookkeeper AIPB Preparation

ARCHITECTURE

110 Interior Architectural Drafting

ASTRONOMY

100 Introduction to Astronomy

BIOLOGICAL SCIENCES

250 Human Anatomy
260 Human Physiology
310 Nutrition

BUSINESS

100 Introduction to Business
101 Human Relations in the Workplace
103 Introduction to Business Information Systems
125 International Business
150 Entrepreneurship: Small Business Management
180 Marketing
201 Business Law
230 International Marketing
401 Business Communications

COMPUTER BUSINESS OFFICE TECHNOLOGY

415 Beginning Computer Keyboarding
417 Skill Building
435 Spreadsheets
448 Using Microsoft Windows
457 Using PowerPoint in Business
470 Advanced Spreadsheets
472 Beginning Word Processing
474 Intermediate Word Processing
475 Using Outlook
476 Adobe Acrobat

DIGITAL ART AND ANIMATION

366 Color Management and Theory
379 Digital Animation I
380 Digital Animation II
EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

191  Children's Literature
244  Curriculum and Strategies for PreK-Kindergarten
249  Leadership Development
362  Communicating with Families

ENGLISH

161  Creative Writing I
162  Creative Writing II
164  Creative Non-Fiction
200  Introduction to Linguistics: A Survey of Language
826  Basic Reading/Composition
827  Integrated Reading and Writing
829  Reading, Writing, and Rhetoric
836  Writing Development
847  Accelerated Academic Reading and Writing
849  Academic Reading, Writing, and Rhetoric

ENGLISH AS A SECOND LANGUAGE

901  Language Skills for Workforce Careers I

HEALTH SCIENCE

100  General Health Science

INTERIOR DESIGN

115  Introduction to Interior Design
126  Critical Thinking for Interior Designers
128  Presentation Techniques
148  Color and Design
150  History of Interiors I
175  Space Planning and Design
250  Professional Practices for Interior Designers
260  Overview of Lighting Design
272  Kitchen and Bath Design
276  Advanced Kitchen and Bath Design
360  CAD Applications for Interior Designers
400  Principles of Sustainable Design
450  Materials and Finishes

KINESIOLOGY, ATHLETICS AND DANCE – FITNESS

153  Soccer Conditioning
304.1 Walking Fitness I
304.2 Walking Fitness II
334.1 Yoga I
334.2 Yoga II
334.3 Yoga III
334.4 Yoga IV

KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY

137 Student Athlete Skills for Success, First Year

LINGUISTICS

200 Introduction to Linguistics: A Survey of Language

LITERATURE

205 New Voices in World Literature
252 Women Writers: Multicultural Perspectives
266 Black Literature
371 Mexican-American Literature
372 Myth and Folklore of La Raza
373 Latin American Literature in Translation
375 Native-American Literature

MATHEMATICS

225 Path to Calculus
243 Business Calculus II with Trigonometry

MEDICAL ASSISTING

100 Introduction to Medical Assisting
110 Medical Terminology
115 Introduction to Electronic Health Record
120 Clinical Procedures I
121 Clinical Procedures II
140 Implementation of Electronic Health Record
150 Medical Office Procedures
160 Medical Insurance Procedures
164 CPT (Current Procedural Terminology) Beginning Coding
165 CPT (Current Procedural Terminology) Intermediate Coding
166 CPT (Current Procedural Terminology) Advanced Coding
167 International Classification of Diseases-10-Clinical Modification - Beginning Coding
168 International Classification of Diseases-10-Clinical Modification - Intermediate Coding
169 International Classification of Diseases-10-Clinical Modification - Advanced Coding
190 Introduction to Pharmacology
801 Computerized Medical Billing/Medical Assisting Exam Preparation

RADIOLOGIC TECHNOLOGY

428 Clinical Education II
438 Clinical Education III
448 Clinical Education IV
458 Clinical Education V
468 Clinical Education VI

READING

826 Reading Improvement
836 Academic Reading Strategies

PROPOSED CURRICULAR REACTIVATIONS – CAÑADA COLLEGE

MANAGEMENT

100 Introduction to Business Management

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE

COMPUTER BUSINESS OFFICE TECHNOLOGY

415 Beginning Computer Keyboarding
417 Skill Building

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

191 Children’s Literature
249 Leadership Development
275 Children's Language and Literacy Development
369 Reflective Teaching Seminar

KINESIOLOGY, ATHLETICS AND DANCE – FITNESS

334.1 Yoga I
334.2 Yoga II
334.3 Yoga III
334.1 Yoga IV

MANAGEMENT

100 Introduction to Business Management

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

Cañada College proposes to offer an Associate Degree for Transfer and/or a Certificate of Achievement in the following program:

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

Child and Adolescent Development - Associate in Science Degree for Transfer - 19 units in the major area + Certified completion of the California State University General Education-
Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer.

**Early Childhood Education/Associate Teacher – Certificate of Achievement** (16 units)

**Transitional Kindergarten Teacher – Certificate of Achievement** (24 units)

**PROPOSED PROGRAM INACTIVATIONS – CAÑADA COLLEGE**

**COMPUTER BUSINESS OFFICE TECHNOLOGY**

**Customer Service – Certificate of Achievement**

**PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE**

**ACCOUNTING**

**Accounting** – AS Degree Program

**Accounting** – Certificate of Achievement

**Entry Level Bookkeeper** – Certificate of Achievement

**Payroll Specialist** – Certificate of Achievement

**BIOLOGICAL SCIENCES**

**Allied Health** – AS Degree Program

**BUSINESS**

**Business Information Worker** – Certificate of Achievement

**Entrepreneurship and Small Business Management** – AS Degree Program

**Marketing** – Certificate of Achievement

**DIGITAL ART AND ANIMATION**

**3D Animation and Videogame Art** – AA Degree Program

**3D Animation and Videogame Art** – Certificate of Achievement

**Digital Art and Animation** – AA Degree Program

**Digital Art and Animation** – Certificate of Achievement

**Graphic Design** – Certificate of Achievement

**Web Design** – Certificate of Achievement

**EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT**

**Early Childhood Education** – Associate in Science Degree for Transfer

**Early Childhood Education/Child Development** – AS Degree Program

**Early Childhood Education/Child Development** – Certificate of Achievement

**GEOPGRAPHY**

**Geography** – AA Degree Program
INTERDISCIPLINARY STUDIES

Interdisciplinary Studies with Emphasis in Natural Science and Mathematics – AA Degree Program

INTERIOR DESIGN

Interior Design – AS Degree Program
Interior Design – Certificate of Achievement
Kitchen and Bath Design (accredited by NKBA, National Kitchen & Bath Association) – Certificate of Achievement

PHILOSOPHY

Philosophy – Associate in Arts Degree for Transfer

PROPOSED PROGRAM REACTIVATIONS – CAÑADA COLLEGE

BUSINESS

Human Relations in the Workplace – Certificate of Achievement (18 units)

BUSINESS MANAGEMENT

Business Management – Associate in Science Degree - 35 units in the major area + General Education and other requirements for the Associate Degree.

PROPOSED DEPARTMENT ADDITIONS – CAÑADA COLLEGE

NEURODIAGNOSTIC TECHNOLOGY (NDT)

Last year, the college was approached by UCSF because of their workforce needs in the area of Neurodiagnostic Technology. There are currently only 2 training programs for Neurodiagnostic Technology on the west coast, at Bellevue College in Bellevue, WA and at Orange Coast College in Costa Mesa, CA. Labor market data provided by UCSF supports the need for a technologist training program in Northern California, and in the Bay Area in particular. We consulted with the President’s Cabinet, the Division of Science and Technology, and the Instructional Planning Council, and then worked with Director of Workforce Development Alex Kramer to incorporate the new program into the Strong Workforce Program grant.

The new department code (NDT) will be used to create courses which will be part of an AS degree in Neurodiagnostic Technology.
San Mateo County Community College District                                                                 February 22, 2017

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

ACCOUNTING

665MW IRS REPRESENTATION & ETHICS (.5) (day or evening)

Justification: The course provides continuing education hours to renew the CPA, EA and CTEC licenses.

Prerequisite: None.

Recommended Preparation: None.

Description: A survey course to learn how to handle audit issues from examination to appeals, as well as challenging and appealing penalties and negotiating penalty settlements. The course will also explore the IRS collection process and matters including offers in compromise and installment agreements. The ethics section covers standards of professional conduct and business practices adhered by tax professionals. Meets continuing education requirements. For students who have taken this course and wish to repeat the course to meet a legally mandated training requirement, please file a Petition to Repeat for enrollment approval. [CPE Hours: CPA 8; EA, CTEC 6]

Classification: AA/AS Degree; CSU transferable.

ART

230 EXPRESSIONS FIGURE DRAWING AND PORTRAiture II (3) (day or evening)

Justification: Industry experts and transfer schools have consistently reiterated to the 2D Art program the importance of three criteria when choosing art candidates: proficiency in human figure and portraiture drawing, observational skills and personality in the work. This means offering enough families of courses, such as Expressive Figure Drawing I and II (particularly important for animation students) to create high level work and to develop personal style. It will be offered only each fall semester, concurrently with Expressive Figure Drawing and Portraiture I, which has been very successful, particularly with students who want to pursue animation.
Prerequisite: ART 206.

Recommended Preparation: ART 204.

Description: Continued study of contemporary artistic approaches to working with the human figure. Students explore the expressive content of the figure and portrait by drawing from live models. Highly recommended for students studying animation.

Classification: AA/AS; CSU transferable.

348 PHOTOGRAPHIC COMPOSITION USING HANDHELD DEVICES (3) (day or evening)

Justification: The College of San Mateo photography department has created a course that will teach photographic composition and visual literacy using this new technology.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 10 or ENGL 105.

Description: Teaches students to improve their photographs and covers the principles of visual awareness, composition and editing using phone and tablets. Encourages students to transmit their thoughts and feelings through the photographic medium. Students learn to compose, edit and display photographs that are projected and critiqued in class. Extra supplies may be required.

Classification: AA/AS; CSU transferable.

806 DIGITAL WORKSHOP (.5) (day or evening)

Justification: Many students in the Digital Photography program arrive without basic computer skills. They struggle with computer basics that prevent them from developing proficiency. Art 806 provides basic skill development and additional lab time.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students currently enrolled in a Digital Photography course offering supervised lab time to build computer skills and provide additional lab time to work on assignments. Extra supplies may be required. (Units do not apply toward AA/AS degree)

Classification: Not degree applicable; not transferable.

KINESIOLOGY, ATHLETICS AND DANCE – FITNESS

336.1 RESTORATIVE YOGA I (.5-1) (day or evening; distance education)

Justification: FITN 336 is currently being offered. This proposal is the first of 4 that will level FITN 336 into four levels. This is common practice for fitness classes.

Prerequisite: None.

Recommended Preparation: None.
Description: Restorative yoga I, sometimes known as "active relaxation," is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender.

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

336.2 RESTORATIVE YOGA II (.5-1) (day or evening; distance education)

Justification: This course is being created as part of the leveling of FITN 336, Restorative Yoga. This is common practice in the fitness department so that students may take the course more than once to increase their proficiency.

Prerequisite: FITN 336.1.

Recommended Preparation: None.

Description: Restorative Yoga II, sometimes known as "active relaxation," is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender.

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

336.3 RESTORATIVE YOGA III (.5-1) (day or evening; distance education)

Justification: This course is being created as part of the leveling of FITN 336, Restorative Yoga. This is common practice in the fitness department so that students may take the course more than once to increase their proficiency.

Prerequisite: FITN 336.2

Recommended Preparation: None.

Description: Restorative Yoga III, sometimes known as "active relaxation," is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender.

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

336.4 RESTORATIVE YOGA IV (.5-1) (day or evening; distance education)

Justification: This course is being created as part of the leveling of FITN 336, Restorative Yoga. This is common practice in the fitness department so that students may take the course more than once to increase their proficiency.

Prerequisite: FITN 336.3

Recommended Preparation: None.
Description: Restorative Yoga IV, sometimes known as "active relaxation," is a gentle form of Hatha yoga. It is a deeply relaxing practice of supported yoga poses, guided relaxation, yogic breathing, and an extended savasana (final resting pose). This meditative practice cultivates physical and physiological responses which will help the body to function at its highest level. Restorative yoga postures are available to all bodies regardless of build, age, or gender.

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

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

KINESIOLOGY, ATHLETICS AND DANCE – FITNESS

336.1 Restorative Yoga I
336.2 Restorative Yoga II
336.3 Restorative Yoga III
336.4 Restorative Yoga IV

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO

CHEMISTRY

231 Organic Chemistry I
232 Organic Chemistry II

COMPUTER AND INFORMATION SCIENCE

110 Introduction to Computer and Information Science
125 Visual Basic I

COUNSELING AND CAREER AND LIFE PLANNING

129 Puente: Transfer Readiness

DENTAL ASSISTING

722 Dental Materials II
742 Chairside Assisting II

DEVELOPMENTAL SKILLS

829 Assistive Technology – Text-to-Speech Program

DIGITAL MEDIA

100 Media in Society
101 Writing for Mass Media
103 Fundamentals of Two-Dimensional Design
112 TV Studio Production
113 Digital Video Production
118 Digital Audio Production
128 On-Air Talent
143 Motion Graphics
220 Typography
230 Production Design for Print and Screen
ENGLISH, LITERATURE AND CREATIVE WRITING – LITERATURE

813 The Novel
820 Introduction to World Literature
830 Greek Mythology and Classical Literature

PHYSICS

250 Physics with Calculus I

PSYCHOLOGY

120 Introduction to Research Methods
201 Child Development
PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

BIOTECHNOLOGY

220 CELL CULTURE AND PROTEIN RECOVERY (4.0) (day or evening)

Justification: Skyline College is revamping its Biotechnology Manufacturing program. The college has recently begun to offer biotechnology courses under Career and Technical Education. These courses are intended for the student who may not be able to take the chemistry and physics that are required for a transfer degree in biology or biotechnology. This course will allow students to build their skills to improve their resumes for employment in the biotechnology manufacturing field.

Prerequisite: BTEC 170 or equivalent.

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

Description: Allows students to develop the skills needed to serve as a technician in biotechnology production. Students grow and monitor cells and participate in downstream purification on a laboratory scale that emulates the large-scale production used in industry. The course emphasizes the use of current Good Manufacturing Practices (cGMP), current Good Laboratory Practices (cGLP), and students gain experience following Standard Operating Procedures (SOP).

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

680SA LIFE AND CULTURE OF THE LOCAL AREA - ITALY (3.0) (day or evening)

**Justification:** Life and culture courses are a part of all study abroad sessions to facilitate students’ deeper understanding of the country in which they are staying, including its history, geography, visual and performing arts, and politics.

**Prerequisite:** None.

**Recommended Preparation:** None.

**Description:** Challenges students to expand their global perspective while exploring life and culture in Italy. Through direct engagement with the people and places of the host country, students will improve their knowledge of local culture and geography, their ability to communicate across cultural boundaries and prepare themselves for success with increased cultural competency.

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

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE

LIBRARY

100 INTRODUCTION TO INFORMATION RESEARCH

**Justification:** This course has not been taught for five years, and there are no plans to offer it in the future. The principles of information research are now primarily being taught in all sections of ENGL100 and ENGL 105 through workshops taught by Skyline Library faculty. This is in accordance with the establishment of information literacy as a basic competency requirement for the Associate Degree, approved by the Skyline Curriculum Committee on March 30, 2011.

110 DIGITAL ORAL RESEARCH PROJECT

**Justification:** This course has not been taught for five years, and there are no plans to offer it in the future. The content of LSCI 110 is now being offered as an extended project for various English and history courses.

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE

COUNSELING

B10 Multicultural Human Relations

GEOGRAPHY

106 Weather and Climate

KINESIOLOGY

510 Sport, Movement and Film
KINESIOLOGY – TEAM SPORTS

132.1 Flag Football I
132.2 Flag Football II
132.3 Flag Football III
132.4 Flag Football IV
141.1 Soccer I
141.2 Soccer II
141.3 Soccer III
141.4 Soccer IV
148.1 Indoor Soccer I
148.2 Indoor Soccer II
148.3 Indoor Soccer III
148.4 Indoor Soccer IV

PHILOSOPHY

B10 Medical Ethics

SOCIAL SCIENCE

B10 Public Health Policy

WELLNESS

700 Massage Theory and Practice I
740 Conscious Eating: A Sustainable Approach to Health and Healing

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE

GEOGRAPHY

106 Weather and Climate
RATIFICATION OF NOVEMBER AND DECEMBER 2016 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of $10,000 that were issued in the months of November and December 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 November 1, 2016 through December 31, 2016 and ratify the contracts entered into leading to such payments.
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### District Payroll Disbursement (excluding Salary Warrants)

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### SMCCCD Bookstores

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Subtotal: 10,764,029.69  91%
Warrants Issued ≤ $10,000: 1,065,255.84  9%
Total Non-Salary Warrants Issued: 11,829,285.53  100%

### District Accounts Payable

- CK#489987-490541, DD70180-70427  7,509,617.92
- CK#120248-120987, DDS0121434-50123277  10,631,374.51
- CK#116343-116484, EFT 13694  689,203.88

Total Warrants Including Salaries -September 2016: 18,830,196.31
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## WARRANT SCHEDULE GREATER THAN OR EQUAL TO $10,000

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<th>Check Num</th>
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### District Payroll Disbursement (excluding Salary Warrants)

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<td>12/19/16</td>
<td>EDD - State Payroll Tax</td>
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### SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
December 1 - 31, 2016
WARRANT SCHEDULE GREATER THAN OR EQUAL TO $10,000

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<th>Check Num</th>
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<th>Check Amount</th>
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<td>Purchase of Inventory</td>
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Subtotal: 13,798,870.81  89%

Warrants Issued ≤ $10,000: 1,724,646.67  11%

Total Non-Salary Warrants Issued: 15,523,517.48  100%

<p>| | | | | |</p>
<table>
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<tr>
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<td>District Accounts Payable</td>
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Total Warrants Including Salaries - October 2016: 21,773,803.59
BOARD REPORT NO. 17-2-100B

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

APPROVAL OF APPOINTMENT TO EDUCATIONAL HOUSING CORPORATION BOARD OF DIRECTORS

The Bylaws of the Educational Housing Corporation require appointments to fill vacancies on its board of directors be made by the San Mateo County Community College District Board of Trustees. There is currently one vacancy on the Educational Housing Corporation Board of Directors and staff recommends the appointment of Michael Pierce for a four-year term expiring on December 31, 2021.

Mr. Pierce is the co-founder and President of Prodesse Property Group and has over 35 years of experience managing property in California and Washington. He has been active in the management, operation, acquisition, renovation and construction of apartments since 1979. Prior to founding Prodesse Property Group, Mr. Pierce was a member of the management team at Essex Property Trust in Palo Alto, California.

Mr. Pierce served as the 2009 President of the California Apartment Association (CAA) and has been active on the CAA Board of Directors for over 20 years. He also has been a member of the Board of Directors of the CAA Tri-County Division since 1991 and served as its President in 1997. He also serves on the Board of Directors of the St. Francis Center and previously served on the San Mateo County Colleges Educational Housing Corporation board of directors.

Mr. Pierce holds the designation of Certified Property Manager from the Institute of Real Estate Management and is also a frequent public speaker on the subject of rental housing management, operations and ethics. He holds a Bachelor of Arts degree in Business Economics from the University of California, Santa Barbara.

RECOMMENDATION

It is recommended that the Board approve the appointment of Michael Pierce to the Educational Housing Corporation Board of Directors.
BOARD REPORT NO. 17-2-101B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning Maintenance & Operations, 650-358-6836

AUTHORIZED FOR EXECUTIVE VICE CHANCELLOR TO RENEW CONTRACT WITH CONSTELLATION NEWENERGY, INC. FOR PURCHASE OF ELECTRICITY

On September 25, 2002 (Board Report No. 02-9-104B), the Board approved ratification of an electricity service agreement with AES/NewEnergy, Inc. (now known as Constellation NewEnergy, Inc.). The Board subsequently approved renewals of the agreement since then.

The Community College League, together with the League’s Energy Consultant and with Constellation NewEnergy (CNE), has worked closely with participating Districts to ascertain if remaining on direct access electrical service is in their best interests. By procuring direct access electricity, the District preserves its ability to purchase electricity in the future using this method, thus retaining the best opportunity to achieve favorable market rates for the commodity, as well as lock in costs for budgeting purposes. Furthermore, returning to bundled service requires a three-year commitment to that procurement method, exposing the District to potential new exit fees should we want to return to direct access. For these reasons, together with the proven benefits of being on direct access since 1998, procuring direct access electricity from an Energy Service Provider (ESP) is in the District’s best interest.

The District’s current contract with CNE is good through June 30, 2018. Current fixed rates are $0.044 per kWh for fiscal year 2016-2017 and $0.047 per kWh for fiscal year 2017-2018. Current market rates for electricity continue to be favorable for direct access customers with indicative rates of $0.039 per kWh for fiscal year 2018-2019, $0.040 per kWh for fiscal year 2019-2020 and $0.041 for fiscal year 2020-2021. California Independent System Operator (ISO) charges, all applicable taxes, and any new California Public Utilities Commission or Department of Water and Power charges are passed through to the District. Energy distribution charges will continue to be billed directly by PG&E.

RECOMMENDATION

In order to secure attractive pricing for electricity in a fluctuating market, it is recommended that the Board of Trustees authorize the Executive Vice Chancellor to renew the agreement with Constellation NewEnergy, Inc. for provision of electricity at an appropriate time so as to secure a favorable rate. The actual service for a new agreement would begin on July 1, 2018.
BOARD REPORT NO. 17-2-8C

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

BOND OVERSIGHT COMMITTEE ANNUAL REPORT TO THE COMMUNITY

As required by law, the Board of Trustees established a Bond Oversight Committee composed of community leaders with expertise in finance, accounting, education, construction, sustainability and local government. The Committee is charged with the responsibility to assure voters that bond proceeds are expended only for construction, reconstruction, rehabilitation or replacement of College facilities in compliance with the ballot language approved by voters, and that no funds are used for teacher or administrator salaries or other operating expenses.

During the past year, the Bond Oversight Committee met to review the District's bond project plans, timelines and proposed expenditures. Through its work, the Committee reviewed financial reports and project plan updates describing the bond-related activities undertaken by the District.

As of December 30, 2016, the District has expended $499,772,511 and committed $1,350,181 of Measure A funds – 99.8% of the total authorization. The District has also expended $10,361,920 and committed $76,262,628 of Measure H funds – 22% of the total authorization.

The Bond Oversight Committee’s annual report to the community is provided as information to the Board of Trustees and will be published on the District’s Website.
Background

Voters in San Mateo County generously approved a bond measure (Measure A in 2005) which provided $468 million in funding for updating, modernizing, and retrofitting the three community colleges serving County residents: Cañada College, College of San Mateo and Skyline College. In November 2014, San Mateo County voters approved Measure H, a $388 million bond measure that will allow the District to complete the modernization, construction and reconstruction projects as envisioned in the 2015 Facilities Master Plan Amendment. The 2015 Facilities Plan Amendment, which was approved by the District’s Board of Trustees in 2015, includes all projects that the District envisions for the future. These projects are funded by a variety of revenue sources in addition to the bond measures, including State funding, energy rebates, Proposition 39 funds and former redevelopment agency revenues.

As required by law, the District Board of Trustees established a Bond Oversight Committee composed of community leaders with expertise in finance, accounting, education, construction, sustainability and local government. The Committee is charged with the responsibility to assure voters that bond proceeds are expended only for construction, reconstruction, rehabilitation or replacement of College facilities in compliance with the ballot language approved by voters, and that no funds are used for teacher or administrator salaries.

During the past year, the Bond Oversight Committee met to review the District’s bond project plans, timelines and proposed expenditures. At each meeting, the Committee was provided financial reports and project plan updates describing the bond-related activities undertaken by the District.

As of December 30, 2016, the District has expended $499,772,511 and committed $1,350,181 of Measure A funds – 99.8% of the total authorization. The District has also expended $10,361,920 and committed $76,262,628 of Measure H funds – 22% of the total authorization.

Figure 1. Measure A Fund Expenditures

- Expended Funds: $499,772,511
- Committed Funds: $1,350,181
- Uncommitted Funds: $877,308

Figure 2. Measure H Fund Expenditures

- Expended Funds: $10,361,920
- Committed Funds: $76,262,628
- Uncommitted Funds: $301,375,452
Results of Performance Audits

In the annual performance audits, the Auditors reviewed 10% of Measure A and 29% of Measure H's expenditures and made no findings.
2016 in Review

2016 saw completion of the final major project funded primarily by Measure A; the remaining Measure A funds were expended on small scale projects and emergency repairs.

The Facilities Planning and Operations Team focused its efforts over the past year on comprehensive planning for the implementation of Measure H, from programming to initiating the Design Build process, approved by the Board of Trustees for some of the major construction projects.

In the Design Build procurement process, the District uses a two-step Request for Statement of Qualifications and Request for Proposal process. The two steps are: (1) a Request for Statement of Qualifications (RFSOQ) is issued and Statement of Qualifications are reviewed and shortlisted to three Design-Build Entities (DBE), and then (2) a Request for Proposals (RFP) is issued to the three shortlisted entities. The three shortlisted firms submit proposals with both technical and fee components. The successful firm is selected based on a combination of their qualifications, technical response and overall fee. The Design Build delivery method facilitates an integrated design process with input from the College and District, identifies and mitigates financial risks, and improves speed to market.

The Facilities team and College administration continued their collaboration in planning and scheduling construction projects to minimize the impact on the campus communities and to ensure that bond project funds are efficiently and effectively expended on College improvements that will benefit students for generations to come.

District staff continues its work to secure additional State, local and private funding to supplement bond funds; to date, the District has secured more than $84.3 million from these sources. Community colleges in California have experienced a significant decline in State Capital Outlay funds due to the fact that the State has failed to approve an educational facilities bond since 2006. A November 2016 statewide ballot measure (Proposition 51) was approved by voters and could provide approximately $30 million in State Capital Outlay funds to supplement Measure H funds for modernization of three critical academic facilities.

Districtwide

San Mateo County Community College District is a leader in the state and nation in sustainability. Along with a variety of programs that support academic enhancements, Sustainability is a core principle of the District Facilities Master Plan. SMCCCD requires the integration of sustainable strategies in all projects and requires that Capital Improvement Program (CIP) 3 projects be constructed to Leadership in Energy & Environmental Design (LEED) Gold standards. The District prioritizes sustainable solutions in many areas including energy, waste, and water conservation. In addition, the District’s Best Management Practices require strategic investments that synergistically balance economic, ecologic and societal interests. This promises benefit not only for the District, but our extended global community.
Beyond efficiency, sustainability at SMCCCD includes the use of renewable energy, sustainable design and construction methods, as well as material selections that support the local economy. Since 2001, the District has received approximately $3.8 million in energy rebates, which have been reinvested to support other sustainability initiatives. The District also estimates annual energy savings, due to increased mechanical system efficiencies, photovoltaics, reduction in watering, upgraded infrastructure, etc.—to be in excess of $2.6 million. District Facilities staff track this data carefully and manage the day-to-day operations to continuously improve.

Districtwide projects and bond funded planning efforts initiated in 2016 included:

- Design-Build project to upgrade 1,200 exterior light fixtures and lighting controls at all three campuses.
- Design-Build project to provide an energy measurement, verification, and management system, including replacing all outdated building management system controllers and software systems, adding utility meters to most buildings throughout the District, and adding an Energy Information system to monitor energy usage.
- Electric Vehicle Charging Station Infrastructure Expansion.

Cañada College

During 2016, the following construction projects were initiated at Cañada College:

- **Building 23 Math and Science Building**: The District issued a Design Build Entity Request for Statement of Qualifications in August 2016 for the construction of a new 48,000 square foot Math and Science Building that will include classrooms, science laboratories and laboratory spaces, large and medium lecture halls, and offices. In October 2016, the District shortlisted three Design Build Entity (DBE) firms which were invited to participate in the Request for Proposal process. A contract award recommendation will be presented to the Board of Trustees for approval in January 2017.

- **Building 1 Kinesiology and Wellness Building /Aquatics Center**: After completing the programming phase, the Board of Trustees awarded a contract to Blach/ELS, the Design Build Entity (DBE), to begin planning the new 84,500 square foot Kinesiology and Wellness Building and Aquatics Center. The project includes demolition and reconstruction of the existing Building 1. The building will provide new state-of-the-art learning, fitness and wellness facilities for students and the community. The building will include classrooms, faculty offices, an NCAA regulation gymnasium, group exercise and dance studios, locker rooms, a competition swimming pool and instructional swimming pool. As part of this project, Parking Lot 6 will be expanded to provide additional parking for students and the public using the new facility. The facility will be operated as a separate entity.

![](Building 1 (Artist’s Rendering))

![](Building 1 - Indoor Track (Artist’s Rendering))

BOARD REPORT NO. 17-2-8C
College of San Mateo

The following construction projects were completed and/or initiated in 2016 for the College of San Mateo:

- **Marie Curie Parking Lot Repairs:** With Measure A funds, the repairs were completed and included resurfacing work, repairing tree planter damaged by root growth, installing infrastructure for Electric Vehicle charging stations, and changing the speed bumps to comply with City of San Mateo fire department standards with cut outs for the fire trucks.

- **Building 3 Theater Modernization:** The District submitted the design for the Theater Modernization project to the Division of State Architect (DSA) for funding. This includes plans to modernize building interiors and to replace aging mechanical, electrical and plumbing building infrastructure. As required, the modernization will provide Americans with Disabilities Act (ADA) access to the building, including a lower stage, seating and back of stage areas. The project also includes modernizing the dressing rooms, restrooms, rehearsal and back of stage rooms and upgrades to audio/visual, acoustical and lighting systems.

- **Building 17 Student Life and Learning Communities:** Construction documents for the Student Life and Learning Communities modernization project were submitted to DSA in August 2016 for plan review and permits. This project includes re-roofing the building; creating student support areas housing several Learning Communities adjacent to the existing Student Life and Student Government offices in the building. The project includes demolishing interior demising walls to remove current faculty offices and reconfigure areas for the new programs; modernize mechanical, electrical, and plumbing systems; and modernize the building entryway to invigorate the space and invite students into the building.

Skyline College

During 2016, the following construction projects at Skyline College were initiated:

- **Building 1 Social Science and Creative Arts Building:** In October 2016, the District advertised for a Request for Statements of Qualifications to Design-Build Entities for construction of the Social Science and Creative Arts Building. This project will include demolition of 72,853 square feet of the current Building #1 and construction of a new 115,000 square foot building. The building will include a 520 seat theater (replacing the old theatre) with orchestra pit, scene shop and gallery. The building will also include a new music choir/choral room, and recording rooms; and space for academic programs in sculpture, digital arts, art history, 2D design, photography, social sciences.

- **Building 12 Environmental Studies Building:** Programming was completed for this building and a Request for Proposals was issued to Design-Build Entities for the new Environmental Studies Building, which will sit on the western edge of the campus overlooking the Pacific Ocean. The District intends to construct a new 21,060 square foot facility to include classrooms, lecture rooms, an outdoor lab, event space, catering kitchen, entrance lobby and offices, and a connecting outdoor corridor to the main campus. Three DBE firms were shortlisted and competed in the RFP process. A contract award recommendation will be submitted to the Board of Trustees in November 2016.
• **Lot L Parking Lot:** The design development phase was completed and construction documents are in progress to expand the existing parking lot to accommodate approximately 600 additional spaces. Construction will commence in summer 2017 with completion scheduled for December 2017.

• **Building 19 Pacific Heights Swing Space:** Programming has begun for the Pacific Heights Swing Space which will be critical during the construction and modernization of Buildings 1 and Building 2.

### Conclusion

The Bond Oversight Committee continues to be satisfied with the results of the District’s modernization and new construction efforts. More detailed information about the bond projects, timelines, and expenditures-to-date is available on the District’s web site: [www.smccd.edu](http://www.smccd.edu). To navigate to the information from the home page, click on Business and Community and then Bond Oversight Committee on the District’s main web page. There you will also find information related to the activities of the Bond Oversight Committee: meeting dates, agendas, minutes, and reports. The Bond Oversight Committee welcomes members of the community to its meetings.

**Submitted by Bond Oversight Committee Members (2016):**

Alan Talansky, Chair | Steve Dworetzky | Vijay Gupta | Frank Pagliaro  
Gus Petropoulos | Victor Torreano | Adrienne Zanini | Dennis Zheng

**Additional Questions/Information**

Additional questions can be addressed to the Bond Oversight Committee in care of Mitchell Bailey, Chief of Staff, Office of the Chancellor, at baileym@smccd.edu.
BOARD REPORT NO. 17-2-9C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice-Chancellor, Facilities Planning and Operations, 574-6512
Yanely Pulido, Contracts Manager, Department of General Services 358-6863

2017 CONTRACTOR PREQUALIFICATION UPDATE

The District has required prequalification of prospective bidders on public works projects subject to public bidding requirements since April 2000, when the Board of Trustees approved use of Public Contract Code Section 20111.5. Under these provisions, only prequalified bidders are eligible to submit bids for District construction projects. During the first two phases of the Capital Improvement Program (CIP), the process provided the District with a pool of highly qualified contractors using an extensive application process. This process has been refined through more than a decade of use, and continues to deliver a robust pool of reputable firms, an integral component of successful project delivery.

The 2017 prequalification process began in September 2016. Notifications of the application process were placed on the District’s Facilities website, in legal advertisements, through emails to previously prequalified contractors, and other informal outreach efforts by individual staff members. A non-mandatory prequalification conference was held in October 2016 to give applicants information about the process and to answer contractor questions. Two firms attended the non-mandatory conference. The deadline for application submission was December 16, 2016. Contractors were officially notified of their prequalification status promptly upon completion of the evaluation process.

San Mateo County Community College District requires its prequalified contractors to meet certain applicable criteria, such as:

- Construction Experience
- Contractor's License/Department of Industrial Relations (DIR) Registration and Compliance
- Work History
- Litigation and Arbitration History
- Disqualification from Previous Projects
- Compliance with Statutory Requirements
- Documented Safety Record
- Prevailing Wage Requirements
- Project Personnel
- Benefits and Retirement Programs
- Insurance Requirements and Bonding Information
- Financial Information

Submitted applications are reviewed for thoroughness and completeness. The contractor’s license must be confirmed on the Contractors State License Board website. Other qualitative documents that staff reviews include: project experience, certified payroll examples, résumés of key personnel, certified financial statements, letter from a surety company confirming bonding capacity, claims and litigation history, and current Certificates of Insurance.
A total of 118 applications were submitted for consideration for 2017 prequalification. This is a 5% decrease from the 2016 pool of 124 submitted applications.

As of February 22, 2017, staff has evaluated the 118 submitted applications. One hundred ten (110) firms met all published criteria and have been included in the 2017 pool as publicized on the District’s Facilities website.

Eight applications have been deemed ineligible due to a deficiency in their submittal, exceeding the District’s Experience Modification Rate (EMR) threshold or significant litigation/claims history. These firms have been notified of their standing and have been given the opportunity to appeal.

The following statistics apply for the 110 valid applicants who have met the criteria and are prequalified for 2017:

### 2017 Construction Contractor Prequalification Statistics

<table>
<thead>
<tr>
<th>#</th>
<th>License Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>A</td>
</tr>
<tr>
<td>78</td>
<td>B</td>
</tr>
<tr>
<td>2</td>
<td>C-2 – Insulation and Acoustical Contractor</td>
</tr>
<tr>
<td>10</td>
<td>C-4 – Boiler, Hot Water Heating and Steam Fitting Contractor</td>
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<tr>
<td>8</td>
<td>C-7 – Low Voltage Systems Contractor</td>
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<td>7</td>
<td>C-8 – Concrete Contractor</td>
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<tr>
<td>2</td>
<td>C-9 – Drywall Contractor</td>
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<tr>
<td>25</td>
<td>C10 – Electrical Contractor</td>
</tr>
<tr>
<td>1</td>
<td>C12 – Earthwork and Paving Contractors</td>
</tr>
<tr>
<td>2</td>
<td>C13 – Fencing Contractor</td>
</tr>
<tr>
<td>4</td>
<td>C15 – Flooring and Floor Covering Contractors</td>
</tr>
<tr>
<td>6</td>
<td>C16 – Fire Protection Contractor</td>
</tr>
<tr>
<td>2</td>
<td>C17 – Glazing Contractor</td>
</tr>
<tr>
<td>15</td>
<td>C20 – Warm-Air Heating, Ventilating and Air-Conditioning Contractor</td>
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<tr>
<td>7</td>
<td>C21 – Building Moving/Demolition Contractor</td>
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<tr>
<td>1</td>
<td>C22 - Asbestos Abatement (NEW! Classification Effective Jan 2016)</td>
</tr>
<tr>
<td>2</td>
<td>C23 – Ornamental Metal Contractor</td>
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<tr>
<td>7</td>
<td>C27 – Landscaping Contractor</td>
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<tr>
<td>2</td>
<td>C28 – Lock and Security Equipment Contractor</td>
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<tr>
<td>4</td>
<td>C31 - Construction Zone Traffic Control Contractor</td>
</tr>
<tr>
<td>3</td>
<td>C33 – Painting and Decorating Contractor</td>
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<tr>
<td>1</td>
<td>C35 – Lathing and Plastering Contractor</td>
</tr>
<tr>
<td>13</td>
<td>C36 – Plumbing Contractor</td>
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<tr>
<td>4</td>
<td>C38 – Refrigeration Contractor</td>
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<tr>
<td>6</td>
<td>C39 – Roofing Contractor</td>
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<td>Description</td>
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<tr>
<td>2</td>
<td>C42 – Sanitation System Contractor</td>
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<tr>
<td>8</td>
<td>C43 – Sheet Metal Contractor</td>
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<td>C45 – Electrical Sign Contractor</td>
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<td>C46 – Solar Contractor</td>
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<td>C51 – Structural Steel Contractor</td>
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<td>C53 – Swimming Pool Contractor</td>
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<td>C57 – Water Well Drilling Contractor</td>
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<td>C60 – Welding Contractor</td>
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<td>C61 – Limited Specialty</td>
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<td>D-30 - Pile Driving and Pressure</td>
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<td>D-42 – Non-Electric Sign Installation</td>
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<td>D-63 – Construction Clean-Up</td>
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<td>D-65 – Weatherization and Energy</td>
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<td>ASB – Asbestos Certification</td>
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<td>HAZ - Hazardous Substance Removal Certification</td>
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</table>

### 2017 PREQUALIFIED CONTRACTORS

#### BREAKDOWN BY COUNTY

- **Alameda, 17%**
- **Contra Costa, 6%**
- **San Francisco, 12%**
- **San Mateo, 19%**
- **Santa Clara, 23%**
- **Other, 23%**
BREAKDOWN BY ETHNICITY

- Caucasian, 44%
- Unspecified, 43%
- Other, 0.127%
- Other Multi, 5%
- Asian, 3%
- African-American, 1%
- Hispanic, 3%
- Declined to State, 2%

BREAKDOWN BY GENDER

- Male, 45%
- Female, 6%
- Declined to State, 49%
BOARD REPORT NO. 17-2-10C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mitchell Bailey, Chief of Staff, (650) 574-6510

DISCUSSION OF BOARD OF TRUSTEES SELF-EVALUATION RESULTS

Board Policy 1.35 states, “Board members, including the Student Trustee, shall participate in an annual Board evaluation process which will be conducted each calendar year. The purpose of this evaluation of the Board as a whole is to identify those areas of Board functioning which are working well and those which need improvement and to improve communication and understanding among Board members.” Each member of the Board of Trustees has completed a self-evaluation dealing with the performance of the full Board. The areas covered in the self-evaluation are:

- Institutional Mission and Educational Policy
- Institutional Planning
- Instructional/Student Services Programs
- Facilities
- Financial Resources
- Board Operations
- Board-Chancellor Relations
- Faculty/Student/Classified Relationships
- Community Relations
- Governmental Relationships

The results have been compiled by staff and the Board will engage in a dialogue regarding the results of the self-evaluations.