

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES
December 13, 2017
Closed Session at 5:00 p.m.; Open Meeting at 6:00 p.m.
District Office Board Room, 3401 CSM Drive
San Mateo, CA 94402**

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

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

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

5:00 p.m. Call to Order

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel Regarding Four Cases of Existing Litigation:
 - a. San Mateo County Community College District v LocusPoint Networks, LLC, et al, Case No. 17CIV01534
 - b. LocusPoint Networks, LLC, et al v San Mateo County Community College District, Case No. 17CIV01550
 - c. LocusPoint Networks, LLC, et al. v San Mateo County Community College District, Case No. 17CIV04899
 - d. San Mateo County Community College District vs. Segue Construction Co., Case No. CIV534343
2. Conference with Legal Counsel Regarding One Case of Potential Litigation
3. Conference with Real Property Negotiator
Property: Parcel of Land on Skyline College Campus
Negotiating Parties: Ron Galatolo, Barbara Christensen, Eugene Whitlock
4. Conference with Labor Negotiator
Agency Negotiator: Kathy Blackwood
Employee Organization: CSEA
5. Employee Discipline, Dismissal, Release

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

RECESS TO CLOSED SESSION

RECONVENE TO OPEN SESSION

**6:00 p.m. Call to Order
 Roll Call / Pledge of Allegiance**

DISCUSSION OF THE ORDER OF THE AGENDA

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

ORGANIZATION OF THE BOARD OF TRUSTEES

1. Election of President
2. Election of Vice President-Clerk
3. Election of Secretary for the Board
4. Appointment of Representative of the Board to the County Committee on School District Organization

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

17-12-1C Presentation of Award from the Youth Law Center in San Francisco to Katie Bliss, Program Services Coordinator for Project Change

MINUTES

17-12-1 Approval of the Minutes of the Board Meeting of November 29, 2017

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

17-12-1A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

Other Recommendations

17-12-100B Approval of Certified Nursing Assistant Program as a Not-For-Credit Community, Continuing and Corporate Education Program

17-12-101B Ratification of Purchases and Authorization of the Further Use of the Foundation for California Community Colleges Contract with CDW-G, LLC for the Purchase of District Computer and Network Equipment

17-12-102B Approval of Contract Award for College of San Mateo Building 17 Learning Communities Modernization Project

17-12-103B Authorization to Execute an Agreement with Ellucian for Administrative Information Systems Maintenance Services

17-12-104B Approval of Sole Source Purchase of APC Symetra UPS Equipment and Installation from D B Power Associates, Inc.

17-12-105B Nomination of Representatives to serve on the Rural California Broadcasting Corporation's Board of Directors

17-12-106B Adoption of Resolution No. 17-18 Regarding Board Absence

INFORMATION REPORTS

17-12-2C [Working Scholars/Study.com Overview](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

1. Call to Order
2. Roll Call
3. [Approval of Minutes of the December 14, 2016 Meeting](#)
4. Naming of Officers for 2018
5. Adjournment

RECONVENE TO CLOSED SESSION (if necessary)

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

ADJOURNMENT

BOARD REPORT NO. 17-12-1C

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

**PRESENTATION OF AN UNSUNG HEROES AWARD FROM THE YOUTH LAW CENTER
IN SAN FRANCISCO TO KATIE BLISS, PROGRAM SERVICES COORDINATOR FOR
PROJECT CHANGE**

Each year, the Youth Law Center honors people who quietly do the most critical work to improve the lives of children in the foster care and justice systems. This year, Project Change and the San Mateo Community College District were honored with an Unsung Heroes award for the visionary work they do to ensure the educational success and aspirations of some of the youth who are often the most underestimated and forgotten. In choosing Project Change, the Youth Law Center noted the holistic and thoughtful approach taken by Project Change to build the bridge to higher education for youth who are most in need.

At a ceremony on the evening of December 4th, Katie Bliss, Program Services Coordinator for Project Change, was recognized as a recipient of the Unsung Heroes award for her work on behalf of youth through Project Change. Ms. Bliss will be honored at this meeting and will be presented with the award given by the Youth Law Center.

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
November 29, 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 (via telephone), 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 three cases of existing litigation and one case of potential litigation as listed on the printed agenda, and (2) 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 5:01 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:05 p.m.

Board Members Present: President Thomas Mohr, Vice President Richard Holober (via telephone), 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 President Jamillah Moore, District Academic Senate President Leigh Anne Shaw

PLEDGE OF ALLEGIENCE

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

None

DISCUSSION OF THE ORDER OF THE AGENDA

President Mohr said there is a request to remove item 17-11-5C, Capital Improvement Program-Phase 3 (CIP3) Budget Update, from the agenda.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS: CALIFORNIA COMMUNITY COLLEGES STRONG WORKFORCE INITIATIVE RECOGNITION FOR COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (17-11-3C)

Kevin Fong of Assemblymember Kevin Mullin's office said that on behalf of Senator Hill and Assemblymember Mullin, it is a pleasure to recognize College of San Mateo and Skyline College for the work they do to provide career-technical education. He said the Entrepreneurship & Small Business Management Program at College of San Mateo and the Automotive Technology Program at Skyline College both offer students and the community the opportunity to get training needed to secure well-paying jobs for themselves and their families.

Joan Dentler of Senator Jerry Hill's office read the last line of the resolution which will be presented to Presidents Claire and Stanback Stroud tonight:

"Resolved, that Assemblymember Kevin Mullin and Senator Jerry Hill recognize and commend Skyline College and the College of San Mateo for their outstanding contributions to the State of California workforce efforts through the Strong Workforce Stars program, applaud the institutions for the invaluable contributions they have

made to the intellectual and social growth of their students, and extend best wishes for continued success in the future.

On this day, 29th of November, 2017

Signed by Kevin Mullin 22nd Assembly District and Jerry Hill, 13th Senatorial District”

President Stanback Stroud expressed thanks to Senator Hill and Assemblymember Mullin for the honor. She said credit goes to Andrea Vizenor, Director of the Career & Workforce Program; Tom Broxholm, Automotive Department Coordinator; and Filipp Gleyzer, Associate Professor of Automotive Technology. She said they are being celebrated for the 71% livable wage attainment and 100% job placement of their students.

President Claire thanked Senator Hill and Assemblymember Mullin. He credited faculty and administration, including Heidi Diamond, Interim Dean of Business and Technology, and Ashley Phillips, Interim Director of Workforce Development. He said he is particularly proud of College of San Mateo for being the only community college in the state to receive “Star” status by the California Strong Workforce Initiative across five industry segments.

President Mohr said the recognition by Senator Hill and Assemblymember Mullin is a great honor. He said career-technical education is one of the main endeavors of community colleges. He thanked Ms. Dentler and Mr. Fong for presenting the resolution and asked them to convey to Senator Hill and Assemblymember Mullin the District’s deep appreciation for their support.

MINUTES

It was moved by Trustee Mandelkern and seconded by Trustee Goodman to approve the minutes of the meeting of November 8, 2017. Vice President Holober said the minutes represented a departure from what has been customary in that they do not uniformly directly attribute comments to individual Board members. The minutes will be revised and brought to a future meeting for approval.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo congratulated College of San Mateo and Skyline College for the Strong Workforce Initiative recognition. He said the College of San Mateo football team won the NorCal championship last week and will play for the state championship on December 9. He congratulated Head Football Coach Larry Owens and Assistant Head Coach Bret Pollack. Chancellor Galatolo congratulated President Claire on becoming a grandfather recently. President Claire said his daughter gave birth to a son on November 16 and both mom and baby are happy and healthy.

President Claire said College of San Mateo recently completed a campus satisfaction survey of faculty, staff and students. Among the results:

- Almost 94% of classified staff and 96.4% of faculty agreed that they are proud to say they are employees of CSM
- 96.7% of classified staff and 96.4% of faculty agreed that they like working at CSM
- 98.3% of students would recommend CSM to family or friends

Chancellor Galatolo said these results are a testament to President Claire’s leadership and to the work faculty and staff do to address the needs of students. He asked President Claire to send the survey results to the Board.

Executive Vice Chancellor Blackwood said that because of the timing of the December Board meeting, the financial audits will not come to the Board until January. As a preview, she informed the Board that there are no new findings and the only finding is with regard to the 50 Percent Law which is the same as last year.

District Academic Senate President Leigh Anne Shaw said the District Curriculum Committee has taken seriously the idea of infusing social justice into the curriculum. She said the Board will be invited to share in the conversation that will explore this more deeply. President Shaw said that as she stated on Opening Day, the changing landscape of community colleges is necessitating a review of the participatory governance processes; the Senate is committed to engaging on this issue at all three campuses. President Shaw said Senate leadership attended the Plenary Session of the Academic Senate for California Community Colleges, at which many initiatives were discussed. She said the Senate is committed to educating faculty about the initiatives, mainly AB 705 which will make it incumbent on colleges to make sure that students get into and through freshman composition and math in a one-year timeframe. She said the Senate will be addressing this, along with other issues, during the coming year.

Luis Mendez, President of the Associated Students of Cañada College (ASCC) and Raghad AbdAlJawad, Vice President, presented the student report. They discussed three areas of involvement.

1. Initiatives, based on a 2017 Student Senate survey of 340 students, are:
 - a. Food – work with Pacific Dining and Auxiliary Services to sponsor a food subsidies program
 - b. Canvas – work with the Canvas team to acclimate students to Canvas
 - c. Increase student body card holders – services provided through sale of the cards include free printing, free use of game room, and discounted bus tokens
2. Events – many events were held; the following three were highlighted: Campus Movie Fest, LatinX, and L.O.V.E. (Living Our Values Everyday).
3. What We’ve Learned – at the Student Senate retreat, student leaders had the opportunity to get to know each other and build skills, including team building, communication and public speaking. Students will visit the Museum of Tolerance and will bring awareness of social justice to campus.

Mr. Mendez said he started his involvement in student government as a senator. He said it has been difficult for him because he is not a native English speaker and it took courage for him to make the presentation at this meeting. He said he has learned that things do not always work out the way one would wish and it is necessary to be able to adapt.

Ms. AbdAlJawad said she has grown to understand open-mindedness – that others’ opinions are just as valuable as hers are and everyone has a right to express himself/herself.

Trustee Schwarz thanked Mr. Mendez and Ms. AbdAlJawad for their presentation. She asked for further details on the food initiative. Mr. Mendez said students met with SparkPoint and the Bookstore today to discuss a pilot “brown bag” program which ASCC would subsidize. He said they are targeting a price of \$3.00 for a sandwich, fruit and beverage. The program would initially target evening students because when they come to class, the Grove is closed and they do not have access to food. The program would also address affordability and would let evening students know that ASCC is there for them as well as for day students.

Trustee Goodman thanked Mr. Mendez and Ms. AbdAlJawad for their excellent presentation. He said he will be working with ASCC on the food issue.

President Mohr said many of the ASCC activities are creative and innovative. He said Mr. Mendez and Ms. AbdAlJawad made it clear that a tremendous amount of learning occurs outside of the classroom; for example, Mr. Mendez mastered public speaking because he grasped the opportunity to learn beyond the classroom.

President Moore said Mr. Mendez, who is from El Salvador, and Ms. AbdAlJawad, who is from Jordan, are good examples of how well international students are doing. She invited everyone to attend ASCC meetings where they will observe leadership in action. President Moore said Cañada College’s Food Pantry is now open on Thursday evenings and the College is working with SparkPoint to expand evening hours. She said ASCC students are taking an active role in providing leadership on the food issue and she commended them and Student Life and Leadership Manager Misha Kealoha for the good work they are doing.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: COLLEGE OF SAN MATEO ATHLETICS PROGRAM OVERVIEW AND ACADEMIC ACHIEVEMENT DATA (17-11-4C)

President Claire said the Athletics program at College of San Mateo is built on four pillars:

1. Most important is student achievement and academics.
2. Personal development.
3. Community service.
4. Excellence in competition; this is the last priority for coaches.

President Claire said these values are shared by the entire Athletics program.

Andreas Wolf, Dean of Kinesiology, Athletics and Dance, introduced Assistant Head Football Coach Bret Pollack and Assistant Football Coach Tim Tulloch. He said that after student athletes are recruited, the coaches focus on academics to transform the athlete to student/athlete. He said the focus on community service and personal development are critical

in developing the whole person in order to be successful at the next level. Dean Wolf said the coaching staff is invested in their students and he is proud to be part of the team.

Head Softball Coach Nicole Borg said she was a two-sport student/athlete at College of San Mateo. She said this will be her twelfth full-time season coaching. Over the past eleven years, the overall record for the softball team is 377 and 119. During that time, the team has had ten Academic All-Americans, fourteen NFCA All-Americans, twenty-five All-State players, seven pitching or player of the year awards, four coaching staff of the year awards, seven consecutive Coast Conference coaching staff of the year awards, five straight NorCal championships, and five straight appearances at the State Final Four. Coach Borg said the College of San Mateo softball program is considered one of the elite program in the state. She said she attributes this success to the leadership of Chancellor Galatolo, President Claire, Dean Wolf and everyone who supports the program, including the entire coaching staff and faculty who support student/athletes. She said she is most proud of student/athletes who transfer to four-year institutions. She said that during her tenure, 35 players have transferred and 27 have received athletic scholarships.

Coach Borg introduced Allie Stine, who was an All-State player and NFCL All-American as a freshman last year. She said Ms. Stine goes out into the community and emulates what it means to be a great student/athlete. Ms. Stine said she is proud to be a Bulldog. She said she has learned the importance of being a good student as well as performing as an athlete. She said she is fortunate to have many tools available, including an outstanding coaching staff and supportive professors. Ms. Stine said that coming to College of San Mateo was the best choice she has ever made.

Head Baseball Coach Doug Williams discussed personal development. He said that during the 23 years he has been coaching at College of San Mateo, the player development goal has been to create and cultivate intrinsic motivation. He said this process raises self-esteem which helps students in all aspects of college life. Players are encouraged to practice introspection which is not typically easy for young men. The saying "Know Thyself" is a focal point of the developmental plan. Self-examination allows students to focus on areas in which they can improve in order to reach their full potential. Players are pushed to challenge the idea that discipline is only a negative word; they are encouraged to embrace discipline and use it as a powerful, prideful word. Internal discipline is used in many ways both on and off the baseball field, including getting to class on time and focusing during lectures. Baseball players engage in a series of goal-setting exercises, all focused on the overriding notion and scenario of "where am I now and where do I want to be in two years." The most important aspect of this goal-setting formula is for players to challenge themselves to answer the question "how am I going to get where I want to go?" By using specific, realistic and challenging answers, they are able to visualize how their futures will unfold. Student/athletes need to believe they can achieve their goals through their own efforts; without this belief, students will not put forth the time, effort and energy needed to accomplish their goals. Students are provided support through continuous individual meetings, motivational speakers, videos and examples of former players. Students are reminded that this time of their lives is not a dress rehearsal and their most important strategy is to have a plan and to execute it. Finally, players must be aware of their time and priority commitment as the baseball and academic commitment is likely to exceed any commitment in which they have previously engaged. Players might be involved in community service, fundraising, mandatory study halls and ongoing progress reports. They participate in intense practice and game schedules, including the entire fall practice season followed by a six day per week spring season from January to June. Coach Williams said that during the past 23 years, 271 out of 279 student/athletes leaving the College of San Mateo baseball program have either transferred to a four-year school or signed a professional contract. He said he is grateful for the support of the College, the District and the Board.

Coach Williams introduced Wyatt Tucker, sophomore pitcher who has accepted a scholarship to attend UC Davis next year. Mr. Tucker said the baseball program has helped him develop as both a player and person. He said qualities such as pride, punctuality and commitment are staples of the program. He said he never thought he would be able to participate in Division I athletics, especially at a school as prestigious as UC Davis. Mr. Tucker said it is important to succeed on the field but the emphasis at College of San Mateo is on becoming better men and better citizens in the community because this will take the students a lot further in life than athletics will.

Dean Wolf introduced football players Freddy Gaines, Dorzell Hicks and Colt Doughty to talk about community service. Mr. Gaines said the coaching staff takes great pride in encouraging players to serve others. He said the community engagement in which he has been involved includes hosting the Wounded Warriors Foundation and reading to elementary school students to emphasize to them the importance of reading.

Mr. Hicks said he is proud to be a student in the District. He said the coaches stress giving back to others and players carry that in every aspect of their lives. He said he a KASP scholarship recipient and intends to earn a degree.

Mr. Doughty said he had an opportunity to get a scholarship to attend the University of San Diego but did not qualify because of his grades. He said the football program at College of San Mateo taught him how to be a better student and earn the opportunity to attend UC Berkeley next year on a full scholarship.

Dean Wolf referenced the Cal-PASSPlus Student Athletics Dashboard which represents success metrics for student/athletes benchmarked against non-student athletes. He said he would be pleased to review the metrics with any Board member who is interested. He cited data concerning College of San Mateo athletics, in some cases specifying football players to highlight the success of students from underrepresented groups.

- Fall-spring persistence
 - All College of San Mateo students – 91%
 - Student/athletes – 97%
- Grade Point Average
 - All College of San Mateo students – 2.73
 - Student/athletes – 3.0
 - Football student/athletes – 2.82
- Student/athletes who transfer and/or complete a degree or certificate
 - All College of San Mateo student/athletes – 82.5%
 - Football student/athletes – 85.5%

President Claire said that during his thirteen years in senior administration at College of San Mateo, more than 2,000 student/athletes have been served and he can count on one hand the number of disciplinary issues involving student/athletes. He said the College is committed to continuing to make changes to the athletic programs so that student/athletes can be as successful as possible. President Claire said the coaches are among the most dedicated and student-centered faculty in the District and he has great respect for all of them.

Trustee Goodman thanked Dean Wolf for a great presentation and even better numbers. He thanked the coaches for the work they do with students on behalf of the District and for the role they play as surrogate parents in students' lives, making sure they are held accountable to themselves and to their community. Trustee Goodman congratulated the students for the work they are doing and on recognizing that as student/athletes, they are students first.

Trustee Mandelkern said members of the Board are all proud of the accomplishments on the various fields but are most proud of the accomplishments in the classroom. He said the impressive transfer rates provide students with the opportunity to pursue four-year degrees. Regarding Title IX, Trustee Mandelkern asked for a breakdown between men and women, both in terms of athlete opportunity and budget dollars. Dean Wolf said the forefront of his focus is to make sure the College is in compliance with Title IX. He said women's basketball has been added and beach volleyball will be added in the coming year. In terms of financial equity, Dean Wolf said there are three prongs that are considered: proportionality, continuously adding programs, and the student survey administered by CCCApply.

Dean Wolf said football is very expensive because it is an at-risk program in terms of safety. However, when broken down by participant, the women's programs actually fare better than the men's programs financially.

Trustee Schwarz congratulated the presenters on an impressive report. She said it is good to hear from students who choose to come to the District. She said she is confident that the student/athletes are being trained to be productive adults who will go out into the world and work within their communities. Trustee Schwarz said her concern as a trustee is to make sure young people are being guided in the right direction. She encouraged the students and everyone involved in the athletic programs to keep up the good work and to include more women's sports where possible.

President Mohr congratulated the presenters on a great report. He said there is no higher ideal in education than the development of the whole person – mind, body and spirit. He said resilience and development of confidence are critical. He said athletes are afforded the experience of facing challenges and working their way through them. President Mohr said he advocates adding a broader range of sports at all three colleges, such as lacrosse and wrestling.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Professor Tom Broxholm of the Skyline College Automotive Technology program said the program received the Strong Workforce Initiative recognition not just because of him and his staff, but because of the support of the Board, President Stanback Stroud, Interim Vice President of Instruction Jennifer Taylor-Mendoza, Director of the Career & Workforce Program Andrea Vizenor, and everyone from the District Office including the custodians. He said it takes a village to make the program work and he thanked everyone for their support.

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (17-10-2A)

It was moved by Trustee Mandelkern and seconded by Trustee Schwarz to approve the items in the board report. Trustee Goodman asked for an update on a past conversation regarding CSEA concerns about a reclassification. Eugene Whitlock, Vice Chancellor of Human Resources and General Counsel, said that at the first Board meeting in October, the Board asked staff to meet with CSEA to address the issue that came up regarding a reclassification. He said that he, Chancellor Galatolo, Director of Human Resources David Feune, Vice Chancellor of Facilities Planning, Maintenance and Operations José Nuñez and Facilities Manager Michele Rudovsky met with CSEA President Annette Perot and CSEA Labor Relations Representative Carey Para. The meeting took place on October 31, the first date that both Ms. Perot and Ms. Para were available. Vice Chancellor Whitlock said Ms. Perot and Ms. Para expressed their concerns and also committed to get back to the District meeting attendees. He said he has tried to follow up a couple of times but has still not heard back. Trustee Goodman asked that Vice Chancellor Whitlock follow up on this issue again and report back to the Board. After this discussion, the motion to approve the personnel items carried, all members voting Aye.

ADOPTION OF RESOLUTION NOS. 17-15, 17-16 AND 17-17 FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (17-11-3A)

It was moved by Trustee Schwarz and seconded by Trustee Godman to adopt the resolutions. Student Trustee Olguin asked if employees of the Dream Centers are eligible for medical benefits. Vice Chancellor Whitlock said permanent full-time employees are eligible for benefits while short-term, temporary or those hired as a stop-gap measure are not eligible. President Claire said the Dream Center position at College of San Mateo is full-time with benefits. President Stanback Stroud said the position at Skyline College is full-time but not permanent and is not currently eligible for medical benefits. Student Trustee Olguin asked if thought has been given to making the position permanent. President Stanback Stroud replied in the affirmative and said it will go through the hiring process. After this discussion, the motion carried, all members voting Aye.

APPROVAL OF REVISIONS TO STUDENT ASSISTANT SALARY SCHEDULE AND EMPLOYMENT POLICY (17-11-4A)

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

APPROVAL OF CONSENT AGENDA

President Mohr said the consent agenda consists of board reports 17-11-1CA through 17-11-7CA as listed on the printed agenda. It was moved by Trustee Goodman and seconded by Trustee Schwarz to approve the items on the consent agenda. The motion carried, all members voting Aye.

Other Recommendations

APPROVAL OF 2017-19 INTEGRATED PLAN: BASIC SKILLS INITIATIVE (BSI), STUDENT EQUITY (SE), AND STUDENT SUCCESS AND SUPPORT PROGRAM (SSSP) (17-11-1B)

It was moved by Student Trustee Olguin and seconded by Trustee Goodman to approve the plans as presented. The motion carried, all members voting Aye.

APPROVAL OF GUIDED PATHWAYS SELF-ASSESSMENTS (17-11-2B)

It was moved by Trustee Goodman and seconded by Trustee Mandelkern to approve the self-assessments as presented. The motion carried, all members voting Aye.

APPROVAL OF SOLE SOURCE CONTRACT WITH JOBTRAIN FOR THE CAREER EDUCATION PATHWAY DEVELOPMENT INITIATIVE (17-11-100B)

It was moved by Trustee Mandelkern and seconded by Trustee Schwarz to approve the contract as presented. The motion carried, all members voting Aye.

INFORMATION REPORTS

DISTRICT EMPLOYEE HOUSING PROGRAM UPDATE (17-11-6C)

Chief of Staff Mitchell Bailey said there are currently 104 apartment units at College Vista and Cañada Vista and there is a waiting list of 201 District employees. He said the housing program, coupled with the District's second loan program, offers a great benefit to employees. The rent for the units is between 47% and 55% below market rate, allowing employees to save for a down payment. To date, 44 individuals who have lived in the units have been able to purchase homes. Mr. Bailey said that even with the housing and second loan programs, home purchasing is outside many employees' grasp due to skyrocketing housing costs.

Mr. Bailey said a survey of employees living in District housing indicated that they saved 920,000 miles per year, allowing more time with their families. It is estimated that employees on the waiting list would collectively save approximately 1.7 million miles per year if they get into a District unit.

Mr. Bailey said that last year, the District entered into an agreement with SummerHill Homes to purchase six acres of an eight-acre parcel at Skyline College (Parcel B). SummerHill Homes will build 40 single-family homes on the six acres they purchased and the District will build two 15-unit apartment buildings (for a total of 30 units) on the two acres that the District retained. The District is currently in the entitlement process with the City of San Bruno. The project has been through several reviews, including Architectural Review, Transportation, Public Works and Public Parks. Last week, Mr. Bailey and Kate Williams Browne, an employee of Skyline College, District housing resident and member of the Educational Housing Corporation, attended a City of San Bruno Planning Commission meeting and received permission to move forward to the City Commission. Mr. Bailey said staff has received positive feedback from everyone in the San Bruno City offices and from residents in the area. He said extensive outreach to area residents has been conducted, including two community meetings, a mailing asking for feedback and questions, and onsite meetings with residents. The next step will be going to the San Bruno City Council in late January for a first reading. Staff is optimistic that the final reading will take place on February 13 and the District will then be able to move into the RFP process for construction. The plan is to break ground this fall and have the opening day and occupancy in spring of 2020.

Vice President Holober said that in reading the report, it appears that SummerHill Homes will be in command of development of the single-family homes that they will be selling and the District will be in command of the faculty and staff housing project; he said this is different than what he understood when the agreement with SummerHill Homes was approved. He said that as a matter of Board policy, he believes this project should come under a Project Labor Agreement since the District will be in charge rather than SummerHill Homes.

Trustee Mandelkern said there has been a huge mismatch between job development and housing unit creation in San Mateo County. He said that in addition to helping employees, the District's housing program provides an often-overlooked benefit to the County because each person who is taken out of the competition for generally available market rate housing units helps reduce this job vs. housing imbalance.

Trustee Mandelkern said the board report states that "the District will issue an RFP for a contractor to construct the buildings." He said he understood that part of the negotiations and agreement with SummerHill Homes was that they would manage construction of the District's housing units. He said that if the District is going to issue an RFP for a contractor to build the apartments, he agrees that the project should fall under the PLA.

Vice Chancellor Whitlock said the District must go through the process of issuing an RFP and part of SummerHill Homes' commitment is to submit a response based on their being the winning bid the first time around. Chancellor Galatolo said the cost of building the housing units previously given by Summerhill Homes was an estimate and issuing the RFP will allow the District to determine what the actual cost will be. Because there was still confusion and questions regarding this item, Vice Chancellor Whitlock suggested it be discussed in closed session as a property negotiations matter. The Board agreed to do so and it will be on the closed session agenda for a future meeting.

Student Trustee Olguin asked if the District is doing anything or can do anything to consult with city governments about housing for students. Chancellor Galatolo said the Board has discussed this issue prior to Student Trustee Olguin's tenure and will continue to do so. Student Trustee Olguin said some international students are unhappy with the families with whom they are staying and asked if there is something that can be done to help them. Chancellor Galatolo said he will refer Student Trustee Olguin to the District's Housing Program Services Coordinator. He said there is a need for housing and transportation assistance for international students. He said he would like to see a combination of housing for domestic and international students.

Trustee Mandelkern said he hopes consideration is being given to naming a road in the new Skyline College housing development "Barbara Way" in recognition of former Director of Community/Government Relations Barbara Christensen who put a great deal of work into the housing projects. Mr. Bailey noted that the street will be private and will be owned and maintained by the Homeowners Association of the single-family homes.

Trustee Mandelkern said he suspects there are students, faculty and staff who are living in their cars or recreational vehicles. He said he previously suggested that the District provide parking areas and shower facilities for these individuals. He said he would like to continue to investigate this as an interim step. Mr. Bailey said state law dictates that districts must make shower facilities available to homeless students at certain times of the day and the Board approved a policy reflecting this. Trustee Schwarz said this information could be conveyed more widely to the student community. Trustee Mandelkern said students sometimes use shower facilities as a matter of convenience and this is different from homeless individuals who would be better served by having facilities closer to where they sleep. Student Trustee Olguin said the Associated Students of Skyline College are considering using funds to help with housing assistance. He said it is important to include student voices in the conversation. Trustee Mandelkern said that given the housing crisis in the County, he suspects that staff members and perhaps faculty members are experiencing homelessness along with students and he said he would like to see any data that is available. President Mohr suggested that the Chancellor's Cabinet discuss the issue of faculty, staff and student homelessness to explore how the problem might be understood more deeply. Lauren Ford, College Recruiter at Skyline College, said she would like to make sure that the issue of foster youth is included in the conversation.

Maxine Turner, a member of the public, said she supports the housing projects. She asked what the funding source for the project at Skyline College is and if any other District funding is being allocated. Chancellor Galatolo said the cost of development will be borne by the sale of the land to SummerHill Homes and no District money will be allocated. Vice President Holober asked if there will be defeasement of costs in the future. Chancellor Galatolo said there will not.

REPORT ON THE SKYLINE COLLEGE ACADEMIC SENATE'S RESOLUTION ON EQUITY (17-11-7C)

District Academic Senate President Leigh Anne Shaw said all three colleges have taken very seriously the concerns that were brought to their attention in August regarding racial insensitivity. She said she is proud to report that the leadership of Skyline College has brought a resolution that speaks to the values, mission and commitment to social justice which faculty hold very dear. She said the Board has debated and discussed resolutions and understands their importance. On one hand, there is criticism that resolutions are just words and not actions in and of themselves. However, words have power, stand for the values, set the tone, inspire, and guide future creation of policy and practice. President Shaw said the Senate does not expect solutions to come about directly as a result of this resolution but they do expect it to serve as a foundation for actions as they move forward.

President Shaw said it gives her great pleasure to introduce Kate Williams Browne, senior faculty in Early Childhood Education at Skyline College and President of the Skyline College Academic Senate. Prior to her full-time position, Professor Browne served as an adjunct faculty member for several years. She is supremely committed to the mission, vision and values of Skyline College. During her tenure as Academic Senate President, she has managed to transform the Senate into a deliberative and dynamic body, infusing everything she does with a level of educator passion that serves as a model for her colleagues. President Shaw said she is grateful to Professor Browne for her exemplary leadership of the Skyline College Academic Senate and would like to give her the opportunity to present the resolution.

Professor Browne said that as President of the Skyline College Academic Senate and a faculty member who prepares students to become teachers of children, she thinks a lot about teachers of any age and how they need to be prepared in what the Skyline College Academic Senate has come to think of in three different ways:

1. Know content – need to be discipline experts
2. Know how to teach – need to stay current in pedagogy
3. Have a commitment to diversity and equity

Professor Browne said that when a group of faculty and staff came before the Board in August, they made it clear to everyone that there was a problem. As the primary voice of faculty at Skyline College, the Skyline College Academic Senate took the problem as an opportunity. The recommendations that were presented to the Board on August 23 served as the basic foundation for the resolution. Faculty, staff and students helped craft the resolution. A member of the Board attended one of the meetings at which the issue was being discussed. The resolution was passed unanimously last month. Since then, the Academic Senates at Cañada College and College of San Mateo have begun their own efforts and resolutions are being written.

Professor Browne said every problem presents an opportunity to do something good; you just have to look for it and be brave. She read the resolution adopted by the Skyline College Academic Senate:

Resolution on Equity
Skyline College Academic Senate
19 October, 2017

Whereas Skyline College is a community of diverse faculty, staff, administrators and students;

Whereas Skyline College faculty, staff, and administrators work and serve in the context of an increasingly sophisticated society full of racial, ethnic, cultural, gender and class dynamics;

Whereas as educators we have a responsibility to fight to promote, protect, and ensure human dignity and equality in Skyline College and classrooms;

Whereas the Skyline College Academic Senate recognizes that despite the various equity efforts and professional development that is offered, racially insensitive acts against communities of color continue to occur on Skyline College's campus and these acts have caused harm;

Whereas such intolerance and discrimination directly goes against our values and harms our community;

Whereas all faculty, students, staff and administration have the right to work in an environment free of hatred, bigotry, and intolerance;

Therefore, Be It Resolved, that Skyline College Academic Senate affirms its core values to

-a comprehensive diversity framework that promotes social justice throughout policies, procedures and practices in the context of all matters academic and professional of the College;

-a campus-wide climate that reflects mutual respect between all constituencies-faculty, students, staff and administrators- and appreciation for diversity;

-just, fair, inclusive and well-understood, transparent governance processes based on open and honest communication;

-ensuring diversity and equity at all levels of the institution so that Skyline College's mission and strategic priorities will consistently align and be fully implemented in curricular content and pedagogical approaches, deepen critical thinking, enhance cultural fluency, strengthen campus community, and increase student success;

Be It Further Resolved, that the Skyline College Academic Senate affirms its intention to stand publicly and privately for justice and equality by supporting the creation of the following:

- Intentional insertion of curriculum on Race Relations in Skyline College courses.
- College-wide Forum and/or Flex Day workshops on Racism and Bias mandatory for all faculty and staff.
- A mandatory semester-length Equity Training Series for all faculty, staff and administration.
- A module on Equity in the New Faculty Academy.
- Ethnic Studies/Social Justice Program/Degree on Skyline College's campus.

- Multi-cultural Center expansion to coordinate and facilitate campus-wide programming addressing cultural days, issues related to marginalized populations, and culturally- based student groups.

Be It Further Resolved, that the Skyline College Academic Senate will engage in collegial conversations that remind all college constituents about our shared responsibility to eliminate racism and discriminatory acts within the campus community;

Be It Further Resolved, that the Skyline College Academic Senate calls upon the Skyline College and San Mateo Community College District communities to intensify efforts to combat intolerance, hatred, bigotry, and discrimination;

Be It Further Resolved, that the Skyline College Academic Senate urges the San Mateo Community College District Administration to mobilize resources in support of the creation of

- Intentional insertion of curriculum on Race Relations.
- College-wide Forum and/or Flex Day workshops on Racism and Bias mandatory for all faculty and staff.
- A mandatory semester-length Equity Training Series for all faculty, staff and administration.
- A module on Equity in the New Faculty Academy
- Ethnic Studies/Social Justice Program/Degree on Skyline College's campus.
- Multi-cultural Center expansions to coordinate and facilitate campus-wide programming addressing cultural days, issues related to marginalized populations, and culturally- based student groups.

Be It Finally Resolved, that the faculty of Skyline College commits to being influential and impactful leaders in advancing equity at Skyline College for students, faculty, staff, and administration.

Trustee Goodman said he is grateful for the response to the community, faculty, staff and students who were affected both directly and indirectly by the incident at Skyline College. He said the leadership, call for unity and call to use the incident as an opportunity for learning, growth and development is in stark contrast to the lack of leadership and divisive nature of the response from the AFT. He said it was refreshing to see that this is not the voice of the Skyline College community and is not indicative of the voice of the District overall. Trustee Goodman said he appreciated being in the room during a meeting and listening to the conversation. He said members of the Academic Senate asked tough questions of the AFT members who were present and made it clear that they believe they owe it to their community to do better.

Trustee Goodman said the resolution is not just words and President Shaw's words also meant a great deal when she spoke them. He said this goes beyond a group of faculty, staff and students sitting in a room and coming up with words describing what we aspire to be; these are words that people in the room believed in. He said these words speak more to who we are than does the lack of response and divisive rhetoric that was put out over the same period of time. Trustee Goodman thanked everyone who was involved in the process, including students who spoke up and were empowering in their words. He said that as a trustee, he feels a sense of relief to know that we are doing the right things, have the right people in the right positions at the colleges, and that the message is clear that this type of situation will not be tolerated. He said it was refreshing to see the solidarity of everyone who was affected.

Trustee Schwarz said that from the time of the first meeting during which the Board heard about the incident at Skyline College, they heard it described as a teaching moment. She complimented those who got involved and said they have her total support. She said Skyline College is a leading example of taking a difficult circumstance, spending time and energy to do the hard work, and making it clear that this type of situation will not be tolerated. Professor Browne said she also wants to thank members of the Skyline College faculty and staff who came to the meeting tonight. She said it was because of them that the issue was first brought forward. She said that to do anything that matters takes time, labor and resources. She said the commitment to diversity and equity needs to be supported as fully as knowing content and knowing how to teach.

Trustee Mandelkern thanked Trustee Goodman for stating very well what he believes is the opinion of the entire Board. He also thanked Trustee Goodman for his commitment to staying involved and having a Board presence as the discussions have continued at Skyline College. He thanked members of the Skyline College faculty and staff for keeping the issue alive and coming to the meeting tonight, and thanked the Skyline College Academic Senate for embracing this

as an opportunity to make positive change out of a hideous and deplorable act on the Skyline College campus. Trustee Mandelkern said he is pleased to hear that the Academic Senates at Cañada College and College of San Mateo are also pursuing similar resolutions. He said he hopes the District Academic Senate will develop a consensus resolution that the Board can embrace.

Trustee Mandelkern said he believes the resolution does not go far enough in one aspect. He said we talk about what we do within our own community but do not talk about the District's impact on the community, state and nation. He said he believes issues around hatred, bigotry and intolerance are not something people are born with, but are things that are learned. He said that if behavior is learned, it can be unlearned or can be substituted with other things in their stead. Trustee Mandelkern said that Professor Browne recognizes the ability to impact children and start them out on a path of equity, justice, tolerance, respect and dignity rather than on a path of prejudice, bigotry and hatred. He said that when the District sends its students out into the community as leaders, it also wants to send them on the right path. He said that when the colleges host speakers and events on the campuses, it can impart those values as well. President Mandelkern said that recent events show that the issues of hatred and bigotry are of greater magnitude than many people realized and there is much work to be done. He said the District can look further than its own small community to examine how we can help change society as a whole. He said he would appreciate seeing some recognition of this in the resolutions.

Vice Chancellor Whitlock said that what the resolution stands for is particularly exciting for him in his position. He said the District has an EEO Committee which is working on a plan that will require every District employee to complete comprehensive training on equity and diversity. He said the Committee is working with the Academic Senates and hopes to bring information to the Board in the spring about what is expected of employees. Vice Chancellor Whitlock noted that the EEO Committee has representatives from AFSCME, CSEA and administration, but no one from AFT serves on the Committee.

Student Trustee Olguin commended the Skyline College Academic Senate for composing the resolution and bringing it to the Board. He said it is reminiscent of some the recommendations that students brought to the Board last year. He said the student body is ready to work together with faculty and staff on the issue.

President Mohr said he believes the history of race in America, race relations in America and the empowerment of individuals have an impact on every aspect of the educational process and it is essential to incorporate them into the curriculum. He said the work of the Academic Senate is critical in this regard. He said the Board is very serious about this issue. He thanked the faculty and staff for being at the meeting and for their time, energy, insight, values and belief in the dignity of every individual.

President Stanback Stroud said the event that precipitated the August Board meeting had a visceral impact on the institution and on individuals. She said she was raised in a segregated North Carolina and a sense of exclusion and brutality was familiar to her; she said the event at Skyline College made it all real again. She said African American faculty and staff made clear the pain caused by the incident. She said that being in a District where there are values and support makes a difference but it still felt lonesome to people who were impacted. She said the response of the District and of the Skyline College Academic Senate has been equally impactful. President Stanback Stroud said that when District Academic Senate President Shaw heard about what happened, she immediately used her position of leadership to have an impact. When Skyline College Academic Senate President Browne heard what happened, she also used her leadership position to have an impact and worked collaboratively with President Shaw.

President Stanback Stroud told Presidents Shaw and Browne that what they have done is no small thing. She said that as they move forward, the work will be hard and people will challenge them. She said the resolution has made clear where they stand and they must stay strong and not doubt themselves because their community is counting on them. She said that as President of Skyline College, she could not be more proud to be experiencing this from the District Academic Senate and the Skyline College Academic Senate.

Jesse Raskin, a faculty member at Skyline College, said that for a long time in American history and through today, the work of combatting racism or misogyny or homophobia has always fallen on the shoulders of those who are most impacted by it. He said the event at Skyline College challenged him to think about his role as a straight, white male in combatting inequities in society. He said he hopes the work will not always have to fall on the shoulders of Trustee Goodman or President Stanback Stroud who are already dealing with the pain of racism. He said he would not exclude them from the work to be done but believes they should not always have to be the leaders.

President Shaw acknowledged the Skyline College faculty and staff members who were present: Jessica Hurless from Communications, Carla Grandy from Environmental Sciences, Jesse Raskin from Paralegal Studies, Cherie Colin from Marketing, Laruen Ford from Outreach, Nathan Jones from Language Arts, Katrina Pantig from the Equity Program, Pcyeta Stroud from the Bay Area Entrepreneurship Center, Vice President of Administrative Services Eloisa Briones, Interim Vice President of Instruction Jennifer Taylor-Mendoza, Vice President of Student Services Angélica Garcia, and Interim Dean of Planning , Research and Institutional Effectiveness Jackie Honda.

President Mohr said these discussions will continue and he invited Cañada College and College of San Mateo to address the Board when they believe they are at a level to do so. He said leadership is critical and he thanked everyone involved in the process for their commitment and guidance.

COMMUNICATIONS

None

STATEMENTS FROM BOARD MEMBERS

Student Trustee Olguin congratulated students who are working on their college applications and are turning them in. He said the reports tonight on the Athletics programs at College of San Mateo, the Associated Students of Cañada College, the work on housing, etc. remind him of the good work that goes on in the District and that the work is done for the greater good.

Trustee Mandelkern said he hopes everyone had a pleasant Thanksgiving Day holiday weekend.

Trustee Goodman said the Board previously discussed the impact of police presence on underserved students. He said that a City of San Mateo police officer was parked in a parking lot near the pool at College of San Mateo today and was checking the stop sign and citing students. He asked if the District has agreed with the San Mateo Police Department to have officers do this kind of work. President Claire said he would guess the police might have been invited due to issues with students running stop signs. Chancellor Galatolo said San Mateo police officers would not typically come onto the campus. He said he will follow up with Chief Woods and report back to the Board.

Vice President Holoher said that participating in the meeting remotely reminded him that it would be good to broadcast Board meetings either on a local cable community access channel or on a website where the meetings could be watched online. He said this might generate more interest among members of the community who cannot come to the District Office for meetings.

Vice President Holoher said the tax bill that is moving rapidly through Congress contains many horrible things and is an attack on the American Dream. He said there are specific attacks on higher education. One provision in the House version of the bill eliminates the tax deductibility of student loan interest payments, placing a huge burden on students who currently can claim a tax deduction for the first \$2,500 per year in their interest payments. Today there were protests on 60 college campuses around the nation, including UC Berkeley, UC Davis UCLA and USC. Another provision would turn graduate students' tuition waivers into taxable income. It is estimated that in-state graduate students at Berkeley would be hit with a \$3,000 tax bill for income they never actually see. The amount would be considerably higher for out-of-state students and students at private universities. Vice President Holoher said this is an attack on the aspirations of the next generation to succeed in America. He said it might be too late, but he would like the District to somehow be heard on these specifics. He said another provision that would affect education is the elimination of the deductibility of state and local taxes. He said this is a dagger aimed at California, New York, Connecticut, New Jersey and a few other states that believe in certain values and have done better on funding education. He said that because people would no longer be able to deduct state and local taxes, the states would be under pressure to reduce taxes and this would affect education funding for the state.

Trustee Schwarz said she is often asked why she has been a member of the Board for such a long time. She said tonight is a good example – hearing all the good things that the District and colleges do makes her proud to serve on the Board. She said the District continually strives to make things better and that is the way to accomplish goals.

President Mohr recognized Jane McAteer, Director of Nursing at College of San Mateo, who will be retiring. Among her accomplishments: graduated from Georgetown University with a Bachelor's in Science in nursing; worked as an RN at Georgetown Medical Center in the neonatal intensive care unit; completed her Master's degree in nursing in the maternity nursing specialty area at UCLA; was hired to teach full-time at College of San Mateo in 1987; was hired as

Interim Director of Nursing in 2003 and Permanent Director in 2005; and initiated an online application process for students applying to the program and revised the application process to include points for merit. President Mohr said Ms. McAteer has served hundreds of students and will be sorely missed.

President Mohr congratulated Trustee Mandelkern for completing another one of many triathlons and raising funds to assist the most vulnerable and disadvantaged people.

ADJOURNMENT

The meeting was adjourned by consensus at 8:45 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the December 13, 2017 meeting.

Vice President-Clerk

President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



The Skyline College Ceramics Club hosted its 5th Empty Bowls fundraiser

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EMPTY BOWLS FUNDRAISER RAISES OVER \$2,500 FOR SPARKPOINT FOOD PANTRY



The 2017 Skyline College Empty Bowl Project once again highlights the capacity of art to inspire a successful community fundraiser!

The Skyline College Ceramics Club hosted its 5th Empty Bowls fundraiser on November 15, 2017 at Fireside Dining Hall. Ceramics students from Skyline College and Capuchino High School made 350 unique handmade bowls. Guests chose from a large table filled with stacks of colorful bowls and had them filled by student volunteers with their choice of soup, catered by Pacific Dining and funded by the Student Organization and Club Council (SOCC). Trader Joe's donated funds for the desserts, and Pepsi donated the beverages.

Vibrant entertainment included performances by the Soundscape vocal jazz ensemble, directed by Associate Professor of Music Michelle Hawkins, and the Skyline College Jazz Quintet, with Associate Professor of Music Zachary Bruno on keyboards. The Skyline College Dance Program got people moving with a performance choreographed by Associate Professor Amber Steele. The night ended with drawings for ceramic artwork and gift baskets donated by the Ceramics Club members and various community organizations, raising more funds for the evening.

The event raised \$2,528, which will be donated to the SparkPoint at Skyline College Food Pantry, helping to serve those in need. SparkPoint had an information table at the event, highlighting SparkPoint's vital programs and services to visitors.

Empty Bowls is a grassroots movement inspiring fundraising events all over the country, and internationally. The common thread with all Empty Bowls events is using the power of art to bring the community together and help those in need. Thanks to everyone who supported this event!

Article by Tiffany Schmierer | Photo by David Monrroy

SKYLINE COLLEGE RECEIVES U.S. DEPARTMENT OF STATE APPROVAL FOR PASSPORT ACCEPTANCE FACILITY



Students, faculty, staff and members of the community can now apply for a U.S. passport directly through the Global Learning Programs and Services (GLPS) Division in Building 2, Room 2-352.

Skyline College GLPS Division has been designated an official Passport Acceptance Facility by the U.S.

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Department of State. The hours of operation are 10 a.m. – 3:00 p.m. Monday to Friday.

Skyline College's Passport Acceptance Services are in high demand as currently the only place for residents to apply for their passports is the U.S. Post Office in the City of San Bruno. As a Passport Acceptance Facility, we are authorized to receive completed applications for a U.S. Passport and submit the application along with all necessary documentation to the U.S. Department of State. The U.S. Department of State will then determine eligibility for a U.S. Passport and make the final decision to issue a passport to an applicant.

As part of the Skyline College Passport Acceptance Services, we are happy to provide necessary forms required to apply for a U.S. passport, as well as other related forms and field any questions regarding the passport application process. We will also offer on-site passport photo services and two dedicated parking spots in Lot D of the Skyline College campus.

The Passport Acceptance Facility is a recipient of Skyline College's President's Innovation Fund for 2017-18 and is housed in the Global Learning Programs and Services Division. For questions about this service, please contact Zaid Ghori, Director of Special International Programs, at (650) 738-4252 or email skylinepassportservices@smccd.edu.

Article by Zaid Ghori

ENGINEERING TECH SCHOLARS STEM PATHWAY PROGRAM RECEIVES EXEMPLARY PROGRAM AWARD

Skyline College's Engineering Tech Scholars STEM pathway program received an honorable mention for the 2017-18 Exemplary Program Award that recognizes outstanding community college programs! This Board of Governors award, sponsored by the Foundation for

California Community Colleges, recognized our ETS program, and presented them with a plaque at the Board of Governors meeting.

Since this year's theme was "guided pathways," the Academic Senate was particularly proud to nominate our campus for their outstanding support for STEM student scholars, particularly for their accomplishments in improving the success rates of students who have been underrepresented in STEM majors.

Congratulations to Dean Hernandez and our SMT / ETS Faculty on their exemplary service to students!

Engineering and Tech Scholars (ETS) is an accelerated learning community designed to support students in Engineering, Computer Science, and Biotechnology pathways. Part of the Silicon Valley Engineering Tech Pathways project, ETS students are enrolled in accelerated Mathematics courses to establish foundational skills necessary to succeed in Computer Science, Computer Engineering, Electrical Engineering, and Mechanical Engineering fields of study.

Through supportive group-based learning, hands-on and team-based design projects, and introduction to advanced manufacturing techniques in a brand new state-of-the-art Fabrication Laboratory, students advance from entry-level mathematics through intermediate Science, Engineering and Technology courses. ETS prepares students for an Associate of Science Degree in the Engineering and Tech pathways, transfer to university, and provides manufacturing experience to prepare students for internships in the Silicon Valley and San Francisco Tech industries.

Article by Amber Steele

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AUTOMOTIVE DEPARTMENT HOSTS HIGH SCHOOL STUDENTS AT “DRIVING YOUR FUTURE” EVENT



On November 14, 2017, the Automotive Department hosted the “Driving Your Future” event for a total of 180 high school students from the Counties of San Francisco and San Mateo.

The event was designed to help young high school students explore automotive technology as a career choice and to expose them to the CTE STAR Automotive Career Program at Skyline College. The visiting students had a chance to hear from three automotive students and a guest speaker from the Royal Automotive Group.

Program Coordinator, Thomas Broxholm, and internship and evening coordinator, Julia Johnson, shared the emcee spot. The high school students listened to perspectives and experiences from entry level CAA student, Ariel Sallee, Automotive Technology Club President, Mark Hildago, former graduate student, Raymond Lee, and Royal Automotive Group General Manager, Mitch Kudler.

After the presentation the students were treated to a tour of the automotive program by current automotive students who volunteered their time. During this time they were able to ask questions and observe current students participating in lecture and lab exercises along with professor interactions. The tour was followed by a BBQ lunch and a chance to win an Automotive Technology jacket and hoodie.

The event was a huge hit with the visiting students, teachers and counselors. The Automotive Department thanks Nancy Lam and the Workforce Development team led by Andrea Vizenor who were critical to the success of our “Driving Your Future” event.

Article by Thomas G. Broxholm | Photos by Claudia Paz

NOVA JOB CENTER AT SPARKPOINT HOSTS OPEN HOUSE FOR COMMUNITY PARTNERS



On November 28, 2017, representatives from partner organizations serving the local Skyline College community attended a NOVA Job Center open house at SparkPoint. This event both introduced the newly launched NOVA Job Center at Skyline College and familiarized community partners with the rest of the services that SparkPoint offers.

The organizations represented included NOVA San Mateo, NOVA Sunnyvale, San Mateo County Human Services Agency, HIP Housing, the Central Labor Council Partnership, San Bruno Public Library, Jefferson Adult Education and South San Francisco Adult School. Now that these partners are fully acquainted with the services that are offered, they can increase the SparkPoint Center’s outreach into the local community by referring individuals in need of services. The ultimate goal of the open house was to promote the SparkPoint Center at

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Skyline College as a trusted community resource that will serve any and all community members in need of assistance.

The NOVA Job Center at Skyline College provides job search support for students and community members seeking immediate employment. We offer individualized one-on-one career counseling, job search workshops, labs, an advice line, and more at no cost. If you know of any students or community members who are interested in obtaining a job or internship, please invite them to stop by room 1-221A or contact NOVA Program Services coordinator Kathleen Velasquez at velasquezk@smccd.edu or call 650-738-7904.

Article by Kathleen Velasquez

INTERNATIONAL STUDENT PROGRAM (ISP) HOSTS A CAMPUS TOUR TO STANFORD UNIVERSITY



On November 17, 2017, the International Student Program (ISP) hosted a trip to Stanford University for a customized campus tour. The event was part of International Education Week (IEW), a joint initiative of the U.S. Department of Education and the U.S. Department of State to highlight the importance and benefits of international education in the U.S. and around the world. The tour was offered exclusively to Skyline College international students.

A total of 26 international students currently studying at Skyline College participated in the tour. The group began the tour at Bechtel International Center which provides support services for international students at Stanford University. Dr. Rolando Villalobos, Assistant Dean and Assistant Director, and Mr. Mario Mihelcic, Student Advisor at the Center, welcomed the group with an introduction to the university. Along with an interesting history of Stanford University, the students were provided with a wide range of information on the university admissions as well as the programs that the university offers.

In addition, the group had an opportunity to meet with current international students at Stanford University who shared valuable insights on the application process, classes and student life. Following the introduction, the students had a chance to walk around the beautiful campus and take pictures. For many students, this was the first time they had visited Stanford University. They were impressed with the scale of Stanford University and the opportunities that they can provide to the students. We hope that those who participated in the tour will see Stanford University as an option in the future!

ISP will continue to provide international and cultural programs and events for Skyline College students, faculty and staff members and the greater Skyline College community. Please check future events on the ISP website at: www.skylinecollege.edu/international/

Article & Photo by Chikako Walker

SKYLINE COLLEGE BOARD REPORT

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SKYLINE COLLEGE GETS A TASTE OF THE WORLD AT INTERNATIONAL FOOD FESTIVAL



To start off International Education Week, the Skyline College International Student Program hosted its annual International Food Festival. The event was a platform for students from various regions of the world to showcase their cultures through food, fashion and fun activities. It was held in the Fireside Dining Room on November 13, 2017.

The festival started with a fashion show where students presented their traditional attires. There were ten different models who showcased their cultural wear, both modern and from earlier times. The MC's of the event then introduced the main event: the delicious, multinational cuisine. Spectators felt as if they were travelling to different parts of the world with the vast array of foods available from all over the planet. There was a wide selection of sweet and savory finger foods from seven different countries and regions, namely Africa, Burma, Middle East, Nepal, China, Japan and Latin America, which the guests enjoyed. They also got to have their names written in Japanese, Chinese and Korean calligraphy, so they had a little bit of the international energy to take home with them. People were amused by the different traditional outfits and enjoyed the food so much that many went back for a second round. They were also very happy to be a part of the campus' global environment and to learn more from people who hail from places all over the world.

The International Student Program will continue to provide international and cultural programs and events

for Skyline students, faculty and staff members and the greater Skyline College community. Please check future events on the ISP website at: www.skylinecollege.edu/international.

Article by Naledi Mthembu | Photo by Chikako Walker

WRESTLING TEAM WINS COAST CONFERENCE CHAMPIONSHIP

Skyline College's wrestling team won the Coast Conference Championship on November 18, 2017 at Chabot College. The Trojans finished the competition with 99 points finishing 16.5 points in front of second place Santa Rosa Junior College. Skyline College last won the Coast Conference Championship in 2000.

Congratulations to Head Coach, James Haddon, his assistants, Jason Moorhouse and Andrew Ramirez, and all the student-athletes on the team. Skyline College will compete next at the Northern California Wrestling Championships scheduled Saturday, December 2, 2017 at Lassen College in Susanville, California.

Below are the Skyline Medalist and Team Scores.

- 125 Pounds 1st Place- Danny Borrego (Skyline)
- 141 Pounds 2nd Place – David Ortega (Skyline)
- 149 Pounds 1st Place – Joshua Aceves (Skyline)
- 157 Pounds 2nd Place – Zack Franco (Skyline) 4th Place – Christian Shelley (Skyline)
- 174 Pounds 4th Place -Thomas Montserrat (Skyline)
- 184 Pounds 1st Place – Hugo Plancarte (Skyline)
- 197 Pounds 2Place – Jose Ayon (Skyline) 3rd Place – Tristan Helin (Skyline)
- 285 Pounds 1st Place – Ramon Guzman (Skyline) 4th Place – Joseph Salt (Skyline)
- Team Scores: Skyline College 99.0 pts. Santa Rosa Jr. College 82.5 pts. Chabot College 77.0 pts. Fresno City College 59.5 pts. Modesto Jr. College 18.0 pts.

Article by Joe Morello

SKYLINE COLLEGE BOARD REPORT

DECEMBER 13, 2017

UPCOMING EVENTS

BAEC ACTION SUMMIT 4

Thursday, December 7, 2017

5:30 p.m.- 8:30 p.m.

Bay Area Entrepreneur Center

458 San Mateo Ave.

San Bruno, CA 94066

PLAY IT FORWARD-BENEFITS CONCERT

Saturday, December 9, 2017

7:30 p.m.- 9:00 p.m.

Skyline College,

Building 1, Theater

3300 College Drive

San Bruno, CA 94066

DANCER THINGS:

SKYLINE COLLEGE FALL DANCE CONCERT

Friday, December 15, 2017

7:00 p.m.

Skyline College,

Building 1, Theater

3300 College Drive

San Bruno, CA 94066

MAYOR'S STATE OF THE CITY ADDRESS

Tuesday, January 9, 2018

11:30 a.m. - 2:30 p.m.

Skyline College,

Building 6,

3300 College Drive

San Bruno, CA 94066



President’s Report to the SMCCCD Board of Trustees

President Michael Claire ~ December 13, 2017

Inside...

- Campus Climate Survey Results Highlights1
- CSM Bulldogs Fight for Championship Title. 2
- Hilary Goodkind Named Interim Dean of PRIE 2
- Paul Hankamp Becomes CSM’s Distance Ed Coordinator 3
- Did You Know? 4

Campus Climate Survey Results Highlights

CSM recently completed its annual survey of satisfaction levels of its students, faculty and staff. Once again, results are overwhelmingly positive: satisfaction levels range from 84 percent - 100 percent for students, staff, and faculty and administrators.

Since 2010, a comprehensive campus climate and satisfaction survey is administered to the entire college community on a regular basis. The climate survey focuses on three key groups: students, classified staff, and faculty/administrators. For all three groups, satisfaction levels are consistently high for nearly all aspects of the campus environment. Seven years of student survey data and four years of employee survey data consistently report respondents’ positive agreement with a series of statements regarding the totality of their CSM experience.

The most recent surveys, conducted in spring and fall 2017, registered the following overall satisfaction levels:

Student Attitudes (Spring 2017)

- Would you recommend CSM to a family member or friend? **98.3% Yes**
- If I were starting over, I would attend CSM. **93.8% Yes**
- Overall, how would you rate your educational experience at CSM? **95.4% Excellent/Good**

Classified Staff Attitudes (Fall 2017)

- I am proud to say that I am an employee of CSM. **93.5% Yes**
- I would recommend CSM to a family member or friend who is looking for a job. **84.1% Yes**
- I would recommend CSM to a family member or a friend who is a prospective student. **95.2% Yes**
- Overall, I like working for CSM. **96.7% Yes**

Faculty/Administrator Attitudes (Fall 2017)

- I am proud to say that I am an employee of CSM. **96.4% Yes**
- I would recommend CSM to a family member or friend who is looking for a job. **91.4% Yes**
- I would recommend CSM to a family member or a friend who is a prospective student. **97.6% Yes**
- Overall, I like working for CSM. **96.4% Yes**

(Submitted by John Sewart) ■

CSM Bulldogs Fight for Championship Title

As Coach Larry Owens finishes up his last year at CSM, the CSM Bulldogs have gone all the way to the final contest. The Bulldogs will take on Fullerton College for the 2017 State Championship title on Saturday, December 9.



NorCal champion College of San Mateo (11-1) will play defending California Community College Athletic Association champion Fullerton College (12-0) in the 1 p.m. “50th Anniversary” title game at Sacramento City College’s Hughes Stadium to cap the national 2017 JC/CC football season.

CSM, East Mississippi, and Iowa Western currently share the second best records in the country at 11-1, behind Fullerton. San Mateo has the opportunity to move to the top on Saturday. ■

Hilary Goodkind Named Interim Dean of PRIE

President Mike Claire announced the appointment of Dr. Hilary Goodkind, who has worked with CSM as a consultant, as Interim Dean of Planning, Research, and Institutional Effectiveness (PRIE), as of December 4. Goodkind holds a Ph.D. in leadership, technology and administration and government relations, and a master’s in educational policy and management, both from the University of Oregon.

Goodkind comes to CSM with an impressive background in education, research, strategic planning, organizational development, and community involvement. She served as an elected trustee for the Happy Valley School District for six years. She currently serves on the board of NOVA, a nationally recognized workforce investment board. She has also served as an advisor to higher education organizations including Women Leading in Education at the University of Oregon; Child Care Resource



Connection at Lane Community College; the Family Life Department at Diablo Valley College; and Leadership Concord.

Over the last several years, Goodkind has served as a consultant to numerous educational and community organizations including Stanford University, the University of Oregon, Foothill-DeAnza Community College District, the City of Sunnyvale, NASA-Ames Research Center and the San Mateo County Workforce Investment Board. She also assisted CSM in securing a \$100,000 MakerSpace Grant.

Finally, Dr. Goodkind has assisted numerous businesses with strategic planning including

Extreme Networks, Jupiter Networks, Analog Devices, Hewlett Packard, Oregon Medical Labs, National Semiconductor, and Wyse Technology. ■

Paul Hankamp Becomes CSM's Distance Ed Coordinator

College of San Mateo is pleased to announce Paul Hankamp as the first Distance Education (DE) Coordinator for the institution. Paul has been a biology faculty member at CSM since 2011. In addition to traditional lecture and lab courses, he teaches web-assisted and fully online courses. He also has extensive experience in peer-to-peer technical support through his former job as a digital faculty consultant for McGraw-Hill Education.



Paul's number one goal as the DE Coordinator is to provide helpful mentoring to his peers for both Canvas assignment design and implementation. He will also advise faculty on ways to improve section 508 compliance per the Online Education Initiative (OEI) Rubric. Working in tandem with the college's instructional technologist, Paul will help lead our community of educators to develop better online content and support services, which will in turn improve student success.

Another part of Paul's job is advising faculty who make changes to their distance education courses on Curricunet. He will assess these courses before they go to the Committee on Instruction (COI). Paul co-chairs CSM's Distance Education and Educational Technology Committee and serves on the District-level Distance Education Advisory Board. And, finally, he will be collaborating with the DE Coordinators at CSM's sister colleges. ■

Did You Know?

The Grateful Dead's Phil Lesh and the CSM Jazz Band



As a founding member of The Grateful Dead, Lesh is well known for his virtuous bass playing and ability to improvise, but before he started that long strange trip he spent many years studying music. You can listen to a rare recording of Phil Lesh on trumpet with San Mateo College Jazz Band from April 4, 1959.

Lesh began his musical journey on violin before moving on to the trumpet in high school, which eventually led him to the College of San Mateo. There he expanded his musical vocabulary and chops on the trumpet, eventually making first chair. After a short stay at San Mateo, Lesh enrolled at UC Berkeley which eventually led to him meeting future band mates Tom Constantine and Jerry Garcia. In fall 1964 Garcia asked Lesh to join his new rock band The Warlocks, which would eventually evolve into The Grateful Dead. The rest, you could say, is history.

To hear the recording, visit CollegeofSanMateo.edu/news, click on this story and follow the link.

(Source: showtheshow.com) ■



Cañada College

Report to the SMCCCD Board of Trustees

December 13, 2017



pg. 2

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- College Celebrates Groundbreaking of its Kinesiology & Wellness Building **pg. 2**
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- Counseling Department Hosts Transfer Open House **pg. 4**
- Cañada Women's Soccer Completes Successful Season **pg. 5**
- ESO Adelante Visits SFSU + Cultural Exhibit **pg. 5**
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pg. 6

College Celebrates Groundbreaking of its Kinesiology & Wellness Building



More than 175 students, Cañada College and District employees, design build partners and community members joined to celebrate the groundbreaking of Cañada's new Kinesiology & Wellness Building on December 5. Speakers during the program included Board President Mohr, Chancellor Galatolo, President Moore, Cañada College Athletics Director Mike Garcia, Classified President Jeanne Stalker and Academic Senate Vice President Diane Tedone-Goldstone. Following the program was the ceremonial groundbreaking and a reception where guests had an opportunity to explore renderings of the new building.

The new Kinesiology and Wellness Building will be a two story, 83,000 square foot structure, that will include modern classrooms for instructional and wellness courses, an extensive area for fitness equipment, a gymnasium, locker and shower facilities and public spaces. New instructional and competition swimming pools will be a welcoming addition to the facility and is aimed to host swim classes and meets. The classrooms will provide state-of-the-art settings for dance, Pilates, indoor cycling and other fitness and wellness activities. The contemporary roof top is primed for a running track, sport courts and yoga area.

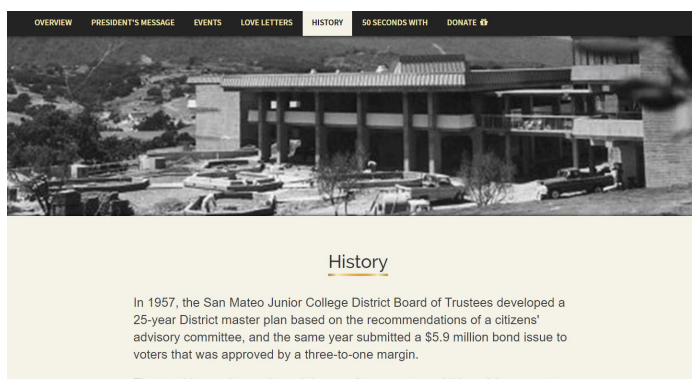


Cañada Launches its Golden Celebration with a 50th Anniversary Website

Just in time for Cañada's 50th Anniversary in 2018, the College has kicked off the celebration with the launch of its Anniversary website! The site can be viewed at: www.canadacollege.edu/50

- There are a number of “interactive” components of the site that allows students, staff, faculty, alumni, friends and community members of the College to share their memories and well wishes, including:
- “50 Seconds with...” where members of the on/off campus community will have an opportunity to share (in 50 seconds or less) what Cañada College means to them
- “Love Letters to Cañada” where fond memories and stories can be shared about their time/experience at the College
- Scrapbook-like image gallery on the landing page where the College encourages friends to share their images to be added to the gallery
- Donation button to support our students

In addition, a list of celebratory [events](#) are on the website and will be updated throughout the year. The College looks forward to providing additional updates on the Golden Anniversary as the celebration begins in the New Year!



Counseling Department Hosts Transfer Open House

The Cañada College Transfer Center recently hosted three Open House events that served more than 200 students who needed last-minute support with their UC and CSU transfer applications. During these sessions, students were able to drop in during extended hours for help with questions ranging from how to get a fee waiver to a review of their Personal Insight Questions. This was especially helpful to students who were navigating the new CSU application system.

The event was a collaborative effort between multiple members of the Counseling Department, including Transfer Program Services Supervisor, Soraya Sohrabi as well as Counselors James Aganon, Lyn Belingeri and Nadya Sigona. In addition, all Counselors helped students during their individual appointments, whether it was to review applications or the Personal Insight Questions. Every piece contributed to the overall result which was to assist students to successfully submit their transfer applications.



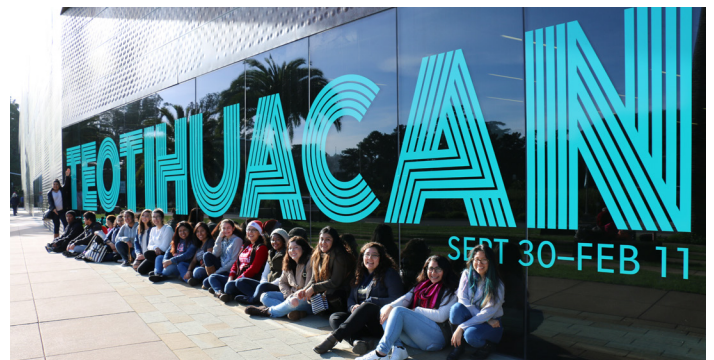
Cañada Women's Soccer Completes Successful Season

Congratulations to the Cañada College Womens Soccer team for an outstanding season! The Cañada Colts Ladies Soccer team headed to the State Championships and finished #8 in Northern California. They also hosted Round One of CCCAA playoffs --1st playoff win for Cañada in 15 years -- all while starting 10 Freshman. Congratulations on a fantastic season!



ESO Adelante Visits SFSU + Cultural Exhibit

On December 1 the ESO Adelante program visited its partner institution, San Francisco State University (SFSU). Students took a tour of the campus, ate lunch in the dining commons and received helpful and encouraging information from Colette Cowan, a Student Services representative. With funding from the Center for Student Life and Leadership Development Vending Commission, students were also able to visit the De Young Museum's Teotihuacan City of Water, City of Fire exhibit.



Upward Bound Students Selected for Community Internship



Each year the Fair Oaks Community Center conducts a county-wide call for two paid internship opportunities with the OYE (Orgullo y Educacion) Latinx Youth Conference Committee. The OYE Conference creates a platform for students to express their views and concerns about their community, propose suggestions for solutions, and provides leadership opportunities for youth (ages 14-22). For the past two years, Cañada College has hosted the OYE Conference.

This year, two Cañada TRIO Upward Bound students were selected to intern with the OYE Latinx Youth Conference Committee. Sophomore, Mary Cheevakasemkoon was selected to be the Administrative Intern who will assist with finance administration tasks, organize and coordinate OYE conference registration for 350+ participants, and help prepare the logistics for the conference. Sophomore, Maria Casique will be the Community Outreach/ Fundraising Intern who will assist in the recruitment for attendees, organize and coordinate social media accounts and postings, and assist with the fundraising efforts for the conference.

Both students are excited for the opportunity to work closely with community leaders and represent their peers. Be on the lookout for more information to come and the opportunity to present at the conference.

Cañada in Your Community: Hometown Holidays

Cañada College held a strong presence in the City of Redwood City's annual Hometown Holidays event on December 2. There, the Cañada Outreach team provided holiday cheer and connected with more than 450 community members to promote spring registration as well as the Cañada Promise Scholarship. This event also served as the community kick off to promote the Colleges 50th anniversary celebration.



PHOTOCOLLAGE: Building 1 - Groundbreaking



BOARD REPORT NO. 17-12-1A

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

APPROVAL OF PERSONNEL ITEMS

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

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

Cañada College

Christopher “Max” Hartman Dean, Counseling Student Services

Reassignment from the position of Director of Disability Resources Center (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule (35) into this administrative assignment at Grade AD of the Management Salary Schedule 20, effective January 1, 2018.

College of San Mateo

Alma “Lizette” Bricker Dean, Enrollment Services & Support Programs Enrollment Services

Reassignment from the Interim Dean of Enrollment & Support Programs position (Grade AD of the Management Salary Schedule 20) into this administrative assignment at the same grade of the same salary schedule, effective December 14, 2017.

B. PUBLIC EMPLOYMENT

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

College of San Mateo

Nayerah Rezaie Chemistry Instructor Math & Science

New temporary academic employment, effective for the Spring 2018 semester.

District Office

Isaac Knifing* Utility and Sustainability Specialist (NP) Facilities

New full-time, 12-month classified employment, effective January 8, 2018. This is a new position that was Board approved August 23, 2017.

Michelle Fogarty* Public Safety Officer Manager (Dispatcher) (NP) Public Safety

New full-time, 12-month Classified Professional/Supervisory employment, effective December 4, 2017. This is a new position that was Board approved June 28, 2017.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS**College of San Mateo**

Jia Chung Business Operations Analyst Administrative Services

Reassignment from a full-time, 12-month Accounting Technician position (Grade 24A of the Classified Salary Schedule (60)) into this full-time, 12-month position at Grade 195S of the Classified Professional/Supervisory Salary Schedule (40), effective October 18, 2017.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**College of San Mateo**

Gwendolynn Kenny Program Services Coordinator Counseling/ EOPS

At its meeting on November 8, 2017, the Board approved a transfer from a full-time, 12-month Program Services Coordinator-Degree Audit position at College of San Mateo into this full-time, 12-month position at College of San Mateo, effective September 18, 2017. This item was added in error as a transfer was never processed. It is recommended that this item be removed.

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

1. Recommend a change in staff allocation to add one part-time (48%), 10-month Office Assistant II position (Grade 18 of the Classified Salary Schedule 60) in the Child Development Center, effective January 16, 2018.
2. Recommend a change in staff allocation to add one full-time, 12-month Project Director position (Grade 175S of the Classified Professional/Supervisory Salary Schedule 40) for the MESA Program in the Math & Science Division, effective December 14, 2017.

District Office

1. Recommend a change in title for the Accessibility Support Specialist position classification to Web Accessibility Programmer, effective December 14, 2017. In addition, recommend a change in grade from grade 27 of the Classified Salary Schedule (60) to grade 37 of the same salary schedule, effective December 14, 2017. The change in title and grade will more accurately reflect the responsibilities of the position.
3. Recommend a change in staff allocation to delete one Programmer Analyst position (1C0366) at Grade 37 of the Classified Salary Schedule 60 and add one Senior Programmer I position (Grade 210S of the Classified Professional/Supervisory salary schedule 40) in Information Technology Services, effective December 1, 2017. Also, recommend the reclassification of Pui Wa (Alison) Wan to the Senior Programmer I position, effective December 1, 2017. The reclassification will more accurately reflect the responsibilities of the position.
4. Recommend a change in staff allocation to delete one Senior Programmer I position (1C0047) at Grade 210S of the Classified Professional/Supervisory Salary Schedule 40 and add one Senior Programmer II position (Grade 220S of the same salary schedule) in Information Technology Services, effective December 1, 2017. Also, recommend the reclassification of Suneetha Pasumarthi to the Senior Programmer II position, effective December 1, 2017. The reclassification will more accurately reflect the responsibilities of the position.

Skyline College

1. Recommend a change in staff allocation to delete one Staff Assistant position (2C0091) at Grade 21 of the Classified Salary Schedule 60 and add one Administrative Assistant position (Grade 27 of the same salary schedule) in the Planning, Research, and Institutional Effectiveness Department, effective December 1, 2017. Also, recommend the reclassification of Belinda Chan to the Administrative Assistant position, effective December 1, 2017. The reclassification will more accurately reflect the responsibilities of the position.
2. Recommend creation of a new classification titled, “Program Service Coordinator (Funded by the CCCCO Zero Textbook Grant)” at Grade 27 of the Classified Salary Schedule (60), effective January 1, 2018. In addition, recommend a change in staff allocation to add one full-time, 12-month Program Service Coordinator (Funded by the CCCCO Zero Textbook Grant) position in Academic Support and Learning Technologies, effective January 1, 2018. This position is a temporary, grant-funded position, effective January 1, 2018 through the expiration of the funding.
3. Recommend creation of a new classification titled, “Finance & Operations Manager” at Grade 196E of the Academic – Classified Exempt Supervisory Salary Schedule 35. In addition, recommend a change in staff allocation to add one full-time, 12-month temporary Finance and Operations Manager position in Administrative Services, effective December 14, 2017.
4. Recommend creation of a new classification titled, “Student Crisis Support Manager” at Grade 189E of the Academic – Classified Exempt Supervisory Salary Schedule 35. In addition, recommend a change in staff allocation to add one full-time, 12-month Student Crisis Support Manager Position in Student Services, effective December 14, 2017.
5. At its meeting on June 14, 2017, the Board approved the creation of a new classification titled, “Career and Workforce Marketing and Outreach Coordinator– (Funded by the Strong Workforce Program) at Grade 27 of the Classified Salary Schedule (60), effective June 15, 2017. It is recommended that the position classification title be changed to “Visual Communications Coordinator– (Funded by the Strong Workforce Grant)”. In addition, it is recommended there be a change in grade from grade 27 of the Classified Salary Schedule (60) to grade 30 of the same salary schedule, effective December 14, 2017. This position is a temporary, grant-funded position, effective December 14, 2017 through the expiration of the grant funding.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

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

Caryn Goldman	Instructional Aide II	Math & Science
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Retiring effective January 3, 2018 with 16.5 years of service. Not eligible for District retiree benefits.

Anna St. Amand	Instructional Aide II	Language Arts
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Retiring effective December 30, 2017 with 10.5 years of service. Not eligible for District retiree benefits.

Skyline College

Sita Motipara	Professor	Business, Education and Professional Programs
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Retiring as Professor Emerita effective December 16, 2017 with 27.5 years of service. Eligible for District retiree benefits.

2. Resignation**Cañada College**

Erin Moore	Director, Professional Development & Innovation	Administrative Services
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Resigning effective December 31, 2017.

College of San Mateo

Jeanette Courtin	Instructional Aide II	Creative Arts & Social Science
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Resigned effective October 18, 2017.

Eugene Drake	Planning & Research Analyst	Planning, Research, and Institutional Effectiveness
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Resigned effective December 1, 2017.

Lorena Gonzalez

Counselor

Counseling

Resigned effective November 3, 2017.

District Office**Ellen Wu**

Intensive English Program Coordinator

Auxiliary Services &
Enterprise Operation

Resigned effective November 22, 2017.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS**College of San Mateo****Paul Van Slambrouck**

Photography

Creative Arts & Social Science

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualifications to teach in the Photography discipline.

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
College of San Mateo		5	12/1/2017	6/30/2018	Professional Expert: Expert professional services for and assistance in EMT Skills Proctoring.

K. 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	3	1/2/2018	6/30/2018	Fashion Design Program Assistant: Job duties consist of recruitment in Fashion Design & Merchandising Department at the high schools in San Mateo County. Performs clerical duties, including email students, creation of documents and marketing materials, greets new and continuing clients, assist in classroom, repair of sewing machines, etc.

Cañada College	Humanities & Social Services/ Drama and Civic Center	6	1/1/2018	6/30/2018	Theatre Production Technicians: Requesting six Theatre Production Technicians to assist with construction and implementation of theatrical sets, lighting, sound, and other operational aspects of the Theatre Arts Department, internal college usage of, and usage by public clients. It is plausible that we could be using 5 techs on the same day working two different events and using two different account numbers.
Cañada College	Student Services	1	1/1/2018	3/3/2018	Assistant Projector Director: Works closely with project personnel on grant projects to coordinate efforts and manage budgets. Works on recruiting efforts and events. Plans and implements meetings, receptions, special events and outreach activities in conjunction with project management staff and other offices on campus.
Cañada College	Enrollment Services/Financial Aid	1	11/1/2017	6/30/2018	Promise Program Services Coordinator: Under general supervision of the Director of Financial Aid Services, the Promise Support Services Coordinator (PSSC) will provide program coordination for the Cañada Promise Scholars program. The PSSC serves as a liaison between student program participants and various instructional and student services departments; plans and coordinates joint activities with other college departments, programs, and community representatives; coordinates with outreach and makes presentations to small and large groups as a program and college representative; participates in planning and implementation meetings; ensures all Promise resources and supports are accounted for in financial aid award, etc.
Cañada College	Student Services/Upward Bound	1	1/8/2018	5/31/2018	Instructional Aide II: Instructional Aide II will provide academic tutoring and ACT/SAT prep to TRIO/Upward Bound high school students (low-income, first-generation, and at-risk youth). Instructional Aide II duties include-

					assisting program staff in the delivery of services and student success workshops, monitoring grades, student supervision, and record keeping. Work is performed at Sequoia High School and at Cañada College, which includes weekend and evening hours.
Cañada College	Enrollment Services/Financial Aid	1	1/2/2018	6/30/2018	Financial Aid Assistant: The Financial Aid Assistant provides front office staffing to meet the needs of our low income and at-risk student populations. With increasingly complex eligibility requirements for federal and state financial aid programs, professional staffing is needed to better serve our students and also reduce our reliance on student employees to staff this high volume service area. Additionally, this position will assist in maintaining the fee waiver program, review and log the receipt of student documents, and conduct the initial eligibility review and follow-up for the Cañada Promise Scholarship.
Cañada College	Operations/ Administrative Services	1	1/2/2018	6/30/2018	Accounting Technician: To assist with coverage in the Cashier's Office when regular employees are out sick, on leave, and/or during registration period. Duties include processing payments, issuing parking permits, and other Accounting Technician duties including sessions in Banner. Also other duties as assigned.
Cañada College	Science and Technology	1	1/11/2018	5/25/2018	Assistant Project Director: Our MESA director has moved to a phased in retirement plan with 50% for the spring semester. The MESA director position is currently a faculty position that has caused some difficulty. We would like to transition position to a classified position, starting with 50% temporary to see if 1) a split assignment (half to Cathy Lipe, current MESA director, and half to a second employee) and 2) whether a classified position is a better fit

					for this program. We have determined that an assistant project director will result in the same cost to the college (or very close) as the full-time faculty MESA director was costing the school.
Cañada College	Humanities/ College of Working Adults	1	1/15/2018	6/30/2018	Instructional Aide II: Provide tutoring and academic support services for the College for Working Adults (CWA) students.
Cañada College	Student Services/SparkPoint	1	1/2/2018	6/30/2018	SparkPoint Coordinator: Support SparkPoint activities. Duties will include financial coaching, Efforts to Outcome data entry, and coordination. Position is needed for 30-35 hours per week.
Cañada College	Counseling/SparkPoint	1	1/1/2018	6/30/2018	Office Assistant II: Provide support for the SparkPoint at Cañada College. Duties would include SparkPoint support, food pantry efforts, student assistant training and data entry. Funded by the United Way of the Bay Area (UWBA) grant.
College of San Mateo	Counseling/Disability Resource Services	1	1/1/2018	5/31/2018	Program Services Coordinator: Coordination interpreters/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.
College of San Mateo	Business & Technology	1	1/2/2018	6/30/2018	Program Services Coordinator: Grant funded position to support Business, Technology and Workforce Development activities: 1) address the Chancellor's Office recommendation for creation of jobs and strong economy; 2) expand workforce collaborations with industry, K-12, and adult school

					partners to improve career and educational pathways for students; and 3) provide support for program development, cooperative education, financial analysis, data entry and marketing at College of San Mateo.
College of San Mateo	Counseling/EOPS-CARE	1	1/2/2018	6/30/2018	Office Assistant II: EOPS/CARE: Assist program staff with responding to student and visitor inquiries regarding program eligibility and support services; assist with initial program eligibility; complete computer-related assignments such as database and spreadsheet management for intake; and student compliance with appointments and progress report(s); set-up and maintain current and archived student files; prepare report narratives and summaries of student surveys and reports; and sorts and distributes program mail.
College of San Mateo	Counseling/CalWorks	1	1/2/2018	6/30/2018	Retention Specialist: Provide assistance with on-campus and community outreach, and new student intake; meet with students to assess support service needs and facilitate the use of these services; assist with case management; assist with evaluating and monitoring student academic performance for early alert and academic success workshop participation; schedule new and continuing student meetings/new student orientations/appointment follow-up.
College of San Mateo	Enrollment Services/ Admissions & Records	2	2/1/2018	3/15/2018	Admissions & Records Assistant II: Seasoned, experienced staff needed during peak cycles, as services increase exponentially. Duties include: Front Desk (all tasks); Admissions phones and email accounts, correspondence with students, staff and general public; collection, processing, scanning and indexing of registration and confidential documents, processing of prior SMCCD transcript to Webxtender and all general documents relating to student records. Short-term staff limited to 3 days a week.

College of San Mateo	Counseling/EOPS-CARE	1	1/2/2018	6/30/2018	Retention Specialist: 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.
District Office	Office Assistant II	1	12/11/2017	5/30/2018	Office Assistant II: Provide clerical assistance to the HR Manager/CCCE Executive Director with the coordination of the IEPI grant. Duties include copying conference packets, developing conference agendas, ordering materials and supplies, maintaining the IEPI binders/files and assisting with set-up for conference trainings for Phase III, IV, and V of the Coordinated Leadership Development Program.
Skyline College	Counseling/Spark Point	1	1/1/2018	6/30/2018	Dream Center Staff Assistant: Provide temporary administrative support from Spark Point to the DREAM Center Office with a 4-5 day work schedule.
Skyline College	Student Services/Assessment	1	1/1/2018	6/30/2018	Office Assistant II: Provide follow up core clerical assistant services to Assessment Center staff especially in providing SSSP core services of Orientation, Assessment, Counseling/Advising and Follow-up Services as related to student services. Assist with entering and retrieving data using different software. Prepare different activity reports. Make and follow-up with student phone calls and email inquiry. Provide any support in planning various educational and cultural events.

Skyline College	Counseling	1	1/1/2018	6/30/2018	Program Services Coordinator: This position involves the planning and implementation of NOVA career services programs. Under direction, the employee assists in the planning and coordinates implementation of such services as recruitment, orientation, workshops, job skills assessments and other support of current and potential program participants. The employee also compiles and analyzes financial/budgetary, technical and administrative documents to ensure compliance with Federal, State and local regulations.
Skyline College	Science, Math, Technology	1	1/1/2018	6/30/2018	Program Services Coordinator-S-STEM: Provide program services support for students receiving S-STEM grants and coordinate support for EPIC tutoring program.
Skyline College	Science, Math, Technology/Respiratory Care	2	1/1/2018	6/30/2018	Instructional Aide II: Two Instructional Aide II positions to provide tutoring support for students in Bachelor of Science in Respiratory Care pilot program.
Skyline College	Science, Math, Technology/Biology	1	1/1/2018	6/30/2018	Instructional Aide I: One Instructional Aide I position to assist the students and faculty during intense instructional times such as lab tests, complex experiments and student check in and check out.
Skyline College	Science, Math, Technology/Biology	1	1/1/2018	6/30/2018	Instructional Aide II: One Instructional Aide II position to assist the students and faculty during intense instructional times such as lab tests, complex experiments and student check in and check out.
Skyline College	Science, Math, Technology/Math	2	1/1/2018	6/30/2018	Instructional Aide II: Math-2 embedded support tutors will work 7 hours/wk 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/Math	2	1/1/2018	6/30/2018	Instructional Aide I: Math-2 embedded support tutors: will work 7 hrs/wk 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/Emergency Medical Technician	4	1/1/2018	6/30/2018	Instructional Aide II: Four instructional Aide II positions to oversee skills testing during specific labs and provide supervisions for Instructional Aide I positions for the EMT program as required by accrediting agencies.
Skyline College	Science, Math, Technology/Emergency Medical Technician	6	1/1/2018	6/30/2018	Instructional Aide I: Six Instructional Aide I positions to assist with skills testing during specific labs for the EMT program as required by accrediting agencies.
Skyline College	Science, Math, Technology/Energy System Technology	1	1/1/2018	6/30/2018	Instructional Aide II: One Instructional Aide II to support instruction and lab set up for construction course held at Capuchino High School.
Skyline College	Science, Math, Technology/Surgical Technology	1	1/1/2018	6/30/2018	Instructional Aide II: One Instructional Aide II position to assist with student support needing supplemental instruction/tutoring in the Surgical Technology program.
Skyline College	Science, Math, Technology /Physics, Geology	2	1/1/2018	6/30/2018	Lab Technician: Two lab technician positions to provide intermittent assistance with lab set up and maintenance in physics and geology. Days/hours will vary with student need and will be most utilized during midterm and final preparation. Staff performing these functions can change throughout the year depending on individuals' availability.
Skyline College	Vice President Student Services	1	1/2/2018	6/30/2018	Staff Assistant: Provide temporary administrative support to the VPSS office with a 3-4 day work schedule.

Skyline College	CWD/Science, Math, Technology/ Career Advancement	2	1/1/2018	6/30/2018	Instructional Aide II: Career Advancement Academy-2 Instructional Aides II will be used as needed to support students needing supplemental instruction/tutoring as they progress through their CASS pathway.
Skyline College	Science, Math, Technology/Allied Health	2	1/1/2018	6/30/2018	Instructional Aide II: Two Instructional Aide II positions to assist with student support needing supplemental instruction/tutoring in the allied health programs.
Skyline College	Academic Support Learning Technologies/Teaching and Learning Center	1	1/1/2018	6/30/2018	Instructional Aide II: A short-term, temporary Instructional Aide II position to assist with extended hour's coverage. This position serves as the individual overseeing the tutoring spaces to assist with additional hours of operations from 8 pm to midnight throughout the semester. Additionally, this position supports larger Learning Center projects and goals by providing support to permanent Learning Center staff.
Skyline College	Counseling/Spark Point	1	1/1/2018	6/30/2018	Spark Point Coordinator: Duties include specialized Spark Point related coordination and direct service needs of Spark Point.
Skyline College	Academic Support and Learning Technologies/Center of Transformative Teaching and Learning	1	3/1/2018	6/30/2018	Program Services Coordinator: In the past, the Center for Transformative Teaching and Learning relied on a .3 PSC to assist with their distance education program. Over the last year, the number of programs offered by CTTL has significantly increased. These new programs are service learning, communities of practice, live formative feedback system, OER, lecture capture, intermediate and advanced Canvas training, professional development management system training, and antiplagiarism tools. In order to support all of these new programs, a 1.0 PSC is needed.

Skyline College	Career and Workforce Programs/Business, Education, & Professional Programs	2	1/2/2018	6/30/2018	Office Assistant II: Two full-time Office Assistant II to support the Center for Workforce Development's Retail, Hospitality and Tourism (RHT) "Learn and Earn" Grant and related grant funded projects. The two Office Assistant II will provide direct support to the Bay Region Deputy Sector Navigator for the RHT Grant. Functions include general office support, victor/student intake and support, support of student recruitment, coordination of events, grant data entry, creation of marketing materials, and other duties as assigned.
Skyline College	Planning, Research, and Institutional Effectiveness	1	1/2/2018	5/30/2018	Planning & Research Analyst: Provide evaluation of grant metrics as written in grant proposal. Use both quantitative and qualitative research methods to evaluate the grant.
Skyline College	Global Learning Programs	1	1/1/2018	6/30/2018	Program Services Coordinator: This position will provide administrative support to the ISP office. Job responsibilities include but not limited to; international application processing, communication with prospective students, event planning and management, maintaining student records, office management and processing invoices. The incumbent will work with the current PSC for the first few months for training purposes.
Skyline College	Business, Education, & Professional Programs/Bay Area Entrepreneur Center	1	1/1/2018	6/30/2018	Office Assistant II: This is an extension of a previously Board approved classified short-term position. Assist BAEC director and/or designee in the planning and implementation for the BAEC. In addition, staff evening/weekend events at the BAEC as needed.
Skyline College	Global Learning Programs	1	1/1/2018	6/30/2018	Office Assistant II Study Abroad: This position will focus on the administrative day-to-day operations of the Passport Acceptance Facility. Duties will include processing payments, taking passport and visa photographs and assisting in

					processing passport applications/renewals. The position will also take inquiries from the public and respond accordingly.
Skyline College	Child Development Laboratory Center/ Business, Education and Professional Programs	2	1/5/2018	5/25/2018	Child Development Center Aide I- Associate Teacher: State regulations mandate that the Skyline College Child Development Laboratory Center maintain required adult/child ratios when serving children ages 1 to 5 years old. In order to meet this mandate, flexibility in staffing is required to maintain appropriate numbers of staff in each classroom and accommodate varying child enrollment each year. CDC Aide I staff assist in the supervision of children and in the implementation of planned curriculum. Two Classified Short-Term hourly CDC Aid I (Associate Teacher) positions are needed throughout the Spring 2018 academic semester.
Skyline College	Business, Education and Professional Programs/Cosmetology & Wellness	1	1/16/2018	5/25/2018	Cosmetology Aide/Wellness: To meet the required standard of 24:1 student to teacher ratio by CAMTC, the Cosmetology/Wellness Department is requesting 1 short term aide to help during Massage Therapy practical lab hours. This is to help oversee implementation of applied technique pertaining to Massage Therapy. Requested hours are Monday-Thursday from 5:00 pm – 10:00 pm.
Skyline College	Financial Aid/Enrollment Services	1	1/2/2018	6/30/2018	Financial Aid Technician: Assist students and processes Financial Aid applications, runs complex data reports, follow-up contact by phone/email, provides staff support at the front counter, assists in training and presentations of workshops.
Skyline College	Academic Support Learning Technologies/Teaching and Learning Center	5	1/1/2018	6/30/2018	Instructional Aide II: Five short term, temporary Instructional Aide II positions. Each serves as expert tutors in their designated areas, covering hours throughout the day to insure that The Learning Center has full tutoring staff for student support. Assist with

					day to day oversight of the four tutoring labs, including training and upkeep of lab space.
Skyline College	Academic Support Learning Technologies/Teaching and Learning Center	1	1/1/2018	6/30/2018	Instructional Aide II: The Instructional Aide II assists the SI Coordinator in the oversight and maintenance of the SI program in general. The IA2 observes the SI sessions of 35+ students SI Leaders, and meets with them to discuss positive feedback and strategies for strengthening SI strategies. The IA2 also assists with the planning and facilitation of training and program meetings as well as assists with data entry.
Skyline College	Student Equity/Men of Color Initiative	1	1/1/2018	6/30/2018	Retention Specialist-Men of Color Initiative: This grant will continue the work for the Men of Color Initiative.

BOARD REPORT NO. 17-12-100B

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 CERTIFIED NURSING ASSISTANT PROGRAM AS A NOT-FOR-CREDIT COMMUNITY, CONTINUING AND CORPORATE EDUCATION PROGRAM

CCCE Mission and Goals

Community Education was established in the California Community College system for the specific purpose of offering additional educational opportunities to members of the local community other than for-credit instruction. Building a robust and effective Community Services Education program created the opportunity for colleges to address the needs of all members of a community in credit, non-credit and not-for-credit instruction. Community Education, as it has been known in our District, has existed for many years, serving the educational needs of the San Mateo County community as well as learners around the world. The program has evolved over the years and in 2015, the program known as Community Education was rebranded Community, Continuing and Corporate Education (CCCE).

CCCE seeks to educate and enhance the lives of San Mateo County residents, families, businesses, nonprofits, government agencies, and internationals through self-supporting, innovative educational programs and partnerships, renowned signature programs, and global impact initiatives. CCCE's Strategic Goals are based on the District Strategic Plan adopted by the District Board of Trustees on September 30, 2015, with particular emphasis on Strategic Goal #4. CCCE's 2015-2020 Strategic Goals are as follows:

1. Increase Community, Continuing and Corporate Education (CCCE) training and services to San Mateo County residents, families and businesses through increased lifelong learning and professional certifications for adults, expanded academic and fitness programming for youth, and customized workforce training for public and private-sector organizations.
2. Increase revenue-generating contract training for public and private-sector organizations.
3. Develop internationally-recognized, revenue-generating Intensive English Programs for students, educators, administrators and executives.
4. Contribute to the economic development of San Mateo County through collaborative partnerships with industry and workforce/economic development agencies.
5. Increase credit-based enrollments through new credit/not-for-credit hybrid programming.
6. Create or expand revenue-generating programs in collaboration with the San Mateo Athletic Club.

Certified Nursing Assistant (CNA) Program

At the request of College of San Mateo's Nursing Director Jane McAteer, CCCE was requested to pursue development of a California State-approved Certified Nursing Assistant program to provide the community with career opportunities in an occupation with faster than average growth projections through 2024. Based on alignment with its mission and goals, CCCE relayed this request to Vice Chancellor Tom Bauer, who reached out to College of San Mateo President Michael Claire. After consulting with his cabinet, President

Claire gave approval for CCCE to pursue development of a Certified Nursing Assistant program with the support of, and in collaboration with, CSM's Nursing Department.

The remainder of this report is divided into the following major sections, with supporting subsections, and consists of publicly available government and labor market information: CNA Information Overview, Nursing Assistant Training Program Requirements, Additional Training Program Requirements, and Items Needed to Complete Packet for State Approval.

CNA Information Overview

Job Description

Nursing Assistants carry out the routine work in the general care of patients. They work under the direction of nursing and medical staff. Nursing Assistants' duties depend on training, experience, and type of health care facility. Typically, Assistants answer patients' call lights, deliver messages, make beds, and help patients eat, dress, and bathe. In California, a Nursing Assistant can earn the title of Certified Nursing Assistant (CNA) after state certification requirements are completed. A CNA, under the supervision of a licensed nurse, provides basic nursing services to patients in an acute care, long-term or intermediate health care facility.

Tools and Technology

Nursing Assistants use a variety of tools and technology in their work. They may use automated external defibrillators, bedpans, compresses, and electronic medical thermometers. They may also use accounting, query, medical, spreadsheet, and word processing software.

Working Conditions

Nursing Assistants work in a variety of environments, including acute care, residential care, and skilled nursing facilities, as well as clinics and hospitals. Most facilities are well-lit, air-conditioned, and have modern equipment. The work can be emotionally and physically demanding. Nursing Assistants walk or stand most of their work day. They must take precautions to guard against back strain from lifting patients and equipment, exposure to radiation and caustic chemicals, and catching diseases such as tuberculosis and hepatitis. Using proper safety procedures reduces personal risk. Most full-time Assistants work about 40 hours a week, but because patients need care 24 hours a day, some Assistants work evenings, nights, weekends, and holidays. Employers generally provide or pay for uniforms and supplies.

Wages & Benefits

The median wage in 2017 for Nursing Assistants in California is \$31,102 annually, or \$14.96 hourly. The median wage for Nursing Assistants in the San Francisco Bay Area is \$43,829 annually, or \$21.08 hourly. The median is the point at which half of the workers earn more and half earn less.

Annual Wages for 2017	Low	Median	High
California	\$23,336	\$31,102	\$38,827
San Francisco Bay Area	\$36,515	\$43,829	\$55,590

Job Outlook

The elderly population, a group with much greater than average health care needs, will grow faster than the total population, increasing the demand for health services, especially for home health care, nursing, and personal care. This ensures continued demand for Nursing Assistants to work in the growing number of nursing homes and long-term care facilities. Further increasing the demand for Nursing Assistants is the managed health care practice of moving patients from acute care hospitals to skilled nursing facilities as quickly as possible. In addition, the high turnover rate means that many job openings will likely occur in the foreseeable future. Many Assistants leave the occupation to attend training programs for other health

care occupations. Others decide they do not enjoy the work. Therefore, persons who are interested in, and suited for, this work should have excellent job opportunities.

Projections of Employment

In California, the number of Nursing Assistants is expected to grow faster than average growth rate for all occupations. Jobs for Nursing Assistants are expected to increase by 19.3 percent, or 19,200 jobs between 2014 and 2024.

Annual Job Openings

In California, an average of 1,910 new job openings per year is expected for Nursing Assistants, plus an additional 2,250 job openings due to net replacement needs, resulting in a total of 4,170 job openings. In the San Francisco Bay Area, an average of 29 new job openings per year is expected for Nursing Assistants, plus an additional 87 job openings due to net replacement needs, resulting in a total of 116 job openings.

Geographic Area	Jobs From Growth	Jobs Due to Net Replacements	Total Annual Job Openings
California (2014-2024)	1910	2250	4170
San Francisco Bay Area (2014-2024)	29	87	116

Education Requirements

The minimum education that employers typically prefer is a high school diploma or general education diploma (GED). In order to work in California, Nursing Assistants need to be certified, earning the title of Certified Nursing Assistant or Aide (CNA). The CNA programs, adult education, community colleges, and private training facilities may offer training. Facility-based CNA training programs do not charge tuition if the individual is employed by the facility. The armed forces provide training in related fields and those trained can challenge the test. Nursing homes and convalescent centers are willing to train mature applicants on the job. Formal training usually lasts one to nine weeks under supervision of a general duty nurse or licensed vocational nurse. Nursing Assistants may work in a skilled nursing facility for four months from the time they enroll in training before passing the state exam. Those who cannot pass the CNA exam within that time are unable to work in the field until they pass the exam. Acute care hospitals require high school graduation and six months to one year of experience. Equivalency applicants are individuals who have had Certified Nursing Aide training, such as nursing services personnel from the U.S. Armed Services.

Certification

To become a CNA, applicants must be at least 16 years of age and meet the prescreening requirements. Applicants must successfully complete either an Aide and Technician Certification Section (ATCS)-approved training program or one of the Department of Education's ROP or adult education programs for Nursing Assistants, be eligible through an equivalent training program, or be eligible through reciprocity from another state. In an ATCS-approved training program, applicants must submit fingerprints upon enrollment and complete a minimum of 50 hours of classroom training as well as 100 hours of supervised clinical training in a nursing facility. They must also successfully complete a competency evaluation conducted by an ATCS-approved testing vendor. As part of the certification process, applicants must have a physical examination and provide a report prepared by a physician, physician's assistant, or nurse practitioner stating that the applicant has no health condition that would create a hazard to self, fellow employees, residents, or visitors.

Where Do CNA's Work

Most Nursing Assistants work in nursing care facilities and general medical and surgical hospitals. A small number work in community care facilities for the elderly and employment services as well as residential care facilities for those with intellectual disabilities and mental health issues. The largest industries

employing Nursing Assistants are as follows:

Industry Title	Percent of Total Employment -CA
Nursing Care Facilities	50.2%
General Medical and Surgical Hospitals	23.1%
Community Care Facility for the Elderly	8%
Employment Services	4.3%
Residential Mental Health Facilities	2.6%

Pathways & Related Occupations

Nursing Assistant is the entry-level position in the nursing field and sets the foundation, skills, and knowledge that could lead to other health care occupations. With additional education and training, a Nursing Assistant can work in a specialty area such as pediatrics, geriatrics, surgery, obstetrics, orthopedics, or psychiatry. A typical nursing career path would be Nursing Assistant to CNA to licensed vocational nurse to registered nurse. Many employers encourage advancement by giving training within the facility and offering flexible work schedules to make formal classroom study easier. Related Occupations include Home Health Aides, Medical Assistants, Orderlies, PT's, and Psychiatric Aides.

Nursing Assistant Training Program (NATP) Requirements

Nursing Assistant Certification Training Program Hours

California requires 150 hours of training to complete the program. The minimum number classroom theory training is 50 hours and 100 hours of supervised clinical training is required.

Lesson Plans:

Content of the 16 modules must include the following content:

- Module 1: Introduction
- Module 2: Patient's Rights
- Module 3: Interpersonal Skills
- Module 4: Prevention Management of Catastrophe and Unusual Occurrence
- Module 5: Body Mechanics
- Module 6: Medical and Surgical Asepsis
- Module 7: Weights and Measures
- Module 8: Patient Care Skills
- Module 9: Patient Care Procedures
- Module 10: Vital Signs
- Module 11: Nutrition
- Module 12: Emergency Procedures
- Module 13: Long – Term Care Patient
- Module 14: Rehabilitative Nursing
- Module 15: Observation and Charting
- Module 16: Death and Dying

Each lesson plan must include all topics for the entire Module and shall include learning objectives, content outline, method of teaching and method of evaluation.

Nursing Assistant Training Program Skills Check List

The NATP is required to provide 100 hours of clinical training under the immediate supervision of the Instructor. The training shall include demonstration of basic patient care skills by the Instructor. The demonstration is to be based upon the theory and clinical instruction presented in the classroom. Return demonstrations by the student are also required and shall be under the immediate supervision (present when

student is performing the skill) of the Instructor and shall be done in the clinical setting with residents (patients).

Daily Nursing Assistant Training Program Schedule

A day to day schedule must be submitted. This schedule must list all training including 50 hours of classroom theory and 100 hours of clinical training. All required Modules, components, and skills are to be included. A complete training program schedule will address all the topics and subtopics on the Nursing Assistant Certification Training Program Individual Student Record (CDPH 276C) and all the skills on the Nursing Assistant Training Program Skills Check List (CDPH 276A). Theory topics must be taught prior to skills training for that topic. For example, theory for infection control and hand washing must be taught prior to clinical skills training on that topic. Lab hours, aka “Skills Lab” may be included the curriculum, but cannot be counted towards the classroom or clinical hour requirements. Any additional hours of training must be included on the training program schedule. It is recommended that lab hours be added to the curriculum to allow for skill demonstration practice prior to the clinical training.

There are 16 hours of state and federal required training in the following areas prior to any direct contact with a resident:

1. Communication and interpersonal skills
2. Infection control
3. Safety and emergency procedures including the Heimlich maneuver
4. Promoting the independence of patients/residents
5. Respecting the rights of patients/residents

This requirement is met if all theory components of the following modules are taught prior to clinical training: Modules 1,2,3,4,5,6,12,14 plus one additional hour from 8E, 8H, 15A, 15C or 16C. The students may then begin the clinical portion of the NATP. The remainder of the classroom theory modules must be taught in conjunction with the clinical training. A NATP may choose to teach all 50 hours of theory at the beginning of the program. This can be done if significant laboratory skills training is provided in conjunction with the theory training. Clinical training for 100 hours may then follow. Laboratory time does not count as part of the required 150 training hours.

Instructor Application and Requirements

Each instructor must be approved by the Department prior to providing training for each NATP. The Program Director must be a Registered Nurse and is an approved instructor for this NATP. Instructor approval may be prior to or concurrent with the Program Director designation. The regulatory requirements for Department approval for a SNF Director of Staff Development (DSD) and a NATP Instructor are the same; however, the roles are different. A Director of Staff Development provides training for “staff” in a nursing facility and Instructors provide training for “students” in a NATP. Therefore, the DSD term applies to a nursing facility, and the Instructor term applies to a non-facility based NATP. An LVN or RN may become approved as a NATP Instructor as long as he/she meets the regulatory requirements.

RN Program Director

Each NATP must designate a Registered Nurse (RN) who meets the DSD and Instructor qualifications to be the “RN Program Director” for the NATP. The Program Director RN is responsible for the general supervision of the NATP in a non-SNF owned NATP. The general supervision should include, but is not limited to oversight of instructors, curriculum, verification of student training, and signing of CDPH 283B after the student successfully completes the NATP (attesting that all state and federal training requirements are met). In order to be approved as the Program Director for the NATP, the RN must be approved as an Instructor for the NATP. See DSD/Instructor requirements above. Additionally, the NATP must submit the CDPH 276 form which designates the Program Director. The CDPH 276S or CDPH 276F must be submitted in order to designate an approved Instructor as the RN Program Director for the NATP.

Clinical Site Agreement

The NATP must provide 100 hours of clinical training in a Department approved long-term care facility. There must be a written agreement between the NATP and the long-term care clinical facility where the training is provided. The agreement must be approved by the Department prior to clinical training taking place. This form is not required for programs conducted directly by nursing facilities. The NATP applicant must have a written agreement with the long-term care clinical facility where they will provide the required 100 hours of clinical training for students. The required clinical training must be provided in the approved SNF between 6:00 a.m. and 8:00 p.m. The facility must be in good standing with the Centers for Medicare and Medicaid Services (CMS) and not have any training enforcement restrictions. If the facility has a two-year Nursing Assistant Training Program ban, the clinical site agreement will be void and the NATP will not be allowed to conduct training in the facility. Programs should consider having more than one clinical site training agreement in the event a facility comes under sanctions by CMS. This agreement must be developed jointly with the clinical facility and signed by both parties. The agreement period shall correspond with the NATP approval expiration date will be for a maximum of two years. The Department CDPH 276E form may be submitted for approval or the clinical site contract between the parties may be submitted, but the agreement shall state the responsibility of the NATP to the facility and the facility to the NATP and shall include:

Nursing Assistant Training Program (NATP) Responsibilities

1. Prior to direct patient contact in the facility, the student must receive the federally mandated 16 hours of training regarding specific topics.
2. Provide all clinical training and will provide immediate and direct supervision of students.
3. Student to instructor ratio shall not exceed 15 students per Instructor.
4. Provide facility with a list of names of all students along with the training schedule that will be followed.
5. Provide all clinical training in the Department approved facility, by a Department approved instructor, while following the NATP schedule.
6. Provide notice to the facility that all students have had the physical examination, test for TB (not less than 90 days prior to patient contact) and criminal screening (upon enrollment to the NATP).
7. Training will be provided between the hours of 6 a.m. and 8 p.m.
8. Training will provide a minimum of 100 hours of clinical training in the facility.

Facility Responsibilities

1. Facility staff may not be used to proctor, shadow, or teach the NATP students.
2. Facility nursing staff will not be decreased because students are training in the facility.

Both parties agree to

1. Provision for adequate notice of termination.
2. Both entities must agree to comply with all local, state and federal laws and regulations.
3. Names and addresses of both parties, including signatures and dates.

Administrative Policies and Procedures Manual

Per California Code of Regulations, Title 22, Section 71828, NATP providers must develop and implement written administrative and management policies governing the program. A copy of these written policies shall be submitted to the Department during the initial application review and any other time requested by the Department. The Department will review the policies to ensure compliance with Department regulations/requirements and to verify NATP staff has fundamental operational and regulatory knowledge.

Policies and Procedures must include one or more policies covering the following categories and addressing all items listed below

1. Development, implementation, changes, updates and annual review of the P&P Manual. Identify employee(s) responsible for each function and how the training program NATP will ensure staff has adequate knowledge of policies. Provide specific details in order for staff to carry out the policy. Indicate the timeframe for annual P&P review. Include audit form in forms section. (See CDPH Sample Policy and Procedure format.)
2. Staffing policy to include job descriptions and qualification for all staff. Policy must include information for Administrator, Instructor, RN Program Director and any other NATP staff. Job title listed in the NATP policies must match and be included in the organizational chart. Instructor and RN Program Director qualifications, the approval process and license requirements must be included. Each responsibility listed in other policies should be included in the job description for the appropriate individual. In smaller organizations, one individual may hold two or more job titles. Include qualifications and job description for each required job title even when one employee will fill two jobs.
3. Development, changes and maintenance of the organizational chart. In addition to the policy, include an organizational chart that indicates all job titles and lines of authority. The Administrator, RN Program Director, Instructors, and any other positions or job titles providing support to the NATP should be included.
4. Advertising requirements including advertising rules, advertising development and approval processes. The advertising policy must ensure that the NATP will not make any false or misleading claims or advertisements. The NATP may not advertise or guarantee certification to students. Include the compliance monitoring process for advertising and the monitoring requirements and process.
5. Student Enrollment
 - a. Initial application process to include the submission of the CDPH 283 CNA/HHA application form, Live Scan BCIA8016 form and CDPH 283I form to the Department's Aide & Technician Certification Section Registry upon student enrollment.
 - b. Criminal background clearance requirement and process. All students must complete Live Scan fingerprinting upon enrollment and prior to beginning clinical training or direct contact with patients. Detail the process for completion and submission of initial CDPH 283B. Students fill out Sections I-III and NATP process to completion of section IV. Indicate details of the submission procedure. Passage of SB1384 (Chapter 847, Statutes of 2014), contains important information regarding the criminal background requirements. Applicants are encouraged to read this senate bill and incorporate these requirements under this policy topic. The "Disqualifying Penal Code Sections" list no longer applies to CNA's and NATP applicants.
 - c. Health requirements and processes to include gathering medical history and physical examination within 90 days prior to student participation in segments of the program involving direct contact with patients. Include the details for determination that the individual is free of active tuberculosis disease as per tuberculin infection testing method(s) recommended by the Federal Centers for Disease Control and Prevention (CDC) and licensed by the federal Food and Drug Administration (FDA). Expand upon requirements

for when that test is positive; how an x-ray of the lungs must be performed and a certificate from the examining practitioner indicating the individual is free from active tuberculosis must be obtained. Include information regarding the report that must be signed by the physician, physician's assistant or nurse practitioner and that the report shall be provided to the nursing facility. This report shall also indicate, "the student does not have any health condition that would create a hazard to himself, fellow employees, or patients."

6. Training Requirements

- a. NATP schedule Development and implementation. Completed schedule must include all required hours, modules, components and skills per Title 22, §71835(n) as well as the document revision date. Schedule must also include designated makeup times to cover allowable absences per attendance policy. Procedure must include sufficient detail to guide the responsible employee in the development, implementation and Department approval process. P&P must demonstrate that applicant understands the Federal requirements that must be met prior to clinical skills training and required hours and components for course completion. All training schedules must be approved by the Department prior to implementation. The school may include lab practice in the curriculum. Lab practice cannot be counted towards the theory or clinical training hours.
- b. Classroom theory training may only be provided at the theory classroom location approved for use with a specific NATP identification number. All training must follow the curriculum, lesson plans and NATP schedule that have been approved by the Department for use with this specific NATP. Federally required 16 hours of theory training must be completed prior to direct patient care in the clinical class. The policy must indicate who will be responsible for verifying that each student has completed the training prior to start of clinical training.

Standardized forms must be used to document all theory training. The policy must establish whether the NATP will use the CDPH276C (Individual Student Record) or if the NATP has developed an alternate form for this purpose. If an alternate form is used, the policy must instruct employees on the form requirements regarding development, required Department approval prior to use, proper use procedures and implementation. This document must contain all information as shown on the current CDPH 276C. All documentation of student progress must be hand-written.

The policy must establish which curriculum the NATP will be following. If the NATP chooses to use a curriculum other than a Model Curriculum listed on the Department website, the P&P must include information regarding the process and responsibilities for the development, implementation and evaluation of this curriculum. Identify if lesson plans are from a model curriculum or will be developed by the NATP. If the policy states that the NATP will develop the curriculum (including lesson plans), the procedures must clearly detail the process and steps for developing the curriculum and lesson plans. Student attendance (sign-in/sign out) sheets must be developed, implemented and maintained for all training, and include date, printed/typed name of student, student's signature (beginning and end of each training day), and name and signature of instructor.

- c. Clinical facility training must be completed at the Department approved clinical training facility between the hours of 6 a.m. and 8 p.m. Each clinical Instructor may not have any other duties while providing immediate and direct supervision to no more than 15 students. Policies and procedures must detail rules and processes surrounding clinical site

approval, compliance methods to ensure adherence to training schedule and all hours and skills are met per Title 22, §71835. All clinical modules and lesson plans are available for Instructor use and Department review upon request. Identify NATP personnel responsible to implement chosen curriculum and lesson plans. If the NATP policy is to establish a customized curriculum, the policy must include all details for curriculum development. Describe how the Clinical Instructor must provide a demonstration of clinical skills at the nursing facility (Department approved clinical site) and perform student return evaluations for all skills on CDPH276A or Department approved Student Skills Checklist at the nursing facility. NATP cannot waive any skill on the CDPH 276A form pursuant to Title 22, §71835. All skills are to be successfully demonstrated by the student, on a facility resident, with the Department approved Instructor present. Simulation process and exception requirements can be utilized, if a skill cannot be demonstrated on a resident in the facility and P&P allows for and details the simulation process. All skills must be evaluated by a Department approved Clinical Instructor with hand written documentation, on the date the skill was performed. Sign-in/sign out sheets are required for every day of clinical training. The sheet should include the date and time of clinical, printed/typed name and signature of instructor, printed/typed name of student, and signature of student. Student attendance sheets will be used by the RN Program Director to verify each student completed 100 hours of clinical training.

- d. Course completion and verification processes must be established. RN Program Director must verify all hours, modules and components being successfully completed by each student prior to signing CDPH 283B. This is usually done through a review of review the CDPH276A, CDPH276C, student attendance and sign-in sheets (including make-up sessions). The signing of the CDPH 283B may occur only after the student meets state and federal NATP requirements and is eligible to take the CNA competency exam.
7. Attendance and makeup policies must be established. Rule for number of absences per student must be established. Procedures for makeup must include acceptable makeup which is to be “hour for hour”, for same Modules, components and content as missed and must follow the approved curriculum and lesson plans. The Instructor must be present and available for questions during all training, including makeup. Attendance records to document both classroom and clinical training hours must be kept. Sign in/sign out (Attendance records) shall include the date and time of instruction, the name and signature of the student, and the name and signature of the instructor.
8. Program Monitoring criteria, processes and timeframes must be established and include specific details of how the monitoring will be completed. The monitor should verify that the approved NATP schedule and the approved lesson plans are being followed. The monitoring should verify documentation is complete, initiated by the proper individual, handwritten and does not contain blanket signatures. Is each student completing all required hours, modules, components, skills prior to the 283B forms being submitted to the RN PD for signature? Monitoring policy must include the frequency of monitoring which should occur at least once for clinical and once for theory for each class. The monitoring should be listed in the job description of the RN PD who monitors the NATP operation and the Administrator who monitors the RN PD to verify compliance monitoring is taking place per the policy. Evaluation tools used for monitoring should be included in the “Forms” section of the policy and procedure manual.
9. RN Program Director (RNPD) Oversight of Multiple NATP Locations or Outside Employment policy must be established. Will the NATP allow the RN program Director to oversee multiple training programs or training locations? If so, this must be included in the RN PD job description. Define the maximum number of NATP program and locations the RN PD may oversee. Will the NATP allow the RN PD to have outside employment? Any policy that allows for RN PD oversight

of multiple programs, locations or outside employment requires Department review and approval. The RN PD must submit a letter to the Department listing employers, job titles, hours of employment and employment locations along with a statement describing how all job duties will be met. How will NATP verify that RN PD is meeting all NATP responsibilities as outlined?

10. Recordkeeping and form retention policy must list and provide detailed information regarding all forms and documents to be used, maintained and retained by the NATP for a minimum of four years. Who will be responsible for form development, implementation, completion and storage? Copies for all of the forms listed in this policy should be included in the "Forms" section of the policy and procedure manual. Any form listed in the P&P manual or student handbook, related to NATP evaluation, health exam, and absenteeism or student attendance must be provided as part of the P&P review. All forms must be current and include a revision date. Address how security is maintained for documents that are removed from the designated storage locations, such as student CDPH 276A and CDPH 276C forms during training. Address timeframe for keeping records, they are to remain in a locked location and specify the locked location and those with access. All student records must be completed and verified by the RN Program Director prior to signing the CDPH 283B.
11. Competency Evaluation Testing may only be performed by CDPH approved testing vendors. Students may only be referred to and test with the American Red Cross or the National Nurse Aide Assessment Program. The NATP policy must include the process for scheduling of testing. Procedural steps for the content, sources and methods of proving competency evaluation testing information to students must be included.

Additional Training Program Requirements

Certified Nursing Assistant Application and Live Scan

Upon enrollment in a NATP for nursing assistant certification, a candidate for training shall submit a training and examination application along with the proof of Live Scan fingerprinting to the Department. The application and Live Scan must be submitted prior to any direct patient contact with residents.

Physical Health Examination

Each student enrolled in the certification program shall have a health examination which includes a medical history and physical examination, a purified protein derivative, intermediate strength intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. A report signed by the examiner shall indicate that the student does not have any health condition that would create a hazard to themselves, fellow employees, or patients. This examination shall be completed and documented prior to the student having direct patient care contact in the clinical setting. This information shall be provided to the nursing facility prior to patient contact. The physical health examination must be done within 90 days prior to clinical training/direct patient contact.

Items Needed to Complete Packet for State Approval

Items Needed to Complete Packet

The following items are needed to complete the packet for the CNA Training program to be submitted to the State for approval:

1. Disclosure of ownership and control statement
2. Instructor Applications to ensure a 15 students to 1 instructor ratio
3. Identification and hiring of an RN Program Director

4. Identification and hiring of two Faculty CNA Instructors
5. Updated (New) Clinical Site Agreements that will extend beyond existing May 2018 agreements
6. Rewritten Administrative Policies and Procedures
7. Electronic copies of previously submitted applications by CSM's Nursing Department to the State

Summary

If approved by the Board of Trustees to pursue development of a California State approved Certified Nursing Assistant program, CCCE will work closely with CSM Nursing Department Director Jane McAteer to complete all required steps to pursue development of a California State approved Certified Nursing Assistant program. It is the intention of this CSM-requested collaboration between CCCE and the CSM Nursing Department to provide the community with career opportunities in an occupation with faster than average growth projections through 2024.

RECOMMENDATION

It is recommended that the Board approve the addition of the Certified Nursing Assistant program as part of the not-for-credit Community, Continuing and Corporate Education offerings.

BOARD REPORT NO. 17-12-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

RATIFICATION OF PURCHASES AND AUTHORIZATION OF THE FURTHER USE OF THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES CONTRACT WITH CDW-G, LLC FOR THE PURCHASE OF DISTRICT COMPUTER AND NETWORK EQUIPMENT

Public contract code (PCC) 20653.5 authorizes California Community Colleges to purchase materials, equipment, supplies and services under the same conditions as those specified in a contract lawfully awarded by the University of California or the California State University.

In November 2015, the Board authorized the use of Western States Contracting Alliance (WSCA) contracts for the purchase of computer and network equipment for the District (Board Report 15-11-100B). The IT department continues to utilize this contract. In June 2017, the Foundation for California Community Colleges (FCCC) also entered into Agreement number CB-185-17 with CDW-G, LLC, pursuant to PCC 20653.5 which allows purchases through CSU/UC contracts. The contract is valid through June, 2020 with the option to renew for two successive one-year periods.

IT and purchasing staff worked collaboratively to identify the piggybackable contracts with the most favorable pricing and terms for the District. Consequently, the FCCC contract was recently used in lieu of the WSCA contract for the purchase of Cisco switches and associated accessories. The order has been placed so that the equipment will be received in time for installation over the winter break. The department will need to purchase similar equipment over the next five years and requires the flexibility to select and use the contract with pricing and terms most advantageous to the District.

RECOMMENDATION

It is recommended that the Board of Trustees ratify the recent purchase of Cisco Switches in the amount of \$ 98,976.22 and authorize the further use of the FCCC Contract with CDW-G for computer and network equipment as needed through the expiration of the contract.

BOARD REPORT NO. 17-12-102B

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 OF CONTRACT AWARD FOR 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. This project responds to that need by modernizing the building to create spaces for student Learning Communities. Building 17 will 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 is obtained 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 bid this project initially on June 14, 2017 immediately upon receiving DSA permit approval; however, only two bids were received and the low bid was over the project budget. Therefore, on June 28, 2017, the Board approved Board Report 17-6-7CA to reject all bids with the plan to rebid the project during the more favorable autumn bidding period.

The Facilities Planning Department, with the support of Swinerton Management and Consulting, advertised rebidding this construction project through the Planet Bids 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 on October 19 and 26. A total of eight prequalified general contractors attended at least one of the two mandatory pre-bid conferences held on October 25 and November 2.

On November 21, 2017, the District received five bids for this project as follows:

Contractor	Total Bid
D.L. Falk Construction, Inc.	\$3,928,100
Rodan Builders, Inc.	\$3,929,455
Build Group, Inc.	\$4,550,476
Zolman Construction, Inc.	\$4,648,420
Coulter Construction, Inc.	\$4,957,003

After the bid opening, Facilities conducted a due diligence investigation of the bid result to ascertain the lowest responsive, responsible bid that meets all the requirements of the project. In addition to pricing, the bid was evaluated for its conformance with bidding requirements. Based on the due diligence review process, D.L. Falk Construction, Inc. was deemed the lowest responsive, responsible bidder.

This bid reflects a savings of \$721,600 compared to the previous bid. The project will be funded by Measure H general obligation bonds as well as State Scheduled Maintenance Funds for the roofing portion of the project.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute a contract with D.L. Falk Construction, Inc. for the College of San Mateo Building 17 Learning Communities Modernization Project, Bid #86767, in an amount not to exceed \$3,928,100.00.

DOCUMENT 00 52 00

AGREEMENT

THIS AGREEMENT, dated this 14th day of December, 2017, by and between D.L. Falk Construction, Inc. whose place of business is located at 3526 Investment Blvd., Hayward, CA 94545 ("Contractor"), and the SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT ("District") acting under and by virtue of the authority vested in the District by the laws of the State of California.

WHEREAS, District, by action of its Board of Trustees on the 13th day of December, 2017, awarded to Contractor the following contract:

BID NUMBER 86767**THE COLLEGE OF SAN MATEO BUILDING 17 LEARNING COMMUNITIES MODERNIZATION PROJECT**

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, Contractor and District agree as follows:

Article 1. Work

- 1.1 Contractor shall complete all Work specified in the Contract Documents, in accordance with the Specifications, Drawings, and all other terms and conditions of the Contract Documents.

Article 2. District's Representative, Architect/Engineer and Construction Manager

- 2.1 District has designated José D. Nuñez to act as District's Representative(s), who will represent District in performing District's duties and responsibilities and exercising District's rights and authorities in Contract Documents. District may change the individual(s) acting as District's Representative(s), or delegate one or more specific functions to one or more specific District's Representatives, including without limitation engineering, architectural, inspection and general administrative functions, at any time with notice and without liability to Contractor. Each District's Representative is the beneficiary of all Contractor obligations to District, including without limitation, all releases and indemnities.
- 2.2 District has designated Peter Hempel to act as Construction/Project Manager. District may assign all or part of the District Representative's rights, responsibilities and duties to Construction Manager. District may change the identity of the Construction Manager at any time with notice and without liability to Contractor.
- 2.3 District has designated CAW Architects to act as Architect/Engineer. District may change the identity of the Architect/Engineer at any time with notice and without liability to Contractor.
- 2.4 All notices or demands to District under the Contract Documents shall be submitted to the District's Representative at:

Josè D. Nuñez
 Vice Chancellor of Facilities Planning Maintenance & Operations
 3401 Drive, San Mateo, CA 94402
 Telephone: 650- 358-6836
nunezj@smccd.edu

or to such other person(s) and address(es) as District shall provide to Contractor.

Article 3. Contract Time and Liquidated Damages

3.1 Contract Time.

Contractor shall commence Work at the Site on the date established in the Notice to Proceed. District reserves the right to modify or alter the Commencement Date of the Work.

Contractor shall achieve Interim Milestone Substantial Completion of the Parking Lot 4 Driveway Entry work as shown on the Civil sheets within **[8] Days** from the date when the Contract Time commences to run as provided in Document 00 71 00 (General Conditions).

Contractor shall achieve Substantial Completion of the entire Work within **[304] Days** from the date when the Contract Time commences to run as provided in Document 00 71 00 (General Conditions). Contractor shall achieve Final Completion of the entire Work and be ready for Final Payment in accordance with Section 01 77 00 (Contract Closeout) within **[45] Days** from the date of acceptance of Substantial Completion to run as provided in Document 00 71 00 (General Conditions).

3.2 Liquidated Damages.

District and Contractor recognize that time is of the essence of this Agreement and that District will suffer financial loss in the form of contract administration expenses (such as project management and consultant expenses), if all or any part of the Work is not completed including consequential loss of use and disruption of normal operations within the times specified above, plus any extensions thereof allowed in accordance with the Contract Documents. Consistent with Article 15 of Document 00 71 00 (General Conditions), Contractor and District agree that because of the nature of the Project, it would be impractical or extremely difficult to fix the amount of actual damages incurred by District because of a delay in completion of all or any part of the Work. Accordingly, District and Contractor agree that as liquidated damages for delay Contractor shall pay District:

3.2.1 **[\$1000]** for each Day that expires after the time specified herein for Contractor to achieve Substantial Completion of the entire Work, until achieved.

3.2.2 **[\$500]** for each Day that expires after the time specified herein for Contractor to achieve Final Completion of the entire Work, until achieved.

These measures of liquidated damages shall apply cumulatively and except as provided below, shall be presumed to be the damages suffered by District resulting from delay in completion of the Work.

3.3 Liquidated damages for delay shall only cover administrative, overhead, interest on bonds, and general loss of public use damages suffered by District as a result of delay or costs of substitute facilities. Liquidated damages shall not cover the cost of completion of the Work, damages resulting from defective Work, lost revenues or damages suffered by others who then seek to recover their damages from District (for example, delay claims of other contractors, subcontractors, tenants, or other third-parties), and defense costs thereof.

Article 4. Contract Sum

4.1 District shall pay Contractor the Contract Sum for completion of Work in accordance with Contract Documents as follows:

Three Million Nine Hundred Twenty-Eight Thousand One Hundred Dollars [\$3,928,100.00]

Article 5. Contractor's Representations

In order to induce District to enter into this Agreement, Contractor makes the following representations and warranties:

5.1 Contractor has visited the Site and has examined thoroughly and understood the nature and extent of the Contract Documents, Work, Site, locality, actual conditions, as-built conditions, and all local conditions, and

federal, State and local laws and regulations that in any manner may affect cost, progress, performance or furnishing of Work or which relate to any aspect of the means, methods, techniques, sequences or procedures of construction to be employed by Contractor and safety precautions and programs incident thereto.

- 5.2 Contractor has examined thoroughly and understood all reports of exploration and tests of subsurface conditions, as-built drawings, drawings, products specifications or reports, available for Bidding purposes, of physical conditions, including Underground Facilities, which are identified in Document 00 31 19 (Reports, Surveys and Existing Conditions), or which may appear in the Drawings. Contractor accepts the determination set forth in these Sections and Document 00 71 00 (General Conditions) of the extent of the information contained in such materials upon which Contractor may be entitled to rely.
- 5.3 Contractor has correlated its knowledge and its review of those items with the terms and conditions of the Contract Documents.
- 5.4 Contractor has given District prompt written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in or among the Contract Documents and the written resolution thereof through Addenda issued by District is acceptable to Contractor.
- 5.5 Contractor is duly organized, existing and in good standing under applicable state law, and is duly qualified to conduct business in the State of California.
- 5.6 Contractor has duly authorized the execution, delivery and performance of this Agreement, the other Contract Documents and the Work to be performed herein. The Contract Documents do not violate or create a default under any instrument, agreement, order or decree binding on Contractor.
- 5.7 Contractor and all Subcontractors identified in Contractor's Subcontractors' List are a Department of Industrial Relations registered contractor pursuant to Labor Code §1725.5. At all times during the performance of all Work, the Contractor and all Subcontractors, of any tier, shall be DIR Registered Contractors.
- 5.8 Contractor has listed the following Subcontractors pursuant to the Subcontractor Listing Law, California Public Contracting Code §4100 et seq.

Name of Subcontractor and Location of Mill or Shop	Description of Work: Reference To Bid Items	Subcontractor's License No.	Subcontractor's DIR Registration No.
Roldan 4607 Enterprise Common, Fremont CA	demolition	549375	1000009492
West Valley Concrete PO Box 582007 Modesto, CA	concrete	915363	1000035459
National Metal Fab. 2829 S. Hwy 99, Stockton, CA	steel and metals	325301	1000004234
Linden Steel 17863 Ideal Pkwy Manteca, CA	steel decking	846699	1000000829
Architectural Wood Design 5672 E. Dayton Ave. Fresno, CA	architectural woodwork	780334	1000019022
Western Roofing 15002 Wicks Blvd San Leandro, CA	roofing	180533	1000000717

Rodriquez Sheet Metal 413 Santa Mesa Dr. San Jose, CA	sheet metal	988741	1000001189
US Glass and Aluminum 605 Industry Rd Pittsburg, CA	aluminum storefront, glass and glazing	948742	1000007855
Custom Drywall 1570 Gladding Ct. Milpitas, CA	gypsum board assemblies	263495	1000009269
Cal West Acoustics 1435 Technology Lane Petaluma, CA	acoustic ceilings	960381	1000005061
Kim's Flooring 390 Swift Ave. San Francisco, CA	resilient flooring	739226	1000006544
Darden 3975 Industrial Way Concord, CA	painting	426231	100000661
Wolverine 2170 Commerce Ave. Concord, CA	fire sprinklers	896977	1000004383
American Honor Builders 1792 Silver Ave San Francisco, CA	plumbing	967917	1000024585
Flanders 555 Peters Ave. #255 Pleasanton, CA	HVAC	677502	100019627
AMP Electric 1735 E. Bayshore #54A Redwood City, CA	electrical	915178	1000000230
Shaw Systems 548 Wisconsin St. San Francisco, CA	landscaping & irrigation	335399	1000002166

Article 6. Contract Documents

6.1 Contract Documents consist of the following Sections, including all changes, addenda, and modifications thereto:

Document 00 01 01	Title Page
Document 00 01 07	Seals Page
Document 00 01 10	Table of Contents
Document 00 01 05	List of Drawings
Document 00 41 00	Bid Form
Document 00 43 25	Substitution Request Form (if submitted and approved during bid period)
Document 00 43 33	Schedule of Major Equipment and Material Suppliers
Document 00 43 36	Subcontractors List
Document 00 43 45	Escrow Agreement for Security Deposit in Lieu of Retention (if submitted by contractor)
Document 00 45 00	Bidder Certifications
Document 00 45 01	Verification of Contractor/Subcontractors' DIR Registration
Document 00 45 14	Key Personnel
Document 00 45 19	Non-Collusion Affidavit

Document 00 45 14	Key Personnel
Document 00 51 00	Notice of Award
Document 00 52 00	Agreement
Document 00 55 00	Notice to Proceed
Document 00 61 00	Construction Performance Bond
Document 00 62 00	Construction Labor and Material Payment Bond
Document 00 65 36	Guarantee
Document 00 65 73	Agreement and Release of Any and All Claims
Document 00 71 00	General Conditions
Section 00 73 00	Supplementary Conditions
Section 00 73 17	Insurance (OCIP)
Section 00 73 37	Apprenticeship Program
Section 00 91 01	Addendum No. 1
Section 00 91 02	Addendum No. 2
Section 00 91 03	Addendum No. 3
Section 00 91 04	Addendum No. 4
Section 00 91 05	Addendum No. 5
Section 00 91 06	Addendum No. 6
Section 01 10 00	Summary of Work
Section 01 21 00	Allowances
Section 01 26 00	Modification Procedures
Section 01 29 00	Measurement and Payment
Section 01 31 19	Project Meetings
Section 01 32 16	Progress Schedules and Reports
Section 01 32 19	Submittal Procedures
Section 01 35 00	Special Procedures
Section 01 35 27	Project Labor Agreement
Section 01 41 00	Regulatory Requirements
Section 01 42 00	References and Definitions
Section 01 45 23	Testing and Inspection
Section 01 51 00	Temporary Facilities and Controls
Section 01 56 00	Site Security and Safety
Section 01 58 00	Project Identification and Signs
Section 01 60 00	Product Requirements
Section 01 74 00	Cleaning and Waste Management
Section 01 76 01	Existing Underground Facilities
Section 01 77 00	Contract Closeout
Section 01 78 39	Project Record Documents
Section 01 91 00	Commissioning Requirements
All Technical Specifications as issued with this Project Manual	

Drawings as listed in Section 00 01 15 List of Drawings

- 6.2 There are no Contract Documents other than those listed in this Document 00 52 00, Article 6. The Contract Documents may only be amended, modified or supplemented as provided in Document 00 71 00 (General Conditions).

Article 7. Miscellaneous

- 7.1 Terms used in this Agreement are defined in Document 00 71 00 (General Conditions) and Section 01 42 00 (References and Definitions) and will have the meaning indicated therein.
- 7.2 It is understood and agreed that in no instance are the persons signing this Agreement for or on behalf of District or acting as an employee, agent, or representative of District, liable on this Agreement or any of the Contract Documents, or upon any warranty of authority, or otherwise, and it is further understood and agreed

- that liability of the District is limited and confined to such liability as authorized or imposed by the Contract Documents or applicable law.
- 7.3 Contractor shall not assign any portion of the Contract Documents, and may subcontract portions of the Contract Documents only in compliance with the Subcontractor Listing Law, California Public Contracting Code §4100 *et seq.*
- 7.4 In entering into a public works contract or a subcontract to supply goods, services or materials pursuant to a public works contract, Contractor or Subcontractor offers and agrees to assign to the awarding body all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. §15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time District tenders final payment to Contractor, without further acknowledgment by the parties.
- 7.5 Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by Director of the State of California Department of Industrial Relations, are available through the Department of Industrial Relations and are deemed included in the Contract Documents by reference. See <http://www.dir.ca.gov/dir/databases.html>. Upon request, District will make available copies to any interested party.
- 7.6 Contractor shall be required to pay its workers on this project a sum not less than the general prevailing wage rate of per diem wages and not less than the general prevailing rate for holiday and overtime work for work of a similar character in the locality in which the project is performed as provided under California Labor Code section 1770 *et seq.* The District has determined the prevailing rate of per diem wages and the general prevailing rate for holidays and overtime work in the locality in which this project is to be performed for each craft, classification or type of work needed to execute the work.
- 7.7 Contractor shall be required to post job site notices, at each job site, including a copy of such prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations, prescribed by regulation.
- 7.8 Pursuant to Section 1861 of the Labor Code, Contractor represents that it is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and Contractor shall comply with such provisions before commencing the performance of the Work of the Contract Documents.
- 7.9 Contractor and each of Contractor's subcontractors agrees to complete and verify construction reports on a form prescribed by the Division of the State Architect and to file the reports no less than quarterly during construction as required by Title 24; at the completion of the Work; at the suspension of work for a period of more than one month; whenever the services of Contractor or any of Contractor's subcontractors are terminated for any reason; and at any time a special verified report is required by the Division of the State Architect.
- 7.10 Should any part, term or provision of this Agreement or any of the Contract Documents, or any document required herein or therein to be executed or delivered, be declared invalid, void or unenforceable, all remaining parts, terms and provisions shall remain in full force and effect and shall in no way be invalidated, impaired or affected thereby. If the provisions of any law causing such invalidity, illegality or unenforceability may be waived, they are hereby waived to the end that this Agreement and the Contract Documents may be deemed valid and binding agreements, enforceable in accordance with their terms to the greatest extent permitted by applicable law. In the event any provision not otherwise included in the Contract Documents is required to be included by any applicable law, that provision is deemed included herein by this reference (or, if such provision is required to be included in any particular portion of the Contract Documents, that provision is deemed included in that portion).

7.11 This Agreement and the Contract Documents shall be deemed to have been entered into in the County of San Mateo, State of California, and governed in all respects by California law (excluding choice of law rules). The exclusive venue for all disputes or litigation hereunder shall be in San Mateo County. Contractor accepts the Claims Procedure in Document 00 71 00, Article 12, established under the California Government Code, Title 1, Division 3.6, Part 3, Chapter 5.

IN WITNESS WHEREOF the parties have executed this Agreement in duplicate the day and year first above written.

DISTRICT:

CONTRACTOR:

SAN MATEO COUNTY COMMUNITY
COLLEGE DISTRICT

D.L. FALK CONSTRUCTION, INC.

By: _____
Kathy Blackwood
Executive Vice Chancellor

By: _____
Signature

END OF DOCUMENT

BOARD REPORT NO. 17-12-103B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Bruce Griffin, Chief Technology Officer, 358-6722

AUTHORIZATION TO EXECUTE AN AGREEMENT WITH ELLUCIAN FOR ADMINISTRATIVE INFORMATION SYSTEMS MAINTENANCE SERVICES

The District licensed the Ellucian (formerly SunGard Higher Education) Banner administrative information system software in October 1990 which included a contract for maintenance, product enhancements and technical support services. These maintenance agreements were renewed in May 1995, again in January 2002, December 2009, and December 2013.

The District receives enhancements to the Banner products which provide new functionality and improved capabilities when new releases are issued by Ellucian. Product updates are also provided in response to changes in supported Federal and State of California regulations, for example regulatory changes by the Department of Education related to financial aid. The District also has access to technical support resources from Ellucian to assist with the resolution of any problems or defects that are reported. The products that are covered in this maintenance agreement are:

- Banner Finance
- Banner Financial Aid including INAS
- Banner Human Resources
- Banner Student
- Banner Employee Self-Service
- Banner Faculty and Advisor Self-Service
- Banner Students Self-Service
- Banner WebXtender (document imaging)
- Banner Workflow

It is recommended that the District enter into a five-year agreement with Ellucian to provide product updates, enhancements and technical support at an annual cost of \$445,560 plus a 5% escalation cap each year thereafter. The District will save \$49,240 over the term of the agreement by committing to a five-year contract period rather than renewing annually with a 7% escalation cap. This agreement will be effective February 1, 2018 and will continue until January 31, 2023.

RECOMMENDATION

It is recommended that the Board authorize the Chancellor to execute a five-year agreement with Ellucian for administrative information systems maintenance and support services in an amount not to exceed \$445,560 plus applicable taxes for the first year and to be increased by not more than 5 percent each subsequent year of the contract term.

**AMENDMENT TO THE
TECHNICAL CURRENCY AGREEMENT****ELLUCIAN COMPANY L.P.**

(successor by merger to Ellucian Support Inc.)
4 Country View Road, Malvern, Pennsylvania 19355
FAX Number (610) 578-3700
("Maintenance Provider")

And

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
("Licensee")

Maintenance Provider and Licensee are parties to Technical Currency Agreement dated December 20, 1990, as thereafter amended (the "Maintenance Agreement"). Licensee now desires to obtain from Maintenance Provider Improvements for the Licensed Software identified in this Amendment (the "Maintenance Amendment"), on the terms and conditions of the Maintenance Agreement, as modified by this Maintenance Amendment. This Maintenance Amendment is entered into by the parties on the latest date shown on the signature page of this Maintenance Amendment (the "Execution Date"). Maintenance Provider's obligations hereunder will commence on February 1, 2018 (the "Commencement Date"). Maintenance Provider and Licensee, intending to be legally bound, agree as follows:

1. **Defined Terms.** Unless specifically defined herein, all terms defined in the Maintenance Agreement will have the same meaning when used in this Maintenance Amendment.

2. **Amendment to and Modification of Maintenance Agreement.**

(a) Maintenance Provider agrees to provide Improvements with respect to the Component Systems identified in the attached Exhibit 1, on the same terms and conditions as the Maintenance Agreement for the period and for the fee specified in the attached Exhibit 1. The term of the Maintenance Agreement is deemed to be extended as provided for in the attached Exhibit 1 for purposes of this Maintenance Amendment. Any amounts indicated on the attached Exhibit 1 are in addition to all other amounts payable under the Maintenance Agreement.

(b) The hours during which Maintenance will be provided for each Component System, the targeted response times for certain defined categories of Maintenance calls for each Component System, and other details and procedures (collectively, the "Maintenance Standards") relating to the provision of Maintenance for each Component System are specified in further detail in the Resource Library Section at: <http://www.ellucian.com/Support-and-Training/Ellucian-Maintenance-Advantage-Program/> . To the extent that a different Maintenance Standard applies to certain of the Component Systems than that which applies to others, the Maintenance Standard applicable to each Component System will be described in the table(s).

(c) **Services Limitations.** All Improvements will be part of the applicable Baseline Component System and will be subject to all of the terms and conditions of the License Agreement and the Maintenance Agreement. Maintenance Provider's obligation to provide Licensee with Improvements for Baseline Component Systems owned by parties other than Maintenance Provider is limited to providing Licensee with the Improvements that the applicable third party owner provides to Maintenance Provider for that Baseline Component System. In this regard, to the extent that an agreement authorizing Maintenance Provider to resell or sublicense a third party's Baseline Component System is terminated or expires prior to the Expiration Date, or prior to the expiration of any renewal term, for that Baseline Component System, then Maintenance Provider's obligation to provide Improvements to Licensee for that Baseline Component System, and Licensee's obligation to pay Maintenance Provider for such Improvements, shall automatically terminate simultaneously with the termination or expiration of the relevant agreement. Licensee must provide Maintenance Provider with such facilities, equipment and support as are reasonably necessary for Maintenance Provider to perform its obligations under the Maintenance Agreement, including remote access to the Equipment

(d) Term. The term of the Maintenance Agreement as it applies to each Baseline Component System is for the period beginning on the Commencement Date and continuing until the Expiration Date for that Baseline Component System. For each Baseline Component System, the Maintenance Agreement will automatically be extended for consecutive Contract years beyond the Expiration Date on a year-to-year basis unless: (i) either party notifies the other in writing of its intent not to extend this Agreement for any particular Baseline Component System at least ninety (90) days prior to the Expiration Date, or, for any Contract Year subsequent to the Expiration Date, at least ninety (90) days prior to the expiration of the then-current Contract Year or (ii) the Maintenance Agreement has otherwise expired or terminated as it relates to a particular Baseline Component System under the terms of the Maintenance Agreement.

3. Integration Provision. Except as expressly modified by this Maintenance Amendment, the Maintenance Agreement will remain in full force and effect. As of the Execution Date, the Maintenance Agreement, as further amended by this Maintenance Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties. Both the transaction provided for in and the fees due under this Maintenance Amendment are non-cancelable, and the amounts paid under this Maintenance Amendment are nonrefundable, except as provided in this Maintenance Amendment. By the execution of this Maintenance Amendment, each party represents and warrants that it is bound by the signature of its respective signatory. Further, in executing this Maintenance Amendment, Licensee has not relied on the availability of either any future version of any Baseline Component System, or any future software product.

Maintenance Provider

Licensee

BY: _____

BY: _____

PRINT NAME: _____

PRINT NAME: _____

PRINT TITLE: _____

PRINT TITLE: _____

DATE SIGNED: _____

DATE SIGNED: _____

EXHIBIT 1

Licensee: San Mateo Community College District

MAINTENANCE TABLE A - PAID IN ADVANCE

FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: due February 1, 2018

Component System(s)	Contract Year Begins/Ends	Expiration Date	Maintenance Standards	Initial Payment Amount
Ellucian Degree Works	February 1/ January 31	January 31, 2023	Advantage	Included
Ellucian Degree Works Transfer Equivalency	February 1/ January 31	January 31, 2023	Advantage	Included
Oracle Relational Database System Standard Edition ²	February 1/ January 31	January 31, 2023	Advantage	Included
Initial Payment Amount (covers the contract year February 1, 2018 to January 31, 2019)				\$17,375 ¹

MAINTENANCE TABLE B - PAID IN ARREARS

FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: due January 1, 2019

Component System(s)	Contract Year Begins/Ends	Expiration Date	Maintenance Standards	Initial Payment Amount
Banner Document Management Integration Component	February 1/ January 31	January 31, 2023	Advantage	Included
Banner Employee Self-Service	February 1/ January 31	January 31, 2023	Advantage	Included
Banner Faculty Self-Service	February 1/ January 31	January 31, 2023	Advantage	Included
Banner Finance	February 1/ January 31	January 31, 2023	Advantage	Included
Banner Finance Self-Service	February 1/ January 31	January 31, 2023	Advantage	Included
Banner Financial Aid	February 1/ January 31	January 31, 2023	Advantage	Included
Banner Financial Aid Self-Service	February 1/ January 31	January 31, 2023	Advantage	Included
Banner Human Resources	February 1/ January 31	January 31, 2023	Advantage	Included
Banner Student	February 1/ January 31	January 31, 2023	Advantage	Included
Banner Student Self-Service	February 1/ January 31	January 31, 2023	Advantage	Included
Banner Workflow	February 1/ January 31	January 31, 2023	Advantage	Included
Banner Document Management Suite ² <ul style="list-style-type: none"> • ApplicationXtender Desktop • ApplicationXtender Web Access .NET 	February 1/ January 31	January 31, 2023	Advantage	Included
Financial Aid FM Need Analysis	February 1/ January 31	January 31, 2023	Advantage	Included
Initial Payment Amount (covers the contract year February 1, 2018 to January 31, 2019)				\$426,369 ¹

NOTES TO THE MAINTENANCE TABLES:

¹ For the Baseline Component Systems set forth in Maintenance tables A and B above, the “Initial Payment Amount” represents the amount due on the First Annual Contract Year Payment Date for Improvements for the first full Contract Year. Fees for Improvements for each subsequent Contract Year are payable on the anniversary of the First Annual Contract Year Payment Date. Improvement fees for the second Contract Year and for each subsequent Contract Year prior to the Expiration Date will be specified by Maintenance Provider in an annual invoice and will increase by not more than 5% over the amount payable for Improvements for the immediately preceding Contract Year. Improvement fees for any Contract Year subsequent to the Expiration Date will be specified by Maintenance Provider in an annual invoice and will increase by not more than 7% over the amount payable for Improvements for the immediately preceding Contract Year.

² Indicates that the Component System is owned by a third party.

BOARD REPORT NO. 17-12-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF SOLE SOURCE PURCHASE OF APC SYMETRA UPS EQUIPMENT AND
INSTALLATION FROM D B POWER ASSOCIATES, INC.**

The District maintains back up servers and networking equipment in a server room located at Skyline College. The backup servers support a variety of mission critical systems including the Banner student information, payroll, Human Resources, and Finance systems. The District is in need of a new uninterruptible power supply (UPS) system and installation services. The District's current standard is the Symetra System from APC/Schneider Electric (APC) sold through D B Power Associates, Inc. as a sole source provider.

The monitoring system owned and operated by the District is solely compatible with the APC Symetra system. D B Power Associates has provided, architected and configured the APC unit at District Office data center and holds significant knowledge of the District's needs and the requirements at Skyline College. D B Power Associates' knowledge and skillset was a key component of past successful implementations.

The estimated cost of \$92,036 includes equipment, service, freight/delivery and tax.

RECOMMENDATION

It is recommended that the Board approve a sole source purchase of APC Symetra UPS equipment for the Skyline College server room, as well as the required installation services, from D B Power Associates Inc. in an amount not to exceed \$93,000.

BOARD REPORT NO. 17-12-105B

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

**NOMINATION OF REPRESENTATIVES TO SERVE ON THE RURAL CALIFORNIA
BROADCASTING CORPORATION'S BOARD OF DIRECTORS**

As part of the sale of KCSM-TV to Rural California Broadcasting Corporation (RCBC), RCBC committed to add two new members specifically from the San Mateo, South Bay area to its Board of Directors. RCBC has invited to District to submit nominations for these positions.

It is RCBC's intention to elect the two new members of the Board at its January 17, 2018 meeting.

RECOMMENDATION

It is recommended that the Board provide nominations for representatives of the District to serve on the Rural California Broadcasting Corporation's Board of Directors.

RESOLUTION NO. 17-18

**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 October 25, 2017 meeting of the Board, Trustee Dave Mandelkern was absent due to hardship deemed acceptable by the Board;

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

REGULARLY passed and adopted this 13th day of December, 2017.

Ayes:

Noes:

Abstentions:

Attest: _____

Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 17-12-2C

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

WORKING SCHOLARS/STUDY.COM OVERVIEW

The Working Scholars program, delivered by Study.com, uses a video-based, online education platform to provide learners who normally might not have the time or resources needed to pursue a post-secondary credential an opportunity to access post-secondary education. The program's competency-based approach, which allows a student to take as many courses and move as quickly through academic materials as they are capable of doing, decreases time to completion and empowers students with knowledge and skills to enhance their employment opportunities.

Representatives from Study.com will be present to discuss how the program can provide opportunities and advancement for underrepresented and underserved populations in San Mateo County.

MINUTES

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

December 14, 2016

The meeting was called to order at 8:20 p.m.

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

Approval of Minutes of the December 9, 2015 Meeting

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

Naming of Officers for 2017

President Mandelkern said that in accordance with the bylaws of the Financing Corporation, the officers for 2017 will be:

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

Board of Trustees members Maurice Goodman, Dave Mandelkern and Karen Schwarz will serve as Directors.

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

President Mandelkern announced that the next scheduled meeting of the Financing Corporation will be held on December 13, 2017.

It was moved by Director Schwarz and seconded by Director Holober to adjourn the meeting. The meeting was adjourned at 8:22 p.m.

Submitted by

Thomas Mohr
Secretary