

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

June 28, 2017

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

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items and potential or existing litigation. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are tape recorded; tapes are kept for one month.*

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

5:00 p.m. Call to Order

Public Comments on Closed Session Items Only

ADJOURN TO CLOSED SESSION

CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel Regarding Two Cases of Existing Litigation:
 - a. San Mateo County Community College District vs. LocusPoint Networks, LLC, et al, Case No. 17CIV01534
 - b. LocusPoint Networks, LLC, et al vs. San Mateo County Community College District, Case No. 17CIV01550
2. Conference with Legal Counsel Regarding One Case of Potential Litigation Pursuant to Subdivision (c) of Section 54956.9
3. Conference with Labor Negotiator
Agency Negotiator: Kathy Blackwood
Employee Organization: AFT
4. Public Employment – Approval of Contract Renewals for: Chancellor; Executive Vice Chancellor; President, College of San Mateo; President, Cañada College; President, Skyline College; Vice Chancellor, Auxiliary Services and Enterprise Operations; Vice Chancellor, Facilities Planning, Maintenance and Operations; Vice Chancellor, Human Resources and General Counsel

RECONVENE TO OPEN SESSION

6:00 p.m. **Call to Order**

Roll Call

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

16-6-2 Approval of the Minutes of the Meeting of June 14, 2018

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

17-6-2C Presentation of Association of California Community College Administrators (ACCCA) Award for Progress in Diversity to Eugene Whitlock

STATEMENTS FROM EXECUTIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

17-6-2A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

17-6-3A Recommendation for Administrator Employment Contract Renewals and Ratification of Contracts for District Executives

17-6-4A Approval of Revisions to California School Employees Association (CSEA) and Nonrepresented Employee Salary Schedules

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.

17-6-1CA Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College

17-6-2CA Annual Review and Approval of Instructional Material Fees

17-6-3CA Approval of Inclusive Access Materials Fee

17-6-4CA Request for Approval of Internal Borrowing

17-6-5CA Adoption of Resolution No. 17-3 Establishing 2017-18 Budget Limits

- 17-6-6CA [Adoption of Resolution No. 17-4 Authorizing Interfund Transfer for 2017-18 from Capital Outlay Fund to General Unrestricted Fund](#)
- 17-6-7CA [Approval to Reject all Bids and Rebid College of San Mateo Building 17 Learning Communities Modernization Project](#)
- 17-6-8CA [Acceptance of Gifts by the District](#)
- 17-6-9CA [Renewal of Agreement with Dannis Woliver Kelley for Legal Services](#)
- 17-6-10CA [Approval of Community, Continuing and Corporate Education Classes, Fall/Winter 2017-18 – Cañada College, College of San Mateo and Skyline College](#)
- 17-6-11CA [Approval of Use of U.S. Communities Contract for Districtwide Purchase and Delivery of Custodial Supplies from Supplyworks](#)
- 17-6-12CA [Authorization for Continued Use of the State Department Of General Services' National Association of State Procurement Officials \(NASPO\) Contract with WW Grainger for Purchase of Facilities Maintenance Supplies, Products and Tools](#)
- 17-6-13CA [Ratification of March and April 2017 District Warrants](#)
- 17-6-14CA [Adoption of Resolution Nos. 17-5 and 17-6 Honoring James Lianides and Lawrence Teshara](#)
- 17-6-15CA [Acceptance of the Jacques M. Littlefield Foundation Grant for the Skyline College Automotive Technology Program](#)
- 17-6-16CA [Acceptance of the NOVA Workforce Board Adult and Dislocated Worker Services Grant](#)
- 17-6-17CA [Acceptance of Grant from the Bay Area Air Quality Management District and Allocation of Funds for Installation of Electric Vehicle Charging Stations at College of San Mateo and Skyline College](#)
- 17-6-18CA [Adoption of Resolution No. 17-7 Regarding Board Absence](#)
- 17-6-19CA [Adoption of Resolution No. 17-8 Regarding Board Absence](#)

Other Recommendations

- 17-6-100B [Approval of Contract Renewal for Districtwide Food Services Operations to Pacific Dining, Inc.](#)
- 17-6-101B [Approval of Contract Award for Districtwide Snack Vending to Canteen Vending Services](#)
- 17-6-102B [Adoption of the 2017-18 Tentative Budget](#)
- 17-6-103B [Approval of 2019-2023 Five-Year Capital Construction Plan](#)

- 17-6-104B [Discussion and Possible Approval of Letter of Support for California Assembly Bill 387 \(Thurmond\) – Minimum Wage: Health Professionals: Interns](#)
- 17-6-105B [Approval of Memorandum of Agreement with Sequoia Union High School District's TIDE Academy](#)

INFORMATION REPORTS

- 17-6-3C [Third Quarter Report of Auxiliary Operations, 2016-17](#)
- 17-6-4C [District Financial Summary for the Quarter Ending March 31, 2017](#)
- 17-6-5C [Report on Institutional Effectiveness Goals](#)

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

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

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
June 14, 2017, San Mateo, CA**

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 (1) hold a conference with legal counsel regarding two cases of existing litigation and one case of potential litigation as listed on the printed agenda, (2) hold a conference with agency labor negotiator Kathy Blackwood; the employee organization is AFT and (3) consider public employee discipline, dismissal, release.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

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

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:08 p.m.

Board Members Present: President Thomas Mohr, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Dave Mandelkern, Trustee Karen Schwarz, Student Trustee Alfredo Olguin Jr.

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 Vice President Michelle Marquez

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

SWEARING IN OF STUDENT TRUSTEE

President Mohr administered the oath of office to Student Trustee Alfredo Olguin, Jr., who assumed office on June 1. President Mohr reviewed the election process for the student trustee. Each college brings forward one of its best student leaders to run for the office. A panel of seven student leaders interviews the three candidates and selects the student they believe best qualified to serve on the Board. Student Trustee Olguin expressed gratitude to his parents and sister who have shaped who he is today. He said his family represents a link to his ancestors and his grandfather, who passed away recently. Student Trustee Olguin said he will bring the love shown by his family to his new role.

MINUTES

It was moved by Trustee Mandelkern and seconded by Trustee Goodman to approve the minutes of the meeting of May 10, 2017. The motion carried, with Trustees Holober and Schwarz abstaining and all other members voting Aye.

PRESENTATION TO THE BOARD BY PERSONS OR DELEGATIONS: RECOGNITION OF EMPLOYEES WITH "ABOVE AND BEYOND" AWARDS (17-6-1C)

President Mohr said it is a great pleasure to present these awards to staff members at Cañada College who displayed immense courage and, through heroic efforts and selfless service, went above and beyond their normal course of work and duties to help save the life of a student. He presented awards to the following employees:

Ignacio Carlos, Juan Carlos Mendez, King Lau, Edgar Nelmidia, Jimmy Chow, Tuong Lu, Fermin Varela, Rosendo Zamora. Giao Van Bui was unable to attend the meeting and his award will be forwarded to him. José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said the actions of the Facilities and Public Safety staff are indicative of training, hard work and fellowship. Trustee Mandelkern said the Board is very proud of the team. He said their actions are not in anyone's job description but they stepped forward with extraordinary action. Trustee Schwarz thanked the recipients. She said they represent the best of what the District stands for. Trustee Goodman thanked the recipients on behalf of the District, the student and her family. Vice President Holober thanked the employees for the work they do every day. He said that in this instance, the award recipients literally gave a student a second chance at life. Student Trustee Olguin thanked the recipients and said students appreciate the work they do. Chancellor Galatolo said Cañada College President Moore went to the student's home and reported that she is doing well as a result of the quick thinking and action by the award recipients. Michael Floyd, representing AFSCME Council 57, presented a plaque which lists the recipients' names and thanks them for going above and beyond their normal course of duties to help save the life of a student.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (17-6-1A)

It was moved by Trustee Goodman and seconded by Trustee Schwarz to approve the actions in Board Report No. 17-6-1A. Trustee Mandelkern asked if the assignment of the District "Interim Vice President of Planning, Research and Institutional Effectiveness" is a replacement. Chancellor Galatolo said this is an interim assignment for a vacant position. After this discussion, the motion carried, all members voting Aye.

OTHER RECOMMENDATIONS

PUBLIC HEARING REGARDING BY-TRUSTEE AREA ELECTIONS/BOARD DISCUSSION AND CONSIDERATION OF MOVE TO BY-TRUSTEE AREA ELECTIONS AND SELECTION OF TRUSTEE AREAS (17-6-1B)

President Mohr declared the public hearing open at 6:29 p.m. He called for questions or comments from the public. Hearing none, he declared the public hearing closed at 6:30 p.m.

It was moved by Trustee Schwarz and seconded by Trustee Goodman to move to by-trustee area elections. Student Trustee Olguin said it is logistically difficult for the student trustee to represent such a large county. He said he believes it would be wise to have more than one student trustee for the District as it would allow different voices to be heard and provide an opportunity for more insight from the campuses.

Vice President Holober said the Board has discussed moving to by-trustee area elections for some time. He said the Board has agreed that it is the right thing to do and that it is good for democracy. He said the size of the county is an obstacle for potential candidates and moving to by-trustee area elections could make it more possible for people to run for office.

Trustee Mandelkern said he and Vice President Holober comprised a subcommittee of the Board to study the issue several years ago but the Board did not reach a conclusion. He said he supports the move to by-trustee area elections wholeheartedly because he believes it will increase representation for all members of the community. He said a member of the County Board of Supervisors noted in an editorial that by running at-large as the Board currently does, Board members represent an area and number of voters that is approximately equal to a Congressional district. Trustee Mandelkern said this is a difficult undertaking for a Board at this level and he believes that moving to by-trustee area elections would improve the situation.

Trustee Schwarz said she is supportive of the move to by-trustee area elections; however, she hopes that Board members will continue to represent the entire county and not just the trustee area from which they are elected. She

said that officials who serve on a countywide board have a responsibility to represent everyone in the county even if they are elected by one district.

President Mohr said he is confident that moving to by-trustee area elections is imperative. He noted that demographics differ from one part of the county to another and the Board must be sure to present a genuine opportunity for all opinions and insights to be heard. He said that people with different life experiences bring new levels of insight, experience and understanding on behalf of the students that the District serves.

After this discussion, the motion to move to by-trustee area elections carried, all members voting Aye. Student Trustee Olguin cast an advisory Aye vote.

William Tunick of Dannis Woliver Kelley discussed the timelines associated with the move to by-trustee area elections. He said that for the 2018 election:

- The Board of Governors (BOG) must approve the move to by-trustee area elections and the maps of trustee areas, assigning trustee areas to each individual seat on the Board and explicitly stating when the seats would be up for election moving forward.
- The BOG meets approximately every other month; this year they met in March and May. It would be wise to aim for a March 2018 BOG meeting for approval of the District's application.
- The application must be received by the BOG 30 days prior to the meeting.
- Therefore, Mr. Tunick recommends that the Board approve a map by **December 2017**.
- In June/July 2018 candidates can file to run for office.

Vice President Holober said many factors are involved when considering the establishment of trustee areas, including communities of interest, geography, attempts to create a majority/minority district, etc. He said incumbency is allowed to be a factor for consideration, but not an overriding factor. He said that since the Board has some time before having to make a final decision, it may be wise to allow incumbents additional time to consider their plans for the future. He said this could help inform a view of the maps and potentially allow for somewhat different lines to be drawn. Vice President Holober suggested that the Board table a decision on the three scenarios presented to allow Board members time to possibly reach a decision about whether to run again.

Trustee Schwarz said the Board has discussed this item over a long period of time and she would prefer to move forward. She said it sounds likely that the maps would not change significantly if incumbents decided not to run for reelection. She noted that Supervisor Pine pointed out that the Sequoia Union High School District chose not to take incumbency into consideration and, as a result, two incumbents will be competing for a seat on the board.

Trustee Mandelkern said he agrees with the suggestion to allow time for Board members, particularly those whose terms will expire in 2018, to contemplate their plans and intentions. He asked Mr. Tunick if more public hearings would be required due to a delay in making a decision about trustee areas. Mr. Tunick said the Board has met the legal requirements in terms of public hearings. However, he said he would recommend holding one additional public hearing if the maps are changed as well as posting the revised maps on the District website seven days prior to the public hearing.

It was moved by Trustee Goodman and seconded by Trustee Mandelkern to table a decision on selecting specific trustee areas. The motion carried, all members voting Aye.

Noting that the vote to table a decision on the selection of trustee areas did not preclude discussing and possibly acting on the number of trustee areas to be included in the new election method, the Board discussed the three scenarios that were presented, two showing five trustee areas and one showing seven areas. There was general agreement that the Board was in favor of a five-area scenario. President Mohr suggested that in addition to the two scenarios showing five areas, a new map be drawn that contains five areas and does not consider incumbency. It was moved by Trustee Goodman and seconded by Trustee Mandelkern to reject Scenario 3 (with seven trustee areas) and replace it with a newly drawn five-area map that does not consider incumbency, to be brought to the Board at a future time. The motion carried, all members voting Aye. Larry Ferchaw of Cooperative Strategies

recommended that this should be brought to the Board in September or October 2017. At that time, the Board will consider the two existing five-area scenarios (Scenarios 1 and 2) along with the newly drawn map.

STUDY SESSION

DISCUSSION OF POLICIES AND PROCEDURES (17-6-2C)

President Mohr said that at the Board meeting of May 10, the Board heard from students, faculty, staff and community members about a recent event at Cañada College in particular and the Board's policy on Speech: Time, Place and Manner in general. He said the Board took comments for nearly an hour and a half. As a result, the Board did not have sufficient time to discuss the policy and how they can better understand it. He said it would be helpful for staff to hear feedback from the Board regarding procedures to implement the policy. President Mohr said colleges and universities around the country are also dealing with their policies regarding these issues.

Trustee Mandelkern said it was good to hear from the public and the students involved in the incident at Cañada College. He said the comments were thought provoking and the speakers were generally respectful. He said there is a fine line between respecting the right of students, faculty and staff to feel safe in their environment and the right of the community to express ideas, including unpopular ideas. Trustee Mandelkern said he has taken the time to review the policy on Time, Place and Manner along with other relevant policies and believes they are correct. He said he believes that if they are followed and enforced as written, they strike a proper balance. He said he respects and appreciates the Public Safety staff and officers from the Sheriff's Department. He said he was not present at the event; however, according to accounts of the situation, he believes they handled themselves appropriately and admirably.

Student Trustee Olguin said that every conversation he has had with students since being elected has been about social justice. He said that, speaking personally and not as the student trustee, he believes the way the situation at Cañada College was handled does not represent the values that have been expressed by the Board. He said progressive values include political action. He said the action at the event pales in comparison to the harm done to people throughout history based on the color of their skin, gender, sexual orientation and economic status. He said that as long as institutions continue to run as they do currently, actions like this will happen. Student Trustee Olguin said he believes the expulsion of two of the students involved is preposterous and represents the targeting of activists. Trustee Mandelkern said he believes Student Trustee Olguin's statement that students were expelled is incorrect. Skyline College President Stanback Stroud and Chancellor Galatolo confirmed that no expulsions resulted from the event at Cañada College.

Trustee Goodman said the conversation about the policy could also include discussion about the application of the policy, the "Monday morning quarterbacking" regarding what happened to the students involved, and the adults involved who he believes let the students down. He said students should have opportunities to learn and understand that freedom of speech is an important right to exercise but should also learn about consequences. He said they should learn about measuring consequences versus what they are standing up for, as did Dr. King and many others of whom we are proud. Trustee Goodman said that without this understanding, the message from both sides is to "go at it." He said that as a father and educator, this is not his expectation of faculty and staff. He said club advisors should make sure that the club bylaws include the responsibility to follow the District policy. He said the advisors should also educate students in the students' best interest rather than using them as pawns to further their own beliefs. Trustee Goodman said he believes that in this case, support for the values affirmed by the Board was lacking on the part of the advisors. Trustee Mandelkern said he agrees that the actions of faculty advisors let students down and did not further the students' best educational interests.

Vice President Holober said the Board discussed the policy on Time, Place and Manner a few years ago and he believes the policy sets the right standards and is appropriate. He said that as an activist, he made decisions on actions with the knowledge of the consequences for those actions. He said that for generations, activists knew about the consequences that would apply when they did what they believed to be the right thing, including action that was unlawful. Vice President Holober said he was unable to attend the May 10th meeting, but in the synopsis of the discussion he did not see that awareness of consequences was addressed.

Vice President Holober said community organizer Saul Alinsky wrote that “the real action is the enemy’s reaction.” The motive is to provoke the opponent and get a reaction, turning the issue into one of being repressed rather than the genesis of the protest. He said there are subtleties involved in applying the District’s policy and it is important to not “take the bait” and become the repressive enemy.

Trustee Schwarz said she was not present at the event at Cañada College or at the May 10th Board meeting. She said that in reading the minutes of the meeting, she concluded that the Board’s policies and procedures are correct and the consequences for not following them are valid. She said there might be a future discussion among others about disrespect and lessons learned. Trustee Schwarz cited former Trustee Patricia Miljanich as stating that if you lose respect for the person or persons you are talking with, you will lose the meaning of the discussion and will not accomplish anything.

President Mohr said a discussion of the District’s policy should include questioning if it fits who we are and who we want to be and whether it allows for open and honest inquiry. President Mohr said he believes that every club advisor should know what the First Amendment means and that students should be educated about the First Amendment, its history and the sacrifices people have made on its behalf. He said that at the same time, the District must be sensitive that many young people are fearful. He said one way to deal with this fear is to be clear about the District’s and Board’s commitments, values and policies. He said continual communication across the campuses is critical. President Mohr said he would also recommend training for faculty and staff on how to de-escalate a crisis situation while respecting the rights of everyone to express opinions.

Vice President Holober said some colleges have student judicial councils which address certain types of offenses and said this might be of interest to explore. Chancellor Galatolo said there is student representation on the council that adjudicates at hearings and then makes recommendations to the Vice Presidents. Trustee Mandelkern said colleges often have student codes of conduct as well. Chancellor Galatolo said the District has a student code of conduct and staff will send the document to the Board.

Chancellor Galatolo said the Board reviewed the policy on Time, Place and Manner in June of 2013 and he believes it is an outstanding and sound policy. He said the discussion at this meeting helps staff better understand how to operationalize procedures around the policy. He said staff is working on procedures that will include effective communication with faculty and staff, training on de-escalation and using force as a last resort, and educating students, faculty and staff on the First Amendment and the right to free speech.

Trustee Goodman said it is important to understand that the students are very young adults and some are still in high school. He said it is important to ensure that the students involved in the protest were provided the disciplinary process outlined in the Board’s policies and procedures. He said he has higher expectations of adults to protect and educate students about ways to protest and about consequences. He said that given the tremendous failure of the adults involved, he would consider the consequences imposed on the students as his own personal protest.

Student Trustee Olguin said he believes the Board is pushing aside the situation because of a sense of guilt and concern for image. He said it worries him that members of the public got physical with students and a professor threatened a student. He said it concerns him that students are being held accountable for their actions while adults are not. Trustee Mandelkern said he understands that the disciplinary process is being conducted for faculty as well. Chancellor Galatolo urged Student Trustee Olguin to ask staff or Board members questions to verify information so that he does not perpetuate false statements to the student community.

Trustee Mandelkern said there are legitimate cases for protest and civil disobedience, such as that exercised by Mahatma Gandhi and Dr. Martin Luther King. He said he agrees with Trustee Goodman that protesters must understand the consequences when they decide to take action. He said it was appropriate and in conformance with the Board policy for students to protest outside the room at the Cañada College event. However, it was clearly in violation of the policy when they were encouraged by a faculty advisor to enter the room and disrupt the speaker. He said this demonstrates a failure to educate students about the policy and the consequences of violating the policy. President Mohr said there must be communication across the District about what the policy means and how it is implemented, as well a clear understanding of the ramifications for violating the policy.

Trustee Mandelkern said he believes that operationalizing procedures that call for de-escalation and not using force or violence is a correct interpretation of the Board's intentions.

Vice President Holober said he hopes the procedure for a disruption that is not an imminent threat to life or property would include an attempt to communicate with the leaders/organizers of a protest to explain what will happen, e.g. after five minutes of protest a specific consequence will be applied. Bill Woods, Director of Public Safety, said he and his staff heard that some sort of protest would occur at the Cañada College event and met with two students in advance of the event to discuss their intentions. He said that during the protest, he went up to each protester, identified himself, and warned that consequences would be forthcoming if they did not stop the disruption.

John Ellis, a resident of Sky Londa, said that at the last board meeting, it was clear to him that many student leaders, faculty, and staff don't accept the core principles of free speech or understand the protections of the First Amendment. He said they believe that speech they think is "hate speech" doesn't qualify for protection and can be legitimately censored. He said he believes the actions of the Board have encouraged these beliefs by creating a false dichotomy between free speech and social justice. He said the Board's "Affirmation of Commitment to Social Justice" includes an endorsement of free speech but also demands that students and employees must feel free from fear, harassment, discrimination, and intolerance. He said that since the student leadership and faculty believe that some speakers' presence on campus creates these feelings, they concluded the Affirmation justifies shutting down such speakers. Mr. Ellis said that by punishing the protesters, students and faculty believe the Board is being hypocritical by not properly balancing free speech with social justice. He said he believes the District has failed these students, leaving them totally unprepared to engage with those who don't share their beliefs. He said that while he believes punishment is appropriate, it is most important that the District take positive steps to educate students and faculty about the value of free speech and the First Amendment.

Daniel Casillas, a student at College of San Mateo, said it became clear to him at the event at Cañada College that the issue was not one of free speech on the part of Young America's Foundation, as evidenced by their chanting "Nobody cares what you have to say." He said that, likewise, Donald Trump is not the issue in America because the issues have much deeper roots.

President Mohr said this is not a simple matter and he does not believe anyone has the perfect answer. He said we must make sure everyone understands the issues and that we interpret what we are going to do according to our basic beliefs and values. He said the Board is in support of the policy on Time, Place and Manner while recognizing the issues that emanate from it. He thanked the Board for their thoughtful consideration and comments.

Trustee Goodman said he unapologetically supports every word of the Affirmation of Commitment to Social Justice that the Board voted unanimously to approve.

Student Trustee Olguin said it is important to understand what it takes for people to stand up and act when they believe things are not right. He said he appreciates the conversation and believes it should continue.

STATEMENTS FROM BOARD MEMBERS

Trustee Schwarz said she attended the San Mateo County Office of Education's conference on "Attracting, Supporting and Retaining Great Teachers." She said the books *Capturing the Spark: Inspired Teaching, Thriving Schools* by David B. Cohen and *Drive* by Daniel Pink were purchased for each School Board member and are available for anyone who is interested. Trustee Schwarz said she attended many end-of-year events at the three colleges. She said the end of the year is always an exciting time, full of hope and promise. She said one exciting event that she attended, along with Trustee Goodman and Chancellor Galatolo, was the Skyline College Middle College graduation ceremony. She said she is happy that all three colleges now have Middle College programs.

Trustee Goodman welcomed Student Trustee Olguin. He offered condolences to the victims of the shooting at a UPS facility in San Francisco that occurred earlier in the day.

Trustee Mandelkern said there was also a shooting earlier in the day in Washington, D.C. He said that regardless of political views, everyone can agree that gunfire against elected representatives is not the appropriate solution. Trustee Mandelkern welcomed Student Trustee Olguin and said he looks forward to working with him. He said he enjoyed meeting with Student Trustee Olguin and believes he has a bright future. Trustee Mandelkern thanked his colleagues for allowing him to attend conferences and said he has earned a certificate for completing the Excellence in Trusteeship Program. Trustee Mandelkern said he attended end-of-year events including commencement ceremonies at Skyline College and Cañada College. He said it is meaningful to see students achieve their goals. Trustee Mandelkern said he received a letter from a member of the community expressing appreciation for his very positive experience as a student at Skyline College.

Student Trustee Olguin thanked the Board for welcoming him. He said he is excited for the opportunity and will use every moment effectively in the interest of the community.

President Mohr welcomed Student Trustee Olguin. He asked the Board to consider presenting resolutions of honor to two retiring educators. Larry Teshara was a long-time principal of Burlingame High School and then transferred to the San Mateo Adult School and helped transform that school into a powerful force. Jim Lianides has been the Superintendent of the Sequoia Union High School District since 2010. President Mohr said the District's relationship with these leaders is very important. The Board agreed to honor Mr. Teshara and Dr. Lianides and staff will prepare the resolutions. President Mohr said he is pleased to be a member of a Board that is willing to deal with the most uncomfortable topics and to tackle issue head-on as they develop.

ADJOURNMENT

The meeting was adjourned by consensus at 8:25 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the June 28, 2017 meeting.

Richard Holober
Vice President-Clerk

BOARD REPORT NO. 17-6-2C

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

PRESENTATION OF ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGE ADMINISTRATORS (ACCCA) AWARD FOR PROGRESS IN DIVERSITY TO EUGENE WHITLOCK, VICE CHANCELLOR, HUMAN RESOURCES AND GENERAL COUNSEL

The Association of California Community College Administrators (ACCCA) Award for Progress in Diversity was created as a component of the ACCCA Diversity Forum to recognize the outstanding achievements of individuals and organizations in their efforts to expand the concept of diversity in the wider higher education community.

The inspiration for the award comes from its first honorary recipient, Dr. Gus Guichard, retired Vice Chancellor for the California Community Colleges. Prior to his retirement Dr. Guichard made numerous contributions in the arena of higher education, and most particularly, in expanding awareness of the need to maintain and recognize diversity among students, faculty and administrators and model tolerance for all groups.

In establishing the criteria for this award, it was determined that an honor of this nature must encompass both the individual as well as the institution. It requires the initiative of the individual to spearhead any effort toward expanding diversity, but also to see the idea through to fruition. It requires the cooperation of the institution to enact the policies and ensure that the concept of honoring diversity within its culture is supported.

Therefore, in 2002 the ACCCA leadership established the Award for Progress in Diversity and set the following criteria for the award:

- A demonstrated history of effective leadership in promoting diversity, particularly in higher education;
- Documented support from colleagues or those within the organization that attests to the unique contribution of the individual or organization; OR
- Research or a documented presentation at the state or national level that has impacted, enhanced or represents a contribution toward the goal of diversity in higher education; OR
- The creation – by a district or organization – of an unprecedented example of inclusion through district policy, activities on campus and within the organization, or organizational documentation that represents effective actions taken by the organization toward inclusion.

Each year the Diversity Forum of ACCCA considers nominations and outstanding examples of the above criteria and formulates a recommendation to the Board. The recipient of the 2017 ACCCA Award for Progress in Diversity is Eugene Whitlock, the District's Vice Chancellor of Human Resources and General Counsel.



Skyline
COLLEGE

President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



High school students practice relevant career skills and discover career pathways.

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THE COLLEGE AND CAREER CONNECTION!



The Center for Career and Workforce Programs hosted a two-day career exploration event titled the ‘College and Career Connection’ through a newly formed partnership with Sequoia Union High School District and Junior Achievement. The purpose of the College and Career Connection is for students to gain practice in relevant career skills and to discover career pathway options available after they graduate high school. It also acts as a capstone learning experience for students by preparing them to write a personal resume, practice job interview skills, learn proper business etiquette and the exploration of expanded career education pathways. This event took place on April 5 and 6, 2017 at Skyline College and engaged over 250 students across Sequoia Union High School District.

Sequoia Union High School District offers career technical education academies in health, biotechnology, computers, digital arts and green construction at their four high schools: Carlmont High, Menlo-Atherton High, Sequoia High and Woodside High School. High school students experience general education courses that are contextualized and taught in the lens of one of the above career academies.

The “College and Career Connection” Event was composed of a keynote speaker, employer/student panel discussion, mock interview session, and a career education simulation. Each day started with a welcome from Andrea Vizenor, Director for Career and Workforce Programs, Lauren Ford, College Recruiter at Skyline College and Gregory Stein, Industry Outreach Coordinator from Sequoia Union High School District. Following the welcome, special guest speakers provided inspirational keynote presentations – Ray Edwards from Aeris Communications on April 5 and Danny Allen from SAP Corporation on April 6. The students took part in an engaging panel session that highlighted Skyline College Promise Scholars and speakers from various

industries such as Cisco Systems, California Pacific Medical Center, Genentech, Marriott, iQ360 Inc and KRNV. In addition each student was able to engage in hands-on activities through simulations that highlighted CTE pathway programs at Skyline College career education pathways from the following areas: Biotechnology, Center for Sustainable Construction, Digital Arts, Health Careers, Entrepreneurship and Journalism.

This event was a valuable experience for high school students to not only learn about the many opportunities Skyline College offers but also serve as a guide and preparation for the students to expand their journey into college and careers through learning from others and hands-on learning.

Article by Elizabeth Tablan | Photo by Claudia Paz

FROM IDEA TO A PROFITING BUSINESS IN JUST THREE WEEKS!



The Bay Area Entrepreneur Center recently completed its intensive workshop, an eight-week accelerated course geared toward kick starting businesses. Our goal is to assist entrepreneurs in learning about their key market and advertising potential. BAEC’s Intensive Workshop resulted in 4 new business ventures by Skyline College students and the relaunch of a local business.

In particular, two Skyline College students: Jody Gonzales and Vivian To went from dreaming about a closet outfit app, to landing their first client three weeks later with their Qloset Queen business.

Currently, Qloset Queen is a personal stylist service, where stylists create outfits using the clothes from a client’s closet. A stylist will put together outfits through Skype or in-person. The service strives to reduce the amount of time spent finding what to wear for any event, place, and time. Most importantly, Qloset Queen strives to reduce the amount of money that is spent on buying clothes by finding hidden gems in your own closet. In the future, the two hope to create a Qloset Queen app.

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How did this idea come to fruition? It started with the two students meeting at the Action Summit II which is a BAEC networking event series. A mutual friend had realized that both Jody and Vivian had similar ideas for a closet outfit business and introduced them. Vivian had already been a part of it the Intensive Workshop and encouraged Jody to join.

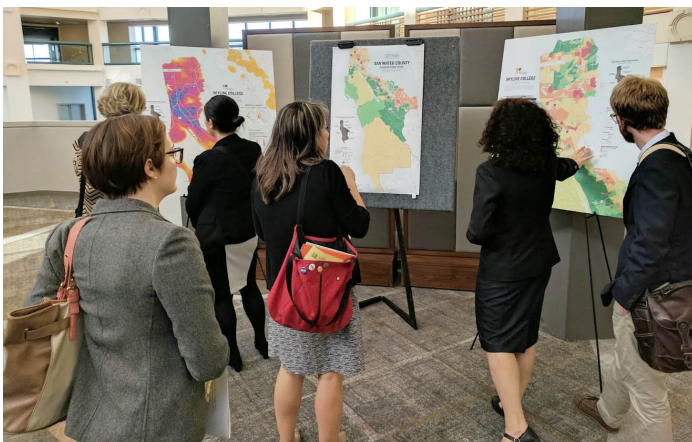
Together Jody and Vivian eagerly built their social media, website and client base. Even with the limited time left in the workshop, they were able to catch up to the rest of the students and pitch their idea at the Bay Area Entrepreneur Center's Demo Day held on April 13, 2017.

Jamie Monozon of the San Bruno Chamber of Commerce, Isaac Reed of Reed Fine Wines, and Kristine Pinon of LegalShield have since joined Qloset Queen's advisory board.

Qloset Queen showcased their business at Skyline College's Business Expo Week. Jody and Vivian were able to set up a table and talk to students and faculty about their business, while handing out close to two hundred flyers. If you are looking for new ways to style the clothes in your closet or need an outfit for a particular event, contact Qloset Queen at qlosetqueen.com.

Article by Jody Gonz | Photo by Terri Wade

LEVERAGING VISUAL PLATFORMS TO INFORM EQUITY AND OUTREACH



Given the incredible volume of readily available data on the students and communities we serve, how can Skyline College leverage visual platforms to inform equity and outreach efforts? The College's Outreach Office, in collaboration with the Planning, Research, and Institutional Effectiveness (PRIE) Office, took the plunge. The Outreach Office seeks to ensure that prospective students are fully informed about Skyline College as a viable

option for reaching their educational goals. Student Equity Plan data provided further insight about students with whom the College can conduct more intentional outreach. The challenge was in how to present available data in a readily accessible format to help inform and support equity and outreach work. This effort resulted in three types of maps being created via geographic information system (GIS) software through collaboration with Dynamic Planning + Science.

While GIS is frequently employed across a wide range of industries including urban planning and environmental sciences, it is less often brought into play in institutional research at the college level. In March 2017, the PRIE Office was selected to share Skyline College's recently created maps through a well-attended poster session at the Research and Planning Group's annual conference (RP Conference is the largest gathering of institutional researchers and planners in the California Community College system) held April 20-21, 2017. Skyline College received many accolades from an enthusiastic audience for the design of the maps, as well as the intentionality behind the types of local community, high school and student equity data displayed.

Article and photo by the Office of Planning, Research & Institutional Effectiveness

OVER 149 HIGH SCHOOL SENIORS WELCOMED TO SKYLINE COLLEGE DURING PEP DAYS!



On April 22, 2017, and May 6, 2017, the Outreach Office hosted Priority Enrollment Program (PEP) Days. Combined, the PEP Days assisted over 149 students with the completion of their steps to successful matriculation.

Participants, affectionately referred to as PEPsters, were greeted with breakfast and an official Skyline College t-shirt to promote school spirit. After a warm welcome from Will Minnich, Dean

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of Enrollment Services, and Luis Escobar, Dean of Counseling, students broke off into their PEP Groups led by Counseling and Outreach Ambassadors. After a few community building exercises, students attended orientation and took advantage of self-guided placement by reviewing their transcript with counselors.

PEPsters enjoyed pizza for lunch and had the opportunity to engage with current students, faculty, and staff during the Resource Fair. A few lucky PEPsters even won more Skyline College swag, graciously provided by the Skyline College Bookstore, during our lunchtime raffle. After lunch, students participated in a number of different activities with their PEP Groups. These activities ranged from: counseling appointments, transfer center workshops, FYE workshops, campus tour, student panel, scheduling workshop and Summer Scholars Institute.

Resource Fair Participants

Workshop Presenters: Jerrod Feiner, Michele Hagar, Ray Gutierrez, Lucy Jovel, Tia Holiday, Marisa Thigpen, Michael Stokes, Joseph Jaballa

Counseling Faculty: Suzanne Poma, Lucy Jovel, Jacquie Escobar, Richard Torres, Andrea Anyanwu, Kwame Thomas, Janelle DeUnamuno, Rocio Aguilar-Pedroza, Nate Nevado, Ivan Silva, Pam Malowe, Bo Aleonar, Kishaun Yung, Anna Nguyen, Adella Kimball, Alberto Santellan, Will Sapigao, Bo Aleonar

Administrators/Staff: Will Minnich, Luis Escobar, Grace Beltran, Lauren Ford, Eric Imahara, Marta Cuellar, Kevin Chak, Vinny Samujh, Robin Alim, Joseph Jaballa, Kristy Nguyen, Michael Gagui, Mary Ann Mallari, Adriana Yusuf, Nikkaela DeGuzman, Sarina O'Gilvie, Jose Cartenga, Joemarie LeCap, Mary Caldeo.

Article and Photos by Lauren Ford

FACULTY LEADS SELECTED FOR COMMUNITIES OF PRACTICE (CoP)

Communities of Practice (CoP) at Skyline College are an opportunity to bring together small interdisciplinary teams of staff, faculty and administrators to creatively and collaboratively discuss, strategize and create new knowledge around pedagogy or academia-related topics of mutual interest.

The Academic Support and Learning Technologies (ASLT) Division, in partnership with the Office of Student Equity and Support Programs (SESP), is excited to move forward with CoP next semester. The purpose of CoP is to provide a new professional development space for staff, faculty and administrators, that

directly supports and advances Skyline College's mission to facilitate students in "Getting in, Getting through, and Getting out...on time." ASLT and SESP are excited to announce the faculty leads selected for CoP that will run during the 2017-2018 academic year:

Social Justice and Sustainability – Carla Grandy

Service Learning – Jesse Raskin

Transformative Teaching and Pedagogy – John Ulloa

Online and Hybrid Learning – Christopher Collins and Kimberly Saccio-Kent

CoP aims to engage staff, faculty and administrators in a dedicated space to create solutions that will improve teaching and learning for faculty and students at Skyline College. The Communities of Practice will begin their work in the fall semester with an official launch on Flex Day, August 15th. During the breakout sessions, there will be an opportunity to learn about each CoP topic area, its relevance to our campus community, and how staff, faculty and administrators can actively participate in an experience to help address issues affecting our campus. We look forward to full engagement from the Skyline College community in this important work. See you on Flex Day!

Article By: Katrina Pantig and Bianca Rowden-Quince

THE HONORS TRANSFER PROGRAM MAKES STRONG SHOWING AT STANFORD



The Bay Honors' Consortium (BHC) held its tenth annual Research Symposium at Stanford University on May 6, 2017. Skyline College had five participants accepted to present from various disciplines. Honors coordinator John Ulloa gave the opening keynote address discussing his recent research on the globalization of lowriding culture. Skyline College student Janah May Oclaman, mentored by Dr. Christine Case won the Heslet Award (certificate + monetary award) bestowed upon the best overall research submission and presentation out of the 400 proposals throughout California. Janah's presentation entitled "A Natural Food Preser-

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vative from Black Walnut” is research that examines black walnut extract prohibiting bacterial growth as a natural food preservative.

Our other awesome Skyline College participants include:

Yongru Chen

- Mentor: John Ulloa
- “One Child Policy in China: Is it Beneficial or Detrimental to Economy?”

Adrian Barrera-Vazquez

- Mentor: Nick Kapp
- “Red Alert: Making Bacteria Glow Red in the Presence of Carbon Monoxide

Nikole Gorin

- Mentor: Joanne Babin
- “Media and the Art of Persuasion: A Storytelling Approach”

Alec Roa

- Mentor: Lori Slicton
- “Oklahoma: A Climate Continues to Change While a Political Climate Remains the Same”

Kudos to the students and faculty mentors for their brilliant contributions to the tenth Annual BHC Symposium.

Article by John Ulloa

ART STUDENTS HONORED AT THE 18TH ANNUAL JURIED STUDENT ART EXHIBITION



The Annual Student Art Exhibition has been a vital part of the Skyline College Creative Arts program, and an important aspect of an art student’s educational experience. It provides students the opportunity to prepare and present their artwork in a professional setting, which serves as a platform for public exposure – itself a learning experience different from that gained in the classroom – and facilitates community-building by bringing together students,

their families, faculty and staff and the local community.

On April 19, the reception and first-ever award ceremony for the 18th Annual Juried Student Art Exhibition was held at the Skyline College art gallery against a lively backdrop of music, oven-fresh pizza, desserts, and beverages. With over 200 in attendance, Dean Donna Bestock along with art professors Arthur Takayama, Tiffany Schmierer, Bridget Fischer and Paul Bridenbaugh presented the awards to this year’s winners. Featuring a selection of over 100 artworks in all media, it was a great place for students, their families and faculty members to mingle and learn more about each other.

The Skyline College art department and art gallery extends their congratulations to all of the students who participated in this year’s exhibition!

This year’s Juror’s Awards went to:

- Leilani Hanaïke – Photography Award
- Steven Clinton – Photography Award
- Hannah Colom – Painting Award
- Jan Couvillon -Painting Award
- Tahnee Riddick – Ceramics Award
- Florence Monzasch – Ceramics Award
- Clowette Williams – Sculpture Award
- Katie Burke – Digital Award
- Danielle Zabala – Work on Paper Award
- Valerie Fernandez – Work on Paper Award
- Daniel del Castillo – Mixed Media Award
- Bradford Carpio – Best 2D Award
- Kelsey Sailors – Best 3D Award
- Melissa Nazzal – ‘Hundo P’ (Hundred Percent) Award
- Jay Ku – ‘G.O.A.T.’ (Greatest of All Time) Award

The Student Art Exhibition was on view in the Art Gallery from April 17 to May 12.

Skyline College’s Art Gallery is an educational and community oriented exhibition space, with programming that reflects our College Mission and Values. We exhibit a mixture of student shows, faculty exhibitions and curated exhibitions featuring local, national and international artists.

Article by Paul Bridenbaugh

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CERAMICS STUDENTS PARTICIPATE IN 2017 CALIFORNIA CLAY CONFERENCE



Skyline College ceramics students participated for the ninth consecutive year in the annual California Conference for the Advancement of Ceramic Art in Davis, CA from April 28 to April 30. The three-day conference draws ceramics students from all over the region to put on a display of their colleges' artwork, and to attend over thirty exhibitions by other colleges and universities from California. There were also many engaging lectures by professional ceramics artists that included slide presentations and clay demonstrations. Each school is provided a space in downtown Davis to transform into a pop-up gallery for the weekend.

The Skyline College show was located on the second-floor room of the historic Dresbach-Hunt-Boyer Mansion, built in 1875 in central downtown Davis. Also located in the mansion were the exhibitions of Foothill College and Humboldt State University. The installation took a full day on Thursday, and included preparing pedestals and wall displays, hanging lights and arranging the artwork. Students learned firsthand how to set up a professional-quality exhibition. Ceramics Instructor Tiffany Schmierer selected functional ceramic pieces as well as ceramic sculptures for the show, from all four levels of Skyline College ceramics classes. The show contained a wide array of themes and styles, reflecting the diverse artistic expression of the students. Participating students welcomed conference guests to our show, sharing their inspirations, ideas and techniques. The large variety of school exhibitions presented a wonderful opportunity for students to connect with potential transfer schools, their instructors and current students.

Article by Tiffany Schmierer | Photo by Mia Coo

BUSINESS EXPO WEEK LAUNCHES



The week of April 24-27, Changing the Face of Entrepreneurship: Business Expo Week launched thanks to the President's Innovation Fund.

The week started with an entrepreneurial kickoff event, which provided students with information about the entrepreneurship certificates at Skyline College, education on entrepreneurship and happenings for the rest of the week. On Tuesday, students were invited to attend a talk by the founder of Whipt Baked Goods, Krizy Osada, as she spoke about her experience finding success through passion. A showing of the film "Chef," a movie about one man's journey to becoming his own boss, followed.

Wednesday included a "Ted Talk" style forum called "Rap Chats", where four successful entrepreneurs, Celia Canfield, Brandon Murio, Damon Lawrence and Stephen Satterfield, spoke on their different struggles, motivations and success in the business world. These professionals also provided advice and guidance with a Q&A for the attendees. Also, a special thanks to MK Bryant, a Skyline College student who owns a small business called Lucy T's, for providing breakfast for the event. To end the Business Expo Week, small businesses were invited to vend at the Skyline College Vendor Fair. Vendors ranged from clothing companies to artwork, and consulting services to food sales, many of which are Skyline College's own student owned and operated businesses.

This week would not be possible without the support of the President's Innovation Fund, the President's Council, Dr. Regina Stanback Stroud, administration and students.

Article by Soledad McCarthy and Angelica Gorostiza

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CONCURRENT ENROLLMENT NIGHTS WELCOMED HIGH SCHOOL FAMILIES TO SKYLINE COLLEGE!



On April 22 and April 24, Skyline College welcomed high school students and families to campus to learn more about the concurrent enrollment process during Concurrent Enrollment Night. Counseling faculty and enrollment services staff presented valuable information to over 160 total attendees in order to answer some of the most frequently asked questions. Martin Marquez, Admissions Assistant III, highlighted the process of how to sign up for concurrent enrollment classes. Jacquie Escobar and Suzanne Poma provided information regarding placement tests, course sequencing, and transferability of courses. Matt Ledesma provided insights from a high school counselor's perspective, tips on the conversation to have with a high school counselor regarding concurrent enrollment and promoted Middle College. The Outreach Office communicated with high schools to promote the event, managed reservation list, and provided logistical support to ensure a successful event.

The following schools were represented over the two info sessions: Abraham Lincoln High School, Aragon High School, Burlingame High School, Capuchino High School, Carlmont High School, Crocker Middle School, design tech High School, El Camino High School, George Washington High School, Hillsdale High School, Lowell High School, Mercy High School Burlingame, Mills High School, Oceana High School, Ruth Asawa SOTA, San Mateo High School, South San Francisco High School, St Ignatius High School, Summit Shasta High School, Terra Nova High School and Westmoor High School.

Attendees left the event more informed of the concurrent enrollment process, knowledge of important dates, information on special programs for high school students, as well as more information about the programs and services offered at Skyline College. Thank you to everyone who assisted in putting on this great event!

Article and Photo by Lauren Ford

EARLY INTERVENTION CONFERENCE HELD AT SKYLINE COLLEGE



On May 5, Skyline College's Early Childhood Education Department held the 9th annual Early Intervention Conference. This year's theme was "Relationships & Why They Matter." Conference Coordinator/Skyline College faculty Elaine Francisco brought together national and local professionals for keynotes and workshops. After opening remarks from Dean of Business, Education and Professional Programs Christine Roumbanis and ECE/EDU Coordinator Kate Williams Browne, the audience of nearly 200 students, faculty and community members heard from nationally known professor Dr. Ira Glovinsky, author of two books on BiPolar Patterns and Moodswings. His keynote address on the history and foundations of the Relationship Model was followed by a breakout session on the well-known DIR Floortime Model. Clinical psychologist Dr. Lorraine Ehlers-Flint ended the conference by sharing her knowledge of the role of emotions in schools, which she elaborated in a breakout session as well.

Workshops were also presented by parent/autism expert Joseph Coffin and speech-language pathologist Robin Hauge. Skyline College Early Intervention students assisted in running the conference, and all conference attendees were given certificates for professional growth. Everyone clearly gained practical skills to use in the important work they do with young children of varying abilities.

Article by Kristina Brower

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STEM STUDENTS PRESENT THEIR WORK AT THE 5TH ANNUAL SKYLINE COLLEGE RESEARCH SYMPOSIUM



On Friday, May 5, all Skyline College Science, Technology, Engineering, and Math (STEM) students were invited to present their research at the College's annual Research Symposium. The event, typically held in early May, allows students to present their work and research while STEM faculty and visitors gather to see projects and ask students about their research areas.

Student presentations were wide-ranging with topics as diverse as made electronic instruments and descriptions of valley fever. The Biotechnology Manufacturing class featured their attempt to grow a chicken embryo outside of its shell. Many students also presented the following day at the Bay Area Honors Symposium held at Stanford, while the Skyline College Engineering and Robotics Club competed in Sacramento.

The Student Research Symposium combines class projects, individual research, honors research and club activities, with participating students asked to submit a 3x5 foot poster. In all, 30 posters and presentations were given with over 100 visitors stopping by to view the research projects, ask questions and support Skyline College STEM students.

Special thanks to Dean Ray Hernandez of the SMT division who provided the posters and cupcakes, technicians Kylene Johnson, Gary Chang and Marco Wehrfritz, who were a great help in getting students the materials they needed, Professors Case, Davis, Koskello, Kapp, Langhoff, Fredricks and Bookstaff who all had students contribute to this year's research symposium.

Skyline College's Career Advancement Academy Biotechnology program—BioBridge—is supported by grant funding from the National Science Foundation, grant #1502042. Please find the Bio Bridge students featured in the pictures from the Research Symposium and keep an eye out for next year's event!

Article and photos by Nick Kapp

ENERGIZE COLLEGES CELEBRATES THE SUCCESS OF ITS FIRST YEAR



As the Spring 2017 semester ends so does year one of the Energize Colleges program. The Energize Colleges at Skyline College provides students with real-world work experience while contributing to meaningful campus and community projects tied to sustainability and energy savings. Energize Colleges develops students' knowledge, skills, and experience to effectively evaluate energy career options and transition into the green workforce. Energize Colleges has provided 10 student internship positions that have each benefited Skyline College and the surrounding community while giving practical experience to students.

The Energize Colleges team is led by Skyline College Student and Project Coordinator Angelique Fuentes, Faculty Supervisors Dr. Carla Grandy and Dr. Carina Anttila-Suarez, SMT Division Dean Ray Hernandez and District Sustainability and Facilities Team Joe Fullerton, Hilary Ego, Julie Barstow and Denise Lin. We are pleased to share the work that our Energize Colleges interns have accomplished this year:

Matt Floyd, Fog Catcher Data Analyst, is working with Earth Science Professor Dr. Carla Grandy and Alicia Torregrosa from the USGS on surveying fog patterns on campus, acquiring and placing a weather station and fog catcher and researching best practices for fog water capture and reuse. The goal of this project is to quantify fog water capture on campus, identify opportunities to repurpose the water and share information with a larger network of researchers in the San Mateo County area.

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Eric Johnson, Water Ambassador, established sampling protocols to measure the pH levels of the water in the hydration stations on campus. Eric is creating signage to inform students about the health and environmental benefits of tap water versus bottled water, and monitoring hydration station water use.

Joseph Armas, Sustainability Engagement Associate, is working with Skyline View to create a video about Earth Appreciation Day on campus. Joseph also created a Reuse Station located in The Learning Center to promote the ethics of reuse and waste diversion and to provide a space for students to both donate as well as receive used school supplies.

Kelly Wong, Resource Conservation Associate, is exploring the power of emotionally intelligent signage to inform students of resource waste on campus and studying the resulting change in behavior. Kelly also conducted an energy audit on computers located in the library and The Learning Center, which will inform a plan to reduce energy consumption. Kelly presented her findings at the Bay Area Green Careers Conference at the David Brower Center, Berkeley.

Sophie Borrison, Resource Conservation Associate, conducted a lighting audit to inform the SMCCCD Facilities Team about defective and non-energy efficient lighting. Additionally, Sophie is planning a water audit to inform potential water savings on campuses.

Zoe Robinson, Sustainability Engagement Associate, created orientation materials to share across the SMCCCD campuses for engaging students with information about sustainability-related classes, club and volunteer opportunities at each of the campuses. Zoe also created the SMCCCD sustainability Facebook and Instagram page to highlight sustainability projects.

Isabella Colombo, Sustainability Engagement Associate, and Michelle Brown, Resource Conservation Associate, created a Sustainability Literacy Survey for students that was used to inform signage encouraging sustainable behavior.

Olivia Yancey, Service Learning and Community Education Associate, is working toward conducting research on the structure of existing learning centers at different campuses to inform the creation of our service learning center here at Skyline College. Olivia will also create connections between partnerships around the community that involve service learning opportunities that work around energy savings, clean energy, environmental policy, sustainable building infrastructures, protection of natural resources and social justice.

The first year for Energize Colleges at Skyline College was a great opportunity to assess the energy savings needs and opportunities

on campus, and to make connections with faculty, staff and community organizations that are involved in increasing sustainability. For the students, it was a great opportunity to gain exposure to jobs in the green workforce as well as work on professional development through resume writing, interviewing, public speaking and project management. We are hoping that we can extend the Energize Colleges program for the next two years and continue to bring unique, fulfilling internships for the students and deliver the value of sustainability to Skyline College as a whole.

Article by Angelique Fuentes and Dr. Carla Grandy

META MAJORS AND GUIDED PATHWAYS: A SEMESTER IN REVIEW



As the spring semester comes to a close, we wanted to take a moment to reflect back on the progress of the Meta Majors and Guided Pathways work. It has been a busy, and sometimes challenging semester, but we head into summer on a positive note and having accomplished a great amount of preliminary work.

This semester began with the creation of the Skyline College Meta Majors and Guided Pathways Design Team. This is a team of approximately 30 faculty, staff and administrators from all different parts of the campus who volunteered to engage at a deeper level on the work of the College redesign. The work on the initiative kicked off at the January flex day meetings. At this two-day event, Skyline College participants worked in small groups led by Design Team members to discuss and examine the placement of Degrees and Certificates. From this work, data were gathered and compiled to be presented at the campus-wide division meeting. The January Flex Days were also the first time anyone could sign up to be on a Work Team. The Work Teams, guided by Design Team Facilitators, discuss and provide feedback on the Meta Majors and Guided Pathways from their departmental perspectives.

Throughout the many Work Team and Design Team meetings this

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semester, it became clear that this needed to be a faculty-led initiative. In April, the Design Team nominated Carla Grandy, Mustafa Popal and Jesse Raskin to serve as the faculty co-leads. These three faculty members are currently working weekly with the Deans, Design Team and Administration to help guide this work. It should be noted that the faculty co-leads are not experts, but they have an emerging understanding and are available to work with anyone who wants to understand Meta Majors and Guided Pathways better or to get more involved with the work.

The roll out of Meta Majors and Guided Pathways at Skyline College will affect our entire community and over the course of the semester, many questions, comments and concerns surfaced. The Design Team worked with MCPR to create a website dedicated to the Meta Majors and Guided Pathways initiative. The website <http://www.skylinecollege.edu/metamajors> also has a place where anyone can anonymously submit questions and concerns to the Design Team. This was used for the first campus-wide open forum, co-hosted with Academic Senate, on May 16, 2017. The goal of the Campus Forum was to provide an open opportunity for all to get (re)introduced to the initiative and to ask: ‘how will this impact my role at Skyline College, the programs I am committed to and the students I work with?’ Approximately 30 faculty, staff and administrators attended the forum with additional questions ranging from, “What have other colleges done?” to “How does this initiative help with the equity gap?” The event provided clarity, but was really a chance for the faculty co-leads to collect questions and work toward answers. They are currently in the process of creating documents to address those questions that will be posted on the website and shared throughout the campus. With its success, future campus-wide open forums on more specific topics related to the work will be held next year, so stay tuned!

Another accomplishment of this semester was the work session on May 19, 2017, that brought faculty from divisions across campus together with counseling faculty to engage in conversations and to develop sequences of their core courses. This was the continuation of the work that had started in some divisions during May division meetings. From our perspective, it was exciting to see instructional and counseling faculty working together, asking and answering questions to make intentional sequencing choices of their degrees and certificates with student success as the end goal!

While it has been a semester of questions, challenges and sometimes frustration, anytime major changes are being implemented that is to be expected. But, if we keep the end goal of student success at the center of everything we do, this work will result in collaboration, intentionality, growth and improved success for our students!

Article by Jessica Hurless

FIRST EVER ALTERNATIVE HIGH SCHOOL & COMMUNITY COLLEGE PARTNERSHIP CONVENING FOR REGION



On Friday, May 12, over 70 educators from across the northern California region joined The Career Advancement Academy (CAA) and Career Ladders Project (CLP) for the first ever Exploring and Expanding Alternative High School Community College Partnership Convening held at the College of San Mateo. All three San Mateo County Community College District (SMCCCD) Colleges and guests from across the region gathered to identify and highlight promising practices that lead to increased enrollment and retention for alternative high school students. Equal Measure, which serves as a third-party evaluator for the CAA programs, provided a conceptual framework to think about the alternative high school to community college transition work and identified research-based, nationwide best practices for opportunity youth programming. The event’s documented inquiry and learning will result in a published brief (late fall) for those exploring, building, refining and scaling bridge programs aimed at connecting alternative education students to college and career.

In California, ‘alternative school’ refers to seven types of schools and programs that provide different educational settings for students who are behind in school. During the 2014-2015 academic year, California had 973 alternative schools, enrolling 136,587 students. This represents 10% of all schools in California, with about 12 percent of all seniors finishing 12th grade at an alternative school. By creating a “bridge to the bridge,” the Career Advance-

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ment Academy aims to scale their most promising and effective innovations and increase alignment and collaboration with education feeder partners—especially adult education, continuation high schools and alternative high schools.

This community of practice sought to gather experts, practitioners and partners to exchange ideas, test and get feedback on promising practices and provide educators a time and space to connect with colleagues engaged in similar work. In the morning, attendees received a national and state overview of alternative education and community college connective work, followed by a county overview with each SMCCCD college presenting on a current or impending innovative program. Skyline College showcased the Baden Alternative High School College and Career Readiness course, a CAA dual enrollment bridge program created in collaboration with Skyline College and Baden High School Faculty and Staff. This spring semester, the fourth cohort had 100% successful completion rate and all cohorts have an average Skyline College connection (enrollment) rate of 70% post-bridge program.

A special thanks to all of the day’s presenters, facilitators and event organizers who helped make the convening such a success including: Elisha Arrillaga and the team from CLP, Jennifer Taylor Mendoza Dean of Academic Support and Learning Technologies at the College of San Mateo, Anniqua Rana, Dean of Athletics, Kinesiology, Dance, Library at Cañada college, along with the Meg Long and Georgia Kioukis from Equal Measure who framed the day and documented the shared learning. The Alternative Education community of practice will continue to engage in idea and resource exchange via an online community of learning and keep the conversation going for folks deeply engaged in the important work of connecting alternative high school students to college and career.

The Career Advancement Academy connects students to higher wage careers and opportunities in higher education by integrating accelerated and contextualized English and math, career technical education and integrated student support. Currently, the Career Advancement Academy has programs in Allied Health, Automotive Technology, Biotechnology and Legal Careers with additional bridge programming at Baden High School and Goodwill Industries. For more information about the Career Advancement Academy or related programs, please contact Jeremy Evangelista, evangelistaJ@smccd.edu or visit skylinecollege.edu/caa/.

Article by Alina Varona | Photos by Dan Figueroa

JESSE RASKIN & JESSICA HURLESS AWARDED THE MEYER EXCELLENCE IN TEACHING AWARD



Congratulations to Jesse Raskin & Jessica Hurless on winning the 2017 Meyer Excellence in Teaching Award!

From numerous nominations, the Academic Senate chose these two nominations because of their outstanding commitment to their students’ success. Both professors invest time and attention beyond classroom hours, supporting students in extra curricular activities, engaging students with innovative teaching techniques, and supporting their colleagues with their extensive work on numerous committees and work groups. We were honored to celebrate these two faculty members at the End of Year Celebration.

Skyline College Academic Senate accepts nominations for an award to be given at the end of the academic year to a colleague who has been a full-time Skyline College faculty member for no more than five academic years. This monetary award was established by SMT faculty member, Professor Phil Meyer, to celebrate excellence in the classroom—the primary criterion for this award. Other criteria include departmental participation, student activities beyond the classroom and overall collegiality. Nominations may be made by any administrator, faculty or staff member of the Skyline College community, in March.

Article by Amber Steele | Photo by William Nacouzi

SKYLINE COLLEGE BOARD REPORT

JUNE 28, 2017

2017 BAY REGION HOSPITALITY SUMMIT FOR HIGH SCHOOL STUDENTS



On May 17, 2017 the Center for Career and Workforce Programs at Skyline College brought together various high schools to take part in the 2017 Bay Region Hospitality Summit held at the San Mateo Marriott San Francisco Airport hotel in San Mateo, CA. This event is designed for high school students currently studying hospitality to gain valuable insight and expand their ideas of the many careers that exist within the Hospitality and Tourism Industry. Over 150 students were invited from various Bay Region high schools which include Sequoia, Menlo-Atherton, Redwood, Capuchino, Mills and Peninsula.

Director for Career and Workforce Programs, Andrea Vizenor, emceed the event. Vizenor opened the event by sharing Skyline College Promise Scholars program details, career education pathway opportunities, support services and the innovative ways Skyline College breaks down barriers commonly faced by students entering post-secondary education. She also shared her hospitality background to show the students the various career pathway options that can take place from an entry-level position to high management roles within a hotel business.

Claudia Sandoval, Season 6 Winner of the Fox Network's Prime-time Hit Series MasterChef, was invited to be the keynote speaker at the event. Chef Claudia is the author of her self-titled cookbook: "Claudia's Cocina – A taste of Mexico". She spoke to the students about how she overcame difficulties in her life along with her education and training background in culinary. The takeaway message that Chef Claudia wanted to share with students is that they can achieve what they want in their personal and professional life and that "dreams do come true" by taking risks and pushing yourself into the unknown. Chef Claudia has since started her own culinary events business also called Claudia's Cocina and has worked as a spokesperson for brands like Coca-Cola, T-Mobile, Kellogg's, Target, Cover and Tajin.

Participants also took part in The Ritz Carlton Leadership Center's "Memorable Customer Service" training experience where they learned cutting edge strategies to deliver high levels of quality service in the hospitality industry. Through this relevant training experience, students were introduced to the skills needed for authentic guest engagement, the importance of personalized experiences that make a powerful impact in the overall hospitality business and in other industries. As a result students were able build their skill set in high power soft skills and add value to their resume.

The students also took part in a "Lunch and Learn" Session where the San Mateo Marriott General Manager, Ed Gunderson, and the San Mateo Burlingame Waterfront Human Resources Director, Lisa Krone, along with the Banquet Director, Ali Lahip, took time to speak about current job opportunities and the skills and traits that seek when building their teams.

This event is made possible through the Deputy Sector Navigator: Retail, Hospitality and Tourism Grant Initiative awarded to Skyline College. The Center for Career and Workforce Program would like to thank the San Mateo Marriott San Francisco Airport for their participation in this event along with partnership high school teachers and CTE leadership for their commitment to bring students to participate and for the continued high school collaborations moving forward.

For more information for please contact Andrea Vizenor at vizenora@smccd.edu.

Article by Elizabeth Tablan | Photos by Claudia Paz

SKYLINE COLLEGE BOARD REPORT

JUNE 28, 2017

UPCOMING EVENTS

5 PILLARS OF LIFE EXPO

June 24, 2017
9:30 a.m. - 12:30 p.m.
Bay Area Entrepreneur Center

MANDELA WASHINGTON FELLOWSHIP FOR YOUNG AFRICAN LEADERS INITIATIVE (YALI)

Business Plans and Projects
Skype Meeting with Mr. Stephen Ozoigbo
CEO/Founder, Africa Technology Foundation

June 28, 2017
9:00 a.m. - 10:00 a.m.
Building 4 | Room 4-240

Product Production Using the Fab Lab

June 28, 2017
10:00 a.m. - 12:30 p.m.
Fab Lab | Building 7

Entrepreneur Lecture Series: Integrating Social Media in your Business Plan

June 29, 2017
9:00 a.m. - 12:00 p.m.
Bay Area Entrepreneur Center

Final Presentations and Pitches

July 26, 2017
9:00 a.m. - 12:00 p.m. | 1:00 p.m. - 4:00 p.m.
Bay Area Entrepreneur Center

Farewell Reception

July 27, 2017
5:00 p.m. - 8:00 p.m.
City Slicker Urban Farmers
2847 Peralta St., Oakland, CA 94608

SPARKPOINT CLIENT CELEBRATION

July 13, 2017
5:30 p.m. - 7:30 p.m.
Skyline College

STANFORD HEALTH VAN

June 22, 29 | July 13, 25 | August 3, 22, 2017
10:00 a.m. - 2:00 p.m.
Skyline College, Building 4 Drop-Off Circle

INFO SESSION FOR STUDY ABROAD FLORENCE, ITALY SPRING 2018

July 12, 2017
12:30 p.m. - 1:30 p.m.
Bay Area Entrepreneur Center

ACTION SUMMIT 3

July 20, 2017
6:30 p.m. - 8:30 p.m.
Bay Area Entrepreneur Center

FUTURE SCHOLARS CAMP: COLLEGE AND CAREER EXPLORATION

July 24-27, 2017
9:30 a.m. - 3:30 p.m.
Skyline College



President’s Report to the SMCCCD Board of Trustees

President Michael Claire ~ June 28, 2017

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Another Successful Commencement



CSM held its 95th Commencement Ceremony on Friday, May 26. It was an evening full of palpable excitement as graduates celebrated their academic achievements with family and friends. Some notable highlights include:

- 251 graduates participated in the ceremony
- 865 associate degrees awarded
- 1,143 two-year career and technical certificates awarded
- 2,008 total degrees and certificates awarded
- 30 international students from 13 countries earned degrees, 23 with honors

The Commencement Speaker was Ambassador Jeffrey D. Levine (retired), a CSM alumnus and the former United States Ambassador to Estonia. Levine holds bachelor’s degree in journalism from Humboldt State and a master’s degree in resource strategy from the National Defense University in Washington DC.

CSM celebrated seven Summa Cum Laude Graduates for 2017: Neel Ajit Joshi, Ludmila Stroganoff, Daniel Lincoln Wallace, Scarlett Wilson, Brian Israel Aguillar Bastidas, Brian Edward Lao and Lai Man Pun.

Each year, CSM honors a few select students to receive the Allan R. Brown Outstanding Student Service Award. This year’s recipients include Celeni Cano, Laurie Chin, Luis Hernandez, Oscar Herrera Hernandez, Stephen McReynolds and Colby Riley. (Photo by Gino De Grandis) ■

ONE WEEK AGO...

over 2,000 degrees and certificates were awarded at CSM's 95th Commencement Ceremony.



Since 1922, CSM has provided high-quality education to students looking to transfer, earn a degree or enhance their skills. We invite you to learn how CSM can help you reach your goals.

Summer session begins June 12. Fall semester begins August 16.

collegeofsanmateo.edu

College of San Mateo

One week after commencement, this full-page ad ran in the *San Mateo Daily Journal* highlighting the achievements of our students and inviting prospective students to learn more about CSM. ■

CSM Architecture Students Complete Design-Build Spring Project in Downtown San Mateo



In response to a request and with funding by the City of San Mateo, two CSM architecture student teams designed and built parklets in front of the downtown restaurants Pausa and 31st Union.

If you stroll through downtown San Mateo in June, you can experience the parklets at 223 E 4th Avenue (in front of Pausa) and at the corner of South Ellsworth and Baldwin (in front of 31st Union). The parklets were designed and constructed by CSM architecture students as the spring Architecture 680 design/build project. Students worked with the city and restaurant owners to develop designs that met the needs of the community and downtown businesses. The project was completed under the direction of Arch 680 instructor Alena Reyes and architecture lead faculty John Lucchesi. (Feature and photos submitted by Laura Demsetz.) ■



Erica Vong wins CCCAA Athlete of the Month (April)



Four swimming titles for CSM's Erica Vong resulted in more honors for the outstanding student-athlete when she was named the CCCAA/CCCSIA Athlete of the Month.

Vong kept rewriting the Coast Conference women's swim record book with her performances this season. At the April Coast Conference Championships, the standout scored gold medals in the 200-yard individual medley, 100 backstroke, and 200 backstroke as well as helping CSM win the 200 freestyle and 400 medley relays. She aided the 200 medley and 400 freestyle relay squads to silver medals.

Vong broke the 200 backstroke record and two conference relay standards at the Coast finals.

She was voted Coast Swimmer of the Year. Vong is a 4.0 student-athlete, an economics major and dean's list member, is part of the CSM Alpha Gamma Sigma Honor Society, and made the CCCAA Academic All-State Team. She capped her career in May at the CCCAA Championships where she set two state meet records, won the 100, 200 backstroke and 200 IM titles and helped CSM win its first-ever relay gold in the 200 medley relay. She was named State Swimmer of the Year. ■

Umoja Celebration—A Wonderful Experience

CSM's Umoja Program, a learning community that focuses on the African American experience through the study of culture, history, literature, and identity celebrated the achievements of its third cohort and the program's 2017 graduates. On May 23rd, the Bayview Dining Room was packed with Umoja students, their families, faculty, staff, and administrators to honor the 22 cohort students and the 15 graduates. The program's graduating students are transferring to universities including CSU East Bay, San Francisco State University, the University of Oregon, and Columbia University. We also had several dynamic and inspirational speakers. We welcomed back Umoja alumna Taylor Tang, who has just finished her bachelor's degree at San Francisco State and who was just accepted to USF Law, to speak about the foundation Umoja provided after she transferred. Deajah Nunn, a member of the first cohort and 2017 graduate, spoke about the inclusiveness she felt at CSM as a result of Umoja and how that support helped her excel academically. A third cohort member,



Christina Navarro, reflected on the community that her classmates had built over the year. Finally, we were honored to have NAACP Coastal Area Director Dan Daniels, Sr. as our keynote speaker. He challenged our students to fight injustice and to use their voices and brilliance to stand up for those who cannot.

We are particularly proud of the third Umoja cohort, who raised the bar for activism and engagement for all future Umoja students. In addition to the English and Ethnic Studies classes that these students take as part of the program, they attended two leadership conferences, participated in field trips to the De Young Museum and Sugarloaf Mountain, and guided the work of the Umoja Club/Black Student Union. Furthermore, the Umoja Club/BSU held a supplies drive for the homeless, organized this year's very successful Black History Month, and partnered with Puente for the Dia de los Muertos celebration. (Submitted by Jeramy Wallace.) ■

Transfer Tribute: A Night of Reflection & Inspiration



On the eve of Commencement, the campus community came together to celebrate the achievements and journeys of CSM's transferring students in the fifth annual Transfer Tribute. The event included great conversations, delicious food, and dynamic speakers, which featured students Laurie Chen and MANA's Walter Manuofetoa along with faculty speakers Martin Bednarek and biology professors Paul Hankamp and Ellen Young. Attendees were also serenaded throughout the event by the CSM Jazz Trio and the MANA music group's special performance, "Sounds of the Ocean."



During the last part of the celebration, students had an opportunity to reflect on their time at CSM during the open mic.

This year's transferring class will be representing CSM at a range of UCs, CSUs, private schools, and out-of-state public schools, including Stanford, UCLA, and Syracuse, among others. We are very proud of our transferring students and we wish them the best in the next part of their academic journeys. ■

MANA Ceremony Fills CSM Theatre to Capacity



On Tuesday, May 23, CSM President Mike Claire sat alongside Tongan Consul General Sela Tukia, Samoan Dignitary Manufou Anoa'i, and SMCCCD Trustee Maurice Goodman as they collectively celebrated in the final steering of this year's canoe of 2017 MANA Spring Graduates. *Vakatasi: Navigating As One* illuminated the theater stage as over five hundred people found their place behind the seats of honor, awaiting for their graduates. As the velvet curtains dropped and the house lights dimmed, the audience was met with surprise video footage which guided them through each keynote speech and into the recognition ceremony. The spontaneous theater production, strategically designed by the MANA Planning Committee, enhanced each student's story while elevating the vision and mission of MANA: Using the strength of the Ocean (Faith, Family and Culture) to increase the retention and transfer rates of Pacific Islanders in higher education.

And elevated it was.

The 2017 MANA Graduation and Student Recognition Ceremony brilliantly blended two integral components into one—education and culture. The MANA students celebrated achievement in both Tongan and Samoan practice, performing a Tongan ma'ulu'ulu and a Samoan sasa number. Further into the night, MANA Program Coordinator Finau Tovo graced the stage to honor Dr. Henry Villareal, dean of enrollment and Jennifer Hughes, vice president of student services, for their years of service and dedication to the MANA community and the wider College of San Mateo body. The ceremony ended in deep gratitude to the families, staff, and the continued journey of yet undiscovered enlightenment that remains for all thirty MANA students. (Submitted by Fi Tovo.) ■



City of San Mateo Employee Appreciation Lunch Their Best Ever



On April 26, the City of San Mateo honored its administrative staff for National Administrative Professionals Day at CSM's Observatory. Themed "You're Out of This World," staff were treated to use of the observatory, solar telescope and planetarium.

The City of San Mateo was enthusiastically thankful for CSM's help in making the event such a wonderful one. They received praise from staff saying that the event was the best support staff celebration the City has ever hosted. People loved coming up to the College, experiencing the planetarium show and the observatory tour. Many staff are saying that they're already planning their next visit to CSM with family members.

City administration effusively thanked CSM's contribution to such a successful and enjoyable event, and wanted to thank all of the CSM students who volunteered. Casia Ravi, management analyst in the City Clerk's Office, reflected "The students exemplified so many wonderful qualities, including leadership and a spirit of service. Their enthusiasm definitely added to the wonderful spirit of the day."

The City of San Mateo representatives intend to continue to promote CSM's program and astronomy resources through their contacts and look forward to partner again in the future. (Photos courtesy of Casia Ravi.) ■



*San Mateo Fire and Police Chiefs,
John Healy and Susan Manheimer.*



Cañada College

Report to the SMCCCD Board of Trustees

June 28, 2017

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Cañada College Class of 2017 at a Glance

A total of 1,044 degree/certificate awarded (including spring 2017 candidates).

A total of 652 graduates (including spring 2017 candidates)

- 21 percent of graduates are the first in their family to go to college
- 29 years is the average age of our graduates
- 70 percent of graduates are female
- **College for Working Adults (CWA):**
 - 40 students graduated with 67 degrees awarded
 - More than 80 percent of CWA grads transfer to a four-year college or university
- **Middle College High School:**
 - 91 percent of high school Seniors completed the UC/CSU A-G requirements
 - 46 students were in Middle College for two years and earned an average of 42 college credits
 - 10 students were in Middle College for one year and earned an average of 24.5 college credits
 - 22 high school Seniors achieved Cañada College Dean's List Honors (at least a 3.3 college GPA) at some point over their Middle College years at Cañada
- **Transfer:**
 - 87 percent of the California State University petitions were approved; an 8 percent increase from 2015-16.
 - 91 percent of students with approved transfer applications had a Student Education Plan (SEP)
 - 57 percent of students with approved applications enrolled as full-time status, taking 12 units or more per semester
 - 33 percent of students with approved applications are Hispanic, constituting the largest percentage of all approved applications.
 - 80 percent of transfer applications were approved for admission to a UC. From this, our students transferred to:

UC Campus	Fall 2016 Admission	Fall 2017 Admissions
Berkeley	81	106
Davis	80	112
Irvine	51	64
Los Angeles	66	93
Merced	16	13
Riverside	23	24
San Diego	52	91
Santa Barbara	52	90
Santa Cruz	66	75

PHOTOCOLLAGE: 2017 Commencement Ceremony



Fashion Department Holds Red Carpet Contest



The excitement in the Fashion Design and Merchandising Department is always about students and their accomplishments. A number of Fashion students participated in the design contest, which included selecting a mystery package of various materials and designing from those unknown fabrics. This year's Red Carpet theme brought many lovely gowns to be judged. Half of each fabric had to be used along with the other materials and trims they chose to apply. The garments were not designed to fit themselves but instead to fit the classroom dress form and the fabrics supplied were from repurposed sources.

The winner include:

- 1st Place - Billie Lash
- 2nd Place - Sheralee BeeBe
- 3rd Place - Ping Mathre
- 4th Place (TIE) - Adam Charron and Linda Imlay



This contest provided an opportunity for students to blossom outside of the classroom while applying various skills learned from their courses. Many hours were spent creating the garments and the students' time management, creativity and skills were challenged.



Beta Zeta Nu of Phi Theta Kappa - Taking Extraordinary Measures for Student Success and Community Involvement



This year Cañada's Phi Theta Kappa chapter, Beta Zeta Nu (BZN) has accomplished many scholarship, leadership, fellowship, and service goals. With the guidance of President Jamillah Moore, BZN completed its College Project, in which they increased awareness of sexual assault on community college campuses, and increased the number of viewers who watched the Title IX "Not Anymore" videos linked to WebSmart. This project helped the team serve Cañada's community by informing students of campus resources to discuss sexual assault in a safe place where they can find further information on how to protect themselves and others.



In addition to the College Project, BZN also worked on an Honors In Action Project in which they researched the emergence of electronic currencies, in particular Bitcoin, and studied how they could bring these financial and security benefits to Cañada's international and immigrant students. After looking at the humanitarian side of Bitcoin, they studied this topic further and collaborated with local Bitcoin expert Wences Casares, who helped validate their research and spoke to a group of 50 students/staff about the history of Bitcoin and its continued usefulness in our global economy. Lastly, they teamed up with SparkPoint, to teach students about the importance of saving money and how they could

do this when sending money overseas by using Bitcoin!

The BZN Chapter not only focused on these two main projects, but also worked together to help their local Redwood City and San Mateo County community. They raised \$300 by selling breakfast snacks on campus for the Magical Bridge Foundation in order to help build a new all-inclusive playground in Red Morton Park for children with disabilities. They also volunteered during Hoover Middle School's College Fair, where they shared their knowledge and passion for academics by speaking with Latino families about the benefits of community college. In addition, they hosted Senator Jerry Hill, who spoke to PTK and ASCC members about his leadership experiences and explained how to have students voices heard during times of political uncertainty. Last but not least, they raised more than \$150 for the Fair Oaks Community Center to help improve their programs that give immigrants access to legal support thus allowing them to integrate into our community.

PTK encourages students to think outside the box in order to help the college community. Their honors society also gives community college students a chance to develop leadership skills by providing opportunities to manage research projects, work as a group, and practice applying the skills learned in the classroom for real world scenarios. Co-Presidents Autumn McMahan and Katherine Perez emphasizes that "[they] are very thankful for all the support from the Cañada Administration who have helped make [their] success possible. Thanks to our chapter members, officers, and advisors [they] are the 4th Most Distinguished Chapter in the Country, and [they] have won multiple awards for [their] research projects and community outreach during [their] Regional and International Conventions." Congratulations to Betz Zeta Nu for numerous accomplishments and community involvement!

Beta Zeta Nu of Phi Theta Kappa - Taking Extraordinary Measures for Student Success and Community Involvement (cont.)

National Recognitions to Cañada's BZN Chapter:

- Fourth Most Distinguished Chapter in the country (out of 1,200 chapters)
- Most Distinguished Chapter: Honors in Action Theme
- Most Distinguished Chapter: Honors in Action Project
- Most Distinguished Chapter: College Project

BEC Club Engages Business & Community Services



Have you heard of the club that focuses on business functionality, community service, and student involvement? If not, let us introduce you to the Business and Entrepreneurship Club (BEC)!

BEC engages in business and community services activities while networking during events and hosting guest speaker series. The club's focus is on how to not only open a business, but to also continue pursuing it. Local entrepreneurs visited the club and spoke to the campus community on their experiences in different fields of business. BEC also engages in businesses and community service activities, making the most of interacting and making new connections with other professionals.

Recently, speaker Gary White (a climate activist trained by former Vice President Al Gore) presented during a special event in collaboration with the Environmental Club. Mr. White spoke about his Climate Reality Project organization and informed those who attended on the perils and solutions to climate change. In addition to their speaker series, BEC has initiated their own business on campus - a snack cart! Reserved for special holidays and/or events, they provide snacks to raise money for scholarships and give students the opportunity to learn how to run a business. They provided event specific goodies and holiday themed items during days such as Valentine's Day and St. Patrick's Day. As for community service, BEC has volunteered at St. Anthony's Church and the Second Harvest Food Bank. They served and assisted more than 300 people during the events combined, and worked together to serve the community.

Cañada in Your Community



The Cañada Outreach Department attended the Boys and Girls Club of the Peninsula (BGCP) Class of 2017 ceremony, which honored high school students from Redwood City, Menlo-Atherton and East Palo Alto. The students graduated on June 9 and are attending college this fall. Throughout the year, the Cañada College Outreach team hosted application workshops and the students who are attending Cañada College this fall proudly wore Colts t-shirts to celebrate their decision. The College looks forward to continuing the partnership to support the needs of the high school community.



In addition, the Cañada College Outreach team participated in the 150th Redwood City Anniversary Festival by holding a resource table and connecting with more than 200 community members. Cañada is honored to serve as Redwood City's hometown college and the Outreach team looks forward to continue informing the community about furthering their educational goals by attending Cañada College.



Cañada College
OUTREACH



Center for Student Life and Leadership by the Numbers

Congratulations to the Center for Student Life & Leadership Development, including Student Senate, who have achieved the following this academic year:

- First Alternative Spring Break building houses with Habitat for Humanity and social Justice Training for Museum of Tolerance
- Started an inclusive meditation room
- Provided 15,200 bus rides to students to get to campus
- Provided 28,465 free printed pages to students
- 30 active clubs
- Personally donated 115 pounds of clothes to Redwood City non-profits
- All Student Senate members passed their 50 question exit exam on Leadership, Mentorship, Community, and Change, and completed 10 Leadership Benchmarks.
- Sponsored 68 events
- Volunteered 7,340 hours



BOARD REPORT NO. 17-6-2A

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)

Cañada College

Tracy Huang Interim Dean of Planning, Research and Institutional Effectiveness President's Office

Reassignment from Planning and Research Analyst (Grade 195S of the Classified Professional/Supervisory Salary Schedule 40) into this administrative assignment at Grade AF of the Management Salary Schedule (20), effective July 5, 2017, replacing Chialin Hsieh who resigned.

B. PUBLIC EMPLOYMENT

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

Cañada College

Rance Bobo* Program Services Coordinator – STEM Programs Science and Technology
(Funded by the STEM Grant) (NP)

New full-time, 12-month temporary, grant-funded Classified employment, effective June 19, 2017. This is a new position that was Board approved on November 30, 2016.

James Aganon Honors-Transfer Counselor Counseling

New temporary academic employment, effective for the 2017-18 academic year.

Michael Ryan* Web Programmer Analyst (NP) Office of the President

New full-time, 12-month Classified employment, effective July 1, 2017. This is a new position that was Board approved on April 19, 2017.

College of San Mateo

Christine Baird Fire Technology Instructor/ Coordinator (NP) Business/ Technology

New Contract I status academic employment, effective August 14, 2017. This is a new position that was Board approved on February 22, 2017.

Mackenzie Munson* Athletic Trainer Kinesiology/Athletics

New full-time, 12-month Classified employment, effective June 26, 2017. This is a vacant position. In addition, on March 22, 2017, the Board approved to increase the position from 48% of full time, 12-months to full time, 12-months.

Mounjed Moussalem Computer Information Science Instructor Business/ Technology

New Contract I status academic employment, effective August 14, 2017, replacing Martha Tilmann who retired.

District Office

Zorie Gomez* Public Safety Officer Public Safety

New full-time, 12-month Classified employment, effective June 19, 2017. This position is vacant.

Christina May* Public Safety Officer Public Safety

New full-time, 12-month Classified employment, effective June 19, 2017. This position is vacant. On June 14, 2017, the Board approved to increase the position from (40%) of full time, 12-months to full time, 12-months.

Pandav Rai* IT Technician II IT Services

New full-time, 12-month Classified employment, effective June 29, 2017, replacing Steven De Gracia who resigned.

Skyline College

Ching-Yi Wang Math/TRiO Instructor Science, Math, Technology

New Contract I status academic employment, effective August 14, 2017, replacing John Chavez who retired.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

None

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. CHANGES IN STAFF ALLOCATION

Cañada College

1. Recommend a change in staff allocation to delete one Director of Marketing, Communications and Public Relations position (3C0160) at Grade 191E of the Academic – Classified Exempt Supervisory Salary Schedule 35 and add one Director of Community Relations and Marketing position (Grade 192E of the same salary schedule) in the President’s Office, effective July 1, 2017. Also recommend the reclassification of Megan Rodriguez to the Director of Community Relations and Marketing position, effective July 1, 2017.
2. Recommend a change in staff allocation to delete one full-time, 12-month Theatre Design/Technical Director position (3C0084) at Grade 190S of the Classified Professional/Supervisory Salary Schedule 40 and add one full-time, 12-month Theatre Events Manager position (Grade 34 of the Classified Salary Schedule 60) in the Humanities and Social Sciences Division, effective July 12, 2017.
3. Recommend creation of a new classification titled, “Office Assistant II – (Funded by ESO Grant)” at Grade 18 of the Classified Salary Schedule (60), effective June 29, 2017. In addition, recommend a change in staff allocation to add one part-time (48%), 12-month Office Assistant II – (Funded by ESO Grant) position in ESO, effective June 29, 2017. This position is a temporary, externally-funded position, effective June 29, 2017 through the expiration of the funding.

College of San Mateo

1. Recommend approval of a temporary increase in staff allocation for four 10-month positions at the College of San Mateo Child Development Center for summer session 2017, effective June 12, 2017. This temporary increase will cover the six-week Summer Session:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Child Development Center Aide II	Yovanka Crossley	30 days
Child Development Center Aide III	Lori Pilster	30 days
Child Development Center Aide I	Clara Valdez Chon	24 days
Child Development Center Aide II	Michelle Tating	24 days

2. Recommend a change in staff allocation to increase one part-time Office Assistant II position (4C0265) from 44% of full time, 10-month to full-time, 12-month in the Academic Support and Learning Technologies Division, effective June 29, 2017. This position was previously Board approved on December 11, 1997.
3. Recommend a change in staff allocation to add one full-time, 12-month Instructional Aide II position (Grade 22 of the Classified Salary Schedule 60) in Kinesiology/Athletics, effective April 1, 2017.

District Office

1. Recommend a change in grade for the Human Resources Representative position classification from grade 200C of the Confidential Salary Schedule (50) to grade 208C of the same salary schedule, effective July 1, 2017. In addition, recommend that the assignments of the incumbents Anahi Aguilar, Gina Dizon and George Sampior be adjusted accordingly, effective July 1, 2017.
2. Recommend a change in grade for the Human Resources Specialist position classification from grade 208C of the Confidential Salary Schedule (50) to 215C of the same salary schedule, effective July 1, 2017. In addition, recommend a change in title from Human Resources Specialist to Senior Human Resources Representative, effective July 1, 2017. Accordingly, recommend the corresponding grade and title changes to the incumbents Jennie Elizalde, Ingrid Melgoza and James Vlahos, effective July 1, 2017.
3. Recommend creation of a new classification titled, “Equity Investigator” at Grade 230S of the Classified Professional/Supervisory Salary Schedule (40), effective July 1, 2017. In addition, recommend a change in staff allocation to add one full-time, 12-month Equity Investigator position, effective July 1, 2017. This is a districtwide position.
4. Recommend creation of a new classification titled, “Public Safety Services Technician (Dispatcher)” at Grade 27 of the Classified Salary Schedule (60), effective July 1, 2017. In addition, recommend a change in staff allocation to add two full-time, 12-month Public Safety Services Technician (Dispatcher) positions, effective July 1, 2017.
5. Recommend creation of a new classification titled, “Emergency Preparedness Manager” at Grade 184S of the Classified Professional/Supervisory Salary Schedule (40), effective July 1, 2017. In addition, recommend a change in staff allocation to add one full-time, 12-month Emergency Preparedness Manager position, effective July 1, 2017.
6. Recommend a change in grade for the Lead Groundskeeper position classification from grade DD of the Buildings and Grounds Salary Schedule (70) to grade FF of the same salary schedule, effective July 1, 2017. In addition, recommend that the assignments of the incumbents Justin Eichner, John Cuevas and Robert Murphy be adjusted accordingly, effective July 1, 2017.

Skyline College

1. Recommend approval of a temporary increase in staff allocation for four 10-month positions at the Skyline College Child Development Center for summer session 2017, effective June 12, 2017. This temporary increase will cover the six-week summer session, including two additional weeks to accommodate special projects :

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Child Development Center Aide III	Michelle Amaral	39 days
Child Development Center Aide III	Nataliya Gamburg	39 days
Child Development Center Aide III	Alexa Valles	39 days
Child Development Center Aide III	Adrienne Villegas	39 days

F. PHASE-IN RETIREMENT**Skyline College**

Eric Brenner	Librarian	Academic Support & Learning Technologies
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Recommend approval of participation in the Phase-In Retirement Program, effective August 14, 2017. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

G. LEAVE OF ABSENCE

None

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

Sondra Saterfield	Psychology Professor	Humanities & Social Sciences
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Retiring effective May 26, 2017 with 32 years of service. Eligible for District retiree benefits.

District Office

Nancy Witte	Senior Buyer	General Services
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Retiring effective July 31, 2017 with 16.5 years of service. Not eligible for District retiree benefits.

2. Resignation**Cañada College**

Supinda Sirihekaphong	College International Student Program Manager	Counseling
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Resigning effective June 30, 2017.

Chialin Hsieh	Dean of Planning, Research & Institutional Effectiveness	President's Office
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Resigned effective June 27, 2017.

District Office

Robert Revo	Groundskeeper	Facilities
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Resigned effective June 19, 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:

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Business Division/ Fashion Design	3	07/01/2017	12/31/2017	Fashion Design Program Assistant: Job duties consist of recruitment in Fashion Design & Merchandising Dept. at the high schools in SM Co., perform clerical duties, include e-mail students, creation of docs, and marketing materials, greet new and continuing clients, assist in classroom, repair of sewing machines, etc. FYI: This grant does not allow us to supplant a permanent part-time nor full time employee of the District in this position and these positions require highly technical skills and training in all aspects of fashion design and merchandising and this is why it is critical that the short term temps return each year.
Cañada College	Business, Design and Workforce	1	07/01/2017	12/31/2017	Program Services Coordinator: Support the dean and director in Business, Design and Workforce division to include Strong Workforce grant activities and to provide support for program development, financial analysis, data entry, and marketing at the Cañada College and Menlo Park campuses.
Cañada College	Counseling/ SparkPoint	1	07/03/2017	12/21/2017	Office Assistant II: Provide support for SparkPoint. Duties would include SparkPoint support, food pantry efforts, student assistant training and data entry.
College of San Mateo	KCSM FM	8	07/01/2017	12/31/2017	FM Announcer: Position will select music, create lists of music scheduled for play; host radio programs, produce promotional announcements; operate station equipment.

College of San Mateo	Admissions & Records	1	08/01/2017 11/06/2017	09/08/2017 12/15/2017	Financial Aid Assistant: Responsible for helping students at the Learning Center and/or computer labs with their FAFSA/DREAM Act application, front counter, answering phones and processing BOGG applications.
College of San Mateo	Admissions & Records	1	08/01/2017 11/06/2017	09/08/2017 12/15/2017	Financial Aid Technician: Responsible for awarding students' files such as Promise Scholarship, loans, grants and federal work study.
College of San Mateo	Admissions & Records	1	08/01/2017 11/06/2017	09/08/2017 12/15/2017	Financial Aid Technician: Responsible for assisting with the Promise Scholarship program which entails getting the students to apply and complete their FAFSA or DREAM Act applications.
College of San Mateo	Student Services/ Child Development Center	4	07/01/2017	12/31/2017	Child Development Center Aide I: Regulating agencies mandate that CSM Child Development Center maintain required adult/child ratios when serving children 2 1/2 to 5 years old. In order to operate in accordance with regulating agencies, 4 Classified Short Term Hourly Child Development Center Aide I positions are needed. Child Development Center Aide I staff assists in the supervision of children and in the planning and implementation of curriculum.
College of San Mateo	Community Relations and Marketing	1	07/01/2017	08/31/2017	Staff Assistant: Support the department's online communication efforts by responding to social media inquiries from college staff and prospective students, running regular social media usage reports, and composing/preparing publicity materials. This position will average 17 hours per week through December while the department's new director becomes established in his role.

College of San Mateo	Counseling/ EOPS/CARE	1	08/01/2017	12/16/2017	<p>Retention Specialist: The employee will provide assistance with on-campus and community outreach, and new student intake; meet with students to assess support service needs and facilitate the use of these services; assist with case management; assist with evaluating and monitoring student academic performance for early alert and academic success workshop participation; schedule new and continuing student meetings/new student orientations/appointment follow-up.</p>
College of San Mateo	Counseling/ CalWORKS	1	07/01/2017	12/16/2017	<p>Retention Specialist: The employee will provide assistance with on-campus and community outreach, and new student intake; meet with students to assess support service needs and facilitate the use of these services; assist with case management; assist with evaluating and monitoring student academic performance for early alert and academic success workshop participation; schedule new and continuing student meetings/new student orientations/appointment follow-up.</p>
College of San Mateo	Counseling/ DSPS	1	07/01/2017	12/31/2017	<p>Program Services Coordinator: Coordination of interpreter/captioning services for deaf and hard of hearing students; maintain newly implemented electronic record keeping and MIS reporting system; provide front desk coverage during lunch and evening hours when needed; coordinate test proctoring services; order and maintain office supplies; create reports for SLOs; coordinate transitioning and outreach services for incoming high school students; assist with budget when needed; provide outreach to classrooms and events to help promote awareness of the DRC services offered.</p>

College of San Mateo	Counseling/ DSPS	1	07/01/2017	12/31/2017	Office Assistant II: Assist with front office coverage including test proctoring, lunch coverage and day-to-day operations; assist with maintaining electronic filing system to ensure MIS reporting is accurate; maintain student appointment schedules for DRC staff and ensure student needs are met.
District Office	Enterprise Operations/Auxiliary Services	5	06/12/2017	07/28/2017	Office Assistant I: Provide administrative support for Bay Area Pathways Academy Program.
District Office	Enterprise Operations/Auxiliary Services	1	06/12/2017	07/28/2017	Office Assistant II: Provide administrative support for Bay Area Pathways Academy Program.
District Office	Enterprise Operations/Auxiliary Services	1	07/03/2017	09/29/2017	Office Assistant II: Provide administrative support for Bay Area Pathways Academy Program, survey and fall class setup.
District Office	Enterprise Operations/Auxiliary Services	2	06/12/2017	07/28/2017	Project Director: Oversee the Bay Area Pathways Academy Program.
District Office	Enterprise Operations/Auxiliary Services	1	07/12/2017	12/31/2017	Program Services Coordinator: Position will promote industry engagements including outreach, communications, facilitation and coordination with industry partners; provide oversight and coordination of NOVA's initial project planning; course packaging; and post-program certification preparation and career advertisement activities.
District Office	Facilities	3	07/01/2017	12/31/2017	Custodian: Positions needed to provide intermittent services to supplement current staff for a variety of projects and temporary services during the fiscal year.
District Office	Facilities	2	07/01/2017	12/31/2017	Groundskeeper: Positions needed to provide intermittent services to supplement current staff for a variety of projects and temporary services during the fiscal year.

District Office	Facilities	3	07/01/2017	12/31/2017	Engineer: Positions needed to provide intermittent services to supplement current staff for a variety of projects and temporary services during the fiscal year.
District Office	Facilities	1	07/01/2017	12/31/2017	Project Coordinator II: There is currently a variety of short term projects that need the assistance of a temporary Project Coordinator to handle. We only need 0.50 FTE.
District Office	Public Safety	3	07/01/2017	12/31/2017	Public Safety Officers: Positions needed to provide intermittent services to supplement current insufficient full time permanent staff for public safety/security services during the fiscal year.
District Office	Human Resources	1	07/01/2017	09/30/2017	Human Resources Representative: Incumbent is on a “detail” assignment and we need to backfill the vacant position. The plan is to complete the hiring process by September 30. Position will assist with recruitment, ergonomic evaluations, onboarding, short term temp and student assistant paperwork, and other duties as assigned.
Skyline College	Counseling	1	07/01/2017	12/31/2017	SparkPoint Coordinator: Position will temporarily support SparkPoint services. This includes financial and clerical duties.
Skyline College	Global Learning Programs & Services	1	07/01/2017	12/31/2017	Office Assistant II: This position will assist the Director of the Bay Area Entrepreneur Center in planning and implementation. In addition, staff evening/weekend events at the Center as needed.
Skyline College	Counseling/ SparkPoint	1	07/01/2017	12/31/2017	Staff Assistant: Provide temporary administrative support from SparkPoint to the DREAM Center office.
Skyline College	Global Learning Programs & Services	1	07/01/2017	12/31/2017	Shuttle Driver: Shuttle driver needed for a 10 passenger van for various events, programs, meetings, and tours.

Skyline College	Global Learning Programs & Services/ Study Abroad	1	07/01/2017	12/31/2017	Office Assistant II: Skyline College will be a designated Passport Acceptance Facility (PAF) as of July 1, 2017. This position will administer and process passport applications/renewals with Department of State procedures and guidelines, take passport photographs, and process the execution fee with the cashier's office. This position will meet with prospective community, faculty, staff, and students who want to apply/renew US passports.
Skyline College	Global Learning Programs & Services	1	07/01/2017	12/31/2017	Program Services Coordinator: Provide administrative support to the International Student Program office. Duties include international application processing, communication with prospective students, event planning and management, maintaining student records, office management and processing invoices.
Skyline College	Counseling	1	08/15/2017	12/07/2017	Program Services Coordinator: Position needed due to the expansion of student services at local high schools to support the streaming of SSSP services. This work will include collaborating with existing programs such as Hermanos, Hermanas, MSOP, and Kapitiran programs. Position needed for 15 hours per week.
Skyline College	Vice President of Administration/ Cashier's Office	2	07/01/2017	12/31/2017	Accounting Technicians: Part-time positions needed to collect fees, issue parking permits, and perform other cashiering functions during peak registration periods during the start of the summer session and fall semester. Part-time help is also needed intermittently to provide Cashiers' Office coverage while regular staff are ill or go on vacation.

Skyline College	Academic Support & Learning Technologies	1	07/01/2017	12/31/2017	Instructional Aide II: Support needed to expand the Supplemental Instruction (SI) program including assisting with daily operations such as reviewing paperwork and data entry as well as assisting with hiring, training, mentoring, observing, and evaluating over 30 SI Leaders (student assistants).
Skyline College	Academic Support & Learning Technologies	1	07/01/2017	12/31/2017	Library Support Specialist: Additional staff support needed due to the expansion of the Skyline College Promise Lending Library. Duties include processing and cataloging textbooks, providing assistance to library patrons in an open computer laboratory and/or with other library resources, and staffing the circulation desk.
Skyline College	Academic Support & Learning Technologies/ The Learning Center	5	07/01/2017	12/31/2017	Instructional Aide II: Provide individualized and small group tutorial services to students in specific subject areas (i.e., Math, English, ESOL, Chemistry, Biology, Accounting, and Social Science) over the course of a 12 hour day. Assist in the presentation of workshops, classroom visits and study groups.
Skyline College	Academic Support & Learning Technologies/ The Learning Center	1	07/01/2017	12/31/2017	Instructional Aide II: Organize and maintain learning resources and related data, prepare routine correspondence, reports, publicity and other materials, provide staffing support for the Learning Center during extended hours of operation Monday – Friday.
Skyline College	Science/Math/ Technology/ Emergency Medical Technician Program	6	07/01/2017	12/31/2017	Instructional Aide I: Assist with skills testing during specific labs for the Emergency Medical Technician program as required by accrediting agencies.
Skyline College	Science/Math/ Technology/ Emergency Medical Technician Program	4	07/01/2017	12/31/2017	Instructional Aide II: Oversee skills testing during specific labs and provide supervision for Instructional Aide I positions for the EMT program as required by accrediting agencies.

Skyline College	Science/Math/ Technology/ Biology	1	07/01/2017	12/31/2017	Instructional Aide I: Assist students and faculty during intense instructional times such as lab tests, complex requirements and student check in and check out.
Skyline College	Science/Math/ Technology/ Math	2	07/01/2017	12/31/2017	Instructional Aide I: Embedded support tutors who will work 7 hours/ week 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	Science/Math/ Technology/ Surgical Tech	1	07/01/2017	12/31/2017	Instructional Aide II: Assist with students support needing supplemental instruction/ tutoring in the Surgical Technology program.
Skyline College	Science/Math/ Technology/ Allied Health	2	07/01/2017	12/31/2017	Instructional Aide II: Assist with students support needing supplemental instruction/ tutoring in the Allied Health program.
Skyline College	Science/Math/ Technology/ Career Advancement	2	07/01/2017	12/31/2017	Instructional Aide II: Support students needing supplemental tutoring as they progress through their Career Advancement Academy pathway.
Skyline College	Science/ Math/ Technology/ Energy Systems Technology	1	07/01/2017	12/31/2017	Program Services Coordinator: Provide marketing support for the Energy Systems Technology program.
Skyline College	Science/ Math/ Technology/ Biology, Biotechnology, Chemistry	4	07/01/2017	12/31/2017	Lab technician: Assist lab techs during intense instructional times such as lab tests, complex experiments and student check in and check out.
Skyline College	Science/ Math/ Technology/ Energy Systems Technology	1	07/01/2017	12/31/2017	Instructional Aide II: Support instruction and lab set up for construction course held at Capuchino High School.
Skyline College	Science/ Math/ Technology/ Respiratory Care BS	2	07/01/2017	12/31/2017	Instructional Aide II: Assist with lab assignments and skills testing during specific labs.
Skyline College	Science/ Math/ Technology/ Physics and Geology	2	07/01/2017	12/31/2017	Lab Technician: Provide intermittent assistance with lab set up and maintenance. Days/ hours will vary with student need and will be most utilized during midterm and final preparation.

BOARD REPORT NO. 17-6-3A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

RECOMMENDATION FOR ADMINISTRATOR EMPLOYMENT CONTRACT RENEWALS AND RATIFICATION OF CONTRACTS FOR DISTRICT EXECUTIVES

In 2008, the Board of Trustees gave approval, as a part of the overall administrator compensation program, to place administrators who were not already covered by an employment contract on a rolling three year contract. In addition, the Board of Trustees annually renews contracts for administrators who have been on employment contracts. The District administrator contracts are now being submitted for approval to extend the contracts for permanent administrators (not in probationary status) for one more year.

As of January 1, 2017, California Government Code Section 54953(c)(3) requires an oral summary of a recommendation for a final action on the salaries, salary schedules, and compensation to be paid in the form of fringe benefits to be paid to a local agency executive. This oral summary will be read by staff from the Office of Human Resources. In addition, Government Code Section 53262 mandates that employment contracts for local agency executives be *ratified* in open session. The complete salary schedule for the administrators who receive contracts is attached to this report as Exhibit A. A sample of the contract used for all administrators is attached to this report as Exhibit B.

Each administrator receives either 16.88 or 18.75 (for the local agency executives identified below) hours of vacation per month, and 7.5 hours of sick leave per month. In addition, like all other employees in the District, each administrator receives:

- Paid holidays and other leaves granted by the District
- Medical insurance based on employee-selected allocations from the total compensation formula (currently \$739 for one party, \$1162 for two party, or \$1519 for families)
- Fully paid vision and dental insurance
- Retiree medical benefits for eligible retirees
- Fully Paid Basic Life insurance
- Fully Paid Employee Assistance Program
- An IRC 125 Flexible Spending Accounts that employees can use to convert out-of-pocket medical, child care, dependent care and specific other expenses into pre-tax benefits
- Fully Paid Disability insurance
- PayFlex Commuter Benefits
- Enrollment in either the State Teachers' Retirement System (academic employees) or Public Employees' Retirement System (non-academic employees)

Full details of the benefits can be found in the District benefits handbook:

<https://smccd-public.sharepoint.com/humanresources/Benefits%20and%20Wellness/Benefits%20Brochure%20&%20Premium%20and%20Contribution%20Amounts/2017%20SMCCCD%20Brochure.pdf>

RECOMMENDATIONS

1. It is recommended that the employment contracts for all administrator positions listed below be approved for renewal for July 1, 2017 through July 1, 2020 as follows:

Comerford, Sandra	Vice President, Instruction	AB
Garcia, Maria	Vice President, Student Services	AB
Lopez, Kim	Vice President, Student Services	AB
Briones, Eloisa	Vice President, Administrative Services	AB
Marquez, Michelle	Vice President, Administrative Services	AB
Roecks, Janice	Vice President, Administrative Services	AB
McVean, Aaron	Dean, Planning, Research, Institutional Effectiveness	AB
Scott, Stephani	Executive Director, Foundation	AC
Carranza, James	Dean, Language Arts	AD
Frontiera, Charlene	Dean, Mathematics and Science	AD
Gutierrez, Mary	Dean, Language Arts, Learning Resources	AD
Hernandez, Raymond	Dean, Sciences, Mathematics, Technology	AD
Morello Jr, Joseph	Dean, Physical Ed/Rec/Athletics	AD
Rana, Anniqua	Dean of Athletics, Kinesiology, Dance, Library, Learning Resources	AD
Roumbanis, Christine	Dean, Business/Industry Relations	AD
Stringer, Janet	Dean, Science & Technology	AD
Taylor-Mendoza, Jennifer	Dean of Academic Support & Learning Technologies	AD
Wolf, Andreas	Dean, Physical Education, Athletics	AD
Demsetz, Laura	Dean, Creative Arts, Social Sciences	AD
Diamond, Heidi	Dean, Business & Workforce Development	AD
Escobar, Luis	Dean, Counseling, Advising, Matriculation	AD
Hotep, Lasana	Dean, Student Equity & Support Programs	AD
Houpis, James	Dean of Academic Support & Learning Technology	AD
Robinson, Tammy	Dean, Global Learning Programs	AD
Romero, Krystal	Dean, Counseling, Advising, Matriculation	AD
Johnson, David	Dean, Humanities, Social Sciences	AD
Feune, David	Dir. of Human Resources	AE
Harrison, Sue	Director of General Services	AE
Strugar-Fritsch, John	Dir. of Capital Projects (Measure H)	AE
Minnich, William	Dean of Enrollment Services	AF
Sewart, John	Dean, Planning, Research, Institutional Effectiveness	AF

2. It is further recommended that the Governing Board ratify the contracts for the following, all of which commence on July 1, 2017 and conclude on June 30, 2020, except for the Chancellor's contract which concludes on June 30, 2021:

Name and Position

Galatolo, Ronald	Chancellor-Superintendent
Blackwood, Kathryn	Executive Vice Chancellor
Claire, Michael	President, College of San Mateo
Moore, Jamillah	President, Cañada College
Stanback Stroud, Regina	President, Skyline College
Bauer, Thomas	Vice Chancellor, Auxiliary Services & Enterprise Operations
Nunez, Jose	Vice Chancellor, Facilities Planning and Operations
Whitlock, Eugene	Vice Chancellor, Human Resources and General Counsel
Luan, Jing	Provost, International Education
Bailey, Mitchell	Chief of Staff
Slater, Bernadetta	Chief Financial Officer

**San Mateo County Community College District
Executive Salary Schedule (10)
Effective: 01-JUL 2016**

Grade	Step	1	2	3	4	5	6
CN	Ann	421464.00	421464.00	421464.00	421464.00	421464.00	421464.00
	Mon	35122.00	35122.00	35122.00	35122.00	35122.00	35122.00
	A1001	Chancellor					
<hr/>							
EA	Ann	227916.00	237504.00	248280.00	259044.00	271032.00	283008.00
	Mon	18993.00	19792.00	20690.00	21587.00	22586.00	23584.00
	A1006	Deputy Chancellor					
<hr/>							
EB	Ann	224760.00	234336.00	245112.00	255900.00	267864.00	279840.00
	Mon	18730.00	19528.00	20426.00	21325.00	22322.00	23320.00
	A3019	Executive Vice Chancellor					
<hr/>							
EC	Ann	215184.00	224760.00	234336.00	245112.00	255900.00	267864.00
	Mon	17932.00	18730.00	19528.00	20426.00	21325.00	22322.00
	A1002	President					
	A1007	Vice-Chancellor, Human Resources and General Counsel					
	A3021	Vice-Chancellor, Education Services & Planning					
	A3025	Vice-Chancellor, Facilities					
	A3027	Vice-Chancellor, Auxiliary Services & Enterprise Operations					

**San Mateo County Community College District
Management Salary Schedule (20)
Effective: 01-JUL-2016**

Grade	Step	1	2	3	4	5	6
AA	Ann	187632.00	196020.00	204396.00	213984.00	223560.00	233136.00
	Mon	15636.00	16335.00	17033.00	17832.00	18630.00	19428.00
	A1008	Provost, International Education					
	A2032	Chief of Staff					
	A3022	Chief Financial Officer					
AB	Ann	155676.00	164040.00	172428.00	180816.00	190392.00	199980.00
	Mon	12973.00	13670.00	14369.00	15068.00	15866.00	16665.00
	A2005	Vice President, Instruction					
	A2006	Vice President, Student Services					
	A3001	Vice President, Admin Services					
AC	Ann	153264.00	160440.00	168840.00	177228.00	185628.00	195192.00
	Mon	12772.00	13370.00	14070.00	14769.00	15469.00	16266.00
	A2004	General Manager, KCSM-TV/FM					
	A2020	Executive Director, Foundation					
	A3028	Executive Director, Facilities Planning & Oper					
AD	Ann	146088.00	153264.00	160440.00	168840.00	177228.00	185628.00
	Mon	12174.00	12772.00	13370.00	14070.00	14769.00	15469.00
	A2010	Dean, Couns/Avis/Matric					
	A2011	Dean, Division					
	A2044	Dean of Ath/Kin/Dance/Lib/LR					
	A2045	Dean of Academic Support & LT					
	A2046	Dean, Global Learning Programs					
	A2047	Dean, Student Eqty & Support Programs					

**San Mateo County Community College District
Management Salary Schedule (20)
Effective: 01-JUL-2016**

Grade	Step	1	2	3	4	5	6
AE	Ann	138912.00	146088.00	153264.00	160440.00	168840.00	177228.00
	Mon	11576.00	12174.00	12772.00	13370.00	14070.00	14769.00
	A2016	Director of Human Resources					
	A2023	Director of General Services					
	A2024	Director of Operations					
	A3015	Director of Maintenance & Operation					
	A3029	Director of Capital Projects (Measure H)					
AF	Ann	131712.00	138912.00	146088.00	153264.00	160440.00	168840.00
	Mon	10976.00	11576.00	12174.00	12772.00	13370.00	14070.00
	A2008	Dean, Admissions/Records					
	A2042	Dean, Enrollment Services					
	A2043	Dean, Planning/Research/Institutional Effectiveness					
	A3018	Dean, Univ Ctr/Acad Supp Svc					
AG	Ann	125724.00	131712.00	138912.00	146088.00	153264.00	160440.00
	Mon	10477.00	10976.00	11576.00	12174.00	12772.00	13370.00
AH	Ann	119736.00	125724.00	131712.00	138912.00	146088.00	153264.00
	Mon	9978.00	10477.00	10976.00	11576.00	12174.00	12772.00
AI	Ann	113772.00	119736.00	125724.00	131712.00	138912.00	146088.00
	Mon	9481.00	9978.00	10477.00	10976.00	11576.00	12174.00
	A2041	Director of Development					
	A0036	Direcot or Planning & Research					
AJ	Ann	107784.00	113772.00	119736.00	125724.00	131712.00	138912.00
	Mon	8982.00	9481.00	9978.00	10477.00	10976.00	11576.00

EMPLOYMENT AGREEMENT - ADMINISTRATOR

This Employment Agreement (the "Agreement") is made and entered into on **July 1, 2017** by and between the Board of Trustees of the San Mateo County Community College District (referred to as either the "District" or the "Board", as appropriate) and «Name» (the "Employee"). The Parties mutually agree to the following:

1. **EMPLOYMENT.** The Board employs the Employee as «Position» (the "Position") for the term beginning **July 1, 2017** through and including **June 30, 2020**. Employee is an academic employee as defined in the Education Code and an educational administrator as defined in the Education Code. Employee shall be required to render twelve (12) months of full and regular service to the District during each year of this Agreement.
2. **DUTIES.** Employee shall perform duties as required by law; as described in the job announcement on file for the Position or in any subsequent description prepared by the Office of Human Resources; and/or as assigned by the District. In addition to the duties and responsibilities enumerated in the job description, Employee is expected to represent the College and/or District by attending and participating in a variety of community and civic programs and events, public service occasions, social events, job-related meetings at the local and state level, and other activities as directed by the College President, or appropriate supervising administrator. Employee shall devote his/her time, skills, labor and attention to performing in the Position.
 - a. Transfer and Reassignment. During the term of this Agreement, Employee may be reassigned or transferred to a position for which Employee possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement shall not result in a reduction of compensation during the term of this Agreement. A reassignment pursuant to this paragraph shall not constitute the creation of a new Agreement nor shall it extend the term of this Agreement.
3. **SALARY.** Employee shall be compensated in accordance with the Management Salary Schedule established and approved by the Board at Grade «Grade», Step «Step», in the amount of «Salary» per month. A step increase will occur on the anniversary date, if applicable. The Board reserves the right to increase the salary of this position from time to time, however such increases shall not be interpreted as a new agreement or operate as an extension or renewal of this Agreement.
4. **VACATION LEAVE.** During the term of this Agreement, Employee shall accrue vacation at 16.88 hours/month for each full month of employment and use it in accordance with the terms and conditions as approved by the Board. Employee shall be entitled to any increase in this vacation allowance as may be granted from time to time to all other unrepresented managers by the Board. Said vacation may be taken only at times that are convenient to the operation of the District, as approved by Employee's immediate supervisor. The maximum vacation accumulation shall not exceed two times (2x) the annual vacation allowance then in place, which shall include any portion of unused vacation for the current year. Once Employee reaches the maximum amount, Employee

- will cease to accrue additional vacation hours until that balance falls below the maximum amount. However, if Employee is unable to take vacation days because the District has been unwilling to allow utilization of those days, and Employee's accumulation will exceed the maximum, Employee shall be paid for said days in cash.
5. **SICK LEAVE.** During the term of this Agreement, Employee shall accrue sick leave at 7.5 hours/month for each full month of employment and use it in accordance with the terms and conditions as approved by the Board. Upon termination of employment, unused sick leave will have no cash value to Employee, other than its use as potential service credit with the Public Employees Retirement System or the State Teachers Retirement System as may be allowed by law. Employee shall be entitled to any increase in this sick leave allowance as may be granted from time to time to all other unrepresented managers by the Board.
 6. **PAID HOLIDAYS AND OTHER LEAVES.** Employee shall be entitled to all paid holidays granted by the District during the term of this Agreement to all other unrepresented management employees, and those other holidays which might be required by the California Education Code. Employee shall be entitled to such other leaves of absence granted by the Education Code, District Rules and Regulations, or offered from time to time to all other unrepresented managers by the Board.
 7. **HEALTH AND WELFARE BENEFITS.** The District shall provide to Employee all health and welfare benefits which presently include health, medical, dental, vision, and life insurance, for which Employee is eligible, and shall have the premiums for such plans paid by the District up to the employer contribution limit set for all other unrepresented managers of the District. It is agreed and understood that these fringe benefits may be amended and modified or deleted in their entirety from time to time as determined by the Board. At the conclusion of employment with the District, Employee shall receive the same retiree health benefits as the District provides for managers who meet certain age and service requirements as set forth in Exhibit A (which is attached and by reference incorporated as a part of this agreement).
 8. **PERFORMANCE EVALUATIONS.** Employee will be evaluated in accordance with the District's Policy and Procedures for the evaluation of administrators. Compliance with the Section by the District shall not be a condition precedent to the right of the District to reassign Employee, terminate and/or renew this Agreement and the failure to timely evaluate Employee shall not constitute a basis to challenge any reassignment, termination or decision not to renew this Agreement. The District reserves the right to conduct additional evaluations if recommended by either the immediate supervisor or College President.
 9. **ELIMINATION OR MODIFICATION OF ADMINISTRATIVE POSITION.** The Parties acknowledge that within the term of the Agreement, the Employee's Position may be eliminated, or the duties of that administrative assignment modified in the sole discretion of the District. In the event Employee's Position is eliminated or the Position's duties are modified in accordance with this paragraph, Employee may have the following options with respect to his/her assignment: if eligible, the Employee may exercise retreat rights to a faculty position or become a first-year probationary faculty member under

California Education Code sections 87454-87458.1; the Employee may be reassigned to another administrative position; the Employee may have his/her position upgraded or downgraded; or the Employee may be released from any and all administrative positions held. In the event of retreat or reassignment, Employee shall not be entitled to retain the salary, benefits, and title provided for in this Agreement.

10. **RENEWAL.** Any notice to Employee that this Agreement will not be renewed shall be provided ninety (90) days in advance of the expiration date of this Agreement. If District fails to reemploy Employee by appointment or Agreement upon expiration of this Agreement, and the notice required for in this paragraph was not given, the Administrator shall be deemed reemployed by District for a period of one year, from the expiration date of the current Agreement, with all other terms and conditions remaining unchanged.
11. **TERMINATION OF CONTRACT.** Employee serves in the Position at the pleasure (at-will) of the District. This Agreement may be terminated in accordance with the following:
 - a. Mutual Consent. Employee and the District may agree, in writing, to terminate this Agreement by mutual consent.
 - b. Termination by Employee. Employee may terminate Employee's obligations under this Agreement by providing no less than 60 days' written notice to the Vice Chancellor, Human Resources and Employee Relations.
 - c. Termination for Cause. This Agreement may be terminated for cause if Employee has materially breached the terms of this Agreement, has neglected to perform the duties under it, or committed an act specified in Education Code Section 87732. Prior to termination on this basis, Employee will receive 30 days' notice of the basis for the termination, and an opportunity to meet with the Chancellor to contest the termination. If the matter is not resolved at the Chancellor level, Employee can request a meeting with the Board of Trustees in closed session. This opportunity to be heard shall be provided within thirty (30) school days after meeting with the Chancellor. This meeting with the Board is not an evidentiary hearing, but the parties are expected to provide each other with a reasonable, complete explanation of their positions. Employee shall not be entitled to any other administrative proceeding or due process.
 - d. Termination without Cause. Notwithstanding any other provision of this Agreement, the Board, or its designee, shall have the option to terminate this Agreement by providing Employee with a written notice of termination. If the Board elects to terminate this Agreement pursuant to this section, Employee shall receive (a) an amount equivalent to six (6) months of salary, plus one additional month of salary for every year of service to the District in the Position, or the equivalent, up to a maximum of twelve (12) months of salary, or (b) an amount equal to the salary remaining under the Agreement, whichever is less. This amount shall be offset by any amounts actually earned by Employee as a faculty member following the termination of this Agreement. The intent of this provision is to satisfy the requirements of

California Government Code sections 53260-53264, and shall be interpreted consistent with those statutes.

The parties further agree that this sum constitutes liquidated damages in recognition of the extreme difficulty of determining actual damages to Employee resulting from this Agreement's termination without cause. These liquidated damages represent Employee's sole and exclusive remedy for any and all damages, known or unknown, tort, contract or otherwise, flowing from the termination of Employee's employment with the District. The parties recognize that upon payment of the liquidated damages sum, Employee will be foreclosed from bringing any action or proceeding of any nature against the District.

- e. **Retreat Rights.** This provision does not affect an administrator's right to continued employment in a faculty assignment, or rights afforded other administrators under Education Code sections 87454-87458.1, to the extent such rights exist. Notwithstanding the foregoing, for an Employee who has a right to continued employment in a faculty assignment, or rights afforded other administrators under Education Code sections 87454-87458.1, if Employee engages in conduct subject to discipline under Education Code sections 87732-87734, or others relating to academic employees, the District reserves the right to impose discipline on Employee, up to and including termination, in accordance with provisions of the Education Code applicable to academic employees.
12. **SEVERABILITY.** If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.
13. **WAIVER.** The failure or neglect of either party to exercise any right hereunder or under law, shall not constitute a waiver of any other rights or privileges hereunder.
14. **MODIFICATION.** This Agreement cannot be changed or supplemented orally. It may be modified or superseded by mutual, written agreement, executed by both the parties.
15. **APPLICABLE LAW, RULES AND REGULATIONS.** This contract is subject to all applicable laws of the State of California, the rules and regulations of the Board of Governors of the California Community Colleges, and the rules, regulations and policies of the District, all of which are made a part of the terms and conditions of this contract as though set forth herein. This Agreement shall prevail over any conflicting District rules, regulations, policies or procedures.
16. **VENUE.** The Parties agree that in the event of litigation, venue shall be the proper state or federal court serving San Mateo County, State of California.
17. **ENTIRE AGREEMENT.** This agreement contains the entire agreement and understanding between the parties. There is no oral understanding, or terms and conditions not contained or referenced in this Agreement. This Agreement cannot be changed orally.

EXHIBIT A
MANAGEMENT RETIREE HEALTH AND WELFARE BENEFITS

1. **RETIREE MEDICAL AND DENTAL BENEFITS:** The District will provide medical and dental benefits, as described in the benefits handbook available in the Office of Human Resources, to managers who were employed as regular faculty, classified or management employees by the District prior to January 1, 1987. The eligible retired manager, and that manager's spouse at the time of the manager's retirement, shall be eligible for continuation of benefits during the life of the retired manager, and, following the death of the retired manager, during the life of the un-remarried surviving spouse.
- 1.1 **Employed Prior to 1/1/1987 and Prior to 9/8/1993:** For those employed as regular faculty, classified or management employees by the District on or after January 1, 1987, the maximum amount paid by the District for retiree medical benefits will be the amount the District would have been required to pay had the retiree selected the appropriate Kaiser Health Plan.
- 1.2 **Employed On or After 9/8/1993:** For managers whose first day of paid service as a regular faculty employee, classified employee or manager commences on or after September 8, 1993, the maximum amount paid by the District for retiree health benefits (medical and dental) shall be \$450/month until the manager becomes eligible for Medicare Part B. At that time, the District will then pay, for the manager only, the lowest cost medical plan available within the agreement between the parties.
- 1.3 **10 Years of Service Required – Employed Prior to 9/8/1993:** For those managers hired as a regular faculty employee, classified employee or manager prior to September 8, 1993, to be eligible for District-paid retiree medical and dental benefits, the retiree must have ten (10) full years of service with the District and be at least 55 years of age. For a year of service to be counted, the assignment must have been such that the manager was eligible for medical insurance benefits if such benefits were available to employees.
- 1.4 **20 Years of Service Required – Employed On or After 9/8/1993:** For those managers hired as a regular faculty employee, classified employee or manager whose first day of paid service commences on or after September 8, 1993, to be eligible for District-paid retiree medical and dental benefits, the retiree must have twenty (20) full years of service within the District, must be at least 55 years of age, must be currently employed by the District at the time of retirement, and the age at the time of retirement of the retiree (in full years), when added to the full years of service, must total 75 or more. For a year of service to be counted, the assignment must have been such that the manager was eligible for medical insurance benefits if such benefits were available to employees.

BOARD REPORT NO. 17-6-4A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF REVISIONS TO CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)
AND NONREPRESENTED EMPLOYEE SALARY SCHEDULES**

On May 10, 2017, the Board of Trustees ratified a renewed collective bargaining agreement between the District and the California School Employees Association (CSEA), Chapter 33, which included a salary increase for 2016-2017. Attached hereto, for approval by the Board, is the revised salary schedule for CSEA (Schedule 60) effective as of July 1, 2016.

Attached hereto, for approval by the Board, are revised salary schedules for all non-represented employees (Executives - 10, Management - 20, Academic-Classified Exempt Supervisory - 35, Classified Professional Supervisory - 40, Confidential - 50, Short Term - 6T), effective as of July 1, 2016.

A salary revised schedule for AFSCME was approved by this Board on September 14, 2016.

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised salary schedules for CSEA and non-represented employees.

San Mateo County Community College District
Classified Salary Schedule (60)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
10	Ann	35928.00	37704.00	39588.00	41112.00	43152.00	45312.00
	Mon	2994.00	3142.00	3299.00	3426.00	3596.00	3776.00
	Hrly	18.42	19.34	20.30	21.08	22.13	23.24
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11	Ann	37704.00	39588.00	41112.00	43152.00	45300.00	47556.00
	Mon	3142.00	3299.00	3426.00	3596.00	3775.00	3963.00
	Hrly	19.34	20.30	21.08	22.13	23.23	24.39
C6153	Child Dev Ctr Aide I (Associate)						
<hr/>							
12	Ann	39756.00	41664.00	43512.00	45696.00	47892.00	50280.00
	Mon	3313.00	3472.00	3626.00	3808.00	3991.00	4190.00
	Hrly	20.39	21.37	22.31	23.43	24.56	25.78
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13	Ann	41004.00	42852.00	45084.00	47292.00	49656.00	52140.00
	Mon	3417.00	3571.00	3757.00	3941.00	4138.00	4345.00
	Hrly	21.03	21.98	23.12	24.25	25.46	26.74
C6002	Mail Clerk						
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14	Ann	43116.00	45300.00	47640.00	49932.00	52356.00	54984.00
	Mon	3593.00	3775.00	3970.00	4161.00	4363.00	4582.00
	Hrly	22.11	23.23	24.43	25.61	26.85	28.20
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15	Ann	44136.00	46440.00	48780.00	51108.00	53736.00	56424.00
	Mon	3678.00	3870.00	4065.00	4259.00	4478.00	4702.00
	Hrly	22.63	23.82	25.02	26.21	27.56	28.94
C6014	Shipping/Receiving Clerk						
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16	Ann	45300.00	47640.00	49932.00	52356.00	55212.00	57972.00
	Mon	3775.00	3970.00	4161.00	4363.00	4601.00	4831.00
	Hrly	23.23	24.43	25.61	26.85	28.31	29.73
C6152	Child Dev Ctr Aide II (Teacher)						

San Mateo County Community College District
Classified Salary Schedule (60)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
17	Ann	46440.00	48780.00	51108.00	53736.00	56376.00	59196.00
	Mon	3870.00	4065.00	4259.00	4478.00	4698.00	4933.00
	Hrly	23.82	25.02	26.21	27.56	28.91	30.36
C6004	Library/Media Technician						
18	Ann	47640.00	49932.00	52356.00	55212.00	57852.00	60744.00
	Mon	3970.00	4161.00	4363.00	4601.00	4821.00	5062.00
	Hrly	24.43	25.61	26.85	28.31	29.67	31.15
C6030	Office Assistant II						
C6167	Cosmetology Office Assistant						
19	Ann	48780.00	51108.00	53736.00	56376.00	59292.00	62256.00
	Mon	4065.00	4259.00	4478.00	4698.00	4941.00	5188.00
	Hrly	25.02	26.21	27.56	28.91	30.41	31.93
C6036	Career Resources/Couns Aide						
C6038	Storekeeper						
20	Ann	49932.00	52356.00	55212.00	57852.00	60792.00	63828.00
	Mon	4161.00	4363.00	4601.00	4821.00	5066.00	5319.00
	Hrly	25.61	26.85	28.31	29.67	31.18	32.73
C6024	Public Safety Assistant						
C6027	Admissions & Records Asst II						
21	Ann	51108.00	53736.00	56376.00	59292.00	62220.00	65328.00
	Mon	4259.00	4478.00	4698.00	4941.00	5185.00	5444.00
	Hrly	26.21	27.56	28.91	30.41	31.91	33.50
C6042	Staff Assistant						
C6043	Athletic Equipment Manager						
C6184	Staff Assistant (United Way of the Bay Area)						
C6188	Utility & Sustainability Specialist						

San Mateo County Community College District
Classified Salary Schedule (60)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
22	Ann	52356.00	55212.00	57852.00	60792.00	63960.00	67164.00
	Mon	4363.00	4601.00	4821.00	5066.00	5330.00	5597.00
	Hrly	26.85	28.31	29.67	31.18	32.80	34.44
C6048	Instructional Aide II						
C6069	Document Manager ide II						
C6143	Bookstore Operations Assistant						
C6151	Child Dev Ctr Aide III (Master)						
C6177	Document Manager ide III (Ma						
C6194	Math Instructional Aide II (STEM))						
22A	Ann	52884.00	55764.00	58440.00	61404.00	64608.00	67836.00
	Mon	4407.00	4647.00	4870.00	5117.00	5384.00	5653.00
	Hrly	27.12	28.60	29.97	31.49	33.13	34.79
C6022	Financial Aid Assistant						
23	Ann	53736.00	56376.00	59292.00	62220.00	65412.00	68676.00
	Mon	4478.00	4698.00	4941.00	5185.00	5451.00	5723.00
	Hrly	27.56	28.91	30.41	31.91	33.54	35.22
24	Ann	55212.00	57852.00	60792.00	63960.00	67224.00	70584.00
	Mon	4601.00	4821.00	5066.00	5330.00	5602.00	5882.00
	Hrly	28.31	29.67	31.18	32.80	34.47	36.20
C6005	Library Support Specialist						
C6050	Admissions & Records Asst III						
C6142	Division Assistant						
C6161	Student Life & Leadership Asst						
C6163	Retention Specialist						
C6173	Retention Specialist (United Way of the Bay Area)						
C6190	Retention Specialist-Student Equity						
C6197	Retention Specialist (BSI)						
CC031/CC	Retention Specialist-STEM						

San Mateo County Community College District
Classified Salary Schedule (60)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
24A	Ann	55764.00	58440.00	61404.00	64608.00	67908.00	71304.00
	Mon	4647.00	4870.00	5117.00	5384.00	5659.00	5942.00
	Hrly	28.60	29.97	31.49	33.13	34.82	36.57
C6039	Accounting Technician						
C6139	Multimedia Technician						
C6155	Campus Facilities Oper Tech						
C6176	Accounting Technician (Measure H)						
25	Ann	56376.00	59292.00	62220.00	65412.00	68748.00	72192.00
	Mon	4698.00	4941.00	5185.00	5451.00	5729.00	6016.00
	Hrly	28.91	30.41	31.91	33.54	35.26	37.02
C6019	Staff Announcer/Producer						
26	Ann	57852.00	60792.00	63960.00	67224.00	70416.00	73932.00
	Mon	4821.00	5066.00	5330.00	5602.00	5868.00	6161.00
	Hrly	29.67	31.18	32.80	34.47	36.11	37.91
C6001	Automotive Technician						
C6044	Laboratory Technician						
C6070	Athletic Trainer						
C6071	Cosmetology Aide						
C6073	Tutor Coordinator/Basic Skills Specialist						
C6127	Assistant Project Director						
C6154	Reprographics Technician						
C6169	Payroll Technician						
C6175	Asst Project Director (CalSTEP)						
CC007	Assistant Project Director (HSI STEM)						
CC029	Assistant Project Director-ESO Adelante						
26A	Ann	58440.00	61404.00	64608.00	67908.00	71124.00	74688.00
	Mon	4870.00	5117.00	5384.00	5659.00	5927.00	6224.00
	Hrly	29.97	31.49	33.13	34.82	36.47	38.30
C6056	Financial Aid Technician						

San Mateo County Community College District
Classified Salary Schedule (60)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
27	Ann	59292.00	62220.00	65412.00	68748.00	72060.00	75660.00
	Mon	4941.00	5185.00	5451.00	5729.00	6005.00	6305.00
	Hrly	30.41	31.91	33.54	35.26	36.95	38.80
C6028	Public Safety Officer						
C6051	Membership Services Coordinator						
C6055	Administrative Assistant						
C6079	Program Services Coordinator						
C6079	Program Services Coordinator - Degree Audit						
C6122	Learning Ctr Coordinator						
C6168	Prerequisite/Assessment Spec.						
C6171	Multimedia Services Coordinator						
C6174	Program Services Coordinator (CalSTEP)						
C6178	Administrative Assistant (Measure H)						
C6183	Cosmetology Program Assistant						
C6195	Instructional Support Assistant						
C6199	Intensive English Program Coordinator						
C6200	Sparkpoint Coordinator						
C6201	Transition Coordinator (Grant Funded)						
CC006	Program Services Coordinator (HSI STEM)						
CC008	Administrative Assistant (HSI-STEM)						
C0395	Business Operations Facilities Coordinator						
CC030	Program Services Coordinator-STEM						
C0394	Business Operations Program Coordinator						
C0466	Housing Program Coordinator						
CC028	Sparkpoint Coordinator (Student Equity)						
CC028	Program Services Coordinator-Post Secondary Success & Completion						
C0465	Intensive English Program Coordinator						
C0466	Program Services Coordinator						
CC028/C0	Sparkpoint Coordinator						
27A	Ann	59892.00	62832.00	66060.00	69444.00	72780.00	76416.00
	Mon	4991.00	5236.00	5505.00	5787.00	6065.00	6368.00
	Hrly	30.71	32.22	33.88	35.61	37.32	39.19
C6145	IT Support Technician I						
28	Ann	60792.00	63960.00	67224.00	70416.00	73956.00	77652.00
	Mon	5066.00	5330.00	5602.00	5868.00	6163.00	6471.00
	Hrly	31.18	32.80	34.47	36.11	37.93	39.82
C6170	Senior Payroll Technician						

San Mateo County Community College District
Classified Salary Schedule (60)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
28A	Ann	61404.00	64608.00	67908.00	71124.00	74700.00	78432.00
	Mon	5117.00	5384.00	5659.00	5927.00	6225.00	6536.00
	Hrly	31.49	33.13	34.82	36.47	38.31	40.22
C6131	Senior Accounting Technician						
29	Ann	62220.00	65412.00	68748.00	72060.00	75756.00	79548.00
	Mon	5185.00	5451.00	5729.00	6005.00	6313.00	6629.00
	Hrly	31.91	33.54	35.26	36.95	38.85	40.79
C6078	FM Program Director						
C6109	Dir of Radio Program Operations						
30	Ann	63960.00	67224.00	70416.00	73956.00	77736.00	81624.00
	Mon	5330.00	5602.00	5868.00	6163.00	6478.00	6802.00
	Hrly	32.80	34.47	36.11	37.93	39.86	41.86
C4081	Visual Communications Coord.						
C6089	Electronics Technician						
C6144	Buyer						
C6148	Project Coordinator I						
C6179	Project Coordinator I (Measure H)						
CC007	Project Coordinator I (Measure H)						
30A	Ann	64608.00	67908.00	71124.00	74700.00	78504.00	82428.00
	Mon	5384.00	5659.00	5927.00	6225.00	6542.00	6869.00
	Hrly	33.13	34.82	36.47	38.31	40.26	42.27
C6165	Fin Aid Reconciliation Specialist						
31	Ann	65412.00	68748.00	72060.00	75756.00	79596.00	83568.00
	Mon	5451.00	5729.00	6005.00	6313.00	6633.00	6964.00
	Hrly	33.54	35.26	36.95	38.85	40.82	42.86
C6031	Public Safety Sergeant						
C6135	Promotions & Web Content Coord						
C0229	Campus Facilities Operations Technician						

San Mateo County Community College District
Classified Salary Schedule (60)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
31A	Ann	66060.00	69444.00	72780.00	76512.00	80388.00	84408.00
	Mon	5505.00	5787.00	6065.00	6376.00	6699.00	7034.00
	Hrly	33.88	35.61	37.32	39.24	41.22	43.29
C6130	Senior Accounting Coordinator						
C6146	IT Support Technician II						
32	Ann	67056.00	70404.00	73932.00	77652.00	81528.00	85608.00
	Mon	5588.00	5867.00	6161.00	6471.00	6794.00	7134.00
	Hrly	34.39	36.10	37.91	39.82	41.81	43.90
C6158	KCSM TV Broadcast Operations Engineer						
33	Ann	68736.00	72168.00	75780.00	79620.00	83568.00	87744.00
	Mon	5728.00	6014.00	6315.00	6635.00	6964.00	7312.00
	Hrly	35.25	37.01	38.86	40.83	42.86	45.00
C6141	Payroll Specialist						
34	Ann	70416.00	73956.00	77736.00	81708.00	85752.00	90036.00
	Mon	5868.00	6163.00	6478.00	6809.00	7146.00	7503.00
	Hrly	36.11	37.93	39.86	41.90	43.98	46.17
C6124	KCSM Membership Director						
C6134	Senior Buyer						
C6150	Theatre Events Manager						
34A	Ann	71124.00	74700.00	78504.00	82512.00	86604.00	90936.00
	Mon	5927.00	6225.00	6542.00	6876.00	7217.00	7578.00
	Hrly	36.47	38.31	40.26	42.31	44.41	46.63
C6147	IT Support Technician III						
C6166	FA Technical Support Specialist						
C6187	IT Support Specialist						
35	Ann	72192.00	75792.00	79572.00	83580.00	87768.00	92160.00
	Mon	6016.00	6316.00	6631.00	6965.00	7314.00	7680.00
	Hrly	37.02	38.87	40.81	42.86	45.01	47.26
C6128	KCSM Underwriting Represent.						

San Mateo County Community College District
Classified Salary Schedule (60)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
35A	Ann	72912.00	76548.00	80376.00	84420.00	88656.00	93084.00
	Mon	6076.00	6379.00	6698.00	7035.00	7388.00	7757.00
	Hrly	37.39	39.26	41.22	43.29	45.46	47.74
C4119	Network Infrastructure Tech. (Measure H)						
C6121	Network Infrastructure Tech.						
36	Ann	74196.00	77700.00	81600.00	85692.00	89952.00	94452.00
	Mon	6183.00	6475.00	6800.00	7141.00	7496.00	7871.00
	Hrly	38.05	39.85	41.85	43.94	46.13	48.44
C6021	KCSM TV Producer/Director II						
C6077	KCSM Production Coordinator						
C6116	Broadcast Engineer II						
C6136	Client Service manager KCSM						
C6162	KCSM Radio Engineer						
37	Ann	75756.00	79596.00	83640.00	87792.00	92352.00	96972.00
	Mon	6313.00	6633.00	6970.00	7316.00	7696.00	8081.00
	Hrly	38.85	40.82	42.89	45.02	47.36	49.73
C6101	Programmer Analyst						
C6156	Web Programmer Analyst						
C6164	Accounting Analyst						
C6187	IT Support Specialist						
38	Ann	77652.00	81600.00	85752.00	89964.00	94680.00	99420.00
	Mon	6471.00	6800.00	7146.00	7497.00	7890.00	8285.00
	Hrly	39.82	41.85	43.98	46.14	48.55	50.98
C6149	Project Coordinator II						
C6180	Project Coordinator II (Measure H)						
CC013	Project Coordinator II (Measure H)						
39	Ann	79572.00	83640.00	87888.00	92208.00	97008.00	101856.00
	Mon	6631.00	6970.00	7324.00	7684.00	8084.00	8488.00
	Hrly	40.81	42.89	45.07	47.29	49.75	52.23

San Mateo County Community College District
Classified Salary Schedule (60)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
40	Ann	81588.00	85752.00	90084.00	94548.00	99456.00	104424.00
	Mon	6799.00	7146.00	7507.00	7879.00	8288.00	8702.00
	Hrly	41.84	43.98	46.20	48.49	51.00	53.55
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41	Ann	83604.00	87888.00	92328.00	96900.00	101952.00	107052.00
	Mon	6967.00	7324.00	7694.00	8075.00	8496.00	8921.00
	Hrly	42.87	45.07	47.35	49.69	52.28	54.90
C6111	Senior Broadcast Engineer						

**San Mateo County Community College District
Executive Salary Schedule (10)
Effective: 01-JUL 2016**

Grade	Step	1	2	3	4	5	6
CN	Ann	421464.00	421464.00	421464.00	421464.00	421464.00	421464.00
	Mon	35122.00	35122.00	35122.00	35122.00	35122.00	35122.00
	A1001	Chancellor					
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EA	Ann	227916.00	237504.00	248280.00	259044.00	271032.00	283008.00
	Mon	18993.00	19792.00	20690.00	21587.00	22586.00	23584.00
	A1006	Deputy Chancellor					
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EB	Ann	224760.00	234336.00	245112.00	255900.00	267864.00	279840.00
	Mon	18730.00	19528.00	20426.00	21325.00	22322.00	23320.00
	A3019	Executive Vice Chancellor					
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EC	Ann	215184.00	224760.00	234336.00	245112.00	255900.00	267864.00
	Mon	17932.00	18730.00	19528.00	20426.00	21325.00	22322.00
	A1002	President					
	A1007	Vice-Chancellor, Human Resources and General Counsel					
	A3021	Vice-Chancellor, Education Services & Planning					
	A3025	Vice-Chancellor, Facilities					
	A3027	Vice-Chancellor, Auxiliary Services & Enterprise Operations					

**San Mateo County Community College District
Management Salary Schedule (20)
Effective: 01-JUL-2016**

Grade	Step	1	2	3	4	5	6
AA	Ann	187632.00	196020.00	204396.00	213984.00	223560.00	233136.00
	Mon	15636.00	16335.00	17033.00	17832.00	18630.00	19428.00
	A1008	Provost, International Education					
	A2032	Chief of Staff					
	A3022	Chief Financial Officer					
AB	Ann	155676.00	164040.00	172428.00	180816.00	190392.00	199980.00
	Mon	12973.00	13670.00	14369.00	15068.00	15866.00	16665.00
	A2005	Vice President, Instruction					
	A2006	Vice President, Student Services					
	A3001	Vice President, Admin Services					
AC	Ann	153264.00	160440.00	168840.00	177228.00	185628.00	195192.00
	Mon	12772.00	13370.00	14070.00	14769.00	15469.00	16266.00
	A2004	General Manager, KCSM-TV/FM					
	A2020	Executive Director, Foundation					
	A3028	Executive Director, Facilities Planning & Oper					
AD	Ann	146088.00	153264.00	160440.00	168840.00	177228.00	185628.00
	Mon	12174.00	12772.00	13370.00	14070.00	14769.00	15469.00
	A2010	Dean, Couns/Avis/Matric					
	A2011	Dean, Division					
	A2044	Dean of Ath/Kin/Dance/Lib/LR					
	A2045	Dean of Academic Support & LT					
	A2046	Dean, Global Learning Programs					
	A2047	Dean, Student Eqty & Support Programs					

**San Mateo County Community College District
Management Salary Schedule (20)
Effective: 01-JUL-2016**

Grade	Step	1	2	3	4	5	6
AE	Ann	138912.00	146088.00	153264.00	160440.00	168840.00	177228.00
	Mon	11576.00	12174.00	12772.00	13370.00	14070.00	14769.00
	A2016	Director of Human Resources					
	A2023	Director of General Services					
	A2024	Director of Operations					
	A3015	Director of Maintenance & Operation					
	A3029	Director of Capital Projects (Measure H)					
AF	Ann	131712.00	138912.00	146088.00	153264.00	160440.00	168840.00
	Mon	10976.00	11576.00	12174.00	12772.00	13370.00	14070.00
	A2008	Dean, Admissions/Records					
	A2042	Dean, Enrollment Services					
	A2043	Dean, Planning/Research/Institutional Effectiveness					
	A3018	Dean, Univ Ctr/Acad Supp Svc					
AG	Ann	125724.00	131712.00	138912.00	146088.00	153264.00	160440.00
	Mon	10477.00	10976.00	11576.00	12174.00	12772.00	13370.00
AH	Ann	119736.00	125724.00	131712.00	138912.00	146088.00	153264.00
	Mon	9978.00	10477.00	10976.00	11576.00	12174.00	12772.00
AI	Ann	113772.00	119736.00	125724.00	131712.00	138912.00	146088.00
	Mon	9481.00	9978.00	10477.00	10976.00	11576.00	12174.00
	A2041	Director of Development					
	A0036	Direcot or Planning & Research					
AJ	Ann	107784.00	113772.00	119736.00	125724.00	131712.00	138912.00
	Mon	8982.00	9481.00	9978.00	10477.00	10976.00	11576.00

**San Mateo County Community College District
Academic-Classified Exempt Supervisory Salary Schedule (35)
Effective: 01-JUL-2016**

Grade	Step	1	2	3	4	5	6	7	8	9
180E	Ann	75156.00	77412.00	79740.00	82128.00	84600.00	87132.00	89748.00	92424.00	95208.00
	Mon	6263.00	6451.00	6645.00	6844.00	7050.00	7261.00	7479.00	7702.00	7934.00
	C4021	Foundation Business Manager								
	C4021	Student Life & Leadership Mgr.								
189E	Ann	91008.00	93744.00	96564.00	99444.00	102432.00	105492.00	108672.00	111924.00	115272.00
	Mon	7584.00	7812.00	8047.00	8287.00	8536.00	8791.00	9056.00	9327.00	9606.00
	C4013	Bookstore Manager								
	C4014	Registrar								
	C4039	Supv. of Custodial Operations								
	C4106	College International Student Program Manager								
	C4107	Learning Center Manager								
	C4113	Construction Procurment, Risk and Contract Manager (Measure H)								
	C4075	Project Manager I (Measure H)								
	C4118	IT Construction Project Manager (Measure H)								
	C4124	Foundation Development Manager								

**San Mateo County Community College District
Academic-Classified Exempt Supervisory Salary Schedule (35)
Effective: 01-JUL-2016**

Grade	Step	1	2	3	4	5	6	7	8	9
190E	Ann	95796.00	98664.00	101616.00	104676.00	107820.00	111060.00	114396.00	117816.00	121344.00
	Mon	7983.00	8222.00	8468.00	8723.00	8985.00	9255.00	9533.00	9818.00	10112.00
	C4007	Accountant								
	C4083	Chief Public Safety Officer								
	C4115	Capital Projects Operations Manager								
	C4122	Energy and Sustainability Mgr								
	F3021	Director of Retail, Hospitality, and Tourism Center								
	F3022	Director of The Center for International Trade Development								
191E	Ann	100584.00	103596.00	106716.00	109920.00	113220.00	116604.00	120096.00	123708.00	127428.00
	Mon	8382.00	8633.00	8893.00	9160.00	9435.00	9717.00	10008.00	10309.00	10619.00
	C4038	Director of Technology (KCSM)								
	C4046	Dir Market. Comm & Public Rel								
	C4098	Radio Station Manager								
	C4121	Project Manager II (Measure H)								
	F3008	Director of Middle College								

**San Mateo County Community College District
Academic-Classified Exempt Supervisory Salary Schedule (35)
Effective: 01-JUL-2016**

Grade	Step	1	2	3	4	5	6	7	8	9
192E	Ann	105636.00	108780.00	112044.00	115416.00	118860.00	122436.00	126120.00	129900.00	133788.00
	Mon	8803.00	9065.00	9337.00	9618.00	9905.00	10203.00	10510.00	10825.00	11149.00
	C4052	Director of Financial Aid Services								
	C4057	College Business Officer								
	C4059	Director, Community Relations & Marketing								
	C4068	Payroll Manager								
	C4094	Facilities/Pub Safety Bus Mgr								
	C4097	Compliance Officer								
	C4112	Director of SparkPoint								
	F3004	Director, EOPS								
	F3006	Director, Library Svcs								
	F3009	Director of Student Development								
	F3011	Director, Learning Center								
	F3012	Director, Matric/Transf/Articulation								
	F3013	Director, Matriculation & Counseling								
	F3014	Director, Disable Stud Prog Svcs								
	F3015	Director of Student Support								
	F3016	Director of Workforce Development								
	F3019	Director, Special International Programs								
	F3025	Director of Prof Devl & Innov								
	F3028	Director of Post Secondary & Comp-ESO								

**San Mateo County Community College District
Academic-Classified Exempt Supervisory Salary Schedule (35)
Effective: 01-JUL-2016**

Grade	Step	1	2	3	4	5	6	7	8	9
193E	Ann	116436.00	119940.00	123528.00	127248.00	131064.00	134988.00	139032.00	143196.00	147504.00
	Mon	9703.00	9995.00	10294.00	10604.00	10922.00	11249.00	11586.00	11933.00	12292.00
	C4070	Facilities Manager								
	C4082	Director of Public Safety								
	C4096	Director, International Educ.								
	C4127	Director, Foundation Development								
	F3007	Director, Health Services								
	F3010	Director of Nursing								
	F3017	Director, Ctr Interna & Univ Studies								
	F3020	Director, Respiratory Therapy								
F3023	Director, Learning Commons									
FT008	Director of Student Equity									
194E	Ann	122268.00	125928.00	129720.00	133608.00	137616.00	141744.00	145980.00	150372.00	154872.00
	Mon	10189.00	10494.00	10810.00	11134.00	11468.00	11812.00	12165.00	12531.00	12906.00
	C4053	Human Resources Manager								

**San Mateo County Community College District
Academic-Classified Exempt Supervisory Salary Schedule (35)
Effective: 01-JUL-2016**

Grade	Step	1	2	3	4	5	6	7	8	9
195E	Ann	128388.00	132204.00	136200.00	140280.00	144492.00	148824.00	153276.00	157872.00	162612.00
	Mon	10699.00	11017.00	11350.00	11690.00	12041.00	12402.00	12773.00	13156.00	13551.00
196E	Ann	134772.00	138840.00	143016.00	147276.00	151728.00	156252.00	160956.00	165780.00	170748.00
	Mon	11231.00	11570.00	11918.00	12273.00	12644.00	13021.00	13413.00	13815.00	14229.00
	C4066	District Budget Officer								
	C4067	Controller								
197E	Ann	141528.00	145776.00	150156.00	154656.00	159288.00	164076.00	169008.00	174060.00	179292.00
	Mon	11794.00	12148.00	12513.00	12888.00	13274.00	13673.00	14084.00	14505.00	14941.00
	C4129	Executive Director Com/ Continuing/Corp Ed								

San Mateo County Community College District
Classified Prof/Supv Salary Schedule (40)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
150S	Ann	46428.00	48684.00	51072.00	53796.00	56520.00	59340.00
	Mon	3869.00	4057.00	4256.00	4483.00	4710.00	4945.00
	Hrly	23.81	24.97	26.19	27.59	28.98	30.43
152S	Ann	47592.00	49824.00	52356.00	54960.00	57780.00	60672.00
	Mon	3966.00	4152.00	4363.00	4580.00	4815.00	5056.00
	Hrly	24.41	25.55	26.85	28.18	29.63	31.11
155S	Ann	50196.00	52644.00	55236.00	57948.00	60828.00	63864.00
	Mon	4183.00	4387.00	4603.00	4829.00	5069.00	5322.00
	Hrly	25.74	27.00	28.33	29.72	31.19	32.75
160S	Ann	54960.00	57780.00	60636.00	63768.00	67044.00	70404.00
	Mon	4580.00	4815.00	5053.00	5314.00	5587.00	5867.00
	Hrly	28.18	29.63	31.10	32.70	34.38	36.10
165S	Ann	57732.00	60672.00	63660.00	66972.00	70404.00	73920.00
	Mon	4811.00	5056.00	5305.00	5581.00	5867.00	6160.00
	Hrly	29.61	31.11	32.65	34.34	36.10	37.91
168S	Ann	59520.00	62520.00	65676.00	68952.00	72480.00	76104.00
	Mon	4960.00	5210.00	5473.00	5746.00	6040.00	6342.00
	Hrly	30.52	32.06	33.68	35.36	37.17	39.03
170S	Ann	60636.00	63768.00	67008.00	70296.00	73848.00	77544.00
	Mon	5053.00	5314.00	5584.00	5858.00	6154.00	6462.00
	Hrly	31.10	32.70	34.36	36.05	37.87	39.77

San Mateo County Community College District
Classified Prof/Supv Salary Schedule (40)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
175S	Ann	63768.00	67008.00	70296.00	73848.00	77604.00	81480.00
	Mon	5314.00	5584.00	5858.00	6154.00	6467.00	6790.00
	Hrly	32.70	34.36	36.05	37.87	39.80	41.78
C4024	Project Director						
C4072	College Recruiter						
C4132	Project Director (HSI-STEM)						
178S	Ann	67548.00	70884.00	74400.00	78120.00	82032.00	86136.00
	Mon	5629.00	5907.00	6200.00	6510.00	6836.00	7178.00
	Hrly	34.64	36.35	38.15	40.06	42.07	44.17
180S	Ann	68700.00	72108.00	75756.00	79668.00	83616.00	87792.00
	Mon	5725.00	6009.00	6313.00	6639.00	6968.00	7316.00
	Hrly	35.23	36.98	38.85	40.86	42.88	45.02
C4048	Program Superv (Program Name)						
184S	Ann	70296.00	73848.00	77604.00	81492.00	85560.00	89832.00
	Mon	5858.00	6154.00	6467.00	6791.00	7130.00	7486.00
	Hrly	36.05	37.87	39.80	41.79	43.88	46.07
C4095	Campus Public Safety Lieut.						
190S	Ann	73848.00	77604.00	81492.00	85632.00	90060.00	94572.00
	Mon	6154.00	6467.00	6791.00	7136.00	7505.00	7881.00
	Hrly	37.87	39.80	41.79	43.91	46.18	48.50
C4022	Theatre Design/Tech Director						
C4093	Instructional Technologist						
C4123	Instructional Designer						

San Mateo County Community College District
Classified Prof/Supv Salary Schedule (40)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
191S	Ann	75672.00	79428.00	83412.00	87576.00	91992.00	96588.00
	Mon	6306.00	6619.00	6951.00	7298.00	7666.00	8049.00
	Hrly	38.81	40.73	42.78	44.91	47.18	49.53
C4092	Energy Management Coordinator						
C4103	Alumni Relations Manager						
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192S	Ann	79404.00	83388.00	87540.00	91932.00	96528.00	101352.00
	Mon	6617.00	6949.00	7295.00	7661.00	8044.00	8446.00
	Hrly	40.72	42.76	44.89	47.14	49.50	51.98
C4077	Communications Manager						
C4130	Purchasing Services Supervisor						
C4131	Foundation Marketing & Communications Manager						
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195S	Ann	81468.00	85536.00	89868.00	94368.00	99084.00	104040.00
	Mon	6789.00	7128.00	7489.00	7864.00	8257.00	8670.00
	Hrly	41.78	43.86	46.09	48.39	50.81	53.35
C4009	Director of External Affairs						
C4017	TV Program Director						
C4037	Administrative Analyst						
C4056	Financial Analyst						
C4069	Payroll Analyst						
C4073	Grants Analyst						
C4084	Planning & Research Analyst						
C4116	Fac/Public Safety Exec Assist						
C4126	Business Operations Analyst						
C4128	Capital Projects Analyst						
C4133	Planning & Research Analyst HIS/STEM						
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197S	Ann	83376.00	87540.00	91896.00	96552.00	101388.00	106464.00
	Mon	6948.00	7295.00	7658.00	8046.00	8449.00	8872.00
	Hrly	42.76	44.89	47.13	49.51	51.99	54.60
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San Mateo County Community College District
Classified Prof/Supv Salary Schedule (40)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
200S	Ann	85296.00	89532.00	93948.00	98736.00	103680.00	108864.00
	Mon	7108.00	7461.00	7829.00	8228.00	8640.00	9072.00
	Hrly	43.74	45.91	48.18	50.63	53.17	55.83
	C4050	Web Support Analyst					
	C4051	Executive Producer					
	C4086	KCSM Business & Fundraising Manager					
210S	Ann	91248.00	95820.00	100620.00	105636.00	110940.00	116484.00
	Mon	7604.00	7985.00	8385.00	8803.00	9245.00	9707.00
	Hrly	46.79	49.14	51.60	54.17	56.89	59.74
	C4004	Senior Programmer I					
	C4006	Systems Administrator					
	C4055	Senior Financial Analyst					
	C4104	Mgr. of Productions Services					
	C4109	Mgr. of Distance Ed/Instructional Design					
	C4114	Facilities System Manager					
	C4117	Network Analyst					
220S	Ann	99360.00	104868.00	110376.00	115932.00	121416.00	127488.00
	Mon	8280.00	8739.00	9198.00	9661.00	10118.00	10624.00
	Hrly	50.95	53.78	56.60	59.45	62.26	65.38
	C4001	Senior Programmer II					
	C4076	Project Manager II					
	C4091	Sr. Database Administrator					
	C4099	Curr & Instr Systems Specialist					
	C4102	Network Engineer					

San Mateo County Community College District
Classified Prof/Supv Salary Schedule (40)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
225S	Ann	103836.00	109572.00	115356.00	121140.00	126888.00	133236.00
	Mon	8653.00	9131.00	9613.00	10095.00	10574.00	11103.00
	Hrly	53.25	56.19	59.16	62.12	65.07	68.33
C4080	Director of Web Services						
230S	Ann	108312.00	114264.00	120312.00	126372.00	132336.00	138960.00
	Mon	9026.00	9522.00	10026.00	10531.00	11028.00	11580.00
	Hrly	55.54	58.60	61.70	64.81	67.86	71.26
C4089	Dir of Tech Support Svcs						

San Mateo County Community College District
Confidential Salary Schedule (50)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
160C	Ann	44736.00	47136.00	49500.00	51876.00	54528.00	57264.00
	Mon	3728.00	3928.00	4125.00	4323.00	4544.00	4772.00
	Hrly	22.94	24.17	25.38	26.60	27.96	29.37
165C	Ann	45888.00	48084.00	50520.00	53064.00	55740.00	58536.00
	Mon	3824.00	4007.00	4210.00	4422.00	4645.00	4878.00
	Hrly	23.53	24.66	25.91	27.21	28.58	30.02
170C	Ann	47136.00	49500.00	51876.00	54528.00	57216.00	60072.00
	Mon	3928.00	4125.00	4323.00	4544.00	4768.00	5006.00
	Hrly	24.17	25.38	26.60	27.96	29.34	30.81
175C	Ann	47400.00	49776.00	52296.00	54876.00	57552.00	60432.00
	Mon	3950.00	4148.00	4358.00	4573.00	4796.00	5036.00
	Hrly	24.31	25.53	26.82	28.14	29.51	30.99
180C	Ann	52128.00	54744.00	57456.00	60348.00	63360.00	66528.00
	Mon	4344.00	4562.00	4788.00	5029.00	5280.00	5544.00
	Hrly	26.73	28.07	29.46	30.95	32.49	34.12
188C	Ann	56172.00	58956.00	61896.00	65112.00	68424.00	71856.00
	Mon	4681.00	4913.00	5158.00	5426.00	5702.00	5988.00
	Hrly	28.81	30.23	31.74	33.39	35.09	36.85
190C	Ann	57216.00	60120.00	63120.00	66372.00	69792.00	73272.00
	Mon	4768.00	5010.00	5260.00	5531.00	5816.00	6106.00
	Hrly	29.34	30.83	32.37	34.04	35.79	37.58
193C	Ann	59268.00	62196.00	65376.00	68724.00	72024.00	75636.00
	Mon	4939.00	5183.00	5448.00	5727.00	6002.00	6303.00
	Hrly	30.39	31.90	33.53	35.24	36.94	38.79
C5012	Administrative Asst. - Chancellor's Office						
CC018	Administrative Asst. - District Office (Measure H)						

San Mateo County Community College District
Confidential Salary Schedule (50)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
194C	Ann	60132.00	63132.00	66300.00	69600.00	73092.00	76752.00
	Mon	5011.00	5261.00	5525.00	5800.00	6091.00	6396.00
	Hrly	30.84	32.38	34.00	35.69	37.48	39.36
195C	Ann	61788.00	64956.00	68124.00	71544.00	75240.00	78996.00
	Mon	5149.00	5413.00	5677.00	5962.00	6270.00	6583.00
	Hrly	31.69	33.31	34.94	36.69	38.58	40.51
200C	Ann	68496.00	71928.00	75528.00	79284.00	83244.00	87408.00
	Mon	5708.00	5994.00	6294.00	6607.00	6937.00	7284.00
	Hrly	35.13	36.89	38.73	40.66	42.69	44.82
C5004	Human Resources Representative						
201C	Ann	68700.00	72108.00	75756.00	79668.00	83616.00	87792.00
	Mon	5725.00	6009.00	6313.00	6639.00	6968.00	7316.00
	Hrly	35.23	36.98	38.85	40.86	42.88	45.02
C4018	Executive Assistant						
205C	Ann	69540.00	72984.00	76788.00	80484.00	84564.00	88800.00
	Mon	5795.00	6082.00	6399.00	6707.00	7047.00	7400.00
	Hrly	35.66	37.43	39.38	41.27	43.37	45.54
208C	Ann	71904.00	75528.00	79272.00	83232.00	87408.00	91776.00
	Mon	5992.00	6294.00	6606.00	6936.00	7284.00	7648.00
	Hrly	36.87	38.73	40.65	42.68	44.82	47.06
C5011	Human Resources Specialist						
210C	Ann	75084.00	78924.00	82812.00	86988.00	91332.00	95904.00
	Mon	6257.00	6577.00	6901.00	7249.00	7611.00	7992.00
	Hrly	38.50	40.47	42.47	44.61	46.84	49.18

San Mateo County Community College District
Confidential Salary Schedule (50)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
215C	Ann	81468.00	85536.00	89868.00	94368.00	99084.00	104040.00
	Mon	6789.00	7128.00	7489.00	7864.00	8257.00	8670.00
	Hrly	41.78	43.86	46.09	48.39	50.81	53.35
	C4110	Executive Assistant to the President					
	C4416	Facilities/Public Safety Executive Assistant					
216C	Ann	83376.00	87540.00	91896.00	96552.00	101388.00	106464.00
	Mon	6948.00	7295.00	7658.00	8046.00	8449.00	8872.00
	Hrly	42.76	44.89	47.13	49.51	51.99	54.60
	C4100	Senior Executive Assistant					

San Mateo County Community College District
Short-Term Temporary Classified (6T)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
10	Hrly	14.32	15.01	15.75	16.39	17.19	18.05
11	Hrly	15.01	15.75	16.39	17.19	18.04	18.93
	C6153	Child Dev Ctr Aide I (Associate)					
12	Hrly	15.85	16.59	17.33	18.20	19.07	20.02
13	Hrly	16.33	17.07	17.96	18.83	19.77	20.76
	C6002	Mail Clerk					
14	Hrly	17.17	18.04	18.97	19.89	20.85	21.89
15	Hrly	17.60	18.52	19.44	20.36	21.41	22.49
	C6014	Shipping/Receiving Clerk					
16	Hrly	18.04	18.97	18.89	20.85	21.99	23.09
	C6152	Child Dev Ctr Aide II (Teacher)					

San Mateo County Community College District
Short-Term Temporary Classified (6T)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
17	Hrly	18.52	19.44	20.36	21.41	22.47	23.59
	C6004	Library/Media Technician					
18	Hrly	18.97	19.89	20.85	21.99	23.05	24.20
	C6030	Office Assistant II					
	C6167	Cosmetology Office Assistant					
19	Hrly	19.44	20.36	21.41	22.47	23.63	24.81
	C6036	Career Resources/Couns Aide					
	C6038	Storekeeper					
20	Hrly	19.89	20.85	21.99	23.05	24.21	25.43
	C6024	Public Safety Assistant					
	C6027	Admissions & Records Asst II					
21	Hrly	20.36	21.41	22.47	23.63	24.76	26.00
	C6042	Staff Assistant					
	C6043	Athletic Equipment Manager					
	C6184	Staff Assistant (United Way of the Bay Area)					
	C6188	Utility & Sustainability Specialist					

San Mateo County Community College District
Short-Term Temporary Classified (6T)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
22	Hrly	20.85	21.99	23.05	24.21	25.49	26.76
	C6048	Instructional Aide II					
	C6069	Document Manager ide II					
	C6143	Bookstore Operations Assistant					
	C6151	Child Dev Ctr Aide III (Master)					
	C6177	Document Manager ide III (Ma					
	C6194	Math Instructional Aide II (STEM))					
22A	Hrly	21.07	22.21	23.27	24.45	26.05	27.35
	C6022	Financial Aid Assistant					
23	Hrly	21.41	22.47	23.63	24.76	26.05	27.35
24	Hrly	21.99	23.05	24.21	25.74	26.77	28.11
	C6005	Library Support Specialist					
	C6050	Admissions & Records Asst III					
	C6142	Division Assistant					
	C6161	Student Life & Leadership Asst					
	C6163	Retention Specialist					
	C6173	Retention Specialist (United Way of the Bay Area)					
	C6190	Retention Specialist-Student Equity					
	C6197	Retention Specialist (BSI)					
	CC031/CC	Retention Specialist-STEM					

San Mateo County Community College District
Short-Term Temporary Classified (6T)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
24A	Hrly	22.21	23.27	24.45	25.74	27.04	28.39
	C6039	Accounting Technician					
	C6139	Multimedia Technician					
	C6155	Campus Facilities Oper Tech					
	C6176	Accounting Technician (Measure H)					
25	Hrly	22.47	23.63	24.76	26.05	27.39	28.75
	C6019	Staff Announcer/Producer					
26	Hrly	23.05	24.21	25.49	26.77	28.05	29.45
	C6001	Automotive Technician					
	C6044	Laboratory Technician					
	C6070	Athletic Trainer					
	C6071	Cosmetology Aide					
	C6073	Tutor Coordinator/Basic Skills Specialist					
	C6127	Assistant Project Director					
	C6154	Reprographics Technician					
	C6169	Payroll Technician					
	C6175	Asst Project Director (CalSTEP)					
	CC007	Assistant Project Director (HSI STEM)					
	CC029	Assistant Project Director-ESO Adelante					
26A	Hrly	23.27	24.45	25.74	27.04	28.33	29.75
	C6056	Financial Aid Technician					

**San Mateo County Community College District
Short-Term Temporary Classified (6T)
Effective: 01-JUL-2016**

Grade	Step	1	2	3	4	5	6
27	Hrly	23.63	24.76	26.05	27.39	28.69	30.13
	C6028	Public Safety Officer					
	C6051	Membership Services Coordinator					
	C6055	Administrative Assistant					
	C6079	Program Services Coordinator					
	C6079	Program Services Coordinator - Degree Audit					
	C6122	Learning Ctr Coordinator					
	C6168	Prerequisite/Assessment Spec.					
	C6171	Multimedia Services Coordinator					
	C6174	Program Services Coordinator (CalSTEP)					
	C6178	Administrative Assistant (Measure H)					
	C6183	Cosmetology Program Assistant					
	C6195	Instructional Support Assistant					
	C6199	Intensive English Program Coordinator					
	C6200	Sparkpoint Coordinator					
	C6201	Transition Coordinator (Grant Funded)					
	CC006	Program Services Coordinator (HSI STEM)					
	CC008	Administrative Assistant (HSI-STEM)					
	C0395	Business Operations Facilities Coordinator					
	CC030	Program Services Coordinator-STEM					
	C0394	Business Operations Program Coordinator					
	C0466	Housing Program Coordinator					
	CC028	Sparkpoint Coordinator (Student Equity)					
	CC028	Program Services Coordinator-Post Secondary Success & Completion					
	C0465	Intensive English Program Coordinator					
	C0466	Program Services Coordinator					
	CC028/C0	Sparkpoint Coordinator					
27A	Hrly	23.85	25.01	26.31	27.67	28.99	30.44
	C6145	IT Support Technician I					

San Mateo County Community College District
Short-Term Temporary Classified (6T)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
28	Hrly	24.21	25.49	26.77	28.05	29.47	30.94
	C6170	Senior Payroll Technician					
28A	Hrly	24.45	25.74	27.04	28.33	29.76	31.25
	C6131	Senior Accounting Technician					
29	Hrly	24.76	26.05	27.39	28.69	30.17	31.68
	C6078	FM Program Director					
	C6109	Dir of Radio Program Operations					
30	Hrly	25.49	26.77	28.05	29.47	30.96	32.51
	C4081	Visual Communications Coord.					
	C6089	Electronics Technician					
	C6144	Buyer					
	C6148	Project Coordinator I					
	C6179	Project Coordinator I (Measure H)					
	CC007	Project Coordinator I (Measure H)					
30A	Hrly	25.74	27.04	28.33	29.76	31.27	32.84
	C6165	Fin Aid Reconciliation Specialist					
31	Hrly	26.05	27.39	28.69	30.17	31.70	33.29
	C6031	Public Safety Sergeant					
	C6135	Promotions & Web Content Coord					
	C0229	Campus Facilities Operations Technician					

**San Mateo County Community College District
Short-Term Temporary Classified (6T)
Effective: 01-JUL-2016**

Grade	Step	1	2	3	4	5	6
31A	Hrly	26.31	27.67	28.99	30.47	32.03	33.63
	C6130	Senior Accounting Coordinator					
	C6146	IT Support Technician II					
32	Hrly	26.70	28.04	29.46	30.94	32.47	34.09
	C6158	KCSM TV Broadcast Operations Engineer					
33	Hrly	27.4	28.77	30.19	31.72	33.29	34.95
	C6141	Payroll Specialist					
34	Hrly	28.05	29.47	30.96	32.54	34.15	35.86
	C6124	KCSM Membership Director					
	C6134	Senior Buyer					
	C6150	Theatre Events Manager					
34A	Hrly	28.33	29.76	31.27	32.87	34.49	36.21
	C6147	IT Support Technician III					
	C6166	FA Technical Support Specialist					
	C6187	IT Support Specialist					
35	Hrly	28.76	30.19	31.69	33.29	34.95	36.69
	C6128	KCSM Underwriting Represent.					

San Mateo County Community College District
Short-Term Temporary Classified (6T)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
35A	Hrly	29.05	30.49	32.02	33.61	35.31	37.07
	C4119	Network Infrastructure Tech. (Measure H)					
	C6121	Network Infrastructure Tech.					
36	Hrly	29.55	30.96	32.50	34.13	35.84	37.63
	C6021	KCSM TV Producer/Director II					
	C6077	KCSM Production Coordinator					
	C6116	Broadcast Engineer II					
	C6136	Client Service manager KCSM					
	C6162	KCSM Radio Engineer					
37	Hrly	30.17	31.70	33.33	34.96	36.77	38.60
	C6101	Programmer Analyst					
	C6156	Web Programmer Analyst					
	C6164	Accounting Analyst					
	C6187	IT Support Specialist					
38	Hrly	30.94	32.50	34.15	35.84	37.69	39.58
	C6149	Project Coordinator II					
	C6180	Project Coordinator II (Measure H)					
	CC013	Project Coordinator II (Measure H)					
39	Hrly	31.69	33.33	34.99	36.72	38.65	40.58

San Mateo County Community College District
Short-Term Temporary Classified (6T)
Effective: 01-JUL-2016

Grade	Step	1	2	3	4	5	6
40	Hrly	32.49	34.15	35.88	37.65	39.61	41.59
41	Hrly	33.32	34.99	36.76	38.60	40.59	42.62
	C6111	Senior Broadcast Engineer					

BOARD REPORT NO. 17-6-1CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

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

The addition of six courses to, and the deletion of forty-one courses from, the College catalogs are proposed by Cañada College, College of San Mateo and Skyline College at this time. Additionally, one course is proposed to be offered in the distance education mode. The addition of one degree and the deletion of one program are also proposed.

In addition to the courses deleted, eighty-five 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 later. If reinstatement is unlikely, these courses will be deleted in the coming years.

Sixty courses were modified and two courses were reactivated. Fourteen programs were modified.

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

RECOMMENDATION

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

San Mateo County Community College District

June 28, 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: David Johnson, Interim Vice President, Instruction
Cañada College

APPROVED BY: Danielle Behonick, Curriculum Committee Chair
Cañada College

Doug Hirzel, Academic Senate President
Cañada College

Jamillah Moore, President
Cañada College

PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE

BIOLOGICAL SCIENCES

103 Native Plants and Wildflowers

LEARNING CENTER

120 Literacy Tutoring in the Community
698 Supervised Tutoring/Academic Assistance

PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE

ART

102 Late Medieval, Renaissance and Baroque Art History

ASTRONOMY

101 Astronomy Laboratory

BIOLOGICAL SCIENCES

100 Introduction to the Life Sciences
130 Human Biology
225 Biology of Organisms
380 Travel Study in Biology - Preparing for the Trip
381 Travel Study in Biology

COMPUTER SCIENCE

- 118 Introduction to Computer Science
- 242 Computer Architecture and Assembly Language
- 250 Introduction to Object Oriented Programming: C++
- 252 Introduction to Data Structures - C++
- 284 Introduction to Object Oriented Programming - Java
- 286 Introduction to Data Structures - Java
- 294 Introduction to Object Oriented Programming: Swift
- 321 iOS Programming

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

- 313 Health, Safety and Nutrition

LEARNING CENTER

- 100 Effective Tutoring and Practicum
- 139 The Research Paper from A to Z
- 140 Professional Writing
- 151 Health Science Vocabulary
- 810 Study Skills
- 822 Grammar Trouble Spots I
- 840 Vocabulary Improvement I
- 841 Vocabulary Improvement II
- 842 Vocabulary Improvement III
- 843 Vocabulary Improvement IV

LITERATURE

- 200 American Literature

RADIOLOGIC TECHNOLOGY

- 400 Orientation to Radiologic Technology
- 408 Perspectives in Radiology
- 410 Radiographic Positioning
- 415 Radiation Protection and Biology
- 418 Clinical Education I
- 420 Radiographic Positioning II
- 430 Principles of Radiographic Film Production
- 435 Imaging Equipment and Quality Control
- 440 Advanced Imaging Modalities & Specialized Procedures
- 450 Registry Review
- 470 Specialized Techniques: Mammography
- 471 Specialized Techniques: Fluoroscopy
- 474 Venipuncture for Contrast Media Administration

THEATRE ARTS

151 Introduction to Shakespeare I

PROPOSED CURRICULAR REACTIVATIONS – CAÑADA COLLEGE

LEARNING CENTER

823 Grammar Trouble Spots II

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

Cañada College proposes to offer an Associate Degree in the following programs:

ENVIRONMENTAL SCIENCE

Environmental Science – Associate in Science Degree – 42 units in the major area + General Education and other requirements for the Associate Degree

PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE

BIOLOGICAL SCIENCES

Biological Sciences – AS Degree Program

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

Child and Adolescent Development – Associate in Science Degree for Transfer

San Mateo County Community College District

June 28, 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

COUNSELING

115 TRANSFER ESSENTIALS II (.5) (day or evening)

Justification: Transferring students who have applied for admission to a CSU or UC during the previous fall semester will conduct a large amount of follow-up activities during the spring semester to keep their applications active. Many Private and Independent campuses have spring deadlines for their transfer admission applications. Spring is also the time when students apply for financial aid and scholarships. Offering a spring semester COUN class to address student transfer issues will provide an opportunity for them to stay on top of their transfer applications in a formal way.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or ENGL 105. Completion of COUN 114 or plans to transfer in the upcoming fall semester.

Description: This course is highly recommended for students who have completed COUN 114 Transfer Essentials I and/or who have already applied or plan to apply for transfer admission for the next academic year. Emphasis will be placed on important follow-up activities for the University of California (UC) and California State University (CSU) systems, as well as completing admission applications for colleges and universities with spring application deadlines. Topics include applying for financial aid and scholarships, applying for an associate's degree before transfer, maintaining your Transfer Admission Agreement (TAG). The process of accepting offers of admission and appealing admissions decisions will be reviewed. Other pre-transfer essentials include participating in campus visit days, submitting official transcripts, applying for campus housing, attending campus events and orientations for new transfer students. (Spring only)

Classification: AA/AS Degree; CSU transferable

PROPOSED CURRICULAR INACTIVATIONS – COLLEGE OF SAN MATEO

ACCOUNTING

- 665MA Depreciation Symposium
- 665MG IRS Representation
- 665MP RTRP Tax Preparer Exam Preparation

ADMINISTRATION OF JUSTICE – PUBLIC SAFETY TRAINING

- 103 Civilian Supervisor
- 104 Concepts of Criminal Law
- 105 Supervisor’s School
- 106 Legal Aspects of Evidence
- 110 Probation Officer Core
- 115 PC832 Firearms
- 701 Search Wilderness Tracking
- 703 Radar Training
- 706 Basic Public Safety Dispatcher
- 709 Physical Training Instructor Course
- 710 Livestock Theft & Rural Crime
- 711 Search Warrant Investigations
- 712 Field Training Officer Update
- 713 Field Training Officer
- 717 Firearms Instructor

ART

- 201 Drawing and Composition I
- 202 Drawing and Composition II
- 236 Chinese Brush Painting I
- 240 Chinese Brush Painting II

COMPUTER AND INFORMATION SCIENCE

- 489 Computer Forensics
- 490 Computer Forensics: Network Analysis and Defense
- 491 Computer Forensics: Search and Seizure
- 492 Computer Forensics: White Collar Crime

DIGITAL MEDIA

- 212 Media Design II: Photoshop
- 213 Media Design III: Advanced Illustrator & Photoshop
- 235 Graphic Design Theory and Application
- 251 Graphic Design Practicum
- 252 Web/Multimedia Practicum

ELECTRONICS TECHNOLOGY

- 444 Automated Process Control System Design

ENGLISH AS A SECOND LANGUAGE

- 845 Conversation for Non-Native Speakers I
- 855 Reading for Non-Native Speakers I
- 891 Accent Reduction for Non-Native Speakers

FILM

680MA Watching Cable Television

FIRE TECHNOLOGY – PUBLIC SAFETY TRAINING COURSES

- 100 Joint Fire Academy
- 101 Strike Team Leader
- 102 Fire Command 2A
- 104 Fire Prevention 1A
- 108 Fire Drive Operator 1A
- 109 Fire Driver Operator 1B
- 110 Fire Command 1A
- 111 Fire Command 1B
- 114 Fire Command 2C
- 115 Instructor Development Techniques
- 117 Fire Rescue Systems I
- 118 Fire EMT - 1
- 121 CDF Rehire Academy
- 122 Basic Fire Dispatch
- 123 Fire Instructor 1C
- 700 Fire Rescue West
- 701 Paramedic Supervisor Training
- 703 Firefighter I Academy
- 704 FIRE ICS-300
- 705 HazMat 1A
- 706 HazMat 1B
- 707 HazMat 1C
- 708 HazMat 1D
- 711 ICS 300 Intermediate Incident Command
- 713 Confined Space Operations
- 715 Fire CDF Purchasing
- 720 Fire Prevention 1B

KINESIOLOGY, DANCE, AND ATHLETICS – DANCE

- 152 Cuban Roots of Salsa
- 152.1 Cuban Roots of Salsa I
- 152.2 Cuban Roots of Salsa II
- 152.3 Cuban Roots of Salsa III
- 152.4 Cuban Roots of Salsa IV
- 161.1 Tango Argentino I
- 161.2 Tango Argentino II
- 161.3 Tango Argentino III
- 161.4 Tango Argentino IV

KINESIOLOGY, DANCE, AND ATHLETICS – KINESIOLOGY

120 First Aid/CPR

KINESIOLOGY, DANCE, AND ATHLETICS – TEAM SPORTS

680MC Tournament Volleyball

680MD Beginning Volleyball

MATH

802 Preparation for Algebra

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO

COUNSELING

114 Transfer Essentials I

ENGINEERING

680MB Introduction to Rocket and Drone Science and Engineering

HEALTH SCIENCE

100 General Health Science

KINESIOLOGY

101 Introduction to Kinesiology

PHYSICS

680MB Introduction to Rocket and Drone Science and Engineering

PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO

DRAFTING

CAD/Drafting Technology – Associate in Science Degree

CAD/Drafting Technology – Certificate of Achievement

DIGITAL MEDIA

Digital Media: Graphic Design – Associate in Art Degree

Digital Media: Graphic Design – Certificate of Achievement

San Mateo County Community College District

June 28, 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: Aaron McVean, Interim Vice President, Instruction
Skyline College

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

Dennis Wolbers, Curriculum Committee Co-Chair
Skyline College

Kathryn Browne, Academic Senate President
Skyline College

Regina Stanback Stroud, President
Skyline College

PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

AUTOMOTIVE TECHNOLOGY

680SB CAREERS IN AUTOMOTIVE TECHNOLOGY (4.0) (day or evening)

Justification: Skyline's Automotive Department is currently working under an IDRC 21st Century Skills grant, and creation of this course is one of the deliverables. The Automotive Department does not currently offer a course on automotive careers, career pathways, career options, nor does it currently offer any instruction addressing the soft skills students need to be successful in the industry. This course is proposed to address the concerns of local employers about students' lack of job readiness and on-the-job performance. Students will need to successfully complete their assignments (mock interviews, draft and final resumes, job research, online soft skills curriculum assignments, safety assignments and attend guest speaker lectures given by local employers) in order to be eligible for internships and job placement assistance.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to prepare students for careers in Automotive Technology. Career pathways, soft skills, safety standards and regulation of the automotive industry, and labor law as applied to the automotive industry.

Classification: AA/AS Degree; CSU transferable.

BIOTECHNOLOGY

880SB BIOTECHNOLOGY PROJECT I (1.5) (day or evening)

Justification: Students who take several biotechnology courses at either the high school or college level often have limited experience working under cGMP/cGLP conditions. Students will meet with an instructor to develop their project, and then they will create their product under local lab supervision.

Prerequisite: None.

Recommended Preparation: Prior coursework in Biotechnology.

Description: A field experience course, where students use materials in an open lab to produce a biotechnology-related product.

Classification: Not transferable; not degree applicable.

880SC BIOTECHNOLOGY PROJECT II (1.5) (day or evening)

Justification: Students who take biotechnology courses are limited in their experience with cGMP/cGLP as well as presenting their work to a general audience. In this course students will continue to refine their Biotechnology projects and prepare them for presentation at local conferences like the Amgen Bay Area BioGENEius Challenge.

Prerequisite: BTEC 880SB or equivalent.

Recommended Preparation: None.

Description: Biotechnology field experience in an open lab with the intent of presenting student work at regional conferences and competitions.

Classification: Not transferable; not degree applicable.

HEALTH SCIENCE

880SB FOUNDATIONS IN HEALTHCARE (1.5) (day or evening)

Justification: This 1.5-unit course will replace half of a 3-unit course (HSCI 180) that is no longer offered. This new course targets dually enrolled high school students and other youth curious about healthcare careers and certificates. The purpose of this course is to reach students early in their career and academic exploration to familiarize them with the career options, educational pathways, and essential professional skills related to nursing, allied health and primary medical roles.

Prerequisite: None.

Recommended Preparation: None.

Description: Exposes students exploring healthcare certificates and careers to the various professional roles, environments, and essential skills associated with the healthcare industry.

Classification: Not transferable; not degree applicable.

INTERNATIONAL BUSINESS

101 GLOBAL TRADE AND LOGISTICS II (3.0) (day or evening)

Justification: This CSU transferable course will be a core requirement for the pending Customer Brokerage certificate.

Prerequisite: None.

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

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

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

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE**COSMETOLOGY**

665SC INTRODUCTION TO FLOWER ESSENCES
 665SD INTRODUCTION TO AROMATHERAPY
 665SE INTRO TO HAND AND FOOT MASSAGE
 665SF INTRO NECK AND SHOULDER MASSAGE
 665SG SELF-HELP STRESS REDUCTION
 665SH FACE AND DECOLLATE MASSAGE
 665SI NECK AND SCALP MASSAGE
 665SJ CREATING INFUSED MASSAGE OILS
 665SK COSMETOLOGY AIDE PREP CLASS
 665SL COSMETOLOGY AIDE PREP CLASS
 665SM COSMETOLOGY COMPETITION PREP
 665SN INTRODUCTION TO HAND MASSAGE
 665SO INTRODUCTION TO FOOT MASSAGE
 665SP CRYSTAL HEALING/GEM ELIXIRS
 665SQ INTRODUCTION TO BACK MASSAGE
 751 COSMETOLOGY BRUSH UP
 760 COSMETOLOGY INSTRUCTOR PREPARATION
 761 COSMETOLOGY INSTRUCTOR PREPARATION
 762 COSMETOLOGY INSTRUCTOR PREPARATION
 785 SPA TECHNICIAN TRAINING
 786 ADVANCED ESTHETIC TRAINING
 880SC ADVANCED ESTHETIC TRAINING

Justification: These courses are no longer offered.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

862 PRE-INTERMEDIATE ESL READING AND WRITING
 863 INTERMEDIATE ESL READING AND WRITING
 864 HIGH-INTERMEDIATE ESL READING AND WRITING

Justification: These courses have been replaced by newer curriculum and are no longer offered.

WELLNESS

665SF INTRODUCTION TO NECK AND SHOULDER MASSAGE
 665SI INTRODUCTION TO AROMATHERAPY
 665SK ASIAN BODYWORK SYSTEMS
 665SO QIGONG FOR HEALTH
 665SP QI GONG FOR LONGEVITY
 665SQ INTEGRATED EASTERN PERSPECTIVE OF FACE AND DÉCOLLETÉ MASSAGE
 680SA EVERYDAY USES OF HERBS
 680SD TAI QI FOR HEALTH
 701 MASSAGE THERAPY I
 702 MASSAGE THERAPY II
 770 AROMATHERAPY FOR WELLNESS
 880SI SPORTS MEDICINE & MANUAL THERAPY
 880SL SEATED MASSAGE
 880SM INTRODUCTION TO SOUND HEALING
 880SN INTRODUCTION TO REFLEXOLOGY
 880SO AYURVEDIC AROMATHERAPY

Justification: Either these courses are no longer offered or their content has been added to more recently developed curriculum.

PROPOSED CURRICULAR INACTIVATIONS – SKYLINE COLLEGE**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

803 Workplace Communication
 804 English for Child Care Providers
 861 High-Beginning ESL Reading and Writing

KINESIOLOGY – FITNESS

199.3 Interactive Cardiovascular Fitness III
 199.4 Interactive Cardiovascular Fitness IV

REAL ESTATE

801 Real Estate License Exam Preparation

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE

ACCOUNTING

670 Vocational Cooperative Education in Accounting

ART

353 Black and White Photography III

CAREER AND PERSONAL DEVELOPMENT

665 Selected Topics in Career and Personal Development

COSMETOLOGY

665 Selected Topics in Cosmetology
695 Independent Study in Cosmetology
710 Cosmetology Concepts and Practice II: Facials
735 Cosmetology Advanced Concepts

HEALTH SCIENCE

100 General Health Science

MATHEMATICS

275 Ordinary Differential Equations

NETWORK ENGINEERING TECHNOLOGIES

421 A+ Certification Exam Prep

PHYSICS

114 Survey of Chemistry and Physics

SOCIOLOGY

B10 Intersectionality and Citizenship

WELLNESS

714 Massage Therapy Exam Preparation
730 Global Perspectives of Meditation

PROPOSED CURRICULAR REACTIVATIONS – SKYLINE COLLEGE

HISTORY

265 American Labor History

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

730 Global Perspectives of Meditation

PROPOSED PROGRAM DELETIONS – SKYLINE COLLEGE**FAMILY AND CONSUMER SCIENCES**

Family and Consumer Sciences – Associate in Science Degree

Family and Consumer Sciences – Certificate of Achievement

Justification: The Family and Consumer Sciences program has been in decline for many years, and there has been a decline in the number of certificates and degrees awarded as well. Between 2011-2016 a total of only two Family and Consumer Sciences AS Degrees and two Certificates of Achievement were awarded. There is only one course still offered under Family and Consumer Sciences – FCS. 310, Nutrition. The Fashion Merchandising and Interior Design programs have been deleted, including all courses that were cross-listed under the Family and Consumer Sciences department.

PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE**AUTOMOTIVE TECHNOLOGY**

Automotive Technician – Entry Level – Certificate of Specialization

BUSINESS

Entrepreneurship – Certificate of Specialization

Entrepreneurship and Small Business Management – Certificate of Achievement

COSMETOLOGY

Cosmetology – Associate in Science Degree

Cosmetology – Certificate of Achievement

Esthetician – Certificate of Achievement

NETWORK ENGINEERING TECHNOLOGIES

Network Engineering – Associate in Science Degree

Network Engineering – Certificate of Achievement

BOARD REPORT NO. 17-6-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

ANNUAL REVIEW AND APPROVAL OF INSTRUCTIONAL MATERIAL FEES

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

The Instructional Offices of Cañada College, College of San Mateo and Skyline College have reviewed the proposed instructional material fees for 2017-2018 to ensure compliance with the regulations and Board Policy 8.70. The fees are attached as Exhibits A, B and C respectively for the Board of Trustees to review and approve.

RECOMMENDATION

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

CAÑADA COLLEGE
Instructional Material Fees
2017-18

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Chemistry:			
CHEM	192	Elementary Chemistry	\$6.00
CHEM	210	General Chemistry I	\$2.00
CHEM	220	General Chemistry II	\$3.00
CHEM	231	Organic Chemistry I	\$8.00
CHEM	232	Organic Chemistry II	\$8.00
CHEM	410	Chemistry For Health Sciences	\$2.00
Engineering:			
ENGR	210	Engineering Graphics	\$6.00
English:			
ENGL	100	Reading And Composition	\$1.00
ENGL	110	Composition, Literature And Critical Thinking	\$1.00
ENGL	161	Creative Writing I	\$1.00
ENGL	162	Creative Writing II	\$1.00
ENGL	164	Creative Non-Fiction	\$1.00
ENGL	165	Advanced Composition	\$1.00
ENGL	826	Basic Reading/Composition	\$1.00
ENGL	827	Integrated Reading and Writing	\$2.00
ENGL	836	Writing Development	\$1.00
ENGL	847	Accelerated Academic Reading and Writing	\$2.00
English as a Second Language:			
ESL	400	Composition For Non-Native Speakers	\$1.00
ESL	911	Reading and Listening/Speaking I	\$1.00
ESL	912	Reading and Listening/Speaking II	\$1.00
ESL	913	Reading and Listening/Speaking III	\$1.00
ESL	914	Reading and Listening/Speaking IV	\$1.00
ESL	921	Grammar and Writing I	\$1.00
ESL	922	Grammar and Writing II	\$1.00
ESL	923	Grammar and Writing III	\$1.00
ESL	924	Grammar and Writing IV	\$1.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Fashion Design:			
FASH	180	Computerized Pattern Design	\$6.00
Interior Design:			
INTD	367	3D Modeling SketchUp for Interior Designers	\$2.00
Kinesiology - Varsity Sports:			
VARS	154	Varsity Soccer	\$75.00
Library Science:			
LIBR	100	Introduction To Information Research	\$2.00
Multimedia Art and Technology:			
MART	314	Introduction To Computer Graphics	\$6.00
MART	325	Digital Painting	\$6.00
MART	361	Digital Video	\$6.00
MART	362	Digital Photography I	\$6.00
MART	363	Digital Photography II	\$6.00
MART	366	Color Management And Digital Printing	\$4.00
MART	368	Web Design I	\$6.00
MART	369	Web Design II	\$6.00
MART	371	User Interface/User Experience Design	\$6.00
MART	372	Digital Illustration	\$6.00
MART	373	Digital Audio I	\$2.00
MART	376	Digital Imaging I	\$6.00
MART	377	Digital Imaging II	\$6.00
MART	378	Digital Page Layout	\$6.00
MART	379	Digital Animation I: Flash	\$6.00
MART	380	Digital Animation II: Flash	\$6.00
MART	385	Coding for Designers and Artists	\$6.00
MART	390	Portfolio Creation	\$4.00
MART	400	Motion Graphics	\$4.00
MART	405	Storyboard Development For Animation & Interactive Media	\$4.00
MART	417	Principles of Animation	\$4.00
MART	420	3d Modeling And Animation I	\$6.00
MART	421	3d Modeling And Animation II	\$6.00
MART	422	Introduction to Rigging	\$6.00
MART	430	3d Character Creation And Animation	\$6.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Multimedia Art and Technology (continued):			
MART	431	Special Effects And Compositing In 3d	\$4.00
MART	432	3d Environments And Hard Surface Modeling	\$4.00
MART	440	Video Game 3d Production Techniques	\$4.00
Reading:			
READ	826	Reading Improvement	\$1.00
READ	836	Academic Reading Strategies	\$1.00

COLLEGE OF SAN MATEO
Instructional Material Fees
2017-18

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

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
ART	412	Ceramics II	\$30.00
ART	417	Ceramics Glaze	\$30.00
ART	418	Ceramics III	\$30.00
Biology:			
BIOL	110	General Principles of Biology (Effective Spring 2018)	\$2.00
BIOL	123	Biotechnology Workshop: Techniques and Applications of the Polymerase Chain Reaction	\$2.00
BIOL	220	General Botany	\$4.00
BIOL	230	Introductory Cell Biology	\$2.00
BIOL	260	Human Physiology	\$4.00
Business:			
BUS.	295	Computer Systems in Business	\$2.00
BUS.	315	Keyboarding I	\$2.00
BUS.	316	Keyboarding II	\$2.00
BUS.	317	Keyboarding: Skill building	\$2.00
Business Microcomputer Applications - Windows Platform:			
BUSW	105	Introduction to Microcomputers	\$2.00
BUSW	114	Windows Fundamentals I	\$2.00
BUSW	115	Windows Fundamentals II	\$2.00
BUSW	214	Word Processing I Using Word for Windows	\$2.00
BUSW	215	Word Processing II Using Word for Windows	\$2.00
BUSW	383	Business Presentations I Using PowerPoint for Windows	\$2.00
BUSW	384	Business Presentations II Using PowerPoint for Windows	\$2.00
BUSW	415	Spreadsheet I Using Excel for Windows	\$2.00
BUSW	416	Spreadsheet II Using Excel for Windows	\$2.00
BUSW	450	Microsoft Project Fundamentals I	\$2.00
BUSW	451	Microsoft Project Fundamentals II	\$2.00
BUSW	464	Database Management Fundamentals Using Access for Windows	\$2.00
BUSW	530	Introduction to Internet Competency	\$2.00
Chemistry:			
CHEM	192	Elementary Chemistry	\$4.00
CHEM	210	General Chemistry I	\$4.00
CHEM	220	General Chemistry II	\$4.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Computer and Information Science:			
CIS	254	Introduction to Object-Oriented Program Design	\$2.00
CIS	255	(CS1) Programming Methods: Java	\$2.00
CIS	256	(CS2) Data Structures: Java	\$2.00
CIS	264	Computer Architecture and Assembly Language	\$2.00
CIS	278	(CS1) Programming Methods: C++	\$2.00
CIS	279	(CS2) Data Structures: C++	\$2.00
Cosmetology:			
COSM	712	Fundamental Cosmetology I	\$6.00
COSM	732	Intermediate Cosmetology III	\$5.00
COSM	758	Advanced Techniques/Photo Shoot	\$35.00
COSM	759	Advanced Techniques/Hair Specialties	\$35.00
Counseling:			
COUN	111	College Planning	\$5.00
COUN	120	College and Career Success	\$6.00
COUN	122	Study Skills	\$5.00
COUN	128	Puente: Foundation for College Success	\$6.00
COUN	129	Puente: Transfer Readiness	\$4.00
Career and Life Planning:			
CRER	126	Career Choices I: Career Assessment	\$6.00
CRER	127	Career Choices II: Job Search	\$6.00
CRER	155	Leadership Study	\$25.00
Digital Media:			
DGME	103	Fundamentals of Two-Dimensional Design	\$20.00
DGME	211	Introduction to Graphic Design	\$20.00
DGME	216	Intermediate Graphic Design	\$20.00
DGME	220	Typography	\$20.00
DGME	230	Production Design for Print and Screen	\$20.00
DGME	250	Internship	\$20.00
Drafting:			
DRAF	110	SolidWorks I	\$5.00
DRAF	111	SolidWorks II	\$5.00
DRAF	113	REVIT	\$5.00

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

SKYLINE COLLEGE
Instructional Material Fees
2017-2018

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Art:			
ART	234	Printmaking I	\$15.00
ART	239	Printmaking II: Monotype, Monoprint and Mixed Media	\$15.00
ART	351	Black and White Photography I	\$18.00
ART	352	Black and White Photography II	\$18.00
ART	353	Black and White Photography III	\$18.00
ART	354	Digital Photography I	\$18.00
ART	355	Digital Photography II	\$18.00
ART	405	Sculpture I	\$15.00
ART	406	Sculpture II	\$15.00
ART	407	Sculpture III: Direct Metal	\$15.00
ART	411	Ceramics I	\$12.50
ART	412	Ceramics II	\$12.50
ART	417	Ceramic Glazing Techniques	\$12.50
ART	418	Ceramics III	\$12.50
ART	425.1	Studio Practices in Photography I	\$15.00
ART	425.2	Studio Practices in Photography II	\$15.00
ART	430	Introduction to Digital Art	\$15.00
ART	431	Digital Imaging I: Photoshop	\$15.00
ART	432	Digital Imaging II: Advanced Photoshop	\$15.00
ART	435	Digital Illustration	\$15.00
ART	479	Typography	\$15.00
ART	665SA	Fundamentals of Digital Photography	\$18.00
ART	665SJ	Sculpture: Lost Wax Bronze Casting	\$15.00
ART	665SK	Sculpture: Exploration of Figurative Sculpture	\$15.00
ART	665SP	Explorations in Clay	\$12.50
Automotive Technology:			
AUTO	665SD	Evaporative Emissions Systems	\$95.00
AUTO	665SI	Multiplexing and CAN Systems	\$100.00
AUTO	665S7	2017 Smog Check Update	\$75.00
AUTO	739/839	OBD II Evaporative Emission Systems	\$90.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Automotive Technology (continued):			
AUTO	751	Automotive Engine Performance	\$125.00
AUTO	752	Advanced Engine Performance	\$330.00
AUTO	758/858	Computer Controls	\$125.00
AUTO	768/868	On-Board Diagnostics (OBD) II	\$95.00
AUTO	793/893	Engine Performance	\$50.00
Business:			
BUS.	103	Introduction to Business Information Systems	\$3.00
Business Computer Systems and Management:			
BCM.	100	Beginning Computer Keyboarding	\$3.00
BCM.	101	Computer Keyboarding Skill Building	\$3.00
BCM.	200	Introduction to MS Office Suite	\$3.00
BCM.	214	Word Processing I: WORD	\$3.00
BCM.	215	Word Processing II: WORD	\$3.00
BCM.	225	Spreadsheets I: EXCEL	\$3.00
BCM.	226	Spreadsheets II: EXCEL	\$3.00
Digital Media and Design:			
DMAD	431	Digital Imaging I: Photoshop	\$15.00
DMAD	432	Digital Imaging II: Advanced Photoshop	\$15.00
Emergency Medical Care:			
EMC.	400	Emergency Medical Responder	\$10.00
Emergency Medical Care (continued):			
EMC.	425	CPRL Health Care Provider	\$10.00
Wellness:			
WELL	704	Massage Techniques and Clinical/Spa Experience	\$15.00
WELL	706	Introduction to Reflexology	\$15.00
WELL	707	Foundations of Aromatherapy and Essential Oils	\$15.00
WELL	723	Ayurvedic Aromatherapy	\$15.00

BOARD REPORT NO. 17-6-3CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Tom Bauer, Vice Chancellor of Auxiliary Services, 358-6782

APPROVAL OF INCLUSIVE ACCESS MATERIALS FEE

Inclusive Access is a content delivery model available for courses which require access to online resources and/or homework managers chosen by faculty teaching the course. It provides access to required material on the very first day of class at a lower cost than can be obtained direct from the publisher or traditional packages sold in the bookstore. Piloted at Cañada Bookstore in the 2016-17 academic year, 44 sections of different courses were delivered using the Inclusive Access model.

In most cases, faculty must integrate their course through Canvas. Publisher representatives can assist with the integration and the college Canvas coordinators assist with Canvas training. Once integration is complete and the course is set up, students will automatically have access to the content required for their course when they log in to Canvas and access the course. There is no need to enter an access code or take any further steps.

The fee for Inclusive Access is charged to each student's account on the first day of classes and can be paid just like tuition. The fee ranges from as low as \$54.00 and will not exceed \$89.00 in the upcoming year. The fees are set by the publisher. Students who participate in the Inclusive Access can obtain printed books at a substantial discount ranging from 70% to 80% less than if they had not chosen Inclusive Access. Printed books will be available through the bookstore or direct from the publisher after they access their course and the drop period has passed.

The Inclusive Access program is possible because of the partnership between the District Bookstores and major U.S. publishers. The fees for the program represent the lowest price available to students. However, it is not mandatory that a student participate in Inclusive Access. Students may **opt-out** by visiting the bookstore website and filling out a short opt out form. Once a student opts-out, there is no way for the student to re-enter the program. The number of students who opted out in the 2016-17 academic year was less than 1% of all students enrolled in courses using Inclusive Access. If a student chooses to drop a class within the deadline established by the colleges, the fees are refunded to the student's account.

RECOMMENDATION

It is recommended that the Board of Trustees approve the materials fees for Inclusive Access for the 2017-18 academic year.

BOARD REPORT NO. 17-6-4CA

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

REQUEST FOR APPROVAL OF INTERNAL BORROWING

Since the District has achieved basic aid status, it is not receiving apportionment payments from the State. While in the past Tax Revenue Anticipation Notes (TRANS) were employed to help the District with a certain amount of cash flow interruption, our current cash balance as well as investments do not qualify the District for this short term borrowing. Fortunately, the District has sufficient non-bond cash in its Capital Outlay Fund to meet the District's needs for the near future. This request is for the Board to authorize up to \$25 million of internal borrowing for no longer than a six-month period as allowed by law.

RECOMMENDATION

It is recommended that the Board of Trustees approve internal borrowing of up to \$25 million for up to six months as needed for cash flow purposes.

BOARD REPORT NO. 16-7-5CA

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

ADOPTION OF RESOLUTION NO. 17-3 ESTABLISHING 2017-18 BUDGET LIMITS

Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) requires that the Board establish, by resolution, its appropriations limit for each fiscal year. The Gann Limit worksheet must be available to the public 15 days prior to the Board meeting for adoption. The 2017-18 worksheet has been available in the Chancellor's Office since June 1, 2017, and provides the basis for approval of Resolution No. 17-3.

The appropriations limit for 2016-17 totaled \$146,399,349. The limit decreased to \$143,255,061 for 2017-18 with application of the inflation factor of 1.0369 and the population FTES change factor of 0.9437, as provided by the California State Department of Finance. The decrease in the FTES factor is due to a decrease in enrollment, which resulted in a decrease in our reported FTES. The calculated appropriation limit for 2017-18 is \$330,066 lower than the appropriations subject to that limit. Per state law, the District will notify the Department of Finance to transfer surplus State Appropriation Limit authority from the state to the District [Government Code section 7902.1(c)].

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 17-3 in compliance with California Government Code Section 7910 (SB1352, Chapter 1205, Statutes of 1980) for establishment of the 2017-18 appropriations limit at \$143,585,128 as described in the attached Gann Limit Worksheet.

RESOLUTION NO. 17-3

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

**COMPLIANCE OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BUDGET WITH THE EXPENDITURE LIMITATION FOR LOCAL PROCEEDS OF TAXES IN
ACCORDANCE WITH ARTICLE XIII B OF THE CONSTITUTION**

WHEREAS, Senate Bill 1352, Chapter 1205 of the Statutes of 1980, implements the provisions of Article XIII B of the Constitution; and

WHEREAS, Article XIII B of the Constitution establishes an expenditure limitation for local proceeds of taxes for the 2017-18 fiscal year; and

WHEREAS, it is necessary for the San Mateo County Community College District to adopt a budget within said expenditure limitation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Mateo County Community College District that, pursuant to the provisions of Article XIII B of the Constitution and pursuant to the provisions of Senate Bill 1352, Chapter 1205, Statutes of 1980, an expenditure limitation for local proceeds of taxes for the 2017-18 fiscal year has been duly calculated; and

BE IT FURTHER RESOLVED that the level of expenditure of local taxes required to fund the 2017-18 fiscal year budget adopted for the San Mateo County Community College District does not exceed the limitation upon expenditures of local proceeds of taxes so calculated and established by this Governing Board.

REGULARLY passed and adopted this 28th day of June 2017.

Ayes:

Noes:

Abstentions:

Attest:

Richard Holober, Vice President-Clerk
Board of Trustees

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2017-18

DISTRICT NAME: _____
DATE: _____

I. 2017-18 Appropriations Limit:			
A.	2016-17 Appropriations Limit		\$ _____
B.	2017-18 Price Factor:	1.0369	
C.	Population factor:		
	1 2015-16 Second Period Actual FTES	_____	
	2 2016-17 Second Period Actual FTES	_____	
	3 2017-18 Population change factor	_____	
	(line C.2. divided by line C.1.)		
D.	2016-17 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)		\$ _____
E.	Adjustments to increase limit:		
	1 Transfers in of financial responsibility	\$ _____	
	2 Temporary voter approved increases	_____	
	3 Total adjustments - increase		_____
	Sub-Total		\$ _____
F.	Adjustments to decrease limit:		
	1 Transfers out of financial responsibility	\$ _____	
	2 Temporary voter approved increases	_____	
	3 Total adjustments - decrease		_____
G.	2017-18 Appropriations Limit		\$ _____
II. 2017-18 Appropriations Subject to Limit:			
A.	State Aid (General Apportionment, Apprenticeship Allowance, Education Protection Account tax revenue		\$ _____
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)		_____
C.	Local Property taxes		_____
D.	Estimated excess Debt Service taxes		_____
E.	Estimated Parcel taxes, Square Foot taxes, etc.		_____
F.	Interest on proceeds of taxes		_____
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates		_____
H.	2017-18 Appropriations Subject to Limit		\$ _____

BOARD REPORT NO. 17-6-6CA

RESOLUTION NO. 17-4

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

**RESOLUTION AUTHORIZING INTERFUND TRANSFER FOR 2017-18 FROM
CAPITAL OUTLAY FUND TO GENERAL UNRESTRICTED FUND**

WHEREAS, the District's major source of funding is through local tax revenues that are distributed in two segments each year; and

WHEREAS, the Controller of San Mateo County Community College District requires that all funds end the year with a positive cash balance; and

WHEREAS, the Governing Board of the San Mateo County Community College District has determined that the General Unrestricted Fund will require up to \$25,000,000 to end the year with a positive cash balance; and

WHEREAS, that the Governing Board of San Mateo County Community College District may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the District for payment of obligations; and

WHEREAS, such a transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account, and that the amount transferred shall be repaid;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board does hereby authorize to transfer funds in the amount of \$25,000,000 from the Capital Outlay Fund to the General Unrestricted Fund.

REGULARLY passed and adopted this 28th day of June, 2017.

Ayes:

Noes:

Attest:

Richard Holober, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 17-6-7CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations, 358-6836
Chris Strugar-Fritsch, Director of Capital Projects, 378-7342

APPROVAL TO REJECT ALL BIDS AND REBID COLLEGE OF SAN MATEO BUILDING 17 LEARNING COMMUNITIES MODERNIZATION PROJECT

The 2015 Facilities Master Plan Amendment report identified Building 17 at College of San Mateo as needing modernization/renovation in order to provide additional space for student support services. The Building 17 Modernization project was created to respond to that need by modernizing the building to create spaces for student Learning Communities. The Project would allow Building 17 to become a centralized home for the Learning Communities including Puente Project, Umoja, Mana, Honors Project and Project Change. The space will be called “The Village” and will include individual areas for each community surrounding a central shared gathering space. The Village will be directly adjacent to the existing Center for Student Life area in Building 17. Building area needed for this project will be achieved by vacating faculty offices and relocating faculty members to Building 10.

Cody Anderson Wasney Architects was hired to work with the College administration, faculty, staff and students, as well as with Facilities, to program and design the project to best meet the needs of the Learning Communities within the confines of the existing building structure. The architect completed the design plans and specifications, submitted those to the Division of State Architect, obtained final approval and issued the DSA approved documents for bidding.

The Facilities Planning Department, with support from Swinerton Management and Consulting, advertised this construction project through the Planet Bid online bidding system to all of the District’s prequalified B license General Building contractors. In addition, a formal Advertisement to Bid was published in a local newspaper for two consecutive weeks starting May 15 and May 22. A total of five prequalified general contractors attended at least one of the two mandatory pre-bid conferences on May 18 and 24.

On June 14, 2017, the District received two bids for this project as follows:

Contractor	Total Bid
D.L. Falk Construction	\$4,649,700
Build Group	\$6,233,510

The lowest bid received exceeds the project budget target for construction costs by 66%. Therefore, Facilities is seeking approval to reject all bids and re-bid the project. The low number of bids received

reflects a lack of competition due to the busy summer school construction season. The Facilities Planning Department plans to rebid the project in the less busy fall when a larger pool of available bidders can foster more competition.

This project will be funded by State scheduled maintenance funds and Measure H general obligation bonds.

RECOMMENDATION

It is recommended that the Board of Trustees reject all bids and authorize Facilities to re-bid the College of San Mateo Building 17 Learning Communities Modernization Project.

BOARD REPORT NO. 17-6-8CA

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

ACCEPTANCE OF GIFTS BY THE DISTRICT

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

GIFT

75 new poetry collections/books
For “Writers’ Ruckus” event at College of San Mateo
Estimated Value: \$1,164.79

Type II Van Ambulance – 1992 Ford E350
To be used for the Skyline College EMT Program
Estimated Value: \$1,500

DONOR

YesYes Books
4904 NE 29th Avenue
Portland, OR 97211

Bayshore Ambulance
370 Hatch Drive
Foster City, CA 94404

RECOMMENDATION

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

BOARD REPORT NO. 17-6-9CA

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

RENEWAL OF AGREEMENT WITH DANNIS WOLIVER KELLEY FOR LEGAL SERVICES

The District seeks to renew its agreement with the law firm Dannis Woliver Kelley (Attorney) to provide legal advice and counseling services from July 1, 2017 through and including June 30, 2018. The Attorney will prepare periodic reviews of relevant court decisions, legislation and other legal issues. The Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

The Attorney will not be raising rate ranges in the 2017-18 school year.

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

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

RECOMMENDATION

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

BOARD REPORT NO. 17-6-10CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jonathan Bissell, Executive Director of Community, Continuing & Corporate Education, 574-6179

**APPROVAL OF COMMUNITY, CONTINUING AND CORPORATE EDUCATION CLASSES
FALL/WINTER 2017-18
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Listed below are the planned, self-supporting Community, Continuing and Corporate Education (CCCE) program offerings at Cañada College, College of San Mateo and Skyline College for Fall/Winter 2017. The community services programs offered range widely and address a broad range of educational and enrichment needs. We continue to offer programs in career and business, creative arts, health and wellness, food, languages, personal enrichment and home and garden and we are continually reaching out to our constituent base for new ideas for programs of interest to them. Classes offered through CCCE are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The schedule includes classes offered on campus and off-site, our Emeritus Institute, Silicon Valley Intensive English Program (SVIEP) and online offerings.

Our online offerings are provided by two nationally recognized providers. They are:

New ONLINE Classes from UGotClass

UGotClass online certificates and courses are provided by the Learning Resources Network (LERN), the largest continuing education association in the world, serving more than 1,000 colleges, universities and schools. A nonprofit education organization, LERN works with educational institutions to serve the needs of communities all over the country. LERN's online UGotClass courses are taught by leading practitioners and teachers, with audio presentations from the teacher and interaction with other participants and the teacher. UGotClass offers not-for-credit certificates, CEUs, and more. Courses focus on "Skills for the 21st Century" ©.

Continuing ONLINE Classes from Ed2Go (Instructor Led Classes)

We continue to partner with our nationally recognized partner Ed2Go to offer their robust online educational programs, which are offered in partnership with thousands of colleges throughout the country and are available to students around the world who seek to better their understanding of a specific subject. A part of Cengage Learning, Ed2Go is the largest provider of online training and education solutions serving the adult education, career, and corporate training markets. Ed2Go partners with over 2,100 colleges, universities, community based organizations and other training providers and provides a constantly expanding catalog of high-quality online courses and career training programs.

The following is a complete list of all courses proposed to be offered by CCCE this fall and winter:

New Programs

Cañada College

TOEFL Prep Class

College of San Mateo

How to Find a Job in Silicon Valley
Transition to Retirement
Adobe Photoshop CC - Intermediate
Adobe Photoshop Elements Essentials
Adult Jazz Dance (2 sessions)
Confident Presentation, Meeting & Phone Conference Skills
Container Gardening for Year Round Beauty
Contemporary Modern Dance (2 sessions)
Drawing Workshop (3 sessions)
Having Crucial Conversations Post Election
History of the Personal Computer Industry
Home Décor Art Projects
How to Write a Children's Book: A Step-by- Step Workshop
Introduction to Photography Composition
Life Story Writing
The Nuts & Bolts of your DSLR Camera

Skyline College

Future Scholars Initiative

Off Campus

Emeritus

Continuing Programs

Cañada College

Financial Strategies for Successful Retirement
First Aid, CPR/AED, Adult & Pediatric - American Red Cross (3 sessions)
Notary Public Workshop & Exam
SVIEP – American Culture (2 sessions- Fall A and Fall B)
SVIEP – Reading & Listening/Speaking (2 sessions- Fall A and Fall B)
SVIEP – Writing & Grammar (2 sessions- Fall A and Fall B)
Understanding your Medicare Options

College of San Mateo

Adobe Lightroom CC for Photographers
All about Reverse Mortgages
American Sign Language - Beginning 1
Animation Voiceover
Astronomy - Wondrous Fall Skies
Become a Professional Organizer
Beginning Guitar I
Beginning Guitar II
Beginning Music Reading for Instruments & Voice
Chinese Conversational I
Chinese Conversational II
Comprehensive Introduction to Excel
Comprehensive Introduction to Word
Computer Basics
Conversational Japanese

DMV Auto Wholesale
Drawing in Color (3 sessions)
DSLR & Digital Photography Fundamentals
Easy Pencil Sketching (3 sessions)
Fencing - Fitness with a Sword (2 sessions)
Financial Strategies for Successful Retirement (2 sessions)
Financing your New Home
Floral Centerpiece: Ring of Fall Flowers
French Beginner I
French Beginner II
French Intermediate I
French Intermediate II
Fretboard Fundamentals (2 sessions)
Graceful Hawaiian Hula I (2 sessions)
Graceful Hawaiian Hula II (2 sessions)
Hat's off to Knitting!
Healthy Japanese Cooking
Holistic Health Life Coaching Certification
Homebuying 101 (2 sessions)
How to be Self-Published for FREE!
Ink & Watercolor Painting with Chinese Brush Techniques
Instant Italian!
Instant Piano for Hopelessly Busy People
Intermediate Tai Chi & Applications (2 sessions)
Intermediate/Advanced Excel
Intermediate/Advanced PowerPoint
Intermediate/Advanced Word
Intro to Adobe Photoshop CC
Introduction to PowerPoint: Create Presentations, Posters, Process Diagrams
Introduction to Wine
Leading Productive Meetings
Learn to Draw - Basic Drawing (3 sessions)
Learn to Play Guitar in a Day!
Life Insurance Basics: What to Know Before & After you Buy!
"Magic Flutes, Flute Orchestra Advanced"
"Magic Flutes, Flute Orchestra Intermediate"
Make your Website Make Money
Motorcycle Safety Training
Nonprofit Leadership Certificate Boot Camp (2 sessions)
Notary Loan Signing & Certification
Notary Public Workshop & Exam
Oil Painting
Peninsula Parks & Trails
Peninsula Photography Field Trips
Personal Fitness Trainer Certification
Planning for your Retirement
Repurpose your Furniture
Search for a Job - Methods that Work!
Sell your Stuff on Facebook, Craigslist, Amazon, Etsy & Other Non-eBay Sites
Sensational Salsa Dancing
ServSafe Food Manager Certification Test Preparation & Exam for Managers (3 sessions)
Sidelines for Seniors!

Small Business Marketing: Introduction to Exhibiting
Spanish - Intermediate
Spanish for Beginners
Tai Chi for Fitness & Well-Being – Beginners (2 sessions)
Ukulele Continued
Ukulele for Beginners!
Understanding your Medicare Options
Urban Farming for the City Dweller
Using Essential Oils to Promote Your Well-Being
Watercolor by Any Means Necessary
Wine Tasting

Skyline College

SVIEP – American Culture (2 sessions- Fall A and Fall B)
SVIEP – Listening/Speaking (2 sessions- Fall A and Fall B)
SVIEP – Grammar, Reading & Writing (2 sessions- Fall A and Fall B)
Understanding your Medicare Options

Off Campus

Boxercise 101 (2 sessions) (Peninsula Boxing & Fitness, Redwood City)
Ladies Night Boxercise - It's a Hit! (2 sessions) (Peninsula Boxing & Fitness, Redwood City)
Basic Cake Decorating (Kathy's Kreative Kakes, San Mateo)
Basic Fondant Cake Decorating (Kathy's Kreative Kakes, San Mateo)
Floral Cupcake Decorating (Kathy's Kreative Kakes, San Mateo)
Haunted Halloween Mansion (Kathy's Kreative Kakes, San Mateo)
Street Smart Self-Defense (United Studios of Self Defense, Burlingame)

Emeritus

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

ONLINE Classes

New ONLINE Classes from UGotClass

3D Printed Science and Math: Visualizations and Experiments
3D Printing for Educators
Accounting and Finance for Non-Financial Managers
Advanced Data Analysis
Advanced Excel
Advanced Inbound Marketing
Advanced Mobile Marketing
Advanced Six Sigma Green Belt
Advanced Teaching Online
Advanced Web Design
Applying Lean Sigma Practices to HR Functions
Boosting Your Website Traffic
Business Coaching Certificate
Business Statistics
Business Writing
Career Preparation
Cash is King

Certificate in Accounting and Finance for Non-Financial Managers
Certificate in Basic Game Design
Certificate in Blended Instruction
Certificate in Business Writing
Certificate in Customer Service
Certificate in Data Analysis
Certificate in Designing Webinars
Certificate in Excel
Certificate in Google Tools
Certificate in Leadership Development (For Gen Y)
Certificate in Leadership for the 21st Century
Certificate in Non-Profit Administration
Certificate in Office Operations
Certificate in Online Teaching
Certificate in Presentation Media
Certificate in Project Management
Certificate in Sales
Certificate in Self-Publishing for Business
Certificate in Teaching Adults
Certificate in Web Design
Certificate in Workplace Communication
Change in the Workplace
Change Management Skills for Human Resource Professionals
Collaborative Management
Conflict Management
Content Marketing
Creating Cell Phone Apps for your Business
Creative Problem Solving
Customer Service Leadership
Cyber Security for Managers
Dealing with Difficult People in the Workplace
Dementia Care
Designing Online Instruction
Designing Successful Webinars
Developing Hybrid Courses
Developing Your Leadership Skills
Developing Your Professional Career
Digital Marketing Certificate
Effective Copywriting
Effective Electronic Presentations
Embracing Sustainability in the Workplace
Entrepreneur Boot Camp
Entrepreneurial Marketing
Entrepreneurship Certificate
Entrepreneurship Finance Certificate
Extraordinary Customer Service
Facebook for Business
Female Bullying in the Workplace
Financial Analysis and Planning for Non-Financial Managers
For Parents of Boys
Fostering Online Discussion
Funding Your Business

Gender in the Classroom
Generational Learning Styles
Getting Started in Sales
Google +
Google Analytics
Google Apps for Business
Graphic Design for Visual Presentations
Growing Your Business with Self Publishing
How to Avoid Fatal Leadership Errors
Identity Theft
Improving Email Promotions
Inbound Marketing Certificate
Infographics
Instagram for Business
Integrating Social Media in Your Organization
Intermediate Data Analysis
Intermediate Excel
Intermediate Six Sigma Green Belt
Intermediate Video Game Design
Intermediate Web Design
Introduction to 3D Printing
Introduction to 3D Printing
Introduction to Business Research
Introduction to Coding
Introduction to Data Analysis
Introduction to Game Design
Introduction to Inbound Marketing
Introduction to Mobile Marketing
Introduction to Project Management
Introduction to Six Sigma Green Belt
Introduction to Social Media
Keys to Customer Service
Law for Non-Lawyers
Leadership in the 21st Century
Leadership Principles
Lean Six Sigma
LEED v4 Green Associate Exam Prep & Study Group
Legal Office Administration
Lewy Body Dementia
LinkedIn for Business
Management Boot Camp
Management Certificate
Managing & Marketing Webinars
Managing Generations in the Workplace
Managing Social Media Platforms Certificate
Marketing Business Publications
Marketing Using Social Media
Mastering Computer Skills for the Workplace
Mastering Microsoft Excel
Mentoring and Coaching in the Workplace
Mobile Marketing Certificate
Negotiation: Get What You Want

Neuro-Linguistic Programming (NLP) Fundamentals
New 21st Century Strategies for Productivity and Time Management
NEW! Certificate in Learning Styles
Office Operations
Onboarding New Employees
Online Advertising
Online Learning & Teaching for K-12 Teachers
Photoshop for Presentations
Podcasting
Power Selling
Powerful Presentations & Effective Speaking Techniques
Presentation Skills
Prezi
Product Prototyping on a Budget Certificate
Program Evaluation for Nonprofit Professionals
Project Management Knowledge Areas
Project Management Processes
Prototyping with Maker Electronics (formerly Introduction to Maker Tech)
Qualitative Business Research
Retire Rich: Smart Retirement Steps for 20 and 30-somethings
Revenue Generation for Non-Profits
Self Publishing eBooks
Six Sigma Green Belt Certificate
Social Media and Online Tools for K-12 Teachers
Social Media for Business Certificate
Spanish for Medical Professionals
Strategic Selling with Social Media
Stress Management
Students with ASD (Autism Spectrum Disorder)
Substitute Teacher Preparation
Supervisory & Leadership Certificate
The Basics of Bookkeeping
The Business Plan
The Flipped Classroom
Twitter
Using Cell Phones in the Classroom
Using Personality Profiles for Better Work Performance
Video Marketing
Web Design
Workplace Ethics & Etiquette
Writing News and Press Releases
Your Workplace, Your Employees & The Law
YouTube for Business

Continuing ONLINE Classes from Ed2Go (Instructor Led Classes)

Adobe Value Suite
Advanced Microsoft Excel
Advanced PC Security
Advanced Web Pages
An Introduction to Teaching ESL/EFL
Basic Computer Skills Suite
Beginner's Guide to Getting Published

Beginning Conversational French
Beginning Writer's Workshop
Blogging and Podcasting for Beginners
Business and Marketing Writing
Business Finance for Non-Finance Personnel
Certificate in Food, Nutrition, and Health
Certificate in Gerontology
Conversational Japanese
Creating a Classroom Website
Creating a Successful Business Plan
Creating Mobile Apps with HTML5
Creating the Inclusive Classroom: Strategies for Success
Creating WordPress Websites Series
Creative Writing Value Suite
Designing Effective Websites
Differentiated Instruction in the Classroom
Differentiating K-12 Assessments
Digital Marketing Suite
Discover Digital Photography
Discover Sign Language
Drawing for the Absolute Beginner
Easy English
Educator's Fundamentals Series
Empowering Students With Disabilities
Enhancing Language Development in Childhood
Entrepreneurship Suite
Fundamentals of Supervision and Management
Fundamentals of Technical Writing
Genealogy Basics
GMAT Preparation
Grammar for ESL
Grammar Refresher
Grant Writing Suite
GRE Prep Series
Guided Reading: Strategies for the Differentiated Classroom
Handling Medical Emergencies
Helping Elderly Parents
HIPAA Compliance
Homeschool With Success
How to Get Started in Game Development
How to Make Money From Your Writing
HTML and CSS Series
Instant Italian
Integrating Technology in the Classroom
Intermediate Microsoft Access
Intermediate Microsoft Excel
Intermediate Microsoft Word
Intermediate Networking
Intermediate Oracle
Intermediate Photoshop
Intermediate QuickBooks
Interpersonal Communication

Introduction to Adobe Acrobat X
Introduction to Google Analytics
Introduction to InDesign
Introduction to Interior Design
Introduction to Lightroom 5
Introduction to Lightroom CC
Introduction to Microsoft Access
Introduction to Microsoft Excel
Introduction to Microsoft Outlook
Introduction to Microsoft PowerPoint
Introduction to Microsoft Project
Introduction to Microsoft Publisher
Introduction to Microsoft Word
Introduction to Photoshop
Introduction to QuickBooks
Introduction to Screenwriting
Introduction to Windows 10
Introduction to Windows 8
Keys to Effective Communication
Keys to Successful Money Management
Learn to Buy and Sell on eBay
Legal Nurse Consulting
Listen to Your Heart, and Success Will Follow
Lose Weight and Keep It Off
LSAT Preparation
Luscious, Low-Fat, Lightning-Quick Meals
Mac, iPhone, and iPad Programming
Mastering Your Digital SLR Camera
Medical Spanish Series
Medical Terminology II: A Focus on Human Disease
Medical Terminology Series
Medical Terminology: A Word Association Approach
Music Made Easy
Mystery Writing
New Manager Suite
Personal Finance
Photographing Nature With Your Digital Camera
Photographing People With Your Digital Camera
Photography Suite
Photoshop CC for the Digital Photographer
Photoshop Elements for the Digital Photographer
Practical Ideas for the Adult ESL/EFL Classroom
Prepare for the GED® Math Test
Prepare for the GED® Test
Presentation Skills Suite
Professional Sales Skills
Real Estate Investing
Real Estate Law
Resume Writing Workshop
Romance Writing
Sales Training Suite
SAT/ACT Prep Series

Secrets of Better Photography
Secrets of the Caterer
Small Business Marketing on a Shoestring
Spanish for Law Enforcement
Spanish for Medical Professionals
Spanish in the Classroom
Speed Spanish
Speed Spanish Series
Start a Pet Sitting Business
Start and Operate Your Own Home-Based Business
Start Your Own Arts and Crafts Business
Start Your Own Edible Garden
Start Your Own Gift Basket Business
Start Your Own Online Business
Start Your Own Small Business
Starting a Consulting Practice
Starting a Nonprofit
Stocks, Bonds, and Investing: Oh, My!
Supervision and Management Series
Survival Kit for New Teachers
Teaching Adult Learners
The Analysis and Valuation of Stocks
The Craft of Magazine Writing
The Creative Classroom
Travel Photography for the Digital Photographer
Travel Writing
Twelve Steps to a Successful Job Search
Understanding Adolescents
Understanding the Cloud
Using Social Media in Business
Using the Internet in the Classroom
What's New in Microsoft Office 13
Where Does All My Money Go?
Write and Publish Your Nonfiction Book
Write Effective Web Content
Write Fiction Like a Pro
Write Your Life Story

Continuing ONLINE Classes from Ed2Go (Career Training Classes)

Administrative Professional with Microsoft Office
Adobe Certified Associate
Advanced Personal Fitness Trainer
Android App Developer
Biofuel Production Operations
Building Analyst Quick Start
Certified Bookkeeper
Medical Terminology
Medical Transcription + Medical Terminology 0
Microsoft Excel Certification Training
Microsoft Office Master Certification Training
Microsoft Office Specialist
Microsoft Outlook Certification Training

Microsoft PowerPoint Certification Training
Microsoft Project
Microsoft SharePoint Certification Training
Microsoft Web Developer
Microsoft Word Certification Training
Mobile and Desktop Web Developer
Mobile Web Developer 2
Multimedia Arts Certificate 3
Optical Manager
Optician Certification Training
Paralegal
Payroll Practice and Management
Performing Comprehensive Building Assessments
Personal Fitness Trainer
Personal Training and Group Exercise Training for Older Adults
Preston Bailey's Fundamentals of Floral Design
Preston Bailey's Intermediate Floral Design
Preston Bailey's Signature Wedding Event Design
Retail Customer Service Skills Training
Senior Professional In Human Resources
Solar Power Professional
Specialist + Medical Terminology
Start Your Own Business
Technical Writing
Video Game Design and Development
Web Applications Develop
Web Design Professional
Webmaster
Wind Energy Professional

RECOMMENDATION

It is recommended that the Board of Trustees approve the Community Services classes to be offered for Fall/Winter 2017-18 at Cañada College, College of San Mateo and Skyline College as well as off-campus locations.

BOARD REPORT NO. 17-6-11CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF USE OF U.S. COMMUNITIES CONTRACT FOR DISTRICTWIDE PURCHASE
AND DELIVERY OF CUSTODIAL SUPPLIES FROM SUPPLYWORKS**

The District has contracted with Supplyworks (previously Cleansource) for custodial supplies Districtwide since August 2009. The most recent competitively bid contract with Supplyworks (BRD 12-6-4CA) terminates on June 30, 2017.

In researching its options for vendors, the General Services department discovered several suppliers holding “piggybackable” agreements. Public Contract Code 20652 allows community colleges to purchase supplies and materials from “piggybackable” contracts without advertising for bids. Rather than engaging in a competitive bid process, the District elected to submit a Request for Quotation (RFQ) for custodial supplies to several vendors holding “piggybackable” contracts. RFQ specifications were developed by General Services in coordination with the Facilities Planning and Operations Department. Vendors were requested to provide a Custodial Supply Pricing Proposal for a list of items with quantities purchased by the District from Supplyworks during the last year.

On June 2, 2017, the RFQ was sent to five vendors. The District received three responses as follows:

Vendor	Projected Cost of Supplies Based on Estimated Annual Usage
Supplyworks	\$154,613
Waxie Sanitary Supply	\$230,925
Staples	\$244,802

Supplyworks is most advantageous to the District based on their submission of the lowest cost for the products. Additionally, the firm’s prices were significantly lower than current pricing.

RECOMMENDATION

It is recommended that the Board of Trustees approve the use of the U.S. Communities Contract with Supplyworks (Contract #Serial 16154-RFP Maintenance Repair and Operating Supplies and Services) for the Districtwide purchase and delivery of custodial supplies. Additionally, it is recommended that the Board approve the award of a one-year contract with Supplyworks beginning July 1, 2017 through June 30, 2018 with the option for two additional one-year renewals. Based on prior annual usage, expenditures for supplies over a three-year period are estimated at \$463,839.

BOARD REPORT NO. 17-6-12CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Susan Harrison, Director of General Services, 650-358-6879
Jose Nunez, Vice Chancellor of Facilities Planning, Maintenance & Operations,
650-358-6836

AUTHORIZATION FOR CONTINUED USE OF THE STATE DEPARTMENT OF GENERAL SERVICES' NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO) CONTRACT WITH WW GRAINGER FOR PURCHASE OF FACILITIES MAINTENANCE SUPPLIES, PRODUCTS AND TOOLS

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

The State Department of General Services offers contracts for the purchase of facilities maintenance, supplies, products and tools through its National Association of State Procurement Officials (NASPO) ValuePoint Contracts. One of the contracts of use to the District is with WW Grainger (Contract number 7-11-51-02 Amendment #5). The Board authorized use of the contract in September, 2017 (Board Report No. 16-9-104B) for purchase of facilities maintenance supplies, products and tools, including locksets, cores and key blanks for use in the ongoing district-wide classroom security hardware project. The contract has recently been extended through June 30, 2018. The District wishes to continue utilizing the Grainger contract through the end of the contract period.

RECOMMENDATION

It is recommended that the Board authorize the continued use of the NASPO ValuePoint Contract with WW Grainger for purchases of facilities maintenance supplies, products and tools as needed through the life of the contract in an amount not to exceed \$300,000.

BOARD REPORT NO. 17-6-13CA

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

RATIFICATION OF MARCH AND APRIL 2017 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of March and April 2017 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period March 1, 2017 through April 30, 2017 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
March 1 - 31, 2017
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0071542	03/01/17	U.S. Bank National Association ND, .	414,910.46	Districtwide Procurement Card Payment
0071545	03/01/17	Electro-Motion, Inc.	16,622.51	District Office Generator Replacement
0071549	03/01/17	Meta Bank/BB San Mateo CCD CFA	150,804.52	Financial Aid Disbursement
0071550	03/01/17	Netronix Integration, Inc.	18,180.00	Districtwide Fire Alarm Equipment Repair
0071554	03/01/17	Schneider Electric Buildings Americas, Inc.	12,350.75	Districtwide Maintenance and Service of Facilities Management Systems
0071555	03/01/17	School Project for Utility Rate Reduction (SPURR)	80,940.52	Utilities
0071561	03/01/17	Swinerton Builders	217,454.50	Program Management Services
0071564	03/01/17	VALIC Retirement Services Company	234,443.85	Monthly Tax Sheltered Annuities
0071580	03/07/17	Romero-Arias, Debora A.	17,160.00	CSM Students Sign Language Interpreting Services
0071585	03/07/17	Computerland	37,904.79	Districtwide Computer and Software Purchases
0071590	03/07/17	Meta Bank/BB San Mateo CCD CFA	232,964.95	Financial Aid Disbursement
0071593	03/07/17	School Project for Utility Rate Reduction (SPURR)	24,991.76	Utilities
0071595	03/07/17	SM County Community College District	41,888.87	Replenish Flex Spending Account
0071598	03/07/17	SMCCCD Bookstore	15,444.67	Bookstore Monthly Student Fees Reimbursement
0071599	03/07/17	SMCCCD Bookstore	29,232.90	Skyline Special Programs Books Purchases
0071600	03/07/17	SSP Data, Inc.	688,152.54	Districtwide Firewalls Purchase and Warranty and Subscription Services
0071651	03/14/17	Chen, Gang	15,680.00	International Students Recruitment Services
0071652	03/14/17	Intermountain Electric Company	56,041.83	Districtwide Electric Vehicle Charging Station Expansion Project
0071653	03/14/17	Jaime L Arce	17,375.48	Districtwide Electric Vehicle Charging Station Signage Services
0071655	03/14/17	Meta Bank/BB San Mateo CCD CFA	132,909.29	Financial Aid Disbursement
0071659	03/14/17	Purple Communications Inc.	21,755.00	Cañada Students Sign Language Interpreting Services
0071661	03/14/17	Schneider Electric Buildings Americas, Inc.	45,204.80	Implementation, Maintenance and Service of Districtwide Facilities Management Systems
0071683	03/16/17	Dell Marketing LP	94,802.91	Districtwide Computer Purchases
0071685	03/16/17	FieldTurf USA	49,226.30	CSM Softball Field Replacement Project
0071695	03/16/17	Sally Swanson Architects, Inc.	10,078.12	Cañada Architectural Services
0071696	03/16/17	SMCCCD Bookstore	43,573.63	CSM Special Programs Books Purchases
0071708	03/21/17	Associated Std-Skyline	100,000.00	Interbank Transfer
0071712	03/21/17	Constellation NewEnergy, Inc.	60,360.15	Utilities
0071716	03/21/17	Meta Bank/BB San Mateo CCD CFA	211,008.17	Financial Aid Disbursement
0071718	03/21/17	Swinerton Builders	11,287.90	Program Management Services
0071733	03/23/17	Automatic Door Systems, Inc.	22,801.00	CSM Exterior Doors Installation Services
0071734	03/23/17	Casey Printing, Inc.	13,475.37	CSM Class Schedules Printing Services
0071735	03/23/17	CDW LLC	43,567.68	Districtwide IT Equipment Purchases
0071739	03/23/17	Educational Computer Systems, Inc.	18,573.22	Districtwide 1098T Preparation and Distribution Services
0071745	03/23/17	Interline Brands, Inc.	15,737.32	Facilities Custodial Supplies Purchases
0071752	03/23/17	School Project for Utility Rate Reduction (SPURR)	69,250.13	Utilities
0071754	03/23/17	SMCCCD Bookstore	15,339.33	Cañada Special Programs Books Purchases
0071779	03/28/17	Meta Bank/BB San Mateo CCD CFA	140,567.30	Financial Aid Disbursement
0071784	03/28/17	R & H Wholesale Supply, Inc.	13,046.29	Skyline Restroom Locks Replacement
0071785	03/28/17	San Mateo County Schools Insurance Group	194,859.65	Monthly Dental and Vision Insurance Premiums
0071786	03/28/17	Schneider Electric Buildings Americas, Inc.	12,350.72	Districtwide Maintenance and Service of Facilities Management Systems
0071787	03/28/17	School Project for Utility Rate Reduction (SPURR)	18,872.65	Utilities
0071788	03/28/17	Sutro Tower Inc.	25,178.53	KCSM TV Broadcast Site Lease at Sutro Tower
0071794	03/30/17	Associated Std-CSM	75,000.00	Interbank Transfer
0071797	03/30/17	Gordon Kenny Realty, Inc.	40,000.00	College and Cañada Staff Housing Operating Expenses Advancement
0071802	03/30/17	SMCCCD Bookstore	11,556.87	CSM Special Programs Books Purchases
492798	03/01/17	Ad Astra Information Systems, LLC	38,000.00	Districtwide Scheduling Software Implementation and Annual Subscription Fees
492809	03/01/17	Atlas Pellizzari Electric, Inc.	32,435.00	District Office Transfer Switch Replacement
492847	03/01/17	Jitterbit, Inc.	12,000.00	International Students Services Software Purchase
492859	03/01/17	MV Transportation, Inc.	12,738.23	Skyline Students Shuttle Services
492888	03/01/17	XL Construction Corporation	470,479.00	Skyline Design and Preconstruction Services
492892	03/01/17	American Federation of Teachers	61,882.46	Monthly Union Dues
492896	03/01/17	C S E A	14,825.61	Monthly Union Dues

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
March 1 - 31, 2017
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
492897	03/01/17	CalPERS	583,078.28	Monthly PERS Classic Members Contribution Advance Payment
492898	03/01/17	CalPERS	219,759.36	Monthly PERS New Member Contribution Advance Payment
492930	03/01/17	Public Empl Ret Sys	1,625,605.55	Monthly Health Insurance Premium
492944	03/01/17	U.S. Postal Services	15,000.00	Skyline Postage Purchase
492961	03/07/17	Comm College League/Calif	41,965.92	Skyline Library Subscription Services
492989	03/07/17	Peninsula Library System	94,456.00	Districtwide Subscriptions Services
492998	03/07/17	Tsai, Eric Y.	10,443.00	Cañada Non-Resident Student Tuition Refund
493029	03/09/17	Allana Buick & Bers, Inc.	13,835.00	Cañada Construction Leak Investigation Services
493032	03/09/17	Atkinson, Andelson, Loya, Rudd and Romo	10,575.61	Districtwide Legal Services
493042	03/09/17	Carducci & Associates, Inc.	39,250.00	Skyline Landscaping Services
493044	03/09/17	CAW Architects, Inc.	14,863.56	CSM Architectural Services
493050	03/09/17	Economic Modeling, LLC	12,000.00	Districtwide Analyst Research Annual Subscription
493111	03/09/17	Simon Wiesenthal Center, Inc.	15,000.00	Museum of Tolerance Staff Training Services
493113	03/09/17	The Guardian Life Insurance Company	37,097.20	Monthly Life Insurance Premium
493118	03/14/17	Aiello, Jeff	16,760.55	Districtwide Signage Upgrade Services
493122	03/14/17	Atlas Pellizzari Electric, Inc.	45,943.00	ITS Server Room Electrical Services
493125	03/14/17	City of San Bruno	18,024.78	Utilities
493143	03/14/17	Pacific Gas & Electric Co	37,666.01	Utilities
493151	03/14/17	Robert A. Bothman, Inc.	122,487.21	CSM North Campus Construction Services
493152	03/14/17	Sedgwick Claims Management Services, Inc.	24,952.25	Districtwide Quarterly Worker's Comp TPA Service Fees
493203	03/16/17	Comm College League/Calif	14,708.52	Cañada Library Subscription Services
493204	03/16/17	Fastenal Company	24,953.78	Skyline Facilities Equipment Purchases
493211	03/16/17	Leland Saylor & Associates, Inc.	36,492.50	CSM and Cañada Construction Cost Estimating Services
493223	03/16/17	Pacific Gas & Electric Co	11,478.32	Utilities
493235	03/16/17	SVM, LP	25,035.00	CSM Special Programs Students Gas Cards Purchase
493237	03/16/17	TLCD Architecture	31,949.03	CSM Theatre Modernization Design Services
493272	03/21/17	Center for Creative Leadership	11,205.57	Districtwide Leadership Summit
493292	03/21/17	MV Transportation, Inc.	20,844.37	Skyline Students Shuttle Services
493319	03/23/17	Ahlborn Fence & Steel, Inc.	61,004.25	CSM Safety Enhancements Project
493339	03/23/17	Pacific Gas & Electric Co	25,496.82	Utilities
493369	03/23/17	Calif Water Service Co	22,139.68	Utilities
493384	03/23/17	Strata Information Group	59,410.00	Monthly Districtwide Professional & Management Services
493385	03/23/17	U.S. Postal Services	10,000.00	Skyline Postage Purchase
493390	03/28/17	AMFM Broadcasting Inc.	10,350.00	Skyline Radio Advertising Services
493400	03/28/17	County of San Mateo	27,850.75	Districtwide Legal Counseling Services
493440	03/28/17	Schierring, Eva B.	10,750.00	Cañada CALSTEP Grant Consulting Services
493443	03/28/17	The Sextant Group, Inc.	56,600.00	Skyline and Cañada Technology Consulting Services
493456	03/28/17	Stroud, Regina S.	12,407.25	International Students Recruitment Travel Expenses
493473	03/30/17	Pacific Gas & Electric Co	10,887.76	Utilities
493489	03/30/17	Division of the State Architect	139,250.00	Skyline Construction Project DSA Filing Fee
493494	03/30/17	Renaissance Insurance Agency, Inc.	154,872.00	Skyline International Students Health Insurance Premium
493495	03/30/17	Renaissance Insurance Agency, Inc.	456,192.00	CSM International Students Health Insurance Premium
493496	03/30/17	Renaissance Insurance Agency, Inc.	91,368.00	Cañada International Students Health Insurance Premium
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1703816	03/08/17	Mass Mutual 457	47,505.47	Tax Annuity
J1703699	03/01/17	US Treasury - Federal Payroll Tax	1,958,292.37	Federal Payroll Tax
J1703699	03/01/17	EDD - State Payroll Tax	371,555.33	State Payroll Tax
J1703699	03/01/17	EDD - State Payroll Tax	15,732.32	State Tax-Disability Insurance
J1703907	03/22/17	US Treasury - Federal Payroll Tax	82,392.93	Federal Payroll Tax
J1703807	03/08/17	State Teacher Retirement - Cash Balance	62,472.42	STRS Retirement-Cash Balance
J1703755	03/02/17	State Teacher Retirement - Defined Benefit	971,573.96	STRS Retirement-Defined Benefit 95%
J1703806	03/08/17	State Teacher Retirement - Defined Benefit	51,135.48	STRS Retirement-Defined Benefit Bal

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 March 1 - 31, 2017
 WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Numl	Check Date	Vendor Name	Check Amount	Description
<u>SMCCCD Bookstores</u>				
116803	03/14/17	Jansport	10,060.09	Purchase of Inventory
116809	03/14/17	MBS Textbook Exchanges	36,414.98	Purchase of Inventory
116820	03/14/17	Pearson Education, Inc	44,217.00	Purchase of Inventory
116821	03/14/17	Pearson Education, Inc	28,718.80	Purchase of Inventory
116824	03/14/17	PEPSI-COLA	13,669.25	Purchase of Inventory
116832	03/14/17	SM CC College District	224,486.36	Salaries & Benefits of January 2017
116833	03/14/17	Starbucks Coffee Company	11,855.83	Purchase of Inventory
116838	03/14/17	Sysco Food Company of SF	16,634.26	Purchase of Inventory
116845	03/14/17	Xerox Corporation	13,561.25	Purchase of Inventory
70296	03/24/17	Board of Equalization	17,426.94	Sales Tax February 2017
		Subtotal	12,777,001.45	91%
		Warrants Issued ≤ \$10,000	1,311,488.18	9%
		Total Non-Salary Warrants Issued	<u>14,088,489.63</u>	100%
District Accounts Payable	CK#492797-493500, DD71535-71806		9,974,701.68	
District Payroll	CK#123066-123820, DD50128716-50130555		10,544,192.60	
SMCCCD Bookstores	CK#116762-116845, EFT 70296		538,035.06	
	Total Warrants Including Salaries -March 2017		<u>21,056,929.34</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
April 1 - 30, 2017
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Numl	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0071819	04/04/17	Romero-Arias, Debora A.	11,520.00	CSM Students Interpreting Services
0071825	04/04/17	U.S. Bank National Association ND, .	408,285.68	Districtwide Procurement Card Payment
0071827	04/04/17	Blach Construction Company	117,825.14	Cañada Design and Preconstruction Services
0071834	04/04/17	Knorr Systems, Inc.	10,392.36	CSM Pool Equipment Repair and Purchases
0071837	04/04/17	Meta Bank/BB San Mateo CCD CFA	49,606.57	Financial Aid Disbursement
0071840	04/04/17	Pacific Dining - Food Service Management	33,587.94	Districtwide Catering Services
0071846	04/04/17	Swinerton Builders	213,754.50	Program Management Services
0071850	04/04/17	VALIC Retirement Services Company	237,758.14	Monthly Tax Sheltered Annuities
0071877	04/06/17	Computerland	53,315.00	Districtwide Computers Purchases
0071884	04/06/17	Siemens Industry, Inc.	11,376.00	Districtwide Fire Alarm Panels Upgrade Project
0071885	04/06/17	SM County Community College District	46,944.98	Replenish Flex Spending Account
0071894	04/11/17	Jaime L Arce	21,579.67	Districtwide Signage Upgrade Services
0071895	04/11/17	Meta Bank/BB San Mateo CCD CFA	168,986.57	Financial Aid Disbursement
0071898	04/11/17	Schneider Electric Buildings Americas, Inc.	33,690.23	Implementation, Maintenance and Service of Districtwide Facilities Management Systems
0071900	04/11/17	The Hanover Research Council, LLC	15,000.00	Cañada subscription research access
0071909	04/13/17	Casey Printing, Inc.	16,073.04	Skyline Class Schedules Printing Services
0071914	04/13/17	GRD Energy Inc.	27,373.00	Districtwide Exterior Lighting Upgrade and Utility Measurement and Verification Project
0071915	04/13/17	Interline Brands, Inc.	14,766.97	Facilities Custodial Supplies Purchases
0071916	04/13/17	Jaime L Arce	17,375.47	Districtwide Signage Services
0071921	04/13/17	Krueger International, Inc.	13,836.81	Cañada Furniture Purchases
0071925	04/13/17	Sedgwick Claims Management Services. Inc.	27,364.04	Replenish Workers' Compensation Insurance Fund
0071926	04/13/17	Siemens Industry, Inc.	23,510.00	Districtwide Fire Alarm System Monitoring Services
0071948	04/18/17	CDW LLC	235,433.75	Districtwide IT Equipment Purchases
0071953	04/18/17	Interline Brands, Inc.	12,473.30	Facilities Custodial Supplies Purchases
0071954	04/18/17	Knorr Systems, Inc.	21,403.28	CSM Pool Scheduled Maintenance, Repair and Equipment Purchases
0071955	04/18/17	Meta Bank/BB San Mateo CCD CFA	73,847.00	Financial Aid Disbursement
0071965	04/18/17	Western Allied Mechanical Inc.	14,007.74	CSM HVAC Maintenance Services
0071975	04/20/17	CDW LLC	28,695.11	Districtwide IT Equipment Purchases
0071976	04/20/17	Constellation NewEnergy, Inc.	66,857.94	Utilities
0071977	04/20/17	Coulter Construction Inc.	20,649.00	Cañada Construction Projects
0071981	04/20/17	Oracle America, Inc.	13,623.02	Districtwide Software Update and Support Services
0071982	04/20/17	Pacific Dining - Food Service Management	10,863.24	Districtwide Catering Services
0071985	04/20/17	Sedgwick Claims Management Services. Inc.	23,255.50	Workers' Comp Settlement Payment
0071989	04/20/17	SSP Data, Inc.	14,350.00	ITS Servers Installation and Deployment Services
0071990	04/20/17	Total Recall Captioning, Inc.	22,207.50	Cañada Students Close Captioning Services
0072002	04/25/17	Hansen, Margaret A.	10,000.00	Skyline Promise Project Consulting Services
0072015	04/25/17	Dell Marketing LP	17,693.31	Districtwide Computers Purchases
0072017	04/25/17	McCarthy Building Companies	683,994.00	Cañada Construction Project
0072019	04/25/17	Meta Bank/BB San Mateo CCD CFA	94,831.90	Financial Aid Disbursement
0072020	04/25/17	Pacific Dining - Food Service Management	10,700.53	Districtwide Catering Services
0072023	04/25/17	Sedgwick Claims Management Services. Inc.	21,337.64	Replenish Workers' Compensation Insurance Fund
0072032	04/25/17	Sutro Tower Inc.	20,593.00	KCSM TV Broadcast Site Lease at Sutro Tower
0072056	04/27/17	San Mateo County Schools Insurance Group	196,975.01	Monthly Dental and Vision Insurance Premiums
0072057	04/27/17	School Project for Utility Rate Reduction (SPURR)	28,912.47	Utilities
0072058	04/27/17	Siemens Industry, Inc.	11,434.80	CSM Fire Alarm Repairs and District Smoke Detector Replacement Services
0072060	04/27/17	SMCCCD Bookstore	10,119.27	Skyline Special Programs Books Purchases
0072061	04/27/17	XL Construction Corporation	951,352.00	Skyline Design and Preconstruction Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
April 1 - 30, 2017
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
493504	04/04/17	AT&T/MCI	13,463.60	Districtwide Telephone Services
493505	04/04/17	Atlas Pellizzari Electric, Inc.	36,748.00	Cañada and CSM Electrical Services
493520	04/04/17	Integral Group, Inc.	64,636.50	Cañada Strategic Energy Planning Water Study
493522	04/04/17	Kingston Media	12,600.00	Skyline President's Innovation Fund Promotional Video Production
493525	04/04/17	Leland Saylor & Associates, Inc.	12,625.00	Skyline Construction Cost Estimating Services
493537	04/04/17	Sage Renewable Energy Consulting, Inc.	21,404.58	CSM Solar and Energy Storage Project
493549	04/04/17	American Federation of Teachers	65,269.19	Monthly Union Dues
493554	04/04/17	C S E A	14,969.56	Monthly Union Dues
493580	04/04/17	Public Empl Ret Sys	1,617,520.97	Monthly Health Insurance Premium
493622	04/06/17	Miller, Morton, Caillat & Nevis, LLP	28,856.21	Cañada Vista Litigation Legal Services
493632	04/06/17	Salesforce.org	10,440.00	International Student Services Software Purchase
493644	04/11/17	Bill Gould Architectural Corporation	19,835.50	Skyline Architectural Design Services
493650	04/11/17	Center for Innovation in Financial Institutions	25,000.00	Skyline Annual Membership Fee
493654	04/11/17	City of San Bruno	13,866.42	Utilities
493658	04/11/17	County School Service Fund	17,500.00	Cañada FCMAT Study Consulting Services
493662	04/11/17	Funnelback Inc.	10,000.00	Skyline Search Engine Software Project
493673	04/11/17	Pacific Gas & Electric Co	11,441.55	Utilities
493681	04/11/17	ThyssenKrupp Elevator Corporation	18,380.85	Districtwide Elevators Maintenance and Repair Services
493686	04/11/17	Western Roofing Service	14,788.00	Skyline Roofing Repair Services
493688	04/11/17	Associated Std -Canada	23,489.45	Quarterly Student Fees Reimbursement
493689	04/11/17	Associated Std-CSM	35,548.07	Quarterly Student Fees Reimbursement
493690	04/11/17	Associated Std-Skyline	38,263.81	Quarterly Student Fees Reimbursement
493693	04/11/17	City of San Bruno	31,250.00	Utilities
493697	04/11/17	Kramer, Karen	14,575.00	District Personnel Investigative Services
493707	04/13/17	Atkinson, Andelson, Loya, Rudd and Romo	32,326.88	Districtwide Legal Services
493718	04/13/17	County of San Mateo	27,850.74	Districtwide Legal Services
493739	04/13/17	The Guardian Life Insurance Company	37,226.20	Monthly Life Insurance Premium
493752	04/18/17	Burkett's Pool Plastering, Inc.	12,025.00	CSM Pool Repair Services
493763	04/18/17	Master Level Controls Co.	10,408.52	Facilities Equipment Purchases
493764	04/18/17	Miller, Morton, Caillat & Nevis, LLP	28,696.34	Cañada Vista Litigation Legal Services
493777	04/18/17	School Datebooks, Inc.	12,161.08	Cañada Counseling Custom Books Purchases
493782	04/18/17	Strata Information Group	59,410.00	Monthly Districtwide Professional & Management Services
493795	04/18/17	Levick Strategic Communications, LP	25,000.00	District Legal Services
493815	04/20/17	Calif Water Service Co	31,427.35	Utilities
493818	04/20/17	Explorance Inc.	15,000.00	Skyline Subscription and License Fees
493823	04/20/17	Pacific Gas & Electric Co	26,391.63	Utilities
493825	04/20/17	Pacific Gas & Electric Co	37,507.93	Utilities
493838	04/20/17	Titan Empire Inc.	30,666.38	Districtwide HR Investigative Services
493843	04/25/17	AECOM Technical Services, Inc.	29,876.00	Districtwide Master Scheduling Consulting Services
493850	04/25/17	BLX Group LLC	11,500.00	Annual Bond Arbitrage Calculation Service Fees
493858	04/25/17	Chouinard & Myhre, Inc.	103,963.30	ITS Equipment Purchases and Software and Hardware Maintenance
493883	04/25/17	Leland Saylor & Associates, Inc.	17,620.00	Skyline and Cañada Construction Cost Estimating Services
493887	04/25/17	MV Transportation, Inc.	27,143.66	Skyline Students Shuttle Services
493914	04/25/17	Harbor View Hotel, Inc.	18,166.96	Skyline Community College District Counselors Event
493963	04/27/17	Steris Corporation	36,629.45	CSM Equipment Purchases
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1704392	04/03/17	Mass Mutual 457	48,405.47	Tax Annuity
J1704293	04/03/17	US Treasury - Federal Payroll Tax	2,021,121.07	Federal Payroll Tax
J1704293	04/03/17	EDD - State Payroll Tax	385,192.71	State Payroll Tax
J1704293	04/03/17	EDD - State Payroll Tax	18,238.07	State Tax-Disability Insurance
J1704703	04/17/17	US Treasury - Federal Payroll Tax	102,015.54	Federal Payroll Tax

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 April 1 - 30, 2017
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Num	Check Date	Vendor Name	Check Amount	Description
J1704838	04/25/17	EDD - State Payroll Tax	14,433.53	State Unemployment Payroll Tax
J1704488	04/06/17	State Teacher Retirement - Cash Balance	71,836.82	STRS Retirement-Cash Balance
J1704365	04/03/17	State Teacher Retirement - Defined Benefit	997,266.08	STRS Retirement-Defined Benefit 95%
J1705002	04/04/17	State Teacher Retirement - Defined Benefit	52,487.69	STRS Retirement-Defined Benefit Bal
J1704840	04/11/17	PERS Retirement - Defined Benefit	804,358.68	PERS Retirement
<u>SMCCCD Bookstores</u>				
116909	04/17/17	Starbucks Coffee Company	10,256.27	Purchase of Inventory
116848	04/17/17	American Express	17,711.71	Purchase of Inventory
116914	04/17/17	Sysco Food Company of SF	18,458.74	Purchase of Inventory
116896	04/17/17	PEPSI-COLA	19,068.00	Purchase of Inventory
116889	04/17/17	MTC Distributing	20,605.35	Purchase of Inventory
116908	04/17/17	SM CC College District	217,044.64	Salaries & Benefits of February 2017
		Subtotal	11,811,502.47	92%
		Warrants Issued ≤ \$10,000	<u>1,030,842.10</u>	8%
		Total Non-Salary Warrants Issued	<u><u>12,842,344.57</u></u>	100%
District Accounts Payabl	Ck#493501-493993, DD71810-72061		7,891,641.19	
District Payroll	Ck#123821-124561, DD50130556-50132440		11,139,046.00	
SMCCCD Bookstores	Ck#116846-116922		<u>407,330.13</u>	
	Total Warrants Including Salaries - April 2017		<u><u>19,438,017.32</u></u>	

BOARD REPORT NO. 17-6-14CA

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

**ADOPTION OF RESOLUTION NOS. 17-5 AND 17-6 HONORING JAMES LIANIDES AND
LAWRENCE TESHARA**

At its meeting on June 14, 2017, the Board expressed interest in honoring two community educational leaders who are retiring this academic year: Dr. James Lianides and Mr. Lawrence Teshara.

Dr. Lianides is retiring from his post as superintendent of the Sequoia Union High School District, and Mr. Teshara is retiring from his post as co-director of the Adult-Education College and Career Educational Leadership (ACCEL) consortium.

RECOMMENDATION

It is recommended that the Board approve Resolutions 17-4 and 17-5, honoring Dr. James Lianides and Mr. Lawrence Teshara.



RESOLUTION HONORING DR. JAMES LIANIDES

Whereas, Dr. James Lianides has been a leading educator in San Mateo County for nearly four decades, beginning as a teacher in 1978 in the Redwood City Elementary School District; and

Whereas, since 2010, Dr. Lianides; has served as superintendent of the Sequoia Union High School District, having previously served as the District’s assistant superintendent; and

Whereas, Dr. Lianides also served in other key leadership roles throughout his career including as superintendent of the Pacifica Elementary School District and as principal in Mountain View; and

Whereas, as superintendent of Sequoia Union High School District, Dr. Lianides has overseen a variety of capital improvements, including the addition of two new small high schools in Menlo Park and San Carlos to address student enrollment growth; and

Whereas, over the years, Dr. Lianides has been a valued and important partner to and collaborator with the San Mateo County Community College District, providing high school students access to college while in high school; and

Whereas, Dr. Lianides has announced his plans to retire from his post;

Now, Therefore, Be It Resolved that the San Mateo County Community College District Board of Trustees hereby congratulates Dr. James Lianides on his retirement and thanks him for his many years of service in educating and supporting the students and communities of San Mateo County.

June 28, 2017

San Mateo, California

B O A R D O F T R U S T E E S

President

Vice President-Clerk

Trustee

Trustee

Trustee

Student Trustee



RESOLUTION HONORING LAWRENCE TESHARA

Whereas, Lawrence Teshara has been a leading educator in San Mateo County for 50 years, with the last 45 years at the San Mateo union High School District; and

Whereas, after nearly 20 years as principal at Burlingame High School where he revived a school on the verge of closure, Mr. Teshara became director of the San Mateo Adult School; and

Whereas, at the San Mateo Adult School Mr. Teshara again revitalized the program and built a model school that was one of the largest in Northern California; and

Whereas, Mr. Teshara has been an advocate for adult education and his work helped pave the way for a new model of Adult Education outlined by the California state legislature in Assembly Bill 86; and

Whereas, over the last four years, Mr. Teshara has served as co-director of the Adult-Education College and Career Educational Leadership, a coalition of adult schools, community colleges and partners throughout the region to support adult education students' transition to college, workplace success and community contributions; and

Whereas, Mr. Teshara has announced his plans to retire from his post;

Now, Therefore, Be It Resolved that the San Mateo County Community College District Board of Trustees hereby congratulates Lawrence Teshara on his retirement and thanks him for his many years of service in educating and supporting the students and communities of San Mateo County.

June 28, 2017

San Mateo, California

B O A R D O F T R U S T E E S

President

Vice President-Clerk

Trustee

Trustee

Trustee

Student Trustee

BOARD REPORT NO. 17-6-15CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Regina Stanback Stroud, President, Skyline College, 738-4111

**ACCEPTANCE OF THE JACQUES M. LITTLEFIELD FOUNDATION GRANT FOR THE
SKYLINE COLLEGE AUTOMOTIVE TECHNOLOGY PROGRAM**

The Jacques M. Littlefield Foundation awarded the Automotive Department at Skyline College a grant totaling \$150,000.00 over a three year period, effective June 9, 2017, to improve the pipeline of automotive education from high school to community college and from community college into the workforce. There is an overwhelming shortage of trained automotive technicians entering into the field of automotive repair; hence, the grant also aims to influence the automotive industry and students entering into the automotive field. This funding will be used to improve the pipeline to automotive education for anyone who is seeking a career, updated automotive education, or a second career.

The Foundation will release \$75,000 for the first year, then \$50,000 for the second year and \$25,000 for the third year. The Skyline College Automotive Department will provide annual progress reports to the Jacques M. Littlefield Foundation every March 31, beginning in 2018.

RECOMMENDATION

It is recommended that the Board of Trustees accept the grant from the Jacques M. Littlefield Foundation for the Skyline College Automotive Department in the amount of \$150,000 for the purpose described above.

BOARD REPORT NO. 17-6-16CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Dr. Regina Stanback Stroud, President, Skyline College, 650-738-4111

ACCEPTANCE OF THE NOVA WORKFORCE BOARD ADULT AND DISLOCATED WORKER SERVICES GRANT

The NOVA Workforce Board has granted Skyline College a one year award of \$251,958 to provide innovative Department of Labor (DOL) Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Services from July 2017 to June 2018. This program will serve WIOA-eligible adults and dislocated workers in the county of San Mateo by providing job seekers with access to employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. NOVA services will be provided as a part of SparkPoint at Skyline College as a one-stop basic delivery system, and will include orientations, one-on-one career counseling appointments, group career counseling sessions, financial coaching, and career-related workshops, as well as connection to employers and training services. Individuals to be served under this program must be a minimum of 18 years old and demonstrate the right to work in the United States. Dislocated workers must meet the definition in WIOA Sec. 3(15).

The following are the measurable outcomes as defined in the 2017 – 2018 Skyline College NOVA proposal:

1. WIOA Adult Outcomes:
 - a. Participant Enrollment: 25 WIOA adults will be enrolled in the NOVA program each quarter for a total of 100 WIOA adults enrolled in the first year.
 - b. Training Services: 25 WIOA adults will be connected to training services in the first year.
 - c. Performance Goals: 40% employment rate in 2nd quarter after exit. 69% employment rate in 4th quarter after exit.
2. Dislocated Worker Outcomes:
 - a. Participant Enrollment: 25 dislocated workers will be enrolled in the NOVA program each quarter for a total of 100 dislocated workers enrolled in the first year.
 - b. Training Services: 25 dislocated workers will be connected to training services in the first year.
 - c. Performance Goals: 40% employment rate in 2nd quarter after exit. 69% employment rate in 4th quarter after exit.

SparkPoint at Skyline College will work with NOVA to co-design and implement the “NOVA model” of service delivery, which has been used successfully at NOVA’s Sunnyvale Job Center location for several years. NOVA expects that Skyline College’s full implementation of this model would be accomplished within two years, with sufficient progress demonstrated throughout the initial contract term.

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the NOVA Workforce Board Adult and Dislocated Worker Services grant for Skyline College in the amount of \$251,958 for one year from July 2017 – June 2018.

BOARD REPORT NO. 17-6-17CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

ACCEPTANCE OF GRANT FROM THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT AND ALLOCATION OF FUNDS FOR INSTALLATION OF ELECTRIC VEHICLE CHARGING STATIONS AT COLLEGE OF SAN MATEO AND SKYLINE COLLEGE

San Mateo County Community College District staff proposes to use electric vehicle charging station infrastructure as a working example of innovation in low emission transportation strategies and technologies. This project will add an additional 18 Electric Vehicle (EV) charging stations between College of San Mateo and Skyline College, thus providing access to reliable electric charging sources for students, staff, faculty and the community at large. This work will help serve the growing demand for charging stations, reduce carbon emissions relative to transportation, and serve our students and community with clean, reliable energy for many years to come.

On March 14, 2017, District staff applied for funding from the Transportation Fund for Clean Air administered by the Bay Area Air Quality Management District (BAAQMD) to help expand the current electric vehicle charging infrastructure. Growing demand on the District's existing stations as well as growth in the EV market necessitates this expansion.

On May 22, 2017, the BAAQMD issued a notice of proposed award to SMCCCD of \$98,000 for 18 new stations. As part of a larger network of advanced energy efficiency, management, storage and generation resources throughout the District, these stations will reinforce the District's firm commitment to sustainability. The project's scope is to purchase and install 10 new electric vehicle charging stations at College of San Mateo Beethoven Lot 2 and eight new stations at Skyline College in Lot L.

Funding from the BAAQMD is under the Transportation Fund for Clean Air Funding Agreement between BAAQMD and SMCCCD. Monies associated with this grant are issued on a reimbursement basis with 15% retained by BAAQMD until project completion and verification. SMCCCD is committed to a match of at least 25%. Matching funds will come from Measure H general obligation bonds.

RECOMMENDATION

It is recommended that the Board accept the grant from the Bay Area Air Quality Management District for the Installation of Electric Vehicle Charging Stations at College of San Mateo and Skyline College. It is further recommended that the Board approve the allocation of matching funds from the District as noted above.

RESOLUTION NO. 17-7

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

RESOLUTION REGARDING BOARD ABSENCE

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

WHEREAS, at the time of the May 10, 2017 meeting of the Board, Trustee Karen Schwarz was absent due to hardship deemed acceptable by the Board;

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

REGULARLY passed and adopted this 28th day of June, 2017.

Ayes:

Noes:

Abstentions:

Attest: _____
Richard Holober, Vice President-Clerk
Board of Trustees

RESOLUTION NO. 17-8

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

RESOLUTION REGARDING BOARD ABSENCE

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

WHEREAS, at the time of the May 10, 2017 meeting of the Board, Trustee Richard Holober was absent from a portion of the meeting due to hardship deemed acceptable by the Board;

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

REGULARLY passed and adopted this 28th day of June, 2017.

Ayes:

Noes:

Abstentions:

Attest: _____
Thomas Mohr, President
Board of Trustees

BOARD REPORT NO. 17-6-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Tom Bauer, Vice Chancellor, Auxiliary Services 358-6782
Susan Harrison, Director of General Services 358-6879

APPROVAL OF CONTRACT RENEWAL FOR DISTRICTWIDE FOOD SERVICES OPERATIONS TO PACIFIC DINING, INC.

Food Service operations for the District provide comprehensive food and dining services for all three college campuses. These services include management of the cafeteria services for more than 40,000 students at College of San Mateo, Skyline College and Cañada College as well as catering services for both college-sponsored campus events and events held on the campuses by outside groups. The vendor managing the operation is responsible for providing all labor, including management at each site, supplies, materials, and additional equipment as necessary to meet the food service needs.

Since summer of 2007, the District has contracted with Pacific Dining, Inc. which has operated a successful and profitable enterprise serving the District’s students, staff and the local community. Their history with the District includes working through two cafeteria closures for renovations (College of San Mateo and Cañada College) during their first contract term, the opening of a new facility, the Bayview Dining Room at College of San Mateo in their second contract term, and the establishment of the Bayview Dining Room as a premier dining and event center in San Mateo County. The current contract is due to expire on June 30, 2017.

The District has been very satisfied with the services provided by Pacific Dining over the course of their two successive contract awards. A survey developed by the Vice Chancellor of Auxiliary Services and shared with all of the District’s students and staff in April 2017 to assess overall satisfaction with Pacific Dining was very positive. Below are several of the categories that were surveyed and the response percentages rating each category as either “Excellent” or “Good”.

<u>Location</u>	<u>Responses</u>	<u>Speed</u>	<u>Friendliness</u>	<u>Cleanliness</u>	<u>Overall Satisfaction</u>
Skyline College	92	72%	91%	85%	72%
Cañada College	264	70%	78%	80%	65%
College of San Mateo	326	86%	87%	91%	79%
Chancellor's Office	19	95%	95%	90%	90%
* Ratings Percentages are the combined responses rating either Excellent or Good					

In addition to the areas noted above, subjective questions were asked about the food itself, favorite items, vegetarian options and the daily specials. Lastly, the survey provided respondents an option to share general comments and observations. Hundreds of comments were received, the majority of which were thoughtful and helpful. The responses have been shared with the teams at each of the colleges.

Under Education Code section 81644, continuing contracts for services may be set for five-year periods. Given the high level of satisfaction with Pacific Dining, the integral nature of food services to the operation of the District, and the significant undertaking in changing food service providers when there is no operational or performance reason to do so, it is highly unlikely that an RFP process would result in an award to a new vendor. A proposal process would not likely produce an advantage and it is in the best interest of the District to continue its partnership with Pacific Dining. Therefore, there was no formal RFP process. However, as a matter of due diligence, the District requested a proposal from Pacific Dining to continue operations at the three colleges. The proposal was thorough and addressed key areas of importance to the District including but not limited to customer service, catering and banquet services, and energy conservation and recycling.

The details of Pacific Dining's financial proposal and in-kind services are as follows:

- Monthly commissions paid to the District equal to seven percent (7%) of net café and district catering sales;
- Monthly commissions paid to the District equal to ten percent (10%) of net outside catering sales. Outside catering is defined as outside groups using the campus facilities;
- Two scholarships per college in the amount of \$1000 each;
- In-kind catering to be requested at the discretion of the college administration of \$2,000.00 – annually;
- In-kind catering to be requested at the discretion of each Associated Student Body Government of \$2,000.00 – annually;
- Co-sponsor each college's Student Recognition and Awards ceremony reception in May (NTE \$4,500 retail value products and service);
- Vouchers redeemable at any of the three college cafeterias for each college in the amount of \$1000 annually to be distributed by the Vice President of Student Services to students with food insecurity.

Pacific Dining has provided excellent service to the District for the past ten years. They consistently meet and exceed expectations and continue to offer a beneficial financial proposal to the District.

RECOMMENDATION

It is recommended that the Board of Trustees renew the District's food service contract to Pacific Dining, Inc. for a period of five years, commencing July 1, 2017, with an option for one five-year renewal at the sole discretion of the District.

BOARD REPORT NO. 17-6-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Tom Bauer, Vice Chancellor of Auxiliary Services, 650 358-6782
Sue Harrison, Director, General Services, 650 358 6879

APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE SNACK VENDING TO CANTEEN VENDING SERVICES

Districtwide Snack Vending rights provide comprehensive snack vending services for all three Colleges and the District Office. These exclusive rights extend to all snack vending machines located throughout each College. On July 25, 2012, Canteen Vending Services was awarded a five year contract for exclusive snack vending rights across the District (Board Report Number 12-7-104B). That contract expires on June 30, 2017.

In April, 2017, the District issued a Request for Proposal (RFP) for Districtwide Snack Vending (RFP 86752) seeking proposals from qualified vendors to provide exclusive snack machines carrying products at reasonable prices delivered with a high level of service that is responsive to the needs of each College and its students. Respondents were required to propose a commission structure to the District. Vendors also provided responses regarding products, pricing, inventory control, equipment, customer satisfaction and other specifications. A team consisting of representatives from associated students, general services and enterprise operations reviewed the proposals.

The District received two responses to the RFP as shown below.

Vendor	Monthly Gross Sales to qualify for commission	Proposed Commissions
Canteen Vending Services	N/A	35%
Tamalpias	\$8,000 or Greater	15%
	\$14,000 or Greater	17%
	\$20,000 or Greater	20%

The commission rate proposed by Canteen is most beneficial to the District and the Associated Students. The proposal includes replacement of snack machines districtwide by mid-August 2017, technology to provide automatic refunds for products not dispensed, increased service levels for machine refills, and service level guarantees. All commission proceeds go directly to the Associated Students.

RECOMMENDATION

It is recommended that the Board of Trustees award the District’s Districtwide Snack Vending contract to Canteen Vending Services for a period of five years, commencing July 1, 2017 and ending on June 30, 2022.

BOARD REPORT NO. 17-6-102B

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

ADOPTION OF THE 2017-18 TENTATIVE BUDGET

In accordance with State law, the Tentative Budget must be adopted by the Board of Trustees on or before July 1, 2017. The budget will be revised during the summer to reflect needed changes resulting from passage of the State Budget and from 2016-17 year-end close activities. The Tentative Budget also will be revised to reflect other revisions that occur up to the time that the Final Budget is presented to the Board of Trustees for approval on September 13, 2017.

The Tentative Budget is derived from revenue projections based upon the latest information available from the State Chancellor’s Office and estimates for local revenue. Expenditure projections are based upon data currently available relating to District obligations, set-asides, and site allocations. The Tentative Budget is a compilation of information presented to the Board subsequent to adoption of the 2017-18 Integrated District Budget Planning Calendar on January 25, 2017.

RECOMMENDATION

To meet the California Code of Regulations, Section §58305 requirements for Tentative Budget approval, to proceed with the orderly closing of the 2016-17 accounting records, and to begin 2017-18 disbursements in July 2017, it is recommended that the Board of Trustees adopt the following Tentative Budget:

General Fund, Unrestricted	\$ 173,603,529
General Fund, Restricted	47,766,195
Self-Insurance Fund	2,117,600
Debt Service Fund	59,506,950
Capital Projects Fund	100,279,169
Bookstore Fund	7,693,000
Cafeteria Fund	289,000
San Mateo Athletic Club/Aquatic Center (SMAC)	3,940,000
Community, Continuing, Corporate Education	1,391,000
Child Development Fund	1,251,432
Trust Funds (Financial Aid)	18,900,000
Reserve Fund for Post-Retirement Benefits	<u>4,800,000</u>
TOTAL – ALL FUNDS	\$ 421,537,875

THE TENTATIVE BUDGET REPORT provides a summary of the 2017-18 State budget and District budget planning information. It focuses primarily on the Unrestricted General Fund; however, preliminary information is also included about other District funds shown in detail on Exhibits B through L.

The Legislature and the Governor have agreed on a \$125 billion State budget. Described as “balanced and progressive,” the budget increases spending on education and social services. Lawmakers approved it on June 15 and the Governor is expected to sign the main budget bill before July 1.

May Revision

The Governor’s Budget May Revise was released on May 11th. The May Revise includes revised revenue projections adding almost \$1.9 billion to the January proposal with focus on higher deposits to the state’s rainy day fund and debt service payments, increase for In-Home Support Services, child care, and prison infrastructure and other state programs and Proposition 98. As of this writing, the Conference Committee’s actions reflect approval of the Governor’s proposed Proposition 98 funding levels for 2015-16 and 2016-17 years and an increase for 2017-18: \$69.1 billion for 2015-16, \$71.4 billion for 2016-17 and \$74.5 billion for 2017-18.¹

The Conference Committee took the following action on key California Community College (CCC) proposals:

- Deferred Maintenance and Instructional Equipment (one time)—\$76.8 million-*SMCCCD share \$1.5M*
- Innovation Awards (one time)—\$20 million-*RFP award based*
- Full-time Student Success Grant—\$25 million-*pass through to students*
- Part-Time Faculty Office Hours—\$5 million-*TBD*
- CCC Completion Grant—\$25 million- *pass through to students*
- Compton Community College District (CCD) Transition—\$11.3 million-*not applicable*
- Veterans Resource Center—\$7 million (one-time with \$2 million for Norco CCD Center)-*TBD*
- Veterans Resource Center (ongoing, with trailer bill language)—\$5 million-*TBD*
- CCC Mental Health—\$4.5 million-*likely per FTES*
- Title IX Training—\$2.5 million-*TBD*
- Umoja Program—\$2.5 million-*TBD*

This funding is in addition to the \$183.6 million base increase (*none for SMCCCD*); \$102 million for a 1.56% cost-of-living adjustment for base apportionments (*none for SMCCCD*) and selected categorical programs(*TBD*); \$57.7 million for enrollment growth of 1% (*none for SMCCCD*); \$150 million for Guided Pathways (*\$2M for SMCCCD*); \$10 million augmentation for Online Education programs (*TBD*); and, \$6 million for the Integrated Library System (*None*).

The Conference Committee package did not contain funding for the Free College Program, the Promise Grant, or funding to backfill the shortfall in the Apprenticeship Program.

The May Revise reflects the Governor’s January proposals to reduce spending, including elimination of \$400 million for affordable housing, elimination of \$300 million for construction and maintenance of state office buildings, and the phase-out of the Middle Class Scholarship program.²

District Budget Planning

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

A modified resource allocation model was approved by the Board in spring 2015 and was implemented in fiscal year 2015-16. The model is based on historical trends that considered allocation of resources such as FTES, FTE

¹ School Services Community College Update, June 16, 2017.

² <http://lao.ca.gov/Publications/Report/3669>

and other productivity factors that were presented to the District Committee on Budget and Finance. Other concepts that were considered during development include consistency with SB361, growth funding, international program growth and new program development and innovation. More importantly, the model aligns with available District resources and priorities identified in the District Strategic Plan.

The District is in its third year of Innovation Fund allocation. In 2015-16 a total of \$1.5M was distributed between sites, in 2016/17 \$2M was distributed and in 2017-18 another \$2M is budgeted for a total of \$5.5M.

For 2017-18, a \$2 million distribution in ongoing Innovation Funds includes the following summary of requests from the sites:

Institution/Program	Amount Requested	District Strategic Goal(s) Supported
Cañada College		
Promise Program	\$250,000	1, 2, 3
Transportation Access Program	\$200,000	1, 3
College for Working Adults	\$50,000	1, 2, 3
College of San Mateo		
Dream Center/SparkPoint/Multicultural Center	\$120,000	1, 2
Year One and other Learning Communities	\$200,000	1, 2, 3
Early College/Afternoon College/Middle College Programs	\$50,000	1, 2
Coastside, San Mateo Union High School District Sites/ College for Working Adult	\$35,000	1, 2, 3
"STEAM"/Maker Support	\$95,000	1, 2, 3
Skyline College		
Accelerated Study in Associate Programs (ASAP) Replication	\$150,000	1, 2, 3
Bay Area Entrepreneurship Center (BAEC)	\$80,000	1, 2
Center for Innovative Practices through Hip Hop Education & Research (CIPHER)	\$20,000	1, 2, 4
DREAM Center	\$20,000	1
Guardian Scholars Program	\$45,000	1, 2
Rock the School Bells (RTSB): Hip-Hop Education Conference	\$20,000	1, 2
STEM Center	\$100,000	1, 2, 4
SparkPoint	\$50,000	1, 2
Title IX	\$15,000	1
District Office – Human Resources		
New Employee Training Program	\$40,000	1
EEO and Title IX Investigator/Trainer	\$110,000	1
Faculty Diversity Internship Program	\$30,000	1
Wellness Program	\$10,000	1
Social Media for Hiring/Branding Program	\$10,000	1
District Office – IT Services		
Taskforce Consulting Expenses	\$100,000	1
Software Phase I	\$200,000	1
GRAND TOTAL	\$2,000,000	1, 2, 3, 4

All Innovation funds are tied to the District Strategic Goals as shown below.

District Strategic Goals:

1. Develop and strengthen educational offerings, interventions, and support programs that increase student access and success.
2. Establish and expand relationships with school districts, 4-year college partners and community-based organizations to increase higher education attainment in San Mateo County.
3. Increase program delivery options, including the expanded use of instructional technology, to support student learning and success.
4. Ensure necessary resources are available to implement this strategic plan through sound fiscal planning and management of allocations. Protect community-supported status and undertake the development of innovative sources of revenue that support educational programs beyond that which is available from community and State allocations.

Cañada College

Promise Program: \$250,000

District Strategic Goals 1, 2, 3

Cañada College will launch its Promise Scholarship in Fall 2017, with a goal of providing 75 students with tuition, fees, and textbook support. Additionally, the college provides wrap around student and academic support so that students can “*Start Strong, Stay Strong, and Finish Strong*”. Some of the current support services offered include proactive registration, tutoring, Jams programs, and transfer support. Programs such as Math Jam, Word Jam, Proactive Registration, COLTS Academy, and FAFSA workshops serve hundreds of students each semester. These activities provide direct support to students and have proven results of increased retention, persistence, and success. These successful activities have grown substantially over the past few years, allowing us to serve more students. However, with the addition of our Promise Scholars program we will need additional financial and staff support.

Funding received through District Innovation Funds will allow the college to scale up and expand these effective practices, providing Promise Scholars with the intrusive support services needed to succeed.

Transportation Access Program: \$200,000

District Strategic Goals 1, 3

One of the most significant barriers our students face is access to transportation. Last year, the Associated Students of Cañada College (ASCC) implemented a Transportation Initiative, providing subsidized bus tokens for students to purchase. Students are now able to purchase a discounted bus token for \$1.00 instead of \$2.25. This initiative has proved overwhelmingly successful, with an average of **1,800** bus tokens sold *each month*. Unfortunately, the Transportation Initiative is not enough for our students and we need to do more. The college plans to provide free transportation to campus for all our students, and is exploring multiple options to make this happen. We are exploring a partnership with Sequoia Union High School District, leveraging Skyline’s shuttle with MV Transportation, and looking at other possibilities with Sam Trans.

Funding received through District Innovation Funds will allow the college to develop and implement a Transportation Program for all Cañada students, providing increased access for our students with transportation barriers. The Cañada Transportation Access Program will make it easier and affordable for students to get to class.

College for Working Adults: \$50,000

District Strategic Goals 1, 2, 3

The College for Working Adults (CWA) program at Cañada is a well-established program for degree seeking students with full time jobs. CWA is a part-time evening program offering a pathway for students to complete up to three Associate Degrees and transfer within three years. The program provides targeted services to enhance outreach and community partnerships, increase retention, improve success rates, and deepen faculty engagement. CWA was awarded District Innovation funds in 16/17, allowing the college to institutionalize the program. We have been able to serve

more students, and during the year realized a gap in services provided to students. In our current program model, we do not provide counseling services to students in the summer. Additionally, because of the increased number of students served, the program's operating budget is no longer sufficient.

Funding received through District Innovation Funds will allow the college to offer summer counseling to CWA students and provide operating funds for activities such as Brown Bag Dinner series, marketing, and supplies.

College of San Mateo

Dream Center/SparkPoint/Multicultural Center: \$120,000

District Strategic Goals 1, 2

CSM's Multicultural Center has provided direct support for needy students who do not qualify for EOPS and other assistance for decades. Furthermore, the college has provided Dream Center services as part our Multicultural Center services for the last several years. Finally, after working with representatives from the United Way, we have determined that with the exception of financial literacy training, all of the other services required of a SparkPoint Center are being offered. In short, the Multicultural Center has expanded its services significantly over the last several years to respond to growing student needs. This expansion of service has left the Multicultural Center under-staffed and under-resourced. The College has made the decision to offer all of the above services at a single location, which provides students with a one stop service center. This allocation will provide additional staff support necessary to keep the center open during normal business hours and also provide funding for the legal services required of a fully functioning Dream Center.

Year One and other Learning Communities: \$200,000

District Strategic Goals 1, 2, 3

Collaboration with high schools and improving student success of recent high school graduates is a strategic priority for CSM. In particular, the College's Year One program is a comprehensive program designed to improve student success for recent high school graduates. Year One has the potential to "move the needle" on student success for the entire College because the design is scalable. The results of our Year One pilot program are promising: most student performance metrics increased by 10% or more for students participating in Year One.

Enrollment in the program has more than tripled for the upcoming academic year. Furthermore, we have had to place caps on our other learning communities because student demand in these programs has far exceeded our ability to serve students. We cannot grow these programs and serve underserved populations unless we provide the additional staff needed to provide direct support to students. On-going funding is needed to provide retention specialists and to build out our peer mentoring program.

Our vision is that every student enrolled in Year One or other learning community will have access to a personal CSM mentor, and that our retention specialists will work with students to provide intrusive support services. This structure will provide the most efficient means to deliver the combination of "high-tech"-- high-touch" services necessary for student success and achievement. The funds requested will provide the necessary staff support to bring the Year One program to scale and to also serve our other learning communities.

Early College/Afternoon College/Middle College Programs: \$50,000

District Strategic Goals 1, 2

A cornerstone of the Year One Program is providing momentum and connection for students while they are still enrolled in high school. CSM has worked closely Half Moon Bay High School and has implemented an Early College program. Furthermore, the college is designing meaningful concurrent enrollment "pathways" in collaboration with the San Mateo Union High School District and plans are underway to offer an afternoon college. Finally, the San Mateo Union High School District has decided to double the size of Middle College High School. This will require the conversion of a 48% classified staff position to 100% to assist with the increased enrollment. Collectively, these efforts provide the momentum and connections necessary for student success. The funds requested will enable CSM to expand Early College with Half Moon Bay High School, start an afternoon college program with the San Mateo Union High School District, and provide some funding to assist with the expansion of Middle College High School.

Coastside, San Mateo Union High School District Sites/ College for Working Adults: \$35,000

District Strategic Goals 1, 2, 3

Both the Cabrillo Unified School District (HMB) and the San Mateo Union High School District have offered their sites during evening hours free of charge and have invited our college to offer classes. By delivering courses in neighborhoods and/or close to public transit corridors, CSM has the opportunity to improve access to underserved populations without incurring overhead costs such as site rental or transportation costs. Finally, the college is considering offering a College for Working Adults at one or more off-site locations. The funds requested will allow the College to begin to offer courses at off-site locations.

“STEAM”/Maker Support: \$95,000

District Strategic Goals 1, 2, 3

CSM has emerged as one of the early leaders in the community college Maker Movement. In fact, the college has hosted two conferences on the Maker Movement for community colleges. Our upcoming conference will feature Dale Dougherty, founder of the Maker Movement and publisher of *Make Magazine*. Through our work, the college has begun the process of integrating Science, Technology, Engineering, Art, and Math (STEAM). We have also laid the foundation for “make across the curriculum” opportunities for all faculty. We are also in the process of applying for a MESA grant and our intention is to leverage these ongoing funds with MESA. Regardless of the outcome of the MESA grant, these funds will allow us to build and manage a sustainable STEAM/Maker curriculum.

Skyline College

Accelerated Study in Associate Programs (ASAP) Replication – \$150,000

District Strategic Goals 1, 2, 3

The Skyline College Promise that students can “Get in. Get through. Get out...on time!”, is the institution’s commitment to ensuring that students complete their educational and career goal in a timely manner. Among the strategies and programs that Skyline College needs to deliver on this Promise, is the implementation of the Accelerated Study in Associate Programs (ASAP) program model to the Promise Scholars Program, which has increased the percentage of students who earn an Associate’s Degree in three years from 14% to 58%. The replication of ASAP at Skyline College will be the evolution of the current Promise Scholarship Program to become the Promise Scholars Program, focused on relieving the financial, academic, and transition barriers that impact students’ ability to enroll and complete full-time credit enrollment, especially from local high schools in San Mateo County.

The goal is to provide a comprehensive, integrated, and student-centered program that provides components that are directly aligned with the District Strategic Goals:

- Promise Scholarship for recent HS Graduates, Adult and GED Completers (DSG-1 and 2)
- Dedicated Counseling/Advising (DSG-1)
- Incentivize Full-time Enrollment and program participation (DSG-1 and 3)
- Integrated connection to Skyline College’s Guided Pathways (DSG-1 and 2)

Resources would ensure that the appropriate level of counseling and advising support, student support, and financial incentives for full-time enrollment and completion are available. Metrics to evaluate the success of this program would include: Fall to Spring persistence, successful course completion rates, GPA, academic progress towards certificate/degree completion, and cohort data evaluation after two years. At full scale within four years, there could be approximately 2,000 full-time students participating in this program.

Bay Area Entrepreneurship Center (BAEC) – \$80,000

District Strategic Goals 1, 2

The Bay Area Entrepreneur Center (BAEC) of Skyline College is a business incubator/accelerator and innovative resource center offering aspiring Bay Area entrepreneurs the information, access and support to grow their current

business or business idea. The Center is housed in a leased office space located in the San Bruno downtown commercial district, close to El Camino Real, Cal Train and local restaurants and shops.

The BAEC accepts both start-up companies as well as more established early stage companies as clients. For local businesses, aspiring entrepreneurs and students, the BAEC provides classes, workshops, business coaching and other resources to support and increase the likelihood of business success. To businesses located in the BAEC, the Center provides facility space, flexible and affordable leases, office amenities, direct business assistance and guidance, mentoring, and networking to access capital. The goal of the BAEC is to provide an innovation hub for students and the community to develop their business models and potentially gain investment from public and private sources (DSG-2 and 4). Innovation funds will support the operating costs of the BAEC, including facilities and overhead expenses, in order to allow for the innovation and programming to continue and grow.

Center for Innovative Practices through Hip Hop Education & Research (CIPHER) – \$20,000

District Strategic Goals 1, 2, 4

The Center for Innovative Practices through Hip Hop Education & Research (CIPHER) is a hip hop and social justice community that seeks to foster leadership development and creativity both in and out of the classroom. CIPHER strives to reach youth and students through hip hop music, tying their education with topics that are relevant and interesting to their generation, and

- Provides youth and students **direct linkages to programs and services at Skyline College** such as the Youth Entrepreneurship Program (YEP), Career Advancement Academies (CAA), Urban Music Academy, Career Center, Urban Youth Society Hip Hop Club, and the SparkPoint Center (DSG-1 and 2);
- Provides the community with **educational and cultural events** such as Hip Hop film screenings, live performances, and guest lecture series (DSG-1 and 2); and
- Provides **educational and professional development opportunities** for our faculty and staff (DSG-1 and 4).

CIPHER started with money from the Skyline President's Innovation Fund and will be institutionalized through the Innovation Fund. Innovation funds will support the development of curriculum and scholarship opportunities for faculty and students who are part of the learning community.

DREAM Center – \$20,000

District Strategic Goal 1

The DREAM Center at Skyline College opened in February 2017 as an immediate response to students' and the Board of Trustees' desire to provide an identified and resourced space for students and community members who seek information regarding issues pertaining to immigration. The DREAM Center is co-located with the SparkPoint Center and is a central hub of virtual and physical resources that include information on AB 540 (CA Dream Act), DACA, and legal services and referrals. Since opening the DREAM Center in February, there have been over 300 students and community members served. The Center is supported by one short-term hourly staff and a campus wide team of DREAM Allies that represent offices from Financial Aid, to CTE programs, to faculty, staff, and administrators throughout campus. Coordinating the DREAM Center Allies, combined with having a staff member to serve as the Center's primary point of contact for students, community, and outside organizations is essential.

Providing the human resources of a staff member (Salary and Benefits) for the DREAM Center is a high priority to continue to support this community. The DREAM Center is directly aligned with the District Strategic overarching goals of placing Students First and providing an educational community and experience that is centered on Success, Equity, and Social Justice. More specifically, the DREAM Center aligns with DSG-1 to increase the number of students who utilize programs and services that will support them to stay and be successful in school. Additionally, levels of professional development for faculty, staff, administration, and students to be informed DREAM Center Allies is included in this work.

Guardian Scholars Program – \$45,000

District Strategic Goals 1, 2

The Guardian Scholars Program (GSP) at Skyline College aims to create a network of support that will meet the academic, social, emotional, and financial needs of college-bound students who are transitioning out of the foster care

system. The program is fully committed to empowering foster youth and former foster youth to become self-supporting, conscious community leaders, role models and competent professionals in their fields of interest.

The GSP provides a comprehensive support program to help students achieve an A.A./A.S. degree, complete a certificate program or transfer to a four-year institution (DSG-1). Since GSP launched in 2015 with external funding from the Walter S. Johnson Foundation, nearly 150 foster youth have received intentional and integrated support services. These foundation dollars have paid for the program staff for the past two years, with funding set to expire in July 2017. GSP staff have hosted county wide conferences for social service agencies and adult providers of foster youth, as well as leadership and student success workshops for foster youth.

Rock the School Bells (RTSB): Hip-Hop Education Conference – \$20,000 *District Strategic Goals 1, 2*

Skyline College recently celebrated the 10th anniversary of the Rock the School Bells. Rock the School Bells is a one-day conference aimed to empower and educate youth and students about the importance of higher education and career exploration through a culture that resonates with them. More than 2,000 youth and students from middle schools and high schools all over the bay area have attended the RTSB conference since its inception in 2007. It has served as an effective bridge to Skyline College as students embark on their educational journey through CIPHER.

Over the past years, Rock the School Bells has included an Educators' Conference, which focuses on professional development for faculty, staff, and administrators who are interested in learning about the inclusion of hip hop pedagogy into their work. Because of the expansion to include the Educators' Conference, Rock the School Bells has now been replicated at other CA Community Colleges, including Sacramento City College, San Jose City College, and expansion to colleges in New York and Hawaii.

Rock The School Bells supports DSG 1 and 2 and it aims to enhance students' ability to:

- Think critically about current social issues in their communities as well as in the world;
- Engage in physical and mental activities that promote healthy lifestyles;
- Read and write about topics related to their life's experiences;
- Display effective oral and written communication through readings, spoken word, and poetry;
- Understand the historical and cultural aspects of Hip-Hop and its effect on society, education, health, and personal development;
- Interact and network with a variety of local non-profit organizations, afterschool programs, and companies; and
- Provide opportunities to learn about various educational and career technical pathways.

The success of Rock the School Bells led to the creation of the Center for Innovation Practices through Hip Hop Education (CIPHER), which now includes a learning community, thematic course pathways in General Education, and research opportunities for students to pursue before transfer to a four-year institution.

STEM Center – \$100,000 *District Strategic Goals 1, 2, 4*

Skyline College is in the process of creating a STEM Center aimed at supporting students pursuing their education in STEM. The Center will be the hub for students who identify goals in transfer and/or career technical education in area of biology, biochemistry, biotechnology, chemistry, computer science, engineering, environmental science, geology, mathematics, and physics.

The goal is to bring together academic and student support services in a central area where students can easily access resources for success through their STEM pathway with special attention for those who are under-represented and underprepared.

This fund proposal clearly aligns with all district strategic goals in doing the following:

- Evaluating effectiveness of STEM programs and strengthen by adding a STEM center bringing together academic and student support services for successful transfer and/or workforce skills building (DSG-1);

- Providing professional development resources for faculty and staff to ensure program viability and excellence in teaching (DSG-1);
- Emphasizing and supporting both traditional and non-traditional contact with instructors and counselors (DSG-2);
- Expanding student services, student clubs and learning communities for the benefit of all students but especially underrepresented or other at-risk students (DSG-2);
- Supporting seamless transitions for students by providing a hub where students are able to access support and resources through their academic pathway (DSG-2); and
- Contributing to the economic development of San Mateo County and the greater Bay Area region through collaborative partnerships with STEM related industries for work based learning opportunities and streamlined employment placement (DSG-4).

Innovation funds will support staffing to allow for the growth and expansion of STEM at Skyline College, including the Base 11 Fabrication Lab and MESA Center integration.

SparkPoint – \$50,000

District Strategic Goals 1, 2

Skyline College was the first California Community College to launch a financial literacy center for students and the community that was specifically focused on mitigating the impact of poverty in student success in higher education. Modeled on the Annie E. Casey Foundation's "SparkPoint", the SparkPoint at Skyline College is part of a regional United Way of the Bay Area network of financial education centers designed to serve individuals and families who are working to achieve financial self-sufficiency. Students and other members of the community utilize SparkPoint services and resources to achieve financial self-sufficiency. Innovation funds will assist in institutionalizing the staff position charged with financial coaching and program coordination.

The Spark Point Center

The Spark Point Center provides a physical location for students and community members to have access to services that include and support DSG 1 and 2:

- Food Pantry
- Financial Coaching
- Access to Public Benefits
- Grove Scholars Program for students in CTE programs
- Income Tax Preparation and Banking Services Support
- Intentional advising and coaching to support certificate and degree completion

Longitudinal data for Spark Point support that students who receive two or more of the above listed services persist at rates in the 90% and, while the food pantry is often the entry point for students to access services, the most critical component to Spark Point's success is the role of financial coaching.

Title IX – \$15,000

District Strategic Goals 1

As a recipient of federal funds, the District is subject to "<http://www.justice.gov/crt/cor/coord/titleix.php>" of the Education Amendments of 1972 which prohibits discrimination based on sex in education programs and activities. Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students, (as well as other persons) at the District are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of the District's educational programs and activities. The essence of Title IX is that an institution may not exclude, separate, deny benefits to, or otherwise treat differently any person on the basis of sex.

Title IX programming at Skyline College is housed in the Office of the Vice President of Student Services and supports the DSG 1 and the overall district philosophy of Students First. Resources requested would support ensuring timely

and thorough investigations, intensive training and professional development for Title IX program staff, and continued training, development, and marketing to the campus community.

District Office – Human Resources

New Employee Training Program – \$40,000

District Strategic Goal 1

The New Employee Training Program (NETP) is a semester long program spread across four days of training. The courses to be offered will include, depending on employee classification, leadership development, benefits of diversity and hiring, communication and conflict resolution, emotional intelligence for the workplace, the evaluation process, strength assessment and District policies and procedures. Core courses, applicable to all employee groups, will be delivered to faculty, management and staff as a group. Courses designed specifically for faculty, management and staff will be delivered separately to each employee group. Successful completion of the NETP will be made a requirement of passing probation for classified and management employees. Current employees will be selected to participate in the program based on a supervisor's recommendation. For faculty, the District will need to negotiate required participation in the training program.

The NETP will be limited to 30 to 35 participants each semester. Prior to implementation of the program, Human Resources would work through the participatory governance to get "buy in" for the program.

EEO and Title IX Investigator/Trainer – \$110,000

District Strategic Goal 1

The Office of Civil Rights of the Department of Education has recommended that each District have a Title IX Coordinator to oversee/coordinate District operations and training. Title IX is an increasingly complex area of the law, with overlapping regulations, in addition similar to state laws. In addition, given the District's increased awareness building around student's rights vis-à-vis gender-based, race-based and other forms of discrimination and harassment, there has been a significant increase in the number of complaints made by students that need to be investigated. Given the link between compliance with Title IX and the District's continued eligibility for federal funding, e.g. through financial aid, it is critical that the District remain fully equipped to properly manage its Title IX obligations. In addition to Title IX, the District would benefit from an increased capacity for training around equal employment opportunity and diversity related subject.

Faculty Diversity Internship Program (FDIP) – \$30,000

District Strategic Goal 1

The San Mateo County Community College District Equal Employment Opportunity Committee has developed a program proposal for a districtwide Faculty Diversity Internship Program (FDIP). The SMCCCD Academic Senate endorsed the program April 10, 2017. The two-year pilot program begins Fall 2017 and extends through Spring 2019, with the first cohort of interns and faculty mentors planned for Spring 2018. Title 5 allows community college governing boards to establish faculty internship programs "to enhance the recruitment of qualified persons, particularly for disciplines in which a shortage of qualified faculty is anticipated"; "to introduce [interns] to the community college environment and student population"; and "to enhance community college efforts toward building a diverse and representative faculty. In order to accomplish this purpose, the internship program shall place special emphasis on locating and attracting qualified graduate students who are members of underrepresented groups" (§53500, §53501, §53502).

The SMCCCD FDIP serves graduate students and industry practitioners "who are within one year of meeting the regular faculty minimum qualifications" and "persons who meet the regular faculty minimum qualifications but who lack teaching experience" (§53500).

The SMCCCD FDIP strives to increase the number of diverse faculty members in the district and to enhance both intern and faculty mentor expertise in educating diverse students.

The SMCCCD FDIP provides participating interns and faculty mentors the following:

1. Mentorship

2. Collaborative Teaching Experience
3. Program Specific Professional Development
4. Community College Networking Opportunities

Employee Wellness Program – \$10,000

District Strategic Goal 1

A Wellness Program will help improve employee morale, increase productivity, reduce work-related injuries, aid recruitment and retention, and overall engage employees in leading healthier lifestyles.

To implement this program, we will conduct a wellness survey with assistance of Kaiser Wellness Representatives in fall 2017 and gauge employee interest in wellness programming and understand what employees want out of such a program. Additionally, we will assess employee interest in workshops, classes, events, friendly competitions, and more. In fall 2017, we will also be promoting wellness awareness through newsletters and onsite workshops, as well as forming a Wellness Committee.

HR Social Media, Marketing, and Branding Campaign – \$10,000

District Strategic Goal 1

We would like to propose funding to begin marketing and branding Human Resources at San Mateo County Community College District, via social media. The District has yet to explore this platform for engagement with the public and we believe that social media as a vehicle can enhance the quality and quantity of applications we receive for our employment opportunities. We are especially interested in the impact this might have on our harder to fill positions. Recruitment efforts at the District are outdated and have been limited to the District's Employment website, the CCC Registry, InsideHigherEd.com, HigherEdJobs.com, and word-of-mouth, with an occasional advertisement on other job boards, budget permitted. Single time advertisements can cost upwards of \$400 with no guaranteed results. Social media could be a cost effective medium.

Branding the District via social media would allow us the opportunity to reach a wider pool of talent while simultaneously gaining control over our image. Investing in a solid strategy will further our progress and Human Resources' social media presence will set us apart from the other Bay 10 community colleges.

District Office – IT Services

Technology Taskforce Solutions

Taskforce Consulting Expenses – \$100,000

Software Phase I – \$200,000

District Strategic Goal 1

The District has convened the Technology Taskforce to examine software solutions with the goal of improving services to students. An RFP has been issued for consultants to assist with developing a portfolio of projects and software packages that will break down student services silos, promote better self-service, and leverage data for decision making. The goal is to improve student outcomes by unifying student support across many functional areas and predicting scheduling needs to shorten time-to-completion.

The consultant contract is expected to begin in July of 2017-18. This is the first step in the process. Once a consultant is on board, products will be selected and implementation will begin in phases.

Projects generated by this initiative will be worked on concurrently with on-going operations and other efforts, including the Banner 9 implementation. We anticipate that given resource and time constraints taskforce projects will be developed and executed over at least two fiscal years. Phase I would begin in 2017-18 and Phase II would begin in 2018-19.

When a project is completed, the implementation will become part of the District's ongoing operations. ITS technical staff are sized for the current environment and resources will need to be dedicated to the additional products when installed. ITS added one FTE for the Banner 9 implementation which must conclude by December of 2018. This

would free up the individual to work Taskforce projects. ITS would then roll that staff member into Phase II project work and ongoing support of the Taskforce's products.

A report on the 2016-17 Innovation Funds will be presented by each of the sites for the Adopted Budget in September.

Education Protection Account (EPA)

The Schools and Local Public Safety Protection Act of 2012 was passed by voters in November 2012. Initially known as Proposition 30, it authorized two temporary tax increases that created the Education Protection Account (EPA) funds as an offset to State aid and would be in effect for seven (7) years from 2012 through 2018. An extension of the income tax portion (Proposition 55) was approved in November 2016.

The temporary Sales Tax ended in December 2016 and the Income Tax portion expires in December 2018. Based on \$100 per FTES, the District is expected to receive \$1,619,064 in 2017-18.

2017-18 Revenue Projection

The revenue estimates are based primarily upon local property taxes, redevelopment funds, and student fees. The District has prepared an estimate of its base revenue taking into consideration a set of factors that include enrollment and higher property tax assessed valuation. The District's total revenue projection is \$173,603,529.

For 2017-18, the assumptions include:

1. Community supported status continues in 2017-18.
2. 2017-18 FTES based on -2% decline over 2016-17 FTES goals/actuals.
3. 2017-18 Non-resident FTES the same as last year, International FTES based on College estimates.
4. 1.56% State revenue COLA.
5. 1.0% State funded growth which does not apply to community supported districts.
6. The deficit factor on State revenue projected does not apply to community supported districts.
7. 3.11% inflation on certain expenses.
8. Utilities and benefits are based on 2016-17 increase over 2015-16.
9. No increase for full time faculty outside of what Colleges fund from their site allocations.
10. Per total compensation formula.
11. Fixed costs are based on best estimates.
12. No student fee increase (currently at \$46 per unit).
13. Current property tax increase at 6.8%.
14. Lottery rate (\$144 per FTES/General Fund and \$45/FTES Categorical Fund).

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

Revenues	2016-17 Final Budget	2017-18 Tentative	\$ Change
Total Base Revenue:			
Property Taxes	\$127,063,321	\$133,851,287	\$6,787,966
RDA AB1290/residual	6,903,266	6,818,795	(84,471)
Student Fees	10,809,028	14,664,941	3,855,912
Education Protection Acct (Prop 30)	1,732,048	1,619,064	(112,984)
Lottery	2,494,149	2,588,020	93,871
State PT Faculty Parity	1,332,672	1,332,672	0
P/T Faculty Office Hours/Med.	237,017	237,017	0
Apprenticeship	231,196	231,196	0

Non-Resident Tuition	7,549,502	9,699,600	2,150,098
Interest	1,000,000	800,000	(200,000)
Mandated Costs	2,159,482	453,338	(1,706,144)
Miscellaneous	2,228,670	1,307,600	(921,070)
Total	\$163,740,351	\$173,603,529	\$9,863,178

Expenditures	2016-17 Final Budget	2017-18 Tentative	\$ Change
Site Allocations with Benefits	\$130,188,251	\$135,437,084	\$5,248,833
Other Employee Benefits	1,000,000	1,000,000	0
Retiree Benefits	6,831,474	7,043,933	212,459
Formula Adjustments	814,797	1,383,933	569,136
Apprenticeship	231,196	231,196	0
Other Misc Exp (Intl Ed, Innov Funds)	4,016,438	1,898,479	(2,117,959)
Utilities	4,199,088	4,576,146	377,058
Salary Commitments	11,752,774	16,954,537	5,201,763
Managed Hiring	50,000	50,000	0
Insurance	1,258,101	1,200,000	(58,101)
Consultant/Legal/Election	680,800	1,100,000	419,200
Staff Development	631,664	519,500	(112,164)
Software/Hardware/Telephone	2,015,768	2,136,621	120,853
Museum of Tolerance	70,000	72,100	2,100
Total	\$163,740,351	\$173,603,529	\$9,863,178

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

2016-17 Ending Balance Estimates

The current projections of 2016-17 ending balances submitted by the Budget Offices for each site are as follows:

Cañada College	\$550,000
College of San Mateo	\$280,000
Skyline College	\$860,000
District Office	\$30,000
Facilities	<u>\$625,000</u>
	\$2,345,000

2017-18 Estimated Beginning Balance

The beginning balance is estimated at \$33,376,391 and includes reserves of 13%. Details of the Unrestricted General Fund are presented in Exhibit A. The remaining balance originates from specific projects and activities in 2016-17 and will be carried over into the new fiscal year as committed to these purposes. The current estimate is subject to change when final amounts become available following year-end close of the District's financial records.

2017-18 Tentative Site Allocations

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

<u>Site</u>	<u>Allocation total with benefits</u>
Cañada College	\$24,644,875
College of San Mateo	40,846,076
Skyline College	41,292,568
District Office	16,057,067
Facilities	12,576,498

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

Account Category	2016-17 Final Budget	2017-18 Tentative	\$ Change
Certificated Salaries	\$68,583,686	\$74,593,050	6,009,364
Classified Salaries	36,246,813	37,048,587	801,774
Employee Benefits	36,108,532	40,844,335	4,735,803
Supplies/Materials	6,151,421	2,757,547	(3,393,874)
Operating Expenses	25,469,280	15,721,095	(9,748,185)
Capital Outlay	278,980	67,900	(211,080)
Transfers/Other	5,075,819	2,571,014	(2,504,805)
Total	\$177,914,531	*\$173,603,529	\$(4,311,002)

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

**San Mateo County Community College District
2017-2018 Tentative Budget
Unrestricted General Fund (Fund 1) - Total District**



	2016-17 Adoption Budget	2016-17 Estimated Actual	2017-18 Tentative Budget	Percent of Total Budget	
Revenue					
1 Federal Revenue	\$0	\$0	\$0	0%	1
2 State Revenue	8,930,564	8,881,708	7,206,307	4%	2
3 Local Revenue	154,809,787	156,693,375	166,397,222	96%	3
4 Total Revenue	\$163,740,351	\$165,575,083	\$173,603,529	100%	4

Expenses					
5 Certificated Salaries	\$68,583,686	\$57,078,956	\$74,593,050	44%	5
6 Classified Salaries	36,246,813	\$35,829,496	37,048,587	22%	6
7 Employee Benefits	36,108,532	\$38,684,412	40,844,335	24%	7
8 Materials & Supplies	6,151,421	\$2,528,908	2,757,547	2%	8
9 Operating Expenses	25,469,280	\$14,531,833	15,721,095	9%	9
10 Capital Outlay	278,980	\$326,728	67,900	0%	10
11 Total Expenses	\$172,838,712	\$148,980,333	\$171,032,515	100%	11

Transfers & Other					
12 Transfers In	0	84,566	0	0%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	(5,075,819)	(15,488,544)	(2,571,014)	100%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
17 Total Transfers/Other	(\$5,075,819)	(\$15,403,978)	(\$2,571,014)	100%	17

Fund Balance					
18 Net Change in Fund Balance	(\$14,174,180)	\$1,190,772	\$0		18
19 Beginning Balance, July 1	32,185,619	32,185,619	33,376,391		19
Adjustments to Beginning					
20 Balance	0	0	0		20
21 Net Fund Balance, June 30	\$18,011,440	\$33,376,391	\$33,376,391		21

*****The total shown includes estimated Prop 30/55 (EPA) funds and no carryover funds*****
Includes combined total of Central Services, District Office, Cañada College, College of San Mateo,
and Skyline College

<u>Estimated Beginning Balance</u>	
Professional Development	\$360,000
Staff Development	303,000
Emergency Preparedness	275,000
SF State Nursing	75,000
Telecom contracts	200,000
Fleet Program	75,000
Elections Carryover	200,000
Indirect Cost Pool	348,000
Skyline International	313,000
DO Innovation	800,000
CAN Innovation	800,000
CSM Innovation	1,500,000
SKY Innovation	900,000
CAN various projects	153,000
CSM various projects	1,500,000
SKY various projects	446,000
Apprenticeship	250,000
Encumbrances:	
CSM	0
CAÑADA	0
SKYLINE	0
District/Facilities	20,000
Central Services	50,000
College Events	95,000
<u>Miscellaneous:</u>	
Site Ending Balances	
CAÑADA	550,000
CSM	280,000
SKYLINE	860,000
DISTRICT OFFICE	30,000
FACILITIES	625,000
Contingency--13%	22,368,391
Other Carryover	0
	<u>\$33,376,391</u>

San Mateo County Community College District
2017-2018 Tentative Budget
Unrestricted General Fund (Fund 1) - Total District
Educational Protection Account (EPA)



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

	2016-17 Adoption Budget	2016-17 Estimated Actual	2017-18 Tentative Budget	Percent of Total Budget	
Revenue					
1 Federal Revenue	\$0	\$0	\$0	0%	1
2 State Revenue	1,732,048	1,650,454	1,619,064	100%	2
3 Local Revenue	0	0	0	0%	3
4 Total Revenue	\$1,732,048	\$1,650,454	\$1,619,064	100%	4
Expenses					
5 Certificated Salaries	\$896,252	\$896,252	\$955,023	59%	5
6 Classified Salaries	435,280	353,686	231,761	14%	6
7 Employee Benefits	400,516	400,516	432,280	27%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	0	0	0	0%	9
10 Capital Outlay	0	0	0	0%	10
11 Total Expenses	\$1,732,048	\$1,650,454	\$1,619,064	100%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	0%	17
Fund Balance					
18 Net Change in Fund Balance	\$0	\$0	\$0		18
19 Beginning Balance, July 1	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$0	\$0	\$0		21

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

Proposition 30/55 (EPA) funds are shown as part of the Unrestricted General Fund totals and are fully expended each fiscal year.

San Mateo County Community College District
2017-2018 Tentative Budget
Internal Service - Self-Insurance Fund (Fund 2) - Central Services



	2016-17 Adoption Budget	2016-17 Estimated Actual	2017-18 Tentative Budget	Percent of Total Budget	
Revenue					
1 Federal Revenue	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0%	2
3 Local Revenue	0	0	0	0%	3
4 Total Revenue	\$0	\$0	\$0	0%	4
Expenses					
5 Certificated Salaries	\$0	\$0	\$0	0%	5
6 Classified Salaries	37,855	218,986	40,748	2%	6
7 Employee Benefits	15,841	103,804	18,438	1%	7
8 Materials & Supplies	5,000	319	319	0%	8
9 Operating Expenses	1,300,000	1,856,301	2,058,095	97%	9
10 Capital Outlay	0	0	0	0%	10
11 Total Expenses	\$1,358,696	\$2,179,410	\$2,117,600	100%	11
Transfers & Other					
12 Transfers In	\$1,401,659	\$1,554,354	\$1,200,000	0%	12
13 Other Sources	\$1,191,900	\$1,227,657	\$917,600	43%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
17 Total Transfers/Other	\$2,593,559	\$2,782,011	\$2,117,600	100%	17
Fund Balance					
18 Net Change in Fund Balance	\$1,234,863	\$602,601	(\$0)		18
19 Beginning Balance, July 1	7,478,244	7,478,244	8,080,845		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$8,713,107	\$8,080,845	\$8,080,844		21

San Mateo County Community College District
2017-2018 Tentative Budget
Debt Service Fund (Fund 25) - Central Services



	2016-17 Adoption Budget	2016-17 Estimated Actual	2017-18 Tentative Budget	Percent of Total Budget		
Revenue						
1	Federal Revenue	\$1,200	\$0	\$0	0%	1
2	State Revenue	237,000	120,000	120,000	0%	2
3	Local Revenue	51,880,355	51,880,355	59,389,950	100%	3
4	Total Revenue	\$52,118,555	\$52,000,355	\$59,509,950	100%	4
Expenses						
5	Certificated Salaries	\$0	\$0	\$0	0%	5
6	Classified Salaries	0	0	0	0%	6
7	Employee Benefits	0	0	0	0%	7
8	Materials & Supplies	0	0	0	0%	8
9	Operating Expenses	0	0	0	0%	9
10	Capital Outlay	0	0	0	0%	10
11	Total Expenses	\$0	\$0	\$0	100%	11
Transfers & Other						
12	Transfers In	\$0	\$0	\$0	0%	12
13	Other Sources	\$0	\$0	\$0	0%	13
14	Transfers out	0	0	0	0%	14
15	Contingency	0	0	0	0%	15
16	Other Out Go	(51,816,725)	(51,816,725)	(\$59,506,950)	100%	16
17	Total Transfers/Other	(\$51,816,725)	(\$51,816,725)	(\$59,506,950)	100%	17
Fund Balance						
18	Net Change in Fund Balance	\$301,830	\$183,630	\$3,000		18
19	Beginning Balance, July 1	54,208,972	54,208,972	54,392,602		19
20	Adjustments to Beginning Balance	0	0	0		20
21	Net Fund Balance, June 30	\$54,510,802	\$54,392,602	\$54,395,602		21

San Mateo County Community College District

2017-18 TENTATIVE BUDGET - SPECIALLY FUNDED PROGRAM
Based on Current Agreements and Funding Estimates

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>CSM</u>	<u>Cañada</u>	<u>Skyline</u>	<u>District Office</u>	<u>Total</u>
30005	Work Study	Federal	106,385	83,799	262,102		452,286
30007	CTEA Perkins IV-1C	Federal	167,891	122,113	209,120		499,124
30057	Workability III CA Rehab	Federal			149,214		149,214
30102	HSI STEM C/O	Federal		250,000			250,000
30105	CTE Transitions	Federal	41,592	41,592	41,592		124,776
30111	HSI Cooperative A2B C/O	Federal		900,000			900,000
30117	NSF S-STEM Scholarships	Federal		140,677			140,677
30120	NSF CALSTEP C/O	Federal		300,000			300,000
30121	HSI Institutional ESO	Federal		524,975			524,975
30126	NSF BioBridge	Federal			66,810		66,810
30127	TRIO - SSS	Federal			496,320		496,320
30128	TRIO - SSS	Federal		231,103			231,103
30129	Math Science Eng Improvement Prog Coop	Federal		300,000			300,000
30132	BART FTA Transit Career Ladders	Federal	70,000				70,000
30133	Math Science Eng Improvement Prog Inst	Federal		250,000			250,000
30134	HSI Institutional ESO Adelante	Federal		645,178			645,178
30135	HSI STEM GANAS	Federal		869,398			869,398
30136	HSI STEM	Federal	1,176,620				1,176,620
30137	Small Business Dev Ctr-HSUSPF C/O	Federal	85,000				85,000
30138	NSF S-STEM Scholarships	Federal			209,771		209,771
30140	YALI Mandela Washington Foundation C/O	Federal			68,864		68,864
30140	YALI Mandela Washington Foundation C/O	Local			133,895		133,895
30141	KCSM TV Spectrum Repacking Exps	Federal	3,054,350				3,054,350
3014%	TRIO - Upward Bound	Federal		270,375			270,375
3014%	NOVA Adult/Dislocated Worker WIOA	Federal			251,958		251,958
3014%	NOVA Incumbant Worker WIOA CCE	Federal				237,000	237,000
31002	DSP&S	State	859,656	405,821	573,300		1,838,777
31003	EOP&S	State	604,313	506,037	531,819		1,642,169
31004	EOP&S/CARE	State	34,880	47,935	48,256		131,071
31009	Student Success and Support Program	State	1,573,793	1,103,664	1,612,128		4,289,585
31012	Foster Care Education	State		79,875			79,875
31013	Foster Care Education CSEC	State		4,000			4,000
31016	AB602-Board Fin Asst Prog Adm Allow	State	293,868	241,244	341,204		876,316
31031	CalWORKS	State	124,633	137,276	125,686		387,595
31033	TANF	Federal	27,285	29,384	27,460		84,129
31045	Staff Diversity	State				45,000	45,000
31055	MESA/CCCP/FSS	State		70,250	70,250		140,500
31065	RCSD CBET	State		50,000			50,000
31069	Prop 20 Lottery - Instructional Materials	State	350,000	200,000	400,000		950,000
31077	MESA/CCCP/FSS C/O	State		30,000	10,000		40,000
31078	Enrollment Growth AD Nursing	State	119,800				119,800
31128	UC Regents Puente Program	State	1,500				1,500
31135	CCCCO-CEP-Career Adv Academy C/O	State			800,000		800,000
31142	Student Equity Program	State	454,162	323,589	605,058		1,382,809
31157	UC Regents Puente Program	State		1,500			1,500
31158	Full-Time Student Success Grant	State	191,172	128,694	259,346		579,212
31159	SJECCD Career Pathways Trust C/O	State			114,513		114,513
31161	Baccalaureate Pilot Degree Program C/O	State			200,000		200,000
31162	Adult Ed Block Grant 2015-16 C/O	State		10,000			10,000
31163	Student Success and Support Program C/O	State	700,000	75,000	400,000		1,175,000
31164	Student Equity Program C/O	State	200,000	100,000	200,000		500,000
31168	CalSTRS On-behalf Payments	State				250,000	250,000
31169	Basic Skills 2016-17 Allocation C/O	State	90,000	80,000	20,000		190,000
31170	Assessment, Remediation AD Nursing	State	79,800				79,800
31171	Deputy Navigator-Global Trade C/O	State			90,000		90,000
31172	Deputy Navigator-Retail C/O	State			50,000		50,000
31173	Adult Ed Block Grant 2016-17 C/O	State	100,000	80,000	140,000		320,000
31174	SCCCD Innovation and Effectiveness C/O	State		200,000	65,000		265,000
31175	RSCCD CTE Data Unlocked C/O	State		45,000	36,500		81,500
31176	Strong Workforce 60% Local C/O	State	600,000	450,000	795,000		1,845,000
31177	Go-Biz HSUSPF	State	15,000				15,000

Exhibit D

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>CSM</u>	<u>Cañada</u>	<u>Skyline</u>	<u>District Office</u>	<u>Total</u>
31179	CLPCCD IEPI CCC Leadership Dev C/O	State				30,000	30,000
31183	Cabrillo CCD DSN C/O	State			12,000		12,000
31186	Cabrillo CCD Strong Workforce 40% Reg C/C	State	410,000	317,761	497,218		1,224,979
31187	Promise Innovation Grant C/O	State	250,000	150,000	1,100,000		1,500,000
31188	SCCCD Innovation and Effectiveness C/O	State	75,000	65,000	75,000	75,000	290,000
31189	Cabrillo CCD DSN C/O	State	7,000				7,000
3119X	Basic Skills 2017-18 Allocation	State	90,000	90,000	90,000		270,000
3119X	Adult Ed Block Grant 2017-18	State	153,500	161,809	168,271		483,580
3119X	Deputy Navigator-Global Trade	State			200,000		200,000
3119X	Deputy Navigator-Retail	State			200,000		200,000
3119X	Guided Pathways	State	652,751	519,700	800,288		1,972,739
32004	Public Bdcst-CSG-FM	Local	142,590				142,590
32017	Menlo Park Redevelopment	Local		293,000			293,000
32063	SMCOE - First 5 Early Childhood - EQuIP	Local		149,680			149,680
32080	The Grove Foundation-CAN CBET C/O	Local		15,000			15,000
32099	The Grove Foundation-SKY CTE Schol C/O	Local			40,000		40,000
32101	Silicon Valley CF-EWAP C/O	Local		55,000			55,000
32102	Working Students Success Network C/O	Local			30,000		30,000
32103	Working Students Success Network C/O	Local		25,000			25,000
32106	UWBA Sparkpoint Canada C/O	Local		10,000			10,000
32109	Cerritos College Foundation - ECE C/O	Local			50,000		50,000
32110	Public Bdcst-CSG-FM Restricted	Local	50,282				50,282
32111	Walter Johnson Foundation Guardian Sch C/	Local			70,000		70,000
32113	Each One Reach One - Project Change C/O	Local	25,000				25,000
32118	WSSN Financial Products Prototypes C/O	Local		9,000			9,000
32119	Skyline College Express Shuttle C/O	Local			225,000		225,000
32122	Arnold Foundation ASAP C/O	Local			830,000		830,000
32123	Genentech Grant C/O	Local			138,000		138,000
3212X	Littlefield Foundation Auto Tech Outreach	Local			150,000		150,000
35022	KCSM TV	Local	1,000,000				1,000,000
35023	KCSM FM	Local	1,800,000				1,800,000
35045	Financial Aid Admin Cost Allow	Local	10,000	1,000	15,000		26,000
35046	Peninsula Library System	Local				50,000	50,000
35060	District Innovation Fund-Sparkpoint	Local		245,000			245,000
38187	Middle College HS	Local			600,000		600,000
38188	Middle College HS	Local		40,000			40,000
38190	City of San Mateo EDD CSM SBDC C/O	Local	20,000				20,000
39001	Parking Fees	Local				3,700,000	3,700,000
39030	Health Service Fees	Local	500,000	400,000	500,000		1,400,000
Total 2017-2018 Tentative Budget			<u>\$16,307,823</u>	<u>\$11,875,429</u>	<u>\$15,195,943</u>	<u>\$4,387,000</u>	<u>\$47,766,195</u>

C/O - Carry-forward funds from prior year

San Mateo County Community College District
2017-2018 Tentative Budget
Capital Projects Fund (Fund 4) - Total District



	2016-17 Adoption Budget	2016-17 Estimated Actual	2017-18 Tentative Budget	Percent of Total Budget		
Revenue						
1	Federal Revenue	\$0	\$0	\$0	0%	1
2	State Revenue	2,820,900	3,277,812	2,995,620	73%	2
3	Local Revenue	1,860,506	1,942,357	1,098,000	27%	3
4	Total Revenue	\$4,681,406	\$5,220,169	\$4,093,620	100%	4
Expenses						
5	Certificated Salaries	\$0	\$0	\$0	0%	5
6	Classified Salaries	2,700,000	2,594,970	3,087,537	5%	6
7	Employee Benefits	960,000	952,628	1,296,766	2%	7
8	Materials & Supplies	3,000,000	1,240,211	5,420,496	1%	8
9	Operating Expenses	5,500,000	6,810,065	15,942,556	93%	9
10	Capital Outlay	8,500,000	14,031,439	74,531,815	0%	10
11	Total Expenses	\$20,660,000	\$25,629,314	\$100,279,169	100%	11
Transfers & Other						
12	Transfers In	\$0	\$0	\$0	0%	12
13	Other Sources	0	0	0	100%	13
14	Transfers out	(380,733)	(392,771)	(372,259)	0%	14
15	Contingency	0	0	0	0%	15
16	Other Out Go	0	0	0	0%	16
17	Total Transfers/Other	(\$380,733)	(\$392,771)	(\$372,259)	100%	17
Fund Balance						
18	Net Change in Fund Balance	(\$16,359,327)	(\$20,801,916)	(\$96,557,808)		18
19	Beginning Balance, July 1	225,703,605	225,703,605	204,901,689		19
20	Adjustments to Beginning Balance	0	0	0		20
21	Net Fund Balance, June 30	\$209,344,278	\$204,901,689	\$108,343,881		21

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

San Mateo County Community College District
2017-2018 Tentative Budget
BOOKSTORE FUND



	2016-17 Adoption Budget	2016-17 Estimated Actual	2017-18 Tentative Budget	Percent of Total Budget		
Revenue						
1	Federal Revenue	\$0	\$0	\$0	0%	1
2	State Revenue	0	0	0	0%	2
3	Local Revenue	7,400,000	7,964,831	7,800,000	100%	3
4	Total Revenue	\$7,400,000	\$7,964,831	\$7,800,000	100%	4
Expenses						
5	Cost of Sales	\$3,900,000	\$4,296,126	\$4,325,000	56%	5
6	Certificated Salaries	\$0	\$0	\$0	0%	6
7	Classified Salaries	1,975,000	1,943,521	1,960,000	25%	7
8	Employee Benefits	562,000	631,472	640,000	8%	8
9	Materials & Supplies	40,000	18,584	30,000	0%	9
10	Operating Expenses	800,000	677,221	738,000	10%	10
11	Capital Outlay	0	0	0	0%	11
12	Total Expenses	\$7,277,000	\$7,566,924	\$7,693,000	100%	12
Transfers & Other						
13	Transfers In	\$0	\$0	\$0	0%	13
14	Other Sources	\$0	\$0	\$0	0%	14
15	Transfers out	0	0	0	0%	15
16	Contingency	0	0	0	0%	16
17	Other Out Go	0	0	0	0%	17
18	Total Transfers/Other	\$0	\$0	\$0	0%	18
Fund Balance						
19	Net Change in Fund Balance	\$123,000	\$397,907	\$107,000		19
20	Beginning Balance, July 1	8,196,896	8,196,896	8,594,803		20
21	Adjustments to Beginning Balance	0	0	0		21
22	Net Fund Balance, June 30	\$8,319,896	\$8,594,803	\$8,701,803		22

**San Mateo County Community College District
2017-2018 Tentative Budget
CAFETERIA FUND**



	2016-17 Adoption Budget	2016-17 Estimated Actual	2017-18 Tentative Budget	Percent of Total Budget	
Revenue					
1 Federal Revenue	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0%	2
3 Local Revenue	350,000	392,290	410,000	100%	3
4 Total Revenue	\$350,000	\$392,290	\$410,000	100%	4
Expenses					
5 Certificated Salaries	\$0	\$0	\$0	0%	5
6 Classified Salaries	70,000	68,242	69,000	24%	6
7 Employee Benefits	15,000	15,299	15,000	5%	7
8 Materials & Supplies	60,000	75,223	75,000	26%	8
9 Operating Expenses	130,000	104,092	130,000	45%	9
10 Capital Outlay	0	0	0	0%	10
11 Total Expenses	\$275,000	\$262,857	\$289,000	100%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	\$0	\$0	\$0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	0%	17
Fund Balance					
18 Net Change in Fund Balance	\$75,000	\$129,433	\$121,000		18
19 Beginning Balance, July 1	570,295	570,295	699,728		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$645,295	\$699,728	\$820,728		21

San Mateo County Community College District
2017-2018 Tentative Budget
San Mateo Athletic Club & Aquatic Center (SMAC)



	2016-17 Adoption Budget	2016-17 Estimated Actual	2017-18 Tentative Budget	Percent of Total Budget	
Revenue					
1	\$0	\$0	\$0	0%	1
2	0	0	0	0%	2
3	4,877,626	4,952,949	5,050,000	100%	3
4	\$4,877,626	\$4,952,949	\$5,050,000	100%	4
Expenses					
5	\$0	\$0	\$0	0%	5
6	222,000	256,631	260,000	7%	6
7	61,000	76,312	80,000	2%	7
8	0	0	0	0%	8
9	3,690,000	3,510,587	3,600,000	91%	9
10	0	0	0	0%	10
11	\$3,973,000	\$3,843,530	\$3,940,000	100%	11
Transfers & Other					
12	\$0	\$0	\$0	0%	12
13	\$170,000	\$160,350	\$165,000	-384%	13
14	0	0	0	0%	14
15	0	0	0	0%	15
16	(370,000)	(207,675)	(208,000)	484%	16
17	(\$200,000)	(\$47,325)	(\$43,000)	100%	17
Fund Balance					
18	\$704,626	\$1,062,095	\$1,067,000		18
19	2,591,540	2,591,540	3,653,635		19
20	0	0	0		20
21	\$3,296,166	\$3,653,635	\$4,720,635		21

**Operating Expenses consists of salaries and benefits paid by EXOS

San Mateo County Community College District
2017-2018 Tentative Budget
Community Continuing Corporate Education



	2016-17 Adoption Budget	2016-17 Estimated Actual	2017-18 Tentative Budget	Percent of Total Budget		
Revenue						
1	Federal Revenue	\$0	\$0	\$0	0%	1
2	State Revenue	0	0	0	0%	2
3	Local Revenue	1,175,000	1,285,217	1,400,000	100%	3
4	Total Revenue	\$1,175,000	\$1,285,217	\$1,400,000	100%	4
Expenses						
5	Certificated Salaries	\$0	\$0	\$0	0%	5
6	Classified Salaries	460,000	622,601	600,000	43%	6
7	Employee Benefits	132,000	214,424	220,000	16%	7
8	Materials & Supplies	23,000	29,400	26,000	2%	8
9	Operating Expenses	485,000	604,878	545,000	39%	9
10	Capital Outlay	0	0	0	0%	10
11	Total Expenses	\$1,100,000	\$1,471,303	\$1,391,000	100%	11
Transfers & Other						
12	Transfers In	\$0	\$0	\$0	0%	12
13	Other Sources	\$0	\$0	\$0	0%	13
14	Transfers out	0	0	0	0%	14
15	Contingency	0	0	0	0%	15
16	Other Out Go	0	0	0	0%	16
17	Total Transfers/Other	\$0	\$0	\$0	0%	17
Fund Balance						
18	Net Change in Fund Balance	\$75,000	(\$186,086)	\$9,000		18
19	Beginning Balance, July 1	1,051,745	1,051,745	865,659		19
20	Adjustments to Beginning Balance	0	0	0		20
21	Net Fund Balance, June 30	\$1,126,745	\$865,659	\$874,659		21

San Mateo County Community College District
2017-2018 Tentative Budget
Child Development Fund (Fund 6) - Total District



SAN MATEO COUNTY
COMMUNITY
 COLLEGE DISTRICT

	2016-17 Adoption Budget	2016-17 Estimated Actual	2017-18 Tentative Budget	Percent of Total Budget	
Revenue					
1	Federal Revenue	\$73,000	\$53,863	7%	1
2	State Revenue	\$172,000	\$120,166	20%	2
3	Local Revenue	\$554,955	\$541,834	73%	3
4	Total Revenue	\$799,955	\$715,863	100%	4
Expenses					
5	Certificated Salaries	\$224,800	\$238,346	19%	5
6	Classified Salaries	\$590,531	\$602,273	49%	6
7	Employee Benefits	\$329,833	\$316,244	26%	7
8	Materials & Supplies	\$87,723	\$77,803	6%	8
9	Operating Expenses	\$2,200	\$2,638	0%	9
10	Capital Outlay	\$0	\$0	0%	10
11	Total Expenses	\$1,235,087	\$1,237,304	100%	11
Transfers & Other					
12	Transfers In	\$435,132	\$521,441	100%	12
13	Other Sources	\$0	\$0	0%	13
14	Transfers out	\$0	\$0	0%	14
15	Contingency/Reserve	\$0	\$0	0%	15
16	Other Out Go	\$0	\$0	0%	16
17	Total Transfers/Other	\$435,132	\$521,441	100%	17
Fund Balance					
18	Net Change in Fund Balance	\$0	\$0	\$0	18
19	Beginning Balance, July 1	0	\$0	0	19
20	Adjustments to Beginning Balance	0	\$0	0	20
21	Net Fund Balance, June 30	\$0	\$0	\$0	21

San Mateo County Community College District
2017-2018 Tentative Budget
Student Aid Fund (Fund 7) - Total District



	2016-17 Adoption Budget	2016-17 Estimated Actual	2017-18 Tentative Budget	Percent of Total Budget		
Revenue						
1	Federal Revenue	\$17,362,416	\$15,493,916	\$16,000,000	88%	1
2	State Revenue	1,020,000	1,142,205	1,200,000	7%	2
3	Local Revenue	890,000	994,432	1,000,000	5%	3
4	Total Revenue	\$19,272,416	\$17,630,553	\$18,200,000	100%	4
Expenses						
5	Certificated Salaries	\$0	\$0	\$0	0%	5
6	Classified Salaries	\$0	\$0	\$0	0%	6
7	Employee Benefits	\$0	\$0	\$0	0%	7
8	Materials & Supplies	\$0	\$0	\$0	0%	8
9	Operating Expenses	\$0	\$0	\$0	0%	9
10	Capital Outlay	\$0	\$0	\$0	0%	10
11	Total Expenses	\$0	\$0	\$0	0%	11
Transfers & Other						
12	Transfers In	\$0	\$685,257	\$700,000	-4%	12
13	Other Sources	0	0	0	0%	13
14	Transfers out	0	0	0	0%	14
15	Contingency	0	0	0	0%	15
16	Other Out Go	(19,272,416)	(18,315,810)	(18,900,000)	104%	16
17	Total Transfers/Other	(\$19,272,416)	(\$17,630,553)	(\$18,200,000)	100%	17
Fund Balance						
18	Net Change in Fund Balance	\$0	\$0	\$0		18
19	Beginning Balance, July 1	81,378	81,378	81,378		19
20	Adjustments to Beginning Balance	0	0	0		20
21	Net Fund Balance, June 30	\$81,378	\$81,379	\$81,378		21

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

San Mateo County Community College District
2017-2018 Tentative Budget
Reserve Fund for Post Retirement Benefits (Fund 8) - Central Services



	2016-17 Adoption Budget	2016-17 Estimated Actual	2017-18 Tentative Budget	Percent of Total Budget	
Revenue					
1 Federal Revenue	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0%	2
3 Local Revenue	70,232	40,000	40,000	100%	3
4 Total Revenue	\$70,232	\$40,000	\$40,000	100%	4
Expenses					
5 Certificated Salaries	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0%	6
7 Employee Benefits	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	7,000	9,770	10,000	100%	9
10 Capital Outlay	0	0	0	0%	10
11 Total Expenses	\$7,000	\$9,770	\$10,000	100%	11
Transfers & Other					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	\$4,150,000	\$4,274,500	\$4,800,000	100%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	(8,000,000)	(8,000,000)	(4,800,000)	-100%	16
17 Total Transfers/Other	(\$3,850,000)	(\$3,725,500)	\$4,800,000	0%	17
Fund Balance					
18 Net Change in Fund Balance	(\$3,786,768)	(\$3,695,270)	\$4,830,000		18
19 Beginning Balance, July 1	11,312,734	11,312,734	7,617,464		19
20 Adjustments to Beginning Balance	0	0	0		20
21 Net Fund Balance, June 30	\$7,525,966	\$7,617,464	\$12,447,464		21

San Mateo County Community College District

California Community Colleges

Sound Fiscal Management

2017-18 Self-Assessment Checklist

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

- Is the district spending within their revenue budget in the current year?
 - Yes, the district had a surplus in 15/16 and will have a surplus in 16/17.
- Has the district controlled deficit spending over multiple years?
 - Yes, the District's unrestricted GF Net Change in Fund Balance for 2013/14 was \$420,363, 2014/15 was \$2,064,564 and 2015/16 was \$9,996,927. The unrestricted GF Net Change in Fund Balance for 2016/17 is projected to be a surplus, and the ending fund balance continues to be above the 15% level.
- Is deficit spending addressed by fund balance, ongoing revenue increases, or expenditure reductions?
 - Yes, by fund balance, revenue increases and expenditure reductions.
- Are district revenue estimates based upon past history?
 - District revenue estimates are based upon a combination of past history as well as projections for local property tax (growth in assessed valuation) and changes to redevelopment agency funding.
- Does the district automatically build in growth revenue estimates?
 - The District is now building in changes in assessed valuation and consequent changes in property taxes received. State growth funding no longer affects the District.

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

- Is the district's fund balance stable or consistently increasing?
 - The District's fund balance is fairly stable, increasing over the last 3 years to partially account for increases in spending and a conservative approach to budgeting revenue. The fund balances were \$20,124,128 in 2013/14, \$22,188,692 in 2014/15 and \$32,185,619 in 2015/16.
- Is the fund balance increasing due to on-going revenue increases and/or expenditure reductions?
 - The fund balance is relatively stable, reflecting increase in revenue matched by modest increases in expenditures and the desire for a larger percentage fund balance.

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

- Has the district's enrollment been increasing or stable for multiple years?
 - No. The District's resident enrollment has been declining steadily with the decline in unemployment in the Bay Area. International student enrollment is increasing.
- Are the district's enrollment projections updated at least semiannually?
 - The District's enrollment projections are updated at P-1 and P-2.
- Are staffing adjustments consistent with the enrollment trends?
 - The colleges adjust their adjunct faculty budgets to match their enrollment projections.
- Does the district analyze enrollment and full time equivalent students (FTES) data?
 - Yes. The CBO works with the VPIs to review the enrollment estimates and compare the trends to historical data.
- Does the District track historical data to establish future trends between P-1 and annual for projection purposes?
 - Yes. The historical data includes P-1, P-2 and P-Annual and includes a review of the estimates after P-A.

San Mateo County Community College District

- Has the District avoided stabilization funding?
 - Yes. With the advent of Community-Supported status, the District is no longer eligible for stabilization funding.

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

- Is the District's unrestricted general fund balance consistently maintained at or above the recommended minimum prudent level (5% of the total unrestricted general fund expenditures)?
 - The District's unrestricted GF balance has consistently been 9%-21% for the last several years. In 2016/17, the District budgeted for a 11% reserve. In 2017/18, the District will budget for a 13% reserve.
- Is the District's unrestricted fund balance maintained throughout the year?
 - Mostly, although the District does not do mid-year accruals of revenue and some sources of revenue lag, such as lottery. If the accruals were done, the balance would be fairly consistent.

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

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

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

- Has the district settled bargaining agreements within new revenue sources during the past three years?
 - The District reached agreement with 2 out of 3 unions for 3 year agreements for 2016/17 through 2018/19. The agreements include a formula for total compensation based on property tax increases.
- Did the district conduct a pre-settlement analysis identifying an ongoing revenue source to support the agreement?
 - The analyses have been ongoing.
- Did the district correctly identify the related costs?
 - Yes, increases in statutory, as well as health and welfare benefits, are included in the total cost when any analysis is done.
- Did the district address budget reductions necessary to sustain the total compensation increase?
 - Budget reductions have not been necessary in the past and are not assumed for future settlements.

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

- Is the district ensuring it is not using one-time funds to pay for permanent staff or other ongoing expenses?
 - Permanent staff are controlled through position control and are budgeted out of each entity's site allocation, which is derived in the budgeting process from ongoing revenues.
- Is the percentage of district general fund budget allocated to salaries and benefits at or less than the statewide average (i.e. the statewide average for 2003-04 is 85%)?
 - According to the Chancellor's Office Trend Analysis, in 2013/14 the District was at 74.7%, in 2014/15 the District was at 80.4%, in 2015/16 the District was at 79.1% and for 2016/17 the District budgeted 79.2%.

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

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

San Mateo County Community College District

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

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

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

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

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

- Is there sufficient consideration to the budget, related to long-term bargaining agreements?
 - All District proposals are costed out for at least 3 years prior to finalizing the proposals.
- Are budget revisions completed in a timely manner?
 - Budget revisions are taken to the Board twice a year.
- Does the district openly discuss the impact of budget revisions at the board level?
 - The Board approves all budget revisions. Any use of contingency funds must be approved by a 2/3 majority of the Board.
- Are budget revisions made or confirmed by the board in a timely manner after the collective bargaining agreements are ratified?
 - Since the District has a history of multi-year agreements, the budget has not had to be revised, but can be planned in advance.
- Has the district's long-term debt decreased from the prior fiscal year?
 - Yes. Pursuant to the voters' approval, the District has outstanding General Obligation Bonds which are currently being paid off.
- Has the district identified the repayment sources for the long-term debt?
 - General Obligation Bonds are paid through property taxes.
- Does the district compile annualized revenue and expenditure projections throughout the year?
 - The District Committee on Budget and Finance reviews revenue projections for the current and three future years.

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

- Has the district completed an actuarial calculation to determine the unfunded liability?
 - The District completes an actuarial study every two years and last completed a study in April 2015. In January 2017 the District entered into contract with Total Compensation System, Inc. for new Actuarial Valuation which will be completed in August 2017 and fully compliant with newly released GASB 74/75.
- Does the district have a plan for addressing the retiree benefits liabilities?
 - The District is on a pay as you go plan for current retirees, but has also established a self-assessment for future OPEB benefits in line with the actuarial study. The District established an OPEB Trust and is in the process of funding the District's long term

San Mateo County Community College District

liabilities for post-employment health benefits. In addition, the District capped lifetime benefits in the 1990's.

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

- Has the district experienced recent turnover in its management team (including the Chief Executive Officer, Chief Business Officer and Board of Trustees)?
 - The District has hired president of Cañada College in June 2016. There has been no turnover in the CEO or CBO.

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

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

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

- Has the district filed the annual audit report with the System Office on a timely basis?
 - The audit was filed in December 2016 for 2015/16. The current contract with the auditors specifies that the audit must be complete and filed by December 31.
- Has the district taken appropriate actions to address material findings cited in their annual audit report?
 - There have been two findings in the FY 2015/16:
 - GO Refunding Bond activity was not reflected correctly in the District's financial statements—Corrective Action Plan: The District has established controls that will ensure any net OPEB asset or liability an all debt activity will be communicated with the auditors and included in financial statements.
 - The District failed to meet the required 50 percent minimum- the District has chosen to not be in compliance with the 50 Percent Law.
- Has the district met the requirements of the 50 percent law?
 - No, the District has chosen to not be in compliance with the 50 Percent Law.
- Have the Quarterly Financial Status Reports (CCFS-311Q), Annual Financial and Budget Reports (CCFS-311), and Apportionment Attendance Reports (CCFS-320) been submitted to the System Office on or before the stated deadlines?
 - Yes, all have been timely.

BOARD REPORT NO. 17-6-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

APPROVAL OF 2019-2023 FIVE-YEAR CAPITAL CONSTRUCTION PLAN

On June 22, 2016 (Board Report No. 16-6-101B), the Board authorized submittal of the District's 2018-2022 Five-Year Capital Construction Plan (5YCP) and the related Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) to the California Community Colleges Chancellor's Office (CCCCO). The authorization was in accordance with the Community College Construction Act and both the Education Code Section 81800, *et seq.*, and State Administrative Manual 6610. The plan constitutes the first part of the capital outlay proposal process and was prepared according to current guidelines.

The CCCCCO reviews and evaluates submitted plans for conformance to existing guidelines and potential for funding. Competition is increasingly fierce in light of the Legislature and Governor's decisions not to put statewide bonds on the 2008, 2010, 2012 and 2014 ballots, and to not issue bonds funding the Proposition 51 ballot measure approved by voters in 2016. The CCCCCO has indicated they will transfer previously submitted FPPs for the Cañada College Multiple Program Instructional Center (Building 13) and the Skyline College Learning Resource Center Technology and Environmental Upgrade (Building 5) to fiscal year (FY) 2019-2020. The CCCCCO will also transfer previously submitted IPPs for the College of San Mateo Demolition and New Kinesiology Building (Building 8) and the Canada College Performing Arts Center Technology and Environmental Modernization (Building 3) to FY 2020-2021, where these projects will have to re-compete against other submitted project proposals. One (1) new FPP for FY 2019-2020 for College of San Mateo Water Supply Tank Replacement is included in this submittal.

In preparing and submitting the 2019-2023 plan, the District maintains its priorities with regard to funding improvements for (1) buildings and facilities, (2) improvements and modifications to meet the needs of the physically limited, and (3) response to safety concerns.

This report is broken down into four (4) categories:

- I. FY 2018-2019 FPPs (Approved for inclusion in spending plan July 2017 CCCCCO Board)
- II. FY 2019-2020 FPPs (Included in the preliminary 2019-2020 plan and anticipated to go to the CCCCCO Board in the future)
- III. FY 2019-2020 IPPs (Subject to approval and future funding)
- IV. Locally Funded Current and Future Projects

Each project is described under these sections and this report is meant to give the Board and community an understanding of the projects anticipated to be implemented in the 2019-2023 timeframe.

I. FY 2018-2019 FPPs**COLLEGE OF SAN MATEO – BUILDING 9 LIBRARY MODERNIZATION (2018-2019)**

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

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

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

Total Project Cost: The project estimate is currently being validated. The cost is expected to be approximately \$20 million, with fifty percent of requested State Capital Outlay funding, supplemented by an approximately equal match in local funds.

Status: Design will commence in late 2018 with construction starting in 2020. Assuming State Capital Outlay funding is secured, the facility would be ready for use in fiscal year 2021-2022.

SKYLINE COLLEGE – BUILDING 2 WORKFORCE AND ECONOMIC DEVELOPMENT PROSPERITY CENTER (2018-2019)

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

This 49,222 gsf facility includes a job placement center, resource libraries, international trade and development center, center for workforce development, and an English language institute. To be located in Building 2, part of the project includes activating 7,897 asf of unassigned space.

Total Project Cost: The renovation of this facility has an estimated total project cost of \$23 million, with \$11.9 million requested State Capital Outlay funding, supplemented by \$11.3 million in local funds.

Status: Design will commence in the fourth quarter of 2018 with construction starting in 2020. Assuming State Capital Outlay funding is secured, the facility would be ready for use in fiscal year 2021-2022.

II. FY 2019-2020 FPPs

CAÑADA COLLEGE – BUILDING 13 MULTIPLE PROGRAM INSTRUCTIONAL CENTER

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

Total Project Cost: The renovation of this facility has an estimated total project cost of \$19.5 million, with \$6.6 million requested from State Capital Outlay funding, supplemented by \$12.9 million in local funds.

Status: Based on the assumption that the project is approved, design would commence in 2019 with construction starting in 2020. Assuming State Capital Outlay funding is secured, the facility would be ready for use in FY 2021-2022.

COLLEGE OF SAN MATEO – WATER SUPPLY TANK REPLACEMENT

Project description: During a recent cleaning and inspection of the existing 500,000-gallon campus water storage tank performed in April 2017, inspection divers discovered degradation of the interior tank liner. This water storage tank supplies domestic, irrigation and fire water for the entire campus through a triplex booster pump system and dedicated fire pumps (electric-normal operations, diesel direct drive-emergency operations). The tank is supplied water from a public water system (California Water Company) but, due to the location and topography of the campus, the large storage tank is required to supply and maintain flow rate and pressure for domestic and fire water demands. The degraded liner condition put the water quality and usage at risk. Unlined areas of the tank are subject to biofilm and algae growth, which use up the free disinfectant residual, creating water quality issues. Additionally, the degraded liner is breaking up into pieces that could lodge in the domestic or firewater outlets and/or pumps limiting available water. Replacement of the liner is possible, but would take the tank offline for two to three months to complete. The tank age of almost 60 years makes capital investment into the liner replacement questionable. The tank is reaching its useful life and replacement is warranted. A replacement tank could be completed while the existing tank remains online with only short periods of system downtime for cutover. The campus FTE population, size of campus building, and current fire code require a replacement tank approximately 140% greater in volume than the existing tank. This project replaces the existing tank considering the new design standards of the American Waterworks Association (AWWA) used in the design of steel and concrete water storage tanks, American Society of Civil Engineers (ASCE) used in the design of non-building and utility infrastructure, California Fire Code, as well as those standards used in the structural design review by the DSA.

Total Project Cost: The replacement of the water supply tank has an estimated cost of \$5 million, the full amount requested from State Capital Outlay funding.

Status: Based on the assumption that the project is approved, design would commence in 2019 with construction starting in 2020. Assuming State Capital Outlay funding is secured, the facility would be ready for use in FY 2021-2022.

SKYLINE COLLEGE – BUILDING 5 LIBRARY/LEARNING RESOURCE CENTER

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

Total Project Cost: The renovation of this facility has an estimated total project cost of \$31 million, with \$11.4 million requested State Capital Outlay funding, supplemented by approximately \$19.6 million in local funds.

Status: Based on the assumption that the project is approved, design would commence in 2019 with construction starting in 2020. Assuming State Capital Outlay funding is secured, the facility would be ready for use in FY 2021-2022.

III. FY 2020-2021 IPPs

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

Project description: This IPP addresses challenges resulting from changes in pedagogy over the past 40 years. Significant changes have occurred in the technologies that support the teaching of the fine arts, especially photography, as well as the theater and the theater support areas. Lighting, sound systems and backstage support rooms require renovation in order to properly train students in the use of these new technologies.

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

Total Project Cost: The renovation of this facility has an estimated total project cost of \$42.6 million, with \$12.4 million requested State Capital Outlay funding, supplemented by \$30 million in local funds.

Status: If the CCCC approves this IPP, an FPP will be developed and submitted as part of the 2020-2024 planning process.

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

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

Total Project Budget: The demolition and reconstruction of this facility has an estimated total project cost of \$72.9 million, with \$19.9 million requested State Capital Outlay funding, supplemented by \$52.9 million in local funds

Status: If the CCCCOC approves this IPP, an FPP will be developed and submitted as part of the 2020-2024 planning process.

IV. Locally funded current and future projects

CAÑADA COLLEGE – BUILDING 1 CENTER FOR KINESIOLOGY AND HUMAN PERFORMANCE

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

Total Project Cost: A conceptual cost estimate for this project is approximately \$108 million, to be funded by Measure A and H general obligation bond funds as well as local funds.

Status: Pre-construction started summer 2017. Construction is scheduled to begin the first quarter of 2018 with occupancy scheduled middle of 2020.

CAÑADA COLLEGE – BUILDING 23 MATH AND SCIENCE BUILDING

Project Description: The new approximately 50,000 square foot Math and Science Building will be constructed east of Building 22 and north of Building 18. The new building will also house general lecture facilities to meet the needs of various programs.

Total Project Cost: The total project cost is expected to be approximately \$55.8 million, to be funded by Measure H general obligation bond funds.

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

Status: Schematic design is in progress. Construction is scheduled to begin summer 2018 with occupancy scheduled early 2020.

COLLEGE OF SAN MATEO – BUILDING 3 THEATER MODERNIZATION

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

Total Project Cost: The total project cost is expected to be approximately \$17.85 million, to be funded by Measure H general obligation bond funds.

Status: Design is underway. Construction is scheduled to begin the first quarter of 2018 with occupancy scheduled early 2019.

COLLEGE OF SAN MATEO – BUILDING 17 LEARNING COMMUNITIES

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

Total Project Cost: The total project cost is expected to be approximately \$4.7 million, to be funded by Measure H general obligation bond funds.

Status: Bids are currently in review. Construction is scheduled to start mid-2017 with occupancy scheduled the fourth quarter of 2018.

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

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

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

Total Project Cost: This project has an estimated cost of approximately \$5 million, to be funded by Measure H general obligation bond funds and local funds.

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

COLLEGE OF SAN MATEO – BUILDING 19 EMERGING TECHNOLOGIES CENTER

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

Total Project Cost: The total project cost is estimated to be approximately \$60 million. Funding of this project is undetermined.

Status: Programming is complete. Funding is yet to be determined.

SKYLINE COLLEGE – BUILDING 19 SWING SPACE

Project Description: Building 19 will provide swing space during the construction of Buildings 1, 2 and 5 through 2023.

Total Project Cost: The total project cost is expected to be approximately \$4.5 million, to be funded by Measure H general obligation bond funds and local funds.

Status: Design is underway. Construction is scheduled to start the third quarter of 2018 with occupancy scheduled early 2019.

SKYLINE COLLEGE – BUILDING 12 ENVIRONMENTAL SCIENCE

Project Description: With the increased sensitivity to and the growth in green technologies, the College has experienced a huge growth in the environmental sciences program. The program is currently housed in scattered locations around the campus. This new approximately 21,000 square foot building will serve as a model for sustainability and a home to the programs that support these new technologies.

Total Project Cost: The total project cost is expected to be approximately \$40.7 million, to be funded by Measure H general obligation bond funds.

Status: Design is underway. Construction is scheduled to start the fourth quarter of 2017 with occupancy scheduled early 2019.

SKYLINE COLLEGE – BUILDING 1 SOCIAL SCIENCE AND CREATIVE ARTS

Project Description: This project replaces the 77,587 gsf Fine Arts Building (Building 1). Constructed in 1969, it contains hazardous materials, does not meet current structural, accessibility or energy efficiency codes, and is constructed of cast-in-place concrete which does not lend itself to reconfiguration. The building is in need of extensive modernization to the extent that replacement became the more practical solution. The new building will be approximately 120,000 square feet providing teaching and learning spaces for the arts and social sciences including theatre, photography, painting, ceramics, music, digital arts, dance, paralegal, and administration of justice, philosophy, psychology, history, and sociology.

Total Project Cost: The total project cost is expected to be approximately \$160 million, to be funded by Measure H general obligation bond funds.

Status: Design is underway. Project target completion is scheduled fourth quarter of 2021.

SKYLINE COLLEGE – LOT L EXPANSION

Project Description: This project will consolidate Parking Lot L unpaved areas into an expanded, paved parking lot with 200 additional spaces and improved, accessible pedestrian routes to the center of campus. It includes traffic calming measures on the Campus Loop Road, better lighting, parking permit machines, electric vehicle chargers, carpool spaces, and some landscaping. A short connector drive will be installed between the Loop Road and Chilton Lane for access to the Chilton Lane parking area.

Total Project Cost: The total project cost is approximately \$5.75 million, and funded by Measure H general obligation bond funds.

Status: Construction started in May 2017. Construction completion is November 2017.

SKYLINE COLLEGE – REMOVAL OF PORTABLE BUILDINGS 3A, 3B, 3C, 3D AND 3E

Project Description: This project will remove modular buildings 3A through 3E in accordance with the District's ongoing commitment to reduce or eliminate use of temporary facilities in accordance with CCCO guidelines.

Total Project Cost: A conceptual cost estimate for this project is \$1 million. This project is to be funded by Measure H general obligation bond funds.

Status: These structures are anticipated to be removed at the end of the CIP3 program approximately fourth quarter of 2022.

RECOMMENDATION

It is recommended that the Board of Trustees authorize submission of the District's 2019-2023 Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.

BOARD REPORT NO. 17-6-104B

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

**DISCUSSION AND POSSIBLE APPROVAL OF LETTER OF SUPPORT FOR
CALIFORNIA ASSEMBLY BILL 387 (THURMOND) – MINIMUM WAGE: HEALTH
PROFESSIONALS: INTERNS**

AB 387 would provide that any person engaged in a period of supervised work experience to satisfy requirements for licensure, registration, or certification as an Allied Health Professional be subject to the minimum wage law. By requiring healthcare providers to provide at least the minimum wage, it is anticipated that more individuals from underrepresented communities will be able to complete the required clinical training requirements for allied health professions, thereby increasing the overall numbers and diversity of the students in the pipeline.

RECOMMENDATION

It is recommended that the Board discuss and possibly approve the letter of support for California Assembly Bill 387, a copy of which is attached along with a fact sheet for AB 387.

June 28, 2017

The Honorable Tony Thurmond
California State Assembly
State Capitol
Sacramento, CA 95814

RE: AB 387 (Thurmond)–SUPPORT

Dear Assemblymember Thurmond:

On behalf of the Board of Trustees of the San Mateo County Community College District, I write in support of AB 387 (Thurmond). AB 387 would ensure that any person engaged in a period of supervised work experience to satisfy requirements for licensure, registration, or certification as an Allied Health Professional be included in California's minimum wage law.

California has more than 600,000 allied healthcare professionals with employment expected to grow to one million by 2030. More than half of those occupations require a license or certification. These are careers like Respiratory Therapist, Vocational Nurse, Surgical Technologist, Medical Assistant and Certified Nursing Assistant. These jobs typically offer good wages and benefits providing a path to the middle class, but entry can be difficult as students are required to contribute significant hours of unpaid work to achieve their degrees.

Requiring students to contribute significant hours of unpaid work places an unrealistic burden on individuals with families to support and explains some of the racial and ethnic achievement gaps in Healthcare Career Technical Education Programs. The disparities in success for healthcare training programs result in a less culturally competent workforce with only 25% of the healthcare workforce being Latino, compared to 40% of California's population, which is a problem, as a number of studies have pointed to cultural competency as a key factor in better health outcomes.

AB 387 would ensure that any person engaged in a period of supervised work experience to satisfy requirements for licensure, registration, or certification as an Allied Health Professional would be paid at least the minimum wage for work during their clinical hours. By requiring healthcare providers to fairly compensate allied health professionals with at least the minimum wage, more individuals from underrepresented communities will be able to complete the required clinical training requirements for allied health professions, thereby increasing the overall numbers and diversity of the students in the pipeline.

For these reasons, we are pleased to support AB 387.

Sincerely,

Thomas C. Mohr
President, Board of Trustees

cc: The Honorable Kevin Mullin
The Honorable Marc Berman
The Honorable Phil Ting
The Honorable Jerry Hill



Assemblymember Tony Thurmond, 15th Assembly District

AB 387 – Minimum wage: health professionals: interns.

IN BRIEF

Allied health professionals are required to work hundreds of unpaid clinical hours to successfully complete their training programs. This requirement creates a barrier for low-income students and working adults, which prevents them from entering into good middle-class jobs.

BACKGROUND

California has more than 600,000 allied healthcare professionals with employment expected to grow to one million by 2030.¹ More than half of those occupations require a license or certification. These are careers like Respiratory Therapist, Vocational Nurse, Surgical Technologist, Medical Assistant and Certified Nursing Assistant. These jobs typically offer good wages and benefits providing a path to the middle class, but entry can be difficult as students are required to contribute significant hours of unpaid work to achieve their degrees.

Every year, more than 50,000 Californians are in training to become an allied health professional, and on average they tend to be white, older and predominantly female.² Clinical hour requirements vary from as few as 160 hours for Medical Assistants to as many as 1850 hours for a Radiologic Technologist. The clinical hour requirement is in addition to in-classroom course work requirements meaning that some students are in school 30-50 hours a week plus the time they spend studying outside of their course work and clinical hours. In fact, most programs at the community college level recommend that students not work because of the demanding nature of the programs.

Requiring students to contribute significant hours of unpaid work is an unrealistic burden for individuals with families to support. This explains some of the racial and ethnic achievement gaps in Healthcare Career Technical Education Programs.³ The disparities in success for healthcare training programs result in a less culturally competent workforce with only 25% of the healthcare workforce

being Latino, compared to 40% of California's population. This is a problem because a number of studies have pointed to cultural competency as a key factor in better health outcomes.⁴

Students in allied healthcare programs are not paid; however in traditionally male professions, individuals are compensated for their labor, even while in training. In healthcare once students show competency they are able to carry out the day to day functions of medical care with indirect supervision. This creates a direct benefit to the industry, while the worker receives no payment for their labor. In fact, we estimate that in California allied health professionals contribute up to 25 million unpaid clinical hours a year.

SOLUTION

This bill would provide that any person engaged in a period of supervised work experience to satisfy requirements for licensure, registration, or certification as an Allied Health Professional be subject to the minimum wage law.

By requiring healthcare providers to fairly compensate allied health professionals with at least the minimum wage, more individuals from underrepresented communities will be able to complete the required clinical training requirements for allied health professions, thereby increasing the overall numbers and diversity of the students in the pipeline.

SUPPORT

SEIU (Sponsor)

FOR MORE INFORMATION

Taylor Jackson, Assembly Labor and Employment Committee
916-319-2091 | Taylor.Jackson@asm.ca.gov

¹ Kemp, *Help Wanted: Will California Miss Out on a Billion dollar Industry*, The California Wellness Foundation

² Bohn, McConville, and Gibson, *PPIC Career Technical Education in Health*, 2016

³ Ibid

⁴ McConville, Bohn, Beck, *PPIC, California's Health Workforce Needs*, 2014

BOARD REPORT NO. 17-6-105B

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

APPROVAL OF MEMORANDUM OF AGREEMENT WITH SEQUOIA HIGH SCHOOL DISTRICT'S TIDE ACADEMY

The District wishes to enter into an agreement with the TIDE Academy, a new small high school campus within the Sequoia Union High School District. The school, to be located in Menlo Park (in close proximity to Facebook's world headquarters), is scheduled to open in the fall of 2019. It will offer access to traditionally underserved students who reside in the area, which is in line with the District's strategic plan. The TIDE Academy will focus on technology, innovation, design and engineering.

California Education Code authorizes school districts to partner with community college districts to offer high school students the opportunity to enroll in courses offered at the community college level.

The TIDE Academy will offer students a unique, small and personalized educational experience, with a focus on career technical education. The San Mateo County Community College District and the Sequoia Union High School District wish to enter in the agreement in order to afford TIDE Academy students the opportunity to take related college courses on site and earn transferable college credit.

The parties anticipate that college courses will be offered beginning in the fall of 2019. The agreement will terminate on June 30, 2023.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Memorandum of Agreement with the Sequoia Union High School District.

**MEMORANDUM OF AGREEMENT
BETWEEN
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
AND
THE SEQUOIA UNION HIGH SCHOOL DISTRICT
RELATING TO
THE TIDE ACADEMY**

This Memorandum of Agreement (“Agreement”) is entered into this 1st day of July, 2017 by and between the **San Mateo County Community College District**, a community college district formed and existing under the law of the State of California, having its principal business address at 3401 CSM Drive, San Mateo, CA 94402 (hereinafter called “SMCCCD”) and **Sequoia Union High School District, a public union high school district** having its principal business address at 480 James Avenue, Redwood City, CA 94062 (hereinafter “SUHSD”).

RECITALS

SUHSD is undertaking a project to construct a small high school at 150 Jefferson Drive, in Menlo Park, California. The new high school will be named the “TIDE Academy” to reflect its focus on technology, innovation, design, and engineering. The TIDE Academy will be an additional high school campus within the SUHSD and is scheduled to open in the fall of 2019.

The parties anticipate that when it opens, the TIDE Academy will serve approximately 100 students and that, upon full enrollment, approximately 400 students will attend.

The California Education Code authorizes school districts educating high school students to partner with community college districts to offer high school students the opportunity to enroll in courses offered at the community college level. Such authority includes, but is not limited to, the provisions of sections 48800, et seq.; sections 76001, et seq.; and sections 76004, et seq.; of the California Education Code.

The TIDE Academy will offer students a unique, small and personalized educational experience, with a focus on career technical education (“CTE”). SMCCCD and SUHSD intend to partner in support of the TIDE Academy’s educational program to afford TIDE Academy’s students the opportunity to take related college courses on site and earn transferable college credit.

In addition to the dual enrollment opportunities described in this agreement, SMCCCD and SUHSD intend to create a College and Career Access Pathways (CCAP) Partnership Agreement, pursuant to AB 288, with the specific goal of developing seamless pathways from high school to community college. The parties agree to collaborate on and develop a CCAP Agreement prior to the opening of the TIDE Academy.

This Agreement is to set forth the terms and conditions of the parties’ collaboration in making college courses available to TIDE Academy students.

I. TERM AND TERMINATION

1. TERM OF AGREEMENT. This Agreement shall commence on July 1, 2017 (hereinafter “Commencement Date”) and shall terminate on June 30, 2023. The parties anticipate that College Courses (as defined herein) shall be offered beginning in the fall of 2019, when the TIDE Academy is expected to open. Prior to the offering of College Courses under this Agreement, the parties shall confer and coordinate regarding the development of processes for providing the College Courses for TIDE Academy students. Notwithstanding the foregoing, if any applicable law limits the permissible length of the term of this

Agreement, then the term of this Agreement shall not extend beyond the length permitted by law. Either party may terminate this agreement prior to June 30, 2023 upon a material breach of this Agreement by the other party or with the prior written consent of the other party.

II. DUAL ENROLLMENT CREDIT

2. **COLLEGE COURSES.** During the term of this Agreement, SMCCCD will allow SUHSD students enrolled at the Tide Academy to enroll in, and receive dual enrollment credit for, on-line College Courses (as defined herein), subject to the conditions set forth in Section __ of this Agreement. For purposes of this Agreement, “dual enrollment credit” means that a successfully completed course may be counted for purposes of both meeting District graduation requirements and for receipt of academic credit from SMCCCD. “College Courses” mean the following courses, and any other courses that the parties subsequently agree, in writing, shall be included as College Courses under this Agreement, to the extent that such courses are offered at one of the SMCCCD’s college campuses:

- MART 314, Introduction to Computer Graphics
- MART 368, Web Design I
- MART 369 Web Design II
- MART 379, Digital Animation I: Flash
- MART 380, Digital Animation II: Flash
- CIS 110, Introduction to Computer and Information Science
- CIS 111, Introduction to Internet Programming
- CIS 128, Mobile Web Application Development
- CIS 254, Introduction to Object-Oriented Program Design
- CIS 255 (CS1), Programming Methods: Java
- HIST 245, Race, Ethnicity and Immigration in the United States
- ENG 100, Composition and Reading
- ENG 110, Composition, Literature, and Critical Thinking

SMCCCD shall offer College Courses during appropriate semesters to meet the academic needs and graduation requirements of students in each grade level enrolled at the TIDE Academy. The parties acknowledge and agree that they intend to confer and coordinate on adding to the scope of this Agreement College Courses that will satisfy the University of California’s A-G course requirements (i.e., History/Social Science; English; Mathematics; Laboratory Science; Language Other than English; Visual and Performing Arts; College-Preparatory Elective). The parties will confer and coordinate to synchronize, to the full extent reasonably feasible, the academic calendar applicable to the College Courses with the TIDE Academy’s academic calendar.

3. **CONDITIONS OF ENROLLMENT.** The following conditions shall apply to TIDE Academy student enrollment in College Courses:

- a. For each TIDE Academy student to be enrolled in a College Course, SUHSD shall, pursuant to Section 48800 of the California Education Code, make the determination that the student would benefit from advanced scholastic or vocational work. This determination will include a recommendation from the student’s principal and the written consent of the student’s parent. SUHSD will provide SMCCCD with documentation relating to each determination in the form reasonably required by SMCCCD. The SMCCCD agrees that TIDE Academy students determined by SUHSD to be appropriate for enrollment in a College Course shall be presumed eligible by the SMCCCD for enrollment pursuant to section 76002 of the Education Code. However, if the SMCCCD concludes that a particular TIDE Academy student determined by

- SUHSD to be appropriate for enrollment in a College Course is not appropriate for such enrollment, a SMCCCD shall promptly confer with the TIDE Academy principal regarding the matter.
- b. TIDE Academy students enrolled in College Courses shall be considered special part-time students of the SMCCCD and shall take no more than a total of 15 units of College Courses during any of the SMCCCD's academic periods. As special part-time students of the SMCCCD, the parties agree that TIDE Students enrolled in College Courses shall be exempt from SMCCCD's otherwise-applicable student fees, pursuant to section 76300(f) of the California Education Code. The parties shall confer and coordinate regarding processes to ensure that TIDE Academy students are not required to pay material or textbook costs for College Courses and how the parties will address such expenses. SMCCCD shall ensure that any equipment required for the College Courses is provided and SUHSD shall coordinate with SMCCCD regarding any required storage space and security requirements for any such equipment.
 - c. SUHSD shall take all actions reasonably requested by the SMCCCD to allow SMCCCD to claim apportionment for TIDE Academy students enrolled in College Courses.
 - d. The College Courses will initially be offered to TIDE Academy students in the on-line format. However, the parties intend to confer and coordinate regarding other formats that may be used to provide College Courses to TIDE Students (e.g., full in-person instruction by SMCCCD faculty members; instruction by SUHSD staff who are qualified as SMCCCD adjunct faculty members) and such other formats for offering College Courses are permitted under this Agreement. To the extent required by law, the on-line College Courses will be open to the general public and advertised in such a manner that all members of the public who might be interested in enrolling will know that it is available and open to all otherwise qualified potential enrollees. To the extent legally required, the College Courses will be published in college course catalogues or addenda thereto. The instructor of record for each College Course ("Instructor") shall be a duly qualified member of the faculty of one of the SMCCCD's college campuses.
 - e. The Instructor for each College Course will provide instruction for TIDE Academy students in the on-line format or such other formats as the parties may agree pursuant to section 3.d of this Agreement. In addition, SUHSD will designate at least one credentialed member of the TIDE Academy faculty to serve as the liaison ("Liaison") for each Instructor. The Liaison's duties will include coordination with the Instructor as to the needs of TIDE Academy students and providing academic support, guidance and supplemental instruction to TIDE Academy students enrolled in a College Course.
 - f. The Liaison will coordinate with the Instructor, from time to time, as necessary, regarding the TIDE Academy students enrolled in the College Course and the additional supports, guidance, and supplemental instruction needed by TIDE Academy students. With respect to College Courses offered in an on-line format, no less frequently than two times each academic period, the Instructor will attend a supplemental instruction session for the College Course at the TIDE Academy. The Instructor and Liaison will coordinate ahead of these sessions regarding the materials provided to TIDE Academy students at the session. While the Liaison and the Instructor will coordinate regarding TIDE Academy students, the Instructor will be responsible for evaluating and assigning grades for all students' work. Nothing in this Agreement shall limit the frequency with which SMCCCD faculty may attend classroom sessions at the TIDE

- Academy in connection with instruction of College Courses, as coordinated with TIDE Academy administration.
- g. Instructors will be fingerprinted prior to performing services at the TIDE Academy pursuant to applicable provisions of the California Education Code.
 - h. The TIDE Academy principal and the designated SMCCCD official will meet and confer periodically to align master schedules and instructional minutes as between SUHSD and SMCCCD with respect to the College Courses. The parties will confer and coordinate to synchronize, to the full extent reasonably feasible, the academic calendar applicable to the College Courses with the TIDE Academy's academic calendar.
 - i. SUHSD and SMCCCD may agree in writing to offer College Courses (or other courses offered by SMCCCD's colleges at the TIDE Academy campus. To the extent required by law, enrollment in such classes shall be made available and open to the general public. Such courses may include courses offered at times other than those in which TIDE Academy classes are in session. In the event that such courses are identified, SUHSD and SMCCCD will work in good faith to develop a facilities use agreement with commercially reasonable terms to authorize the SMCCCD to utilize classrooms and associated facilities at the TIDE Academy.
 - j. The TIDE Academy principal, and other designated District and SMCCCD representatives will meet and confer to develop and agree on ongoing evaluation criteria for the programming provided for under this Agreement. The parties will periodically meet to review the criteria and to measure program outcomes against the criteria.

III. GENERAL PROVISIONS

- 4. RELATIONSHIP OF THE PARTIES.** It is understood that this is an Agreement by and between independent contractors and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture of association, or any other relationship whatsoever other than that of independent contractors. Except as SMCCCD may specify in writing, SUHSD shall have no authority, expressed or implied, to act on behalf of SMCCCD in any capacity whatsoever. District shall have no authority, expressed or implied, pursuant to this Agreement to bind SMCCCD to any obligation whatsoever, nor shall SMCCCD have such authority with respect to SUHSD. SUHSD and SMCCCD will each be solely responsible for and will bear all of their own respective costs and expenses; at no time will either be responsible for any costs or expenses incurred by the other party.
- 5. TRADEMARKS.** For the term of this Agreement and subject to its terms and conditions, each party agrees to secure prior approval from the other party before using that other party's name, logos, and trademarks for the purposes of advertisement.
- 6. SEPARATE EMPLOYERS.** This Agreement does not permit or authorize either party to enter into, directly or indirectly, a joint employer relationship vis-à-vis the other's employees. Each party will determine the hiring, termination or other terms and conditions of employment of its own employees. SUHSD and SMCCCD will not be joint employers nor co-employers of any employee of either or both Parties. SMCCCD shall not be an employer or joint employer of any staff hired by SUHSD to serve as a Liaison or to otherwise perform services related to this Agreement. Likewise, SUHSD shall not be an employer or joint employer of any staff hired by the SMCCCD to serve as an Instructor or to otherwise perform services related to this Agreement. Notwithstanding any other provision herein, SUHSD shall defend and indemnify the SMCCCD against any claim by a SUHSD employee, which is based in whole or

in part on the argument that, while working for SUHSD, SUHSD employee was also an employee or agent of the SMCCCD. Notwithstanding any other provision herein, the SMCCCD shall defend and indemnify SUHSD against any claim by a SMCCCD employee, which is based in whole or in part on the argument that while working for the SMCCCD, the instructor was also an employee or agent of SUHSD.

- 7. NON-DISCRIMINATION AND EQUAL OPPORTUNITY UNDER LAW.** Each Party agrees that in a manner consistent with applicable law, each will administer their activities provided for in this Agreement in full compliance with all laws and regulations governing their respective activities. The Parties also agree to comply with all other applicable federal, state, county, and local laws, ordinance, regulations, and codes in the performance of all of their obligations to each other under this Agreement. The Parties agree that actions taken or not taken, in compliance with the rules, guidelines or opinions of regulatory, licensing and accrediting bodies, boards and governing associations, shall not constitute a violation of the Agreement.
- 8. NOTICES.** Any notice required to be given or delivered to the other shall be in writing and addressed to the parties at the addresses provided below

SMCCCD
San Mateo Community College District
[Insert Point of Contact]
3401 CSM Drive
San Mateo, CA 94402

SUHSD
Sequoia Union High School District
[Insert Point of Contact]
480 James Ave.
Redwood City, CA 94062

- 9. MODIFICATION AND WAIVER.** No modification, amendment or waiver of any provision of this Agreement shall be effective unless in writing and signed by the party to be charged. No failure or delay by either party in exercising any right, power, or remedy under this Agreement shall operate as a waiver of any such right, power or remedy.
- 10. LIABILITY AND INSURANCE** SUHSD shall be responsible for all damages to persons or properties that occur as a result of SHUSD's or SHUSDs employees fault or negligence in connection with the performance of this Agreement. SMCCCD shall be responsible for all damages to persons or properties that occur as a result of SMCCCD's or SMCCCD's employees fault or negligence in connection with the performance of this Agreement. Each Party shall take out and maintain during the life of this Agreement such liability insurance as shall protect it while performing work covered by this Agreement from any and all claims for damages and all operations under this Agreement, whether such operations be by the party or by anyone directly or indirectly employed by it.

10.1 Required Coverage. Each party shall procure and maintain liability coverage which shall not be less than the following amounts (unless agreed in writing by the Executive Vice Chancellor's office):

Commercial General Liability and Property Damage insurance including:
Bodily Injury Liability insurance which provides for injuries including accidental death, per any one occurrence in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate;
and Property Damage insurance in an amount not less than \$1,000,000 per occurrence.

Business Automobile Liability insurance in an amount not less than \$1,000,000 including coverage for owned, non-owned and hired vehicles; and

Umbrella liability in an amount not less than \$3,000,000 per occurrence and annual aggregate.

If the SHUSD maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to SHUSD.

10.2 Required Rating. Insurance carriers must have a Best rating of A(-)X or better.

10.3 Endorsements and Certificates of Insurance. San Mateo County Community College District, its Officers, Agents and Employees must be named by endorsement on SUHSD's Commercial General Liability and Property Damage Policies as co-insured or additional insured. SHUSD, its Officers, Agents and Employees must be named by endorsement on SMCCCD's Commercial General Liability and Property Damage Policies as co-insured or additional insured.

Each party shall provide Certificates of Insurance for coverage required herein to the other party prior to the commencement of work under this Agreement. The certificates shall provide that if the policy or policies be canceled by the insurance company or Contractor during the term of this Agreement, thirty (30) days written notice prior to the effective date of such cancellation will be given to District's Executive Vice Chancellor. The certificates shall also show the information that the San Mateo County Community College District is named on Contractor's Commercial General Liability and Property Damage policies as co-insured or additional insured. Certificates shall clearly state that "The San Mateo County Community College District, its Officers, Agents and Employees are named as additional insured per attached endorsement" and that such insurance policy shall be primary to any insurance or self-insurance maintained by the District.

11. FORCE MAJEURE. Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.

12. SUCCESSORS AND ASSIGNS. Neither party may assign, transfer or delegate all or any part of its rights or obligations under this Agreement to any other party, including subsidiaries, parent corporations, successors, or unrelated third parties without the non-assigning party's prior written consent, which the non-assigning party may, in its sole discretion, withhold as it determines appropriate. Any unauthorized assignment, transfer, or delegation under this Agreement shall constitute a material breach of this Agreement and shall be cause for immediate termination, subject to the non-breaching party's sole discretion.

13. SEVERABILITY. Should any part of this Agreement be declared through a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or to carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexercised portion, can be interpreted reasonably to give effect to the intentions of the parties.

14. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but together shall constitute an agreement fully executed by and between the parties hereto.

15. INDEMNIFICATION.

a. It is agreed that SMCCCD shall defend, save harmless and indemnify SUHSD, its officers, Agents and Employees from any and all claims which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of SMCCCD, its officers, Agents and/or Employees.

b. It is agreed that SHUSD shall defend, save harmless and indemnify SMCCCD, its Officers Agents and Employees from any and all claims which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of SUHSD, its Officers -Agents and/or Employees.

c. In the event of concurrent negligence of SMCCCD, its Officers, Agents and/or Employees, and SUHSD, its officers, Agents -and/or Employees, then the liability for any and all claims for injuries or damage to persons and/or property which arise out of terms and conditions of this Agreement shall be apportioned according to the California theory of comparative negligence.

The duty of SMCCCD or SUHSD, as the case shall be, to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require a party to indemnify the other party, its officers, agents, employees and servants against any responsibility or liability in contravention of Section 2782 of the Civil Code.

16. DISPUTE RESOLUTION. Should any dispute arise out of this Agreement, the parties agree to meet in mediation and attempt to reach a resolution with the assistance of a mutually agreed upon mediator. The mediation process shall provide for the selection, within fifteen (15) days of either party notifying the other of the existence of a dispute, by both parties of a disinterested third person as mediator and shall be concluded within forty-five (45) days from the commencement of the mediation unless a time requirement is extended by stipulation of both parties.

If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of the mediated settlement. Each party agrees to bear an equal quota of the expenses of the mediator.

A party that refuses to participate in mediation or refuses to participate in the selection of a mediator cannot file a legal action. The non-refusing party shall be permitted to file a legal action immediately upon the other party's refusal to participate in mediation or the selection of a mediator.

17. AMENDMENTS. This Agreement may be amended only by written instrument signed by both parties which writing shall state expressly that it is intended by the parties to amend the terms and conditions of this Agreement.

18. GOVERNING LAW AND VENUE. This Agreement, including all exhibits attached hereto and incorporated herein by reference, shall be construed in and governed by the laws of the State of California. The parties consent to the exclusive jurisdiction and venue of the Superior Court of San Mateo County, California.

19. ENTIRE AGREEMENT. This Agreement, including all exhibits attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties and obligations of each party. Any prior agreement, promises, negotiations, or representations between the parties not expressly

stated in this document are of no force or effect. In the event of a conflict between the terms and conditions set forth herein and those in the exhibits attached hereto, the terms and conditions set forth herein shall prevail.

20. REQUIRED POLICIES AND PROCEDURES. Each party shall have in place during the term of this Agreement such written rules, policies and procedures, including discrimination and harassment complaint procedures, as are required by applicable law.

EXECUTION. By their signatures below, each of the following represents that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

By: _____ Dated _____
Its:
EIN: 94-3084147

SEQUOIA UNION HIGH SCHOOL DISTRICT

By: _____ Dated: _____
Printed Name and Title: _____
EIN: _____

BOARD REPORT NO. 17-6-3C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869
Tom Bauer, Vice Chancellor, Auxiliary Services, 358-6782

THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2016-17

The following report covers the period July 1, 2016 through March 31, 2017 for Associated Student Bodies, Bookstores, Cafeterias, San Mateo Athletic Club and the Community, Continuing & Corporate Education.

ASSOCIATED STUDENTS

Total income and expenditures for the Associated Student Body (ASB) at each College for the third quarter of 2016-17 are listed below:

Associated Students Income	2016-17	2015-16	\$ Change	%Change
Cañada College ASB	\$ 63,360	\$ 64,380	\$ (1,020)	-1.6%
College of San Mateo ASB	\$ 102,327	\$ 97,850	\$ 4,477	4.6%
Skyline College ASB	\$ 99,410	\$ 95,313	\$ 4,097	4.3%

Associated Students Expenditures	2016-17	2015-16	\$ Change	%Change
Cañada College ASB	\$ 45,635	\$ 56,012	\$ (10,377)	-18.5%
College of San Mateo ASB	\$ 112,408	\$ 111,832	\$ 577	0.5%
Skyline College ASB	\$ 79,113	\$ 131,306	\$ (52,193)	-39.7%

Income:

Activity card sales are the major source of income for the Associated Students. Sales at Canada had decreased by 2.83% as compared to 2015-16 due to decline in enrollment, while at CSM and Skyline sales were up by 2.81% and 2.87% respectively.

In overall income, CSM and Skyline colleges both reported increased revenue for the third quarter of fiscal year 2016/17 as compared to prior year. Canada reported slightly lower revenue than in prior year.

Expenditures:

Expenditures of the ASBs include normal operating expenses (office supplies, activity card, student assistant salaries and other miscellaneous expenses) as well as student programs, scholarships and club assistance supporting campus life.

Canada and Skyline College reported Net Income of \$17,725 and \$20,297 respectively, while CSM posted a net loss of \$10,081 for the period.

At Cañada College, net income is mainly due to a decrease in overall expenditures as compared to last year, with the largest decrease in conference expense. At Skyline College, net income also resulted from an overall decrease in operating expenses such as College Program Assistance expenditures which were offset slightly by an increase in the number of organized events and activities in this period as compared to prior year (from 30 last year as compared to 50 this period). CSM reduced the number of organized events (from 76 last year to 59 this period); however these events were bigger and hosted more participants and hence were more costly. The overall expenditures were almost flat as compared to the prior year and, with lower revenue from vending sales, the college reported a net loss of \$10,081 for the period.

Below is a comparison of the second quarter Net Income from ASB Operations:

Associated Students Net Income	2016-17	2015-16	\$ Change	%Change
Cañada College ASB	\$ 17,725	\$ 8,368	\$ 9,357	111.8%
College of San Mateo ASB	\$ (10,081)	\$ (13,981)	\$ 3,900	27.9%
Skyline College ASB	\$ 20,297	\$ (35,993)	\$ 56,290	156.4%

BOOKSTORES

The following data reflects Bookstore operations for the first nine months of the fiscal year beginning July 1, 2016 through March 31, 2017. It includes a small portion of summer 2016, as well as fall 2016 and spring 2017 semester sales. The District Bookstores and Cafeterias are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used in any way to subsidize District enterprises.

Bookstore Sales	2016-17	2015-16	\$ Change	% Change
Regular Merchandise Sales	\$ 4,765,162	\$ 4,918,246	\$ (153,084)	-3.1%
Computer Products Sales	\$ 178,636	\$ 109,337	\$ 69,298	63.4%
Total Merchandise Sales	\$ 4,943,798	\$ 5,027,583	\$ (83,785)	-1.7%
Textbook Rental Income	\$ 438,616	\$ 468,988	\$ (30,372)	-6.5%
Production Service Income	\$ 336,948	\$ 311,900	\$ 25,048	8.0%
Total Sales	\$ 5,719,362	\$ 5,808,472	\$ (89,110)	-1.5%

Regular merchandise sales have decreased 3.1% this year compared to last year as textbook sales continue to decline. Textbook sales are down over last year due to a number of factors including the decline in enrollment and faculty choosing to use materials other than textbooks in the classroom including digital alternatives. Textbook rentals are not represented as sales and, therefore, the more textbooks we rent, the fewer textbooks we sell. In fact, we are realizing the gross margin we would make on the sale of a new book on the rental of any book. Textbook rental fee revenue declined this year over last year as the program has matured at all three colleges and the enrollment has declined. To further grow the program, additional investment will be needed. However, it is important to understand that as more and more faculty choose options other than the traditional

textbook for use in the classroom, textbook sales and rentals will continue to decrease. The Bookstore team is now focused on providing “Inclusive Access” (IA) materials at all three colleges. IA is a content delivery model available for courses which require access to online resources and/or homework managers chosen by faculty teaching the course. The program provides access to required material on the very first day of class at a lower cost than can be obtained direct from the publisher or traditional packages sold in the bookstore. Piloted at Cañada Bookstore in the 2016-17 academic year, 44 sections of different courses were delivered using the inclusive access model. The program will be rolled out at Skyline and CSM this summer.

Comparative figures are shown below:

Bookstore Recap	2016-17	2015-16	\$ Change	%Change
Operations				
Merchandise Sales	4,943,798	5,027,583	(83,785)	-1.7%
Textbook Rental Income	438,616	468,988	(30,372)	-6.5%
Production Service Income	336,948	311,900	25,048	8.0%
Cost of Goods Sold	3,222,095	3,182,073	40,021	1.3%
Gross Profit from Operations	2,497,267	2,626,399	(129,131)	-4.9%
Total Operating Expenses	2,317,099	2,356,979	(39,880)	-1.7%
Net Income/(Loss) from Operations	180,168	269,419	(89,251)	-33.1%
Interest and Other Income	254,262	179,928	74,333	41.3%
Net Income Before Other Expenses	434,430	449,348	(14,918)	-3.3%
District Support				
Contract Income Received	48,385	56,507	(8,122)	-14.4%
Admin Salary & Benefits	119,479	51,983	67,496	129.8%
Other Expenses	64,906	57,766	7,140	12.4%
Net Change in Fund Balance	298,431	396,106	(97,675)	-24.7%

Cost of goods sold increased slightly this year due to the uptick in computer sales which generally have very little margin advantage. Total direct operating expenses decreased modestly by 1.7% over this same period last year but will be significantly impacted by salary and benefit retroactive payments that will be booked in the fourth quarter. All other expense categories with the exception of software and hardware maintenance are in line with last year.

The added competition from numerous external entities, particularly on textbook sales, places significant pressure on the Bookstores’ overall financial performance. All District Auxiliary and Enterprise Operations are dependent on a strong, stable enrollment for continued success. The addition of the coffee concessions and convenience stores as well as the addition of the copy centers at all three college bookstores is an example of the proactive measures we have taken to insure the financial stability of the bookstore operations in these changing economic times.

We will continue our commitment to focus on all efforts to improve service, obtain as many used textbooks as possible where it will make a difference, continue to grow the rental program, continue to market IA digital content delivery at all three colleges, increase the amount of custom and institutionally adopted textbooks Districtwide and further maximize the interest and other income potential of all the campus Bookstores. In so doing, we will continue to stem the tide that has forced many of our Bay 10 college bookstores to lease out operations and will remain stable as we serve the students of the San Mateo County Community College District.

CAFETERIAS

Beverage, Snack and Food Service Vendors –

- The District’s beverage vending service partner is Pepsi Bottling Group. The contract was awarded effective July 1, 2012, ending on June 30, 2017.
- The District’s snack vending partner is Canteen. The contract was awarded on July 1, 2012, ending on June 30, 2017
- The District’s food service partner is Pacific Dining Services. The contract was awarded on July 1, 2012 ending on June 30, 2015 with an option for two one-year renewals thereafter. We are in the second one year renewal option. The contract will expire on June 30, 2017.

Third quarter comparisons are noted below:

Cafeteria Recap	2016-17	2015-16	\$ Change	%Change
Revenues				
Food Service Income	\$ 163,660	\$ 146,134	\$ 17,526	12.0%
Vending Income	52,662	51,915	747	1.4%
Interest Income	3,005	2,400	604	25.2%
Event Rental	74,891	58,097	16,795	28.9%
Total Revenues	\$ 294,218	\$ 258,546	\$ 35,671	13.8%
Expenditures	\$ 197,143	\$ 157,516	\$ 39,627	25.2%
Net Change in Fund Balance	\$ 97,075	\$ 101,030	\$ (3,955)	-3.9%

FOOD SERVICE INCOME	2016-17	2015-16	\$ Change	% Change
PACIFIC DINING				
Skyline	54,341	41,618	12,723	30.6%
Cañada	23,650	28,150	-4,500	-16.0%
CSM	67,736	59,942	7,795	13.0%
Le Bulldog	17,933	16,424	1,509	9.2%
Total Food Service Income	163,660	146,134	17,526	12.0%

Compared to the third quarter 2015-16, food service income has increased substantially by 12% this year on top of the almost 12% increase we realized at this time last year. This result continues to be striking because while enrollment continues to trend lower this year over last year, we are selling more food to students than ever, combined with the increase in revenue from our banquet catering to community members using the Bayview Dining Room at College of San Mateo. The outside catering connects us to the local community in a very special way as we become part of their life milestones and achievements. Many of the guests at these events, which will number close to 75 this year catering to thousands of guests, are experiencing the College of San Mateo for the very first time.

Vending income has increased slightly by 1.4% compared to last year. Overall expenditures have increased dramatically this year by 25.2% after an increase last year of over 18% due to significant increases in repairs and maintenance costs for the equipment in all three cafeteria kitchens. Our equipment at Skyline College and Cañada College is aging and in need of continuing repairs and maintenance. The equipment in the Bayview Dining Room at College of San Mateo is now five years old and is beginning to require more maintenance. There will be an additional increase in expenses in the fourth quarter as our yearly inspection and maintenance on most

equipment will take place. All other expenses related to the repair and maintenance of equipment at the three College dining locations is in line with where they were last year. Event rental fees are a critical revenue stream that are poured back into the facility for continued upgrade, upkeep and enhanced maintenance, allowing us to maintain the facility at a superior level. In addition, event rentals help us further extend our reach into the community bringing them to the colleges, many perhaps for the very first time.

Income from food service and vending contracts enables the District to provide food and beverage services to the students. In addition, all of the commission dollars from the Pepsi and Canteen vending machines located throughout the District is returned directly to each College's Associated Student Body for use with approved student related activities. These combined resources, along with interest income, also provide a stable Cafeteria fund not requiring support from the general fund. As part of the Enterprise Fund, the cafeteria and vending operations and are fully self-supporting. No General Fund dollars go to support any Enterprise operation. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts.

SAN MATEO ATHLETIC CLUB

Operating as an enterprise through Auxiliary Services and Enterprise Operations, the San Mateo Athletic Club is a self-sustaining, community-centered, fee-based operation offering numerous service options to the San Mateo campus community and the community-at-large. The concept of a multi-use space enables the District to maximize the use of facility resources and consequently create a revenue stream that will supplement the facility budgetary needs, including equipment maintenance and replacement, and has gained the attention of other community colleges up and down the State. The San Mateo Athletic Club provides our community broader access to the College of San Mateo and demonstrates in a very real way that the District is a community-based organization serving a wide spectrum of educational and training opportunities.

Third quarter comparisons are noted below:

San Mateo Athletic Club and Aquatic Center	2016-17	2015-16	\$ Change	%Change
Operating Revenues				
Registration & Membership	\$ 2,578,249	\$ 2,457,009	\$ 121,240	4.9%
Personal Training	278,907	273,905	5,002	1.8%
Aquatics	605,800	556,750	49,050	8.8%
Parking	57,853	61,408	(3,554)	-5.8%
Group Exercise	162,921	78,982	83,939	106.3%
Retail	12,695	19,631	(6,936)	-35.3%
Other Income	18,287	11,991	6,296	52.5%
Total Operating Revenue	\$ 3,714,712	\$ 3,459,676	\$ 255,036	7.4%
Operating Expenses	\$ 2,632,940	\$ 2,458,068	\$ 174,872	7.1%
Net Operating Income/(Loss), prior to District and College Support	\$ 1,081,772	\$ 1,001,608	\$ 80,164	8.0%
District Support				
District Support Income				
Interest Income on Investments	45,263	28,095	17,167	61.1%
Operating Expenses charge back to District	75,000	75,000	-	0.0%
Total District Support Income	120,263	103,095	17,167	16.7%
District Support Expense				
Admin Salaries & Benefits	249,707	204,719	44,989	22.0%
Equipment Use Fee & Depreciation	38,878	18,959	19,919	105.1%
Miscellaneous Expenses	15,907	9,915	5,992	60.4%
Pool Maintenance	25,971	13,835	12,137	87.7%
Total District Support Expense	330,464	247,428	83,036	33.6%
Net Income/(Loss) after District Support, prior to College Support	\$ 871,571	\$ 857,275	\$ 14,296	1.7%
College Support Expense				
Operating Expense charge back waived	\$ 75,000	\$ 75,000	-	0.0%
Donation to College	-	\$ 30,000	\$ (30,000)	-100.0%
Total College Support Expense	\$ 75,000	\$ 105,000	\$ (30,000)	-28.6%
Net Income/(Loss) after District & College Support	\$ 796,571	\$ 752,275	\$ 44,296	5.9%

The financial performance of SMAC continues to be strong this year after six full years of operation, now into our seventh year. Total operating revenue has exceeded expectations and is 7.4% or \$255,036 ahead of last year for a total of \$3,714,712. Our net operating income after the allocation of all direct and indirect expenses also exceeds budgetary expectations and is 5.9% ahead of last year for a total of \$796,571. It is projected that we will close the fiscal year with a surplus just north of \$1 million dollars after the allocation of District and College expenses.

One of the many benefits of this enterprise is that we are in a position to replace equipment that is aging or replace equipment with equipment outfitted with superior technology with enterprise funds. Prior to creating SMAC, equipment used by students in the Kinesiology/PE academic program was used far in excess of its useful life due to limited resources for equipment replacement. The District has begun replacing aging equipment this year and has added new treadmills, spin bikes and other equipment that is used and enjoyed by students and members alike. As a "mature" club, we will not be able to continue growing at the same explosive

rate we had been due to the size of our facility and some scheduling limitations but we will continue to maximize our membership. In addition, we will continue to explore new partnerships and offer more continuing education programs and certification classes to add to the workforce development part of our mission.

We are very proud of the accomplishments made at SMAC in such a short period of time. We continue to exceed expectations on all levels and will always strive to be the best facility in the Bay Area which offers not only a place to work out, but also a place to teach, learn and develop habits, knowledge, skills and abilities that will benefit all those we serve for a lifetime.

CONTINUING, COMMUNITY AND CORPORATE EDUCATION

Formerly known as Community Education, Community, Corporate and Continuing Education (CCCE) was renamed and brought into the Auxiliary Services fold in December of 2014 with the intent to restore and transform it into a financially self-sustaining powerhouse of programs and initiatives creating an impact for San Mateo County residents, families, businesses, nonprofits and governmental agencies, as well as for international students seeking increased educational opportunities within the San Mateo County Community College District.

Below represents the financial performance of CCCE and SVIEP through March 2017:

CCCCE and SVIEP Combined 2016-17	CCCCE	SVIEP	Total
Revenues	\$ 855,776	\$ 105,572	\$ 961,349
Expenditures			
Salaries and Benefits	\$ 361,747	\$ 266,022	\$ 627,769
Other Operating Expenses	380,352	95,356	475,708
Total Expenses	\$ 742,099	\$ 361,378	\$ 1,103,477
Net Change in Fund Balance	\$ 113,677	\$ (255,806)	\$ (142,129)

CCCE continues to be in the investment phase of a multi-year growth curve in FY 2016-17. We anticipate continuation of this investment with continued revenue growth from new programs projected to increase along with expenses directly related to the creation and nurturing of these newer programs. These investments of time, energy and human capital are primarily focused around the development of an all-new children's summer camp, called the Bay Area Pathways Academy (BAPA), and the simultaneously created Silicon Valley Intensive English Program (SVIEP) at Cañada and Skyline Colleges. Other major initiatives include development of both Corporate and International Education initiatives involving customized training for both local and international organizations.

We were very excited to receive approval from the federal government to begin enrolling students in the SVIEP. The program is designed for students who do not meet the English language proficiency requirements in order to be admitted as international students at the college. Ordinarily, these students would be referred to an external language school partner in order to improve their language skills before they could apply to one of our colleges through the International Students Program. With the establishment of SVIEP, students who successfully complete the noncredit program through SVIEP will be guaranteed admission to one of our three colleges and will be able to take the placement exams to determine placement into ESL or English courses. Thus, they will transition from the non-credit SVIEP program to credit bearing courses as international students which will enable them to pursue degree and transfer programs. This program serves the greater needs of students around the world who dream of an opportunity to study in the United States but are held back by their lack of English language proficiency and increases our international student enrollment which helps underwrite domestic students and programs. SVIEP has just completed its first full year in operation with north of 25 enrolled students. SVIEP will continue to require investment from the Auxiliary budget as it grows.

Entrepreneurial programs like CCCE and the San Mateo Athletic Club are great examples of how we as a District outreach beyond our walls to engage with learners of all ages who have varied interests and goals and bring them into our community for the betterment of all. We will continue to work with the colleges and the District to identify additional ways and avenues in which we can partner and develop and we will continue to use the District Strategic Plan as our roadmap for continued success.

BOARD REPORT NO. 17-6-4C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Bernata Slater, Chief Financial Officer, 358-6795

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2017

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

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending March 31, 2017, which was forwarded to the State Chancellor's Office on May 9, 2017.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending March 31, 2016 and March 31, 2017.

	<u>Amount</u>		<u>Difference</u>	
	<u>3/31/16</u>	<u>3/31/17</u>	<u>Amount</u>	<u>Percentage</u>
INCOME:				
State Aid	11,940,684	6,983,833	\$ (4,956,851)	(41.51)
Enrollment Fees	10,559,432	10,903,037	343,605	3.25
Non-Resident Tuition	6,000,441	8,154,707	2,154,266	35.90
Property Tax	78,754,813	85,511,265	6,756,452	8.58
Interfund Transfer	17,400	43,555	26,155	N/A
Other Income	3,580,656	3,341,419	(239,237)	(6.68)
Total Income	\$ 110,853,426	\$ 114,937,817	\$ 4,084,391	3.68
% of Budget	70.62%	70.20%		
Expenses:				
Academic Salaries	\$ 38,186,994	\$ 39,575,960	\$ 1,388,966	3.64
Classified Salaries	22,362,678	24,050,336	1,687,658	7.55
Administrative Salaries	6,834,984	6,721,172	(113,812)	(1.67)
Fringe Benefits	25,617,702	27,618,109	2,000,407	7.81
Supplies & Materials	1,617,037	1,640,857	23,820	1.47
Operating Expenses	7,822,445	9,067,497	1,245,052	15.92
Capital Outlay	72,460	180,549	108,089	149.17
Transfer Accounts	4,366,300	2,186,237	(2,180,063)	(49.93)
Expenses:	\$ 106,880,600	\$ 111,040,717	\$ 4,160,116	3.89
% of Budget	64.76%	62.42%		
Net	\$ 3,972,826	\$ 3,897,100		

The largest change from the prior year reflects a reduction in State Aid. In FY 2015/16 the District received one-time Mandated Costs allocation of \$10M. This reduction is offset in FY 2016/17 by non-resident tuition fees and property taxes increases. Expenses increased slightly by 3.89% mainly due to increases in Operating Expenses.

OTHER FUNDS: Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing the same period for 2015-2016 and 2016-2017, are listed below:

Restricted General and Other Funds				
	Amount		Difference	
Summary:	3/31/16	3/31/17	Amount	Percentage
Income	\$ 79,690,117	81,833,946	2,143,830	2.69
Expenses	\$ 102,770,333	114,857,494	12,087,162	11.76
Net	\$ (23,080,216)	\$ (33,023,548)		

Revenue increases were due to an increase in Federal Grants. Expenditures increased mainly due to corresponding expenses in Federal Grants, increased expenditures related to Measure H construction projects as well as payment of principal and interest for Measure H Debt Service. The net deficit is primarily due to property taxes which were received in April.

REPORT ON INVESTMENTS: As of March 31, 2017, the District has a deposit of \$50,169,462 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer’s Office, County Pool Investment, and Money Market Account with local banks. The average yields on LAIF, County Pool, Money Market Account and Oil Well Bond Account with local banks were 0.69%, 1.01%, 0.95% and 0.05%, respectively. These deposits consisted of the following sources:

Investment Type	LAIF	County Pool	Money Market,	Special	Total
	Investment	Investment	CD Investment	Deposit Bond	Investment
Unrestricted Gen. Fund	\$ 576		\$ 38,942,199		\$ 38,942,775
Capital Outlay Fund	0			5,000	5,000
Agency Fund	-	11,221,687			11,221,687
Total Investment	\$ 576	\$ 11,221,687	\$ 38,942,199	\$ 5,000	\$ 50,169,462

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2016-2017

Quarter Ended: (Q3) Mar 31, 2017

District: (370) SAN MATEO

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	135,790,198	141,694,473	166,502,653	163,800,721
A.2	Other Financing Sources (Object 8900)	4,553,777	2,396,839	39,665	483,148
A.3	Total Unrestricted Revenue (A.1 + A.2)	140,343,975	144,091,312	166,542,318	164,283,869
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	119,336,708	126,732,713	137,053,786	172,468,840
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	20,586,908	15,294,035	19,491,605	5,513,901
B.3	Total Unrestricted Expenditures (B.1 + B.2)	139,923,616	142,026,748	156,545,391	177,982,741
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	420,359	2,064,564	9,996,927	-13,698,872
D.	Fund Balance, Beginning	19,703,769	20,124,128	22,188,692	32,185,619
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	19,703,769	20,124,128	22,188,692	32,185,619
E.	Fund Balance, Ending (C. + D.2)	20,124,128	22,188,692	32,185,619	18,486,747
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.4%	15.6%	20.6%	10.4%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	18,578	17,975	17,306	16,521
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		3,918,804	11,653,201	24,483,387
H.2	Cash, borrowed funds only		18,655,000	21,000,000	25,000,000
H.3	Total Cash (H.1 + H.2)	44,281,815	22,573,804	32,653,201	49,483,387

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	163,740,351	163,808,561	114,884,669	70.1%
I.2	Other Financing Sources (Object 8900)	0	0	53,148	
I.3	Total Unrestricted Revenue (I.1 + I.2)	163,740,351	163,808,561	114,937,817	70.2%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	172,755,085	172,468,840	108,854,611	63.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	5,159,446	5,513,901	2,186,105	39.6%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	177,914,531	177,982,741	111,040,716	62.4%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-14,174,180	-14,174,180	3,897,101	
L.	Adjusted Fund Balance, Beginning	32,185,619	32,185,619	32,185,619	
L.1	Fund Balance, Ending (C. + L.2)	18,011,439	18,011,439	36,082,720	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.1%	10.1%		

V. Has the district settled any employee contracts during this quarter? **NO**

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

Contract Period Settled (Specify)	Management	Academic	Classified
	Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING March 31, 2017

	GENERAL FUND	Payroll Fund	GENERAL RESTRICTED FUND	INSURANCE & Debt Services FUND	CAPITAL OUTLAY FUND	CHILD CARE FUND	STUDENT AID FUND	POST- RETIREMENT RESERVES
Beg. Cash Balance in County Treasury	8,502,422.49	3,473,825.03	16,630,842.31	63,392,356.70	215,584,191.54	21,304.70	159,856.02	-
Cash inflow from operations:								
Year-to-date Income	114,937,816.63		22,237,704.32	32,873,850.15	5,531,461.07	957,442.20	17,062,114.51	3,171,373.90
Accounts Receivable	10,474,346.78	54,940.15	2,343,345.01	107,846.71	11,595,813.05	114,738.12	603,392.13	(119,235.30)
Advances / Prepaid	60,370.24	121,796.93	(5,481.89)	1,175.00	158,604.27	433.65		
Cash awaiting for deposit	89,299.99							
Total Income	134,064,255.73	3,650,562.11	41,206,409.75	96,375,228.56	232,870,069.93	1,093,918.67	17,825,362.66	3,052,138.60
Cash outflow for operations:								
Year to date expenditure	111,040,716.70		23,895,393.65	53,763,997.84	17,258,325.15	957,442.20	16,972,565.40	2,009,770.00
Deferred Income	10,899,322.91		(1,838,266.10)		112,859.00	(124,158.29)	137,616.00	791.76
Account Payable	13,017,227.04	(3,779,859.62)	211,228.48	23,989.29	2,310,494.34	111,211.29	1,954,448.66	-
Cash Balance From Operations	(893,010.92)	7,430,421.73	18,938,053.72	42,587,241.43	213,188,391.44	149,423.47	(1,239,267.40)	1,041,576.84
Other Cash inflow								
Medical Flex Plan / Revolv. Fund	-			-				
TRANS	25,000,000.00							
Trusts (JPA & 3CBG)								
Beg. Investment Balance								
LAIF Balance	425.21							-
County Pool Balance	-							8,408,897.47
Special Bond					-			-
C.O.P. & Others	39,516,001.23			-	5,000.00			1,771,212.82
Total Beg. Balance	39,516,426.44			-	5,000.00			10,180,110.29
Y.T.D. Investment Balance								
LAIF Balance	575.94							-
County Pool Balance	-							11,221,687.13
Special Bond					-			-
C.O.P./Bank CD	38,942,198.87			-	5,000.00			-
Y.T.D. Balance	38,942,774.81			-	5,000.00			11,221,687.13
Net Cash changes from Investment	573,651.63							(1,041,576.84)
Net changes from unrealized gain / (loss)	-							
Cash Balance in County Treasury	24,680,640.71	7,430,421.73	18,938,053.72	42,587,241.43	213,188,391.44	149,423.47	(1,239,267.40)	0.00
Net Cash (Excluding TRANS & Trusts)	(319,359.29)	7,430,421.73	18,938,053.72	42,587,241.43	213,188,391.44	149,423.47	(1,239,267.40)	0.00

BOARD REPORT NO. 17-6-5C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790
Kimberlee Messina, Interim Vice Chancellor, Educational Services and Planning,
358-6887

REPORT ON INSTITUTIONAL EFFECTIVENESS GOALS

The state established the Institutional Effectiveness Partnership Initiative (IEPI) as part of the 2014/15 budget. Part of that law requires that colleges adopt the Institutional Effectiveness Framework and set goals, both college and district, as a condition of receiving Student Success and Support Program funds. 2016-17 is the third year that the colleges have been required to do this. Each of the colleges adopted the IEPI framework through their shared governance processes and set goals for successful course completion rate and accreditation status. In addition, each college must select at least one other goal. They also adopted the District goals for audit findings and fund balance. Each of the colleges has posted this information on the college website. The adopted goals are attached as Exhibit A-Cañada College, Exhibit B-College of San Mateo and Exhibit C-Skyline College. (Note that each exhibit begins with the District information; the college indicators begin with question number 10.)

In future years, we anticipate additional goals will be added by the state. This is an information item, as the state does not require that districts approve college goals.

					(1 Year) Goal (goal for 2016-2017)	(6 Years) Goal	(goal for 2017-2018)	
(1,024,051)	102,189	420,359	2,064,564	9,996,927			\$ <input type="text"/>	\$ <input type="text"/>

4. Cash Balance (Optional)

Unrestricted and restricted general fund cash balance, excluding investments

Historical Values					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
33,968,233	34,485,892	26,729,654	22,959,649	28,607,090			\$ <input type="text"/>	\$ <input type="text"/>

5. Other Post Employment Benefits (OPEB) Liability (Goal Setting Optional) (Historical Data Required)

Self-reported percentage of the OPEB liability that the district's set-aside funds represents (includes both funds in a trust and outside of a trust and designated for this liability)

Historical Rate	Historical Goals		Goals	
2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
<input type="text"/> 61.8 %			<input type="text"/> %	<input type="text"/> %

6. District Participation Rate for the 18-24 Year Old Population (Optional)

The percentage of the 18-24 year old population within a district's boundaries that is enrolled in a CCC in that district

Historical Rates	Historical Goals		Goals	
2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
22.2			<input type="text"/> %	<input type="text"/> %

District Programmatic Compliance with State and Federal Guidelines Indicators

7. Audit Findings - Audit Opinion Financial Statement (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

Historical Value	Historical Goals		Goals	
2015-2016	2015-2016 Short-term	2015-2016 Long-term	Short-term (1 Year) Goal	Long-term (6 Years) Goal

	(1 Year) Goal (goal for 2016-2017)	(6 Years) Goal	(goal for 2017-2018)	
Yes	Yes	Yes	Yes ▼	Yes ▼

8. Audit Findings - State Compliance (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

Historical Value	Historical Goals		Goals	
	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
2015-2016				
No	Yes	Yes	Yes ▼	Yes ▼

9. Audit Findings - Federal Award/Compliance (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

Historical Value	Historical Goals		Goals	
	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
2015-2016				
Yes	Yes	Yes	Yes ▼	Yes ▼

College Indicators for

College Student Performance and Outcomes

10. Completion Rate (Scorecard) - College Prepared (Optional)

Percentage of degree, certificate, and/or transfer seeking College Prepared (student's lowest course attempted in math and/or English was college level) students starting first time tracked for six years who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
78.7	75.0	76.2	74.3	80.1			<input type="text" value=""/> %	<input type="text" value=""/> %

11. Completion Rate (Scorecard) - Unprepared for College (Optional)

Percentage of first-time degree, certificate, and/or transfer-seeking students tracked for six years who attempted any level of math and/or English in the first three years.

					Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal	(1 Year) Goal (goal for 2017-2018)	(6 Years) Goal
13.4	11.9	13.6	23.0	23.5	25.1	25.1	24.1%	28.1%

16. Career Technical Education Rate (Scorecard) (Optional)

Percentage of students tracked for six years who started first time and completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate, or transferred (Goal should be set as rate)

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
48.7	50.4	44.1	49.2	54.8			%	%

17. Successful Course Completion (Datamart) (Required)

Percentage of Fall term credit course enrollments where student earned a grade of C or better (Goal should be set as rate)

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
68.6	68.7	68.8	68.3	69.3	70.0	70.0	70.0%	70.0%

18. Completion of Degrees (Datamart) (Optional)

Number of associate degrees completed (Goal should be set as count)

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
338	363	424	462	490				

19. Completion of Certificates (Datamart) (Optional)

Number of Chancellor's Office approved certificates completed (Goal should be set as count)

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
253	297	399	318	232				

20. Transfers to 4-year Institutions (Datamart) (For Information Only)

Number of students who transfer to a four-year institution,

including CSU, UC, private and out-of-state universities (No goal required)

Historical Counts				
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
156	141	152	176	167

21. Transfer-level Math Year 1 (Optional)

The percentage of first-time students who complete 6 units and attempt any math or English in their first year who complete a transfer-level course in math in their first year

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
16.3	35.0	43.8	39.1	N/A			<input type="text"/> %	<input type="text"/> %

22. Transfer-level Math Year 2 (Optional)

The percentage of first-time students who complete 6 units and attempt any math or English in their first year who complete a transfer-level course in math in their first or second year

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
37.6	36.2	49.7	56.2	54.0			<input type="text"/> %	<input type="text"/> %

23. Transfer-level English Year 1 (Optional)

The percentage of first-time students who complete 6 units and attempt any math or English in their first year who complete a transfer-level course in English in their first year

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
30.9	46.5	42.3	44.3	N/A			<input type="text"/> %	<input type="text"/> %

24. Transfer-level English Year 2 (Optional)

The percentage of first-time students who complete 6 units and attempt any math or English in their first year who complete a transfer-level course in English in their first or second year

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
60.0	63.6	70.9	62.0	67.3			<input type="text"/> %	<input type="text"/> %

25. Number of Low-unit Certificates (Optional)

The number of certificates less than 18 units awarded (non-Chancellor's Office approved)

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
40	41	35	17	9			<input type="text"/>	<input type="text"/>

26. Median Time to Degree (Optional)

The median number of years from the time of a student's first enrollment in a CCC until the time they receive an AA, AS, or ADT degree

Historical Values					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
3.7	3.7	3.7	4.3	4.3			<input type="text"/>	<input type="text"/>

27. Number of Career Development and College Preparation Awards (Optional)

The number of CDCP certificates awarded

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
0	0	0	0	0			<input type="text"/>	<input type="text"/>

28. Career Technical Education (CTE) Skills Builder (Optional)

The median percentage change in wages for students who completed higher level CTE coursework in a given year and left the system without receiving any type of traditional outcome such as transfer to a four year institution or completion of a degree or certificate

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
7.4	8.9	16.4	N/A	N/A			<input type="text"/> %	<input type="text"/> %

College Accreditation Status Indicators

29. Accreditation Status (Required)

ACCJC accreditation status

Historical Status										Historical Goals		Goals	
July 2011	Feb 2012	July 2012	Feb 2013	July 2013	Feb 2014	July 2014	Feb 2015	July 2015	Feb 2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
FA-N	FA-N	FA-N	FA-N	FA-N	FA-RA	FA-N	FA-N	FA-N	FA-N	FA-N	FA-N	<input type="text"/> ▼	<input type="text"/> ▼

Accreditation Status Descriptions

FA-N: Fully Accredited - No Action
 FA-RA: Fully Accredited - Reaffirmed
 FA-SR: Fully Accredited - Sanction Removed
 FA-SR/RA: Fully Accredited - Sanction Removed and Reaffirmed
 FA-W: Fully Accredited - Warning
 FA-P: Fully Accredited - Probation
 FA-SC: Fully Accredited - Show Cause
 FA-PT: Fully Accredited - Pending Termination
 T: Accreditation Terminated (No longer used by the accrediting agency after July 2015)
 WD: Accreditation Withdrawn
 FA-RS: Fully Accredited - Restoration
 IA: Initial Accreditation
 RE-AP: Re-Application for Accreditation

Next Accreditation Visit

Term ▼

College Fiscal Viability Indicators

30. Full-Time Equivalent Students (Optional)

Annual number of full-time equivalent students

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
4,280.3	4,276.4	4,090.8	3,944.8	3,812.7			<input type="text"/>	<input type="text"/>

College Choice Indicators

31. College Choice Student Achievement (Required)

College must set a goal focused on unprepared students or basic skills students from indicators 11, 13, 14, or 15 above. In the narrative box below, note which indicator has been chosen.

12, 13, 14, and 15. Please see completed goals above for each indicators.

32. Optional College Choice (Optional)

College may self-identify an indicator related to any topic. Briefly explain the indicator and provide short-term and long-term goals. Goals must be presented as counts, percentages, or rates.

33. Noncredit College Choice (Optional)

College may self-identify an indicator related to noncredit students. Briefly explain the indicator and provide short-term and long-term goals. Goals must be presented as counts, percentages, or rates.

Yes ▼ **Has your college developed, adopted, and publicly posted the goals framework pursuant to the requirements of Education Code section 84754.6?**

					(1 Year) Goal (goal for 2016-2017)	(6 Years) Goal	(goal for 2017-2018)	
(1,024,051)	102,189	420,359	2,064,564	9,996,927			\$ <input type="text"/>	\$ <input type="text"/>

4. Cash Balance (Optional)

Unrestricted and restricted general fund cash balance, excluding investments

Historical Values					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
33,968,233	34,485,892	26,729,654	22,959,649	28,607,090			\$ <input type="text"/>	\$ <input type="text"/>

5. Other Post Employment Benefits (OPEB) Liability (Goal Setting Optional) (Historical Data Required)

Self-reported percentage of the OPEB liability that the district's set-aside funds represents (includes both funds in a trust and outside of a trust and designated for this liability)

Historical Rate	Historical Goals		Goals	
2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
<input type="text"/> 61.8 %			<input type="text"/> %	<input type="text"/> %

6. District Participation Rate for the 18-24 Year Old Population (Optional)

The percentage of the 18-24 year old population within a district's boundaries that is enrolled in a CCC in that district

Historical Rates	Historical Goals		Goals	
2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
22.2			<input type="text"/> %	<input type="text"/> %

District Programmatic Compliance with State and Federal Guidelines Indicators

7. Audit Findings - Audit Opinion Financial Statement (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

Historical Value	Historical Goals		Goals	
2015-2016	2015-2016 Short-term	2015-2016 Long-term	Short-term (1 Year) Goal	Long-term (6 Years) Goal

	(1 Year) Goal (goal for 2016-2017)	(6 Years) Goal	(goal for 2017-2018)	
Yes	Yes	Yes	Yes ▼	Yes ▼

8. Audit Findings - State Compliance (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

Historical Value	Historical Goals		Goals	
	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
2015-2016				
No	Yes	Yes	Yes ▼	Yes ▼

9. Audit Findings - Federal Award/Compliance (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

Historical Value	Historical Goals		Goals	
	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
2015-2016				
Yes	Yes	Yes	Yes ▼	Yes ▼

College Indicators for

College Student Performance and Outcomes

10. Completion Rate (Scorecard) - College Prepared (Optional)

Percentage of degree, certificate, and/or transfer seeking College Prepared (student's lowest course attempted in math and/or English was college level) students starting first time tracked for six years who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
74.0	71.7	74.9	72.3	77.7			<input type="text"/> %	<input type="text"/> %

11. Completion Rate (Scorecard) - Unprepared for College (Optional)

Percentage of first-time degree, certificate, and/or transfer-seeking students tracked for six years who attempted any level of math and/or English in the first three years.

					Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal	(1 Year) Goal (goal for 2017-2018)	(6 Years) Goal
18.2	21.6	20.7	23.3	27.8			<input type="text"/> %	<input type="text"/> %

16. Career Technical Education Rate (Scorecard) (Optional)

Percentage of students tracked for six years who started first time and completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate, or transferred (Goal should be set as rate)

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
51.8	44.8	45.6	43.3	48.7			<input type="text"/> %	<input type="text"/> %

17. Successful Course Completion (Datamart) (Required)

Percentage of Fall term credit course enrollments where student earned a grade of C or better (Goal should be set as rate)

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
70.0	70.1	70.1	69.6	71.2	72.0	72.0	73.5 %	75.0 %

18. Completion of Degrees (Datamart) (Optional)

Number of associate degrees completed (Goal should be set as count)

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
372	586	586	640	720			<input type="text"/>	<input type="text"/>

19. Completion of Certificates (Datamart) (Optional)

Number of Chancellor's Office approved certificates completed (Goal should be set as count)

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
296	463	595	785	741			<input type="text"/>	<input type="text"/>

20. Transfers to 4-year Institutions (Datamart) (For Information Only)

Number of students who transfer to a four-year institution,

including CSU, UC, private and out-of-state universities (No goal required)

Historical Counts				
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
438	415	407	419	362

21. Transfer-level Math Year 1 (Optional)

The percentage of first-time students who complete 6 units and attempt any math or English in their first year who complete a transfer-level course in math in their first year

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
20.0	36.2	38.2	39.3	N/A			<input type="text"/> %	<input type="text"/> %

22. Transfer-level Math Year 2 (Optional)

The percentage of first-time students who complete 6 units and attempt any math or English in their first year who complete a transfer-level course in math in their first or second year

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
45.0	44.1	50.9	52.9	56.7			<input type="text"/> %	<input type="text"/> %

23. Transfer-level English Year 1 (Optional)

The percentage of first-time students who complete 6 units and attempt any math or English in their first year who complete a transfer-level course in English in their first year

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
43.2	51.0	54.0	57.8	N/A			<input type="text"/> %	<input type="text"/> %

24. Transfer-level English Year 2 (Optional)

The percentage of first-time students who complete 6 units and attempt any math or English in their first year who complete a transfer-level course in English in their first or second year

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
65.2	67.9	70.9	72.4	79.0			<input type="text"/> %	<input type="text"/> %

25. Number of Low-unit Certificates (Optional)

The number of certificates less than 18 units awarded (non-Chancellor's Office approved)

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
180	246	279	346	405			<input type="text"/>	<input type="text"/>

26. Median Time to Degree (Optional)

The median number of years from the time of a student's first enrollment in a CCC until the time they receive an AA, AS, or ADT degree

Historical Values					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
4.3	3.9	4.3	3.7	2.9			<input type="text"/>	<input type="text"/>

27. Number of Career Development and College Preparation Awards (Optional)

The number of CDCP certificates awarded

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
0	0	0	0	0			<input type="text"/>	<input type="text"/>

28. Career Technical Education (CTE) Skills Builder (Optional)

The median percentage change in wages for students who completed higher level CTE coursework in a given year and left the system without receiving any type of traditional outcome such as transfer to a four year institution or completion of a degree or certificate

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
16.0	18.2	42.1	N/A	N/A			<input type="text"/> %	<input type="text"/> %

College Accreditation Status Indicators

29. Accreditation Status (Required)

ACCJC accreditation status

Historical Status										Historical Goals		Goals	
July 2011	Feb 2012	July 2012	Feb 2013	July 2013	Feb 2014	July 2014	Feb 2015	July 2015	Feb 2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
FA-N	FA-N	FA-N	FA-N	FA-N	FA-RA	FA-N	FA-N	FA-N	FA-N	FA-N	FA-N	<input type="text"/> ▼	<input type="text"/> ▼

Accreditation Status Descriptions

FA-N: Fully Accredited - No Action
 FA-RA: Fully Accredited - Reaffirmed
 FA-SR: Fully Accredited - Sanction Removed
 FA-SR/RA: Fully Accredited - Sanction Removed and Reaffirmed
 FA-W: Fully Accredited - Warning
 FA-P: Fully Accredited - Probation
 FA-SC: Fully Accredited - Show Cause
 FA-PT: Fully Accredited - Pending Termination
 T: Accreditation Terminated (No longer used by the accrediting agency after July 2015)
 WD: Accreditation Withdrawn
 FA-RS: Fully Accredited - Restoration
 IA: Initial Accreditation
 RE-AP: Re-Application for Accreditation

Next Accreditation Visit

Term ▼

College Fiscal Viability Indicators

30. Full-Time Equivalent Students (Optional)

Annual number of full-time equivalent students

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
7,229.9	7,266.7	6,736.7	6,340.8	6,157.2			<input type="text"/>	<input type="text"/>

College Choice Indicators

31. College Choice Student Achievement (Required)

College must set a goal focused on unprepared students or basic skills students from indicators 11, 13, 14, or 15 above. In the narrative box below, note which indicator has been chosen.

11. Completion Rate (Scorecard) - Unprepared for College*
 -Short-term (1 Year) Goal 2017-2018: 49.5%
 -Long-term (6 Years) Goal: 53.0%

*Percentage of first-time degree, certificate, and/or transfer-seeking students tracked for six years who attempted any level of math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome.

32. Optional College Choice (Optional)

College may self-identify an indicator related to any topic. Briefly explain the indicator and provide short-term and long-term goals. Goals must be presented as counts, percentages, or rates.

33. Noncredit College Choice (Optional)

College may self-identify an indicator related to noncredit students. Briefly explain the indicator and provide short-term and long-term goals. Goals must be presented as counts, percentages, or rates.

Yes ▼ Has your college developed, adopted, and publicly posted the goals framework pursuant to the requirements of Education Code section 84754.6?

					(1 Year) Goal (goal for 2016-2017)	(6 Years) Goal	(goal for 2017-2018)	
(1,024,051)	102,189	420,359	2,064,564	9,996,927			\$ <input type="text"/>	\$ <input type="text"/>

4. Cash Balance (Optional)

Unrestricted and restricted general fund cash balance, excluding investments

Historical Values					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
33,968,233	34,485,892	26,729,654	22,959,649	28,607,090			\$ <input type="text"/>	\$ <input type="text"/>

5. Other Post Employment Benefits (OPEB) Liability (Goal Setting Optional) (Historical Data Required)

Self-reported percentage of the OPEB liability that the district's set-aside funds represents (includes both funds in a trust and outside of a trust and designated for this liability)

Historical Rate	Historical Goals		Goals	
2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
<input type="text"/> 61.8 %			<input type="text"/> %	<input type="text"/> %

6. District Participation Rate for the 18-24 Year Old Population (Optional)

The percentage of the 18-24 year old population within a district's boundaries that is enrolled in a CCC in that district

Historical Rates	Historical Goals		Goals	
2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
22.2			<input type="text"/> %	<input type="text"/> %

District Programmatic Compliance with State and Federal Guidelines Indicators

7. Audit Findings - Audit Opinion Financial Statement (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

Historical Value	Historical Goals		Goals	
2015-2016	2015-2016 Short-term	2015-2016 Long-term	Short-term (1 Year) Goal	Long-term (6 Years) Goal

	(1 Year) Goal (goal for 2016-2017)	(6 Years) Goal	(goal for 2017-2018)	
Yes	Yes	Yes	Yes ▼	Yes ▼

8. Audit Findings - State Compliance (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

Historical Value	Historical Goals		Goals	
	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
2015-2016				
No	Yes	Yes	Yes ▼	Yes ▼

9. Audit Findings - Federal Award/Compliance (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

Historical Value	Historical Goals		Goals	
	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
2015-2016				
Yes	Yes	Yes	Yes ▼	Yes ▼

College Indicators for

College Student Performance and Outcomes

10. Completion Rate (Scorecard) - College Prepared (Optional)

Percentage of degree, certificate, and/or transfer seeking College Prepared (student's lowest course attempted in math and/or English was college level) students starting first time tracked for six years who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
73.0	70.2	70.0	70.9	75.4			<input type="text" value=""/> %	<input type="text" value=""/> %

11. Completion Rate (Scorecard) - Unprepared for College (Optional)

Percentage of first-time degree, certificate, and/or transfer-seeking students tracked for six years who attempted any level of math and/or English in the first three years.

					Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal	(1 Year) Goal (goal for 2017-2018)	(6 Years) Goal
35.2	38.8	38.7	37.3	45.4			<input type="text"/> %	<input type="text"/> %

16. Career Technical Education Rate (Scorecard) (Optional)

Percentage of students tracked for six years who started first time and completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate, or transferred (Goal should be set as rate)

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
57.1	55.0	47.8	47.4	53.3			<input type="text"/> %	<input type="text"/> %

17. Successful Course Completion (Datamart) (Required)

Percentage of Fall term credit course enrollments where student earned a grade of C or better (Goal should be set as rate)

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
68.8	70.3	69.4	69.5	72.2	70.0	70.0	<input type="text"/> 70.0 %	<input type="text"/> 71.0 %

18. Completion of Degrees (Datamart) (Optional)

Number of associate degrees completed (Goal should be set as count)

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
721	663	780	828	750			<input type="text"/>	<input type="text"/>

19. Completion of Certificates (Datamart) (Optional)

Number of Chancellor's Office approved certificates completed (Goal should be set as count)

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
165	458	442	412	359			<input type="text"/>	<input type="text"/>

20. Transfers to 4-year Institutions (Datamart) (For Information Only)

Number of students who transfer to a four-year institution,

including CSU, UC, private and out-of-state universities (No goal required)

Historical Counts				
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
359	319	345	342	302

21. Transfer-level Math Year 1 (Optional)

The percentage of first-time students who complete 6 units and attempt any math or English in their first year who complete a transfer-level course in math in their first year

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
13.4	21.5	24.7	24.4	N/A			<input type="text"/> %	<input type="text"/> %

22. Transfer-level Math Year 2 (Optional)

The percentage of first-time students who complete 6 units and attempt any math or English in their first year who complete a transfer-level course in math in their first or second year

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
34.1	34.4	40.8	42.8	46.6			<input type="text"/> %	<input type="text"/> %

23. Transfer-level English Year 1 (Optional)

The percentage of first-time students who complete 6 units and attempt any math or English in their first year who complete a transfer-level course in English in their first year

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
31.4	45.9	53.8	59.9	N/A			<input type="text"/> %	<input type="text"/> %

24. Transfer-level English Year 2 (Optional)

The percentage of first-time students who complete 6 units and attempt any math or English in their first year who complete a transfer-level course in English in their first or second year

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
57.0	62.2	69.4	75.9	79.8			<input type="text"/> %	<input type="text"/> %

25. Number of Low-unit Certificates (Optional)

The number of certificates less than 18 units awarded (non-Chancellor's Office approved)

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
389	130	162	132	65			<input type="text"/>	<input type="text"/>

26. Median Time to Degree (Optional)

The median number of years from the time of a student's first enrollment in a CCC until the time they receive an AA, AS, or ADT degree

Historical Values					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
4.3	3.7	4.3	3.7	3.7			<input type="text"/>	<input type="text"/>

27. Number of Career Development and College Preparation Awards (Optional)

The number of CDCP certificates awarded

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
0	0	0	0	0			<input type="text"/>	<input type="text"/>

28. Career Technical Education (CTE) Skills Builder (Optional)

The median percentage change in wages for students who completed higher level CTE coursework in a given year and left the system without receiving any type of traditional outcome such as transfer to a four year institution or completion of a degree or certificate

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
9.7	14.7	18.9	N/A	N/A			<input type="text"/> %	<input type="text"/> %

College Accreditation Status Indicators

29. Accreditation Status (Required)

ACCJC accreditation status

Historical Status										Historical Goals		Goals	
July 2011	Feb 2012	July 2012	Feb 2013	July 2013	Feb 2014	July 2014	Feb 2015	July 2015	Feb 2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
FA-N	FA-N	FA-N	FA-N	FA-N	FA-RA	FA-N	FA-N	FA-N	FA-N	FA-N	FA-N	<input type="text"/> ▼	<input type="text"/> ▼

Accreditation Status Descriptions

FA-N: Fully Accredited - No Action
 FA-RA: Fully Accredited - Reaffirmed
 FA-SR: Fully Accredited - Sanction Removed
 FA-SR/RA: Fully Accredited - Sanction Removed and Reaffirmed
 FA-W: Fully Accredited - Warning
 FA-P: Fully Accredited - Probation
 FA-SC: Fully Accredited - Show Cause
 FA-PT: Fully Accredited - Pending Termination
 T: Accreditation Terminated (No longer used by the accrediting agency after July 2015)
 WD: Accreditation Withdrawn
 FA-RS: Fully Accredited - Restoration
 IA: Initial Accreditation
 RE-AP: Re-Application for Accreditation

Next Accreditation Visit

Term ▼

College Fiscal Viability Indicators

30. Full-Time Equivalent Students (Optional)

Annual number of full-time equivalent students

Historical Counts					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
7,972.0	8,012.4	7,665.8	7,689.3	7,334.3			<input type="text"/>	<input type="text"/>

College Choice Indicators

31. College Choice Student Achievement (Required)

College must set a goal focused on unprepared students or basic skills students from indicators 11, 13, 14, or 15 above. In the narrative box below, note which indicator has been chosen.

See #11 above: Completion Rate (Scorecard) - Unprepared for College (Optional)
 Percentage of first-time degree, certificate, and/or transfer-seeking students tracked for six years who attempted any level of math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome.

* short term goal-- 43%
 * long term goal-- 44%

32. Optional College Choice (Optional)

College may self-identify an indicator related to any topic. Briefly explain the indicator and provide short-term and long-term goals. Goals must be presented as counts, percentages, or rates.

33. Noncredit College Choice (Optional)

College may self-identify an indicator related to noncredit students. Briefly explain the indicator and provide short-term and long-term goals. Goals must be presented as counts, percentages, or rates.

Yes ▼ Has your college developed, adopted, and publicly posted the goals framework pursuant to the requirements of Education Code section 84754.6?