

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**March 28, 2018**

**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 3401CSM 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.*
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**5:00 p.m.      Call to Order**

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

1. Conference with Legal Counsel Regarding Three 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
2. Conference with Legal Counsel Regarding One Case of Potential Litigation Pursuant to Subdivision (c) of Section 54956.9

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

**RECESS TO CLOSED SESSION**

**RECONVENE TO OPEN SESSION**

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

**Pledge of Allegiance**

## MINUTES

18-3-1 [Approval of the Minutes of the Meeting of February 28, 2018](#)

18-3-2 [Approval of the Minutes of the Meeting of March 14, 2018](#)

## STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

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

18-3-3C [Resolutions on Equity from Cañada College and College of San Mateo](#)

## STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

### NEW BUSINESS

18-3-2A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

### **Approval of Consent Agenda**

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

18-3-1CA [Approval of Curricular Additions, Deletions and Modifications – Cañada College and Skyline College](#)

18-3-2CA [Approval of Appointment to Bond Oversight Committee](#)

### **Other Recommendations**

18-3-1B [Vote to Elect Members to the California Community College Trustees \(CCCT\) Board](#)

18-3-100B [Acceptance of 2017-18 Mid-Year Budget Report and Approval of Budgetary Transfers and Income Adjustments for the Period Ending December 31, 2017](#)

18-3-101B [Approval of Sole Source Purchase of Technical Assistance Services from the Foundation for California Community Colleges/Career Ladders Project](#)

18-3-102B [Authorization of Sole Source Purchase of Reporting and Analytics from A. Lange Consulting](#)

18-3-103B [Authorization of Sole Source Purchase of Transmitter for KCSM-TV Repacking Activities at Sutro Tower](#)

18-3-104B [Authorization to Utilize the Lease-Leaseback Delivery Method for Skyline Faculty and Staff Housing Development](#)

18-3-105B [Adoption of Resolution No. 18-2 in Support of California Senate Bill 1348: Allied Health Professional Clinical Programs Reporting](#)

18-3-106B [Adoption of Resolution No. 18-3 in Support of the Millbrae Elementary School District Parcel Tax Measure](#)

18-3-107B [Approval of Revisions to Board Policies: 1.30 Compensation of Board Members; 2.21 Policy on Professional Ethics; 2.55 Emergency Response Plan; 2.80 Recognition: Honorary Degree, Presidential Medallion, Naming of Facilities; 6.90 Community Education Classes; 8.07 Debt Issuance and Management; 8.38 Gifts and Donations](#)

### **INFORMATION REPORT**

18-3-4C [Student Success Scorecard Report, 2017](#)

### **COMMUNICATIONS**

#### **STATEMENTS FROM BOARD MEMBERS**

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

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

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

### **ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
February 28, 2018, San Mateo, CA**

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

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

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Holober said that during Closed Session, the Board will (1) consider the recommendation for expulsion of a student, (2) 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 (3) consider public employee discipline, dismissal, release.

**STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY**

None

**RECESS TO CLOSED SESSION**

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

**RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 6:22 p.m.

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

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College Vice President of Student Services Angélica Garcia, College of San Mateo President Michael Claire, Cañada College Vice President of Administrative Services Michelle Marquez, District Academic Senate President Leigh Anne Shaw

**PLEDGE OF ALLEGIENCE**

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

President Holober said the Board voted unanimously to adopt the recommendation for the expulsion of a student; the student identification number is G00897701. President Holober said the Board also unanimously approved the recommendation to not advance a probationary faculty member to the next step in the probationary process.

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Mohr and seconded by Trustee Mandelkern to approve the minutes of the Regular Meeting of January 24, 2018. The motion carried, all members voting Aye.

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

District Academic Senate President Shaw said she attended the Adult Education Block Grant Crosswalk meeting. The purpose of the meeting was to examine federal standards for adult education and crosswalk them to the CB21 pre-transfer levels at community colleges. She said this will hopefully aid the District's work in aligning with the adult schools through the ACCEL Consortium. President Shaw said she also attended an AB705 Committee meeting. AB705 is the legislation that mandates that community colleges maximize the probability that students can enter and complete transfer level English and math in one year (ESL is on a three-year timeline). She said this is indicative of faculty's work toward aligning District goals toward student success. She said the innovation of faculty and their commitment to student success is admirable.

**PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS: RECOGNITION BY THE BOARD OF DISTRICT AND COLLEGE CLASSIFIED EMPLOYEES OF THE YEAR AND SELECTION OF NOMINATION TO BE FORWARDED TO THE STATE CHANCELLOR'S OFFICE (18-2-1B)**

President Holober said this award honors community college classified employees who demonstrate the highest level of commitment to professionalism and to community colleges. Each of the Colleges and the District Office were invited to nominate one classified employee, and each were honored by the Board. Each district may forward the information for one nominee to the California Community Colleges Chancellor's Office for consideration of a statewide award; that nominee is selected by the Board.

Vice President Garcia introduced the nominee from Skyline College, Ellen Lee, Payroll Technician. She said Ms. Lee has served the District for 37 years. In her capacity as Payroll Technician, Ms. Lee supports the fiscal integrity of the College by successfully navigating Payroll processes and procedures. She represents dedicated classified staff who actively engage in assuring that processes are of the highest quality. She works collaboratively with others and is a model of customer service. Ms. Lee's commitment to the College includes active involvement in Asian Cultural Week, as well as lending her cultural expertise and language to international student programs so that the students can have a space on campus to consider their second home. Her community involvement includes participating in the Voluntary Income Tax Assistance (VITA) program and volunteering at the Daly City Library. Vice President Garcia welcomed Ms. Lee's son, William, who was present to join in the celebration.

President Holober presented a certificate to Ms. Lee. Ms. Lee said it is an honor to be nominated by Skyline College. She thanked her division dean and her co-workers.

President Claire introduced the nominee from College of San Mateo, Kathy McEachron, Payroll Technician. He said Ms. McEachron has 33 years of experience in the area of payroll, 11 of which are at College of San Mateo. He said there is a great deal of pressure associated with the position of Payroll Technician as there are last minutes changes every month. Ms. McEachron plans her vacation around payroll due dates to make sure the process is completed correctly. When she came to College of San Mateo, the District was in the process of transitioning to an in-house payroll system. Because of her experience at other institutions, Ms. McEachron was able to make many suggestions in terms of processes and procedures which helped both the District and the College. She has played an active role in participatory governance and participated in the creation of the College's mission statement and Educational Master Plan. She has taken the lead in terms of classified staff scholarships and with her colleagues has raised more than \$10,000 over several years. She is involved in activities off-campus, including membership in a City of San Mateo citizens group addressing housing. She scans the San Mateo website for volunteer opportunities and has participated in trash cleanup, Neighborhood Watch programs, and coaching.

President Holober presented a certificate to Ms. McEachron. Ms. McEachron said it is an honor to be nominated by College of San Mateo. She said she loves what she does and enjoys working with her colleagues and helping others.

Vice President Marquez introduced the nominee from Cañada College, Jamie Hui, Retention Specialist in the Education and Human Development Department. She said Ms. Hui is a true product of the District; she is an alumna of Skyline College and has worked at all three of the Colleges. As Retention Specialist, Ms. Hui works tirelessly with students, faculty, staff and the community to support the program, which is one of the largest in terms of certificates and degrees that are awarded. When a faculty member passed away one and one-half years ago, Ms. Hui supported everyone and worked to keep the program going, while at the same time honoring the memory of Professor Goines. Ms. Hui serves as a Classified Senate officer and is a CSEA union steward. She has also worked to support professional development activities on campus. Her work in the community includes serving as a board member of Palcare and working with the Redwood City Big Lift, the Sequoia Union High School District and other community organizations.

President Holober presented a certificate to Ms. Hui. Ms. Hui thanked Sarita Santos for nominating her and Cañada College for giving her the opportunity to serve students every day and to collaborate with amazing faculty and staff. She thanked the Board for the recognition and her family and friends, including her supervisor, Melinda Day, and Interim Dean of Business, Design and Workforce Leonor Cabrera.

Executive Vice Chancellor Blackwood introduced the nominee from the District, Roxanne Brewer, Executive Assistant. She said Ms. Brewer has worked throughout the District, including at Skyline College, the Foundation, and as a substitute at Cañada College. She said Ms. Brewer is the voice of the District. She routinely answers telephone calls with a friendly, warm and welcoming voice. She spreads joy and happiness wherever she goes. She always has a

smile on her face and lets people know she is happy to see them. Executive Vice Chancellor Blackwood said everyone across the District knows Ms. Brewer and knows she is willing to help them with any problems that arise. Facilities personnel know her well because they go to her when there are accidents, car problems, car break-ins, etc. Ms. Brewer worked on the Districtwide Classified Retreat last year and was able to secure additional funding for the event. She did extensive planning and the event went remarkably well. Executive Vice Chancellor Blackwood said Ms. Brewer keeps her office running smoothly and she does not know what she would do without her. Ms. Brewer said she is privileged to work in a wonderful community. She said she works with colleagues who are professional and who extend themselves beyond their work hours. She said she is honored to be nominated.

Trustee Schwarz said the Board does not know the identity of the nominees when they are reviewing the nominations. She said this is the best night of the year for the Board because of the opportunity to hear the accolades, to take the time to tell the nominees in person how wonderful they are, and to thank them for all they do. She said she wishes all four nominations could be forwarded to the State Chancellor's Office.

Trustee Mandelkern said all of the nominees are grand prize winners in his book. He said it is very difficult to have to choose only one to forward to the State Chancellor's Office. He said the District's classified employees are fantastic and go well beyond their job descriptions to help students succeed. He said they take on extra challenges to support both the District and the community. Trustee Mandelkern said it is an honor to serve on the Board of an organization that has such dedicated employees.

Vice President Goodman congratulated the honorees and thanked them for the hard work they do on behalf of students.

Student Trustee Olguin thanked the classified employees who work behind the scenes and make students' lives easier.

President Holober said it is essential and wonderful for the Board to have the opportunity to recognize classified staff. He said the four nominees are exemplary individuals who are the backbone of the institution and deserve recognition.

President Holober said that, as noted by Trustee Schwarz, the Board reviews the nominations without knowing who the nominees are. He said that this year, the Board will forward the nomination of Ellen Lee to the State Chancellor's Office.

### **BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: MATH – TEACHING, LEARNING AND OUTCOMES (18-2-7C)**

Aaron McVean, Interim Vice President of Planning, Research and Institutional Effectiveness, said this report is presented to highlight the efforts underway to impact student success in math. He said the focus on increasing student success and completion is in line with the District Strategic Plan's emphasis on success, equity and social justice.

Vice President McVean reported on the number of first-time, full-time students who began their educational pathway in transfer-level math, those who will complete transfer-level math after two years if they begin in Basic Skills math, and those who complete their associate degree after three years. The numbers are lower for African American and Latino students in all instances. Vice President McVean said faculty are working to make a difference and to change some of these outcomes.

Professor Chris Walker from College of San Mateo said that starting in fall 2017, the Districtwide Multiple Measure Placement matrix was initiated. Students can now be placed into their entry level math course based on grades in high school math courses and GPAs. Students can choose to still take the placement test and are entitled to the highest placement they achieve. A fall 2015 pilot study conducted at Cañada College resulted in a 65 percent success rate for students placed in transfer-level math by standardized test and a 68 percent success rate for those placed in transfer-level math by multiple measures. Statewide results are similar, with three to four percentage points separating the two groups.

Professor Ray Lapuz from Cañada College said a group of faculty from Skyline College and Cañada College worked with a statewide group to help develop a path to accelerate movement of students from Algebra to Statistics. The three Colleges then collaborated to develop curriculum for a new course, Path to Stats (MATH 190). The course outline of record was accepted and the class has helped move students from Algebra to Statistics faster and has provided a more solid foundation for Statistics. The pass rate for Hispanic students in Math 190 is the same as for other students,

effectively eliminating the gap in this area. The acceleration project has also expanded to offer a Path to Calculus course.

Professor David Hasson of Skyline College said the California Acceleration Project has had a tremendous impact across the state and in the District. He said a key component of the curriculum redesign by the Math 190 group is “just-in-time” remediation. He discussed co-requisite models, explaining that co-requisite courses offer just-in-time support by embedding remediation within an existing course. For example, Math 800 offers just-in-time support for Elementary Probability and Statistics. A total of four new co-requisite courses are being piloted this fall.

Professor Lapuz said communities of practice, led by instructors, meet every week or every other week to discuss readings on new pedagogy, reflect and prepare classes, plan “Lesson-Study” on research lessons for one key topic per instructional unit, and develop and revise shared lesson plans. Professor Lapuz said faculty were introduced to the “Transforming STEM Teaching Faculty Learning Program” at the Berkeley Center for Teaching and Learning. This is a two semester program involving collaboration among UC, CSU and community college faculty. Part 1 of the program focuses on deepening faculty’s understanding of how learning happens, and thus how to support learning in teaching. In each session, participants discuss ideas from the research literature, and engage in activities to reflect on and apply their understanding of the topic. Part 2 focuses on peer observations to provide and receive feedback on their teaching. Professor Lapuz said he and Cañada College Professor Michael Hoffman have been trained as facilitators for the program and are co-facilitating a cohort at San Jose State University. Three other Cañada College faculty members are participating in a cohort at California State University, East Bay. Next year, Professors Lapuz and Hoffman will lead a cohort within Cañada College. Dr. Jennifer Taylor-Mendoza, Interim Vice President of Instruction at Skyline College, discussed the focus on high school partnerships. She said Skyline College has piloted the Math 190 Path to Stats course at Capuchino High School for two semesters and College of San Mateo is offering the course at Hillsdale High School. The three Colleges are working on dual enrollment programs and are focusing on college readiness, career pathways and ways to expand Early College programs. Vice President Taylor-Mendoza said it is exciting to see faculty, deans and administrators working together in support of student success in math.

Jairo Kirk, a Skyline College student, said he took Algebra in eighth, ninth and tenth grades but did not believe he could ever understand the material and thought he would be behind in college. He took Advanced Algebra in twelfth grade and because of support from his teachers, he enjoyed the subject and wanted to learn more. He enrolled in the Summer Scholars Institute at Skyline College while he was in high school. He struggled in the beginning but with the support from Ching-Yi (Miranda) Wang and the Summer Scholars Institute tutors, he did not give up. In August 2017, he enrolled in Math 200-Statistics and was successful. Mr. Kirk said that without the head start provided by the Summer Scholars Institute, he believes he would have been stuck in math classes and perhaps would have dropped out of school.

Vice President McVean said the intentional work that is going on across the campuses requires much time and dedication. He said everyone involved is clear about the focus on improving the number of students placing into transfer-level math.

Trustee Mohr said he believes this presentation is one of the most important ever presented to the Board. He said math is a key issue regarding getting young people ready for transfer. He said research shows that the most important aspect of pedagogy is for great teachers to come together, look at research, and get better and better at classroom practices. Trustee Mohr questioned whether the District is investing as much as it should in this effort. He said he is elated with the effort to have students complete programs while in their senior year of high school and he hopes that a way can be found to invest in that as well. Trustee Mohr said he would appreciate receiving periodic updates on this item.

Vice President Goodman thanked administrators, faculty and staff at the campuses for their work. He congratulated Mr. Kirk on his success and wished him continued success. Vice President Goodman noted that the gaps that persist do not start when students come to the Colleges. He asked what else the District can do in terms of furthering the conversation with high schools throughout the County to ensure that opportunities are available to students before they come to the Colleges. Vice President McVean said California Assembly Bill 288 introduces the ability to teach what would be considered remedial math in the high schools. He said the District’s intention is to expand its relationships with all high school districts in the County. Vice President Goodman asked what if any barriers the District has come across. Vice President McVean said he is not aware of specific barriers but believes that the relationship with the high school superintendents plays an important role. Chancellor Galatolo said it is also imperative that the high school and college faculty work together. President Claire agreed that it is important to work directly with the high school superintendents.

He said it is also important to make sure that high school students who intend to come to community colleges are not left behind in math, English or the transition to college in general.

Trustee Schwarz complimented everyone involved for their work on this important issue. She said she believes that the effort to make sure students take the right math classes should begin in junior high school.

Trustee Mandelkern congratulated the presenters on an outstanding report. He said the Board understands that math placement is a critical element in student success. He said the world class presentation exhibited creative thinking on how to attack the problem and come up with solutions.

Trustee Mandelkern said the pilot study on multiple measures demonstrates that the simple assessment measure is not a good metric to use for placing students and he is glad that the District is using the multiple measures method. Taking it a step further, Trustee Mandelkern questioned whether the use of multiple measures is an accurate indicator of student success or whether it is possible that students will succeed if they are allowed to enroll in a class even if they don't place in the class based on multiple measures. Ray Hernandez, Dean of Science/Math/Technology at Skyline College, said some guided self-placement is being done. He said that at the District level, data is being analyzed to assess how various measures are helping students.

Student Trustee Olguin thanked the presenters for their outstanding report. He said he appreciates hearing about how professors are working together to improve teaching techniques. He said that programs such as the Men of Color Initiative, which brings the group together twice a week to cultivate community and work together, can make a difference in student success. Student Trustee Olguin agreed that working with local high schools and middle schools is very important.

President Holober thanked the presenters for their excellent report and their successful program. He said the Board has heard many times, over many years, that math is a significant stumbling block for a large number of students.

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

None

#### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (18-2-1A)**

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

#### **APPROVAL OF CONSENT AGENDA**

President Holober said the consent agenda consists of Board Reports 18-2-1CA through 18-2-6CA:

18-2-1CA	Acceptance of Gifts by the District
18-2-2CA	Ratification of November and December 2017 District Warrants
18-2-3CA	Declaration of Surplus Property
18-2-4CA	Approval of Curricular Additions, Deletions and Modifications – College of San Mateo and Skyline College
18-2-5CA	Approval of International Student Health Insurance Program for 2018-2019
18-2-6CA	Acceptance of Grant Funds from San Bruno Community Fund

President Holober announced that there is a correction to board report number 18-2-4CA; on page 18, the course deletion of "English Prep for High School Exam" should be listed under the English Department rather than under English for Speakers of Other Languages. It was moved by Vice President Goodman and seconded by Trustee Schwarz to approve the items on the consent agenda with the correction noted above. The motion carried, all members voting Aye.



## Other Recommendations

### **AUTHORIZATION OF THE USE OF UNIVERSITY OF CALIFORNIA CONTRACT 701/OP/050 WITH STEELCASE INC. TO PURCHASE FURNITURE AND ASSOCIATED SERVICES (18-2-100B)**

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

### **AUTHORIZATION TO EXECUTE A USE PERMIT WITH JEFFERSON UNION HIGH SCHOOL DISTRICT FOR USE OF SWING SPACE FOR SKYLINE COLLEGE (18-2-101B)**

It was moved by Trustee Schwarz and seconded by Trustee Mohr to authorize execution of the use permit as detailed in the report. Trustee Mohr said he is thankful that the District was able to work smoothly with the Jefferson Union High School District. President Holober asked if there are any issues regarding access to Oceana High School, given its distance and separation from the campus. Vice President Garcia said the College has been discussing this and working on a process should there be an issue regarding access, including the option of an additional stop by the shuttle service. After this discussion, the motion carried, all members voting Aye.

### **ADOPTION OF RESOLUTION NO. 18-1 IN SUPPORT OF THE SKYLINE COLLEGE EXPRESS SHUTTLE AND SUBMITTING AN APPLICATION FOR SAN MATEO COUNTY SHUTTLE PROGRAM FUNDING FOR THE SKYLINE COLLEGE EXPRESS SHUTTLE (18-2-102B)**

It was moved by Vice President Goodman and seconded by Trustee Mohr to adopt Resolution No. 18-1 and submit the application as detailed in the report. Trustee Mandelkern asked how the average number of rides per month is defined. Eloisa Briones, Vice President of Administrative Services at Skyline College, said each passenger who boards the shuttle is considered as one ride. Trustee Mandelkern said this works out to approximately 300 rides per day or 150 round trip rides. He said he is curious why two 28-seat shuttles are needed for that number. Vice President Briones said that during the first three to four months of the semester, the shuttle was running every hour. After that time, it was determined that there were peak times and slow times and the number of shuttles was decreased to one during the less busy times. Vice President Garcia said there are times during peak hours when all seats are taken and standing room is utilized. She said there might be instances during slower times when the seats are not filled. Trustee Mandelkern said the methodology used to determine ridership might not be accurate and he suggested that it be reviewed. Vice President Garcia agreed that it is possible that the ridership is higher than the calculations are showing.

Trustee Schwarz said she is delighted that the shuttle service is available to serve the needs of students, employees and the public who utilize services on the campus such as SparkPoint. She said she would like to see a similar service for Cañada College and College of San Mateo. Chancellor Galatolo said Chief of Staff Mitchell Bailey is working on this project and will present a report to the Board at a future meeting.

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

### **APPROVAL OF CONTRACT AWARD FOR SKYLINE COLLEGE BUILDING 19 PACIFIC HEIGHTS SWING SPACE (18-2-103B)**

It was moved by Trustee Mohr and seconded by Trustee Schwarz to approve the contract award as detailed in the report. The motion carried, all members voting Aye.

### **APPROVAL OF CONSTRUCTION CONSULTANTS (18-2-104B)**

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the construction consultants as detailed in the report. The motion carried, all members voting Aye.

### **AUTHORIZATION TO UTILIZE THE LEASE-LEASEBACK DELIVERY METHOD FOR COLLEGE OF SAN MATEO BUILDING 17 LEARNING COMMUNITIES MODERNIZATION PROJECT (18-2-105B)**

It was moved by Trustee Mohr and seconded by Trustee Schwarz to authorize the utilization of the lease-leaseback method as detailed in the report. Trustee Schwarz asked for a review of the lease-leaseback delivery method. Chris Strugar-Fritsch, Director of Capital Projects, said that with this method, the contractor can, as part of the pre-construction services, help the District evaluate the design for constructability issues and look for efficiencies in value engineering. Projects are competitively bid and are qualifications-based. Mr. Strugar-Fritsch said the Building 17 project was bid twice and the bids were rejected. It is currently designed and approved by the Division of the State Architect and if the lease-leaseback method is used, the District can use the current design, architect and permit.

Trustee Schwarz noted that there was previous litigation related to the lease-leaseback method. She asked if staff is confident that the legal issues are resolved. Mr. Strugar-Fritsch said staff has sought advice from legal counsel and is confident with using the lease-leaseback delivery method. He said recent case law indicates that community colleges have statutory authority to use this method.

President Holober asked if bids will be solicited for the project assuming approval by the Board of the lease-leaseback delivery method. José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said bids will be solicited. He said staff will go through the advertising, prequalification and interview processes, similar to what is done when using the design-build method. President Holober asked if general contractors are comfortable with the lease-leaseback method. Mr. Strugar-Fritsch said staff has talked with some contractors who are interested in the project and are comfortable with this method.

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

## **INFORMATION REPORTS**

### **FIRST QUARTER REPORT OF AUXILIARY OPERATIONS, 2017-18 (18-2-7C)**

The Board accepted the report.

## **COMMUNICATIONS**

Board members received a letter from The Honorable Donald J. Ayoob, Judge of the Superior Court of San Mateo County, inviting them to submit names of possible nominees for grand jury service.

## **STATEMENTS FROM BOARD MEMBERS**

Trustee Mandelkern complimented Skyline College on the donor appreciation reception which was held in the Skyline College Art Gallery. He said the Skyline College President's Council will be held on March 22 at the Lake Merced Golf and Country Club. There will be a nominal charge to attend the breakfast. The Career and Technical Education Steering Education will meet at the San Mateo County Office of Education on March 27.

Trustee Mandelkern said the recent tragic shooting at Marjory Stoneman Douglas High School in Parkland, Florida underscores the importance of the activities the District is practicing in terms of preparedness. He said other countries that have experienced similar events and changed their laws on firearms in response have seen incidents drop to near zero levels. He said the power of the National Rifle Association is obvious, but he is hopeful that the powerful voices of the high school students will lead to changes in laws regarding high-powered firearms. He said various groups have attacked the students via social media platforms, claiming they are actors, are not high school students, etc. He said it is tragic that social media platforms are being used to divide people in an uncivilized way rather than to unite people. Trustee Mandelkern said the presence of armed officers did not prevent the incident in Florida. He said the one factor that does make a difference is the ability to lock doors. He said it is imperative that the District make sure that all doors can be locked from the inside. Trustee Mandelkern said the idea of arming teachers is one of the most ludicrous ideas he has heard. He said he is confident that the District is not considering this option.

Trustee Mandelkern said he is continuing to work on a County-wide College Promise Program, also known as The Big Push, and he has met with various stakeholders. County Supervisor Dave Canepa has been enthusiastic in his support. President Stanback Stroud has been helpful in developing a rough outline of a plan. Today, Trustee Mandelkern met with County Superintendent Anne Campbell and some of her staff members, who see this as a logical follow-on to The Big Lift initiative for elementary school students. Trustee Mandelkern said he will continue to reach out to stakeholders, including government and education leaders, business community and philanthropic leaders, and community foundations. He said the goal is to outline a plan for pipeline activities that will expose students to college early and help remove financial barriers that prevent students from attending college. These activities will start at the kindergarten level, similar to KinderCaminata, and extend through middle school and high school. Trustee Mandelkern said he hopes to form a steering committee and convene an organizing session by the end of this year.

Trustee Schwarz said she believes the KinderCaminata program is valuable in that it plants the seed for college at a young age. She noted that Skyline College and Cañada College held KinderCaminata events in the past. Vice President Garcia said the program was funded by the President's Innovation Fund at one time and could be revisited.

Trustee Schwarz said she attended an interesting San Mateo County School Boards Association meeting which addressed foster youth. At the meeting on March 5, the two candidates for San Mateo County Superintendent of Schools will be present for a candidate forum. Trustee Schwarz said she attended the Chancellor's Circle annual donor reception and hopes this event will continue in future years. She attended a town hall meeting in the College of San Mateo Theater on the new federal tax law. The town hall was presented by Congresswoman Jackie Speier. State Senator Jerry Hill and Assemblymember Kevin Mullin were in attendance, along with an accountant and an IRS representative, to answer questions from the audience.

Trustee Schwarz said she attended the Skyline College donor appreciation reception and said the venue was lovely. She also attended a meeting hosted by the San Mateo County Human Trafficking Program. She said human trafficking is a large problem throughout the country, state, and San Mateo County. She said there is interest in starting a program that would help victims of human trafficking go back to school and the Board might hear more about this in the future.

Trustee Schwarz said she would be interested in hearing Student Trustee Olguin's comments on the planned student walkout when he makes his remarks.

Vice President Goodman said he attended the Skyline College donor event. He said March is Women's History Month and it was great to see that all of the art displayed in the Art Galley was by women. Vice President Goodman said he was recently installed as a board member of the Design Tech High School located on the Oracle campus. He said he will leave tonight to attend an event in Southern California presented by the African American Male Education Network and Development. Vice President Goodman said door locks are of great concern to the Board because they are a simple way to help keep administrators, faculty, staff and students safe. He said he would like to see this issue be addressed as soon as possible. Chancellor Galatolo said a public safety report will be presented to the Board at the next meeting and the issue of door locks will be included in the report.

Trustee Mohr said there was a birthday celebration last week for the late Tom Martinez. He said Mr. Martinez was a great teacher. He said great teaching should always be celebrated. Trustee Mohr said he attended an excellent lecture on pedagogy by Dr. Hana Johnson. He also attended a class on great teaching and pedagogy presented by Dr. Jeramiah Sims, Director of Equity at College of San Mateo. He attended a morning meeting of Redwood City 20/20, with which Cañada College is engaged. Trustee Mohr said he attended a presentation on combatting harassment by Eugene Whitlock, Vice Chancellor of Human Relations and General Counsel. He said Vice Chancellor Whitlock's presentation was outstanding. He attended the Athletic Hall of Fame event at College of San Mateo and said it was a very enjoyable evening. Trustee Mohr said he, Chancellor Galatolo and President Claire attended a conference in Sacramento sponsored by the Project Change program. He said many counties throughout the state were represented by their probation departments and others involved in youth criminal justice. He said Project Change has garnered a great deal of attention throughout the state. Trustee Mohr congratulated Skyline College on receiving a grant from the San Bruno Foundation. He said the Foundation is very careful to whom they give funding and the grant reflects the recognition of Skyline College as a real partner.

Trustee Mohr said that as a former principal of three high schools, he was touched deeply by the shooting in Florida. He said that students speaking up as leaders is powerful and he hopes District students are involved. He said it is clear that something must be done about mental health and about guns.

Student Trustee Olguin said he is nearing the end of his tenure as Student Trustee. He said a District Associated Students mixer was held recently and was well received. He said students will be considering the structure of the District Student Council in terms of making it more inclusive by including senators as members of the Council. Regarding a student walkout, Student Trustee Olguin said Skyline College students have expressed interest in having a walkout/teach-in. He said students at all of the Colleges have ideas and he will keep the Board informed about activities. Student Trustee Olguin said he does not believe the discussion should be limited to guns, but should include discussion about the culture of the community in order to understand what is occurring overall.

Student Trustee Olguin said he believes he is taking classes from exceptional professors, including Rika Fabian, Mustafa Popal, Danielle Powell and Kenyatta Weathersby. He said these professors are impactful and keep students engaged.

President Holober said he is looking forward to the presentation on public safety at the next meeting. He said this is an urgent situation that must be addressed. He said this is the time of year that the Board typically conducts its self-

evaluation. He said this could be on the agenda for the next regular meeting or could be concurrent with or after the Board retreat that will be held in April. After discussion, the Board agreed to delay the self-evaluation until after the retreat.

**ADJOURNMENT**

The meeting was adjourned by consensus at 8:47 p.m.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the March 28, 2018 meeting.

Maurice Goodman  
Vice President-Clerk

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
March 14, 2018, San Mateo, CA**

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

**Board Members Present:** President Richard Holober, Trustee Thomas Mohr, Trustee Karen Schwarz

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Holober 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) hold a conference with real property negotiators as listed on the printed agenda.

**STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY**

None

**RECESS TO CLOSED SESSION**

The Board recessed to closed session at 5:02 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 6:00 p.m.

**Board Members Present:** President Richard Holober, Trustee Thomas Mohr, Trustee Karen Schwarz, Student Trustee Alfredo Olguin Jr.

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

President Holober said there is a request to adjourn this meeting in memory of the victims of the recent shooting at the Pathway Home in Yountville. He said two of the deceased victims provided services at the Veterans Resource Center on the Skyline College campus in the past. The Board agreed unanimously to do so.

**PLEDGE OF ALLEGIANCE**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

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

None

**NEW BUSINESS**

**APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (18-3-1A)**

President Holober said staff has requested a change to the report: under "Public Employee Retirement and Resignation" on page 3, the resignation date for the Dean of Science and Technology at Cañada College should be August 10, 2018. It was moved by Trustee Mohr and seconded by Trustee Schwarz to approve the corrected report. The motion carried, all members present voting Aye.

**STUDY SESSION**

**REVIEW OF EXTENDED STUDY HOURS INITIATIVE (18-3-1C)**

Chief of Staff Mitchell Bailey said that in fall 2016, a group of students brought a list of concerns to the Board, one of which was the need for extended study hours. The District conducted a survey of students at all of the Colleges to gauge the level of interest. There were one thousand responses and the results indicated that students did want to have this service available. The Colleges initiated an eight-week pilot project in spring 2017, during which designated locations at each campus were open Monday through Thursday until midnight and with extended hours on Fridays. At the July 12,

2017 Board meeting, a report was presented indicating that the pilot project saw on average 75 student participants Districtwide per week (duplicated headcount). The Board decided to move forward with an additional semester of extended study hours to gather more data on the usage and overall effectiveness of the program. The Colleges modified the hours of operation to Monday through Thursday until 10:00 p.m., with longer hours during the peak times of midterm and final exams. During the fall 2017 sixteen-week semester, there was a Districtwide average of 19 student participants per week (duplicated headcount). The significant decline in usage occurred despite additional marketing and outreach that was conducted on all campuses to inform students about the extended study hours for fall semester 2017.

Mr. Bailey discussed the costs associated with the extended study hours program. He said the staffing costs are \$30,000 per semester (a total of \$90,000 annually if summer session is included). Additional operating expenses total \$30,000. Skyline College incurred additional expenses for enhanced safety equipment.

President Claire acknowledged the students who brought the extended study hours concept forward. He said that whenever the Colleges implement a new initiative, they have the obligation to assess it. He said that in the case of the extended study hours program, he believes there are more effective ways that College of San Mateo can use funds. He said the Learning Center is open until 8:30 p.m. and the hours could possibly be extended to a 9:00 p.m. closing.

President Moore said the extended study hours program started strong at Cañada College and then dropped off. She said the Library is open Monday through Thursday until 9:00 p.m. and closes early on Fridays. She said not many students utilized the extended study hours after 9:00 p.m. She said there are requests for more tutoring services in the Library and STEM Center and funds could be better used for this purpose.

President Stanback Stroud said she believes it is good that students are constantly making the Colleges aware of their needs and she believes it is important to test ideas to meet those needs. She said that at Skyline College, only ten to twelve students accessed the extended study hours service. She said her recommendation is to not continue the extended study hours program but to see whether there are particular students whose needs can be accommodated through support services on a case-by-case basis.

Student Trustee Olguin thanked everyone in the District for working with students. He said he is working on different ideas to better help students, including placing mentors at the local feeder high schools, opening a parking lot for the homeless, and extending shower access on weekends.

Trustee Schwarz said she understands the Presidents' perspectives on the extended study hours program. She said she is hopeful that other creative ways to help students will be found.

Trustee Mohr said it is a good sign that the District responds to student concerns. He said there might be specific times during the semester, e.g. exam week, during which hours could be extended. He said it also might be helpful to have people from the academic areas present during those times to work with students.

President Hober said the extended study hours program began fairly strong but showed a striking decline, though the decline was less pronounced at College of San Mateo. He said there are groups of students who are active during their time at the Colleges and then move on; he said this might be one factor in the decline in the number of students taking advantage of the extended study hours. President Hober agreed that there are probably times during which the demand for extended hours would be greater and he hopes the program can be modified rather than being completely eliminated.

Student Trustee Olguin said that while other factors may be in place, he agrees that there was a particular group of students who were actively looking for solutions to address student needs at the time the pilot project was initiated.

#### **UPDATE ON PUBLIC SAFETY (18-3-2C)**

José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said the presentation will include a review of current District safety operations and protocols, a review of student and employee support services, and an update on the Public Safety Study recommendations. He introduced the presenters: Bill Woods, Director of Public Safety; Kim Lopez, Vice President of Student Services at College of San Mateo; Angélica Garcia, Vice President of Student Services at Skyline College; and David Feune, Director of Human Resources.

Mr. Woods said Department of Public Safety duties include earthquake/fire/general emergency evacuations, emergency preparedness/training, and liaison with local law enforcement and fire departments. He said technology utilized by the

Department include the 911 System and the law enforcement radio system which allows direct communication with local law enforcement agencies.

Vice Chancellor Nuñez reported on the Districtwide door hardware replacement project. He said Phases 1 and 2 have been completed; all lever handled and knob style door hardware has been changed to level style with push buttons on the interior side. Phase 3, changing interior door hardware that has exit devices or “panic” bars by incorporating a “thumb” turn in place of a key cylinder, should be completed next week. Upon completion of this phase, 84 percent of the project will be complete. Phase 4, changing doors equipped Access Control and Alarm Monitoring Systems (ACAMS) and with electronic key pads to add a shut off/panic button inside the affected rooms, is more complicated. The project will go out to bid next week and staff intends to bring a recommendation to the Board in April. President Holober asked if there is a standard regarding where doors with ACAMS are placed. Vice Chancellor Nuñez said they are interior doors located in highly sensitive areas.

Mr. Woods said “The Big Five” emergency protocol, which has been adopted by all San Mateo County school districts and law enforcement agencies, trains people how to respond to various types of emergencies. He outlined District emergency preparedness, including the Comprehensive Preparedness Operations Plan which is published in a number of places. Trainings over the five years include Emergency Operations Center table top exercises and campus crisis workshops.

Mr. Woods said the District’s emergency preparedness and response partners are the County Office of Emergency Services, American Red Cross, San Mateo County Sheriff, San Bruno Police Department, San Mateo Police Department and PG&E.

Mr. Woods said the District uses several campus alert systems in order to reach as many people as possible. The systems are the Emergency Announcement System (EAS), Alert U, UHF radios, GWAMAIL (student email), Public Safety website/Facebook/Twitter, and San Mateo County email and text alerts. In response to a question from Student Trustee Olguin, Vice Chancellor Nuñez said people can sign up to be on the Alert U system at any time on the District website’s main page. He said IT staff is working to change to an opt-out system instead of the current opt-in system.

Mr. Woods said the campus preparedness and response programs include lockdown and earthquake drills each semester; table top exercises, campus crisis workshops and CPR training; and coordination with campus safety committees and CARES teams.

Vice President Lopez discussed mental health and counseling services. She said all three Colleges have CARES teams, which are behavioral intervention teams for those exhibiting behaviors which are of concern. Each team includes staff from the Office of the Vice President of Services, Public Safety, Health Center, Psychological Services, Counseling, and the Disability Resource Center. The teams meet on a weekly basis to review CARES reports that have come in through the Advocate system. Faculty, staff and students can submit a CARES report if they see a student about whom they are concerned. The reports go directly to the Vice President of Student Services Office where they are reviewed and distributed to appropriate team members. Because there are students who attend more than one of the Colleges, there is close collaboration among the Colleges.

Vice President Lopez said training is essential and members of the CARES teams will attend a three-day threat assessment training this summer.

Vice President Lopez said that Phillip King, Interim Vice President of Student Services at Cañada College, was a leader in applying for and being awarded a Districtwide mental health grant in the amount of \$350,000. The grant funds will be divided among the three Colleges. Funds will be used to identify a screening system to discover if there are students who need counseling services but have not been identified; develop MOUs with community agencies to provide more intensive, long-term counseling for students and to provide a pathway for continuation of services when students are no longer at the Colleges; and to conduct more outreach to high-risk populations through utilization of interns, adjunct counselors and peer support.

Mr. Woods said the CARES team concept is excellent. He said that in order to be a full Threat Assessment Team, a sworn police officer must be a member of the team. This officer has the ability to conduct background checks to help determine if the person is truly a danger by seeing if police have been to the person’s home, if the person has been arrested for violent behavior in the past, if guns are registered to the person or his/her family, etc. Vice Chancellor Nuñez

said the District's goal is to have full Threat Assessment Teams on each campus. President Holober asked if the police officer would participate in every report. Mr. Woods said the officer would be a member of team and would be a full participant in all cases. President Holober asked if there is anything the Board needs to do with regard to instituting Threat Assessment Teams. Mr. Woods said the District is looking at the possibility of having a training team come to the District to work on building the teams. He said they would not be much different from the CARES teams but would include the police officer and would probably have more training on threat assessment.

Mr. Feune said the District offers services to employees and to administrators/managers through the Claremont Behavioral Services Employee Assistance Program (EAP). Counseling services for employees include marital/relationship issues, parenting/family issues, work concerns, depression, financial and legal issues, and child and elder care. Services for administrators/managers include Human Resources consultation and critical incident stress debriefing. The EAP will send counselors to the sites following critical incidents.

Trustee Mohr said progress in the area of mental services is considerable. He said the grant reported by Vice President Lopez is a great step forward. He said people who may pose a threat are also in a great deal of pain and it is important to find ways to help them. He said the CARES teams are a great step forward and make people feel more secure.

Trustee Schwarz asked for more information on Threat Assessment Teams. Mr. Woods said the Colleges' CARES teams would serve as Level 1 teams which typically operate on a set schedule, e.g. meeting once a week, but could be called together in an emergency. If a situation cannot be satisfactorily handled by the Level 1 team, it can be handed off to a Level 2 team. The Level 2 team would not necessarily include District personnel but would include County mental health professionals among others. Level 2 teams exist at the high school level throughout the County. President Claire said the Colleges have all had Level 1-type teams for some time and they have more informal contacts with local police. Trustee Schwarz said the most terrible event is one in which alerts have been sent but no one reaches the person in time. She said having police involvement with the teams could help prevent this from happening.

Trustee Mohr asked if the Colleges are building a culture where students feel responsible for one another and will speak up when they see that someone needs help. Vice President Garcia said the CARES structure provides the opportunity for information sharing and students are speaking up. She said students have strong relationships with faculty and often speak to them regarding concerns about other students. She said faculty are informed about how to use the CARES mechanism to report these concerns.

President Holober said this topic is as important as, or more important than, any other. He said providing educational services is a pre-condition for the Colleges but safety underlies everything the District does. He commended everyone for all they do in the area of safety at a heightened level. He said today was an important day in America because of the student walkouts throughout the country. He said it is encouraging to see students taking the lead. President Holober said that in Florida and in other incidents, there were warning signs that were reported but did not get noticed like they should have been. He asked what message is being conveyed to District students in terms of their responsibility when they notice that an individual is troubled, e.g. is the message being conveyed that "if you see something, say something." Vice President Lopez said that when the CARES team was instituted at Cañada College, emails were sent to faculty, staff and students at the beginning of every semester and the same process was followed at College of San Mateo. She said ongoing education is needed because the populations at the Colleges change frequently.

Student Trustee Olguin said he was not aware of the CARES teams prior to learning about them at this meeting and efforts should be made to better inform students about the teams and mechanisms for reporting.

President Shaw said the campuses are moving toward community building in the classrooms. She said that looking at student success differently is resulting in a greater sense of community and a sense of connection between faculty and students. She said there is greater awareness on the part of faculty to sense when a student needs help.

President Claire said new faculty have lived through the events at Columbine High School and Virginia Tech University, leading to greater awareness. He said faculty are also more concerned about how former students can access resources in the community.

Trustee Mohr said he believes the most important matter in creating a caring community is the relationship between faculty and students, a community in which people feel responsible for one another. He said the effort that is going on at the Colleges is fundamental to creating a culture of safety.



Trustee Mohr asked if students feel the District is doing a good job with regard to safety. President Claire said College of San Mateo conducts extensive student surveys which show that students believe the campus is safe overall. He said more needs to be done to determine how students feel and College of San Mateo is launching a series of focus groups with students who represent various populations on the campus. Chancellor Galatolo said major themes have emerged at the briefings on the Public Safety Study, including disagreement with the Margolis Healy recommendation to have armed officers on campus and the need for additional training for everyone. Trustee Mohr suggested that student advisory groups be formed to help the District understand how students react and to look at the issue of safety through their frame of reference. Chancellor Galatolo said he believes this is an outstanding recommendation.

Vice Chancellor Nuñez noted that District staff briefed the Board on the Public Safety Study at their November 8, 2017 meeting and that staff is again providing a brief overview of the report and recommendations. Vice Chancellor Nuñez said that when the Public Safety Study process began, all students, faculty and staff had multiple opportunities to participate through multiple open forums across the campuses, stakeholder interviews, visioning workshops, District and student questionnaires, and an anonymous feedback survey. Mr. Woods said there has not been a tremendous amount of feedback but most of the feedback indicates agreement with the District staff recommendations for implementing the Margolis Healy recommendations. He said additional briefings and open forums are scheduled.

Vice Chancellor Nuñez said Margolis Healy issued 71 recommendations over the following areas:

- Clarify Role, Mission and Strategy
- Develop a written directive system
- Develop a strategy for engaging with the campus community
- Develop a comprehensive physical security program
- Enhance emergency management planning

Vice Chancellor Nuñez said the overarching recommendation from Margolis Healy was to transition the Department of Public Safety to a sworn and armed police department. He said District staff does not agree with the recommendation because:

- The District campuses are safe places to learn, work and visit.
- Local law enforcement does not support the District transitioning to its own police department.
- Establishing a new police department is very expensive.
- There has been a nationwide decline in trust and confidence of law enforcement in many underrepresented communities.
- There are opportunities to work with local law enforcement to get to a feasible solution to enhancing safety.
- Having a sworn and armed police department is not congruent with the approach the District wants to pursue.

Vice Chancellor Nuñez reminded the Board that the preliminary District staff recommendations for implementing the Margolis Healy recommendations are to:

1. Clarify the mission and role of the Department of Public Safety.
2. Reject the recommendation to create a sworn and armed police department.
3. Implement, as directed by the Board of Trustees, the remaining recommendations of the Margolis Healy study.
4. Explore alternatives to enhance local law enforcement services on or near the District's campuses.

Vice Chancellor Nuñez said all stakeholder briefings and public forums will be completed by April 13. The Public Safety Committee will then evaluate all feedback and formalize recommendations to Chancellor Galatolo by April 20. Stakeholder feedback and formal recommendations will be presented to the Board as an information report on April 25. The final recommendations will be brought to the Board for their consideration on May 16.

Trustee Mohr asked if progress has been made toward putting together a manual as recommended by Margolis Healy. Mr. Woods said the Public Safety Department does have a manual but it will be expanded and refined after the Board gives direction when they approve specific recommendations.

Trustee Mohr asked if the role and responsibilities of Public Safety officers has been made clear in terms of their interactions with students, building of relationships, etc. Mr. Woods said officers have been trained on this subject. He said they have been working on engaging with students and on being seen as part of the community. He said the change in Public Safety officers' uniforms is a step in the right direction. Trustee Schwarz agreed that the change in the uniform is positive and will enable officers to become more a part of the community.]

Trustee Schwarz said outreach to students is very important and she hopes the outreach goes beyond the Associated Students since not all students are involved in student government. Mr. Bailey said multiple communications will be sent to all faculty, staff and students as well as to the Associated Students. He said the anonymous survey on the website is also an option. He said he and Mr. Woods are happy to meet with anyone individually as well.

Trustee Mohr said it is essential that the leadership structure of the District make recommendations to the Board, but he also looks forward to hearing from those who have the most experience and insight, those who work with students every day. He said he wants to hear what they see as the issue and what they would suggest the Board do with regard to setting policy in these areas.

President Holober said the Board is attempting to be data driven in their decisions. He said he does not believe the discussion about sworn and armed officers on campus has been data driven. He said the Board has heard on several occasions that most community colleges, as well as the UCs and CSUs, have some version of armed police. He said he has asked multiple times for a report on what that experience at these institutions has been and he does not believe he has received an answer. President Holober said some students and other stakeholders have raised concerns regarding the effect the presence of armed officers has on a campus. He said he would like to hear a report on whether the atmosphere on the campuses of institutions such as the Contra Costa Community College District, the Foothill-DeAnza Community College District, UC Santa Cruz and UC Berkeley has been negatively affected. He said he would like to know if there is data that would demonstrate whether there is an impact – positive, negative or no impact – resulting from the presence of sworn officers. President Holober said this is an information void that leaves him uncertain about what conclusion to reach. He said that since there are only one or two districts in the Bay 10 that do not have a version of sworn officers, there should be a good body of knowledge.

President Holober said some the District's peers have resource officers or similar positions through local police departments that establish these positions on campus. He said he would like more information on this and how it has worked out from an effectiveness, atmosphere and cost standpoint. He said this might not be an either/or question and there might be some hybrid or middle path that produces positive results without problems such as who is being employed, costs and training. President Holober said he could make a better decision if he had this information.

Trustee Mohr said the major questions will be whether to have armed officers, whether to have a hybrid system, and how the District will be connected to local jurisdictions. He said he counts on receiving the insight and experience of faculty and staff leadership on these critical issues.

Student Trustee Olguin said staff has been dedicated and inclusive throughout the process. He suggested that the Interclub Councils at Cañada College and College of San Mateo and the Skyline College Organization and Club Council be included in the collaborative process.

Chancellor Galatolo said crime statistics have been included as part of the report. He said they show that the campuses are extremely safe. Trustee Schwarz said that in order to keep the crime statistics low, she believes a discussion should be held about how unforeseen events would be handled.

President Holober asked what the rate of participation is for the text messaging system. Mr. Woods said approximately 25,000 individuals are signed up to receive text messages and he would like to see this number grow. President Holober asked if enrolling in the text messaging system is offered at registration. President Claire replied that it is.

Trustee Mohr thanked the presenters for their report and for the progress that has been made. He said the campuses are safe but the question for the Board will be whether we are prepared to deal with the extraordinary.

President Holober thanked everyone involved for the extensive work they have done. He said it is key that the campuses are safe and that they are presented to stakeholders as being safe. He said he believes the CARES teams are vital as their work to identify and intervene before something happens is paramount. He said he applauds this work and wants to see it elevated.

#### **STATEMENTS FROM BOARD MEMBERS**

Student Trustee Olguin said students at the three Colleges participated in the nationwide walkout earlier today in response to the shooting in Florida. He said there was a large turnout at each campus. He said the moment of silence was very impactful.

Trustee Schwarz said she is pleased that students participated in the walkout on such an important issue. She said she is proud to be part of a District in which students stand up for what they believe in. Trustee Schwarz said she attended a candidate forum for the County Superintendent of Schools. She said this is a unique situation in that two candidates from the County Office of Education are running against each other. Trustee Schwarz said she was happy to attend the groundbreaking ceremony for the Cañada College Science Building.

Trustee Mohr said he went to the walkout at College of San Mateo. He said he noticed that students are more in touch with the human suffering caused by gun violence than anyone else and are very articulate in describing the suffering. He said that as long as compassion and understanding guides them, he believes they can get something done. Trustee Mohr said he attended a lecture by Mark Cohen, Director of the Criminal Justice Institute at Georgetown University, on the suffering that has been generated by the criminal justice system in America. He said Professor Cohen is open to coming to talk to the Board about his work. Trustee Mohr suggested that the people who are working on equity issues at the Colleges be invited to speak to the Board as they continue to have conversations about race, class and privilege.

President Holober joined in his colleagues' comments about the student walkout. He said he hopes that the pressure exerted by students will result in the political will to address the proliferation of assault weapons and things connected to this issue. President Holober said he spoke to Dr. Jerome Hunter who was the facilitator for a Board retreat a few years ago. He said Dr. Hunter is available for the upcoming Board retreat and will be contacting all Board members to solicit feedback on what they would like to cover during the retreat. President Holober said he received a request from Dennis Fama, a Trustee with the Millbrae Elementary School District, for his endorsement and the Board's endorsement of a parcel tax measure that will be on the June ballot. He requested that this item be placed on the agenda for action at the March 28 Board meeting. President Holober said he also received a request from the Service Employees International Union State Council to have the Board consider endorsement of Senate Bill 1348 which deals with reporting requirements for community colleges and for-profit colleges that train allied health professionals. The bill would require these institutions to report annually on where students are being placed for clinical internships and to report data regarding student success relating to those internships. President Holober said the bill targets for-profit schools and will allow potential students to examine the data to see if they want to attend such institutions. He said he would like this item to be placed on the agenda for the meeting on March 28.

#### **ADJOURNMENT**

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

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the March 28, 2018 meeting.

Maurice Goodman  
Vice President-Clerk



# President's Report to the Board of Trustees

**Dr. Regina Stanback Stroud**



*Skyline College won two awards in the 33rd Annual Educational Advertising Awards*

# SKYLINE COLLEGE BOARD REPORT

## MARCH 28, 2018

### COLLEGE WINS TWO NATIONAL AWARDS FOR MARKETING PROJECTS



Skyline College has won two awards in the 33rd Annual Educational Advertising Awards, sponsored by Higher Ed Marketing Report. The Educational Advertising Awards is the largest and most respected education marketing competition in the country. The college won Silver

awards in two categories:

- Annual Report (for the 2016-2017 Annual Report)
- Outdoor Marketing (for the Skyline College Express Shuttle Wrap)

Both the Annual Report and the Shuttle Wrap (the photographic marketing on the college’s shuttle) highlight the best of Skyline College and our marketing efforts.

The annual report blended graphic design and engaging content seamlessly to tell the story of a year in the life of Skyline College. It has been used as a marketing piece for the outside community and represents a public-facing record of the college’s most impactful and inspiring accomplishments.

The shuttle wrap presents a bright, fun photographic look at the college and its students, encouraging viewers to “achieve” their goals, all on a moving piece of advertising. In addition to shuttling students to and from campus for free, the shuttle serves as a mobile point of engagement for the college, engaging in marketing outreach to the community even as it provides its functional service.

### About the Educational Advertising Awards

The Annual Educational Advertising Awards is an opportunity for higher education institutions to test their programs and campaigns against the best in the country. A national panel of industry specialists review each piece; judging creativity, marketing execution and message impact.

Article by Connor Fitzpatrick

### APPRECIATION RECEPTION THANKS DONORS!



An Appreciation Reception hosted by Chairman, Ron Derenzi and the President’s Council was held in the Art Gallery on Thursday, February 15, 2018. The event was a chance for the college and the President’s Council to thank those that have so generously

donated as part of the President’s Breakfast efforts the past 2 years. The President’s Breakfast fundraising efforts support the President’s Innovation Fund and also provides the funding source for Promise scholarships as part of the Promise Scholars Program. Over 100 guests attended the reception, enjoying art, jazz music, hors d’œuvres and wine. Guests were provided a wine opener gift set a token of our thanks for their generous support.

Mr. Derenzi welcomed guests on behalf of the council and recognized the many elected officials who were in attendance. President Stanback Stroud welcome guests on behalf of Chancellor Ron Galatolo and the Board of Trustees of the San Mateo County Community College District. Dr. Stanback Stroud thanked all the donors for

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their generous support and the love they've shown the college over the years, which has allowed for the campus to continue its tradition of developing innovative projects and provided over 400 students to date, with Promise scholarships.

Guests had the opportunity to meet a few Promise Scholars who were in attendance. Promise Scholar Leanne Gajunia spoke as part of the short program about her experience as a first year college student being fully supported by the Promise Scholars Program. Leanne was a Middle College student who was able to get a head start on her college credits and will transfer as a junior next academic year. The investment of the donors in the room with her as she spoke, got her the support she needed to continue on in her educational journey.

We would like to thank alumna Daisy Li, owner and Annie Chan, catering manager of Moonstar in Daly City who generously donated all the amazing food! This was the second year in a row that Daisy Li provided food for the reception. Pacific Dining provided the water, coffee and tea service for donors, gratis. Guests enjoyed wine courtesy of Recology San Bruno and Republic Services who teamed up to donate white and red wine so our reception was complete!

We would also like to thank Paul Bridenbaugh for providing such a beautiful venue, where we were able to enjoy the artwork of 5 women artists as part of the current exhibition "Holding the Center" on display through March 16. Music Professor Zachary Bruno and the Skyline College Jazz Combo provided incredible background jazz music, greatly enhancing the ambiance of the event. The community and faculty and staff in attendance were quite impressed with the talented students and professor of music.

A special thanks to the leadership and staff who planned, organized and delivered such an exceptional representation of the college. From the Marketing, Communications and Public Relations office, Brian Collins and Mia Coe who picked up the food with

Manny Tablan of the Administrative Services team, Connor Fitzpatrick who prepared the student speaker to deliver a compelling speech, Zaw Min Khant and Kevin Perez who provided photography and assistance with set up and Brittney Sneed who was involved every step of the way from RSVP to clean up and never misses a detail. From the President's Suite, Bryan Besnyi, Belinda Chan and Becky Threewit who served wine, Golda Margate, Angelica Mendoza and Theresa Tentes who assisted with guest registration and greeting/mingling with our guests to make sure they felt at home and were available should anything arise that needed attention.

Under the leadership of Andrea Vizenor Director of Career and Workforce Programs and the Retail, Hospitality and Tourism Program, we would like to recognize Claudia Paz, Visual Communications Coordinator in Career and Workforce Programs and Elizabeth Tablan, Program Services Coordinator in Career and Workforce Programs for serving as catering managers and assisting with the set up and execution of the event! You two were incredible and went above and beyond!

Career and Workforce Programs also recruited servers who were interested in working for the event. The servers who did an exceptional job of serving the donors with grace included:

- Ling Jung Chien, BAEC internship program intern and now student assistant
- Jody Gonzalez, previous BAEC intern and now Short-term OAI
- Maria Hanna, Women's Mentorship and Leadership Academy and student of the Hospitality & Tourism Management Adult School Bridge Program
- Emerita Hinojosa, Women's Mentorship and Leadership Academy and student of the Hospitality & Tourism Management Adult School Bridge Program
- Eva Liang, BAEC internship program intern and now student assistant
- Linda Truong, Office Assitant II, BAEC

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Last, but certainly not least, we'd like to recognize Tykia Warden, Interim Executive Director of the San Mateo County Community Colleges Foundation, for her leadership and partnership in fundraising for the betterment of our college and in support of the amazing Skyline College students. She and her team have been with us every step of the way with all the fundraising activities of the President's Council.

Article by Cherie Colin | Photos by Zaw Min Khant

**FIRST NORTHERN CALIFORNIA STATE  
APPROVED ANESTHESIA TECHNOLOGY  
DEGREE AND CERTIFICATE PROGRAM  
STARTING AT SKYLINE COLLEGE FALL 2018!**



Skyline College will launch the first Anesthesia Technology degree and certificate program beginning fall 2018. There are currently ten programs across the United States. This will be the first program to offer a degree in this health care specialty in Northern California.

Completion of this program will prepare students for the national certification exam and allow a professional entry point to the field of Anesthesia.

Anesthesia Technologists are an integral member of the anesthesia care team and work collaboratively with the anesthesia care provider. They work in various clinical areas to include operating rooms, ambulatory centers, labor and delivery, catheterization lab, intervention radiology, endoscopy, and other diagnostic labs and clinics. They provide patient care support to all age populations and apply specific knowledge in

pharmacology, anatomy, physiology, and principles of anesthesia.

Diane Alejandro-Harper is a certified anesthesia technical professional and currently serves as Manager of Anesthesia Technical Services at Stanford Health Care and is on the Board of Directors for the American Society of Anesthesia Technologists and Technicians (ASATT). She is serving as Anesthesia Technology Faculty Coordinator for the program and has been instrumental in leading the development of the program collaboratively with health care industry partners and the Surgical Careers Center.

Article and photo by Diane Alejandro-Harper and Raymond Hernandez

**SKYLINE COLLEGE STUDENT RECEIVES  
MULTIPLE NATIONAL RECOGNITION  
AWARDS**



Skyline College student Mei Ling Lai has been named a 2018 Coca-Cola Academic Team Gold Scholar and also has been selected as a 2018 Phi Theta Kappa Guistwhite Scholar. Lai will be awarded \$5,000 for being a Guistwhite Scholar, and \$1,500 for being a Coca-Cola Academic Team Gold Scholar.

Guistwhite Scholars are chosen based on academic achievement, leadership accomplishment, and engagement in Phi Theta Kappa programs. Fifteen Guistwhite recipients were selected by a panel of independent judges from more than 3,100 applicants this year.

The Coca-Cola Scholars Foundation sponsors the Coca-Cola Academic Team program by recognizing 50 Gold,

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50 Silver and 50 Bronze Scholars with nearly \$200,000 in scholarships annually. Each scholar also receives a commemorative medallion.

Phi Theta Kappa is the premier honor society recognizing the academic achievement of community college students and helping them to grow as scholars and leaders. The Society is made up of more than 3.5 million members and nearly 1,300 chapters in nine nations. Learn more at [ptk.org](http://ptk.org).

Article by Christine Case

### **INTERNATIONAL STUDENT CHOSEN TO PARTICIPATE IN THE “FUTURE WE WANT MODEL UNITED NATIONS: A GLOBAL INITIATIVE FOR YOUNG LEADERS”**



Please join the Global Learning Program and Services Division in congratulating Franck Yao for his invitation to participate at the “Future We Want Model United Nations: a Global Initiative for Young Leaders” ( F W W M U N ) Conference in March 2018 in Manhattan, New York. He is one

of 2000 delegates from 110 countries attending this prestigious conference.

Franck is an International Student from Côte d'Ivoire studying Business Administration at Skyline College. He is a proud African driven by passion and is committed to developing youth opportunities and communities around the world. Even while still in high school, Franck developed two social projects at his school that were

in line with the United Nations’ Quality Education and Climate Action Sustainable Development Goals. Franck also led a social campaign to advocate for global warming that led to the development of fourteen tourism and climate change clubs all over Abidjan, the economic capital of Cote d’Ivoire.

After graduation Franck visited the U.S. Embassy in Abidjan and became part of the Competitive College Club, a cohort advising program organized by EducationUSA which supports talented yet disadvantaged students by informing them and helping them to develop the skills and they need to compete for admissions and scholarships at U.S. colleges and universities. It was at a college fair organized by EducationUSA that Franck learned about Skyline College.

“Being selected as one of the United Nations youth ambassadors is a dream that came true and this would never have happened without the support of Skyline College.” Franck said, “Being an international student here gives me the opportunity every day to benefit and take advantage of powerful resources that empower and help me develop strong leadership skills which constantly spark the genius of my inner self.”

World Federation of Model United Nations Associations (WFMUNA) with the support of Italian Diplomatic Academy, NGO affiliated with the United Nations Department of Public Information sponsors the events. WFMUNA was established to unite all major Model United Nations associations and clubs worldwide with the aim of creating a platform for knowledge sharing and coordination. A passionate guardian of UN principles, WFMUNA commits to supervising quality in MUN conferences globally, to monitoring the conduct and ethics of MUN organizations, and to making Model United Nations programs more accessible for all.

As a Global NGO committed to educating youth through Model United Nations programs and conferences, WFMUNA seeks to bring together future generations



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of leaders from all corners of the globe to gain first-hand experience in international relations, to produce high quality resolutions aimed at empowering future leaders to bring about the “Future We Want,” and to submit these resolutions to relevant UN agencies and world leaders for consideration.

Article and Photo by Emma Briones

### STUDENTS FROM HEBEI NO. 42 HIGH SCHOOL VISIT SKYLINE COLLEGE



Skyline College may receive more students from an elite Chinese high school in the coming years. A group of students and teachers from Hebei No. 42 High School in Hebei Province, China visited the campus on February 8, 2018. Hebei No.42 High School is one of the most prestigious schools in China, sending many of its graduates to colleges and universities overseas. During the visit to Skyline College, the group had an opportunity to meet the College President, Dr. Regina Stanback Stroud, as well as to see the campus and interact with current international students from China.

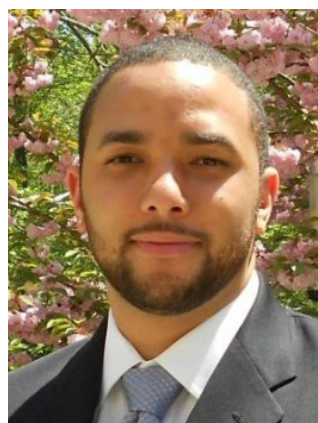
The visit was co-hosted by the International Student Program (ISP) and the College’s Chinese Student and Scholar Association (CSSA). Hanqing Bian, CSSA President, and Sufang Tang, ISP Student Ambassador, took the lead in providing a campus tour upon the group’s arrival. The group was then greeted by alumni from Hebei No.42 High School, who are currently

attending Skyline College. The group engaged in lively discussions that included CSSA members and ISP Student Ambassadors. They discussed various topics such as university transfers and student life and support services available to international students. Professor Hellen Zhang, Accounting Professor as well as a Skyline College alumna, joined the meeting to provide an introduction to the college. Students commented that among all three colleges they visited within the District, Skyline College is “the most beautiful” and they had the best visit at the college. We hope that those who participated in the visit will join Skyline College in the future!

The International Student Program is part of Global Learning Programs and Services Division. If you need more information, please email [skyinternational@smccd.edu](mailto:skyinternational@smccd.edu) or call 650-738-7021.

Article by Chikako Walker | Photo by Wissem Bennani

### SKYLINE COLLEGE WELCOMES INTERIM DEAN OF GLPS



Delisle Warden is joining the Skyline College administrative team as the Interim Dean of Global Learning Programs and Services.

Delisle has had an interesting career in the private sector and in the U.S. federal government.

After graduating from Emory University, he moved to Washington, D.C. where he worked as a paralegal at the U.S. Department of Justice (“DOJ”), Civil Rights Division. After two years of working on legal cases throughout the U.S., Delisle left the DOJ to attend law school. While attending Harvard Law School, he was privileged to work as a research

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As a Global NGO committed to educating youth through Model United Nations programs and conferences, WFMUNA seeks to bring together future generations of leaders from all corners of the globe to gain first-hand experience in international relations, to produce high quality resolutions aimed at empowering future leaders to bring about the “Future We Want,” and to submit these resolutions to relevant UN agencies and world leaders for consideration.

Article and Photo by Emma Briones

### CAREER ADVANCEMENT ACADEMY HOSTS SIXTH DISCOVER HEALTHCARE PANEL



On February 22, students, faculty and staff attended the Career Advancement Academy’s (CAA) sixth Discover Healthcare Panel. The panel, held every semester, is a component of CAA’s Allied Health program, designed for students interested in exploring San Mateo County Community College District’s healthcare programs, health pathways, and careers in healthcare. The Allied Health Student Panel, moderated by Paul Rueckhaus (Allied Health Faculty for the Career Advancement Academy), featured several former Career Advancement Academy students along with students from across the San Mateo County Community College District’s healthcare Programs.

Our distinguished student guest panelists offered

practical advice and key insights on program preparation and expectations, working in the health field, and balancing life and family as a full-time allied health student in a rigorous program.

Chloe Tinio, a returning panelist, graduated from the College of San Mateo’s nursing program in May 2016 and is currently completing her bachelor’s degree in nursing at Grand Canyon University. Melissa Duenas is a current student in Skyline’s Surgical Technology program, who is also pursuing nursing and would like to become a nurse practitioner. Rebecca Campos, a CAA alumni, is in her first year in Skyline’s Respiratory Care program. Dennis Martinez is a second year student in Cañada College’s Radiological Technology program and plans to transfer to San Francisco State University and continue his education in becoming a radiologist technologist. Mary Lynn and Stefanie Wang, are current students in College of San Mateo’s dental assisting program.

Our accomplished panelists helped current, first semester CAA Allied Health students gain a deeper understanding of their next level allied health program and their future path in Healthcare. After the panel, the panelist and program staff were on hand to network with the student audience, answer questions, and share additional insights.

We extend a very special thanks to our esteemed panelists, the CAA team, and event supporters including: Paul Rueckhaus, Beth LaRochelle, Rafael Rivera and the many others who helped plan, organize, and host this successful event.

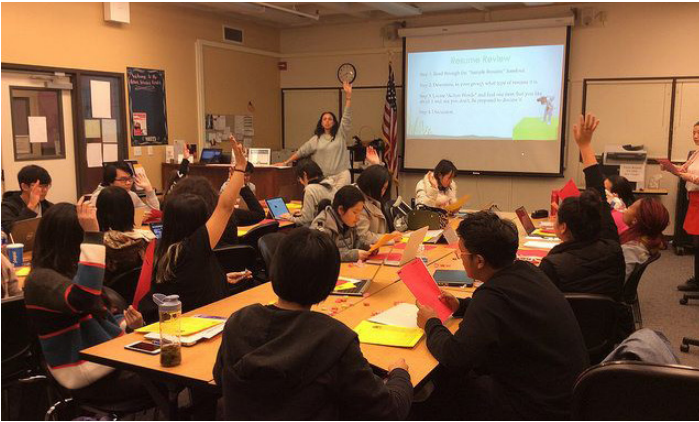
To learn more about careers in Allied Health and the Allied Health Career Advancement Academy please visit our website or email [skycaa@smccd.edu](mailto:skycaa@smccd.edu)

Article and Photo by Jeremy Evangelista

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### **INTERNATIONAL STUDENT PROGRAM AND CAREER SERVICES CENTER HOST EMPLOYMENT WORKSHOP**



The Skyline College International Student Program (ISP) and the Career Services Center held an Employment Information and Resume Writing Workshop for international students on February 15, 2018. This event was designed to inform international students about the various employment opportunities on and off campus, and explain how they can pursue them in the US. The event was well attended, and included students from various majors and career goals.

The students in attendance sat for an hour and a half taking notes on how to get employment on and off campus, the technicalities of the OPT and CPT opportunities available to international students, and valuable information on how to write a resume. Students had the chance to hear from one of the Career Center’s student assistants, Meng Ma, who has first-hand experience on the subject. It was an eye opening experience for many international students because U.S. employment practices are very different from what they knew from their home countries. The Career Center staff was eager to answer questions that the students had as well as make them aware of the different resources that the Career Center has to offer such as resume writing, interview practice, etc.

The event was very informative and students received

information and resources that will be very beneficial throughout their college careers.

ISP will continue to conduct events and workshops to improve the services offered to its students and the entire Skyline College community. If you are interested in learning more about future ISP programs and events, contact ISP office at [skyinternational@smccd.edu](mailto:skyinternational@smccd.edu).

Article by Naledi Mthembu | Photo by Chikako Walker

### **WOW! WOMEN ON WRITING EVENT INSPIRES THE CAMPUS COMMUNITY**



Writers and readers from all over the Bay Area gathered at Skyline College Saturday, March 3 for WOW! Voices Now: A Morning of Readings and Refreshments, an annual celebration of creativity during women’s history month. The appreciative audience of seventy women and men savored literary work crafted by a wide variety of writers.

Event coordinator Kathleen McClung welcomed the two featured speakers, award-winning authors Lori Ostlund and Maw Shein Win. Both read from their books and spoke warmly and candidly about their dedication to writing over the years. Maw Shein Win referred to her six-month recovery from surgery as “a blessing in disguise” as she turned inward to write poetry during her recuperation.

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During the lively question and answer part of the program, both authors spoke in depth about their writing process. Each writer talked about how traveling and working overseas has enriched their work. Lori Ostlund said a highlight of her writing career was a 2017 co-Visiting Writer fellowship in Tianjin, China with her wife, author Anne Raeff.

After a break for book signing, networking, and continental breakfast, WOW! founder Marijane Datson presented awards and gift bags to two outstanding Skyline College creative writing students, Brynn Allen and Gwyneth Ochsner who read their original poetry with poise and passion. The awards memorialize two multi-talented, influential women from the WOW! community, Isabelle Maynard (1929-2007) and Joyce Unger (1942-2016).

Eighteen writers from the community shared their poetry and prose during the Open Reading hosted by Professor McClung. The writers explored families, cultures, sexual harassment, racism, war, nature, and other themes. Skyline students Yilin Zhang and Clayborne Go were among the Open Readers.

“It’s so important for writers to come together for creative nourishment,” said Skyline English professor and author Kathleen McClung. “The WOW! community spans all ages, interests, and backgrounds. The common ingredients are encouragement and support.” The WOW! conference was founded fifteen years ago by Marijane Datson in collaboration with Skyline faculty, staff and community members.

One student in the audience said afterward, “Once I walked into the room I felt so many positive and calm vibes. I felt comfortable and welcome. I loved how everyone there was friends. Everyone seemed to get along. I would participate again without there being an extra credit piece. It gave me a glimpse of a different type of life than I’m used to and let me step out of my comfort zone. Maybe one day I’ll try to write some poetry of my own.”

Thanks to Kevin Chak, manager of the Skyline College Bookstore and World Cup Cafe, Mary Gutiérrez, dean of Language Arts and Learning Resources, English/creative writing professors Rob Williams and Katharine Harer, and WOW! ambassadors Lisa Suguitan Melnick, Ellen Woods, and Tom McAninley.

Article by Kathleen McClung Photos by Tom McAninley

### ENERGIZE COLLEGES PROGRAM PREPARES STUDENTS FOR THE FUTURE



Skyline College’s Energize Colleges student interns participated in a professional development workshop on March 9, 2018, to equip themselves with the necessary skills and tools to be effective not only in their current positions, but also in their future careers.

Alex Fuentes, the Energize Colleges Program Coordinator, led eight of the program’s 10 total interns in a number of engaging activities to strengthen interns’ time management and networking skills. In addition to sharing tips with each other, interns developed their own “minute messages” to communicate their projects and goals during networking opportunities. They also had a chance to listen to the program’s regional supervisor, Rebecca Aviles from Strategic Energy Innovations, about her career path and current role.

Energize Colleges is an internship program on campus that provides students with hands-on experience in the green workforce. Interns work on projects that aim

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to generate energy and water savings for campus and local organizations. Spring 2018 intern projects include developing a car counter for campus parking lots, helping campus reach its waste diversion goal, and conducting home energy audits. Besides work experience and professional experience, Energize Colleges provides interns with opportunities to engage local high school students in sustainability career exploration.

Article by Mary Thomasmeyer

### **ELLEN LEE SELECTED TO REPRESENT DISTRICT AT THE STATE CHANCELLOR’S OFFICE**



Skyline College is proud to announce that Ellen Lee, Payroll Technician in the Administrative Services division has been named the San Mateo County Community College District nominee for the California Community Colleges Chancellor’s Office Classified Employee of the Year Award. Ellen was selected from 4 nominees from all three colleges and the district, to be forwarded to for the state-wide award.

The Classified Employee of the Year Award has been given out annually since May 2009 to honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by members of their college/district community and endorsed by their local Board of Trustees. Award recipients are selected by representatives of the Board of Governors for California

Community Colleges, the Chancellor’s Office, and the Foundation for California Community College and must have a record of outstanding performance of professional activities, as well as a record of active participation on campus and beyond.

According to her nomination:

“As a payroll technician, Ellen Lee supports the fiscal integrity of the college to be able to provide programs and services for students to navigate college successfully. She is the last point of contact from the college to the district – bearing a tremendous responsibility for accuracy so that people’s lives are not disrupted by bureaucratic mix-ups. Her ability to anticipate issues, correct problems, catch the details that have the potential of either helping or hurting employees is done consistently with accuracy and excellence. She has performed this job for over 37 years and put in place the structures and processes to ensure excellent service to the college. In doing so, the reputation of the college is stellar. The District has confidence in the work from Ellen’s office – a much-appreciated reflection on the college as a whole.

Ellen has a deep knowledge of her job. Over the decades, she has redefined what it means to perform the work. She works well with other members of the administrative services team, the college and the district. Ellen’s style of working with others is always professional and above reproach with an undeniable sense of high ethics and integrity.

Ellen exemplifies the epitome of commitment and dedication to her job and profession. She goes above and beyond at the college. She works tirelessly to connect the community to the college by supporting, sponsoring or coordinating high profile community events that bring hundreds of community members onto the campus each year. She takes an active interest in the international students program and lends her cultural and language expertise to the college in serving and supporting the International Students Program. As the college hosts delegations of visitors in efforts to expand the program, Ellen volunteers to provide cultural guidance. She has

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voluntarily hosted tea services for visiting delegations and coached the college leadership on etiquette and protocol to maximize the impact of the visit.

Ellen has been actively engaged in the annual Asian Cultural Week activities each year, where the Skyline College Asian Studies Center in collaboration with China Dance School/Theater of San Francisco hosts a special event that brings 500-800 community members onto the campus to experience the programs, services, events, film festivals and Asian cultural showcases festivities.

Beyond the connections and service to the community through Asian Cultural Week, Ellen volunteers to serve the community by participating in the Voluntary Income Tax Assistance (VITA) Center. VITA is an IRS sponsored program that assists people who need it most, in the preparation of their income taxes. It brings millions of dollars back into the community. Ellen's volunteering with VITA means she is able to give back to the community by lending her experience and expertise to support the service to the community. This demonstrates her strong work ethic and sense of civic involvement.

Often staff in "back office" positions are unsung. However, Ellen's commitment to making sure the college is a well-reputed viable option for the community is evident in the views she articulates and the engagement she provides is attributed to her commitment to open access and higher education opportunities for the community.

Ellen Lee has been the invisible backbone of the administrative services component of the college."

Congratulations Ellen, we are proud to call you a colleague and a member of the Skyline College family!

Article Compiled by Cherie Colin

### UPCOMING EVENTS

#### **TREAT YO' SELF: STRESS MANAGEMENT AND SELF CARE**

April 11  
2:00 p.m. – 3:00 p.m.  
Building 4, Room 4-301

#### **SKYLINE COLLEGE LECTURE SERIES: A CALL TO CONSCIOUSNESS WITH ROSA CLEMENTE**

April 12  
11:00 a.m. – 1:00 p.m.  
Building 6, Room 6-202

#### **BUSINESS EXPO WEEK**

April 16 - Entrepreneurial Kickoff  
April 17 - Entrepreneurial Movie  
April 18 - Rap Chats  
April 19 - Entrepreneurial Vendor Fair

#### **SPRING 2018 CAREER FAIR**

April 17  
9:30 a.m. – 12:30 p.m.  
Building 6, Fireside Dining Room

#### **HEALTH FAIR**

April 18  
10:00 a.m. – 1:00 p.m.  
Building 6, Fireside Dining Room

#### **LEGAL CAREERS NIGHT**

April 19  
5:00 p.m. – 7:30 p.m.  
Building 6, Room 6-204

#### **PILIPINO CULTURAL NIGHT**

April 26 & 28  
7:00 p.m.  
Building 1, Skyline College Theater



# President’s Report to the SMCCCD Board of Trustees

*President Michael Claire ~ March 23, 2018*

## Veterans Resource & Opportunity Center Celebrates Five-Year Anniversary

### Inside...

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On February 15, the Veterans Resource & Opportunity Center (VROC) marked its fifth year of service and opened its doors to the campus community for a celebration. The attendees included current student veterans, alumni, faculty, staff, and campus administrators, who came together to have lunch and share stories about their experiences. VROC Program Services Coordinator Luis Padilla says, “I’m extremely happy because it’s been difficult to get veteran centers established. To have the CSM VROC going for five years is truly a remarkable feat. We’ve turned into a one-stop shop that assists student veterans with everything from providing a quiet lounge to personalized counseling to help with veteran benefits.”

The VROC began after seeing other community colleges forming their own veteran centers. This inspired Army veteran and former Dean of Enrollment Services Henry Villareal to create a similar hub at CSM. Since its inception, Villareal says he’s proud to have “made a space available for student veterans.”

“I wanted to acknowledge student veterans for their military service,” says Villareal, “and create a space where these individuals could regain the comradeship they had experienced in the military.”

VROC student staff member Everardo “Junior” Garcia is a testament to Villareal’s vision. Garcia began attending CSM while he was wrapping up his military service and sought out the VROC’s assistance in transitioning into civilian life. The second-year student credits the VROC as a place that acts as a home away from home. “I advise other student veterans to check it out,” says Garcia. “We have access to great resources, like quiet study hours and tutoring sessions. Additionally, the VROC has helped me a lot by providing me a sense of belonging—I feel like I’m able to speak my mind freely and connect with people that have similar mind sets. When it’s time, I’ll be sad to move on from CSM because the VROC is amazing, to say the least.”

To learn more about the VROC, visit [collegeofsanmateo.edu/veterans](http://collegeofsanmateo.edu/veterans). ■

## CSM Jazz Ensemble Lauded as “Inspired” at Next Generation Festival

Students in the CSM Jazz Ensemble had the experience of a lifetime at the Monterey Jazz Next Generation Festival in early March. The ensemble was selected for the festival as one of just six college and university ensembles nationwide. The CSM band did not win, but received rave reviews from the adjudicators. Renowned New York trumpet artist Ingrid Jensen commented, “This is an incredible group.” Composer and jazz artist Alan Ferber wrote, “The students emitted great energy from the stage...Inspired.” ■



## CSM Students Join National Walk-Out Protest on Gun Violence

On Wednesday, March 14, students, faculty, staff, and administrators from CSM joined people across the country in coming together to show solidarity with the victims of the Parkland high school massacre and to make a statement against gun violence. The on-campus rally, which coincided with walkouts and rallies throughout the nation, highlighted the importance of the issue of gun violence at schools, colleges, and universities. Students from the CSM Middle College program, students visiting





the campus from San Mateo High School, and students participating in the Mana program's preview day joined the rally. ASCSM President Colby Riley addressed the



crowd and led the group in a moment of silence to recognize all the victims of recent gun violence. CSM President Claire then spoke to those assembled and highlighted need for safe and secure learning environments. Afterwards, the microphone was made available to anyone who wished to speak. Students and faculty made powerful statements about the need for gun control as well as

the importance of building community and addressing issues of mental health. ■

## Student Beca Perez Meets 49ers Assistant Coach

Beca Perez, current CSM sophomore and Student Manager in Football Operations, attended the San Jose State football clinic last Friday. Beca had the opportunity of meeting Coach Kate Sowers, San Francisco 49ers Assistant Coach, who is the first female coach in the NFL. Coach Sowers spoke to many of NorCal's top coaches about leadership and culture, but she also took the time



to give Beca some words of advice for a young woman in the football profession. Beca has been accepted to SJSU and has already been offered a position in their football operations department. In addition to SJSU, Beca is also evaluating transfer options at places like University of Oregon, Cal Poly, and University of Kansas. *(Submitted by Tim Tulloch)* ■

## CSM Holds Leadership Retreat



CSM leaders — a coalition of administration, faculty, staff, and student representatives from the Institutional Planning Committee (IPC), Academic Senate, and Classified Senate and the Associated Students — met for a retreat at the Cañada Vista clubhouse on Friday, March 16. Led by Academic Senate Chair Jeramy Wallace and Classified Senate President Fauzi Hamadeh, the theme of the leadership meeting was “Creating a Vision for CSM.” It included how best to serve students going forward in a new era for the College. Leaders engaged in rich discussions about equity, student concerns, and challenges, as well as brainstorming workshops on how best to tackle opportunities and challenges moving forward. There were also presentations by PRIE and President Claire opened a discussion on what CSM is doing now to promote its vision. The retreat was a first of its kind in recent history, and was well-received by its attendees. The leaders all agreed that more of this type of collaborative effort will be helpful in the future. ■

## Spring Flex Day a Huge Success

This year’s Flex Day included most of the faculty and staff at CSM. The day’s first session was opened by representatives of Escala (Spanish for “striving”), a consortium of higher education consultants who are committed personally and professionally to increasing the retention and graduation rates of underrepresented students in higher education. Escala also held a workshop entitled “What’s My Role in our HSI?” later in the day,

which helped faculty and staff understand where CSM's equity gaps are. They also held another workshop, "Applying Principles of Equity to Concrete and Visible Strategies in the Hispanic Serving Institution Classroom," which focused on pedagogical strategies to equitably serve our Hispanic and Latinx students.

Another workshop, "Strategies for Reducing Textbook Costs," was held to continue the discussion about textbooks, their costs, and faculty and student experiences with alternatives to traditional textbooks. The second "Campus Connections: An ongoing series designed to inform, engage, and inspire" also had an impressive attendance.

The session on CSM Student Experience was highly attended and helpful in highlighting areas for improvement and realizing obstacles, which will assist the inquiry stage of the Guided Pathways process.

Of particular note, the Educational Master Plan (EMP) presentation was well-attended and received by many staff and faculty who participated and were eager to provide feedback to the PRIE department. There was overwhelmingly positive feedback from the staff who felt enriched and appreciated by the opportunity to participate.

This flex day had the highest participation by classified staff by far in recent history, thanks to Vice President of Student Services' Kim Lopez's recommendation to close the campus for the day in order to allow classified staff to attend. *(Ellen Young contributed)* ■

## Jane McAteer, Director of Nursing, Announces Retirement



Jane McAteer will be retiring at the end of June after a 31-year career with CSM. Jane started at CSM as a nursing faculty member in 1987. She became the Director of the Nursing program in 2003, and since then, has led the program with a steady hand for the last 15 years. CSM's nursing program has a higher National Council Licensure Exam (Nclex) pass rate than many 4-year university nursing programs. Additionally, the Nursing program has received several full accreditation reaffirmations from the California Board of Registered Nursing.

These are both indicators of the quality of CSM's Nursing program. Jane's contributions to the Nursing program and to CSM have been extensive and the college has benefited greatly from having Jane as an integral part of the community. ■

## CSM Welcomes Dr. Enna Trevathan

President Michael Claire will be recommending Dr. Enna Trevathan to Chancellor Galatolo and to the Board of Trustees as CSM's new Director of Nursing. Dr. Trevathan holds a doctor of nursing practice from the University of San Francisco (USF), an MBA from Holy Names College, a master's in nursing administration and management from Holy Names College, a bachelor of science in nursing from University of Phoenix, and an associate of



science in nursing from Moorpark College.

Dr. Trevathan currently serves as the associate dean for educational outreach at USF. Prior to her current position, she served as the co-chair of RN graduate programs at USF. Dr. Trevathan also served as assistant professor and director of the RN to MSN online program at USF. Dr. Trevathan has also taught nursing at Holy Names College and CSU-Dominquez Hills. Finally, Dr. Trevathan has held nursing and nursing management positions

in a number of medical facilities, including the Veterans Administration Hospital in Palo Alto, Kaiser Permanente, Watsonville Community Hospital, and the UCLA Medical Center, among others. When asked why she wanted to join CSM, Dr. Trevathan said that she has an associate's degree in nursing from a California community college. She felt that it was the time in her career to "give back" to the system that gave her such a great start. Enna will start at CSM in June so that there is some overlap before Jane retires. ■

## *Did you know?*

### CSM is an Official Bee Campus USA Program Member!

🌻 College of San Mateo is the third institution of higher education in the nation to be certified as an affiliate of the Bee Campus USA program, designed to marshal the strengths of educational campuses for the benefit of pollinators.

🌻 **Recent project:** The Biology 220 Botany labs are surveying the landscaping plants and drafting an Integrated Pest Management strategy to protect local pollinators. ■



# UPCOMING EVENTS

## San Mateo 101st Airborne 50th Anniversary Parade

Join us for a weekend of community-wide activities and special events!

**Friday, March 23 - March 25**

Downtown San Mateo  
Ellsworth Ave, between 1st & 4th  
San Mateo, CA 94401

Join us for a weekend of community-wide activities and special events to commemorate the 50th anniversary of San Mateo's adoption of the 101st Airborne Division of the U.S. Army.

## CSM Baseball vs. Monterey Peninsula College

**Tuesday, March 27 • 2:30 pm**

CSM Baseball Field

Come out and support the Bulldogs!

## 'Hell and Back Again' Film Screening

Pizza and Documentary on Veterans & PTSD

**Monday, April 2 • 6:30 pm - 9 pm**

CSM College Center Building 10, Room 195  
The CSM Republicans will be screening the Oscar-nominated documentary film, 'Hell and Back Again', regarding American veterans suffering from PTSD. Pizza will be served prior to the film with a discussion will follow after the screening!

## Annual MESA Leadership Retreat

**Saturday, April 7 - 8 • All Day Event**

Happy Valley Conference Center  
2159 Branciforte Drive  
Santa Cruz, CA 95065

The MESA Student Leadership Retreat is a fun-filled weekend comprised of guest speakers, workshops, activities and competitions.

## CSM Baseball vs. De Anza College

**Tuesday, April 18 • 2:30 pm**

De Anza College  
21250 Stevens Creek Blvd.

Come out and support the Bulldogs!

## CSM Softball vs. Foothill

**Tuesday, April 10 • 3 pm**

CSM Baseball Field

Come out and cheer on the Bulldogs!

## The Sky Tonight Planetarium Show

Phantom of the Universe

**Friday, April 13 • 7:30-9:30 pm**

CSM Science Building 36, Planetarium

Come for a live presentation about what's visible in the sky tonight, followed by a full-dome immersive movie about fascinating topics in astronomy!



**CSM  
EARTH  
DAY**

**APR 18, 2018  
10AM-1PM**

COLLEGE CENTER PLAZA

**WATER. ENERGY. WASTE. AND  
BIODIVERSITY CAREERS**

**LEARN & EARN FREE FOOD!  
RAFFLE PRIZES ON THE HOUR!**

**20+ EXHIBITORS INCLUDING:**  
GREEN JOBS & INTERNSHIPS  
SUSTAINABLE FOOD AND TECH  
ENVIRONMENTAL JUSTICE  
STUDENT CLUBS



# Cañada College

## Report to the SMCCCD Board of Trustees

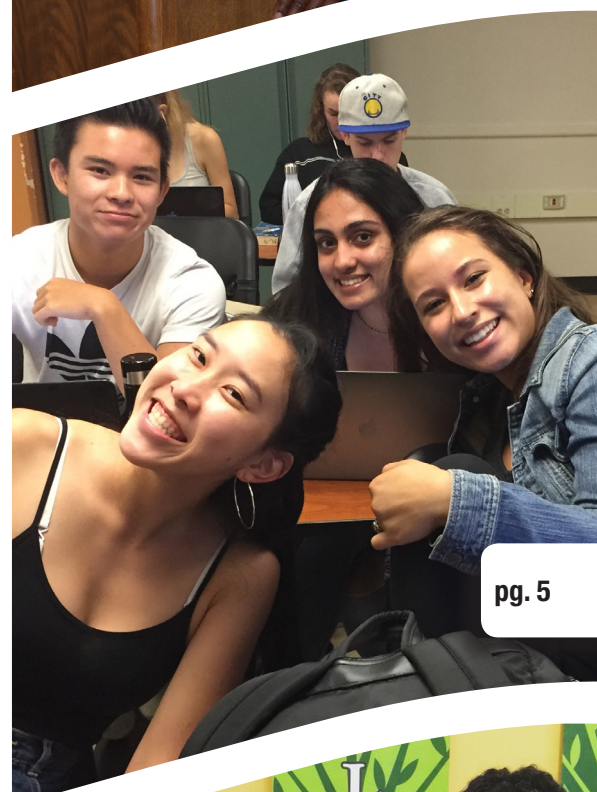
March 28, 2018

### in this **issue:**

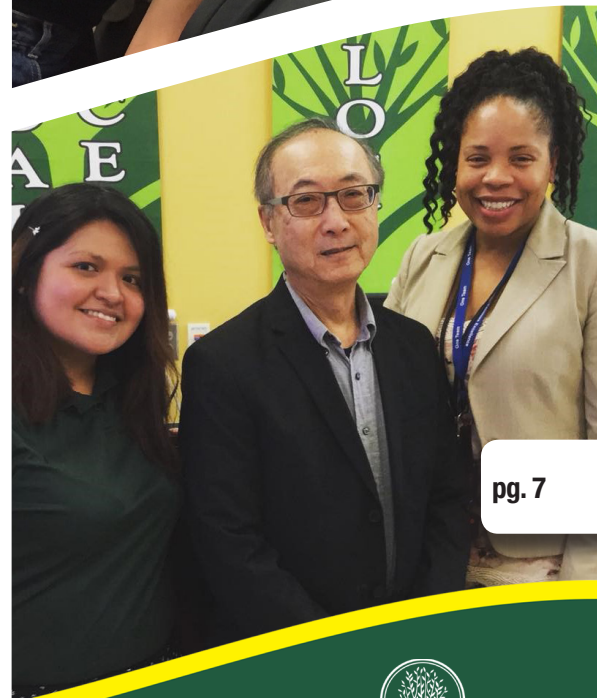
- College Hosts First Annual Awareness Summit **pg. 2**
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**pg. 2**



**pg. 5**



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## College Hosts First Annual Awareness Summit



For 50 years, Cañada College has strived to be the most effective community partner in not only preparing students with a quality education but also supporting them to achieve their academic goals. And, sometimes this type of support is needed outside of the classroom. In an effort to address and aid important issues that affect our students (San Mateo County residents), Cañada College launched its first annual Awareness Summit on March 22, 2018. The inaugural summit was themed around Housing, Transportation and Food Insecurity -- all issues that many of our students struggle with on a daily basis.



The event included a medley of informative panels, keynote speakers, interactive activities and thought sharing. Dr. Frank Harris III and J. Luke Wood, PhD began the Awareness Summit with a Keynote Address on Supporting Students Who Experience Food and Housing Insecurities. From there, panel discussions (made up of students and non-profit, community and civic partners) were held on Housing, Transportation and Food Insecurity. Attendees had an opportunity to share their ideas on how to make positive impact with a lunchtime activity and the day ended with a presentation on the Cost of Attendance from Lupita Cortez Alcala and Catalina Mistler from the California Student Aid Commission. To learn more information on the event and to download the information booklet, visit [www.canadacollege.edu/awareness](http://www.canadacollege.edu/awareness).



## Cañada Breaks Ground on New Science & Technology Building



Cañada College and District employees, design build partners and community members joined to celebrate the groundbreaking of Cañada's new Science & Technology Building on March 6. Speakers during the program included Board President Holober, Chancellor Galatolo, President Moore, 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 the new building through architect renderings and virtual reality!



The new Science & Technology Building will be a three story, 50,000 square foot structure that will feature modern, flexible classrooms, laboratories and faculty offices for Science education. Supporting the philosophy that learning happens everywhere, the design will feature an indoor/outdoor "learning commons" with an enhanced plaza, creating a functional outdoor gathering space for the campus community. The new building will also be LEED Gold certified and Net Zero Energy-ready to support student academic success and ensure the longevity of the building for many years to come.





## College Creates Meal Bundle Program



After reviewing the campus-wide assessment on food insecurities that took place last semester, the Student Senate, Bookstore, and SparkPoint teams joined forces to create a campus-wide meal subsidies program. In just three weeks after being released in the first week of school, students purchased over 830 subsidized grab-and-go meals. These meals are available at the Bookstore and Pony Espresso with a valid Cañada College Student Body Card, which can be picked up at The Center for Student Life and Leadership Development. Meal bundles include a sandwich, piece of fruit, water, and snack for just \$6 in the day and \$3 at night. Would you like an opportunity to support students across campus to get their basic needs met? There's an opportunity for your dollars to subsidize meals for your student program! Contact Student Senate at [canadacollegeascc@gmail.com](mailto:canadacollegeascc@gmail.com) to learn more.

## Digital Art & Animation Students Connect with Filmmakers



The students in the Digital Art & Animation program have had a busy month. On February 9, a group of students attended the Entertainment Design Speaker Series at San Jose State University to hear master animator James Baxter speak. Baxter is a former Disney and DreamWorks lead animator, supervising the animation of characters such as Belle in “Beauty and the Beast,” Rafiki in “The Lion King,” and Quasimodo in “The Hunchback of Notre Dame,” among many others. Baxter discussed his time in the industry, how to develop and refine a workflow, and then animated a scene live for the audience. He took questions as he worked, and two of our DA&A students asked terrific questions.

Then, on February 20, students had the opportunity to see the five Oscar-nominated animated shorts at a screening at San Francisco State, with several of the filmmakers in attendance.

Finally, on March 9, students returned to San Jose State for a lecture by Disney story artist and director Steve Anderson. Anderson worked on story for “Tarzan” and “The Emperor’s New Groove,” and directed “Winnie the Pooh” and “Meet the Robinsons.” He talked about story development, character design, and the challenges in directing an animated feature. All the students in attendance at these events called them inspiring and informational, and learned a lot from these animation professionals.

The Digital Art & Animation department is grateful to Raquel Cohelo at San Jose State, ASIFA-San Francisco, and Ron Diamond’s Acme Filmworks for including us in these events.

## Middle College Update



Tucked away in the bottom of Building 5 is a former conference room turned office, shared by the four Middle College teachers: Jen Petroelje, Jen Buchanan, Halo Shapiro Smart, and Marin Aldrich Holt. The Middle College program has been on the Canada College campus since 1999 and serves approximately 110 SUHSD juniors and seniors. Longtime teachers Petroelje and Buchanan have been with the program since 1999 and 2007, respectively. They were joined by Smart in 2013 and Holt in 2016. There have been several staff assistants over the past couple of years, with the position currently being held by Libia Bustamante, who works each afternoon while the teachers are in the classroom.



The Middle College students take three required high school classes taught on campus by the high school teachers: English, social studies, and an elective called College and Career Readiness. These classes are taught daily from 12:30-3:05 so as to conflict with the least number of college classes, though there are still some classes that MC students cannot take due to scheduling conflicts. Students also take a minimum of three college courses each semester; some take more, enabling them to earn an Associate's Degree at the same time they earn their high school diplomas. All students who enter the program in their junior year complete the developmental courses by the time they graduate from high school. Most students who are in the program for their junior and senior years graduate from high school having earned 45 college units. This gives them a solid head start when they move on to a four-year institution. They also have the knowledge of how college works -- knowing how to register for classes, why they should connect with professors during office hours, how to access resources in the Learning Center.



In addition to teaching the high school classes, the Middle College teachers each advise a quarter of the students. They meet weekly with

their advising group and individually as needed throughout the semester, determined in part on feedback from college faculty. Libia will be sending out progress reports in late February and early April to college faculty who have MC students in their courses. The feedback received from college faculty is extremely valuable in helping the students successfully complete college classes.

Students begin the year in early August with an orientation week before the college classes begin. This enables students to get to know one another, become familiar with the college campus, learn about resources and support services on campus. Middle College students are active all over campus. Many not only use the Learning Center, but become tutors themselves. Middle College students are members in student clubs and participate in many activities, in part because they are on campus all day. The students enjoy getting involved and becoming part of the college community.

The Middle College program is a successful collaboration between the college and the SUHSD. Cañada College has become a wonderful home to both the Middle College students and teachers, and all value the relationships they've built around campus. Middle College is currently accepting student applications for next fall; the deadline is March 23. Please direct inquiries to Libia Bustamante at [bustamantel@smccd.edu](mailto:bustamantel@smccd.edu) or 650-306-3120.

## Student Success Story: Silvia Gomez



It took Silvia Gomez almost five years to earn her medical assisting certificate from Cañada College. But just days after graduating, she was rewarded with a job as a medical assistant at an optometry clinic.

While Silvia's job search was short and painless, her path to get there was anything but. In Mexico, Silvia went to school through sixth grade. When, at age 16, she moved to the US and started high school, her classmates teased her because she was so far behind. Silvia dropped out and got a job at Jack in the Box.

Following in the footsteps of her aunt, Silvia then enrolled in an Intensive Nurse Assistant training program and eventually got a job at a nursing home on the night shift - from 11 p.m. to 7:30 a.m. - so she could go to school during the day. She took ESL classes at Sequoia Adult School and Cañada College, then embarked on the classes she needed to get her medical assisting certificate. She was in school for almost five years.

"There were so many times, when I wanted to give up. I had to work all night and take care of my daughter and take classes that were so difficult," Silvia says. "I almost quit, but I didn't. Now, I can't believe what I did." Silvia was helped every step of the way by [Upward Scholars](#), a local non-profit that provides community college students, mostly adult immigrants, with financial and academic support so they can succeed in community college. This semester, Upward Scholars is supporting more than 240 students, most of whom attend Cañada College

Upward Scholars provided Silvia with funds for her books, which often cost several hundred dollars a semester, and with a laptop so that she could study while on her break at work. "Upward Scholars helped me a lot because I knew they believed in me, so I started to believe in myself," Silvia says. Silvia has no intention of resting on her laurels. She's currently enrolled in Cañada's pre-nursing program and, after that, hopes to enroll in a nursing program at a university.

## Athletic Department to Host Hall of Fame Induction Ceremony & Banquet

The Cañada College [Hall of Fame Committee](#) is set to host the [Fifth Induction Ceremony & Banquet](#) paying tribute to past and present distinguished individuals who deserve recognition for their outstanding accomplishments in athletics and support of the Cañada College Athletic Department. This year marks the Hall of Fame Committee's fifth event along with the celebration of [Cañada College's 50th Anniversary!](#)

On behalf of the Hall of Fame Committee, they would like to extend a special invitation as this year they will be honoring Tom Mohr as the 2018 Lifetime Achievement Award Winner!

The Induction Ceremony & Banquet will take place on Saturday, June 2, 2018 at 5 p.m. at the San Mateo Elks Lodge. With your attendance and/or support, the Committee hopes to continue this special tradition and carry on the Colts Legacy throughout years to come.

Please feel free to reach out to Athletic Director Mike Garcia with any questions at (650) 306-3212 or [garciamike@smccd.edu](mailto:garciamike@smccd.edu).

## President's Advisory Group Formed to Enhance Community Connections



Cañada College has formed the President's Advisory Group, a team comprised of passionate professionals who will support college leadership in becoming better connected to civic and neighborhood organizations as well as the business community. With this, the College will gather input from community leaders on what our community needs from Cañada College and how Cañada can be the best and most effective partner to accommodate those needs. The President's Advisory Group will meet quarterly and held its first meeting on March 16.

In addition, the College will also partner with the President's Advisory Group on fundraising projects that enhance student learning and keep the College focused on being an outstanding teaching and learning organization for the residents of San Mateo County.

## Cañada Dream Center Hosted Immigration Policy Briefing



On, March 7, Professor Bill Hing presented a Policy Briefing on Immigration Updates. Topics of focus were DACA updates, TPS, Advance Parole, Know Your Rights and more. Some important notes include the extension of DACA beyond March 5, deadlines for TPS (Temporary Protected Status) holders, and the uncertainty of Advance Parole. Hing highlighted the importance of creating a family preparedness plan, avoiding negative interactions with law enforcement and knowing your rights.

Please contact Brenda at [martinezb@smccd.edu](mailto:martinezb@smccd.edu) if you would like to receive a copy of the PowerPoint presentation or set up a meeting at our free legal clinic via [www.tinyurl.com/CanLegalClinic](http://www.tinyurl.com/CanLegalClinic).

# PHOTOCOLLAGE: Pi Day

Student Senate partnered with the Math Club, STEM Center and Gender Sexuality Alliance to celebrate International Pi Day March 14. All who participated received sweet pies, savory pies, free math supplies and were able to partake in Math reverse-pie contests, Pi reciting, a Pi bracelet memory keepsake, a lesson about famous LGBTQ+ mathematicians and even participate in PI do vows.



## Campus Announcements

# READING CIRCLE

Enjoy a Free Day of Family Fun!

A collaboration with  
**Redwood City Public Library  
and Cañada College.**

**Saturday, April 14th at 11 a.m.  
at the Cañada College Library**

**Building 9, Third Floor (Parking available in Lot 1)  
4200 Farm Hill Blvd, Redwood City, CA 94061**

**Reserve your place! Open to first 30 children & their families**



**RSVP here:**  
[canadacollege.edu/readingcircle](http://canadacollege.edu/readingcircle)

**CONTACT: Mayra Arellano**  
(650) 306-3166 | [arellanom@smccd.edu](mailto:arellanom@smccd.edu)



## Campus Announcements



# Connect to College

Explore College and Career Opportunities  
at Cañada College!

**Thursday, April 26, 2018 • 6-8:30 p.m.**  
at Cañada College Grove • 4200 Farm Hill Blvd. Redwood City

**REGISTER:**  
[canadacollege.edu/connect](http://canadacollege.edu/connect)

**#iCANconnect18**



### WHAT TO EXPECT:

- Attend interactive workshops on Cañada's programs and services
- Learn about Careers, Transfer and Guaranteed Admissions
- Meet Students, Faculty and Counselors
- Register for Summer and Fall Classes
- Free Tuition! Apply for the Promise Scholarship

Win a **\$500** Scholarship to Attend Cañada College!



### FOR MORE INFORMATION, CONTACT:

Mayra Arellano, College Recruiter  
(650) 306-3166 | [arellanom@smccd.edu](mailto:arellanom@smccd.edu)

San Mateo County Community College District

March 28, 2018

**BOARD REPORT NO. 18-3-3C**

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

**RESOLUTIONS ON EQUITY FROM CAÑADA COLLEGE AND COLLEGE OF SAN MATEO**

The Academic Senates of Cañada College and College of San Mateo have each adopted resolutions on equity. Representatives from each Senate will present the resolutions to the Board for their information.

Copies of the resolutions are attached.



Resolution on Equity  
Cañada College, Feb. 20, 2018

Whereas we celebrate our diversity of race, ethnicity, gender, gender identification, sexual orientation, age, ideology, religion, language, culture, national origin, abilities/disabilities, socioeconomic status and other forms of diversity and embrace all students regardless of their immigration status;

Whereas we strongly oppose intolerance and racism which harms the morale, well-being, and productivity of our community and society;

Whereas we acknowledge that racism, discrimination, hate speech and hate crimes have occurred and continue to afflict our students in their everyday lives;

Whereas the San Mateo County Community College District (SMCCCD) “supports, promotes, values, respects and protects all students and employees of the District, irrespective of their immigration status, or that of their families” (SMCCCD Resolution, 17.1, 2017);

Whereas “Success, equity, and social justice for our students” are fundamental goals of the SMCCCD ([Students First District Strategic Plan](#));

Whereas the SMCCCD is committed to creating a socially just environment for students, faculty, staff, and the community we serve (Board of Trustees, [Affirmation of Social Justice](#), 2016);

Whereas Cañada College supports the [Skyline College Resolution on Equity of 19 October, 2017](#) (SCR, 2017, 1-2) and [College of San Mateo Commitment to Educational Equity, 2017](#) (CSM, 2017, 1);

Whereas all students regardless of immigration status, faculty, staff, and administrators have the right to be “in an environment free of hatred, bigotry, and intolerance” (SCR, 2017, 1):

Therefore, Be It Resolved, that Cañada College reaffirms its commitment to promoting:

- equity in all areas and levels of our institution;
  
- an inclusive environment; and
  
- a campus-wide climate that “reflects mutual respect among faculty, students, staff, and administrators and appreciation for diversity” (SCR, 2017);

Resolved, that Cañada College affirms its commitment to social justice and equity by continuing to develop and sustain:

- campus wide forums for sharing and learning about issues of racism and bias;
- course curriculum across disciplines addressing issues of racism and bias;

- professional learning for all employees on issues of racism, bias, and educational inequities as well as pedagogical and institutional solutions
- campus wide events for learning about equity, empowerment, and topics celebrating the cultural backgrounds and histories of our students;
- advocacy for student understanding of students' civil rights and responsibilities, especially in relation to the first amendment and institutional policies, including the Student Code of Conduct, enabling students to be proactive and engage in deliberate informed action;
- transparency of institutional policies and their consequences;
- available online and print research and resources related to educational equity;
- equity Packets during Program Review and support for departments to work on closing specific equity gaps in their areas;
- collaboration on the recommendations for an equity position to expand and support the Academic Committee for Equity and Success and campus wide equity work;
- continuous work on building diverse and representative faculty and staff to reflect the student demographic and community we serve;
- campus wide commitment to the five integrated goals in our [College Integrated Plan](#) that focus on increasing the success and completion of disproportionately impacted students;

Resolved, that faculty, staff, and administrators will communicate in person and through official campus documents to students and the community that racism, sexism, homophobia, transphobia, Islamophobia, anti-Semitism, ableism, ageism, classism, xenophobia, and other forms of discrimination are not tolerated on our campus ([in accordance with our district nondiscrimination and Prohibition of Harassment policies](#));

Resolved, that Cañada College faculty, staff, and administrators recognize our responsibility to work continuously and collaboratively to promote learning, curriculum and professional development, student support, and institutional policies that prevent racism and other forms of discrimination in our community and to renew this document accordingly;

Resolved, that Cañada College appeals to the Board of Trustees to support through policies, actions, and funding the above goals and actions, and:

Be It Finally Resolved, that Cañada College will collaborate with Skyline College and the College of San Mateo in leading the advancement of equity in our district and communities.

*The writing of this resolution was coordinated by the Academic Committee for Equity and Success (ACES) in collaboration with the Classified Senate, Academic Senate, Associated Students of Cañada College (ASCC), and the Cañada College community.*

Approved by: ACES, 2/20/2018; ASCC 2/22/2018; Classified Senate 3/20/2018; and Academic Senate 3/22/2018. Process approved by PBC 3/21/2018.

College of San Mateo Academic Senate  
Fall 2017  
Resolution 03.01F17  
Commitment to Educational Equity at College of San Mateo

Whereas, the College of San Mateo serves and values a diverse student body that is inclusive of different races, ethnicities, gender identification, sexual orientation, immigration statuses, abilities, and, collectively, cultural capital;

Whereas, we live in a time rife with hatred and systemic discrimination that threaten our students' livelihoods and pursuits of happiness, including racism, sexism, ethnocentrism, homophobia, transantagonism, and ableism;

Whereas, the San Mateo County Community College District Board of Trustees has affirmed its support of the district's minoritized students and its commitment to social justice in its "Affirmation of Commitment to Social Justice";

Whereas, educational equity is the practice both of recognizing that students encounter identity-based stereotypes which introduce obstacles in education and of creating opportunities and access for students based on their unique needs and experiences;

Whereas, a commitment to educational equity requires us to recognize that many of our students have come to CSM after years of academic trauma and being excluded from academic resources;

Whereas, a commitment to educational equity requires that all CSM faculty, staff, and administrators acknowledge that not all students have equal access to college resources or culturally responsive instruction; and,

Whereas, data demonstrates significant opportunity gaps, the differences in success between minoritized and hegemonic groups, exist at CSM, including the gaps in success and transfer rates between African American, Latinx, and Pacific Islander students and their White and Asian peers;

Resolved, the College of San Mateo Academic Senate commits to eliminating systemic obstacles that exist at CSM, which have led to inequities that affect our students of color, women, students living in poverty, students under the age of twenty, and other marginalized groups;

Resolved, the College of San Mateo Academic Senate directs its Educational Equity Task Force to identify equity issues under its 10+1 purview and to create and recommend to the Academic Senate policies and procedures that address CSM's opportunity gaps;

Resolved, the College of San Mateo Academic Senate urges the San Mateo County Community College Board of Trustees to direct the review and, if necessary, the creation and amendment of policies that address educational inequities; and,

Resolved, the College of San Mateo Academic Senate urges the San Mateo County Community College Board of Trustees to continue to provide and, as necessary, increase funding for CSM's and its sister colleges' equity-centered policies and professional development.

Passed unanimously on December 5, 2017

**BOARD REPORT NO. 18-3-2A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and General Counsel,  
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)**

**College of San Mateo**

**\*Enna Trevathan** Director of Nursing Math/Science

New academic supervisory employment effective June 18, 2018, replacing Jane McAteer who is retiring.

**Skyline College**

**\*Lorraine Salceda** Interim Director of the Retail, Hospitality & Business, Education & Professional  
Tourism Center Programs

New interim academic supervisory employment effective February 26, 2018, replacing Andrea Vizenor who was reassigned.

**B. PUBLIC EMPLOYMENT**

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

**Cañada College**

**\*Araceli Arias** Office Assistant II (NP) Academic Support  
& Learning Technologies

New part-time (48%), 12-month classified employment, effective March 1, 2018. This is a new position that was Board approved June 28, 2017.

**College of San Mateo**

**\*Anne Kong** Office Assistant II Student Services

New part-time (48%), 10-month classified employment, effective March 15, 2018, replacing Paulyne Kirkes who resigned.

**District Office**

**\*Perla Rumayor** Accounting Technician Administrative Services

New full-time, 12-month classified employment, effective April 9, 2018, replacing Kimberlee Go who resigned.

**\*Nurali Allana** Accounting Technician Administrative Services

New full-time, 12-month classified employment, effective February 28, 2018.

**\*Ady Beltran** Custodian Facilities

New full-time, 12-month classified employment, effective April 1, 2018, replacing Jimmy Chan who is retiring.

**2. Re-Employment**

**None**

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

**Connor Fitzpatrick** Communications Manager President's Office

Reassignment from a full-time, 12-month Promotions & Web Content Coordinator position (Grade 31 of the Classified Salary Schedule (60)), into this full-time, 12-month position at Grade 192S of the Classified Professional/Supervisory Salary Schedule (40), effective December 6, 2017.

**Bianca Pineda** Admissions & Records Assistant III Enrollment Services

Reassignment from a full time, 12-month Office Assistant II position (Grade 18 of the Classified Salary Schedule (60)), into this full-time, 12-month position at Grade 24 of the same salary schedule, effective March 28, 2018.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**

**None**

**E. CHANGES IN STAFF ALLOCATION****Cañada College**

1. Recommend a change in staff allocation to increase one Staff Assistant position (3C0143) in Middle College from part-time (48%), 12-month to full-time (100%), 12-month, effective March 29, 2018.



College of San Mateo

**Juanita Alunan** Professor Language Arts

Retiring as Professor Emerita effective May 25, 2018 with 23.5 years of service. Eligible for District retiree benefits.

**Larry Owens** Professor Physical Education/ Athletics

Retiring as Professor Emeritus effective May 25, 2018 with 27 years of service. Eligible for District retiree benefits.

District Office

**Jimmy Chan** Custodian Facilities

Retiring effective March 31, 2018 with 14 years of service. Not eligible for District retiree benefits.

**Anthony Vassalle** Senior Maintenance Engineer Facilities

Retiring effective June 29, 2018 with 24 years of service. Eligible for District retiree benefits.

**2. Resignation**Cañada College

**David Johnson** Interim Vice President of Instruction Office of the Vice President  
of Instruction

Resigned effective March 5, 2018.

District Office

**John Wong** Capital Projects Analyst Facilities

Resigning effective March 30, 2018.

**Kimberlee Go** Accounting Technician Administrative Services

Resigning effective April 5, 2018.

Skyline College

**Madison Steele** Program Services Coordinator Outreach & Inreach Enrollment Services/  
Financial Aid Office

Resigned effective March 23, 2018.

**Anya Arnold** Interim Director of the Learning Commons Academic Support &  
Learning Technologies

Resigned effective March 15, 2018.

**I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS****Cañada College****Sue Krishna**

Early Childhood Education

Business, Design &  
Workforce

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 qualification to teach in the Early Childhood Education 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	Kinesiology, Athletics, Dance	1	2/1/2018	4/24/2018	<b>Public Address:</b> Provide sports commentary as the sports announcer at college games.

**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>
Skyline College	Science, Math, Technology	1	3/01/2018	6/30/2018	<b>Lab Technician:</b> This lab technician for the newly established Simulation Lab will provide start up technical support for all simulation operations, including but not limited to integrating, maintaining and operating the simulation lab equipment.



**BOARD REPORT NO. 18-3-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

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

The addition of seven courses to, and the deletion of one course from, the College catalogs are proposed by Cañada College and Skyline College at this time. Additionally, three courses are proposed to be offered in the distance education mode. The addition of five certificates and the deletion of one certificate are also proposed.

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

Furthermore, eighty-six courses were modified, and one course was reactivated.

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

**RECOMMENDATION**

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

San Mateo County Community College District

March 28, 2018

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

PREPARED BY: Janet Stringer, Division Dean and Articulation Officer  
Cañada College

APPROVED BY: Candice Nance, Curriculum Committee Co-Chair  
Cañada College

Katherine Schertle, Curriculum Committee Co-Chair  
Cañada College

Hyla Lacefield, Academic Senate President  
Cañada College

Jamillah Moore, President  
Cañada College

## **PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE**

### **COURSE DESCRIPTIONS AND JUSTIFICATIONS**

#### **COMPUTER INFORMATION SCIENCE**

680CF INTRODUCTION TO RELATIONAL DATABASES (3.0) (day or evening)

Justification: Programmers need to learn how to create, populate and use data from a Relational Data Base System, which is the most pervasive system in the world today. This knowledge fully enables them to write programs. Students and Industry would like Cañada College to offer the class.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100; CIS 118.

Description: Covers Relational database design and the use of database management systems. It covers Data Definition Language and Data Manipulation commands. It includes an introduction to the relational model, relational algebra, and SQL. The course includes relational design principles based on dependencies and normal forms. Covers normalization of data to eliminate data anomalies. Additional database topics introduced are indexes, views, transactions, authorization, integrity constraints, triggers, on-line analytical processing. Interactive and programmatic interfaces to database systems. All application programming projects use commercial database systems.

Classification: AA/AS Degree; CSU transferable.

**PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE**

**ACCOUNTING**

695 Independent Study

**ART**

695 Independent Study

**ASTRONOMY**

695 Independent Study

**BIOLOGICAL SCIENCES**

695 Independent Study

**BUSINESS**

695 Independent Study

**CAREER AND PERSONAL DEVELOPMENT**

695 Independent Study

**CHEMISTRY**

695 Independent Study

**COMMUNICATION STUDIES**

695 Independent Study

**COMPUTER INFORMATION SCIENCE**

695 Independent Study

**DIGITAL ART AND ANIMATION**

325 Digital Painting  
366 Color Management and Theory  
371 User Interface/User Experience Design  
372 Digital Illustration  
378 Digital Page Layout  
385 Coding for Designers and Artists  
390 Portfolio Creation  
405 Storyboard Development for Animation and Interactive Media  
416 Drawing for Animation  
417 Principles of Animation  
422 Introduction to Rigging

- 430 3D Character Animation
- 431 Special Effects and Compositing
- 432 3D Environments and Hard Surface Modeling
- 695 Independent Study

**EDUCATION AND HUMAN DEVELOPMENT – EARLY CHILDHOOD EDUCATION**

- 362 Communicating with Families
- 695 Independent Study

**EDUCATION AND HUMAN DEVELOPMENT – EDUCATION**

- 695 Independent Study

**ENGINEERING**

- 695 Independent Study

**ENGLISH**

- 695 Independent Study

**FASHION DESIGN AND MERCHANDISING**

- 695 Independent Study

**GEOGRAPHY**

- 695 Independent Study

**GEOLOGY**

- 695 Independent Study

**HISTORY**

- 695 Independent Study

**HUMAN SERVICES**

- 695 Independent Study

**INTERIOR DESIGN**

- 695 Independent Study

**KINESIOLOGY, ATHLETICS AND DANCE - DANCE**

- 695 Independent Study

**KINESIOLOGY, ATHLETICS AND DANCE - FITNESS**

- 122 Total Body Burn
- 227.1 TRX® Suspension Training I
- 227.2 TRX® Suspension Training II
- 227.3 TRX® Suspension Training III
- 227.4 TRX® Suspension Training IV

**LITERATURE**

- 695 Independent Study

**MATHEMATICS**

- 695 Independent Study

**MEDICAL ASSISTING**

- 695 Independent Study

**MUSIC**

- 695 Independent Study

**PARALEGAL STUDIES**

- 272 Immigration Law
- 695 Independent Study

**PHILOSOPHY**

- 695 Independent Study

**PSYCHOLOGY**

- 695 Independent Study

**RADIOLOGIC TECHNOLOGY**

- 695 Independent Study

**SOCIOLOGY**

- 695 Independent Study

**SPANISH**

- 695 Independent Study

**THEATRE ARTS**

695 Independent Study

**PROPOSED CURRICULAR REACTIVATIONS – CAÑADA COLLEGE**

**LEARNING CENTER**

698 Supervised Tutoring/Academic Assistance

**PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE**

**EDUCATION AND HUMAN DEVELOPMENT – EARLY CHILDHOOD EDUCATION**

362 Communicating with Families

San Mateo County Community College District

March 28, 2018

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

PREPARED BY: Jennifer Taylor-Mendoza, Vice President, Instruction  
Skyline College

APPROVED BY: Jessica Hurless, Curriculum Committee Co-Chair  
Skyline College

Adam Windham, Curriculum Committee Co-Chair  
Skyline College

Kathryn Browne, Academic Senate President  
Skyline College

Regina Stanback Stroud, President  
Skyline College

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

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **COSMETOLOGY**

717 ADVANCED MAKEUP (3.0) (day)

Justification: New certificate course created as part of the Cosmetology program redesign.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students interested in make-up artistry and continuing cosmetology program students. Fundamental and advanced skills involved with becoming an entry-level make-up artist including high fashion make-up skills, special event make-up, corrective make-up, editorial make-up, and career exploration.

Classification: AA/AS Degree; Certificate; not transferable.

737 ADVANCED NATURAL HAIRCARE AND BRAIDING (3.0) (day)

Justification: This course has been created as an elective for the redesigned Cosmetology program.

Prerequisite: Acceptance by special application into the Cosmetology program and/or completion of a Cosmetology program.

Recommended Preparation: None.

Description: Designed for students who have completed or are currently enrolled in the Cosmetology program. Advancement of natural hair care skills as well as discussion of career opportunities in natural hair care. Topics covered include the history of natural hairstyling, disinfection and sanitation, hair types, basic anatomy, and natural hair and braid sculpting techniques.

Classification: AA/AS Degree; Certificate; not transferable.

747 ADVANCED SKIN CARE AND HAIR REMOVAL (2.0) (day)

Justification: This course has been created as an elective for the redesigned Cosmetology program.

Prerequisite: COSM 775 or equivalent.

Recommended Preparation: None.

Description: Designed for current and former students of the Esthetics program and State of California licensed estheticians. Focuses on the advancement of esthetics procedures. Topics covered include chemical and mechanical peels, electrical modalities, body waxing, and speed waxing. Also introduces medical esthetics and exploration of career opportunities in that field.

Classification: AA/AS Degree; Certificate; not transferable.

## **DEVELOPMENTAL SKILLS**

840 SUCCESS STRATEGIES FOR MATH (1.0) (day or evening)

Justification: The creation of this course is a response to the need for additional support for students who may have a history of learning differences or for whom math has been a barrier to their education. This course will be soft linked to MATH 811. The implementation of this course supports the college's initiative to assist our students to reach their educational goals in a timely manner by providing additional support to students in the affective domain. For students who have learning differences or those who struggle with math, the affective domain can be a chief barrier to their acquisition of math and math concepts. Addressing those barriers in this course will allow the student to focus on the content of MATH 811.

Prerequisite: None.

Recommended Preparation: None.

Description: Students will explore their own math self-concept and individual learning styles and how these concepts impact success in math. Emphasis on reduction of cognitive load and strategies for language expression, memory, reasoning, and processing speed as they relate to math.

Classification: Not degree applicable; not CSU transferable.

## **SOCIAL JUSTICE STUDIES**

130 INTRODUCTION TO LGBTQ STUDIES (3.0) (day or evening)

Justification: SJS 130 is one of the elective cores for the Social Justice Studies AA-T, a new degree that will be launched in Fall 2019. This course is an important addition to Skyline's gender studies course (SOCI 160), which provides students with broader knowledge of gender- and sexuality-related issues.



Prerequisite: None.

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

Description: Introduction to key themes and critical frameworks in Lesbian, Gay, Bisexual, Transgendered, and Queer (LGBTQ) Studies. Topics include histories of sexuality; forms of oppression including heterosexism, homophobia, and transphobia; resistance to oppression; violence against LGBTQ people; queer activism; diverse experiences of sexuality; and representations in literature, art, and popular media.

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

## **WELLNESS**

715 INTEGRATED MASSAGE AND MANUAL THERAPY TECHNIQUES (3.0) (day or evening)

Justification: This course has been developed to provide a means for students to make up California Massage Therapy Council (CAMTC) hours missed during the core curriculum and to provide a means for students to hone their skills within Skyline's spa experience while waiting to take their MBLEx exam and for CAMTC certification.

Prerequisite: WELL 705, or certification as a massage therapist, or previous massage therapy training in Swedish and deep tissue techniques and education, or equivalent.

Recommended Preparation: None.

Description: Explores integrating various bodywork techniques implemented within spa, clinical and private practice employment environments. Reinforces palpation, functional assessment skills, body mechanics and practicing integrating these various techniques to expand and cultivate the ability to implement bodywork based upon individualized needs. Fostering effective communication, assessment and treatment strategies. Skills will be practiced on the general public in a state of the art professional setting.

Classification: AA/AS Degree; Certificate; not transferable.

## **PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE**

### **EARLY CHILDHOOD EDUCATION**

368 PRACTICUM IN EARLY INTERVENTION

Justification: The Early Childhood Education/Education department faculty have requested the deletion of ECE. 368, which will not be offered in the future as it is part of a certificate that is being deleted.

## **PROPOSED CURRICULAR INACTIVATIONS – SKYLINE COLLEGE**

### **BUSINESS COMPUTER SYSTEMS AND MANAGEMENT**

105	Introduction to Computers with Windows II
201	Integration of MS Office Applications
222	Business Presentations I: PowerPoint
223	Business Presentations II: PowerPoint
230	Database Applications I: Access
231	Database Applications II: Access

**EARLY CHILDHOOD EDUCATION**

- 275 Children's Language and Literacy Development
- 339 Social Emotional Learning Fundamentals
- 804 English for Child Care Providers

**EDUCATION**

- 201 Professional Ethics in Special Education
- 202 Special Education Capstone

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

- 820 English for Speakers of Other Languages II
- 852 Pre-Intermediate ESL Listening and Speaking
- 853 Intermediate ESL Listening and Speaking
- 854 High-Intermediate ESL Listening and Speaking

**INTERNATIONAL BUSINESS**

- 100 Global Trade and Logistics I
- 243 Legal Environment of International Business

**LITERATURE**

- 101 Contemporary Literature
- 156 Science Fiction and Fantasy Literature
- 220 Introduction to World Literature I
- 221 Introduction to World Literature II
- 231 Survey of British Literature I
- 251 Women in Literature
- 370 Readings in Literature of the Latino in the United States

**MUSIC**

- 105 Music Theory I
- 106 Music Theory II
- 107 Music Theory III
- 108 Music Theory IV
- 111 Musicianship I
- 112 Musicianship II
- 275 History of Jazz
- 470.1 Concert Choir I
- 470.2 Concert Choir II
- 470.3 Concert Choir III
- 470.4 Concert Choir IV
- 485.1 Vocal Jazz Ensemble I
- 485.2 Vocal Jazz Ensemble II
- 485.3 Vocal Jazz Ensemble III
- 485.4 Vocal Jazz Ensemble IV

**PHYSICS**

260 Physics with Calculus II

**PSYCHOLOGY**

171 Quantitative Reasoning in Psychology

**WELLNESS**

705 Massage Theory and Practice II

708 Pathology and Pharmacology for Massage Therapists

740 Conscious Eating: A Sustainable Approach to Health and Healing

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

275 History of Jazz

**PSYCHOLOGY**

171 Quantitative Reasoning in Psychology

**PROPOSED PROGRAM ADDITIONS– SKYLINE COLLEGE**

Skyline College proposes to offer a Certificate of Achievement in the following programs:

**INTERNATIONAL BUSINESS**

**Global Trade and Logistics** – Certificate of Achievement (19 units)

**Import Operations and Customs Brokerage** – Certificate of Achievement (22.5 units)

**UNIVERSITY TRANSFER**

**University Transfer – Option 1: California State University General Education** – Certificate of Achievement (39 units)

**University Transfer – Option 2: Intersegmental General Education Transfer Curriculum for CSU (IGETC/CSU)** – Certificate of Achievement (37-39 units)

**University Transfer – Option 3: Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC)** – Certificate of Achievement (34-36 units)

**PROPOSED PROGRAM DELETIONS – SKYLINE COLLEGE****EARLY CHILDHOOD EDUCATION**

**Early Intervention Assistant** – Certificate of Achievement

The Early Childhood Education/Education department faculty have requested the deletion of the Early Intervention Assistant Certificate of Achievement, as the program was cancelled at the state level and there is no industry demand for early intervention assistants.

**PROPOSED PROGRAM INACTIVATIONS – SKYLINE COLLEGE**

**EARLY CHILDHOOD EDUCATION**

**Special Education Assistant – Career Certificate**

**BOARD REPORT NO. 18-3-2CA**

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

**APPROVAL OF APPOINTMENT TO BOND OVERSIGHT COMMITTEE**

Nori Jabba, a member of the District's Bond Oversight Committee, tendered her resignation from the Committee on October 24, 2017, to avoid potential professional conflicts of interest. Ms. Jabba served as a representative of the business community on the Committee.

Staff recommends the appointment of Rosanne Foust to fill this vacancy and serve as the representative of the business community on the Committee.

Ms. Foust serves as President and CEO of the San Mateo County Economic Development Association (SAMCEDA). Prior to working with SAMCEDA, she maintained a 20-year career with Alsace Development International USA, Inc. Ms. Foust served the City of Redwood City as Councilmember from 2003 through 2015, and as Mayor from 2007 – 2009. She is a board member and serves as Deputy Chair of the Redwood City-San Mateo County Chamber of Commerce, is a Board Member of United American Bank, Casa de Redwood (senior housing complex), Peninsula Television, NOVA Workforce Investment Board, and a Trustee of the Bay Area Council Economic Institute. Additionally, she served ten years on the board of directors of the San Mateo County Transportation Authority, including five years as chair, where she played a key role in the allocation of funds for improving rail, highway and street infrastructure.

**RECOMMENDATION**

It is recommended that the Board approve the appointment of Rosanne Foust to the Bond Oversight Committee for a term ending December 31, 2019.

**BOARD REPORT NO. 18-3-1B**

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

**VOTE TO ELECT MEMBERS TO THE CALIFORNIA COMMUNITY  
COLLEGE TRUSTEES (CCCT) BOARD**

The election of members to the CCCT Board of the Community College League of California will take place between March 10 and April 25. There are five (5) seats up for election on the board.

Each community college district governing board shall have one vote for each of the five seats on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The five candidates who receive the most votes will serve a three-year term.

The seven trustees who have been nominated for election to the CCCT Board are listed on the attached sheet in the order of the Secretary of State's random drawing. Also attached are biographic sketches and statements of candidacy for each of the candidates. Candidates' statements and bios will also be available on the League's website ([www.ccleague.org](http://www.ccleague.org)).

Ballots must be signed and returned to the League office, postmarked no later than April 25.

**RECOMMENDATION**

It is recommended that the Board vote to elect members to the California Community College Trustees Board.



**2018 CCCT BOARD ELECTION**  
**CANDIDATES LISTED IN SECRETARY OF STATE'S**  
**RANDOM DRAWING ORDER OF FEBRUARY 9, 2018**

1. \*Ann Ransford, Glendale CCD
2. Eric Payne, State Center CCD
3. Greg Pensa, Allan Hancock CCD
4. Greg Bonaccorsi, Ohlone CCD
5. \*Brent Hastey, Yuba CCD
6. \*Don Edgar, Sonoma County CCD
7. Suzanne Woods, Palo Verde CCD

\* Incumbent

# CCCT 2018 BOARD OFFICIAL BALLOT

**Vote for no more than five (5) by checking the boxes next to the names.**

### NOMINATED CANDIDATES

*List order based on Secretary of State's February 9, 2018 random drawing.*

- \*Ann Ransford, Glendale CCD
- Eric Payne, State Center CCD
- Greg Pensa, Allan Hancock CCD
- Greg Bonaccorsi, Ohlone CCD
- \*Brent Hastey, Yuba CCD
- \*Don Edgar, Sonoma County CCD
- Suzanne Woods, Palo Verde CCD

\* Incumbent

### WRITE-IN CANDIDATES

*Type each qualified trustee's name and district on the lines provided below.*


**Board Secretary and Board President or Board Vice President must sign below:**

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

**District:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary of the Board**

\_\_\_\_\_  
**President or Vice President of the Board**





**CCCT BOARD  
NOMINATION FORM  
2018**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:  
**CCCT Board Nominations  
 Community College League of California  
 2017 "O" Street  
 Sacramento, CA 95811**

The governing board of the Glendale Community  
 College District nominates Ms. Ann H. Ransford to be a  
 candidate for the CCCT Board.

This nominee is a member of the Glendale Community  
 College District governing board, which is a member in good standing of the Community College League of  
 California. The nominee has been contacted and has given permission to be placed into nomination.  
 Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



\_\_\_\_\_  
**Signature of Clerk or Secretary of Governing Board**



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

NAME: Ann Ransford	DATE: January 15, 2018
ADDRESS: 1846 Caminito del Cielo	CITY & ZIP CODE: Glendale, CA 91208
PHONE: 818-549-9182 (home)	EMAIL: <a href="mailto:annransford@mac.com">annransford@mac.com</a>

**EDUCATION**

CERTIFICATES/DEGREES: BS San Jose State, MA Pacific Oaks (Pasadena)

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: Retired Glendale Community College, Director of Communications, Marketing and Foundation
OTHER:

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: Glendale Community College District
YEARS OF SERVICE ON LOCAL BOARD: Nine (9) years
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: President, Vice President, Clerk

**STATE ACTIVITIES**

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

President, President-elect, Vice-President and 5-year member of CCCT Board. Member FCMAT Board, Member Guided Pathways Advisory Group, Member Chancellor's Consultation Council, Presenter League Conventions.

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**NATIONAL ACTIVITIES**

*(ACCT and other organizations, boards, committees, etc.)*

Annually attend the ACCT Congress and Legislative Conference and serve as the GCC Board representative to ACCT.

**CIVIC AND COMMUNITY ACTIVITIES**

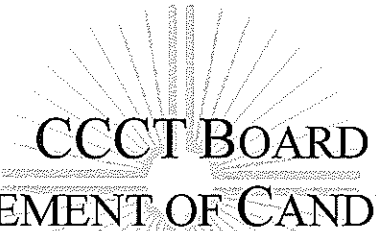
I served a 6-year term, including chair on the City of Glendale Parks, Recreation & Community Services Commission; and have been a member of the executive boards of the YWCA, YMCA, Chamber of Commerce, Rotary, Committee on Aging, Temple Sinai, Rose Float Association, Campbell Center, Career Encores and Life Services.

**OTHER**

Selected for inclusion as a trustee to serve on an ACCJC accreditation team.

I would very much like to continue my service and participation on the CCCT Board of the League.

I respectfully ask for your vote. Thank you.



CCCT BOARD  
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Ann Ransford

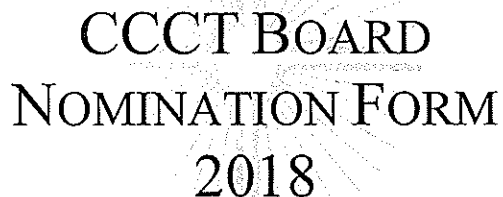
DATE: February 12, 2018

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

CCCT and the League need to stay focused the next two years on implementation of Guided Pathways and Strong Workforce programs, development of a new funding formula, expansion of on-line education, seeking additional resources for the College Promise program, and most important – closing the achievement gap and increasing student success.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

As a community college educator, administrator, board member, and CCCT and League board member and leader, I have learned to ask key questions, identify solutions, and make sound policy decisions. There are differences among our 72 districts and I have a record of bringing people together for the common good.



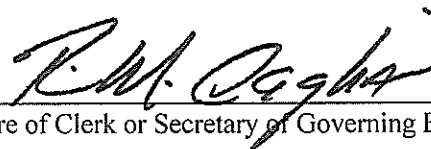
CCCT BOARD  
NOMINATION FORM  
2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the State Center \_\_\_\_\_ Community College District  
nominates Eric Payne \_\_\_\_\_ to be a candidate for the CCCT Board.

This nominee is a member of the State Center \_\_\_\_\_ Community College District  
governing board, which is a member in good standing of the Community College League of California. The  
nominee has been contacted and has given permission to be placed into nomination. Enclosed are the  
Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board

## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than **February 15, 2018**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

### PERSONAL

NAME: Eric Payne	DATE: 2-15-18
ADDRESS: 2457 S. Lily	CITY & ZIP CODE: Fresno 93706
PHONE: 559-666-7644	EMAIL: eric.paynecmc@gmail.com

### EDUCATION

EDUCATION
CERTIFICATES/DEGREES: B.S. and M.S. in biology (microbiology)

### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Managing Partner, Toure Environmental Engineering
OTHER:

### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: State Center Community College District
YEARS OF SERVICE ON LOCAL BOARD: Five years
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:  Board Secretary Legislative Committee

**STATE ACTIVITIES**

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

CCLC Advisory Committee on Educational Services  
CCLC African American Caucus President  
Excellence in Trusteeship Program Graduate (CCLC)  
ACCJC Accreditation Basics On-line Certificate

**NATIONAL ACTIVITIES**

*(ACCT and other organizations, boards, committees, etc.)*

ACCT Nominations Committee  
ACCT Public Policy Committee  
Presenter "Millennials Leading the Charge for Change" (ACCT in 2015)

**CIVIC AND COMMUNITY ACTIVITIES**

Fresno Rotary  
Fresno County Trustee Association  
Fresno Chamber of Commerce Education and Business Committee  
Central Valley Cultural Arts Coalition

**OTHER**

Founder, The Central Valley Urban Institute



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME:

Eric Payne

DATE:

2-15-18

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

The major issues that I believe need to be addressed include:

On-line community college education  
Capital improvement and bond funding  
Student equity and student success  
College affordability (College Promise)

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I was elected to the State Center Community College District Board in 2012 and 2016. Serving our students continues to be a great honor. As elected trustees, we must focus on expanding opportunity and access for students. Strengthening our business education partnerships will create a better prepared 21st century workforce.





CCCT BOARD  
NOMINATION FORM  
2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:  
**CCCT Board Nominations**  
**Community College League of California**  
**2017 "O" Street**  
**Sacramento, CA 95811**

The governing board of the  Community College District  
nominates  to be a candidate for the CCCT Board.

This nominee is a member of the  Community College District  
governing board, which is a member in good standing of the Community College League of California. The  
nominee has been contacted and has given permission to be placed into nomination. Enclosed are the  
Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



---

Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nomination form and statement of candidacy: **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

Name: Gregory A. Pensa Date: February 8, 2018  
 Address: 69 Ironwood Way  
 City: Solvang, CA Zip: 93463  
 Phone: 805-455-1751 (home) (office)  
 E-Mail: gpensa@hancockcollege.edu

**EDUCATION**

Certificates/Degrees: A.A. Allan Hancock College, B.A. San Diego State University

**PROFESSIONAL EXPERIENCE**

Present Occupation: Retired  
 Other: Petroleum Marketing and Asset Development Director.

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Allan Hancock College  
 Years of Service on Local Board: 8  
 Offices and Committee Memberships Held on Local Board: Two years Board Vice President and three years Board President.  
 State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc.*) \_\_\_\_\_

National Activities (*ACCT and other organizations, boards, committees, etc.*): Attended last three ACCT conferences as voting board member.

Help lead seminar with other colleges on the "Six Student Success Factors".

#### **CIVIC AND COMMUNITY ACTIVITIES**

Education related;

Excellence in Trusteeship

Solvang School Board Trustee 10 years, passed Mello Roos bond, built 6 classrooms & gym.

Santa Ynez High School, coached JV baseball.

Allan Hancock College Foundation board 9 years, helped pass \$180 million dollar bond.

Santa Barbara County School Boards Association, president elect 2017-18

Education Volunteer of the Year" 2004

#### **OTHER**

President-Election 2019, Santa Ynez Valley Rotary

"Man of the Year" The Valley Foundation 2013

Indigenous Development Coordinators-Founding Board member & Treasurer NGO in Philippines.

Valley Haven-Senior Day Care Center-Founding Board member.

Friendship House-Alzheimer's & Dementia Care-current President

Rotarian since 1980, Past President and multiple Paul Harris Award recipient.

Thru Rotary, delivered medical supplies to El Salvador & Philippines.

Buellton Business Men's Association, Past President

Pony League baseball, past president and coach.

# CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Greg Pensa DATE: February 8, 2018

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Affordability and access. Access and affordability through Promise programs will lead to  
ensuring students can attend college. Access means getting students not only to an AA,  
but also to a bachelor's degree. Expanding the community college baccalaureate should  
be a key part of building an educated workforce in California.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

My time as an elected trustee and school board member showed me how we, as policy  
makers, are able to impact our communities. I have earned the Excellence in Trusteeship  
designation, a process that has exposed me to the policy initiatives that will expand  
access and affordability.



**CCCT BOARD**  
**NOMINATION FORM**  
**2018**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:  
**CCCT Board Nominations**  
**Community College League of California**  
**2017 "O" Street**  
**Sacramento, CA 95811**

The governing board of the  Community College District nominates  to be a candidate for the CCCT Board.

This nominee is a member of the  Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

  
\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board



## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

### PERSONAL

NAME: <b>Greg Bonaccorsi</b>	DATE: <b>February 9, 2018</b>
ADDRESS: <b>P.O. Box 489</b>	CITY & ZIP CODE: <b>Fremont, 94537</b>
PHONE: <b>(510) 813-4161</b>	EMAIL: <b>greg4ohlone@yahoo.com</b>

### EDUCATION

CERTIFICATES/DEGREES: BA in Biology with a Minor in Mathematics (1986) - Humboldt State University

### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: **7th/8th Grade Science Teacher - Fremont Unified School District**

OTHER: California Teachers Association Board of Directors, National Education Association Board of Directors, IISME Fellow

### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: **Ohlone Community College District**

YEARS OF SERVICE ON LOCAL BOARD: **10 years (2008 - Present)**

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:

Chair, Ohlone CCD Board of Trustees (2014-2015, 2018 - Present)  
 Vice-Chair, Ohlone CCD Board of Trustees (2013-2014, 2016-2017)  
 Member, Ohlone CCD Foundation Board (2013-2015, 2016-Present)  
 Past Member, Ohlone CCD Audit Committee  
 Past Member, Ohlone CCD Policy Sub-Committee  
 Board Representative, Alameda County School Boards Association (2008-Present)

**STATE ACTIVITIES**

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

Elected Director, California Teachers Association (CTA) Board of Directors  
CTA Governance Documents Committee  
CTA Policy and Organizational De  
Legislative Contact to State Senator Weichowski

**NATIONAL ACTIVITIES**

*(ACCT and other organizations, boards, committees, etc.)*

Elected Past Director, National Education Association (NEA) Board of Directors  
Legislative Contact to Rep. Eric Swalwell

**CIVIC AND COMMUNITY ACTIVITIES**

Past Member, Fremont Unified School District Financial Advisory Committee  
Past Member, Fremont Youth Symphony Board of Directors  
Member, League of Women Voters for Fremont, Newark, and Union City  
Member (On Leave), Ohlone Wind Orchestra  
Member, Tri-Cities Democratic Forum  
Member, Alameda County Central Labor Council

**OTHER**

Who's Who Among America's Teachers (1995)  
Member, The Honor Society of Phi Delta Kappa  
Member, The Honor Society of Phi Kappa Phi



## CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME:

Greg Bonaccorsi

DATE:

February 9, 2018

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

It is my position that the League must continue to be a strong advocate for and coordinate its actions with other allied agencies for publicly funded California Community Colleges so that these institutions of higher education can continue to meet the demands of our ever-increasing and diverse student population.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

My background as a public school teacher and a life-long public education advocate have prepared me well by providing the context and the connections needed to focus on meeting student needs through the goals of the CCCT Board of the League. Now is the time for action.



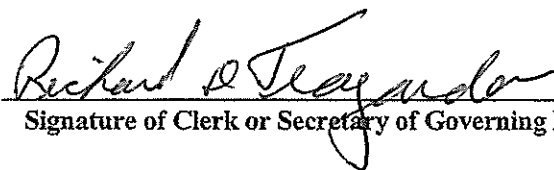
## CCCT BOARD NOMINATION FORM 2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:  
**CCCT Board Nominations**  
**Community College League of California**  
**2017 "O" Street**  
**Sacramento, CA 95811**

The governing board of the Yuba \_\_\_\_\_ Community  
 College District nominates Brent Haste \_\_\_\_\_ to be a  
 candidate for the CCCT Board.

This nominee is a member of the Yuba \_\_\_\_\_ Community  
 College District governing board, which is a member in good standing of the Community College League of  
 California. The nominee has been contacted and has given permission to be placed into nomination.  
 Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

  
 \_\_\_\_\_  
 Signature of Clerk or Secretary of Governing Board

## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

### PERSONAL

Name: Brent Hastey Date: \_\_\_\_\_  
 Address: 3024 Plumas-Arboga Road  
 City: Olivehurst Zip: 95961  
 Phone: 530-741-3223 530-400-1992  
(home) (office)  
 E-Mail: bhastey@gmail.com

### EDUCATION

Certificates/Degrees: AA Yuba College  
BS Golden Gate University

### PROFESSIONAL EXPERIENCE

Present Occupation: Owner of Plumas Lake Self Storage  
President, Association of California Water Agencies; Chairman of the Board of the Yuba County Water Agency.  
 Other: Adjunct Instructor for Central Texas College  
 \_\_\_\_\_  
 \_\_\_\_\_

### COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Yuba Community College District  
 Years of Service on Local Board: 10 years  
 Offices and Committee Memberships Held on Local Board: Board President 2012 & 2013; Board Vice President, 2011;  
Clerk of the Board 2010; Governing Board's Policy and Finance Committee 2013 & 2014;  
Board's Audit Committee 2015; Board's Facilities Committee 2016, & 2017  
 State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*) Workshop Presenter with YCCD Chancellor Douglas Houston at: (1) 2013 CCLC Trustee  
Conference Presentation: New Trustee Orientation; (2) 2013 Rural Community College Alliance Presentation: A Rural  
Community College Collaborate; (3) 2014 CCLC Annual Convention Presenter: Trustee Roles in the Accreditation Process;  
(4) 2014 ACCJC Cerritos College Accreditation Team; (5) Board Training Sessions for Pasadena City College and El Camino CCD;  
Member of IEPI Advisory Committee; Current Board Member of CCCT

National Activities (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_

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**CIVIC AND COMMUNITY ACTIVITIES**

(1) Director of Yuba County Water Agency; (2) Bank of Feather River Director \_\_\_\_\_

(3) Public Member of the Yuba County Local Agency Formation Commission (LAFCO) \_\_\_\_\_

(4) Yuba Feather Rivers Rotary Club, Past President; (5) Yuba County Board of Supervisors 1993-2001 \_\_\_\_\_

(6) Sacramento Area Council of Governments, Past Chairperson; (7) Rotary District Governor Designee 2020-2021 \_\_\_\_\_

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**OTHER**

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## CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Brent Hastey DATE: 1/30/2018

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I pledge to work cooperatively and collaboratively with community college colleagues throughout California to reduce the cost of a college degree, to improve student success rates and to improve access, affordability and services for all. I will also work towards a fuller integration of technology to better serve student needs.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I bring my extensive experience in local government, my working knowledge of the legislative process, and my commitment to maintaining affordability for all California college students. I envision an expanded partnership with K-12 districts, UC, CSU, and the private sector to create clear and open pathways for improved student success.




**CCCT BOARD  
NOMINATION FORM  
2018**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:  
**CCCT Board Nominations  
 Community College League of California  
 2017 "O" Street  
 Sacramento, CA 95811**

The governing board of the \_\_\_\_\_ Sonoma County \_\_\_\_\_ Community  
 College District nominates \_\_\_\_\_ Donald S. Edgar \_\_\_\_\_ to be a  
 candidate for the CCCT Board.

This nominee is a member of the \_\_\_\_\_ Sonoma County \_\_\_\_\_ Community  
 College District governing board, which is a member in good standing of the Community College League of  
 California. The nominee has been contacted and has given permission to be placed into nomination.  
 Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

  
 \_\_\_\_\_  
 Signature of Clerk or Secretary of Governing Board

CCCT BOARD  
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

Name: Donald S. Edgar Date: January 11, 2018  
 Address: 408 College Avenue  
 City: Santa Rosa Zip: 95401  
 Phone: (707) 799-4090  
(home) (office)  
 E-Mail: don@classattorneys.com

**EDUCATION**

Certificates/Degrees: University of California School of Law, Los Angeles, CA Juris Doctor, May 1988  
University of California, San Diego, CA, Bachelor of Science, Management Science, May 1981  
Santa Rosa Junior College, Santa Rosa, CA, Associate of Arts, May 1979

**PROFESSIONAL EXPERIENCE**

Present Occupation: Attorney at Law, Edgar Law Firm

Other: Member, State Bar of California. Member, Bar of The District of Columbia.  
Member, American Bar Association. Member, United States Supreme Court Bar Association  
Member, Sonoma County Bar Association. Member Association of Trial Lawyers of America (AAJ).  
Member, California Trial Lawyers Association (COAC). Member, Sonoma County Trial  
Lawyers Association. Member Consumer Attorneys Association of Los Angeles

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Santa Rosa Junior College

Years of Service on Local Board: Nine

Offices and Committee Memberships Held on Local Board: Board President 2015. Board Clerk 2011-2013

SRJC Foundation Board 2009/10-2014/15 terms. Board Vice President 2013-2015

Bear Cub Athletic Trust Board 2009/10-2014/15 Terms. Board Facilities Committee 2014-2017

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc.*)

CCCT Board 2015-2018

National Activities (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CIVIC AND COMMUNITY ACTIVITIES**

Board Member, Board of Community Services, City of Santa Rosa, 1994-98. Member, Active 20/30 International #50 1989-98

President, Sonoma County Taxpayers' Association 1993. Board Member, Santa Rosa Thursday Night Market Association 1993

Vice President, Santa Rosa Downtown Association, 1993. Board Member, Sonoma County Legal Services Foundation

Board Member, Petaluma Fair Board (appointed by Gov. Pete Wilson) 1998-02. Board Member, Sonoma County Teen Court

Soccer Coach, Annadel Youth Soccer League, 1999, 2003, 2004. Judge Pro Tem, Sonoma County Superior Court

Adjunct Professor, Sonoma State University (Business Law) 1989-91. Board of Directors, Neptune Swimming

Diocesan Pastoral Council, Diocese of Santa Rosa 2011-13. Board Member, Sonoma County Bar Association

Board of Trustees, Cardinal Newman Highschool 2011/12-2014/15 Terms. Board Finance Committee, Cardinal Newman Highschool 2011/15-2014/15 Terms. Buildings and Grounds Committee, Cardinal Newman Highschool 2011/12-2014/15 Terms

**OTHER**

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**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office postmarked no later than February 15, 2018 along with the nomination form and biographic sketch form. Faxed and/or electronically mailed material will not be accepted.

CANDIDATE'S NAME: Donald S. Edgar DATE: 1-11-18

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

The success of our colleges can be measured by actual positive outcomes  
by students in job placement and successful transitions to four year  
universities. Focusing on necessary outcomes of certificate completion  
and graduation and improving access for all by reducing and  
eliminating barriers are important for CCCT and the League

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

I can contribute to further develop a culture of sharing and collegiality among  
the districts and California Universities, especially as to recognizing  
sharing and exchanging best practices toward strengthening transfer  
opportunities, certificate training, and enhancing and broader utilization  
of technology to improve access, contain costs, and increase student  
success





**CCCT BOARD  
NOMINATION FORM  
2018**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:  
**CCCT Board Nominations  
 Community College League of California  
 2017 "O" Street  
 Sacramento, CA 95811**

The governing board of the Palo Verde Community  
 College District nominates Suzanne P. Woods to be a  
 candidate for the CCCT Board.

This nominee is a member of the Palo Verde Community  
 College District governing board, which is a member in good standing of the Community College League of  
 California. The nominee has been contacted and has given permission to be placed into nomination.  
 Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



\_\_\_\_\_  
**Signature of Clerk or Secretary of Governing Board**



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

Name: Suzanne P. Woods Date: 01/31/2018  
 Address: 180 N. Hickory Road  
 City: Blythe Zip: 92225  
 Phone: 760-408-4199  
(home) (office)  
 E-Mail: Suzzq1969@aol.com

**EDUCATION**

Certificates/Degrees: Master's Degree in Leadership, Bachelor's Degree in Business Administration, Associate Degree in General Studies

**PROFESSIONAL EXPERIENCE**

Present Occupation: Supervisor of Admissions and Records, Southwestern Community College  
 Other: Director of Financial Aid and Scholarships, Palo Verde College  
Admissions and Records Specialist, Palo Verde College  
Admissions and Records Technician I & II, Palo Verde College

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Palo Verde Community College  
 Years of Service on Local Board: 3 years  
 Offices and Committee Memberships Held on Local Board: Vice President--2017, President--2018

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*) \_\_\_\_\_

I have never had the opportunity to serve on CCCT or other organizations, etc. \_\_\_\_\_

National Activities (*ACCT and other organizations, boards, committees, etc.*): I have never had  
the opportunity to serve on ACCT board, committees, etc.

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**CIVIC AND COMMUNITY ACTIVITIES**

CSEA Chapter 180 Vice President

CSEA Chapter 180 Treasurer

CSEA Chapter 180 Professional Growth

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**OTHER**

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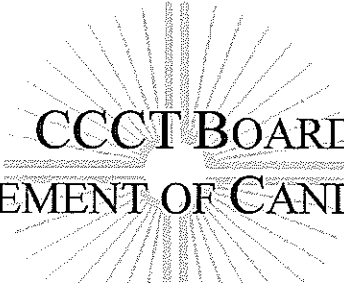
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**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Suzanne P. Woods DATE: 01/31/18

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

- Guided pathways/implementation and success
- Student achievement/completion
- Online college/campus/new funding formula
- Economic insecurity and financial aid, gaining trust from the community
- Transfer concerns/offering a baccalaureate degree at CC
- Allocation of scarce resources; Data continuity and integrity
- Education attainment/achievement gap

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Training and awareness of the new initiatives and changes that occur throughout  
the State would be helpful for new and old board members. In my experiene  
board members may not know what faculty, staff, and administrators face  
when a new change occurs on the State level and how it affects the college.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**BOARD REPORT NO. 18-3-100B**

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

**ACCEPTANCE OF 2017-18 MID-YEAR BUDGET REPORT AND APPROVAL  
OF BUDGETARY TRANSFERS AND INCOME ADJUSTMENTS  
FOR THE PERIOD ENDING DECEMBER 31, 2017**

The purpose of the Mid-Year Budget Report is to provide information about the District's financial condition as of December 31, 2017. Reports routinely received separately by the Board, including the quarterly report of Auxiliary Operations (Associated Students, Bookstore, Cafeteria, San Mateo Athletic Club, Community, Continuing and Corporate Education), the quarterly District Financial Summary (CCFS-311Q Report and District Cash Flow Summary), and the semi-annual requests to approve adjustments to the budget as required by Title 5, are included in this comprehensive report.

The document consists of narrative materials outlining the fiscal activities of the District during the first half of 2017-18, as well as 2018-19 State budget projections and preliminary District budget planning. Also included are year-to-date budget tables for each of the District's funds and locations and supplemental information relating to the budget.

**RECOMMENDATION**

It is recommended that the Board approve budgetary transfers and income adjustments for the period ending December 31, 2017, as outlined in the attached report on pages 9-10.

# SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

2017-18 Mid-Year  
BUDGET REPORT



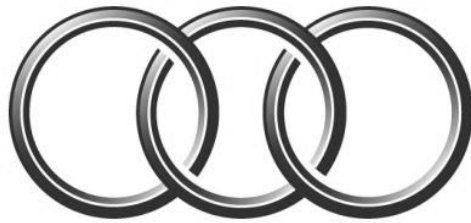
**CAÑADA COLLEGE**



**COLLEGE of  
SAN MATEO**



**SKYLINE COLLEGE**



**SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT**

**2017-18**  
***Mid-Year Budget  
Report***

**Board of Trustees**

Richard Holober, *President*  
Maurice Goodman, *Vice-President-Clerk*  
Dave Mandelkern  
Thomas Mohr  
Karen Schwarz  
Alfredo Olguin Jr., *Student Trustee, 2017-18*

Ron Galatolo, *District Chancellor*  
Kathy Blackwood, *Executive Vice Chancellor*  
Bernata Slater, *Chief Financial Officer*  
Rachelle Minong, *District Budget Officer*

Acknowledgements:

*Photographs that appear in this book have been contributed by Peter Tam, and other District and College staff including the San Mateo Athletic Club staff, Auxiliaries' staff, College websites and the internet.*



## San Mateo County Community College District 2017-18 Mid-Year Budget Report

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## 2017-18 Mid-Year Budget Summary

This Mid-Year report provides information about the status of the District's Unrestricted General Fund, as well as summary information about other District funds. It also provides an overview of the Governor's January budget proposal for fiscal year 2018-19.

### State News

Governor Jerry Brown released his 2018-19 budget proposal on January 10, 2018. The budget assumes no recession throughout 2018-19 and does not take into account the federal tax bill signed in December.

The budget provides for approximately \$780 million in new Proposition 98 general fund spending for community colleges. Traditionally, California community colleges receive 10.93% of the Proposition 98 guarantee. The 2016-17 share was 10.99% and it was 10.93% in 2017-18. For 2018-19, the guarantee will remain at 10.93%. According to the California Community College League (CCLC), the Governor proposed some of the Proposition 98 funding "off the top" prior to calculating the 10.93%.

The Governor outlined some key priorities which includes keeping student costs to a minimum, promoting new technology and innovation as well as improving graduation rates. These priorities are reflected in the funding proposals and align with the State Chancellor's Office "Vision for Success" goals.

The two most significant issues affecting community colleges, as summarized by the State Chancellor's Office, are the following:<sup>1</sup>

### New Funding Formula

The Governor proposes \$175 million to fund the transition of community colleges to a new Student-Focused Funding Formula for general apportionments, which has some similarities to the K-12 Local Control Funding Formula (LCFF) that was implemented beginning in 2013-14. The proposed formula is composed of:

- Base Grant (50% of funding)—based on enrollment using a per-full-time equivalent student (FTES) funding rate, similar to the current general apportionment calculation.
- Supplemental Grant (25% of funding)—based on the number of low-income students; those who receive a California Promise Grant (formerly Board of Governors) fee waiver or Pell Grant.
- Student Success Incentive Grant (25% of funding)—based on the number of degrees and certificates granted and the number of students completing them in three years or less, with additional funds for each Associate Degree for Transfer granted.

### California College Online

- The Governor proposes \$120 million (\$20 million ongoing) to create a fully online community college that would focus on vocational training, career advancement opportunities, and credentialing for careers in child development, the service sector, advanced manufacturing, healthcare, in-home supportive services, and other areas. The enrollment focus would be on working adults that are not currently accessing higher education

Both issues were discussed at the Budget workshop in Sacramento. State Chancellor Oakley said that the new formula should reduce the reliance on growth and should allow community colleges to move students through the system quickly. The Chancellor's Office is expected to consult with stakeholders and develop a proposal before the May Revise.

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<sup>1</sup> School Services of California Overview summary of the Governor's 2018-19 State Budget Proposal

The second major issue was the creation of the Online College, which would become the 115<sup>th</sup> College in the State. It would function as a fully online College to be run by the State Chancellor's Office with an independent Board. It will be accredited and strive to serve the approximately 2.5 million students who are not currently being served by the community colleges and are in need of certificates and work related training. The plan is to partner with community-based organizations to identify and market the online College to the 2.5 million students. Panelists at the Budget workshop assured community colleges that there would be no impact to existing community colleges online programs.

**The following are other highlights for California Community Colleges (CCCs)** as summarized by State Chancellor Oakley:

#### Apportionments

- \$175 million to support each districts' transition to a student-centered funding formula. The proposed formula would allocate base funds for enrollment, and provide additional funding in support for low-income students, as well as reward colleges' progress on increasing the number of certificates and degrees awarded. The proposed formula includes hold-harmless provisions.
- \$161.2 million for a 2.51% COLA to apportionments.
- \$60 million for 1% growth in access.

#### Educational Services

- \$46 million to support the implementation of the California College Promise (AB 19). The Executive Summary specifically calls attention to the statutory structure of AB 19, which authorizes colleges to spend Promise funds on an array of activities in support of student access and completion goals. Additionally, the Administration establishes an expectation that CCC encourage students to take 15 units per semester or 30 units per year, including summer, to qualify for a Promise grant once guided pathways have been implemented.
- \$32.9 million to support the consolidation of the Full-Time Student Success Grant and the Completion Grant programs, shift to a per-unit grant, and augment grant amounts. The proposed unit range would be between 12 and 15 units per semester or 24 and 30 units per year. Grant levels would increase based on the number of credits taken.
- \$7.3 million for a 2.51% COLA for the EOPS, DSPS, CalWORKs and the Child Care Tax Bailout programs.

#### Workforce

- \$30.6 million to fund shortfalls in related and supplemental instruction (RSI) reimbursements provided to K-12 and CCC-sponsored apprenticeship programs between 2013-14 and 2017-18. (one-time)
- \$20.5 million for a COLA to the Adult Education Block Grant (AEBG) program.
- \$17.8 million to reimburse K-12 and community college-sponsored apprenticeship programs for estimated instructional hours provided at a new RSI rate.
- \$5 million to develop a unified dataset for adult learners served through K-12 and CCC AEBG consortia participants.
- \$2 million to increase the number of certified nurse assistants being trained through the Strong Workforce program. (one-time)

#### Facilities and Equipment

- \$275.2 million for the Physical Plant and Instructional Equipment programs. (one-time)

According to the Legislative Analyst’s Office’s (LAO) estimates, between 2014-15 and 2020-21, community college pension costs will increase over \$670 million as the State reduces the gap between the assets and liabilities in CalPERS and CalSTRS. The Governor and the Legislature have not directed specific funding in 2018-19 to support these shortfalls, but community colleges received \$525 million over the prior three fiscal years with the expectation that these funds would be used to cover pension costs. The Governor’s 2018-19 proposal continues this theme of flexible funding to colleges with the expectation that pension liabilities will be addressed locally.

The following chart references future employer rates as provided by School Services of California. The projected CalPERS and CalSTRS rates are best estimates at this writing.

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
CalPERS	15.531%	17.70%	20.80%	23.80%	25.20%	26.10%	26.80%	27.30%
CalSTRS	14.43%	16.28%	18.13%	19.10%	19.10%	Unknown	Unknown	Unknown

The LAO’s initial response to the Governor’s budget proposal noted that the Governor places a high priority on building reserves as evidenced by a total reserve balance of nearly \$16 billion. The LAO agrees that this is prudent in light of economic and federal budget uncertainty. The report also discusses how the federal tax changes may affect State revenues.<sup>2</sup> The LAO believes that State revenues are likely to be higher than estimated in the May Revise. In the short term, economists expect growth, since tax cuts reduces taxes on businesses. Additionally, some taxpayers may benefit from a decline in federal taxes which will encourage spending. However, in the longer term, with low unemployment, salaries and prices are likely to increase. Those conditions could create new concerns and may result in higher interest rates and inflation.

There are portions of the federal tax plan that could have a negative effect on California and other states that have higher local taxes and home prices. Some deductions are now capped and affected filers will have to pay more in individual income taxes. In addition, escalating California house prices may slow under the new tax plan.

The Employment Development Department (EDD) reported that California’s unemployment rate fell to 4.3% as of December 2017, a new record low since 1976. In December 2016, the rate was 5.2%. California has now gained 2.79 million jobs since the economic expansion began in February 2010. From the same report, San Mateo County has the lowest unemployment rate in the State at 2.2% in December 2017 compared to the rate of 2.8% from a year ago.<sup>3</sup> Between December 2016 and December 2017, the total number of jobs in the counties of San Francisco and San Mateo increased by 20,700 jobs, or 1.9%.

The Bay area ranks among the top as having the lowest unemployment in the State by county. San Mateo County ranks #1; Marin ranks #2; San Francisco #3; and Santa Clara #4.

**Community and District Status**

The District continues to be community supported, receiving no State apportionment as it is mainly funded by property taxes and student fees. The District continues to receive State funding from Proposition 55 (Education Protection Account) of \$100 per FTES. This funding source, passed by voters in 2016, is an extension of the income tax portion of Proposition 30. Additionally, the District receives funds for categorical programs and federal financial aid for students. It is essential that the District maintain stable funding in order to continue its mission to serve and support the local community and its students.

<sup>2</sup> LAO Overview of the Governor’s Budget, January 12, 2018

<sup>3</sup> [http://www.edd.ca.gov/About\\_EDD/pdf/urate201801.pdf](http://www.edd.ca.gov/About_EDD/pdf/urate201801.pdf)

### SMCCCD Promise Scholarship Program

At the February 3<sup>rd</sup> Board retreat, Executive Chancellor Kathy Blackwood presented the SMCCCD Promise Scholarship Program proposal.

The focus of the District Strategic Plan is “Students First –Success, Equity and Social Justice.” The Promise Scholarship program currently available at all three Colleges—Cañada College, College of San Mateo, Skyline College— supports that focus by removing financial barriers that prevent students who are unable to pursue their educational goals full time. In addition to financial support, each College provides a set of student and academic support services to scholarship recipients that are designed to increase student success and persistence, leading to completion. Access to textbooks and instructional material are also included as part of the program, in recognition that it is more than the cost of enrollment that prevents students from accessing higher education.

The Promise Scholars Program is a suite of comprehensive efforts currently underway at the Colleges to redesign the student experience in order to achieve the stated goals and targets of the District Strategic Plan. The Promise Scholars program began at Skyline College in Fall 2016 using private funds raised by the President’s Council in combination with funds that could support the establishment of a lending library for textbooks and instructional materials.

The Promise Scholars Program at Skyline College includes replication of the City University of New York (CUNY) Accelerated Study in Associate Programs (ASAP). Skyline College received a grant from the Laura and John Arnold Foundation (LJAF) in the amount of \$836,607 for technical assistance from the CUNY-ASAP Office to support implementation of the model with high fidelity. ASAP is a proven model committed to graduating at least 50% of students within three years through provision of comprehensive support services and financial resources that remove barriers to full-time study and support timely degree completion. To date, over 33,000 ASAP students have been admitted across nine participating CUNY colleges<sup>4</sup>. Between Fall 2007 and Fall 2014, ASAP had an average graduation rate of 53.2% vs. 24.1% of comparison group students.

The Promise Scholars Program was expanded to CSM and Cañada College in Fall 2017, with the expansion funded by a successful application for the California Promise Innovation Grant that provided \$750,000 to support the scholarship program Districtwide.

Efforts are currently underway to submit a District application for a \$4 million State Innovation Awards in Higher Education grant to expand the Promise Scholars program, including both the scholarship and replication of the ASAP model, from Skyline College to Cañada and CSM, and to then disseminate the practices statewide as part of the implementation of guided pathways.

Specific criteria for students to be eligible for the Promise Scholars include:

- Be enrolled full time (12 units) within the District,
- Completed the FAFSA or California Dream Act Application,
- Be a recent high school, or Adult School graduate or GED completer,
- Be a first time student at one of our colleges (excluding dual/concurrent enrollment and Middle College)

The primary purpose of the promise scholarship is to remove financial barriers to full time enrollment and to promote higher rates of persistence and completion of educational goals.

Based on data collected, persistence for students who received promise scholarships is higher compared to other full time students.

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<sup>4</sup> City University of New York, ASAP Evaluation. Accessed 1/28/18 at <http://www1.cuny.edu/sites/asap/evaluation>

The District is proposing to expand the California Promise Grant (was BOG) from the current qualifications to add a fee waiver for the Promise students, and eventually add qualifications for textbooks, computers, materials and other fees, including food vouchers. Districtwide discussions are occurring to look at a districtwide solution for transportation. Based on the current Promise Scholarship Program, it is anticipated that the cost to be the following per full year (Summer, Fall, Spring):

Component	Amount	Notes
Enrollment Fee Waiver	\$483.00	Assumes 35% of the students will need a fee waiver that are not already eligible
Other fees	\$214.00	Health, student rep and materials fees
Textbooks and supplies	\$938.00	Average, includes graphing calculator rental
Transportation		To be determined
Food	\$470.00	Assumes 20% of the students need help. \$10 food voucher per school day
<b>Direct Assistance per Student per Year</b>	<b>\$2,105.00</b>	

The proposal presented to the Board of Trustees is the following:

- Establish the SMCCCD Promise, a districtwide, uniform promise program available on a first-come first-serve basis to first time, full time students that would waive enrollment fees up to the limit of the available funding.
- Establish an Early Commitment to College with at least three of our feeder high schools (one for each college).
- Allocate \$2M in ongoing funds in 2018/19 towards fee waivers and support for Promise students. This would serve approximately 950 students. The funding would be as follows:

Source	Amount
Enterprise Fund	\$400,000
Foundation	\$300,000
Housing Fund	\$300,000
Innovation Funds	\$1,000,000
<b>FY 2018/19 Total</b>	<b>\$2,000,000</b>

- Allocate additional funds in 2019/20 to grow the program to 1,500 students, and more as demand requires in future years.
- Allocate any AB19 funds received to the colleges for academic and student support services for Promise Students.
- Continue to fundraise both through the Foundation and through grant opportunities.

### District Enrollment

The numbers detailing headcount and enrollment are useful but should not be used to project funding as current funding is primarily based on property taxes. College headcount data reflects the total number of students in attendance regardless of units taken. Course enrollments are the total number of enrollments in each class.

While the majority of the District’s unrestricted general fund revenue is not driven by changes in full time equivalent students (FTES), the drop in FTES does have an impact on many of our restricted and auxiliary programs that are fully or partially funded based on FTES.

The data below is the first of the three enrollment updates for this term. The dates for the three updates are: the End of the First Day of Classes (January 16, 2018), the Last Day to Add/Drop (January 29, 2018) and the Official Census Day (February 5, 2018). The Board of Trustees receives formal reports on the data from the Official Census Day. Please note there is a two-week delay in certifying the Official Census Day data.

#### End of First Day of Classes

##### Spring 2018

##### End of First Day of Classes

Tuesday, January 16, 2018

Overview	Cañada		CSM		Skyline		SMCCCD	
	Count	Change	Count	Change	Count	Change	Count	Change
Course Enrollments	12,324	-7.60%	21,679	-1.40%	21,249	-3.09%	55,252	-3.49%
College Headcounts	6,041	-5.30%	9,056	1.09%	8,869	-2.00%	23,966	-1.73%
FTES*	1,504	-8.12%	2,790	-2.08%	2,903	-0.61%	7,197	-2.84%
Load**	460	1.99%	448	-1.57%	495	4.39%	469	1.51%
Sub-Populations	Count	Change	Count	Change	Count	Change	Count	Change
First-Time	160	14.29%	304	14.29%	246	22.39%	710	16.97%
First-Time Transfer	260	-16.93%	465	-8.64%	372	-2.62%	1,097	-8.89%
Returning	324	10.20%	393	-3.44%	480	9.09%	1,197	4.91%
Returning Transfer	216	-23.40%	358	-17.32%	363	-4.22%	937	-14.35%
Concurrent K-12	270	-5.26%	514	84.89%	391	-2.74%	1,175	21.76%
Continuing	4,811	-5.01%	7,022	-0.61%	7,017	-3.16%	18,850	-2.71%
Internet Enroll	3,897	44.12%	4,316	12.22%	4,130	14.50%	12,343	21.52%

Source: Argos Enrollment Statistic Reports (Argos report dated 1/16/18)

For this report, Course Enrollments, FTES, and Load are based on DESR-history files.

For Concurrent Enrollment, please use data in Student Type as identified in the DESR-Official Census Report, not data in Educational Level per ITS/DSSWAG. Note: Change refers to the difference in percentages from a comparable day a year ago. For Spring 2018, the change is computed by the first day classes started on 1/18/18.

\*FTES: Full Time Equivalent Student. It is point in time and will change as the semester progresses.

\*\*Load: Teaching Load is taken as the ratio of WSCH to FTE. It is point in time and will change as the semester progresses.

\*\*\*WSCH: Weekly Student Contact Hours

\*\*\*\*FTE: The Full-Time Equivalent faculty count is determined by a set of rules provided to each college at the time the data are requested. Generally, the figures are the decimal fraction of the teaching hours or units (whichever is standard at a given college) ascribed to the faculty member for teaching work done. Non-teaching time is specifically excluded so that it does not affect the value of the data. Work done by non-certificated personnel is not included.



**SMCCCD 2017-18 and 2018-19 Budget Planning**

The Board of Trustees approved the 2018-19 Budget and Planning Calendar in January 2017 (see Pages 75-77). The current resource allocation model was implemented in 2015-16 mainly to address the District’s community supported status. It reflects District priorities which rely less on enrollment for funding but rather recognize the need to focus on community needs. The District Committee on Budget and Finance reviews preliminary income assumptions and expenditure plans for 2018-19. As in the past, the District Committee on Budget and Finance reviews and recommends updates to the allocation model regularly or as needed.

**Cash Flow**

The District receives property taxes which are distributed by the County in December and April. The District has not issued Tax Revenue Anticipation Notes (TRANS).

**Increased Costs**

SMCCCD prepares for increases in health costs as medical costs increase each January. Annual movements on the salary schedule for all employees generally add a 1% cost to the budget. Increased expenditures for employee benefits will be included in the 2018-19 expenditure plans as budget planning begins.

The average percentage increase to medical premiums for HMO plans effective January 1, 2018 is 7.13% while PPO plans dropped 3.84%. Western Health Advantage was added to the list of health providers. For the last few years, there have been no changes to Delta Dental or VSP (vision care) which remain at the same level.

According to the School Services of California, new estimates released by the Public Employees Retirement System (PERS) show the projected employer contribution rate for 2018-19 is projected to be 17.70 % (down from the previous projection of 18.1%). The PERS Board will adopt an official rate at their Board meeting in May. The employer PERS rate is projected to increase to 25.10% in 2024-25.

Due to the forecasted State Teachers Retirement System (STRS) unfunded liability, the State Legislature has taken action and Governor Brown signed AB1469 in 2016-17. The bill gradually phases in increases for the next few years. For employers, current law requires contribution rates to gradually increase to 19.1% in 2020-21. The employer rate for the STRS’ Defined Benefit rate will increase from 14.43% to 16.28% in 2018-19. Beginning July 1, 2021, the employer rate will likely stay above 19.1% into the 20%+ range until full funding in 2046.

Utility and property insurance costs are also projected to increase.

**District Committee on Budget and Finance members for 2017-18:**

Kathy Blackwood	District Executive Vice Chancellor
Eloisa Briones	Skyline Budget Office
Tony Burrola	Cañada AFSCME
Mary Concha Thia	Cañada Budget Office
Judy Hutchinson	Skyline Budget Office
Barbara Lamson	Skyline Classified
Steven Lehigh	CSM AFT
Vincent Li	CSM Academic Senate
Michele Marquez	Cañada Budget Office
Ludmila Prisecar	CSM Budget Office
Jan Roecks	CSM Budget Office
Bernata Slater	District Chief Financial Officer
Diana Tedone	Cañada Academic Senate
Linda Whitten	Skyline Academic Senate

Student representatives from each College

## 2017-18 Mid-Year Budget Status

### Revenues

The District's revenue received to date is **\$92,284,281** or 52.04% of the total revenue budget. Most of the non-resident tuition fees, property taxes, EPA, interest income and miscellaneous income have been posted at mid-year.

<b>Unrestricted General Fund Revenue</b>	<b>2017-18 Budget</b>	<b>12/31/2017 Actuals</b>	<b>% of Total Budget</b>
PropTax/ RDA/Enroll	\$156,686,058	\$79,311,293	50.62%
Proposition 30 (EPA)	1,626,819	933,000	57.35%
Lottery/Mandated Cost	3,090,184	1,026,537	33.22%
State PT Faculty and other State apportion	1,359,858	707,128	52.00%
Apprenticeship	238,730	124,140	52.00%
Non Resident Tuition	9,329,586	8,872,929	95.11%
Interest Income	800,000	726,331	90.79%
Miscellaneous	4,199,583	582,922	13.88%
<b>Total Projected Revenue</b>	<b>\$177,330,818</b>	<b>\$92,284,281</b>	<b>52.04%</b>

### Expenditures

The District's expenditures to date are \$77,770,904 or 42.41% of the total expenditure budget.

<b>Unrestricted General Fund Expenses</b>	<b>2017-18 Budget</b>	<b>12/31/2017 Actuals</b>	<b>% of Total Budget</b>
Cañada College	\$26,179,054	\$12,891,362	49.24%
College of San Mateo	46,600,782	21,118,944	45.32%
Skyline College	43,922,700	22,351,964	50.89%
District Office/Facilities	29,955,747	13,379,397	44.66%
Central Services	36,735,281	21,408,634	21.86%
<b>Total Expense Budget</b>	<b>\$183,393,563</b>	<b>\$77,770,903</b>	<b>42.41%</b>

The financial tables in this report include actual expenditures for each fund and location as of December 31, 2017. Note that, in addition to Districtwide expenditures, Central Services also serves as a holding account for some allocations to be transferred to the sites at the end of the fiscal year. Additionally, the District has an 13% contingency reserve of more than \$23 million which is reflected in the fund balance.

### **Transfer of Funds**

Title 5 regulations require the Board to approve transfers between expenditure classifications made after final adoption of the budget. District Rules and Regulations, Section 8.11, specifies that budgetary transfers will be authorized only when expenditures in certain object accounting classifications are in excess of the amounts budgeted and when there are amounts in other object classifications that will not be required for expenditures in those classifications. In addition, District Rules and Regulations, Section 8.02, requires a report on funds accepted on behalf of the District. The resulting changes to the final adopted budget are submitted to the Board semi-annually.

The following paragraphs summarize transfers submitted by the District units to realign individual line-item account classifications and to provide flexibility within budget allocations. All budget transfer detail is maintained on the Banner finance system, providing necessary documentation to support the summary report submitted to the Board for approval. Increases and decreases in major line item object accounts are shown for both income and expenditures.

**General Fund (Unrestricted) – Fund 1**

Adjust the **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	\$(399,827)
2000	Classified Salaries	720,851
3000	Employee Benefits	575,431
4000	Supplies and Materials	(1,660,882)
5000	Operating Expenses	867,055
6000	Capital Outlay	(86,173)
7000	Other Outgo	<u>222,412</u>
Total		<u>\$238,867</u>

Changes in expenditure budgets are a result of realignments within the sites as well as transfers of site ending balances from Central Services to site holding accounts.

Adjust the **REVENUE** amounts in the following classifications:

8600	State Revenues	\$135,000
8800	Local Revenues	77,867
8900	Other Sources	<u>26,000</u>
Total		<u>\$238,867</u>

Changes in revenue budgets are primarily the result of mandated cost, facilities use, miscellaneous sales and a transfer to the General Fund.

**General Fund (Restricted) – Fund 3**

Adjust **EXPENDITURE** amounts in the following classifications:

1000	Academic Salaries	\$585,360
2000	Classified Salaries	(169,881)
3000	Employee Benefits	(45,432)
4000	Supplies and Materials	210,528
5000	Operating Expenses	(585,028)
6000	Capital Outlay	503,520
7000	Other Outgo	<u>724,842</u>
Total		<u>\$1,223,909</u>

Increases in the Restricted General Fund budget occurred as a result of increases to ongoing State categorical programs to match actual allocations, new State funds for ongoing Community College Completion Grants, one-time Emergency Aid for Dreamer Students and Hunger Free Campus Support, and local funds from the Grove Foundation to continue the CTE Scholars program at Skyline. A list of new grants and augmentations to specially funded programs in the Restricted General Fund is located on Page 52.

Adjust the **REVENUE** amounts in the following classifications:

8100	Federal Revenues	\$(17,771)
8600	State Revenues	968,391
8800	Local Revenues	157,621
8900	Other Sources	<u>115,668</u>
Total		<u>\$1,223,909</u>

**Capital Outlay Projects Fund – Fund 4**

Adjust the **EXPENDITURE** amounts in the following classifications:

2000	Classified Salaries	\$43,744
3000	Employee Benefits	703
4000	Supplies and Materials	1,760,803
5000	Operating Expenses	6,205,701
6000	Capital Outlay	4,454,310
7000	Other Outgo	<u>26,000</u>
Total		<u>\$12,491,261</u>

Changes in the expenditure budget relate to the redefinition of various projects and realignment within account classifications.

**Capital Outlay Projects Fund – Fund 4**

Adjust the **REVENUE** amounts in the following classifications:

8600	State Revenues	\$478,008
8800	Local Revenues	<u>12,050</u>
Total		\$490,058

Revenue increased as a result of the State allocation for scheduled maintenance and repair as well as transfers from one-time fund reserves.

**Trust Fund (Student Aid) – Fund 7**

Adjust the **EXPENDITURE** amounts in the following classifications:

7500	Scholarships	\$603,349
7600	Payments to Students	<u>53,804</u>
Total		\$657,153

Increases in the Trust Fund budget occurred as a result of transfers from the Restricted General Fund (specially funded programs) to pay Federal and State Financial Aid awards and scholarships to eligible students.

Adjust the **REVENUE** amounts in the following classifications:

8900	Transfers In	<u>657,153</u>
Total		\$657,153

**OTHER FUNDS**

**Self-Insurance Fund (Fund 2)**

The Self Insurance Fund (Page 48) provides for the payment of claims, deductible amounts, administrative costs and related services; purchase of excess insurance; and other purposes as defined by the Education Code. Mid-year expenditures of \$1,856,962 include salary costs and insurance premiums. Transfers into the fund are from the General Fund for all insurance costs.

**Debt Service Fund (Fund 25)**

The purpose of a Debt Service Fund (Page 50) is to account for the accumulation of resources for, and the payment of, general long-term debt and long-term leases. SMCCCD’s debt consists of the general obligation bonds for capital outlay. Revenue comes from property taxes.

**Restricted General Fund (Fund 3)**

The Restricted General Fund (Page 53) includes all specially funded programs which are restricted in their use by law, regulations, donors, or other outside Federal, State and Local agencies. Included in the Restricted General Fund are Health Services and Parking Programs.

Health Services Fund

Mid-year Health Services fee revenue increased slightly from \$818,676 in 2016-17 to \$822,383 in 2017-18. The \$3,707 increase can be attributed to an increase in the health services fee. For residents, the current health fee of \$20 increased from \$19 per semester in the fall and summer school increased to \$17 from \$16.

### Parking Fund

Mid-year parking fee revenue decreased minimally from \$1,097,769 in 2016-17 to \$1,071,063 in 2017-18.

The 2017-18 parking fee for a full semester increased from \$52 to \$53 which is currently the maximum amount permitted by the Education Code. The two-term Fall/Spring semester parking permit increased from \$94 to \$96. One-day permits increased from \$2 a day to \$3 per day.

In accordance with State law, students eligible for a California Promise Grant (was Board of Governor's Grant) that waive their enrollment fees, pay \$30 per semester for a parking permit. The rates for these students remain unchanged.

### **Capital Projects Fund (Fund 4)**

The Capital Projects Fund is a restricted fund and reflects estimated year-end data and funding carryover for projects approved but not completed in prior years. A project list can be found on Pages 56-57. Project expenditures as of December 31 were \$20,903,863.

The Capital Projects Fund summary totals have been updated to reflect the correct year end balances. The updated pages are included in the budget tables summary section of this report.

The Bond Construction Fund, a sub-account of the Capital Projects Fund, was established for the deposit of proceeds from the sale of bonds. Deposits are used to meet the costs of property acquisition, facilities planning, inspections, surveys, new construction, modernization, and new equipment.

### **Capital Improvement Program**

The District is nearing completion of the second phase of the Capital Improvement Program (CIP2) with only a handful of projects remaining. To date, Measure A bond funds have generated an interest of \$34 million, which increased the Measure A budget from \$468 million to \$502 million. As of December 31, 2017, the District has expended \$501,471,241 and committed \$326,997 of Measure A funds – 99.9% of the total authorization.

The successful passage of Measure H in November 2014 by the voters of San Mateo County is allowing the District to complete the modernization, construction and reconstruction projects as envisioned in the 2015 Facilities Master Plan Amendment that was approved by the Board in January 2015.

The District received its first Measure H bond issuance of \$127 million in June 2015. To date, the funds have generated an interest of \$2.48 million, which increased the Measure H budget from \$388 million to \$390.48 million. As of December 31, 2017, the District has expended \$43,807,935 and committed \$211,418,459 of Measure H funds - 65% of the total authorization.

Following is a list of site-specific activities that have recently been completed or are currently in design, pre-construction, or construction in construction phases. Construction dates listed reflect currently planned schedules as of early February 2018, but are subject to change.



**Completed Projects** – The following projects were completed during the fiscal year:

- Cañada Vista Roofing Replacement
- Campuswide Americans with Disabilities Act (ADA) Mitigation
- Building 13 Roofing Replacement
- Parking Lot and Roadway Lighting Upgrade, Phase 2 (LED)

**Active Construction Projects** – The following projects are under construction:

- Building 1N Kinesiology and Wellness Center
  - Anticipated Completion date: Fall 2020
- Building 3 Central Utility Plant Upgrades
  - Anticipated Completion date: Summer 2018
- Building 23N Math/Science/Technology
  - Anticipated Completion date: Fall 2019
- Parking Lot 6 Expansion
  - Anticipated Completion date: Fall 2020
- South Plaza
  - Anticipated Completion date: Fall 2020

**Projects In Planning** – The following projects are in the planning and design stage:

- Building 9 Envelope Repairs
- Building 13 HVAC Upgrades
- Cañada Vista Envelope Repairs

**Future State Capital Outlay Funded Projects** – The following projects have been submitted for future State Capital Outlay funding:

- Building 13 Multiple Program Instructional Center (Final Project Proposal - FPP) - pending
- Building 3 Performing Arts Center Technology and Environmental Modernization (Initial Project Proposal - IPP) – pending approval for FPP

# College of San Mateo

**Completed Projects** – The following projects were completed during the fiscal year:

- Parking Lot and Roadway Lighting Upgrade, Phase 2 (LED)
- Building 6 Aquatics Center Pool System Upgrade

**Active Construction Projects** – The following project is under construction:

- Building 36 Chemistry Ventilation/Fume Hood Upgrade
  - Anticipated Completion date: Spring 2018

**Projects In Planning** – The following projects are in the planning and design stage:

- Buildings 2/3/4 Roofing Repairs
- Building 3 Humanities and Arts Renovation
- Building 17 Student Life and Learning Communities Renovation
- Building 20 Edison Lot Expansion

**Future State Capital Outlay Funded Projects** – The following projects have been submitted for future State Capital Outlay funding:

- Building 9 Library Modernization (FPP) - pending
- Campus Water Tank Replacement (FPP) – pending



**Active Construction Projects** – The following projects are under construction:

- Parking Lot L Expansion
  - Anticipated Completion date: Spring 2018
- Building 12N Environmental Science
  - Anticipated Completion date: Spring 2019
- Building 7 STEM Center
  - Anticipated Completion date: Spring 2019

**Projects In Planning** – The following projects are in the planning and design stage:

- Building 1N Social Science and Creative Arts
- Building 5 Center of Transformative Teaching and Learning (CTTL)

- Building 14 Loma Chica Child Development Center
- Building 19 Pacific Heights Renovation Parcel B ADA Access

**Future State Capital Outlay Funded Projects** – The following projects have been submitted for future State Capital Outlay funding:

- Building 2 Workforce and Economic Development Prosperity Center (FPP) - pending
- Building 5 Learning Resource Center Technology and Environmental Modernization (FPP) - pending



**Completed Projects** – The following projects were completed during the fiscal year:

- Districtwide Utility Measurement & Verification
- Districtwide Classroom Security Hardware Upgrade, Phases 3 and 5
- Districtwide Evacuation Map Upgrade

**Active Districtwide Projects:** The following projects are under construction:

- Districtwide Classroom Security Hardware Upgrade, Phase 4
  - Anticipated Completion date: Fall 2018
- Districtwide Fire Alarm Panel Replacement
  - Anticipated Completion date: Spring 2019
- Districtwide Telephone System Replacement
  - Anticipated Completion date: Fall 2018
- Districtwide UPS Device (MDF/IDF) Replacement
  - Anticipated Completion date: Spring 2018
- Districtwide Symetra UPS Device (MPOE) Replacement
  - Anticipated Completion date: Spring 2018
- Districtwide Network Switch Upgrade
  - Anticipated Completion date: Spring 2018
- Districtwide Firewall Network Switch Replacement
  - Anticipated Completion date: Spring 2018
- Districtwide Wireless Access Point Replacement
  - Anticipated Completion date: Spring 2018

**Projects in Planning:** The following projects are in the planning and design stage:

- Districtwide ADA Transition Plan Upgrade



**Enterprise/Auxiliary Fund (Fund 5)**

**Bookstores**

The following report covers the period July 1, 2017 through December 31, 2017 for the District Auxiliary Services. The District Auxiliary and Enterprise Operations include the three campus Bookstores, cafeterias, vending operations, dining event rentals, San Mateo Athletic Club (SMAC) at the College of San Mateo and Community, Continuing and Corporate Education (CCCE) that also includes the Silicon Valley Intensive English Program (SVIEP). All of these operations are self-sustaining. All income generated covers the total cost of salaries, benefits, inventory and other expenses generated by these operations. General fund dollars are not used to subsidize District enterprise operations.

<b>Bookstore Sales</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>% Change</b>
Regular Merchandise Sales	\$2,676,139	\$2,850,002	\$(173,863)	-6.1%
Computer Products Sales	72,041	143,960	(71,919)	-50.0%
Total Merchandise Sales	2,748,179	2,993,961	(245,782)	-8.2%
Textbook Rental Income	166,498	226,239	(59,741)	-26.4%
Production Service Income	206,920	230,361	(23,441)	-10.2%
<b>Total Sales</b>	<b>\$3,121,598</b>	<b>\$3,450,561</b>	<b>\$(328,963)</b>	<b>-9.5%</b>

Regular merchandise sales have decreased this year over last year by 6.1% as textbook sales continue their decline. This decline is due to continuing declines in our enrollment at all three Colleges and to the increased use electronic delivery methods including Inclusive Access, other digital textbooks and open educational resources by faculty. Merchandise sales are buffered by the sale of coffee, snacks, food and convenience items at all three Bookstores. These categories remain strong across the District despite enrollment declines and are largely responsible for keeping the Bookstores financially stable. Further impacting textbook sales are textbook rentals that are not represented as sales and, therefore, as more textbooks are rented, fewer textbooks are sold. In fact, we are realizing the gross margin we would from the sale of a new book on the rental of any book. Textbook rental fee revenue decreased significantly in the fall semester by 26.4% over last year as the program has matured with fewer new titles added. Despite the decline, this program does continue to serve many students each semester offering substantial savings over purchasing new and used textbooks but is certainly being impacted by the shift to electronic delivery.

Computer product sales have decreased substantially this year due to a large sale of Chrome Books last year though the Bookstores that comes in a three year cycle. The sale of course kits, which combine academic materials and necessary supplies into a package, slightly increased this year. Course kits provide significant savings to students who buy the package over purchasing the items individually. The Bookstores have been much more aggressive about creating course kit packages to incentivize students to shop on campus and give them an added value. Our Production Services side of the house, also known as the central duplicating shops, which are operating as part of the Bookstores at all three Colleges also saw a decline this year with fewer course packs being ordered by faculty as well as fewer print jobs ordered by the Colleges.

**Comparative figures are shown below:**

<b>Bookstore Recap</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>%Change</b>
<b>Operations</b>				
Merchandise Sales	\$2,748,179	\$2,993,961	\$(245,782)	-8.2%
Textbook Rental Income	166,498	226,239	(59,741)	-26.4%

Production Service Income	206,920	230,361	(23,441)	-10.2%
Cost of Goods Sold	1,605,013	1,956,772	(351,759)	-18.0%
<b>Gross Profit from Operations</b>	<b>\$1,516,584</b>	<b>\$1,493,789</b>	<b>\$22,796</b>	<b>1.5%</b>
Total Operating Expenses	1,272,676	1,538,908	(227,372)	-15.2%
<b>Net Income/(Loss) from Operations</b>	<b>243,908</b>	<b>(45,119)</b>	<b>250,168</b>	<b>3,996.4%</b>
Interest and Other Income	170,988	139,535	31,453	22.5%
<b>Net Income Before Other Expenses</b>	<b>\$414,896</b>	<b>\$94,416</b>	<b>\$281,621</b>	<b>211.3%</b>
<b>District Support</b>				
Contract Income Received	123,556	48,385	75,171	155.4%
Admin Salary & Benefits	(67,042)	44,806	16,624	-19.9%
Other Expenses	(107,106)	38,818	(68,288)	175.9%
Investment – FMV Adjustments	(269,347)	-	(269,347)	-100.0%
<b>Net Change in Fund Balance</b>	<b>\$94,957</b>	<b>\$59,177</b>	<b>\$35,780</b>	<b>60.5%</b>

Cost of goods sold decreased by 18% this year largely due to fewer new textbook sales which have a higher cost and the lower cost of inclusive access and other electronic delivery mediums. The decrease in cost of sales is impacted by the sale of inclusive access titles which begins at the start of registration for a new semester. We are not billed for any of these titles until after the Add/Drop period passes. Inclusive access materials ordered in November 2017 will not be billed to us until early February 2018. So, this number will increase in the next quarter significantly. Total direct operating expenses decreased significantly this year over this same period last year in large part due to lower hardware and software maintenance fees as well as modest decreases in other expense categories. We are also seeing lower freight costs with the switch to electronic textbooks.

Particularly noteworthy is the \$123,556 represented as District Support-Income. This represents funds paid to the Bookstores from Pepsi according to the terms of the contract. The Pepsi contract provides significant income to the Bookstores each year. This money will be completely spent down over the course of the academic year supporting the textbook rental fund as well as supporting college initiatives, approved by the Board, that support teaching and learning at the Colleges.

It is expected that this will continue to be a very challenging time for College Bookstores in general as enrollments continue to flatten or decline. Lower enrollment, the added competition from now numerous outside organizations, the increase in the use of electronic and digital textbooks, will put added pressure on the Bookstores’ overall financial performance. All District Auxiliary and Commercial Operations are dependent on a strong, stable enrollment for continued success. The Bookstores are committed to focusing efforts to improve service, offer as many lower cost textbook alternatives as possible. We will continue to grow the rental program where it is possible to do so, further the integration of digital and on-line solutions at all three Colleges, increase the amount of custom and institutionally adopted textbooks Districtwide, continue of focus on coffee and convenience items and further maximize the interest and other income potential. Our focus on these key areas will help to keep the Bookstores financially viable as we serve the students of the San Mateo County community.

**Cafeterias**

Beverage, Snack and Food Service Vendors –

- The District’s beverage vending service partner is Pepsi Bottling Group. The contract was awarded effective July 1, 2017, ending on June 30, 2024 with the option of renewing for three one year terms at the discretion of the District.
- The District’s snack vending partner is Compass Group USA through its Canteen Vending Services Division. The contract was effective July 1, 2017, ending on June 30, 2022.
- The District’s food service partner is Pacific Dining Services. The contract was awarded on July 1,

2017 ending on June 30, 2022 with an option for one five-year renewal at the discretion of the District.

**Second quarter comparisons are noted below:**

<b>Cafeteria Recap</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>%Change</b>
<b>Revenues</b>				
Food Service Income	\$106,090	\$103,561	\$ 2,529	2.4%
Vending Income	0	35,534	(35,534)	-100.0%
Interest Income	3,878	2,772	1,106	39.9%
Event Rental	40,730	50,462	(9,732)	-19.3%
<b>Total Revenues</b>	<b>150,697</b>	<b>192,329</b>	<b>(41,632)</b>	<b>-21.6%</b>
<b>Expenditures</b>	<b>78,590</b>	<b>114,846</b>	<b>(36,256)</b>	<b>-31.6%</b>
<b>Net Change in Fund Balance</b>	<b>\$72,107</b>	<b>\$77,483</b>	<b>\$ (5,376)</b>	<b>-6.9%</b>

<b>FOOD SERVICE INCOME</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>% Change</b>
<b>PACIFIC DINING</b>				
Cañada	\$36,725	\$14,677	\$3,737	11.3%
CSM	14,794	37,844	117	0.8%
Le Bulldog	45,456	12,211	1,771	4.1%
Skyline	9,115	32,988	-3,096	-25.4%
<b>Total Food Service Income</b>	<b>\$106,090</b>	<b>\$103,561</b>	<b>\$2,529</b>	<b>2.4%</b>

Compared to the second quarter 2016-17, food service income has increased modestly by 2.4% despite declining enrollment across the district. Overall expenditures have decreased this year so far but are expected to rise with maintenance being done on our refrigeration systems at all three Colleges over the winter break. These expenses will be booked in the third quarter.

Beginning in fiscal year 2017-18, vending income will no longer be presented as part of the Auxiliary Services financial statement. While the vending operations remain under Auxiliary Services' operational oversight, the vending commissions have always been paid directly to the college Associated Students organizations for their use. While the Ed Code does allow for the District to allocate a portion of these commission dollars to offset salary and benefit expenses of Auxiliary Services, we have always turned over 100% of these funds to the Associated Students.

Event rental income has decreased significantly by 19.3% so far this year. While we continue to host numerous outside events including community, corporate and county sponsored events, only 31% of events paid full price for rental fees. The majority of the remaining 69% fell into one of the following categories; internal CSM events (no rental fees), non-profit organizations with a 50% discounted rate (two of these events had fees entirely waived), or an employee rented the space with waived rental. With the exception of July, the dining room was booked almost every weekend from August through December for at least one event. Event rental fees are poured back into the facility for continued upgrade, upkeep and enhanced maintenance allowing us to maintain the facility.

As part of the Enterprise Fund, the cafeteria and vending operations and are fully self-supporting. No General Fund dollars go to support any Enterprise operation. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts.

## **San Mateo Athletic Club and Aquatic Center**

Operating as an enterprise through Auxiliary Services and Enterprise Operations, the San Mateo Athletic Club (SMAC) is a self-sustaining, community-centered, fee-based operation offering numerous service options to the San Mateo campus community and the community-at-large. The concept of a multi-use space enables the District to maximize the use of facility resources and consequently create a revenue stream that will supplement the facility budgetary needs, including equipment maintenance and replacement, and has gained the attention of other community colleges up and down the State. SMAC provides our community broader access to the College of San Mateo (CSM) and demonstrates in a very real way that the District is a community-based organization serving a wide spectrum of educational and training opportunities.

Approaching a full eight years of service to the District and to San Mateo community, the financial performance of SMAC continues to be quite remarkable. Net Operating Income (NOI), prior to district and college support, was \$756,002 compared to \$701,397 last year, representing a 7.8% increase. SMAC is on track to achieve a \$1.5 million NOI before District Support and Expenses at the conclusion of this fiscal year. Despite being a mature health club, SMAC continues to exceed budget expectations and has increased gross and net revenue every year. SMAC membership is currently just over 6,000 members. Year over year, we continue to gain members despite attrition.

The revenue from the operations at SMAC pays for all of the direct expenses of the club, supports the district salary and benefits of administrative staff as well as Facilities staff assigned to support SMAC and all expenses incurred by the CSM academic program including shared supplies, cleaning equipment, maintenance and repair as well as all facilities related costs. In addition to all of these expenses being allocated to SMAC, with the support and approval of the District Board of Trustees, it will be proposed that **\$300,000** of this year's operating profit be transferred to Colleges to be used by the College President for programs important to the College. The College Presidents have indicated that this funding will be used to support the Promise programs at each of the Colleges.

The building of the financial reserve is critical as SMAC not only funds the maintenance and repair of every piece of equipment in the facility, but is also funding the replacement of equipment with an average lifecycle of between 5 and 7 years. We continue to replace equipment used by the colleges and the club as it ages and we touch every piece of equipment at least twice each month to ensure operating efficiency. Addressing these equipment needs benefits both the academic and community program and was funded completely by the SMAC reserve.

### **SMAC financial summary:**

<b>San Mateo Athletic Club and Aquatic Center</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Operating Revenues</b>				
Registration & Membership	\$1,736,265	\$1,704,452	\$31,813	1.9%
Personal Training	224,085	183,088	40,997	22.4%
Aquatics	420,360	393,979	26,381	6.7%
Parking	36,148	38,550	( 2,402 )	-6.2%
Group Exercise	115,650	91,489	24,161	26.4%
Retail	13,351	12,688	663	5.2%
Other Income	5,888	7,210	( 1,322 )	-18.3%
<b>Total Operating Revenue</b>	<b>\$2,551,747</b>	<b>\$2,431,456</b>	<b>\$120,291</b>	<b>4.9%</b>
<b>Operating Expenses</b>	<b>\$1,795,745</b>	<b>\$1,730,059</b>	<b>\$65,686</b>	<b>3.8%</b>
<b>Net Operating Income/(Loss), prior to District and College Support</b>	<b>\$756,002</b>	<b>\$701,397</b>	<b>\$54,605</b>	<b>7.8%</b>

<b>District Support</b>				
<b>District Support Income</b>				
Interest Income on Investments	40,238	28,029	12,209	43.6%
Operating Expenses chargeback to District	45,527	50,000	( 4,473 )	-8.9%
Unrealized Gain - Investment	49,356	-	49,356	100.0%
<b>Total District Support Income</b>	<b>\$135,121</b>	<b>\$78,029</b>	<b>\$57,092</b>	<b>73.2%</b>
<b>District Support Expense</b>				
Admin& Facilities Staff Salaries & Benefits	195,838	142,726	53,112	37.2%
Equipment Use Fee & Depreciation	28,180	25,919	2,261	8.7%
Miscellaneous Expenses	9,390	1,171	8,218	701.7%
Pool Maintenance	10,418	11,722	( 1,304 )	-11.1%
<b>Total District Support Expense</b>	<b>243,826</b>	<b>181,538</b>	<b>62,288</b>	<b>34.3%</b>
<b>Net Income/(Loss) after District Support, prior to College Support</b>	<b>\$647,297</b>	<b>\$597,888</b>	<b>\$49,409</b>	<b>8.3%</b>
<b>College Support Expense</b>				
Operating Expense chargeback waived	45,527	50,000	( 4,473 )	-8.9%
<b>Total College Support Expense</b>	<b>\$45,527</b>	<b>\$50,000</b>	<b>\$( 4,473 )</b>	<b>-8.9%</b>
<b>Net Income/(Loss) after District &amp; College Support</b>	<b>\$601,771</b>	<b>\$547,888</b>	<b>\$53,882</b>	<b>9.8%</b>

The net income after all District income and expenses are applied is \$601,771 compared to \$547,888 at the mid-year point last year.

As a premier facility, SMAC strives to be a place to teach, learn and develop habits, impart knowledge, skills and abilities that will benefit all who step through its doors. Through the District's partnership with EXOS, SMAC has proven to be a very successful operation for the District. EXOS continues to bring a wealth of industry experience and specialized club management expertise combined with a firm belief in health and fitness as a lifestyle. As a result of this partnership, SMAC is recognized by the community to be among the top fitness clubs in San Mateo County and the Bay Area, working to improve people's lives.

## **Community, Continuing and Corporate Education**

### **Increasing Impact**

The 2017-18 Mid-Year Report marks the three-year anniversary of Community Education's rebranding and relaunch as Community, Continuing and Corporate Education (CCCE). During this ramp-up period, CCCE has increased engagement with all target market segments and has made strong progress towards its mission of becoming a financially self-sustaining powerhouse of programs and initiatives that creates impact for San Mateo County residents, families, businesses, nonprofits and government agencies as well as for international students and groups seeking educational and training opportunities within the San Mateo County Community College District.

As CCCE continues to lean in to accomplish its 2015-2020 strategic goals, its evolving story is best summarized in three short phrases: *"Innovative Education. Signature Programs. Global Impact."* As seen below, CCCE's featured accomplishments for 2017-18 reflect this evolving story of creating innovative educational programs, defining signature programs, and global impact for international students and groups – an exciting story that continues to grow.

**Strategic Goals for 2015-2020**

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.

**Featured Initiatives for 2017-18**

The following select initiatives are currently in progress and reflect CCCE efforts to achieve its strategic goals. These initiatives reflect CCCE's growing efforts to expand its corporate training:

**Training for VW Electronics Research Laboratory**

CCCE was selected by the VW Electronics Research Laboratory to conduct customized Scrum training for both managers and engineering staff to ensure organization-wide understanding and support for utilization of Scrum in select instances. The training was conducted by a CCCE professional trainer at College of San Mateo and provided opportunities for the Lab's team to learn about Scrum methodology and engage in interactive exercises designed to bring Scrum principles to life.

**Training for Chinese University Presidents and Vice Presidents**

CCCE partnered with SFSU's international program to deliver a 3-day customized training program for 25 Chinese university leaders on topics relating to Career and Technical Education, Curriculum Design and Development, Quality Assurance, Transfer Opportunities and Partnerships, and more. Key leaders from Skyline, Cañada, CSM and the District participated in the training – as well as select international students from College of San Mateo who spoke to the Chinese leaders about their experiences at CSM and the great opportunities provided by the district for international students.

**Training for Chinese Delegation from State-Owned Enterprises**

CCCE partnered with GATE to provide a customized two-week Intelligent Automation & Robotics program for a delegation of 25 senior technicians from a wide variety of Chinese state-owned enterprises. The program included classroom lectures, guest speakers from Berkeley and private companies on Robotics, Intelligent Automation, Artificial Intelligence, and Machine Learning, as well as visits to Delta Electronics, Cisco, Twitter, Microsoft and other companies to gain insights into innovation in automation, AI, machine learning and robotics.

**Training for Emerald Packaging**

CCCE was selected to design and deliver an 8-month series of trainings for managers at Emerald Packaging in Union City. The training will provide managers with opportunities to strengthen soft skills, improve team feedback and productivity, and create an understanding of best practices for dealing with workplace conflict. The training will be conducted collaboratively by several CCCE professional trainers.

## Tech Ladder Academy

Through a referral and recommendation from CCCE, Cañada College's Workforce Director Alex Kramer was selected by NOVA to design and deliver the first Tech Ladder Academy, a four-month program intended for young adults ages 18-25 and designed to build pathways to employment in the tech industry through training with integrated soft skill and career navigation coaching. CCCE is supporting enrollment in the program and is excited to deepen its collaboration with Cañada College's Workforce Program to achieve impact for underrepresented groups in the tech industry.

As we look forward to the remainder of 2017-18, CCCE remains energized by the future, inspired by our mission, and poised to continue our evolving story of Innovative Education, Signature Programs, and Global Impact.

## Financial Performance

The following charts represent CCCE and the Silicon Valley Intensive English Program's (SVIEP) financial performance through December 2017:

<b>Community, Continuing &amp; Corporate Education (with SVIEP)</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>% Change</b>
Revenues	\$643,971	\$495,142	\$148,829	30.06%
Expenditures				
Salaries and Benefits	437,309	402,544	34,765	8.64%
Other Operating Expenses	445,931	374,189	71,741	19.17%
Total Expenses	<b>\$883,239</b>	<b>\$776,733</b>	<b>\$106,506</b>	13.71%
<b>Net Change in Fund Balance</b>	<b>\$(239,269)</b>	<b>\$(281,591)</b>	<b>\$42,323</b>	-15.03%

<b>Community, Continuing &amp; Corporate Education (without SVIEP)</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>% Change</b>
Revenues	\$564,563	\$456,500	\$108,063	23.67%
Expenditures				
Salaries and Benefits	224,259	257,780	(33,521)	-13.00%
Other Operating Expenses	314,282	248,756	65,526	26.34%
Total Expenses	<b>\$538,541</b>	<b>\$506,536</b>	<b>\$32,005</b>	6.32%
<b>Net Change in Fund Balance</b>	<b>\$26,023</b>	<b>\$(50,036)</b>	<b>\$76,059</b>	-152.01%

<b>Silicon Valley Intensive English Program (SVIEP)</b>	<b>2017-18</b>	<b>2016-17</b>	<b>\$ Change</b>	<b>% Change</b>
Revenues	\$79,408	\$38,642	\$40,766	105.50%
Expenditures				
Salaries and Benefits	213,050	144,764	68,286	47.17%
Other Operating Expenses	131,649	125,433	6,216	4.96%
Total Expenses	<b>\$344,699</b>	<b>\$270,197</b>	<b>\$74,502</b>	27.57%
<b>Net Change in Fund Balance</b>	<b>\$(265,291)</b>	<b>(231,555)</b>	<b>\$(33,736)</b>	14.57%

The financial performance is illustrated with three charts. The first represents the total financial performance with SVIEP included, the second is just CCCE performance and the last is just SVIEP performance. As seen in the second chart (*without SVIEP*) above, CCCE continued to increase its revenues and profitability with increased mid-year revenues by almost 24% (or \$108,0063) from December 2016 YTD to December 2017 YTD, while at the same time decreasing its net fund negative balance by 152% (or \$76,059) for the same period.

According to the third chart (*SVIEP*), SVIEP increased its mid-year revenues by 106% (or \$40,766), yet at the same time expanded its instructional, staff, recruitment and marketing expenditures to support the continued growth of SVIEP in its second year. Through its first year and a half of operations, the program has successfully matriculated 34 international students across the District to Skyline, Cañada and College of San Mateo, yielding a significant future financial revenue stream for the District. SVIEP is exploring both cost-containment and revenue-generating opportunities to reach financial self-sustainability for fiscal year 2018-19.

Through strategic investment in time, energy and resources, CCCE anticipates results leading to continued expansion of its multi-year growth curve. Looking ahead, CCCE will focus on further development and exploration of international and local/regional training opportunities, new program development, and strategic partnerships both internally and externally. Growth will further expand in fiscal year 2018-19 through new short-term international training programs, Corporate Education, new program development, and other new initiatives.

### **Child Development Fund (Fund 60)**

The Child Development Fund (Page 66) is a special revenue fund that is used to account for the activities of on-campus preschool programs that serve children of students, faculty, and staff. The primary source of revenue is State funding for children who qualify for subsidized care and Board-approved fees assessed for non-subsidized children. As directed by the Board of Trustees, program deficits up to \$200,000 per site in this fund continue to be funded by former redevelopment property funds.

College of San Mateo and Skyline College each operate a Child Development Center (CDC) under General Center and State Preschool Child Development agreements with the California Department of Education. Cañada College currently does not operate a center.

College of San Mateo's Child Development Center was awarded a grant of \$5,000 from the Sequoia Healthcare District to continue the Healthy Eats Active Feet program for preschool children and their parents. The program is in its seventh year and continues to promote healthy lifestyles to help prevent childhood obesity.

### **Trust Fund/Student Financial Aid (Fund 7)**

Awards for Fall 2017 are reflected in this report and total \$9,086,081, an increase of \$476,765 over the same period last year. The increase is mostly due the maximum Federal Pell award that increased to \$5,920 from \$5,815 in the previous year. Additional Fall 2017 awards, along with those for Spring 2018, will be processed during the second half of the year. The Student Financial Aid Fund can be found on Page 68.

The fund does not include Federal Work Study payments, which are considered wages for work rather than financial assistance in the form of aid. Work Study funds are maintained in the Restricted General Fund.

### **Reserve Fund for Post-Retirement Benefits (Fund 8)**

The fund was established to meet future needs and to lessen the burden on the general fund. In 2010, the District started charging itself an amount to cover the future retiree medical benefit costs for current employees. These charges appear as part of the benefit expenses in all funds, and are being transferred to this fund. Currently, all retirement medical premiums are funded from the Unrestricted General Fund. The benefits provided to the District's retirees are not affected by the balance in this account.



The District has established a Government Accounting Standards Board (GASB 45) Trust for future other post-employment (OPEB) benefits. An actuarial study was completed last spring. The trust had a total portfolio value of \$102,507,563 ending December 31, 2017. Amounts from the Retirement Reserve Fund are being transferred periodically to the Futuris Trust Fund. The Reserve Fund for Post-Retirement Benefits can be found on Page 70.

### Associated Students

The following report covers the period July 1, 2017 through December 31, 2017 for the Associated Student Bodies. The Student Bodies represent student interests at each of the Colleges. Student Body reports from each College are included on Pages 82-87.

Net income comparing fiscal years 2017-18 and 2016-17 are listed below:

Associated Students - Cañada	2017-18	2016-17	\$ Change	%Change
Net Income for the year	\$39,551	\$22,428	\$17,123	76.34%
Beginning Fund Balance, July 1	273,571	301,293	(27,722)	-9.20%
Ending Fund Balance, December 31	<b>\$313,123</b>	<b>\$323,721</b>	<b>\$(10,599)</b>	<b>-3.27%</b>

Associated Students - CSM	2017-18	2016-17	\$ Change	%Change
Net Income for the year	\$26,677	\$3,909	\$22,768	582.48%
Beginning Fund Balance, July 1	307,151	360,524	(53,373)	-14.80%
Ending Fund Balance, December 31	<b>\$333,828</b>	<b>\$364,432</b>	<b>\$(30,604)</b>	<b>-8.40%</b>

Associated Students - Skyline	2017-18	2016-17	\$ Change	%Change
Net Income for the year	\$43,587	\$38,522	\$5,065	13.15%
Beginning Fund Balance, July 1	536,025	532,912	3,113	0.58%
Ending Fund Balance, December 31	<b>\$579,612</b>	<b>\$571,434</b>	<b>\$8,178</b>	<b>1.43%</b>

### ASB Income:

#### Revenue source

Activity card sales are the major source of income for the Associated Students. Payment of the Student Body Fee supports many student-sponsored activities and programs and entitles students to a photo-ID student body card. Expenditures of the ASBs include normal operating expenses (office supplies, activity cards, student assistant salaries and other miscellaneous expenses) as well as student programs, printing and publishing costs, scholarships and club assistance supporting campus life.

#### Cash Basis Accounting policy – effective FY 2016-17

For the accounting of student fees revenues, “Accrual Basis of Accounting” was replaced by “Cash Basis” starting April 1, 2017. Under “Cash Basis” accounting, revenues recognized represent fees received from students in the current fiscal year regardless of the year in which they were billed.

**ASB Expenditures:**

In general, expenditures of the ASBs include normal operating expenses (office supplies, activity cards, student assistant salaries and other miscellaneous expenses) as well as student programs, scholarships and club assistance supporting campus life.

The following table summarizes the number of events organized by the ASB at each college and also a comparison of total expenditures.

<b>Associated Students</b>	<b>2017-18</b>		<b>2016-17</b>	
<b>Activities Vs Expenditure Analysis</b>	<b># of Events</b>	<b>Expenditure</b>	<b># of Events</b>	<b>Expenditure</b>
Cañada College ASB	53	\$38,925	47	\$28,696
College of San Mateo ASB	46	\$108,597	41	\$82,420
Skyline College ASB	16	\$85,581	32	\$44,260

**ASB Canada College**

At Cañada College, there were 53 ASB organized events and activities in the first two quarters of this fiscal year as compared to 47 events during the same period of time last year. The ability to put on additional events has been made possible by the increase in Student Body Fees.

The overall expenditures have increased by 35.64% compared to last year. The increase in program and operation activities were made possible due to additional revenue generated from the Student Body Fee as the fee increased from \$8 to \$15. The largest increase in expenditure during the period was a one-time expense of \$4,000 related to student film festival and for recurring Spirit Thursday meetings food and supplies totaling \$8,284. The second largest increase in expenditure was the replacement of dysfunctional and old student body card machine for a new ID printer costing \$4,160. A conference trip to United Camp last year costing \$2,439 was repeated with the same leadership at the YMCA, with an additional training taking place at the Museum of Tolerance. With the increase in Student Body Fees, the Student Senate will be able to start a meal subsidies program in Spring 2018, working in partnership with SparkPoint and the Bookstore.

**ASB College of San Mateo**

At College of San Mateo, there were 46 ASB organized events in the first two quarters of this fiscal year as compared to 41 events during the same period of last year. The overall expenditures have increased by 35.29% or \$23,314 compared to last year. The largest increases were in Program Expense by \$11,155 and Conference Expense by \$6,651 and Publicity by \$3,312 respectively.

At CSM, the increase in income continued to spur an increase in spending. This is reflected in events such as the Halloween/Fall Festival and the End of the Semester events. In addition, expenditures for conferences and other off-campus events continued the Associated Students’ commitment to sending non student government leaders to workshops and other trainings that will enhance their leadership presence on campus. Resources from ASCSM supported several clubs and cultural events, including the Puente Latinx Club celebration of Dia De Los Muertos, the Southeast Asia Culture Club Thadingyut (Light Festival) celebration, and the Botany Club and Puente Latinx Club Cesar Chavez Community Garden work day.

Students also supported several College programs and departments, including the Ethnic Studies Soul Music Experience concert, the annual CSM High School Jazz Festival, and the printing of The Labyrinth, the College’s honors project newsletter.

**ASB Skyline College**

At Skyline College, there were 16 ASB organized events in the first two quarters of this fiscal year as compared to 32 events during the same period of last year. The overall expenditures have increased by 93.4% or \$41,321 over the same period last year.

The expenditures include the transfer of \$23,487 to the Hospitality Trust Fund for Graduation and other activities. Excluding the transfer, the expenditure increase would have been 40.3% or \$17,834. The largest increase is for College Program Assistance, with two donations of \$5,000 each to the GRAD trust and the Honors Award Ceremony (SRAC) trust during the first quarter. Additional donations of \$1,000 to the Disabilities Resource Center and \$7,500 to SMCCC Foundation were given out during the second quarter. Office Supplies expense has increased by \$6,375 as compared to last year due to procurement of a new student ID card machine at a cost of \$7,523. The above increase in expenses are primarily offset by the decrease in program expenses of \$6,376 due to fewer ASB organized events this period as compared to prior year.

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SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

## **Budget Tables**

**Page 29 – SMCCCD Funds Chart**

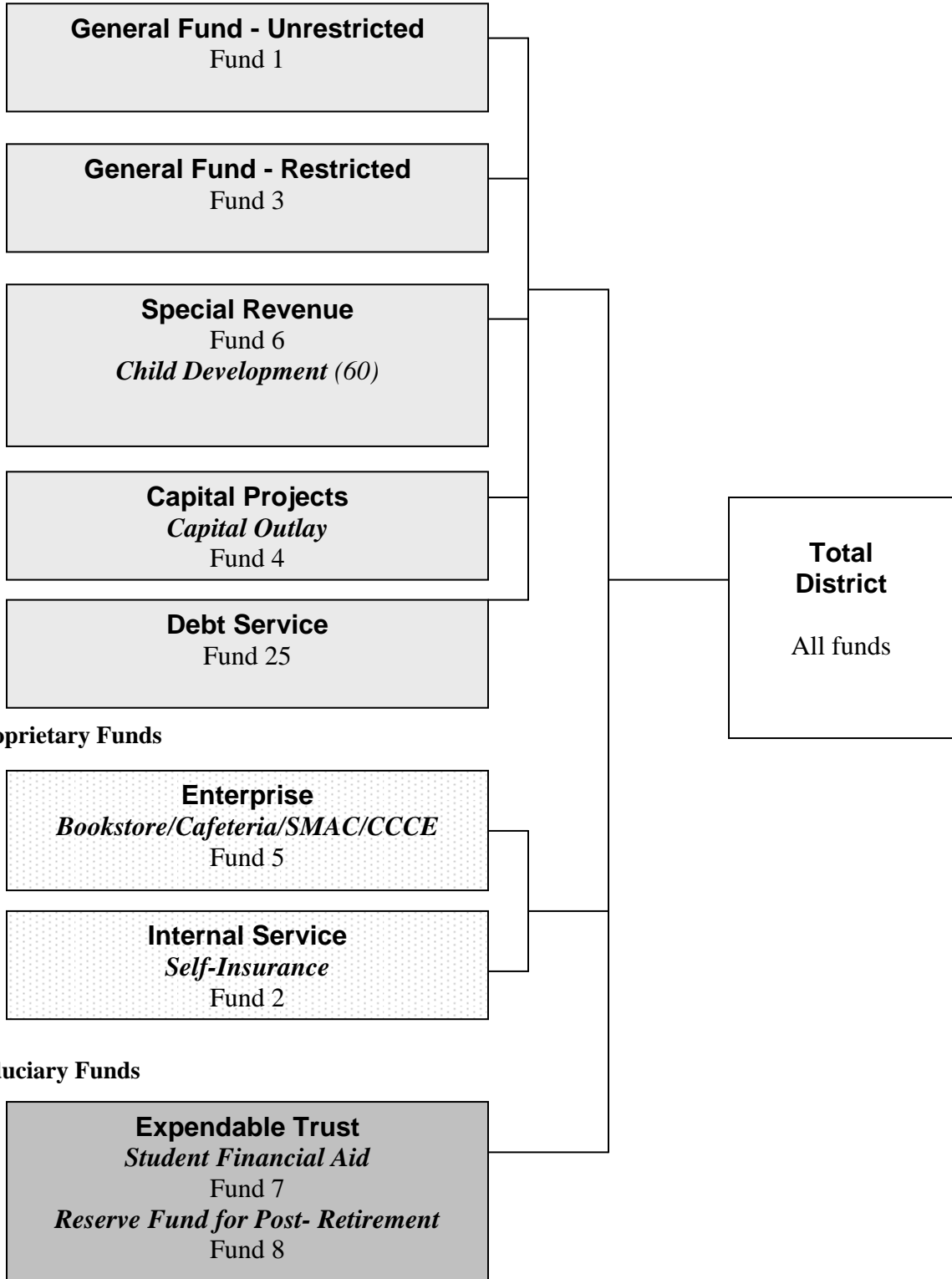
**Page 30– 2017-18 Adoption Budget**

**Page 32– 2017-18 Second Quarter Actuals**

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# San Mateo County Community College District Funds

## Governmental Funds



**San Mateo County Community College District  
2017-2018  
Final Budget - All Funds**



Governmental Funds					Proprietary
Total General Fund		Special Revenue	Capital Projects	Debt Service	Enterprise Fund
Unrestricted	Restricted	Child Development	Capital Outlay	Debt Service	CCC Education

**Revenue**

1	Federal Revenue	0	13,157,978	54,000	0	400	0
2	State Revenue	9,927,904	23,144,892	121,600	1,686,174	0	0
3	Local Revenue	167,402,914	10,290,525	574,396	1,098,000	54,421,500	1,400,000
4	<b>Total Revenue</b>	<b>177,330,818</b>	<b>46,593,395</b>	<b>749,996</b>	<b>2,784,174</b>	<b>54,421,900</b>	<b>1,400,000</b>

**Expenses**

5	Cost of Sales	0	0	0	0	0	0
6	Certificated Salaries	71,177,060	6,871,132	216,052	0	0	0
7	Classified Salaries	38,719,695	14,810,949	644,427	3,550,000	0	600,000
8	Employee Benefits	41,477,136	8,481,937	329,310	1,495,000	0	220,000
9	Materials & Supplies	7,777,026	2,888,089	76,158	5,313,327	0	26,000
10	Operating Expenses	23,857,604	14,506,991	3,750	14,879,977	0	545,000
11	Capital Outlay	385,042	625,941	0	73,058,248	0	0
12	<b>Total Expenses</b>	<b>183,393,563</b>	<b>48,185,039</b>	<b>1,269,697</b>	<b>98,296,552</b>	<b>0</b>	<b>1,391,000</b>

**Transfers & Other**

13	Transfers In	0	3,132,586	519,701	0	0	0
14	Other Sources	0	0	0	0	0	0
15	Transfers out	(4,683,407)	0	0	(372,259)	0	0
16	Contingency/Deficit	(83,627)	0	0	0	0	0
17	Other Out Go	0	(1,795,706)	0	0	(54,369,200)	0
18	<b>Total Transfers/Other</b>	<b>(4,767,034)</b>	<b>1,336,880</b>	<b>519,701</b>	<b>(372,259)</b>	<b>(54,369,200)</b>	<b>0</b>

**Fund Balance**

19	Net Change in Fund Balance	(10,829,780)	(254,764)	0	(95,884,637)	52,700	9,000
20	Beginning Balance, July 1	33,882,785	13,676,520	0	209,642,303	53,012,421	531,524
21	Adjustments to Beginning Balance	0	0	0	0	0	0
22	<b>Net Fund Balance, 6/30</b>	<b>23,053,006</b>	<b>13,421,756</b>	<b>0</b>	<b>113,757,667</b>	<b>53,065,121</b>	<b>540,524</b>

\*\*Note: Minor differences in dollar amounts due to rounding



**San Matlo County Community Colligl District  
2017-2018  
Final Budget - All Funds**

Proprietary Funds				Fiduciary Funds			Total District All Funds	
Enterprise Funds		Internal Service		Expendable Trusts				
Bookstore	Cafeteria	San Mateo Athletic Club	Self- Insurance	Trust Fund (Student Aid)	Retirement Reserve			
0	0	0	0	15,757,178	0	28,969,556	1	
0	0	0	0	1,185,000	0	36,065,570	2	
7,800,000	410,000	5,050,000	0	1,000,000	32,000	249,479,335	3	
<b>7,800,000</b>	<b>410,000</b>	<b>5,050,000</b>	<b>0</b>	<b>17,942,178</b>	<b>32,000</b>	<b>314,514,461</b>	<b>4</b>	
4,325,000	0	0	0	0	0	4,325,000	5	
0	0	0	0	0	0	78,264,244	6	
1,960,000	69,000	260,000	43,209	0	0	60,657,279	7	
640,000	15,000	80,000	19,552	0	0	52,757,935	8	
30,000	75,000	0	5,000	0	0	16,190,600	9	
738,000	130,000	3,600,000	1,498,569	0	6,000	59,765,891	10	
0	0	0	0	0	0	74,069,231	11	
<b>7,693,000</b>	<b>289,000</b>	<b>3,940,000</b>	<b>1,566,330</b>	<b>0</b>	<b>6,000</b>	<b>346,030,182</b>	<b>12</b>	
0	0	0	1,403,379	0	0	5,055,666	13	
0	0	165,000	904,210	0	4,200,000	5,269,210	14	
0	0	0	0	0	0	(5,055,666)	15	
0	0	0	0	0	0	(83,627)	16	
0	0	(208,000)	0	(17,942,178)	(12,200,000)	(86,515,084)	17	
<b>0</b>	<b>0</b>	<b>(43,000)</b>	<b>2,307,589</b>	<b>(17,942,178)</b>	<b>(8,000,000)</b>	<b>(81,329,502)</b>	<b>18</b>	
107,000	121,000	1,067,000	741,259	0	(7,974,000)	(112,845,222)	19	
8,024,627	642,470	3,163,713	7,635,134	81,380	16,672,716	346,965,594	20	
0	0	0	0	0	0	0	21	
<b>8,131,627</b>	<b>763,470</b>	<b>4,230,713</b>	<b>8,376,393</b>	<b>81,380</b>	<b>8,698,716</b>	<b>234,120,372</b>	<b>22</b>	



**San Mateo County Community College District**  
**2017-2018**  
**Second Quarter Actuals - All Funds**

Governmental Funds					Proprietary Enterprise Fund
Total General Fund		Special Revenue	Capital Projects	Debt Service	
Unrestricted	Restricted	Child Development	Capital Outlay	Debt Service	

<b>Revenue</b>						
1	Federal Revenue	0	3,326,630	21,941	0	0
2	State Revenue	2,987,263	8,687,962	75,983	511,668	30,340
3	Local Revenue	89,267,753	4,015,398	258,864	658,573	26,599,119
4	<b>Total Revenue</b>	<b>92,255,016</b>	<b>16,029,990</b>	<b>356,788</b>	<b>1,170,241</b>	<b>26,629,460</b>
<b>Expenses</b>						
5	Cost of Sales	0	0	0	0	0
6	Certificated Salaries	31,362,220	4,228,228	125,077	0	0
7	Classified Salaries	19,394,134	6,085,162	300,641	1,314,689	0
8	Employee Benefits	20,369,357	3,317,099	166,771	510,479	0
9	Materials & Supplies	1,110,817	664,408	35,815	646,686	0
10	Operating Expenses	5,225,027	3,339,433	242	5,316,575	0
11	Capital Outlay	193,681	399,429	0	13,115,434	0
12	<b>Total Expenses</b>	<b>77,655,236</b>	<b>18,033,759</b>	<b>628,547</b>	<b>20,903,863</b>	<b>0</b>
<b>Transfers &amp; Other</b>						
13	Transfers In	29,265	115,668	271,759	0	0
14	Other Sources	0	0	0	480,015	0
15	Transfers out	(115,668)	(660,418)	0	(297,759)	0
16	Contingency	0	0	0	0	0
17	Other Out Go	0	(219,258)	0	0	(48,123,475)
18	<b>Total Transfers/Other</b>	<b>(86,403)</b>	<b>(764,008)</b>	<b>271,759</b>	<b>182,256</b>	<b>(48,123,475)</b>
<b>Fund Balance</b>						
19	Net Change in Fund Balance	14,513,377	(2,767,777)	0	(19,551,366)	(21,494,015)
20	Beginning Balance, July 1	33,882,785	13,676,520	0	209,642,303	53,012,421
21	Adjustments to Beginning Balance	0	0	0	0	0
22	<b>Net Fund Balance, Dec 31</b>	<b>48,396,162</b>	<b>10,908,743</b>	<b>0</b>	<b>190,090,937</b>	<b>31,518,406</b>

*\*\*Note: Minor differences in dollar amounts due to rounding.*

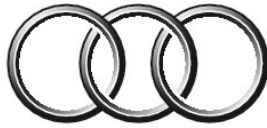
**San Mateo County Community College District**  
**2017-2018**  
**Second Quarter Actuals - All Funds**



	Proprietary Funds				Fiduciary Funds		Total District All Funds		
	Enterprise Funds			Internal Service	Expendable Trusts				
	Bookstore	Cafeteria	Athletic Club	Self- Insurance	Trust Fund (Student Aid)	Retirement Reserve			
<b>Revenue</b>									
1	Federal Revenue	0	0	0	0	7,086,655	0	10,435,227	1
2	State Revenue	0	0	0	0	614,216	0	12,907,432	2
3	Local Revenue	3,416,142	150,697	2,551,747	0	1,031,931	7,443	128,601,638	3
4	<b>Total Revenue</b>	<b>3,416,142</b>	<b>150,697</b>	<b>2,551,747</b>	<b>0</b>	<b>8,732,802</b>	<b>7,443</b>	<b>151,944,296</b>	4
<b>Expenses</b>									
5	Cost of Sales	1,605,013	0	0	0	0	0	1,605,013	5
6	Certificated Salaries	0	0	0	0	0	0	35,715,525	6
7	Classified Salaries	825,580	36,289	143,474	127,846	0	0	28,544,307	7
8	Employee Benefits	254,573	8,775	52,364	67,069	0	0	24,867,304	8
9	Materials & Supplies	6,790	0	0	0	0	0	2,488,323	9
10	Operating Expenses	629,229	33,526	1,795,744	1,662,047	0	7,270	18,431,217	10
11	Capital Outlay	0	0	0	0	0	0	13,708,544	11
12	<b>Total Expenses</b>	<b>3,321,185</b>	<b>78,590</b>	<b>1,991,582</b>	<b>1,856,962</b>	<b>0</b>	<b>7,270</b>	<b>125,360,234</b>	12
<b>Transfers &amp; Other</b>									
13	Transfers In	0	0	0	0	657,153	0	1,073,845	13
14	Other Sources	0	0	135,121	467,927	0	2,260,812	3,343,875	14
15	Transfers out	0	0	0	0	0	0	(1,073,845)	15
16	Contingency	0	0	0	0	0	0	0	16
17	Other Out Go	0	0	(93,515)	0	(9,086,081)	0	(57,522,329)	17
18	<b>Total Transfers/Other</b>	<b>0</b>	<b>0</b>	<b>41,606</b>	<b>467,927</b>	<b>(8,428,928)</b>	<b>2,260,812</b>	<b>(54,178,455)</b>	18
<b>Fund Balance</b>									
19	Net Change in Fund Balance	94,957	72,107	601,771	(1,389,035)	303,874	2,260,984	(27,594,392)	19
20	Beginning Balance, July 1	8,024,627	642,470	3,163,713	7,635,134	81,380	16,672,716	346,965,593	20
21	Adjustments to Beginning Balance	0	0	0	0	0	0	0	21
22	<b>Net Fund Balance, Dec 31</b>	<b>8,119,584</b>	<b>714,577</b>	<b>3,765,484</b>	<b>6,246,099</b>	<b>385,254</b>	<b>18,933,700</b>	<b>319,371,201</b>	22

\*\*Note: Minor differences in dollar amounts due to roi

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SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

## **Unrestricted General Fund (Fund 1)**

*The **Unrestricted General Fund** is maintained to account for those monies that are not restricted in their use by external sources. This is one of the largest of the funds and the one we most commonly think of when discussing the budget.*

*The Educational Protection Account (EPA) funds are included as part of Fund 1.*

*In general, there are no external restrictions imposed on the use of these monies; however, the District's Board of Trustees may designate portions of this fund as special allocations or set-asides for specific purposes. An example of resources designated in this manner is the set aside for Professional Development or Staff Development, which provides financing for efforts to enhance staff development skills.*

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Unrestricted General Fund (Fund 1) -Cañada**



	<b>2017-18 Adoption Budget</b>	<b>2017-18 Adjusted Budget</b>	<b>2017-18 Actual To Date</b>	<b>% To Date</b>	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	298,193	298,193	0	0%	2
3 Local Income	5,076,350	5,076,350	3,464,535	68%	3
<b>4 Total Income</b>	<b>\$5,374,543</b>	<b>\$5,374,543</b>	<b>\$3,464,535</b>	<b>64%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$12,586,041	\$13,236,278	\$6,742,841	51%	5
6 Classified Salaries	\$5,771,634	5,774,318	2,835,367	49%	6
7 Employee Benefits	\$6,283,956	6,119,095	3,022,638	49%	7
8 Materials & Supplies	\$217,164	231,732	76,021	33%	8
9 Operating Expenses	\$1,320,259	1,929,943	214,994	11%	9
10 Capital Outlay	\$0	0	(498)	0%	10
<b>11 Total Expenses</b>	<b>\$26,179,054</b>	<b>\$27,291,365</b>	<b>\$12,891,362</b>	<b>47%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	\$0	0	0	0%	13
14 Transfers out	(\$369,424)	(369,424)	0	0%	14
15 Contingency		0	0	0%	15
16 Other Out Go		0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>(\$369,424)</b>	<b>(\$369,424)</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	(\$21,173,935)	(\$22,286,246)	(\$9,426,828)		18
19 Beginning Balance, July 1	0	0	0		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, Dec 31</b>	<b>(\$21,173,935)</b>	<b>(\$22,286,246)</b>	<b>(\$9,426,828)</b>		<b>21</b>

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Unrestricted General Fund (Fund 1) -CSM**



	2017-18 Adoption Budget	2017-18 Adjusted Budget	2017-18 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	487,333	495,728	0	0%	2
3 Local Income	12,540,901	12,540,901	9,973,229	80%	3
<b>4 Total Income</b>	<b>\$13,028,234</b>	<b>\$13,036,629</b>	<b>\$9,973,229</b>	<b>77%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$22,346,455	\$22,309,976	\$11,954,216	54%	5
6 Classified Salaries	\$8,372,844	8,765,102	4,113,366	47%	6
7 Employee Benefits	\$9,004,490	9,989,734	4,915,503	49%	7
8 Materials & Supplies	\$942,813	1,000,674	123,747	12%	8
9 Operating Expenses	\$5,914,180	5,520,485	(56,841)	-1%	9
10 Capital Outlay	\$20,000	40,995	68,953	168%	10
<b>11 Total Expenses</b>	<b>\$46,600,782</b>	<b>\$47,626,967</b>	<b>\$21,118,944</b>	<b>44%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$3,265	0%	12
13 Other Sources	\$0	0	0	0%	13
14 Transfers out	(\$219,491)	(219,491)	0	0%	14
15 Contingency		0	0	0%	15
16 Other Out Go		0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>(\$219,491)</b>	<b>(\$219,491)</b>	<b>\$3,265</b>	<b>-1%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	(\$33,792,039)	(\$34,809,829)	(\$11,142,449)		18
19 Beginning Balance, July 1	0	0	0		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, Dec 31</b>	<b>(\$33,792,039)</b>	<b>(\$34,809,829)</b>	<b>(\$11,142,449)</b>		<b>21</b>

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Unrestricted General Fund (Fund 1) - Skyline**



	2017-18 Adoption Budget	2017-18 Adjusted Budget	2017-18 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	498,046	498,046	0	0%	2
3 Local Income	7,415,526	7,484,998	5,908,220	79%	3
<b>4 Total Income</b>	<b>\$7,913,572</b>	<b>\$7,983,044</b>	<b>\$5,908,220</b>	<b>74%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$21,888,898	\$22,604,336	\$12,104,147	54%	5
6 Classified Salaries	\$7,998,347	8,351,587	4,381,773	52%	6
7 Employee Benefits	\$9,773,728	10,012,931	5,033,498	50%	7
8 Materials & Supplies	\$1,368,217	1,470,667	313,075	21%	8
9 Operating Expenses	\$2,854,735	3,153,394	393,223	12%	9
10 Capital Outlay	\$38,776	103,523	10,580	10%	10
<b>11 Total Expenses</b>	<b>\$43,922,700</b>	<b>\$45,696,437</b>	<b>\$22,236,296</b>	<b>49%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$26,000	\$26,000	0%	12
13 Other Sources	\$0	0	0	0%	13
14 Transfers out	(\$793,304)	(908,972)	(115,668)	13%	14
15 Contingency	(83,627)	(83,627)	0	0%	15
16 Other Out Go		0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>(\$876,932)</b>	<b>(\$966,600)</b>	<b>(\$89,668)</b>	<b>9%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	(\$36,886,060)	(\$38,679,993)	(\$16,417,744)		18
19 Beginning Balance, July 1	0	0	0		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, Dec 31</b>	<b>(\$36,886,060)</b>	<b>(\$38,679,993)</b>	<b>(\$16,417,744)</b>		<b>21</b>



**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Unrestricted General Fund (Fund 1) -District Office**



	<b>2017-18 Adoption Budget</b>	<b>2017-18 Adjusted Budget</b>	<b>2017-18 Actual To Date</b>	<b>% To Date</b>		
<b>Income</b>						
1	Federal Income	\$0	\$0	\$0	0%	1
2	State Income	343,247	478,247	0	0%	2
3	Local Income	63	0	48,167	0%	3
4	<b>Total Income</b>	<b>\$343,310</b>	<b>\$343,310</b>	<b>\$48,167</b>	<b>14%</b>	4
<b>Expenses</b>						
5	Certificated Salaries	\$1,134,522	\$1,134,522	\$456,440	40%	5
6	Classified Salaries	\$15,866,488	15,873,800	7,755,365	49%	6
7	Employee Benefits	\$7,785,142	7,779,393	3,574,095	46%	7
8	Materials & Supplies	\$1,513,375	1,987,657	562,210	28%	8
9	Operating Expenses	\$3,425,321	3,993,314	979,353	25%	9
10	Capital Outlay	\$230,900	84,340	51,934	62%	10
11	<b>Total Expenses</b>	<b>\$29,955,747</b>	<b>\$30,853,027</b>	<b>\$13,379,397</b>	<b>43%</b>	11
<b>Transfers &amp; Other</b>						
12	Transfers In	\$0	\$0	\$0	0%	12
13	Other Sources	\$0	0	0	0%	13
14	Transfers out	\$0	0	0	0%	14
15	Contingency		0	0	0%	15
16	Other Out Go		0	0	0%	16
17	<b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>						
18	Net Change in Fund Balance	(\$29,612,437)	(\$30,509,717)	(\$13,331,230)		18
19	Beginning Balance, July 1	0	0	0		19
20	Adjustments to Beginning Balance	0	0	0		20
21	<b>Net Fund Balance, Dec 31</b>	<b>(\$29,612,437)</b>	<b>(\$30,509,717)</b>	<b>(\$13,331,230)</b>		21

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Unrestricted General Fund (Fund 1) -Central Services**



SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT

	2017-18 Adoption Budget	2017-18 Adjusted Budget	2017-18 Actual To Date	% To Date		
<b>Income</b>						
1	Federal Income	\$0	\$0	\$0	0%	1
2	State Income	8,301,085	7,822,838	2,987,263	38%	2
3	Local Income	142,370,074	142,725,185	69,873,602	49%	3
4	<b>Total Income</b>	<b>\$150,671,159</b>	150,548,023	<b>\$72,860,865</b>	<b>48%</b>	4
<b>Expenses</b>						
5	Certificated Salaries	\$13,221,144	\$11,492,121	\$104,576	1%	5
6	Classified Salaries	710,382	675,740	308,263	46%	6
7	Employee Benefits	8,629,821	8,139,918	3,823,623	47%	7
8	Materials & Supplies	3,735,458	1,425,414	35,764	3%	8
9	Operating Expenses	10,343,110	10,152,523	3,694,298	36%	9
10	Capital Outlay	95,366	40,053	62,713	157%	10
11	<b>Total Expenses</b>	<b>\$36,735,281</b>	<b>\$31,925,768</b>	<b>\$8,029,237</b>	<b>25%</b>	11
<b>Transfers &amp; Other</b>						
12	Transfers In	\$0	\$0	\$0	0%	12
13	Other Sources	0	0	0	0%	13
14	Transfers out	(3,301,188)	(3,301,188)	0	0%	14
15	Contingency		0	0	0%	15
16	Other Out Go		0	0	0%	16
17	<b>Total Transfers/Other</b>	<b>(\$3,301,188)</b>	<b>(\$3,301,188)</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>						
18	Net Change in Fund Balance	\$110,634,691	\$115,321,068	\$64,831,628		18
19	Beginning Balance, July 1	0	0	0		19
20	Adjustments to Beginning Balance	0	0	0		20
21	<b>Net Fund Balance, Dec 31</b>	<b>\$110,634,691</b>	<b>\$115,321,068</b>	<b>\$64,831,628</b>		21

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Unrestricted General Fund (Fund 1) - Total District**



SAN MATEO COUNTY  
**COMMUNITY**  
 COLLEGE DISTRICT

	2017-18 Adoption Budget	2017-18 Adjusted Budget	2017-18 Actual To Date	% To Date	
<b>Revenue</b>					
1 Federal Revenue	\$0	\$0	\$0	0%	1
2 State Revenue	9,927,904	9,593,052	2,987,263	31%	2
3 Local Revenue	167,402,914	167,827,434	89,267,753	53%	3
4 <b>Total Revenue</b>	<b>\$177,330,818</b>	<b>\$177,420,486</b>	<b>\$92,255,016</b>	<b>52%</b>	4
<b>Expenses</b>					
5 Certificated Salaries	\$71,177,060	\$70,777,233	\$31,362,220	44%	5
6 Classified Salaries	38,719,695	39,440,546	19,394,134	49%	6
7 Employee Benefits	41,477,136	42,041,070	20,369,357	48%	7
8 Materials & Supplies	7,777,026	6,116,144	1,110,817	18%	8
9 Operating Expenses	23,857,604	24,749,659	5,225,027	21%	9
10 Capital Outlay	385,042	268,911	193,681	72%	10
11 <b>Total Expenses</b>	<b>\$183,393,563</b>	<b>\$183,393,564</b>	<b>\$77,655,236</b>	<b>42%</b>	11
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$26,000	\$29,265	113%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	(4,683,407)	(4,799,075)	(115,668)	2%	14
15 Contingency	(83,627)	(83,627)	0	0%	15
16 Other Out Go	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>(\$4,767,034)</b>	<b>(\$4,856,702)</b>	<b>(\$86,403)</b>	<b>2%</b>	17
<b>Fund Balance</b>					
18 Net Change in Fund Balance	(\$10,829,780)	(\$10,829,780)	\$14,513,377		18
19 Beginning Balance, July 1	33,882,785	33,882,785	33,882,785		19
Adjustments to Beginning					
20 Balance	0	0	0		20
21 <b>Net Fund Balance, Dec 31</b>	<b>\$23,053,005</b>	<b>\$23,053,005</b>	<b>\$48,396,162</b>		21

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Unrestricted General Fund (Fund 11002) -Cañada**  
**Education Protection Account (EPA)**



	2017-18 Adoption Budget	2017-18 Adjusted Budget	2017-18 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	298,193	298,193	0	0%	2
3 Local Income	0	0	0	0%	3
<b>4 Total Income</b>	<b>\$298,193</b>	<b>\$298,193</b>	<b>\$0</b>	<b>0%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$225,117	\$225,117	\$114,904	51%	5
6 Classified Salaries	0	0	0	0%	6
7 Employee Benefits	73,076	73,076	42,042	58%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	0	0	0	0%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$298,193</b>	<b>\$298,193</b>	<b>\$156,946</b>	<b>53%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$0	\$0	(\$156,946)		18
19 Beginning Balance, July 1	0	0	0		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$156,946)</b>		<b>21</b>

**San Mateo County Community College District  
2017-18 Mid Year Report  
Unrestricted General Fund (Fund 11002) -CSM  
Education Protection Account (EPA)**



	2017-18 Adoption Budget	2017-18 Adjusted Budget	2017-18 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	487,333	487,333	0	0%	2
3 Local Income	0	0	0	0%	3
<b>4 Total Income</b>	<b>\$487,333</b>	<b>\$487,333</b>	<b>\$0</b>	<b>0%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$316,237	\$316,237	\$166,559	53%	5
6 Classified Salaries	0	0	0	0%	6
7 Employee Benefits	115,427	115,427	60,980	53%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	55,669	55,669	0	0%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$487,333</b>	<b>\$487,333</b>	<b>\$227,539</b>	<b>47%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	(\$0)	(\$0)	(\$227,539)		18
19 Beginning Balance, July 1	0	0	0		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>(\$0)</b>	<b>(\$0)</b>	<b>(\$227,539)</b>		<b>21</b>

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Unrestricted General Fund (Fund 11002) - Skyline**  
**Education Protection Account (EPA)**



	2017-18 Adoption Budget	2017-18 Adjusted Budget	2017-18 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	498,046	498,046	0	0%	2
3 Local Income	0	0	0	0%	3
<b>4 Total Income</b>	<b>\$498,046</b>	<b>\$498,046</b>	<b>\$0</b>	<b>0%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$376,467	\$376,467	\$364,780	97%	5
6 Classified Salaries	0	0	0	0%	6
7 Employee Benefits	121,579	121,579	133,266	110%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	0	0	0	0%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$498,046</b>	<b>\$498,046</b>	<b>\$498,046</b>	<b>100%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$0	\$0	(\$498,046)		18
19 Beginning Balance, July 1	0	0	0		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$498,046)</b>		<b>21</b>

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Unrestricted General Fund (Fund 11002) -District Office/Central Services**  
**Education Protection Account (EPA)**



	2017-18 Adoption Budget	2017-18 Adjusted Budget	2017-18 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	343,247	343,247	933,000	272%	2
3 Local Income	0	0	0	0%	3
<b>4 Total Income</b>	<b>\$343,247</b>	<b>\$343,247</b>	<b>\$933,000</b>	<b>272%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$0	\$0	\$0	0%	5
6 Classified Salaries	234,143	234,143	66,786	29%	6
7 Employee Benefits	109,104	109,104	35,433	32%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	0	0	0	0%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$343,247</b>	<b>\$343,247</b>	<b>\$102,220</b>	<b>30%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$0	\$0	\$830,780		18
19 Beginning Balance, July 1	0	0	0		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$0</b>	<b>\$0</b>	<b>\$830,780</b>		<b>21</b>

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Unrestricted General Fund (Fund 11002) - Total District**  
**Education Protection Account (EPA)**



	2017-18 Adoption Budget	2017-18 Adjusted Budget	2017-18 Actual To Date	% To Date	
<b>Revenue</b>					
1 Federal Revenue	\$0	\$0	\$0	0%	1
2 State Revenue	1,626,819	1,626,819	933,000	57%	2
3 Local Revenue	0	0	0	0%	3
<b>4 Total Revenue</b>	<b>\$1,626,819</b>	<b>\$1,626,819</b>	<b>\$933,000</b>	<b>57%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$917,821	\$917,821	\$646,242	70%	5
6 Classified Salaries	234,143	234,143	66,786	29%	6
7 Employee Benefits	419,186	419,186	271,722	65%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	55,669	55,669	0	0%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$1,626,819</b>	<b>\$1,626,819</b>	<b>\$984,751</b>	<b>61%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$0	\$0	(\$51,751)		18
19 Beginning Balance, July 1	0	0	0		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$51,751)</b>		<b>21</b>





SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

## **Internal Service Fund (Fund 2)**

*This fund is used to account for the financing of tangible goods provided by one department or agency to other departments or agencies on a cost-reimbursement basis. The **Self-Insurance Fund** is the fund designated to account for revenue and expense of the District's self-insurance programs, including both Property and Liability and Workers' Compensation insurance needs.*

*An amount is transferred into this fund each year from the Unrestricted General Fund in anticipation of estimated losses. This is a reserve for current and future losses; it may or may not be depleted during the year.*

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Internal Service - Self-Insurance Fund (Fund 2)**



SAN MATEO COUNTY  
**COMMUNITY**  
 COLLEGE DISTRICT

	<b>2017-18 Adoption Budget</b>	<b>2017-18 Adjusted Budget</b>	<b>2017-18 Actual To Date</b>	<b>% To Date</b>		
<b>Revenue</b>						
1	Federal Revenue	\$0	\$0	\$0	0%	1
2	State Revenue	0	0	0	0%	2
3	Local Revenue	0	0	0	0%	3
4	<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	4
<b>Expenses</b>						
5	Certificated Salaries	\$0	\$0	\$0	0%	5
6	Classified Salaries	43,209	43,209	127,846	296%	6
7	Employee Benefits	19,552	19,552	67,069	343%	7
8	Materials & Supplies	5,000	5,000	0	0%	8
9	Operating Expenses	1,498,569	1,498,569	1,662,047	111%	9
10	Capital Outlay	0	0	0	0%	10
11	<b>Total Expenses</b>	<b>\$1,566,330</b>	<b>\$1,566,330</b>	<b>\$1,856,962</b>	<b>119%</b>	11
<b>Transfers &amp; Other</b>						
12	Transfers In	\$1,403,379	\$1,403,379	0	0%	12
13	Other Sources	\$904,210	904,210	467,927	52%	13
14	Transfers out	0	0	0	0%	14
15	Contingency	0	0	0	0%	15
16	Other Out Go	0	0	0	0%	16
17	<b>Total Transfers/Other</b>	<b>\$2,307,589</b>	<b>\$2,307,589</b>	<b>\$467,927</b>	<b>20%</b>	17
<b>Fund Balance</b>						
18	Net Change in Fund Balance	\$741,259	\$741,259	(\$1,389,035)		18
19	Beginning Balance, July 1	7,635,134	7,635,134	7,635,134		19
20	Adjustments to Beginning Balance	0	0	0		20
21	<b>Net Fund Balance, Dec 31</b>	<b>\$8,376,393</b>	<b>\$8,376,393</b>	<b>\$6,246,099</b>		21



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

## **Debt Service Fund (Fund 25)**

*The Debt Services Fund is used to account for the accumulation of resources for, and the payment of general long-term debt.*

*The fund which is used to record transactions related to the receipt and expenditure of the general obligation bond is called the **Bond Interest Redemption Fund**.*

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Debt Service Fund (Fund 25)**



	2017-18 Adoption Budget	2017-18 Adjusted Budget	2017-18 Actual To Date	% To Date	
<b>Revenue</b>					
1 Federal Revenue	\$400	\$400	\$0	0%	1
2 State Revenue	0	0	30,340	0%	2
3 Local Revenue	54,421,500	54,421,500	26,599,119	49%	3
<b>4 Total Revenue</b>	<b>\$54,421,900</b>	<b>\$54,421,900</b>	<b>\$26,629,460</b>	<b>49%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0%	6
7 Employee Benefits	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	0	0	0	0%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	0	0%	12
13 Other Sources	\$0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	(54,369,200)	(54,369,200)	(48,123,475)	89%	16
<b>17 Total Transfers/Other</b>	<b>(\$54,369,200)</b>	<b>(\$54,369,200)</b>	<b>(\$48,123,475)</b>	<b>89%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$52,700	\$52,700	(\$21,494,015)		18
19 Beginning Balance, July 1	53,012,421	53,012,421	53,012,421		19
20 Adjustments to Beginning Balance	0	0	0		20
<b>21 Net Fund Balance, June 30</b>	<b>\$53,065,121</b>	<b>\$53,065,121</b>	<b>\$31,518,406</b>		<b>21</b>



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

## **Restricted General Fund (Fund 3)**

*The **Restricted General Fund** is maintained to account for those monies that are restricted in their use by law, regulations, donors, or other outside Federal, State, and Local agencies.*

*Examples of restricted sources of monies include Extended Opportunity Programs and Services (EOPS), Matriculation, Disabled Students Programs & Services (DSPS), State Instructional Equipment, Federal Work-Study Program, KCSM grants and donations, Parking (includes parking permit and parking citation revenue), and Health Services.*

*A complete list of these specially funded programs showing project budgets which may not coincide with the fiscal year budget are detailed on the following pages.*

## San Mateo County Community College District

## 2017-18 FUND 3 BUDGET REVENUE ADJUSTMENTS - SPECIALLY FUNDED PROGRAMS

July 1, 2017 - December 31, 2017

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
30038	Child Dev Consrtm Fed/St Yosemite	Federal		8,750	12,500		21,250
30057	Workability III CA Rehab	Federal			(149,214)		(149,214)
30125	CDFA Biocontrol of Olive Fruit Fly	Federal		5,508			5,508
30137	SBDC-HSUSPF	Federal	5,778				5,778
30143	TRIO Upward Bound	Federal		6,759			6,759
30144	NOVA/CCE WIOA Slingshot Grant	Federal				87,724	87,724
31002	Disabled Students Programs and Services	State	23,533	41,382	50,742		115,657
31003	Extended Opportunity Program	State	9,440	60,089	8,308		77,837
31004	Care/EOP	State	518	4,926	4,960		10,404
31012	Foster Parent Training Recr	State		(3,195)			(3,195)
31031	CalWORKs	State	7,196	8,145	7,276		22,617
31033	TANF	Federal	1,435	1,545	1,444		4,424
31142	Student Equity Program	State	14,342	10,218	19,107		43,667
31177	SBDC-HSUSPF GO-Biz	State	17,000				17,000
31181	Chabot-LP CCD IDRC Skyline Auto	State			8,000		8,000
31191	Basic Skills 17-18 appropriation	State	99,761	24,704	136,384		260,849
31197	Community College Completion Grant	State	84,000	34,500	138,000		256,500
31198	Emergency Aid for Dreamer Students	State	31,736	47,026	31,736		110,498
31199	Hunger Free Campus Support CCCCCO	State	14,420	8,534	16,103		39,057
31202	Ohlone CCD DSN Biotech	State			9,500		9,500
32047	UC Regents-Puente Project-Skyline	Local			3,000		3,000
32063	Preschool for All - SMCOE - First 5	Local		(5,000)	5,000		-
32081	SMCGS Grant - Canada Coll Library	Local		2,043			2,043
32083	United Way of the BA-SparkPoint	Local			93,000		93,000
32097	VITA - United Way of the Bay Area	Local	10,000		4,000		14,000
32099	The Grove Fdtn. - SKY CTE Scholars	Local			125,000		125,000
32106	United Way of the BA-SparkPoint	Local		35,000			35,000
35001	Miscellaneous Donations	Local	34		1,213		1,247
<b>Total 2017-2018 Fund 3 Budget Revenue Adjustments</b>			<b>319,193</b>	<b>290,934</b>	<b>526,059</b>	<b>87,724</b>	<b>1,223,910</b>

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
***Restricted General Fund (Fund 3) - Total District***



	<b>2017-18 Adoption Budget</b>	<b>2017-18 Adjusted Budget</b>	<b>2017-18 Actual To Date</b>	<b>% To Date</b>	
<b>Revenue</b>					
1 Federal Revenue	\$13,157,978	\$13,140,207	\$3,326,630	25%	1
2 State Revenue	23,144,892	24,113,283	8,687,962	36%	2
3 Local Revenue	10,290,525	10,448,147	4,015,398	38%	3
<b>4 Total Revenue</b>	<b>\$46,593,395</b>	<b>\$47,701,637</b>	<b>\$16,029,990</b>	<b>34%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$6,871,132	\$7,456,492	\$4,228,228	57%	5
6 Classified Salaries	14,810,949	14,641,068	6,085,162	42%	6
7 Employee Benefits	8,481,937	8,436,505	3,317,099	39%	7
8 Materials & Supplies	2,888,089	3,098,618	664,408	21%	8
9 Operating Expenses	14,506,991	13,921,963	3,339,433	24%	9
10 Capital Outlay	625,941	1,129,461	399,429	35%	10
<b>11 Total Expenses</b>	<b>\$48,185,039</b>	<b>\$48,684,107</b>	<b>\$18,033,759</b>	<b>37%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$3,132,586	\$3,248,254	\$115,668	4%	12
13 Other Sources	\$0	0	0	0%	13
14 Transfers out	0	(660,418)	(660,418)	100%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	(1,795,706)	(1,860,130)	(219,258)	12%	16
<b>17 Total Transfers/Other</b>	<b>\$1,336,880</b>	<b>\$727,706</b>	<b>(\$764,008)</b>	<b>-105%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	(\$254,764)	(\$254,764)	(\$2,767,777)		18
19 Beginning Balance, July 1	13,676,520	13,676,520	13,676,520		19
20 Adjustments to Beginning Balance	0	0	0		20
<b>21 Net Fund Balance, Dec 31</b>	<b>\$13,421,756</b>	<b>\$13,421,756</b>	<b>\$10,908,743</b>		<b>21</b>

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SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

## **Capital Projects Fund (Fund 4)**

*The District's Capital Outlay Fund is used to account for construction and acquisition of major capital improvements. Included are the acquisition or construction of all major fixed assets. In addition, site improvements, buildings, and equipment purchased as part of a large facility project are included.*

*The Revenue Bond Construction Fund, which is included as a sub-account of the Capital Projects Fund, has been established for the deposit of proceeds from the sale of revenue bonds. The deposits are used to meet the costs of property acquisition, facilities planning, inspections, surveys, new construction, modernization, and new equipment.*

2017-2018 Capital Projects Financial Summary  
Budget Expenditures as of December 31, 2017

LOCATION	PROJECT NAME	FUND NUMBER	ORIGINAL BUDGET	2016-17 BUDGET	EXPENDITURE YTD *	ENCUMBRANCE	AVAILABLE BALANCE *
CANADA	General Capital Fund	40008	40008 Total	0.00	0.00	0.00	15,170.00
CAÑADA	CAN Vista Housing Repairs	40301	40301 Total	0.00	5,000,000.00	103,678.47	918,654.01
CAÑADA	CAN B9 Exterior Envelope Repairs	40302	40302 Total	0.00	7,000,000.00	884,777.46	849,341.79
CAÑADA	CAN Housing Maintenance Reserve	40303	40303 Total	0.00	1,461,284.23	751,784.05	450,032.67
CAÑADA	CAN Walkway Lighting	41322	41322 Total	0.00	583.92	0.00	583.92
CAÑADA	CAN FY1516 SMSR Projects	43340	43340 Total	0.00	0.00	0.00	0.00
CAÑADA	CAN FY1617 SMSR Projects	43341	43341 Total	0.00	383,108.00	10,133.50	0.00
CAÑADA	CAN Instructional Equipment	43383	43383 Total	0.00	2,322,956.14	10,088.02	5,080.82
CAÑADA	CAN Solar Photovoltaic System	44345	44345 Total	0.00	20,857.40	20,857.40	0.00
CAÑADA	CAN Bldg 1 Kinesiology and Wellness	44347	44347 Total	0.00	24,300,000.00	40,196.00	23,549,237.99
CAÑADA	CAN Bldg 1 Kinesiology and Wellness	45309	45309 Total	0.00	57,511,692.61	4,650,152.50	39,063,443.93
CAÑADA	CAN B23N Math/Science/Tech	45310	45310 Total	0.00	53,235,075.57	4,333,384.03	37,120,902.05
CAÑADA	CAN Emergency Building Repairs	45311	45311 Total	0.00	762,246.93	55,877.00	33,172.92
CAÑADA	CAN Technology and Equipment	45312	45312 Total	0.00	948,461.64	94,948.74	132,458.79
CAÑADA	CAN Access Compliance Corrective Items	45313	45313 Total	0.00	374,367.07	287,311.69	110,434.27
CAÑADA	CAN Bldg 9 Exterior Envelope Leak Repair	45314	45314 Total	0.00	357,971.92	(387,169.08)	26,443.50
CAÑADA	CAN Central Plant Upgrade	45315	45315 Total	0.00	1,921,020.25	110,605.55	27,845.00
CAÑADA	CAN B13 Envelope Repair	45316	45316 Total	0.00	300,000.00	150,149.82	122,554.00
CAÑADA	CAN Small Projects	45322	45322 Total	0.00	578,803.01	0.00	3,454.00
CAÑADA	CAN Small Projects	47323	47323 Total	0.00	7,885.00	7,885.00	0.00
CSM	CSM Housing Maintenance Reserve	40403	40403 Total	0.00	1,103,620.86	0.00	1,250.00
CSM	CSM Exterior Walkway Lighting	41421	41421 Total	0.00	684.00	0.00	684.00
CSM	CSM Solar and Energy Storage	41423	41423 Total	0.00	640,020.00	0.00	640,020.00
CSM	CSM Equipment Recycling	42404	42404 Total	0.00	84,976.84	0.00	28,465.42
CSM	CSM Instructional Equipment	43483	43483 Total	0.00	2,269,421.71	16,205.27	0.00
CSM	CSM Solar and Energy Storage	43487	43487 Total	0.00	2,361,859.24	1,801.95	0.00
CSM	CSM FY1617 SMSR Projects	43489	43489 Total	0.00	2,437,792.00	0.00	0.00
CSM	Ergonomic office furniture (completion)	44435	44435 Total	0.00	5,297.45	738.89	4,558.56
CSM	Haz. Mat. clean-up/disposal	44438	44438 Total	0.00	8,962.24	0.00	8,962.24
CSM	CSM Claims Contingency	44457	44457 Total	0.00	2,851,314.53	318,016.01	87,783.99
CSM	CSM Beach Volleyball	44458	44458 Total	0.00	0.00	7,100.00	91,400.00
CSM	CSM Solar and Energy Storage	45406	45406 Total	0.00	0.00	0.00	0.00
CSM	CSM Bldg 3 Modernization	45407	45407 Total	0.00	14,189,584.56	88,025.33	454,102.33
CSM	CSM B17 Student Life/Learning Comm	45408	45408 Total	0.00	3,241,233.62	68,148.28	293,104.18
CSM	CSM B19 Center for Emerging Tech.	45409	45409 Total	0.00	2,705,176.34	0.00	44,503.00
CSM	CSM Emergency Building Repairs	45411	45411 Total	0.00	740,087.93	112,223.44	95,045.71
CSM	CSM Technology and Equipment	45412	45412 Total	0.00	1,007,613.75	70,573.77	99,337.29
CSM	CSM Marie Curie Pkg Lot Renovation	45413	45413 Total	0.00	0.00	0.00	0.00
CSM	CSM Water Supply System Upgrade	45415	45415 Total	0.00	77,304.18	2,300.00	21,600.00
CSM	CSM Asphalt Repairs Project	45416	45416 Total	0.00	1,082,611.23	28,982.51	3,039.15
CSM	CSM Small Projects	45422	45422 Total	0.00	566,337.03	24,530.65	47,236.40
CSM	CSM North Gateway	47408	47408 Total	0.00	46,623.36	17,683.54	9,705.43
CSM	CSM Small Projects	47423	47423 Total	0.00	27,307.00	27,307.00	0.00
CSM	CSM Emergency Building Repairs	47424	47424 Total	0.00	0.00	0.00	0.00
CSM	CSM Bldg 6 Aquatic System Pool Upgrade	47449	47449 Total	0.00	330,947.23	327,387.23	3,560.00
CSM	CSM B36 Chemistry Ventilation	47452	47452 Total	0.00	183,000.00	0.00	182,666.00
DISTRICTWIDE	General Capital Projects	40000	40000 Total	0.00	10,901,364.85	0.00	0.00
DISTRICTWIDE	College Contingency	40001	40001 Total	0.00	21,925,978.62	0.00	0.00
DISTRICTWIDE	College One Time Fd Reserve	40006	40006 Total	0.00	4,500,000.00	0.00	0.00
DISTRICTWIDE	Aux Services Use Fee	40007	40007 Total	0.00	96,663.99	0.00	0.00
DISTRICTWIDE	DW Construction Planning Internal Svc Fund	40009	40009 Total	0.00	20,231.25	12,378.71	3,669.29
DISTRICTWIDE	DO Parking Lot Retaining Wall	42005	42005 Total	0.00	447,900.00	0.00	0.00
DISTRICTWIDE	DO Rm 303 Furniture Upgrade	42006	42006 Total	0.00	5,458.33	0.00	0.00
DISTRICTWIDE	DW Athletic Fields Replacement	42103	42103 Total	0.00	767,804.36	27,598.50	5,953.31
DISTRICTWIDE	Redevelopment Program	43001	43001 Total	0.00	1,988,623.47	0.00	0.00
DISTRICTWIDE	Physical Plant Instructional Support FY1718	43004	43004 Total	0.00	478,008.00	0.00	0.00
DISTRICTWIDE	Property Management Study	44001	44001 Total	0.00	55,191.28	0.00	0.00
DISTRICTWIDE	PE Vans Purchase	44003	44003 Total	0.00	348,336.34	11,118.12	11,231.76
DISTRICTWIDE	District Facilities Projects	44102	44102 Total	0.00	1,175,929.71	362,400.19	172,321.06
DISTRICTWIDE	District Funded FCI Contingency	44103	44103 Total	0.00	3,681,019.20	0.00	0.00
DISTRICTWIDE	Energy Efficiency Projects Fund	44108	44108 Total	0.00	3,741,938.28	746.64	15,934.25
DISTRICTWIDE	DW L-T Support/Service/Maintenance	44111	44111 Total	0.00	49,093.89	16,106.66	32,987.23
DISTRICTWIDE	District Staff Relocation/Expansion	44112	44112 Total	0.00	300,000.00	16,480.72	40,170.51
DISTRICTWIDE	DW CIP3 Master	45000	45000 Total	0.00	10,542,175.19	0.00	0.00
DISTRICTWIDE	DW CIP3 Planning	45001	45001 Total	0.00	20,479,374.39	384,643.41	1,418,711.39
DISTRICTWIDE	DW Network Core Switch upgrade	45002	45002 Total	0.00	7,125.00	0.00	7,125.00
DISTRICTWIDE	DW UPS Device(MDF/IDF) Replacement	45003	45003 Total	0.00	351,748.63	5,168.00	98,976.22
DISTRICTWIDE	DW Symetra UPS Device(MPOE) Replace	45004	45004 Total	0.00	152,035.58	3,286.55	105,692.46
DISTRICTWIDE	DW Network Firewall Switch Replacmnt	45005	45005 Total	0.00	740,174.41	103,006.42	16,962.50
DISTRICTWIDE	DW Telephone System Replacement	45006	45006 Total	0.00	1,494,189.19	0.00	0.00
DISTRICTWIDE	DW Wireless Access Point(WAP) Repl	45007	45007 Total	0.00	400,977.51	22,712.00	378,265.51
DISTRICTWIDE	DW Network Switch Upgrade (10 GB)	45008	45008 Total	0.00	440,219.94	208,998.00	6,131.20
DISTRICTWIDE	DW Server Replacement	45009	45009 Total	0.00	1,805,655.63	9,924.34	33,063.97
DISTRICTWIDE	DW Fire Alarm Panels Upgrade	45010	45010 Total	0.00	3,759,099.31	61,844.47	2,899,272.68
DISTRICTWIDE	DW Classroom Security Hardware	45011	45011 Total	0.00	883,321.10	442,213.60	26,350.50
DISTRICTWIDE	DW EV Charging Stations Expansion	45012	45012 Total	0.00	264,539.12	0.00	0.00
DISTRICTWIDE	DW Signage Upgrades	45013	45013 Total	0.00	94,544.63	64,056.46	15,150.00
DISTRICTWIDE	DW Technology Replacement	45019	45019 Total	0.00	1,446,904.18	110,162.59	1,980.00
DISTRICTWIDE	Facilities Excellence (Foundation)	46112	46112 Total	0.00	6,947.28	9,631.82	0.00
DISTRICTWIDE	IVES ITS Project	46113	46113 Total	0.00	5.53	0.00	5.53

\* NOTE: All negative budget and expenditures reflect prior year corrections. Budgets for projects with negative balances will be revised in the next quarter.

**2017-2018 Capital Projects Financial Summary  
Budget Expenditures as of December 31, 2017**

LOCATION	PROJECT NAME	FUND NUMBER		ORIGINAL BUDGET	2016-17 BUDGET	EXPENDITURE YTD *	ENCUMBRANCE	AVAILABLE BALANCE *
DISTRICTWIDE	Bond Construction General	47000	47000 Total	0.00	22,500.00	0.00	0.00	22,500.00
DISTRICTWIDE	DW CIP2 Planning	47001	47001 Total	0.00	25,214.82	4,250.00	2,000.00	18,964.82
DISTRICTWIDE	DW Utility Consumption Measurement	47017	47017 Total	0.00	104,042.33	34,855.25	69,187.08	0.00
DISTRICTWIDE	DW Computer Lab Replacement Project	47019	47019 Total	0.00	588.56	588.56	0.00	0.00
DISTRICTWIDE	DW ESCO Multi Phase Project	47027	47027 Total	0.00	96,436.32	14,850.00	59,878.32	21,708.00
DISTRICTWIDE	District Office Audio/Video Upgrade	47029	47029 Total	0.00	7,951.59	7,951.59	0.00	0.00
SKYLINE	SKY Walkway Lighting	41225	41225 Total	0.00	1,376.00	0.00	1,376.00	0.00
SKYLINE	SKY Bldg 6 Servery	42206	42206 Total	0.00	264,381.35	15,323.88	38,717.70	210,339.77
SKYLINE	SKY Housing	42210	42210 Total	0.00	639,824.68	55,026.52	61,646.52	523,151.64
SKYLINE	SKY Small Projects	42211	42211 Total	0.00	339,167.43	19,718.99	138,855.28	180,593.16
SKYLINE	SKY Instructional Equipment	43283	43283 Total	0.00	739,068.33	126,414.42	23,602.27	589,051.64
SKYLINE	Sky B1 Social Science/Creative Arts	44243	44243 Total	0.00	16,000,000.00	0.00	0.00	16,000,000.00
SKYLINE	SKY Bldg 1 Social Science/Creative Arts	45204	45204 Total	0.00	141,319,211.59	2,179,385.40	102,665,438.52	36,474,387.67
SKYLINE	SKY Bldg 12 Environmental Science	45205	45205 Total	0.00	25,616,189.95	1,784,136.61	23,710,779.58	121,273.76
SKYLINE	SKY Lot L Expansion	45208	45208 Total	0.00	4,071,237.70	2,158,366.44	1,648,787.69	264,083.57
SKYLINE	SKY Bldg 19 and North Campus Improvements	45209	45209 Total	0.00	8,444,541.79	70,497.25	702,380.25	7,671,664.29
SKYLINE	SKY B14 Loma Chica/CDC Renovations	45210	45210 Total	0.00	2,527,817.75	182,327.44	325,986.95	2,019,503.36
SKYLINE	SKY Emergency Building Repairs	45211	45211 Total	0.00	912,102.45	40,629.12	28,078.00	843,395.33
SKYLINE	SKY Technology and Equipment	45212	45212 Total	0.00	1,125,016.40	101,380.36	8,915.66	1,014,720.38
SKYLINE	SKY Small Projects	45222	45222 Total	0.00	556,972.85	0.00	0.00	556,972.85
<b>TOTAL</b>				<b>0.00</b>	<b>488,614,308.87</b>	<b>20,903,863.05</b>	<b>238,256,618.48</b>	<b>229,453,827.34</b>

\* NOTE: All negative budget and expenditures reflect prior year corrections. Budgets for projects with negative balances will be revised in the next quarter.

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Capital Projects Fund (Fund 4) - Total District**



	<b>2017-18 Adoption Budget</b>	<b>2017-18 Adjusted Budget</b>	<b>2017-18 Actual To Date</b>	<b>% To Date</b>	
<b>Revenue</b>					
1	\$0	\$0	\$0	0%	1
2	1,686,174	1,686,174	511,668	30%	2
3	1,098,000	1,098,000	658,573	60%	3
4	<b>\$2,784,174</b>	<b>\$2,784,174</b>	<b>\$1,170,241</b>	<b>42%</b>	4
<b>Expenses</b>					
5	\$0	\$0	\$0	0%	5
6	3,550,000	3,550,000	1,314,689	37%	6
7	1,495,000	1,495,000	510,479	34%	7
8	5,313,327	5,313,327	646,686	12%	8
9	14,879,977	34,000,000	5,316,575	16%	9
10	73,058,248	53,938,225	13,115,434	\$0	10
11	<b>\$98,296,552</b>	<b>\$98,296,552</b>	<b>\$20,903,863</b>	<b>21%</b>	11
<b>Transfers &amp; Other</b>					
12	\$0	\$0	0	0%	12
13	\$0	0	480,015	0%	13
14	(372,259)	(372,259)	(297,759)	80%	14
15	0	0	0	0%	15
16	0	0	0	0%	16
17	<b>(\$372,259)</b>	<b>(\$372,259)</b>	<b>\$182,256</b>	<b>-49%</b>	17
<b>Fund Balance</b>					
18	(\$95,884,637)	(\$95,884,637)	(\$19,551,366)		18
19	209,642,303	209,642,303	209,642,303		19
20	0	0	0		20
21	<b>\$113,757,666</b>	<b>\$113,757,666</b>	<b>\$190,090,937</b>		21



## **Enterprise Fund Auxiliary Fund (Fund 5)**

*The District maintains enterprise funds. These funds account for operations that the Board requires to be self-supporting. These funds are maintained independently of other District funds to facilitate the entrepreneurial nature of the activities involved and also provide the necessary flexibility to report the retail and operational requirements of these self-supporting services.*

*The **Bookstore Fund** is used to account for revenues received and expenses made to operate the District's bookstores. **The Cafeteria Fund** is used to account for revenues received and expenses related to contracted food service and vending operations of the District. **The San Mateo Athletic Club (SMAC)** accounts for revenues received and expenses related to the operations of the athletic club and aquatic center. **The Community, Continuing, and Corporate Education (CCCE)** is the newest addition to the enterprise funds with the goal of increasing and meeting educational opportunities and needs in San Mateo County.*

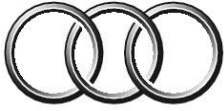
**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Enterprise Fund - Bookstore (Fund 5)**



SAN MATEO COUNTY  
**COMMUNITY**  
 COLLEGE DISTRICT

	2017-18 Adoption Budget	2017-18 Adjusted Budget	2017-18 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$0	\$0	\$0	0%	1
2 State Income	0	0	0	0%	2
3 Local Income	7,800,000	6,700,000	3,416,142	51%	3
4 <b>Total Income</b>	<b>\$7,800,000</b>	<b>\$6,700,000</b>	<b>\$3,416,142</b>	<b>51%</b>	4
<b>Expenses</b>					
5 Cost of Sales	\$4,325,000	\$3,300,000	\$1,605,013	49%	5
6 Classified Salaries	1,960,000	1,860,000	825,580	44%	6
7 Employee Benefits	640,000	580,000	254,573	44%	7
8 Materials & Supplies	30,000	30,000	6,790	23%	8
9 Operating Expenses	738,000	774,700	629,229	81%	9
10 Capital Outlay	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$7,693,000</b>	<b>\$6,544,700</b>	<b>\$3,321,185</b>	<b>51%</b>	11
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$107,000	\$155,300	\$94,957		18
19 Beginning Balance, July 1	8,024,627	8,024,627	8,024,627		19
20 Adjustments to Beginning Balance	0	0	0		20
21 <b>Net Fund Balance, Dec 31</b>	<b>\$8,131,627</b>	<b>\$8,179,927</b>	<b>\$8,119,584</b>		21

**San Mateo County Community College District**  
**2017-18 Mid -Year Report**  
**Enterprise Fund - Cafeteria (Fund 5)**



SAN MATEO COUNTY  
**COMMUNITY**  
 COLLEGE DISTRICT

	2017-18 Adoption Budget	2017-18 Adjusted Budget	Actual To Date	%	
				To Date	
<b>Revenue</b>					
1	\$0	\$0	\$0	0%	1
2	0	0	0	0%	2
3	410,000	278,500	150,697	54%	3
4	<b>\$410,000</b>	<b>\$278,500</b>	<b>\$150,697</b>	<b>54%</b>	4
<b>Expenses</b>					
5	\$0	\$0	\$0	0%	5
6	69,000	75,000	36,289	48%	6
7	15,000	17,500	8,775	50%	7
8	75,000	0	0	0%	8
9	130,000	130,000	33,526	26%	9
10	0	0	0	0%	10
11	<b>\$289,000</b>	<b>\$222,500</b>	<b>\$78,590</b>	<b>35%</b>	11
<b>Transfers &amp; Other</b>					
12	\$0	\$0	\$0	0%	12
13	0	0	0	0%	13
14	0	0	0	0%	14
15	0	0	0	0%	15
16	0	0	0	0%	16
17	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>					
18	\$121,000	\$56,000	\$72,107		18
19	642,470	642,470	642,470		19
20	0	0	0		20
21	<b>\$763,470</b>	<b>\$698,470</b>	<b>\$714,577</b>		21

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Enterprise Fund - San Mateo Athletic Club/CSM Fitness Center**



SAN MATEO COUNTY  
**COMMUNITY**  
 COLLEGE DISTRICT

	<b>2017-18 Adoption Budget</b>	<b>2017-18 Adjusted Budget</b>	<b>2017-18 Actual To Date</b>	<b>% To Date</b>	
<b>Revenue</b>					
1 Federal Revenue	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0%	2
3 Local Revenue	5,050,000	5,050,000	2,551,747	51%	3
<b>4 Total Revenue</b>	<b>\$5,050,000</b>	<b>\$5,050,000</b>	<b>\$2,551,747</b>	<b>51%</b>	<b>4</b>
<b>Expenses</b>					
5 Cost of Goods Sold	\$0	\$0	0	0%	5
6 Salaries	260,000	280,000	143,474	51%	6
7 Employee Benefits	80,000	100,000	52,364	52%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses**	3,600,000	3,560,000	1,795,744	50%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$3,940,000</b>	<b>\$3,940,000</b>	<b>\$1,991,582</b>	<b>51%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	165,000	165,000	135,121	82%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	(208,000)	(208,000)	(93,515)	45%	16
<b>17 Total Transfers/Other</b>	<b>(\$43,000)</b>	<b>(\$43,000)</b>	<b>\$41,606</b>	<b>-97%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$1,067,000	\$1,067,000	\$601,771		18
19 Beginning Balance, July 1	3,163,713	3,163,713	3,163,713		19
20 Adjustments to Beginning Balance	0	0	0		20
<b>21 Net Fund Balance, Dec 31</b>	<b>\$4,230,713</b>	<b>\$4,230,713</b>	<b>\$3,765,484</b>		<b>21</b>

\*\*Operating expenses consists of salaries and benefits paid by EXOS



## San Mateo County Community College District 2017-18 Mid -Year Report

### *Enterprise Fund - Community, Continuing, and Corporate Education (Fund 5)*



	2017-18 Adoption Budget	2017-18 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>					
1 Federal Revenue	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0%	2
3 Local Revenue	1,400,000	1,400,000	643,971	46%	3
<b>4 Total Revenue</b>	<b>\$1,400,000</b>	<b>\$1,400,000</b>	<b>\$643,971</b>	<b>46%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$0	\$0	\$0	0%	5
6 Classified Salaries	600,000	630,000	316,492	50%	6
7 Employee Benefits	220,000	240,000	120,817	50%	7
8 Materials & Supplies	26,000	30,000	23,807	79%	8
9 Operating Expenses	545,000	750,000	422,124	56%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$1,391,000</b>	<b>\$1,650,000</b>	<b>\$883,240</b>	<b>54%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$9,000	(\$250,000)	(\$239,269)		18
19 Beginning Balance, July 1	531,524	531,524	531,524		19
20 Adjustments to Beginning Balance	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$540,524</b>	<b>\$281,524</b>	<b>\$292,255</b>		<b>21</b>

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SAN MATEO COUNTY  
COMMUNITY  
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## Special Revenue Fund (Fund 6)

*This fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.*

*Special Revenue Funds encompass activities not directly related to the educational program of the College but that provide a service to students—and which may provide non-classroom instructional or laboratory experience for students and incidentally produce revenue and non-instructional expense.*

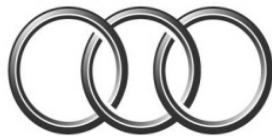
*The District maintains one such fund, the **Child Development Fund**, which is used to account for the activities of the child development centers at the Colleges.*

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Child Development Fund (Fund 6)-Total District**



SAN MATEO COUNTY  
**COMMUNITY**  
 COLLEGE DISTRICT

	2017-18 Adoption Budget	2017-18 Adjusted Budget	2017-18 Actual To Date	% To Date	
<b>Income</b>					
1 Federal Income	\$54,000	\$54,000	\$21,941	41%	1
2 State Income	121,600	121,600	75,983	62%	2
3 Local Income	574,396	574,396	258,864	45%	3
<b>4 Total Income</b>	<b>\$749,996</b>	<b>\$749,996</b>	<b>\$356,788</b>	<b>48%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$216,052	\$216,052	\$125,077	58%	5
6 Classified Salaries	644,427	644,427	300,641	47%	6
7 Employee Benefits	329,310	329,310	166,771	51%	7
8 Materials & Supplies	76,158	76,158	35,815	47%	8
9 Operating Expenses	3,750	3,750	242	6%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$1,269,697</b>	<b>\$1,269,697</b>	<b>\$628,547</b>	<b>50%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$519,701	\$519,701	\$271,759	52%	12
13 Other Sources	0	0	0	0%	13
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$519,701</b>	<b>\$519,701</b>	<b>\$271,759</b>	<b>52%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$0	\$0	\$0		18
19 Beginning Balance, July 1	0	0	0		19
20 Balance	0	0	0		20
<b>21 Net Fund Balance, Dec 31</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>21</b>



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

# **Expendable Trust Fund**

## **Student Financial Aid**

### **(Fund 7)**

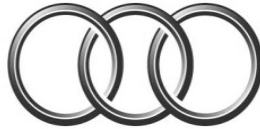
*Funds of this type account for assets held by the District as trustee. Funds in this category include financial aid such as Federal Student Aid PELL/SEOG, Federal Academic Competitiveness Grants, Cal Grants, and EOPS Direct Aid to Students.*

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Student Aid Fund (Fund 7) - Total District**



SAN MATEO COUNTY  
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	2017-18 Adoption Budget	2017-18 Adjusted Budget	2017-18 Actual To Date	% To Date	
<b>Revenue</b>					
1 Federal Revenue	\$15,757,178	\$15,757,178	\$7,086,655	45%	1
2 State Revenue	1,185,000	1,185,000	614,216	52%	2
3 Local Revenue	1,000,000	1,000,000	1,031,931	103%	3
<b>4 Total Revenue</b>	<b>\$17,942,178</b>	<b>\$17,942,178</b>	<b>\$8,732,802</b>	<b>49%</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0%	6
7 Employee Benefits	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0%	8
9 Operating Expenses	0	0	0	0%	9
10 Capital Outlay	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$657,153	\$657,153	0%	12
13 Other Sources	0	0	0	0%	13
				0%	
14 Transfers out	0	0	0	0%	14
15 Contingency	0	0	0	0%	15
16 Other Out Go	(17,942,178)	(18,599,331)	(9,086,081)	49%	16
<b>17 Total Transfers/Other</b>	<b>(\$17,942,178)</b>	<b>(\$17,942,178)</b>	<b>(\$8,428,928)</b>	<b>47%</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	\$0	\$0	\$303,874		18
19 Beginning Balance, July 1	81,380	81,380	81,380		19
Adjustments to Beginning					
20 Balance	0	0	0		20
<b>21 Net Fund Balance, Dec 31</b>	<b>\$81,380</b>	<b>\$81,380</b>	<b>\$385,254</b>		<b>21</b>



SAN MATEO COUNTY  
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## **Retirement Reserve Fund Expendable Trust (Fund 8)**

*Also an Expendable Trust, the **Reserve for Post-Retirement Benefits** was established to reflect the District liability that has already been incurred and continues to incur as employees earn the right to health benefits at retirement.*

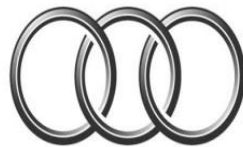
*This Fund has been generated by transfers made from the Unrestricted General Fund. Effective July 2009, these transfers come from all funds and are now charged as part of the benefit expense in those funds. This reserve is minimal compared to the total liability already incurred, so current retiree benefits continue to be paid from the General Fund on a “pay as you go” basis. The goal is to eventually have enough funds in this reserve to pay the ongoing costs of retiree benefits.*

**San Mateo County Community College District**  
**2017-18 Mid Year Report**  
**Reserve Fund for Post Retirement Benefits (Fund 8)**



	<b>2017-18 Adoption Budget</b>	<b>2017-18 Adjusted Budget</b>	<b>2017-18 Actual To Date</b>	<b>% To Date</b>	
<b>Revenue</b>					
1 Federal Revenue	\$0	\$0	\$0	\$0	1
2 State Revenue	0	0	0	\$0	2
3 Local Revenue	32,000	32,000	7,443	\$0	3
<b>4 Total Revenue</b>	<b>\$32,000</b>	<b>\$32,000</b>	<b>\$7,443</b>	<b>\$0</b>	<b>4</b>
<b>Expenses</b>					
5 Certificated Salaries	\$0	\$0	\$0	\$0	5
6 Classified Salaries	0	0	0	\$0	6
7 Employee Benefits	0	0	0	\$0	7
8 Materials & Supplies	0	0	0	\$0	8
9 Operating Expenses	6,000	6,000	7,270	121%	9
10 Capital Outlay	0	0	0	\$0	10
<b>11 Total Expenses</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$7,270</b>	<b>121%</b>	<b>11</b>
<b>Transfers &amp; Other</b>					
12 Transfers In	\$0	\$0	\$0	\$0	12
13 Other Sources	\$4,200,000	4,200,000	2,260,812	54%	13
14 Transfers out	0	0	0	\$0	14
15 Contingency	0	0	0	\$0	15
16 Other Out Go	(12,200,000)	(12,200,000)	0	\$0	16
<b>17 Total Transfers/Other</b>	<b>(\$8,000,000)</b>	<b>(\$8,000,000)</b>	<b>\$2,260,812</b>	<b>(\$0)</b>	<b>17</b>
<b>Fund Balance</b>					
18 Net Change in Fund Balance	(\$7,974,000)	(\$7,974,000)	\$2,260,984		18
19 Beginning Balance, July 1	16,672,716	16,672,716	16,672,716		19
20 Adjustments to Beginning Balance	0	0	0		20
<b>21 Net Fund Balance, Dec 31</b>	<b>\$8,698,716</b>	<b>\$8,698,716</b>	<b>\$18,933,700</b>		<b>21</b>





SAN MATEO COUNTY  
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## **Supplemental Information**

Page 73 - **FTES Analysis**

Page 75 - **2018-19 Integrated Budget Calendar**

Page 79 - **Cash Flow Summary (12/31/17)**

Page 80 - **CCFS-311Q Report (12/31/17)**

Page 82 - **Associated Student Body Reports**

Page 88 - **Expenditure Comparison of  
Academic Salaries**

Page 90 - **Expenditure Comparison by Major  
Budget Activity**

Page 92 - **Expenditure Comparison by Major  
Account Code**

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**San Mateo County Community College District**  
**FTES ANALYSIS**

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	<u>Annual 2013-14</u>	<u>Amended Annual 2013-14</u>	<u>Annual 2014-15</u>	<u>Annual 2015-16</u>	<u>Annual 2016-17</u>	<u>1st Period 2017-18</u>
<i>College of San Mateo</i>						
Resident						
Fall & Spring	5,943	5,942	5,574	5,429	5,187	4,882
Fall & Spring (NC)	3	3	4	3	3	2
Shifting	-	-	-	-	-	-
Summer (NC)	1	1	1	-	0	0
Summer	<u>786</u>	<u>786</u>	<u>757</u>	<u>718</u>	<u>654</u>	<u>653</u>
Total, Resident	6,733	6,732	6,336	6,150	5,845	5,536
Total, Apprenticeship	88	88	62	64	94	97
Flex-time	5	5	5	8	5	0
Non-Resident						
Fall & Spring	343	343	472	642	881	911
Fall & Spring (N/C)	-	-	1	1	1	1
Summer	<u>23</u>	<u>23</u>	<u>31</u>	<u>44</u>	<u>64</u>	<u>80</u>
Total, Non-Resident	366	366	504	687	947	991
<b>COLLEGE OF SAN MATEO TOTAL</b>	<b>7,192</b>	<b>7,191</b>	<b>6,907</b>	<b>6,909</b>	<b>6,891</b>	<b>6,624</b>
<i>Canada College</i>						
Resident						
Fall & Spring	3,592	3,593	3,419	3,333	3,203	2,947
Fall & Spring (N/C)	23	23	24	16	0	0
Shifting	-	-	-	-	-	-
Summer (N/C)	8	8	9	8	4	-
Summer	<u>463</u>	<u>463</u>	<u>488</u>	<u>450</u>	<u>460</u>	<u>458</u>
Total, Resident	4,086	4,087	3,940	3,807	3,668	3,405
Flex-time	4	4	5	6	6	6
Non-Resident						
Fall & Spring	103	103	134	216	255	216
Fall & Spring (N/C)	1	1	2	2	-	-
Summer (N/C)	0	0	-	1	0	-
Summer	<u>10</u>	<u>10</u>	<u>16</u>	<u>19</u>	<u>30</u>	<u>42</u>
Total, Non-Resident	114	114	152	238	285	257
<b>CANADA COLLEGE TOTAL</b>	<b>4,204</b>	<b>4,205</b>	<b>4,097</b>	<b>4,051</b>	<b>3,959</b>	<b>3,668</b>

**San Mateo County Community College District  
FTES ANALYSIS**

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	<u>Annual 2013-14</u>	<u>Amended Annual 2013-14</u>	<u>Annual 2014-15</u>	<u>Annual 2015-16</u>	<u>Annual 2016-17</u>	<u>1st Period 2017-18</u>
<i>Skyline College</i>						
Resident						
Fall & Spring	6,710	6,626	6,531	6,245	5,911	5,773
Fall & Spring (N/C)	37	37	81	55	46	33
Shifting	-	-	-	-		
Summer (N/C)	4	4	7	6	5	5
Summer	<u>998</u>	<u>998</u>	<u>1,067</u>	<u>1,025</u>	<u>918</u>	<u>827</u>
Total, Resident	7,749	7,665	7,686	7,331	6,880	6,638
Total, Apprenticeship	2	2	2	5	3	3
Flex-time	1	1	3	4	4	1
Non-Resident						
Fall & Spring	170	170	193	276	369	397
Fall & Spring (N/C)	1	1	4	2	3	3
Summer (N/C)	0	0	-	-	0	0
Summer	<u>18</u>	<u>18</u>	<u>23</u>	<u>31</u>	<u>35</u>	<u>50</u>
Total, Non-Resident	189	189	220	309	407	450
<b>SKYLINE COLLEGE TOTAL</b>	<b>7,941</b>	<b>7,857</b>	<b>7,911</b>	<b>7,649</b>	<b>7,294</b>	<b>7,092</b>
<i>District</i>						
Resident						
Fall & Spring	16,245	16,161	15,524	15,007	14,302	13,603
Fall & Spring (N/C)	63	63	109	74	49	34
Shifting	0	0	0	0	0	0
Summer (N/C)	13	13	17	14	9	5
Summer	<u>2,247</u>	<u>2,247</u>	<u>2,312</u>	<u>2,193</u>	<u>2,032</u>	<u>1,938</u>
Total, Resident	18,568	18,484	17,962	17,288	16,392	15,580
Total, Apprenticeship	90	90	64	69	97	100
Flex-time	10	10	13	18	15	7
Non-Resident						
Fall & Spring	616	616	799	1,134	1,506	1,524
Fall & Spring (N/C)	2	2	7	5	4	3
Summer (N/C)	1	1	0	1	0	0
Summer	<u>51</u>	<u>51</u>	<u>70</u>	<u>94</u>	<u>129</u>	<u>171</u>
Total, Non-Resident	670	670	876	1,234	1,639	1,698
<b>DISTRICT TOTAL</b>	<b>19,338</b>	<b>19,254</b>	<b>18,915</b>	<b>18,609</b>	<b>18,144</b>	<b>17,385</b>

San Mateo County Community College District

January 24, 2018

**BOARD REPORT NO. 18-1-2A**

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

**APPROVAL OF 2018-19 INTEGRATED DISTRICT BUDGET PLANNING CALENDAR**

The budget development process for 2018-19 requires formulation of a budget calendar. Included in the 2018-19 calendar is consultation with the District Committee for Budget and Finance, which is a subcommittee of the District Participatory Governance Council in matters relating to finance.

The calendar provides timelines for planning, discussions and decisions by the Board, and concludes with adoption of the Final Budget for 2018-19 in September 2018.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached 2018-19 Integrated District Budget Planning Calendar.

## Integrated District Budget Planning Calendar, 2018-19

<u>Date</u>	<u>Campus &amp; District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
September 2017	Colleges Finalize Spring 2018 Schedule of Classes		
September	College Budget and Planning committees convene <ul style="list-style-type: none"> <li>• Review priorities, budget goals for current year and accomplishments from past year</li> </ul>	District Committee on Budget and Finance convenes	
September - October	Develop program plans and discuss strategies Review external audit reports and audit findings	Discuss Resource allocation model	
October - November	College Budget and Planning committees <ul style="list-style-type: none"> <li>• Develop college budget goals for 2018-19</li> <li>• Review District prelim resource allocation Faculty Obligation Number report due to the State</li> </ul>	College/site presentations of allocation model	
October – December	College Budget and Planning committees <ul style="list-style-type: none"> <li>• Submit hiring priorities</li> <li>• Committees submit tentative recommendation for 2018-19 that includes number of positions to be funded</li> </ul>	Review of Budget Calendar, discussion of budget strategies, new resource allocation, and budget development process	
January	“P1” First Principal Apportionment	Review apportionment and District Controller certifies to State Controller	
January 10	Governor’s 2018-19 Budget Proposal		
January – February	College Budget and Planning committees <ul style="list-style-type: none"> <li>• Review 2017-18 expenditures</li> </ul>	Review/revise draft of Budget and Planning Calendar Review and reassess estimates of 2018-19 Governor’s Budget proposal and discussion of District revenue and expenditure implications (inform DPGC at its next meeting)	Approval of 2018-19 Budget Calendar, review of Governor’s Budget, review of State and District revenue and expenditure implications, and discussion of program and operational priorities  Presentation of prior year external audit reports and audit findings
January – February	Chancellor’s Council <ul style="list-style-type: none"> <li>• Discussions of budget strategies and allocations</li> </ul>	Continuing discussion of District revenue and expenditure options	Board retreat (February 3) – Review of preliminary District revenue assumptions and expenditure plans as well as budget priorities

<u>Date</u>	<u>Campus &amp; District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
January/ February	Ongoing State budget hearings Legislative Analyst's Office Review of Governor's Proposed Budget		
February	Colleges Finalize Summer Session 2018 Schedule of Classes	Review of preliminary 2018-19 District revenue assumptions and expenditure plans	District Participatory Governance Council receives budget updates. Board policy discussions/decision regarding budget adjustments
February	Discussion of budget priorities at Colleges and with Chancellor's Cabinet	Review of 2017-18 Mid-Year Budget Report	Approval of 2017-18 Mid-Year Budget Report
March - May	Departments submit budget requests for 2018-19 to College Budget Committees College Budget committees review requests		
March	Colleges Finalize Fall 2018 Schedule of Classes	Review of Board budget priorities and Districtwide allocations	Review/approval of 2018-19 budget priorities and Districtwide allocations.
Mid-March - April	Run preliminary position control worksheets for 2018-19 Colleges ongoing review of position control		
March – April	College Budget and Planning committees <ul style="list-style-type: none"> <li>• Preliminary current year 2017-18 ending balance estimates</li> </ul> Colleges prepare for current year external audit		Budget updates with Board; review budget assumptions for Tentative budget  Board Goals for 2018-2019
Mid-May	Governor's May Revise		
May	Review of Governor's May Revise	Review of Governor's May Revise (inform DPGC at its next meeting).	Governor's May Revise; budget priorities, goals and objectives.
May	Site Tentative Budgets completed. Work resumes developing final budget after tentative budget is loaded.	Review of Fiscal Management Self-Assessment Checklist	
June	District Office completes budget input and prepares Tentative Budget document	Review of 2018-19 Tentative Budget	
June 28	Submit 2018-19 Tentative Budget		Adoption of 2018-19 Tentative Budget and 2018-19 Gann Limit
June	"P2" Second Principal Apportionment	Review apportionment and District Controller certifies to State Controller	
June-August	Final adjustments to budget are made.	District Committee on Budget and Finance is updated throughout the	

<u>Date</u>	<u>Campus &amp; District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
		summer on major budget changes	
End of June	Enactment of 2018-19 State Budget		
July	County finalizes assessed values		
August	Legislative Trailer Bills		
August	State Budget Workshop (held after Advance)		
August	2017-18 books are closed. District Office completes budget input and prepares 2018-19 Final Budget document		
September 2018	Submit 2018-19 Final Budget		Public hearing and Adoption of 2018-19 Final Budget



**San Mateo County Community College District**  
**DISTRICT CASH FLOW SUMMARY**  
**FOR THE QUARTER ENDING DECEMBER 31, 2017**

	<b>GENERAL FUND</b>	<b>Payroll Fund</b>	<b>GENERAL RESTRICTED FUND</b>	<b>INSURANCE &amp; Debt Services FUND</b>	<b>CAPITAL OUTLAY FUND</b>	<b>CHILD CARE FUND</b>	<b>STUDENT AID FUND</b>	<b>POST- RETIREMENT RESERVES</b>
<b>Beg. Cash Balance in County Treasury</b>	16,846,590.41	5,132,375.18	19,591,820.05	62,655,310.86	207,297,771.09	156,941.57	170,016.76	-
<b>Cash inflow from operations:</b>								
Year-to-date Income	92,284,280.70		16,145,657.63	27,097,386.54	1,650,256.36	628,547.22	9,389,954.98	2,268,254.26
Accounts Receivable	4,390,568.19	10,449.70	(1,696,604.23)	118,266.86	(19,604,173.73)	37,096.05	850,335.57	8,094,079.17
Advances / Prepaid	127,648.54	130,502.75	39,500.54	783.32	(2,809,419.51)			
Cash awaiting for deposit	68,818.48							
<b>Total Income</b>	<b>113,717,906.32</b>	<b>5,273,327.63</b>	<b>34,080,373.99</b>	<b>89,871,747.58</b>	<b>186,534,434.21</b>	<b>822,584.84</b>	<b>10,410,307.31</b>	<b>10,362,333.43</b>
<b>Cash outflow for operations:</b>								
Year to date expenditure	77,770,903.86		18,913,432.94	49,980,437.04	21,201,622.04	628,547.22	9,086,081.07	7,270.00
Deferred Income	10,262,396.05		(3,942,131.96)		147,484.00	(137,296.33)	229,771.00	395.88
Account Payable	(8,191,219.75)	1,911,566.76	3,704,348.12	37,035.73	5,204,603.22	16,787.62	1,935,249.90	
<b>Cash Balance From Operations</b>	<b>33,875,826.16</b>	<b>3,361,760.87</b>	<b>15,404,724.89</b>	<b>39,854,274.81</b>	<b>159,980,724.95</b>	<b>314,546.33</b>	<b>(840,794.66)</b>	<b>10,354,667.55</b>
<b>Other Cash inflow</b>								
Medical Flex Plan / Revolv. Fund								
TRANS								
Trusts (JPA & 3CBG)								
<b>Beg. Investment Balance</b>								
LAIF Balance	575.94							-
County Pool Balance	-							7,523,924.86
C.O.P. & Others	37,784,049.31			-	5,000.00			-
Total Beg. Balance	37,784,625.25			-	5,000.00			7,523,924.86
<b>Y.T.D. Investment Balance</b>								
LAIF Balance	580.59							-
County Pool Balance	-							17,878,592.41
Special Bond				-	-			-
C.O.P./Bank CD	29,982,161.20			-	5,000.00			-
Y.T.D. Balance	29,982,741.79			-	5,000.00			17,878,592.41
Net Cash changes from Investment	7,801,883.46			-	-			(10,354,667.55)
Net changes from unrealized gain / (loss)	-			-	-			-
Cash Balance in County Treasury	41,677,709.62	3,361,760.87	15,404,724.89	39,854,274.81	159,980,724.95	314,546.33	(840,794.66)	(0.00)
<b>Net Cash (Excluding TRANS &amp; Trusts)</b>	<b>41,677,709.62</b>	<b>3,361,760.87</b>	<b>15,404,724.89</b>	<b>39,854,274.81</b>	<b>159,980,724.95</b>	<b>314,546.33</b>	<b>(840,794.66)</b>	<b>(0.00)</b>

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q**

[VIEW QUARTERLY DATA](#)

[CHANGE THE PERIOD](#) ▼

**Fiscal Year: 2017-2018**

**District: (370) SAN MATEO**

**Quarter Ended: (Q2) Dec 31, 2017**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2014-15	Actual 2015-16	Actual 2016-17	Projected 2017-2018
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	141,694,473	166,502,653	170,906,514	177,543,685
A.2	Other Financing Sources (Object 8900)	2,396,839	39,665	359,065	58,392
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>144,091,312</b>	<b>166,542,318</b>	<b>171,265,579</b>	<b>177,602,077</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	126,732,713	137,053,786	150,313,244	183,435,403
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	15,294,035	19,491,605	19,255,169	4,964,061
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>142,026,748</b>	<b>156,545,391</b>	<b>169,568,413</b>	<b>188,399,464</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>2,064,564</b>	<b>9,996,927</b>	<b>1,697,166</b>	<b>-10,797,387</b>
D.	<b>Fund Balance, Beginning</b>	<b>20,124,128</b>	<b>22,188,692</b>	<b>32,185,619</b>	<b>33,882,785</b>
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>20,124,128</b>	<b>22,188,692</b>	<b>32,185,619</b>	<b>33,882,785</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>22,188,692</b>	<b>32,185,619</b>	<b>33,882,785</b>	<b>23,085,398</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	15.6%	20.6%	20%	12.3%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	17,975	17,306	16,407	15,586
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2014-15	2015-16	2016-17	2017-2018
H.1	Cash, excluding borrowed funds		14,236,757	33,741,877	60,444,195
H.2	Cash, borrowed funds only		21,000,000	25,000,000	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>29,344,739</b>	<b>35,236,757</b>	<b>58,741,877</b>	<b>60,444,195</b>

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	177,330,818	177,543,685	92,225,889	51.9%
I.2	Other Financing Sources (Object 8900)	0	26,000	58,392	224.6%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>177,330,818</b>	<b>177,569,685</b>	<b>92,284,281</b>	<b>52%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	183,393,563	183,435,403	77,655,236	42.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,767,034	4,964,061	115,668	2.3%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>188,160,597</b>	<b>188,399,464</b>	<b>77,770,904</b>	<b>41.3%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-10,829,779</b>	<b>-10,829,779</b>	<b>14,513,377</b>	
L.	Adjusted Fund Balance, Beginning	33,882,785	33,882,785	33,882,785	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>23,053,006</b>	<b>23,053,006</b>	<b>48,396,162</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	12.3%	12.2%		

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

**NO**

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

BOARD REPORT NO. 18-3-100B

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

**Associated Students of Cañada College  
FY 2017-18 2nd Quarter Report  
October 2017-December 2017**

The following is a summary highlighting the events and activities of ASCC this quarter:

**Participatory Governance**

The students continue to serve on **16** committees at Cañada College and the District.

**Student Identification Cards**

The Center for Student Life and Leadership Development continues to produce Student Body Cards for the student body. The Center produced **226** cards this quarter, helped students print **6,238** free pages this quarter, and provided **3,600** discounted bus tokens in this quarter.

**Inter-Club Council (ICC)**

The ASCC continues to encourage students to become an active member on campus through their handouts, fliers, activities, social media and Inter-Club Council. This past quarter **21** clubs remained active.

**Events & Activities**

- October 2017
  - Ongoing ASCC Meetings: Every Thursday from 3:30-5:30pm in Building 2 Room 10
  - Ongoing ICC Meetings: Every Other Monday from 3:30-4:30 in Building 2-10
  - Campus Movie Festival Filming: October 9-18
  - Sponsored: Gary Soto Speaker Series : October 13
  - Sponsored: University of California Santa Cruz:
  - Sponsored: Social Sciences Disciplines Days October 24
  - Sponsored: Social Sciences Disciplines Days: October 25
  - Campus Movie Festival Film Fest: October 25
  - Sponsored: Teatro VisionLa Muerta Baila: October 28
  - Halloween Game of Thrones: October 31
  
- November 2017
  - Ongoing ASCC Meetings: Every Thursday from 3:30-5:30pm in Building 2 Room 10
  - Ongoing ICC Meetings: Every Other Monday from 3:30-4:30 in Building 2-10
  - Ongoing Programming Board Meetings: Every Tuesday from 4:00-5:00pm
  - Sponsored: Cañada Computer Science Club: November 1st
  - LatinX Celebration: November 2
  - Sponsored: UC Davis School Visit: November 3
  - Sponsored: Chocolate Caliente: November 7<sup>th</sup>
  - Sponsored: Gender and Sexuality Alliance Club Conference: November 10-13
  - Sponsored: Veterans Day Service: November 9
  - Sponsored: Differentiation Competition by Math Club: November 9
  - Sponsored: November 17

- International Education Week: November 16
- Sponsored: College for Working Adults Brown Bag Dinner: November 16
- Sponsored: Math and Science Club Karaoke Night: November 16
- Sponsored: Rotaract Club H2OpenDoors: November 21
  
- December 2017
  - Ongoing ASCC Meetings: Every Thursday from 3:30-5:30pm in Building 2 Room 10
  - Ongoing ICC Meetings: Every Other Monday from 3:30-4:30 in Building 2-10
  - Ongoing Programming Board Meetings: Every Tuesday from 4:00-5:00pm
  - San Francisco State University Visit: December 1
  - L.O.V.E.: Living Our Values Every Day: December 7
  - Student Life Winter Training at Museum of Tolerance: December 13, 14, 15

**Associated Students of College of San Mateo  
FY 2017-18 2nd Quarter Report  
October 2017-December 2017**

The Associated Students of College of San Mateo (ASCSM) has had a productive second half of the fall 2017 semester. ASCSM has been able to successfully continue to participate in college governance and has been to create a lively and entertaining campus atmosphere for CSM student, faculty, staff, and administrators. Some of the highlights for the second half of the fall 2017 semester are:

**Ongoing Activities**

In addition to participating in their weekly Student Senate meetings, the members of the ASCSM have also been actively involved with each of their standing committees, including, the Executive Cabinet, Programming Board, the Inter Club Council, Advocacy Board, and Cultural Awareness Board. Additionally, members of the ASCSM Student Senate continued to participate in College and District governance committees.

The ASCSM, in cooperation with the Center for Student Life and Leadership continued to issue credit card style Student and Staff ID Cards to the College community. To date, the AS has issued thousands of ID Cards to Students, Faculty, Staff and Administrators.

To further increase the value of the CSM ID Card, the ASCSM has continued to expand and sponsor the Merchant Discount Program. This program provides a list of discount opportunities available to students, faculty, staff and administrators at on-campus AS-sponsored events, club events, local merchants, national chains and on the Internet, and includes movie theaters, restaurants, museums, art galleries, travel agencies and cultural centers.

**Events and Activities:**

*October 2017:*

- Ongoing: **Nursing Student Association-** See's Candy Fundraiser
- Ongoing: **ASCSM-** Hurricane Relief Fundraiser
- Oct. 2: **Catalyst Project-** Information Tabling
- Oct. 4: **ASCSM-** UNITY Day in Support of DACA Students
- Oct. 6: **Business Club-** Movie Night
- Oct. 13 thru 14: **ASCSM-** CCCSAA Student Leadership Conference
- Oct. 19: **Southeast Asia Culture Club-** Thadingyut (Light Festival)
- Oct. 21: **AGS-** Northern Regional Conference
- Oct. 26: **CSM Democrats-** *Dr. Strangelove* Movie Night
- Oct. 28: **ASCSM-** *First They Killed My Father* Film Screening
- Oct. 31: **Business Club Business-** Plan Pitch Deck Competition Promotion
- Oct. 31 & Nov. 1: **ASCSM-** Halloween and Fall Festival

*November 2017:*

- Ongoing: **ASCSM-** North Bay Fire Relief Fundraiser

- Nov. 1: **Red Cross Club**- Blood Drive
- Nov. 2: **Puente Latinx Club**- Dia De Los Muertos
- Nov. 3: **AGS**- Pie and T-shirt Sale Fundraiser
- Nov. 3: **Business Club**- Advisory Pitch Deck Business Plan Competition Information Meeting
- Nov. 8: **Botany Club**- Native Plant Presentation
- Nov. 8: **ASCSM**- The Soul Music Experience
- Nov 8 thru 12: **Honors Project**- National Collegiate Honors Council Annual Conference
- Nov. 14: **AGS**- Muffins and T-shirt Sale Fundraiser
- Nov. 15: **Global Explores Club**- World Village
- Nov. 15: **Botany Club and Puente Latinx Club**- Cesar Chavez Community Garden Work Day
- Nov. 16: **AGS**- Boba Tea and T-shirt Sale Fundraiser
- Nov. 17: **ASCSM**- CSM High School Jazz Festival
- Nov. 17 thru 18: **ASCSM**- Fall United Collegiate Women's Leadership Conference
- Nov. 29: **Business Club**- Hot Chocolate Giveaway and Pitch Deck Competition Promotion
- Nov. 29: **PTK**- Student Health Forum
- Nov. 30: **AGS**- Muffins and Cookies Sale Fundraiser

*December 2017:*

- Dec. 1: **PTK**- Bone Marrow Registration Information Session
- Dec. 1: **Vakatasi Club/Mana**- Winter Musical Showcase
- Dec. 1: **Business Club**- Pitch Deck Business Competition
- Dec. 1: **STEM Club**- Project HAVFUN Data Collection Event
- Dec. 5: **EOPS Club**- Winter Wonderland (event with the Child Development Center)
- Dec. 5 thru 7: **ASCSM**- Fall 2017 Relaxation Week
- Dec. 6: **Table Top Gaming Club**- X-Wing Miniatures Games Tournament
- Dec. 6 and 7: **ASCSM**- Night Student Outreach Event
- Dec. 8: **Film Club**- *Moonrise Kingdom* Movie Night

**OTHER**

- Provided funding for printing of *The Labyrinth*
- Provided funding for the Robotics Club to buy robotics kits, 3D printing supplies, etc.
- Provided funding for AGS Club newsletter
- New Microwaves for College Center
- Mobile device charging stations for College Center
- New ID Card System and Mobile ID System
- SamTrans Pilot Program - \$20,000 investment

**Associated Students of Skyline College  
FY 2017-18 2nd Quarter Report  
October 2017-December 2017**

The following is a summary highlighting the events and activities of this quarter.

**Participatory Governance**

The students continue to serve on the following committees at Skyline College and the District:

**Governance Committees**

Academic Senate Governing Council  
Accreditation Oversight Committee  
ACED / Advisory Committee for Employee Development  
College Governance Council  
Curriculum Committee  
District Committee on Budget Finance  
District Participatory Governance Council  
District Public Safety Committee  
District Student Council  
Ed Policy  
Health and Safety Committee  
Institutional Effectiveness Committee  
SEED /Student Equity Committees  
Strategic Planning and Allocation of Resources Committee  
Technology Advisory Committee

**Task Forces & Operational Work Groups**

Art on Campus  
Campus Auxiliary Services Advisory Committee  
Outreach Committee

**Recruitment of Students**

The ASSC continues to encourage student engagement in activities, events, and student government with the help of handouts, flyers, social media, and giveaways to increase participation and attendance. All of the elected positions in the Associated Student of Skyline College Governing Council are currently filled.

**Student Identification Cards**

The Center for Student Life and Leadership Development continues to produce Student ID Cards for the student body with assistance from the ASSC. A new ID card printer was purchased due to the age of the current machine and the increasing demand of ID cards. We hope to integrate more use of the ID cards to enhance student life and student success.

**Skyline Reflection Room**

The Center for Student Life and Leadership Development has been overlooking the new Reflection Room which officially opened in the Fall 2017. We continue to see an increase in room usage by students, faculty, and staff.



### **Skyline Organizations and Clubs (SOCC)**

The ASSC members always encourage other students to become active on campus by their work through SOCC. They also encourage students who do not find a club that interests them to start their own. This quarter the following student groups became official SOCC members: Classical Music Club, Nepalese Heritage Club, Programming Club, Astronomy Club and the National Society of Black Engineers.

### **Programs and Events**

#### **ASSC Meetings**

2017- 2018 Academic Year

ASSC weekly meetings are held every Tuesday from 4-6pm

#### **Trojan Tuesdays**

October 2, November 6 and December 4, 2017:

Students enjoyed a 5% discount at World Cup Coffee and Pacific Dining with their student ID. Trojan Tuesdays are every first Tuesday of the month and are incentives for students to get their student body cards.

#### **Hurricane Harvey Victims Fundraiser**

October 18 and October 23:

In an effort to aid victims in need of assistance, the ASSC sold Costco food to students and people from the community in the cafeteria. The ASSC fundraised \$350 to help the people affected by Hurricane Harvey and all the funds were then given to help the people of the Virgin Islands (U.S. territory).

#### **Skylloween**

October 31, 2017:

The ASSC hosted their annual Skylloween event including three costume contests, a food bazaar, costume photoshoots in the photo lab, various games and fundraisers by Skyline College clubs. The event was a great opportunity for clubs to recruit members and to promote themselves to students.

#### **North Bay Fire Victims Fundraiser**

November 20, 2017:

The ASSC fundraised to help those affected by the deadly and devastating wildfires that destroyed thousands of homes in the North Bay Area. The ASSC sold Costco food to students and people from the community in the cafeteria. In total they raised \$700 and all the funds were given to help the people in the North Bay (Marin County).

#### **Native American Heritage Reception**

November 30, 2017:

To close out Native Heritage Month (November), the ASSC held a mini reception in room 6210. Twelve unique and contemporary Native American photographs were selected to be on display for the rest of 2017 as our Native gallery here on campus. The ASSC had guest speakers from the community and featured members of the Native American Club to speak and participate.

**San Mateo County Community College District  
ACTUAL EXPENDITURE COMPARISON OF ACADEMIC SALARIES--ACCOUNT CODE 1000**

Page 1

	TOTAL GEN'L FUND EXPENSES 1XXXX only	REGULAR TEACHING SALARIES		HOURLY TEACHING SALARIES		REGULAR NON TEACHING SALARIES	
		AMOUNT	%	AMOUNT	%	AMOUNT	%
<b>2009-2010</b>							
Cañada College	\$9,683,963	\$3,740,868	38.63%	\$4,033,155	41.65%	\$815,033	8.42%
College of San Mateo	\$20,281,012	\$9,168,526	45.21%	\$6,956,250	34.30%	\$1,711,121	8.44%
Skyline College	\$16,433,139	\$6,342,370	38.59%	\$6,387,439	38.87%	\$1,442,241	8.78%
Central Svcs/District Office	\$1,204,175	\$0	0.00%	\$441,511	36.67%	\$173,649	14.42%
<b>Total</b>	<b>\$47,602,290</b>	<b>\$19,251,764</b>	<b>40.44%</b>	<b>\$17,818,355</b>	<b>37.43%</b>	<b>\$4,142,044</b>	<b>8.70%</b>
<b>2010-2011</b>							
Cañada College	\$8,839,531	\$3,868,844	43.77%	\$2,888,162	32.67%	\$866,088	9.80%
College of San Mateo	\$17,470,185	\$8,923,903	51.08%	\$4,599,288	26.33%	\$1,663,052	9.52%
Skyline College	\$15,064,877	\$6,317,838	41.94%	\$5,200,208	34.52%	\$1,490,781	9.90%
Central Svcs/District Office	\$1,038,171	\$0	0.00%	\$277,950	26.77%	\$212,709	20.49%
<b>Total</b>	<b>\$42,412,764</b>	<b>\$19,110,585</b>	<b>45.06%</b>	<b>\$12,965,608</b>	<b>30.57%</b>	<b>\$4,232,631</b>	<b>9.98%</b>
<b>2011-2012</b>							
Cañada College	\$9,504,948	\$4,154,751	43.71%	\$2,987,837	31.43%	\$947,621	9.97%
College of San Mateo	\$17,648,853	\$9,026,429	51.14%	\$4,578,415	25.94%	\$1,570,880	8.90%
Skyline College	\$15,486,881	\$6,330,003	40.87%	\$5,342,679	34.50%	\$1,505,204	9.72%
Central Svcs/District Office	\$1,057,360	\$0	0.00%	\$417,928	39.53%	\$33,992	3.21%
<b>Total</b>	<b>\$43,698,042</b>	<b>\$19,511,183</b>	<b>44.65%</b>	<b>\$13,326,858</b>	<b>30.50%</b>	<b>\$4,057,697</b>	<b>9.29%</b>
<b>2012-2013</b>							
Cañada College	\$9,943,793	\$4,171,757	41.95%	\$3,390,409	34.10%	\$1,006,771	10.12%
College of San Mateo	\$17,768,589	\$8,815,824	49.61%	\$4,558,772	25.66%	\$1,832,398	10.31%
Skyline College	\$16,811,626	\$6,841,045	40.69%	\$5,564,218	33.10%	\$1,761,224	10.48%
Central Svcs/District Office	\$1,174,073	\$0	0.00%	\$457,096	38.93%	\$85,000	7.24%
<b>Total</b>	<b>\$45,698,081</b>	<b>\$19,828,626</b>	<b>43.39%</b>	<b>\$13,970,495</b>	<b>30.57%</b>	<b>\$4,685,392</b>	<b>10.25%</b>
<b>2013-2014</b>							
Cañada College	\$10,247,632	\$4,520,945	44.12%	\$3,262,439	31.84%	\$961,382	9.38%
College of San Mateo	\$18,665,362	\$8,948,187	47.94%	\$5,168,007	27.69%	\$1,804,152	9.67%
Skyline College	\$18,825,411	\$7,691,971	40.86%	\$6,205,723	32.96%	\$1,791,980	9.52%
Central Svcs/District Office	\$785,355	\$0	0.00%	\$55,271	7.04%	\$87,346	11.12%
<b>Total</b>	<b>\$48,523,760</b>	<b>\$21,161,103</b>	<b>43.61%</b>	<b>\$14,691,440</b>	<b>30.28%</b>	<b>\$4,644,860</b>	<b>9.57%</b>
<b>2014-2015</b>							
Cañada College	\$10,710,403	\$5,095,673	47.58%	\$3,228,160	30.14%	\$883,703	8.25%
College of San Mateo	\$20,330,599	\$9,316,009	45.82%	\$6,261,937	30.80%	\$2,007,636	9.87%
Skyline College	\$20,039,270	\$8,044,694	40.14%	\$6,913,917	34.50%	\$1,944,923	9.71%
Central Svcs/District Office	\$906,074	\$0	0.00%	\$167,004	18.43%	\$96,332	10.63%
<b>Total</b>	<b>\$51,986,345</b>	<b>\$22,456,376</b>	<b>43.20%</b>	<b>\$16,571,018</b>	<b>31.88%</b>	<b>\$4,932,595</b>	<b>9.49%</b>
<b>2015-2016</b>							
Cañada College	\$12,132,082	\$5,485,703	45.22%	\$3,922,609	32.33%	\$931,777	7.68%
College of San Mateo	\$21,046,719	\$9,282,687	44.11%	\$7,105,954	33.76%	\$1,857,344	8.82%
Skyline College	\$20,580,037	\$7,988,894	38.82%	\$7,382,591	35.87%	\$1,782,666	8.66%
Central Svcs/District Office	\$1,263,237	\$0	0.00%	\$144,369	11.43%	\$55,176	4.37%
<b>Total</b>	<b>\$55,022,075</b>	<b>\$22,757,284</b>	<b>41.36%</b>	<b>\$18,555,523</b>	<b>33.72%</b>	<b>\$4,626,962</b>	<b>8.41%</b>
<b>2016-2017</b>							
Cañada College	\$10,920,420	\$5,697,064	52.17%	\$4,102,378	37.57%	\$1,120,979	10.26%
College of San Mateo	\$18,741,819	\$9,902,436	52.84%	\$7,132,974	38.06%	\$1,706,410	9.10%
Skyline College	\$18,900,735	\$8,747,924	46.28%	\$7,702,427	40.75%	\$2,450,385	12.96%
Central Svcs/District Office	\$1,028,733	\$0	0.00%	\$0	0.00%	\$121,116	0.00%
<b>Total</b>	<b>\$49,591,708</b>	<b>\$24,347,423</b>	<b>49.10%</b>	<b>\$18,937,778</b>	<b>38.19%</b>	<b>\$5,398,889</b>	<b>10.89%</b>

1. Regular Non Teaching Salaries includes counselors, Librarians, Psychologists, Nurses, Coordinators, and other reassigned time  
 2. Expenditures represent certificated salary expenses in the unrestricted general fund (Fund 1) for all activity centers

**San Mateo County Community College District  
ACTUAL EXPENDITURE COMPARISON OF ACADEMIC SALARIES--ACCOUNT CODE 1000**

	TOTAL GEN'L FUND EXPENSES 1XXXX only	HOURLY NON TEACHING SALARIES		ACADEMIC ADMINISTRATIVE SALARIES		ACADEMIC SUPERVISORY SALARIES	
		AMOUNT	%	AMOUNT	%	AMOUNT	%
<b>2009-2010</b>							
Cañada College	\$9,683,963	\$119,100	1.23%	\$866,858	8.95%	\$108,950	1.13%
College of San Mateo	\$20,281,012	\$373,036	1.84%	\$1,766,127	8.71%	\$305,952	1.51%
Skyline College	\$16,433,139	\$610,178	3.71%	\$1,427,006	8.68%	\$223,905	1.36%
Central Svcs/District Office	\$1,204,175	\$69,571	5.78%	\$519,445	43.14%	\$0	0.00%
<b>Total</b>	<b>\$47,602,290</b>	<b>\$1,171,884</b>	<b>2.46%</b>	<b>\$4,579,436</b>	<b>9.62%</b>	<b>\$638,807</b>	<b>1.34%</b>
<b>2010-2011</b>							
Cañada College	\$8,839,531	\$77,926	0.88%	\$999,043	11.30%	\$139,467	1.58%
College of San Mateo	\$17,470,185	\$358,601	2.05%	\$1,702,549	9.75%	\$222,792	1.28%
Skyline College	\$15,064,877	\$467,433	3.10%	\$1,445,633	9.60%	\$142,984	0.95%
Central Svcs/District Office	\$1,038,171	\$33,308	3.21%	\$514,204	49.53%	\$0	0.00%
<b>Total</b>	<b>\$42,412,764</b>	<b>\$937,267</b>	<b>2.21%</b>	<b>\$4,661,430</b>	<b>10.99%</b>	<b>\$505,243</b>	<b>1.19%</b>
<b>2011-2012</b>							
Cañada College	\$9,504,948	\$32,626	0.34%	\$1,122,933	11.81%	\$259,181	2.73%
College of San Mateo	\$17,648,853	\$340,081	1.93%	\$1,748,429	9.91%	\$384,618	2.18%
Skyline College	\$15,486,881	\$694,042	4.48%	\$1,500,122	9.69%	\$114,832	0.74%
Central Svcs/District Office	\$1,057,360	\$61,746	5.84%	\$543,695	51.42%	\$0	0.00%
<b>Total</b>	<b>\$43,698,042</b>	<b>\$1,128,494</b>	<b>2.58%</b>	<b>\$4,915,180</b>	<b>11.25%</b>	<b>\$758,630</b>	<b>1.74%</b>
<b>2012-2013</b>							
Cañada College	\$9,943,793	\$72,959	0.73%	\$1,135,854	11.42%	\$166,043	1.67%
College of San Mateo	\$17,768,589	\$353,385	1.99%	\$1,821,540	10.25%	\$386,669	2.18%
Skyline College	\$16,811,626	\$712,832	4.24%	\$1,729,869	10.29%	\$202,439	1.20%
Central Svcs/District Office	\$1,174,073	\$66,684	5.68%	\$565,294	48.15%	\$0	0.00%
<b>Total</b>	<b>\$45,698,081</b>	<b>\$1,205,859</b>	<b>2.64%</b>	<b>\$5,252,557</b>	<b>11.49%</b>	<b>\$755,151</b>	<b>1.65%</b>
<b>2013-2014</b>							
Cañada College	\$10,247,632	\$58,396	0.57%	\$1,270,193	12.39%	\$174,277	1.70%
College of San Mateo	\$18,665,362	\$422,211	2.26%	\$1,915,297	10.26%	\$407,508	2.18%
Skyline College	\$18,825,411	\$1,086,346	5.77%	\$1,779,676	9.45%	\$269,714	1.43%
Central Svcs/District Office	\$785,355	\$72,561	9.24%	\$570,177	72.60%	\$0	0.00%
<b>Total</b>	<b>\$48,523,760</b>	<b>\$1,639,514</b>	<b>3.38%</b>	<b>\$5,535,344</b>	<b>11.41%</b>	<b>\$851,499</b>	<b>1.75%</b>
<b>2014-2015</b>							
Cañada College	\$10,710,403	\$21,593	0.20%	\$1,556,704	14.53%	\$17,663	0.16%
College of San Mateo	\$20,330,599	\$434,932	2.14%	\$2,092,564	10.29%	\$301,291	1.48%
Skyline College	\$20,039,270	\$494,447	2.47%	\$1,933,708	9.65%	\$566,731	2.83%
Central Svcs/District Office	\$906,074	\$73,125	8.07%	\$594,668	65.63%	\$0	0.00%
<b>Total</b>	<b>\$51,986,345</b>	<b>\$1,024,097</b>	<b>1.97%</b>	<b>\$6,177,644</b>	<b>11.88%</b>	<b>\$885,684</b>	<b>1.70%</b>
<b>2015-2016</b>							
Cañada College	\$12,132,082	\$157,842	1.30%	\$1,542,432	12.71%	\$91,720	0.76%
College of San Mateo	\$21,046,719	\$335,427	1.59%	\$2,132,229	10.13%	\$333,078	1.58%
Skyline College	\$20,580,037	\$626,667	3.05%	\$2,063,752	10.03%	\$735,467	3.57%
Central Svcs/District Office	\$1,263,237	\$105,447	8.35%	\$958,245	75.86%	\$0	0.00%
<b>Total</b>	<b>\$55,022,075</b>	<b>\$1,225,383</b>	<b>2.23%</b>	<b>\$6,696,658</b>	<b>12.17%</b>	<b>\$1,160,265</b>	<b>2.11%</b>
<b>2016-2017</b>							
Cañada College	\$10,920,420	\$258,782	2.37%	\$1,648,384	15.09%	\$163,354	1.50%
College of San Mateo	\$18,741,819	\$483,929	2.58%	\$2,263,008	12.07%	\$248,423	1.33%
Skyline College	\$18,900,735	\$737,067	3.90%	\$2,276,616	12.05%	\$820,379	4.34%
Central Svcs/District Office	\$1,028,733	\$0	0.00%	\$907,617	88.23%	\$0	0.00%
<b>Total</b>	<b>\$49,591,708</b>	<b>\$1,479,777</b>	<b>2.98%</b>	<b>\$7,095,626</b>	<b>14.31%</b>	<b>\$1,232,156</b>	<b>2.48%</b>

Expenditures represent certificated salary expenses in the unrestricted general fund (Fund 1) for all activity centers

**San Mateo County Community College District  
ACTUAL EXPENDITURE COMPARISON FOR THE SMCCCD BY MAJOR BUDGET ACTIVITY**

	TOTAL GEN'L FUND EXPENSES	FTES	INSTRUCTION & INSTRUCTIONAL SERVICES			STUDENT SERVICES		
			AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
<b>2009-2010</b>								
Cañada College	\$16,519,183	5,186	\$12,792,917	77.44%	\$2,467	\$2,333,747	14.13%	\$450
College of San Mateo	\$31,501,317	9,483	\$25,149,352	79.84%	\$2,652	\$3,702,548	11.75%	\$390
Skyline College	\$26,211,975	8,852	\$20,789,297	79.31%	\$2,349	\$3,245,316	12.38%	\$367
Central Svcs/District Of	\$34,532,789	0	\$8,480,482	24.56%	\$0	\$341,187	0.99%	\$0
<b>Total</b>	<b>\$108,765,264</b>	<b>23,521</b>	<b>\$67,212,048</b>	<b>61.80%</b>	<b>\$2,858</b>	<b>\$9,622,798</b>	<b>8.85%</b>	<b>\$409</b>
<b>2010-2011</b>								
Cañada College	\$16,572,499	4,764	\$12,616,683	76.13%	\$2,648	\$2,408,129	14.53%	\$505
College of San Mateo	\$31,261,092	8,266	\$25,179,738	80.55%	\$3,046	\$3,573,014	11.43%	\$432
Skyline College	\$26,880,908	8,253	\$21,797,099	81.09%	\$2,641	\$2,919,213	10.86%	\$354
Central Svcs/District Of	\$34,781,850	0	\$9,392,721	27.00%	\$0	\$78,957	0.23%	\$0
<b>Total</b>	<b>\$109,496,350</b>	<b>21,283</b>	<b>\$68,986,240</b>	<b>63.00%</b>	<b>\$3,241</b>	<b>\$8,979,312</b>	<b>8.20%</b>	<b>\$422</b>
<b>2011-2012</b>								
Cañada College	\$17,253,719	4,603	\$12,269,544	67.68%	\$2,666	\$3,352,175	18.49%	\$728
College of San Mateo	\$29,725,875	7,912	\$22,893,040	78.21%	\$2,893	\$4,213,301	14.39%	\$533
Skyline College	\$26,112,579	8,449	\$20,091,160	40.85%	\$2,378	\$3,780,352	7.69%	\$447
Central Svcs/District Of	\$38,115,015	0	\$7,268,389	19.07%	\$0	\$692,690	1.82%	\$0
<b>Total</b>	<b>\$111,207,188</b>	<b>20,964</b>	<b>\$62,522,132</b>	<b>56.22%</b>	<b>\$2,982</b>	<b>\$12,038,517</b>	<b>10.83%</b>	<b>\$574</b>
<b>2012-2013</b>								
Cañada College	\$17,999,903	4,387	\$13,518,910	75.40%	\$3,082	\$2,779,740	15.50%	\$634
College of San Mateo	\$30,793,718	7,685	\$24,020,917	78.97%	\$3,126	\$3,778,708	12.42%	\$492
Skyline College	\$29,143,082	8,168	\$22,584,241	79.27%	\$2,765	\$3,664,768	12.86%	\$449
Central Svcs/District Of	\$36,348,552	0	\$7,077,143	19.47%	\$0	\$714,434	1.97%	\$0
<b>Total</b>	<b>\$114,285,254</b>	<b>20,240</b>	<b>\$67,201,210</b>	<b>58.80%</b>	<b>\$3,320</b>	<b>\$10,937,650</b>	<b>9.57%</b>	<b>\$540</b>
<b>2013-2014</b>								
Cañada College	\$18,787,675	4,204	\$14,109,445	75.10%	\$3,356	\$3,072,553	16.35%	\$731
College of San Mateo	\$30,919,934	7,192	\$24,063,872	77.83%	\$3,346	\$3,615,664	11.69%	\$503
Skyline College	\$31,767,514	7,858	\$24,311,807	76.53%	\$3,094	\$4,233,625	13.33%	\$539
Central Svcs/District Of	\$37,494,776	0	\$7,362,936	19.64%	\$0	\$794,384	2.12%	\$0
<b>Total</b>	<b>\$118,969,899</b>	<b>19,254</b>	<b>\$69,848,061</b>	<b>58.71%</b>	<b>\$3,628</b>	<b>\$11,716,227</b>	<b>9.85%</b>	<b>\$609</b>
<b>2014-2015</b>								
Cañada College	\$19,430,743	4,097	\$14,468,017	81.55%	\$3,531	\$3,274,015	18.45%	\$799
College of San Mateo	\$34,286,291	6,907	\$26,869,025	86.86%	\$3,890	\$4,063,339	13.14%	\$588
Skyline College	\$34,017,280	7,911	\$26,541,551	85.44%	\$3,355	\$4,521,773	14.56%	\$572
Central Svcs/District Of	\$37,175,674	0	\$4,673,421	12.57%	\$0	\$675,083	1.82%	\$0
<b>Total</b>	<b>\$124,909,988</b>	<b>18,915</b>	<b>\$72,552,014</b>	<b>58.08%</b>	<b>\$3,836</b>	<b>\$12,534,210</b>	<b>10.03%</b>	<b>\$663</b>
<b>2015-16</b>								
Cañada College	\$23,098,773	4,051	\$17,127,939	82.79%	\$4,228	\$3,559,976	17.21%	\$879
College of San Mateo	\$37,318,659	6,909	\$29,493,929	87.10%	\$4,269	\$4,368,223	12.90%	\$632
Skyline College	\$39,514,618	7,649	\$31,434,522	87.06%	\$4,110	\$4,670,880	12.94%	\$611
Central Svcs/District Of	\$42,839,404	0	\$7,475,941	17.45%	\$0	\$1,256,512	2.93%	\$0
<b>Total</b>	<b>\$142,771,454</b>	<b>18,609</b>	<b>\$85,532,331</b>	<b>59.91%</b>	<b>\$4,596</b>	<b>\$13,855,592</b>	<b>9.70%</b>	<b>\$745</b>
<b>2016-17</b>								
Cañada College	\$25,847,164	3,959	\$18,108,374	80.88%	\$4,574	\$4,279,755	19.12%	\$1,081
College of San Mateo	\$40,526,887	6,891	\$30,496,905	86.49%	\$4,426	\$4,763,561	13.51%	\$691
Skyline College	\$41,828,304	7,294	\$32,045,710	84.75%	\$4,393	\$5,766,200	15.25%	\$791
Central Svcs/District Of	\$44,567,073	0	\$6,785,678	15.23%	\$0	\$1,733,632	3.89%	\$0
<b>Total</b>	<b>\$152,769,428</b>	<b>18,144</b>	<b>\$87,436,667</b>	<b>57.23%</b>	<b>\$4,819</b>	<b>\$16,543,148</b>	<b>10.83%</b>	<b>\$912</b>

Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for activity centers 0100 through 6700 only.
2. Instruction/Instructional Services includes activity centers 0100 through 6100
3. Student Services includes activity centers 6200 through 6400

**San Mateo County Community College District**  
**ACTUAL EXPENDITURE COMPARISON FOR THE SMCCCD BY MAJOR BUDGET ACTIVITY**

Page 2

	TOTAL GEN'L FUND EXPENSES	FTES	PLANT OPERATIONS			INSTITUTIONAL SUPPORT		
			AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
<b>2009-2010</b>								
Cañada College	\$16,519,183	5,186	\$25,665	0.16%	\$5	\$1,366,854	8.27%	\$264
College of San Mateo	\$31,501,317	9,483	\$43,463	0.14%	\$5	\$2,605,954	8.27%	\$275
Skyline College	\$26,211,975	8,852	\$68,909	0.26%	\$8	\$2,108,453	8.04%	\$238
Central Svcs/District Office	\$34,532,789	0	\$11,290,028	32.69%	\$0	\$14,421,092	41.76%	\$0
<b>Total</b>	<b>\$108,765,264</b>	<b>23,521</b>	<b>\$11,428,065</b>	<b>10.51%</b>	<b>\$486</b>	<b>\$20,502,353</b>	<b>18.85%</b>	<b>\$872</b>
<b>2010-2011</b>								
Cañada College	\$16,572,499	4,764	\$24,201	0.15%	\$5	\$1,523,486	9.19%	\$320
College of San Mateo	\$31,261,092	8,266	\$30,638	0.10%	\$4	\$2,477,702	7.93%	\$300
Skyline College	\$26,880,908	8,253	\$74,138	0.28%	\$9	\$2,090,459	7.78%	\$253
Central Svcs/District Office	\$34,781,850	0	\$11,342,390	32.61%	\$0	\$13,967,783	40.16%	\$0
<b>Total</b>	<b>\$109,496,350</b>	<b>21,283</b>	<b>\$11,471,367</b>	<b>10.48%</b>	<b>\$539</b>	<b>\$20,059,430</b>	<b>18.32%</b>	<b>\$943</b>
<b>2011-12</b>								
Cañada College	\$17,253,719	4,603	\$24,201	0.14%	\$5	\$1,607,800	9.32%	\$349
College of San Mateo	\$29,725,875	7,912	\$47,808	0.16%	\$6	\$2,571,726	8.65%	\$325
Skyline College	\$26,112,579	8,449	\$70,384	0.27%	\$8	\$2,170,683	8.31%	\$257
Central Svcs/District Office	\$38,115,015	0	\$11,595,818	30.42%	\$0	\$18,558,118	48.69%	\$0
<b>Total</b>	<b>\$111,207,188</b>	<b>20,964</b>	<b>\$11,738,212</b>	<b>10.56%</b>	<b>\$560</b>	<b>\$24,908,327</b>	<b>22.40%</b>	<b>\$1,188</b>
<b>2012-13</b>								
Cañada College	\$17,999,903	4,387	\$24,927	0.14%	\$6	\$1,676,326	9.31%	\$382
College of San Mateo	\$30,793,718	7,685	\$68,779	0.22%	\$9	\$2,925,314	9.50%	\$381
Skyline College	\$29,143,082	8,168	\$99,638	0.34%	\$12	\$2,794,435	9.59%	\$342
Central Svcs/District Office	\$36,348,552	0	\$13,428,118	36.94%	\$0	\$15,128,857	41.62%	\$0
<b>Total</b>	<b>\$114,285,254</b>	<b>20,240</b>	<b>\$13,621,462</b>	<b>11.92%</b>	<b>\$673</b>	<b>\$22,524,931</b>	<b>19.71%</b>	<b>\$1,113</b>
<b>2013-2014</b>								
Cañada College	\$18,787,675	4,204	\$25,665	0.14%	\$6	\$1,580,010	8.41%	\$376
College of San Mateo	\$30,919,934	7,192	\$78,904	0.26%	\$11	\$3,161,494	10.22%	\$440
Skyline College	\$31,767,514	7,858	\$55,683	0.18%	\$7	\$3,166,399	9.97%	\$403
Central Svcs/District Office	\$37,494,776	0	\$14,123,966	37.67%	\$0	\$15,213,490	40.57%	\$0
<b>Total</b>	<b>\$118,969,899</b>	<b>19,254</b>	<b>\$14,284,219</b>	<b>12.01%</b>	<b>\$742</b>	<b>\$23,121,393</b>	<b>19.43%</b>	<b>\$1,201</b>
<b>2014-2015</b>								
Cañada College	\$19,430,743	4,097	\$27,272	0.14%	\$7	\$1,661,438	8.55%	\$406
College of San Mateo	\$34,286,291	6,907	\$30,985	0.09%	\$4	\$3,322,943	9.69%	\$481
Skyline College	\$34,017,280	7,911	\$57,011	0.17%	\$7	\$2,896,945	8.52%	\$366
Central Svcs/District Office	\$37,175,674	0	\$14,276,028	38.40%	\$0	\$17,551,143	47.21%	\$0
<b>Total</b>	<b>\$124,909,988</b>	<b>18,915</b>	<b>\$14,391,295</b>	<b>11.52%</b>	<b>\$761</b>	<b>\$25,432,468</b>	<b>20.36%</b>	<b>\$1,345</b>
<b>2015-16</b>								
Cañada College	\$23,098,773	4,051	\$25,383	0.11%	\$6	\$2,385,475	10.33%	\$589
College of San Mateo	\$37,318,659	6,909	\$23,099	0.06%	\$3	\$3,433,408	9.20%	\$497
Skyline College	\$39,514,618	7,649	\$85,536	0.22%	\$11	\$3,323,680	8.41%	\$435
Central Svcs/District Office	\$42,839,404	0	\$15,921,746	37.17%	\$0	\$18,185,204	42.45%	\$0
<b>Total</b>	<b>\$142,771,454</b>	<b>18,609</b>	<b>\$16,055,765</b>	<b>11.25%</b>	<b>\$863</b>	<b>\$27,327,767</b>	<b>19.14%</b>	<b>\$1,469</b>
<b>2016-17</b>								
Cañada College	\$25,847,164	3,959	\$29,271	0.11%	\$7	\$3,429,765	13.27%	\$866
College of San Mateo	\$40,526,887	6,891	\$15,933	0.04%	\$2	\$5,250,488	12.96%	\$762
Skyline College	\$41,828,304	7,294	\$119,099	0.28%	\$16	\$3,897,295	9.32%	\$534
Central Svcs/District Office	\$44,567,073	0	\$16,401,375	36.80%	\$0	\$19,646,388	44.08%	\$0
<b>Total</b>	<b>\$152,769,428</b>	<b>18,144</b>	<b>\$16,565,677</b>	<b>10.84%</b>	<b>\$913</b>	<b>\$32,223,936</b>	<b>21.09%</b>	<b>\$1,776</b>

## Notes:

4. Plant Operations includes activity center 6500
5. Institutional Support includes activity centers 6600 through 6700
6. Totals do **not** include Ancillary Services in activity centers 6800 through 7000

**San Mateo County Community College District  
ACTUAL SITE EXPENDITURE COMPARISON BY MAJOR ACCOUNT CODE**

Page 1

	TOTAL GEN'L FUND EXPENSES	FTES	PER FTES	ACADEMIC SALARIES			CLASSIFIED SALARIES		
				1000		PER FTES	2000		PER FTES
			AMOUNT	%			AMOUNT	%	
<b>2009-2010</b>									
Cañada College	\$16,371,172	5,186	\$3,157	\$9,161,495	55.96%	\$1,767	\$3,339,476	20.40%	\$644
College of San Mateo	\$32,524,619	9,483	\$3,430	\$19,335,194	59.45%	\$2,039	\$5,498,324	16.91%	\$580
Skyline College	\$25,941,728	8,852	\$2,931	\$15,541,596	59.91%	\$1,756	\$4,339,379	16.73%	\$490
Central Svcs/District Office	\$35,029,219	0	\$0	\$536,058	1.53%	\$0	\$9,119,804	26.03%	\$0
<b>Total</b>	<b>\$109,866,738</b>	<b>23,521</b>	<b>\$4,671</b>	<b>\$44,574,343</b>	<b>40.57%</b>	<b>\$1,895</b>	<b>\$22,296,983</b>	<b>20.29%</b>	<b>\$948</b>
<b>2010-2011</b>									
Cañada College	\$15,428,060	4,764	\$3,238	\$8,195,558	53.12%	\$1,720	\$3,263,146	21.15%	\$685
College of San Mateo	\$28,399,633	8,266	\$3,436	\$16,404,580	57.76%	\$1,985	\$4,727,520	16.65%	\$572
Skyline College	\$24,243,581	8,253	\$2,938	\$13,978,704	57.66%	\$1,694	\$4,202,011	17.33%	\$509
Central Svcs/District Office	\$36,427,540	0	\$0	\$547,332	1.50%	\$0	\$9,892,321	27.16%	\$0
<b>Total</b>	<b>\$104,498,814</b>	<b>21,283</b>	<b>\$4,910</b>	<b>\$39,126,174</b>	<b>37.44%</b>	<b>\$1,838</b>	<b>\$22,084,998</b>	<b>21.13%</b>	<b>\$1,038</b>
<b>2011-2012</b>									
Cañada College	\$16,668,686	4,603	\$3,621	\$8,971,134	53.82%	\$1,949	\$3,414,481	20.48%	\$742
College of San Mateo	\$28,910,195	7,912	\$3,654	\$16,746,889	57.93%	\$2,117	\$4,864,332	16.83%	\$615
Skyline College	\$25,568,739	8,449	\$3,026	\$14,440,991	56.48%	\$1,709	\$4,326,117	16.92%	\$512
Central Svcs/District Office	\$39,036,312	0	\$0	\$583,947	1.50%	\$0	\$11,237,338	28.79%	\$0
<b>Total</b>	<b>\$110,183,932</b>	<b>20,964</b>	<b>\$5,256</b>	<b>\$40,742,961</b>	<b>36.98%</b>	<b>\$1,943</b>	<b>\$23,842,268</b>	<b>21.64%</b>	<b>\$1,137</b>
<b>2012-2013</b>									
Cañada College	\$19,059,408	4,387	\$443	\$9,396,448	49.30%	\$2,142	\$3,551,163	18.63%	\$809
College of San Mateo	\$33,012,454	7,685	\$4,296	\$16,856,349	51.06%	\$2,193	\$5,548,283	16.81%	\$722
Skyline College	\$30,601,126	8,168	\$3,746	\$15,718,180	51.36%	\$1,924	\$4,983,920	16.29%	\$610
Central Svcs/District Office	\$40,250,426	0	\$0	\$600,426	1.49%	\$0	\$12,119,643	30.11%	\$0
<b>Total</b>	<b>\$122,923,414</b>	<b>20,240</b>	<b>\$6,073</b>	<b>\$42,571,403</b>	<b>34.63%</b>	<b>\$2,103</b>	<b>\$26,203,009</b>	<b>21.32%</b>	<b>\$1,295</b>
<b>2013-2014</b>									
Cañada College	\$18,737,876	4,204	\$4,457	\$9,691,451	51.72%	\$2,305	\$3,670,792	19.59%	\$873
College of San Mateo	\$31,048,646	7,192	\$4,317	\$17,773,084	57.24%	\$2,471	\$5,896,459	18.99%	\$820
Skyline College	\$31,961,155	7,858	\$4,067	\$17,760,758	55.57%	\$2,260	\$5,926,416	18.54%	\$754
Central Svcs/District Office	\$37,213,687	0	\$0	\$573,353	1.54%	\$0	\$13,819,069	37.13%	\$0
<b>Total</b>	<b>\$118,961,364</b>	<b>19,254</b>	<b>\$6,179</b>	<b>\$45,798,646</b>	<b>38.50%</b>	<b>\$2,379</b>	<b>\$29,312,736</b>	<b>24.64%</b>	<b>\$1,522</b>
<b>2014-2015</b>									
Cañada College	\$19,462,367	4,097	\$4,750	\$10,246,309	52.65%	\$2,501	\$3,840,425	19.73%	\$937
College of San Mateo	\$33,203,572	6,907	\$4,807	\$19,538,346	58.84%	\$2,829	\$6,286,123	18.93%	\$910
Skyline College	\$33,578,350	7,911	\$4,245	\$18,886,227	56.25%	\$2,387	\$6,418,142	19.11%	\$811
Central Svcs/District Office	\$37,541,795	0	\$0	\$622,558	1.66%	\$0	\$14,097,972	37.55%	\$0
<b>Total</b>	<b>\$123,786,084</b>	<b>18,915</b>	<b>\$6,544</b>	<b>\$49,293,440</b>	<b>39.82%</b>	<b>\$2,606</b>	<b>\$30,642,662</b>	<b>24.75%</b>	<b>\$1,620</b>
<b>2015-2016</b>									
Cañada College	\$23,246,943	4,051	\$5,739	\$11,492,967	49.44%	\$2,837	\$4,383,651	18.86%	\$1,082
College of San Mateo	\$37,460,530	6,909	\$5,422	\$20,040,560	53.50%	\$2,901	\$6,815,767	18.19%	\$987
Skyline College	\$39,931,536	7,649	\$5,220	\$19,454,765	48.72%	\$2,543	\$7,199,560	18.03%	\$941
Central Svcs/District Office	\$43,896,997	0	\$0	\$933,846	2.13%	\$0	\$13,877,767	31.61%	\$0
<b>Total</b>	<b>\$144,536,006</b>	<b>18,609</b>	<b>\$7,767</b>	<b>\$51,922,138</b>	<b>35.92%</b>	<b>\$2,790</b>	<b>\$32,276,745</b>	<b>22.33%</b>	<b>\$1,734</b>
<b>2016-2017</b>									
Cañada College	\$26,128,238	3,959	\$6,600	\$12,378,799	47.38%	\$3,127	\$5,128,010	19.63%	\$1,295
College of San Mateo	\$40,794,350	6,891	\$5,920	\$20,760,070	50.89%	\$3,013	\$7,632,643	18.71%	\$1,108
Skyline College	\$42,706,055	7,294	\$5,855	\$21,691,673	50.79%	\$2,974	\$8,141,665	19.06%	\$1,116
Central Svcs/District Office	\$59,939,769	0	\$0	\$3,605,622	6.02%	\$0	\$14,983,595	25.00%	\$0
<b>Total</b>	<b>\$169,568,413</b>	<b>18,144</b>	<b>\$9,346</b>	<b>\$58,436,164</b>	<b>34.46%</b>	<b>\$3,221</b>	<b>\$35,885,912</b>	<b>21.16%</b>	<b>\$1,978</b>

Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for all activity centers
2. Spreadsheet continued on next page

**San Mateo County Community College District  
ACTUAL SITE EXPENDITURE COMPARISON BY MAJOR ACCOUNT CODE**

EMPLOYEE BENEFITS 3000			SUPPLIES/SERVICES 4000-5000			CAPITAL OUTLAY 6000			OTHER OUTGO 7000		
AMOUNT	%	PER FTES	AMOUNT	%	PER FTES	AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
\$3,297,091	20.14%	\$636	\$545,580	3.33%	\$105	\$9,966	0.06%	\$2	\$17,564	0.11%	\$3
\$6,545,970	20.13%	\$690	\$1,059,283	3.26%	\$112	\$0	0.00%	\$0	\$85,848	0.26%	\$9
\$4,879,461	18.81%	\$551	\$1,044,322	4.03%	\$118	\$20,574	0.08%	\$2	\$116,396	0.45%	\$13
\$10,241,115	29.24%	\$0	\$7,290,565	20.81%	\$0	\$41,811	0.12%	\$0	\$7,799,866	22.27%	\$0
<b>\$24,963,637</b>	<b>22.72%</b>	<b>\$1,061</b>	<b>\$9,939,750</b>	<b>9.05%</b>	<b>\$423</b>	<b>\$72,351</b>	<b>0.07%</b>	<b>\$3</b>	<b>\$8,019,674</b>	<b>7.30%</b>	<b>\$341</b>
\$3,368,584	21.83%	\$707	\$589,290	3.82%	\$124	\$10,482	0.07%	\$2	\$1,000	0.01%	\$0
\$6,114,237	21.53%	\$740	\$1,153,296	4.06%	\$140	\$0	0.00%	\$0	\$0	0.00%	\$0
\$4,904,335	20.23%	\$594	\$1,126,707	3.09%	\$137	\$30,984	0.13%	\$4	\$840	0.00%	\$0
\$11,145,307	30.60%	\$0	\$9,228,375	25.33%	\$0	\$31,777	0.09%	\$0	\$5,582,428	15.32%	\$0
<b>\$25,532,463</b>	<b>24.43%</b>	<b>\$1,200</b>	<b>\$12,097,668</b>	<b>11.58%</b>	<b>\$568</b>	<b>\$73,243</b>	<b>0.07%</b>	<b>\$3</b>	<b>\$5,584,268</b>	<b>5.34%</b>	<b>\$262</b>
\$3,498,632	20.99%	\$760	\$687,538	4.12%	\$149	\$12,231	0.07%	\$3	\$84,670	0.51%	\$18
\$5,969,524	20.65%	\$754	\$1,297,806	4.49%	\$164	\$278	0.00%	\$0	\$31,366	0.11%	\$4
\$4,873,252	19.06%	\$577	\$1,459,645	5.71%	\$173	\$119,719	0.47%	\$14	\$349,015	1.37%	\$41
\$12,100,395	31.00%	\$0	\$10,390,512	26.62%	\$0	\$26,849	0.07%	\$0	\$4,697,271	12.03%	\$0
<b>\$26,441,803</b>	<b>24.00%</b>	<b>\$1,261</b>	<b>\$13,835,501</b>	<b>12.56%</b>	<b>\$660</b>	<b>\$159,077</b>	<b>0.14%</b>	<b>\$8</b>	<b>\$5,162,322</b>	<b>4.69%</b>	<b>\$246</b>
\$4,081,421	21.41%	\$930	\$651,800	3.42%	\$149	\$34,143	0.18%	\$8	\$1,344,433	7.05%	\$306
\$7,121,539	21.57%	\$927	\$1,000,771	3.03%	\$130	\$20,041	0.06%	\$3	\$2,465,471	7.47%	\$321
\$6,169,146	20.16%	\$755	\$1,761,622	5.76%	\$216	\$44,338	0.14%	\$5	\$1,923,920	6.29%	\$236
\$12,793,602	31.79%	\$0	\$10,263,909	25.50%	\$0	\$45,913	0.11%	\$0	\$4,426,933	11.00%	\$0
<b>\$30,165,708</b>	<b>24.54%</b>	<b>\$1,490</b>	<b>\$13,678,102</b>	<b>11.13%</b>	<b>\$676</b>	<b>\$144,435</b>	<b>0.12%</b>	<b>\$7</b>	<b>\$10,160,757</b>	<b>8.27%</b>	<b>\$502</b>
\$3,498,835	18.67%	\$832	\$730,373	3.90%	\$174	\$14,254	0.08%	\$3	\$1,132,171	6.04%	\$269
\$6,074,563	19.56%	\$845	\$1,233,025	3.97%	\$171	\$71,515	0.23%	\$10	\$0	0.00%	\$0
\$5,765,661	18.04%	\$734	\$2,301,815	7.20%	\$293	\$92,154	0.29%	\$12	\$114,351	0.36%	\$16
\$11,469,149	30.82%	\$0	\$10,231,095	27.49%	\$0	\$121,021	0.33%	\$0	\$1,000,000	2.69%	\$0
<b>\$26,808,208</b>	<b>22.54%</b>	<b>\$1,392</b>	<b>\$14,496,308</b>	<b>12.19%</b>	<b>\$753</b>	<b>\$298,944</b>	<b>0.80%</b>	<b>\$16</b>	<b>\$2,246,522</b>	<b>6.04%</b>	<b>\$117</b>
\$4,154,850	21.35%	\$1,014	\$675,860	3.47%	\$165	\$0	0.00%	\$0	\$521,314	2.68%	\$127
\$7,257,965	21.86%	\$1,051	\$1,102,448	3.32%	\$160	\$793	0.00%	\$0	\$60,868	0.18%	\$9
\$6,955,141	20.71%	\$879	\$1,314,325	3.91%	\$166	\$5,814	0.02%	\$1	\$464,541	1.38%	\$59
\$13,100,041	34.89%	\$0	\$9,399,421	25.04%	\$0	\$108,833	0.29%	\$0	\$750,003	2.00%	\$0
<b>\$31,467,997</b>	<b>25.42%</b>	<b>\$1,664</b>	<b>\$12,492,054</b>	<b>10.09%</b>	<b>\$660</b>	<b>\$115,440</b>	<b>0.09%</b>	<b>\$6</b>	<b>\$1,796,726</b>	<b>1.45%</b>	<b>\$95</b>
\$4,706,459	20.25%	\$1,162	\$657,950	2.83%	\$162	\$0	0.00%	\$0	\$2,005,916	8.63%	\$495
\$7,678,387	33.03%	\$1,111	\$1,290,359	5.55%	\$187	\$46,119	0.20%	\$7	\$1,589,338	6.84%	\$230
\$7,637,096	20.39%	\$998	\$1,424,736	3.80%	\$186	\$20,840	0.06%	\$3	\$4,194,539	11.20%	\$548
\$16,537,763	41.42%	\$0	\$10,574,766	26.48%	\$0	\$522,855	1.31%	\$0	\$1,450,000	3.63%	\$0
<b>\$36,559,705</b>	<b>25.29%</b>	<b>\$1,965</b>	<b>\$13,947,811</b>	<b>31.77%</b>	<b>\$750</b>	<b>\$589,814</b>	<b>1.48%</b>	<b>\$32</b>	<b>\$9,239,793</b>	<b>23.14%</b>	<b>\$497</b>
\$5,628,716	21.54%	\$1,422	\$865,593	3.31%	\$219	\$0	0.00%	\$0	\$2,127,121	8.14%	\$537
\$8,772,775	33.58%	\$1,273	\$1,438,646	5.51%	\$209	\$43,138	0.17%	\$6	\$2,147,078	8.22%	\$312
\$9,225,926	22.62%	\$1,265	\$2,115,242	5.19%	\$290	\$5,069	0.01%	\$1	\$1,526,481	3.74%	\$209
\$16,894,560	39.56%	\$0	\$10,804,194	25.30%	\$0	\$199,027	0.47%	\$0	\$13,452,771	31.50%	\$0
<b>\$40,521,976</b>	<b>23.90%</b>	<b>\$2,233</b>	<b>\$15,223,675</b>	<b>25.40%</b>	<b>\$839</b>	<b>\$247,235</b>	<b>0.58%</b>	<b>\$14</b>	<b>\$19,253,451</b>	<b>45.08%</b>	<b>\$1,061</b>

Notes:

- Expenditures represent unrestricted general fund (Fund 1) for all activity centers

**BOARD REPORT NO. 18-3-101B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jennifer Taylor Mendoza, Vice President of Instruction, Skyline College,  
738-4321  
Sue Harrison, Director of General Services, 358-6879

**APPROVAL OF SOLE SOURCE PURCHASE OF TECHNICAL ASSISTANCE SERVICES  
FROM THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES/  
CAREER LADDERS PROJECT**

On July 27, 2016, the Board accepted funds from the California Community College Chancellor's Office (CCCCO) (Board Report 16-7-4CA) in the amount of \$1,450,000 for Phase IV of the Career Advancement Academies (CAAs). CAAs establish pipelines to college and high-wage careers for low-income young adults who face academic and personal barriers to post-secondary education and employment. CAAs increase students' foundational skills in reading, writing, and math while enrolling students in career technical training programs that lead to careers and higher education opportunities in high-demand Career Technical Education (CTE) industry sectors.

As stipulated in the CCCCCO grant agreement and CCCCCO concept summary, Phase IV CAA funding recipients must continue a third-party evaluation with Equal Measure and work with their technical assistance provider, Career Ladders Project, both which were selected collectively in Phase II of the project by all participating CAA statewide sites. The contract with The Foundation for California Community Colleges/Career Ladders Project (and Equal Measure as the 3rd party evaluator subcontract) would be in the amount of 20% of the entire award for each funded district or institution; a total amount of \$290,000 for Skyline College within the Phase IV performance period of July 1, 2016 – June 30, 2018. Per the CAA Statewide Project Workplan submitted to the CCCCCO, technical assistance and evaluation activities would include: documentation of lessons learned, collection of student data, participation in a statewide community of practice, and the sharing of materials, tools and expertise with broader stakeholders and regions, including regional consortia, sector and deputy sector navigators, and other collaborative partners. The District wishes to enter into an agreement with The Foundation for California Community Colleges/Career Ladders Project for technical assistance and evaluation of Skyline College's Career Advancement Academy in this fourth and final phase of the project.

**RECOMMENDATION**

It is recommended that the Board approve a sole source purchase of technical assistance services from The Foundation for California Community Colleges/Career Ladders Project for an amount not to exceed \$290,000.



**BOARD REPORT NO. 18-3-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869  
Aaron McVean, Interim Vice President, Planning, Research and Institutional Effectiveness, 358-6803

**AUTHORIZATION OF SOLE SOURCE PURCHASE OF REPORTING AND ANALYTICS FROM A. LANGE CONSULTING**

A Lange Consulting has been under contract with the District since July 2017, providing services related to reporting, analysis, and dashboard creation for metrics associated with the District's Strategic Plan. The original contract amount was for \$81,025. The District anticipates the need for additional services in the amount of \$42,500 through the end of the fiscal year, for a contract total of \$123,525 which is in excess of the bid limit of \$90,200. The District seeks Board approval to amend the contract and continue the use of A. Lange Consulting as a sole source provider for these additional services. Given Lange's ongoing work and knowledge of the District's needs, a competitive bid process would not result in any advantage to the District.

**RECOMMENDATION**

It is recommended that the Board approve an amendment to the A. Lange Consulting contract, increasing the total amount paid to \$123,525.

**BOARD REPORT NO. 18-3-103B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869  
Susan Harrison, Director, General Services, 358-6879  
Marilyn Lawrence, Consultant to the District

**AUTHORIZATION OF SOLE SOURCE PURCHASE OF TRANSMITTER FOR KCSM-TV  
REPACKING ACTIVITIES AT SUTRO TOWER**

The District is continuing its repacking effort of KCSM-TV from channel 43 to channel 27 on Sutro Tower. Construction has begun on the tower and tenants have also commenced work in their individual transmitter rooms to be ready to comply with the Federal mandate for channel repacking. This work must be completed by June 2019 for testing to begin in July 2019. The current transmitter will continue to operate during the installation of the new transmitter. Due to that requirement, the space available for the new transmitter is limited. The space limitation is a major criterion in the selection of the new transmitter. Transmitter manufacturers currently have a six month backlog for orders and it is necessary to place an order in the near future to ensure a position in the manufacturing and installation queue.

KCSM staff investigated the three manufacturers of transmitters and determined that only one supplier, GatesAir, manufactures and sells the appropriate transmitter for this application. The District is seeking authorization for a sole source purchase, in the amount of \$717,096.29, to purchase the Maxiva Series High Efficiency UAXTE-32R44, liquid-cooled, Solid-State, Digital Television Transmitter and its installation from GatesAir Inc. This transmitter meets the required FCC specifications for digital transmission, and is the only digital transmitter system that will fit in the Sutro Tower leased space with the existing transmission system. GatesAir Inc. is the sole manufacturer/supplier of the transmitter. This expense is reimbursable through the \$2,793,000 in FCC repacking funds available to KCSM, of which only \$253,000 has been requested for reimbursement thus far. Gates requires a down payment of one third of the total to place the order and start the transmitter build, one third to ship it once it is completed, and the rest upon completion of the project.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize a sole source Purchase of the Maxiva Tranmister from GatesAir as describe above, in the amount of \$717,096.29.

**BOARD REPORT NO. 18-3-104B**

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

**AUTHORIZATION TO UTILIZE THE LEASE-LEASEBACK DELIVERY METHOD FOR SKYLINE FACULTY AND STAFF HOUSING DEVELOPMENT**

On March 13, 2018, the San Bruno City Council gave final approval for the District's Faculty and Staff Housing development project at Skyline College. This development, the third for the District, will include 30 apartments for faculty and staff housing. Additionally, SummerHill Homes will construct 40 single-family homes on the six-acre segment of Parcel B they are purchasing from the District.

The District will proceed with the development in two phases:

- Phase I will include the site work improvements necessary to prepare the land for development (i.e. grading, joint trench, storm water, etc.);
- Phase II will include the construction of the District's 30 unit complex.

Staff are recommending that the District utilize the Lease-Leaseback project delivery method for this project.

As a reminder, on January 14, 2015, and March 25, 2015, staff presented an information report (Board Report 15-1-2C) and recommendation for authorization (Board Report 15-3-112B) to use the Lease-Leaseback (LLB) project delivery method for capital projects, which the Board of Trustees approved. As staff informed the Board when this method was approved on February 28, 2018, for the College of San Mateo Building 17 Learning Communities Modernization Project, case law and outside counsel have confirmed that California Community Colleges continue to have statutory authority to use Lease-Leaseback on capital projects.

**RECOMMENDATION**

It is recommended the Board of Trustees authorize the District to proceed with the utilization of the Lease-Leaseback delivery method for the Skyline Employee Housing Development project, in accordance with Education Code Section 81335.

**BOARD REPORT NO. 18-3-105B**

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

**ADOPTION OF RESOLUTION NO. 18-2 IN SUPPORT OF CALIFORNIA SENATE BILL 1348:  
ALLIED HEALTH PROFESSIONAL CLINICAL PROGRAMS REPORTING**

The Board of Trustees has expressed interest in supporting SB 1348, which would require for-profit and community colleges that train allied health professionals for certification and licensure to report annually on where students are being placed for clinical internships and data regarding student success relating to those internships.

As information, the Legislative Counsel's Digest provides the following overview of this bill:

Existing law requires the Chancellor of the California Community Colleges to submit an annual report to the Legislature, the Governor, the Department of Finance, and the Legislative Analyst for the purpose of evaluating the achievement of educational outcomes for each community college district. Existing law requires a private postsecondary institution to provide a prospective student, prior to enrollment, with a School Performance Fact Sheet containing specified information relating to the educational program.

This bill would require, beginning in 2019 and in each year thereafter, the state chancellor to include in the annual report, for each community college program that offers certificates or degrees related to allied health professionals that require clinical training, specified information relating to clinical training for those certificates or degrees. The bill would require, beginning in 2019 and in each year thereafter, each private postsecondary institution with a program offering those certificates or degrees to include that same information in the School Performance Fact Sheet. The bill would also require the California State University, and request the University of California, to report that same information to the Legislature, beginning in 2019 and in each year thereafter, for all programs offering those certificates or degrees.

**RECOMMENDATION**

It is recommended that the Board adopt Resolution No. 18-2, a copy of which is attached.

**RESOLUTION NO. 18-2****BY THE GOVERNING BOARD OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

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**RESOLUTION SUPPORTING PASSAGE OF CALIFORNIA SENATE BILL 1348 REGARDING  
REPORTING FOR ALLIED HEALTH PROFESSIONAL CLINICAL PROGRAMS**

**WHEREAS**, State Senator Pan has introduced Senate Bill 1348 regarding reporting for allied health professional clinical programs; and

**WHEREAS**, existing law requires the Chancellor of the California Community Colleges to submit an annual report to the state for the purpose of evaluating the achievement of educational outcomes for each community college district; and

**WHEREAS**, existing law requires a private postsecondary institution to provide a prospective student, prior to enrollment, with a School Performance Fact Sheet containing specified information relating to the educational program; and

**WHEREAS**, more than half of all allied health professionals work in careers that require a license or certification and they account for more than half of California's healthcare workforce of 1.2 million, with employment expected to grow to a million by 2030; and

**WHEREAS**, California currently has more than 600,000 allied healthcare professionals who typically obtain their education and required clinical training from for-profit education businesses or community colleges; and

**WHEREAS**, dramatic workforce shortages in the allied health professions are predicted with a gap of as many as 375,000 allied health workers by 2030 and more partnerships with health care employers would lead to an expansion in community college capacity to train and enroll more allied health professional students; and

**WHEREAS**, non-public institutions have roughly 70 percent of the market share for programs which are directly dependent on clinical placements with providers; and

**WHEREAS**, without adequate data to effectively align education programs, clinical training sites, and projected allied healthcare workforce demands and shortages, California's system of higher education will be unable to meet the future healthcare workforce needs of the state; and

**WHEREAS**, more partnerships with health care employers would lead to an expansion in community college capacity to train and enroll more allied health professional students; and

**WHEREAS**, SB 1348 would require, beginning in 2019, the state chancellor to include in the annual report, for each community college program that offers certificates or degrees related to allied health professionals that require clinical training, specified information relating to clinical training for those certificates or degrees; and

**WHEREAS**, the bill would require, beginning in 2019, each private postsecondary institution with a program offering those certificates or degrees to include that same information in the School Performance Fact Sheet;

**NOW, THEREFORE, BE IT RESOLVED**, that the San Mateo County Community College District Board of Trustees hereby concurs with the tenants of Senate Bill 1348 and urges its passage.

**REGULARLY PASSED AND ADOPTED** this 28<sup>th</sup> day of March 2018.

Ayes:

Noes:

Abstentions:

Attest:

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Maurice Goodman  
Vice President-Clerk, Board of Trustees

**BOARD REPORT NO. 18-3-106B**

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

**ADOPTION OF RESOLUTION NO. 18-3 IN SUPPORT OF THE MILLBRAE  
ELEMENTARY SCHOOL DISTRICT PARCEL TAX MEASURE**

The Millbrae Schools Board of Trustees is considering placing a local school parcel tax measure on the June ballot to maintain high-quality education in that district. Although no final decisions have been made, Millbrae Schools estimates that the measure may cost \$97 per parcel and generate approximately \$700,000 per year, for five years. According to the Millbrae Schools, a potential measure could:

- Maintain 21st-century, hands-on science labs, technology, engineering and math instruction
- Attract and retain qualified teachers
- Strengthen reading and writing programs
- Restore art and music programs
- Provide classroom computers and instructional technology

The Millbrae Schools Board of Trustees has asked the San Mateo County Community College District Board of Trustees for their support of this potential measure.

**RECOMMENDATION**

It is recommended that the Board adopt Resolution No. 18-3, a copy of which is attached.

**RESOLUTION NO. 18-3**

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

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**RESOLUTION IN SUPPORT OF THE MILLBRAE ELEMENTARY SCHOOL DISTRICT  
PARCEL TAX MEASURE**

**WHEREAS**, the Millbrae School District provides quality education to over 2,400 elementary and middle school students, and the District's strong academic programs in math, science, reading and writing, as well as highly qualified teachers, student test scores are well above the State's standard for excellence; and

**WHEREAS**, despite strong student achievement, the Millbrae School District continues to face ongoing funding challenges, including being the lowest funded school district in San Mateo County, and is one of two elementary school districts in the County without a local voter-approved funding measure which creates a stable source of annual revenue; and

**WHEREAS**, to maintain high-quality education, the Millbrae School District Board of Trustees has voted to place a local parcel tax measure on the June 5, 2018 ballot, which would provide locally-controlled funding to maintain high-quality, 21st-century education in Millbrae schools; and

**WHEREAS**, the Millbrae School District preliminary estimates that the measure may cost \$97 per parcel and generate approximately \$700,000 per year, for five years, for the District's schools; and

**WHEREAS**, an approved parcel tax measure for the Millbrae School District could provide funding to:

- (1) Maintain 21st-century, hands-on science labs, technology, engineering and math instruction,
- (2) Attract and retain qualified teachers,
- (3) Strengthen reading and writing programs,
- (4) Restore art and music programs, and
- (5) Provide classroom computers and instructional technology;

**NOW, THEREFORE, BE IT RESOLVED**, that the San Mateo County Community College District Board of Trustees hereby offers its support for the Millbrae School District parcel tax measure and encourages its passage.

**REGULARLY PASSED AND ADOPTED** this 28<sup>th</sup> day of March 2018.

Ayes:

Noes:

Abstentions:

Attest:

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Maurice Goodman  
Vice President-Clerk, Board of Trustees



**BOARD REPORT NO. 18-3-107B**

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

**APPROVAL OF REVISIONS TO BOARD POLICIES:**

**Policy 1.30: Compensation of Board Members**  
**Policy 2.21: Policy on Professional Ethics**  
**Policy 2.55: Emergency Response Plan**  
**Policy 2.80: Recognition: Honorary Degree, Presidential Medallion, Naming of Facilities**  
**Policy 6.90: Community Education Classes**  
**Policy 8.07: Debt Issuance and Management**  
**Policy 8.38: Gifts and Donations**

The Districtwide Participatory Governance Council has reviewed the following policies, and has advised the Chancellor on revisions to the policies. The Chancellor concurs with these recommendations and recommends the following revisions:

- Policy 1.30: Compensation of Board Members – Updated to include vision insurance.
- Policy 2.21: Policy on Professional Ethics – Updated to include statement of ethics for classified employees.
- Policy 2.55: Emergency Response Plan – No changes are recommended to the content of the policy.
- Policy 2.80: Recognition: Honorary Degree, Presidential Medallion, Naming of Facilities – No changes are recommended to the content of the policy.
- Policy 6.90: Community Education Classes – Extensive edits are recommended, including clarifying the coordination with the, collegial consultation processes, delivery mechanisms and overall implementation.
- Policy 8.07: Debt Issuance and Management – This is a new policy required by SB 1029 which requires a written debt management policy.
- Policy 8.38: Gifts and Donations – Minor updates to clarify the cycle for reporting contributions to the Board and who may accept gifts for the radio station.

**RECOMMENDATION**

It is recommended that the Board approve the revisions to the above referenced Board Policies as outlined in the attached documents.

**CHAPTER 1: Board of Trustees**  
**BOARD POLICY NO. 1.30 (BP 2725, 2730, and 2735)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** BP 1.30 Compensation of Board Members  
**Revision Date:** 3/12; 3/14; ~~xx/xx~~  
**Policy References:** Education Code Sections 72024 and 72423; Government Code Sections 53201 and 53208.5

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1. The District shall provide compensation to Board members for attending Board meetings in an amount not to exceed the maximum rate authorized by statute. Compensation shall be paid according to the formula set by statute. The Board may, on an annual basis, increase the compensation of Board members, not to exceed the maximum increase allowed by law; however, any increase is subject to rejection in a referendum by a majority vote of the voters in the District. The District also reimburses Board members for actual and necessary expenses incurred in travel for District business and at conferences or professional meetings.
2. A member of the Board who does not attend all meetings held by the Board in any given month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.
3. A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting, the member is performing services outside the meeting for the District, is ill or on jury duty, or the absence is due to hardship deemed acceptable by the Board.
4. Mileage allowance for travel necessary to attend Board meetings and to attend to other District business shall be provided at the same rate as that established for District employees.
5. Board members shall be subject to the same travel/conference reimbursement procedures and restrictions as are the District staff members. Meal expenses incurred during a conference shall be reimbursed at the actual cost incurred when receipts are provided.
6. The District shall provide Board members and eligible dependents with medical insurance, dental insurance, vision insurance, life insurance, and payment of premiums for Medicare Part B, with the same conditions and coverage as provided for faculty or staff.
7. The District shall provide the same retiree benefits to an eligible retiring Board member as it provides for faculty and staff. To be eligible for District-paid retiree benefits, the Board member must have at least twelve (12) years of service with the District, and the age at retirement from the Board (in full years), when added to the number of completed full years of service, must total 75 or more. The date a newly elected or appointed Board member takes office shall be the date of employment for purposes of determining for which retiree benefits a Board member qualifies.

## BP 1.30 Compensation of Board Members

8. A Board member who has completed one or more four-year terms of office, but who has served less than twelve years, may be continued in the District medical and dental benefits program upon payment of the premium six months in advance. The District will bill the former Board member for the amount of the benefits selected.
9. If a Board member meets the eligibility requirement for retiree benefits and dies before retirement, the same retiree benefits will be provided for the unremarried surviving spouse as are provided for faculty and staff.

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.21 (BP 2715)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** BP 2.21 Policy on Professional Ethics  
**Revision Date:** 2/12; 3/14; ~~xx/xx~~  
**Policy References:** Government Code Section 8314; Penal Code Section 424; ACCJC Accreditation Standard IV.C.11

All District employees shall adhere to the highest ethical standards in pursuing the College District's mission of providing quality educational programs and in managing resources efficiently and effectively. Ethical standards include but are not limited to commitment to the public good, accountability to the public, and commitment beyond the minimum requirements of the law. Each employee group has prepared a distinct Code of Professional Ethics for their respective constituencies, which, as a whole, comprise the Districtwide Policy on Ethical Behavior adopted by the Board.

No employee or consultant shall use or permit others to use public resources for personal use or any other purpose not authorized by law. "Incidental or minimal use," defined as use that will not result in additional cost to the District or interfere with the employee's job performance (i.e., occasional telephone call, private use of an envelope or paper, etc.), where lawful, is permitted.

1. The Board of Trustees, Administration and classified staff shall act in the best interests of students, the community and the District's mission over other competing interests and shall foster a work/study environment that values respect, fairness, and integrity and is positive, encouraging, and success-oriented. The College District has adopted policies and practices that protect the rights of individuals (Rules and Regulations 2.12); that protect individuals from unlawful discrimination (2.20) and sexual harassment (2.25); that prohibit the Board and employees from making or participating in making a decision in which they have a financial interest (1.35 and 2.45); and that provide for the support and development of each District employee (2.11).

The Board has also adopted policies ensuring public input into Board deliberations (1.45); adhering to the law and spirit of open meeting laws and regulations (1.40); exercising authority only as a Board (1.02); using appropriate channels of communication (1.35); and devoting adequate time to Board work and being informed about the District, educational issues and responsibilities of trusteeship (1.10).

Violations of the Board's Policy on Professional Ethics will be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved, the Board President may appoint an ad hoc committee, consult with legal counsel and/or refer the matter to the District Attorney to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board and may include censure of the Board member who is in violation of the policy. If the President of the Board is perceived to have violated the code, the Vice President of the Board is authorized to pursue resolution.

2. The faculty of the SMCCCD has developed a Code of Professional Ethics, which can be found at: [Faculty Code of Professional Ethics](#).
3. ~~The classified staff of the SMCCCD has developed a Statement of Ethics which, can be found at:~~ [Classified Staff Statement of Ethics](#).
4. The Associated Student organizations of all three Colleges have developed a Code of Ethics, which can be found at: [Student Code of Ethics](#).

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.55 (BP 3505)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** BP 2.55 Emergency Response Plan  
**Revision Date:** 1/10; **Reviewed xx/xx**  
**Policy References:** Education Code Sections 32280 et. seq.; 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05;19 California Code of Regulations (CCR) Sections 2400-2450; 34 Code of Federal Regulations Part 668.46(g)

1. The Chancellor shall establish procedures that ensure that the District implements a program or plan to be activated in the event of an emergency, or when a natural disaster or hazardous condition occurs. This program or plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The program must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster. The procedures can be found under District Office EOC Final Documents at:  
[https://downloads.smccd.edu/browse/emerplan?fo=%2Fsites%2Fdownloads%2Femerplan%2FShared%20Documents%2FDistrict%20Office&n=District Office](https://downloads.smccd.edu/browse/emerplan?fo=%2Fsites%2Fdownloads%2Femerplan%2FShared%20Documents%2FDistrict%20Office&n=District%20Office).  
 District and College emergency planning documents and information about the Emergency Operations Center (EOC) can be found at: <https://downloads.smccd.edu/browse/emerplan>.
2. Compliance with NIMS and SEMS mandates include:
  - a. Establishing a disaster preparedness program or plan
  - b. Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines. Training requirements vary based on job titles or assigned roles within the emergency management program
3. College personnel must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The Chancellor should ensure that an ICS team is created to carry out compliance with NIMS and SEMS mandates.
4. Responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions and the state management level.
5. The plan or program should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. Colleges must comply with NIMS and SEMS to receive federal or state funding.

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.80 (BP 4110)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** BP 2.80 Recognition: Honorary Degree; Presidential Medallion; Naming of Facilities  
**Revision Date:** 2/11; Reviewed xx/xx  
**Policy References:** Title 5, Section 18801

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1. Honorary Degree or Presidential Medallion

- a. In order to recognize the contributions of a community member, alumni or benefactor of the District or its Colleges; accomplishments or achievements of an individual in a particular field of study; or an individual's contributions to society in general, the Board may bestow either an Honorary Degree or a Presidential Medallion.
  - i. An Honorary Associate in Arts or Sciences degree may be awarded to a distinguished person meeting the qualifications above who has not previously earned a degree from one of the three District Colleges.
  - ii. A Presidential Medallion may be awarded to a distinguished person meeting the qualifications above who holds a degree from one of the three District Colleges.
- b. Nominations for an Honorary Degree or Presidential Medallion may be made by any Board member, faculty staff, students, alumni, friends of the Colleges or other members of the College community by sending a letter outlining the candidate's contributions, accomplishments and achievements to the Chancellor.
  - i. If the recommendation is for an Honorary Degree, the Board President, Chancellor, appropriate College president and Foundation Executive Director will consult with the District and College Academic Senates on the nomination. If the nomination is endorsed by the Academic Senates, it will be forwarded to the Board for final approval.
  - ii. If the recommendation is for a Presidential Medallion, the Board President, Chancellor, appropriate College President and Foundation Executive Director shall constitute a committee with appropriate representative from all campus groups which will make a recommendation to the Board of Trustees.
- c. An Honorary Degree or a Presidential Medallion may be awarded in absentia and posthumously, but only upon recommendation to the Board of Trustees by the Chancellor in the case of extraordinary and compelling circumstances.
- d. Current faculty, staff, and trustees are not eligible for an Honorary Degree or Presidential Medallion. Faculty, staff, and trustees who have been separated from the District/College for at least five years are eligible.

## BP 2.80 Recognition: Honorary Degree; Presidential Medallion; Naming of Facilities (continued)

## 2. Naming of Facilities

- a. In most cases, naming opportunities for District facilities will be reserved for major donors, whose financial contributions significantly enhance the District's ability to build, renovate or rehabilitate facilities or to significantly expand or enhance academic programs. In recognition of major financial contributions, the Board of Trustees may name District facilities in honor of said funder. The term "facilities" includes but is not limited to buildings, rooms, plazas, gardens, walkways, streets, and other spatial areas or structures on District property. The funding does not necessarily need to involve the named facility. Proposals for such naming may come from any source, including The San Mateo County Community Colleges Foundation. Upon a proposal, the president of the Board of Trustees, the chancellor of the District, and the president of any involved college (in consultation with the campus community) shall constitute a committee to make a recommendation to the Board, which shall have the final authority.
- b. On occasion, in recognition of an extraordinary and enduring accomplishment or contribution to the College District or the Colleges, a facility may be named for a person who has not made a financial contribution to the District. Current faculty, staff, and trustees are not eligible for such naming. Faculty, staff and trustees who have been separated from the District/College for at least five years are eligible. Upon a proposal, the president of the Board of Trustees, the chancellor of the District, and the president of any involved college (in consultation with the campus community) shall constitute a committee to make a recommendation to the Board, which shall have the final authority.

**CHAPTER 6: Educational Program  
BOARD POLICY NO. 6.90 (BP 4400)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** 6.90 Community Education Classes  
**Revision Date:** 10/09; Reviewed 3/15: ~~xx/xx~~  
**Policy Reference:** Education Code Section 78300

1. The Board of Trustees authorizes the offering of fee-based ~~community education~~ courses and programs in a “not-for-credit” mode to respond to community and institutional needs through the Community, Continuing and Corporate Education Department (CCCE).
2. The ~~Colleges of the~~ District may offer community, continuing and corporate education or personal enrichment classes in subject matter areas that, in content or depth of treatment, ~~are not appropriate for college credit but are appropriate to the functions of the Colleges and~~ have broad community appeal or fulfill a specific and significant community educational or service need.
3. A ~~community~~ Community, Continuing and Corporate eEducation class may qualify for continuing education units (CEUs) upon certification of a specified minimum number of hours of instruction approved or accepted by State licensing or regulatory agencies and/or professional associations.
4. Community, Continuing and Corporate eEducation classes, programs and activities shall be adapted to the needs, interests and desires of ~~various segments of the community communities~~ served by the District and shall may draw upon the various resources represented in the ~~total~~ academic community of each College. ~~Close liaison and cooperation shall be maintained with interested community groups in the planning, organization and implementation of these programs.~~
5. Community, Continuing and Corporate Education offerings shall be coordinated with the College Presidents or their designees. Each College President will establish a process whereby proposed new courses, programs and activities are shared with the stakeholders (faculty, staff, etc.) at each College. Potential conflicts between the programs that cannot be resolved by the College President and the Vice Chancellor of Auxiliary Services and Enterprise Operations will be referred to the Chancellor.
6. Community, Continuing and Corporate Education shall share with the District Academic Senate new courses, programs and activities being proposed by Community, Continuing and Corporate Education.
7. Criteria for community education classes Requirements for Community, Continuing and Corporate Education classes:
  - a. The ~~community education program~~ Executive Director of Community, Continuing and Corporate Education determines that the instructor ~~of record~~ has a demonstrated expertise in the subject.
  - b. ~~The class shall not require an official student performance evaluation. Evaluations are often conducted at the conclusion of each class, program or activity by the students which will be used by Community, Continuing and Corporate Education to evaluate student satisfaction with the class, program or activity.~~



## 6.90 Community Education Classes (Continued)

- c. ~~The class shall be coordinated with appropriate College administrators. Classroom locations for Community, Continuing and Corporate Education classes will be determined by the College Vice President of Administrative Services in cooperation with the Executive Director of Community, Continuing and Corporate Education.~~
  - e. ~~The class shall not unnecessarily duplicate local adult education and recreational programs.~~
  - d. The class shall require formal registration.
8. ~~Community education Classes, programs or activities~~ may be offered at various locations in the county to achieve geographical balance in program offerings.
9. ~~All Community, Continuing and Corporate Education programs, classes and activities are Fee-based community education classes and activities and shall be self-supporting. Students involved in community education classes shall be charged a fee(s) for the class, program or activity to ensure the overall viability of the program. not to exceed the cost of maintaining the classes. Classes may also be offered for remuneration by contract or with contributions or donations of individuals or groups.~~
9. ~~Registration fees and instructor remuneration shall be calculated based upon total direct and indirect costs of the program involved and the anticipated enrollment.~~
10. Instructor compensation, class fees and any materials fees will be determined by the Executive Director of Community, Continuing and Corporate Education in consultation with the instructor.
10. ~~Community education offerings shall be closely coordinated with appropriate College administrators to avoid unnecessary duplication and to prevent problems relating to the use of facilities.~~
11. ~~Community, Continuing and Corporate Education may provide customized training to companies, organizations or cohorts. The process may involve the creation of new Community, Continuing and Corporate Education courses, revision of existing Community, Continuing and Corporate Education courses, special assistance with registration and assessment or consultation to define specific training needs. In recognition of these special activities, the District may contract with the company or organization to deliver specified services. These contract education activities are generally closed to the public.~~
- 11.12. Community, Continuing and Corporate Education will offer not-for-credit, customized programs to support workforce development efforts at the Colleges. This can include the creation of programs, working collaboratively with College faculty and staff, that begin as not-for-credit programs and may develop into credit programs offered by the College.
13. ~~The Board shall approve community education offerings each semester. Community, Continuing and Corporate Education offerings. Additionally, the Chancellor or his/her designee shall establish procedures to provide guidance on the day-to-day operational guidelines for the program.~~

**CHAPTER 8: Business Operations  
BOARD POLICY NO. 8.07****BOARD POLICY****San Mateo County Community College District**

**Subject:** 8.07 Debt Issuance and Management

**Revision Date:** xx/xx

**Reference:** Government Code Section 8855(i)

- 
1. This Policy provides a framework for debt management and capital planning by the District, and has been developed to meet Government Code Section 8855(i) and the following goals:
    - a. Identifying the purposes for which debt proceeds may be used.
    - b. Identifying the types of debt that may be issued.
    - c. Describing the relationship of the debt to, and integration with, the District's capital improvement program.
    - d. Establishing policy goals related to the District's planning goals and objectives.
    - e. Implementing internal control procedures to ensure that any debt proceeds will be directed to the intended use upon completion of the issuance.
  2. For purposes of this Board Policy, "debt" shall be interpreted broadly to mean bonds, notes, certificates of participation, financing leases, or other financing obligations, but the use of such term in this Board Policy shall be solely for convenience and shall not be interpreted to characterize any such obligation as an indebtedness or debt within the meaning of any statutory or constitutional debt limitation.
  3. The Board Policy may be amended by the Board as it deems appropriate from time to time in the prudent management of the debt of the District. Any approval of debt by the Board that is not consistent with this Board Policy shall constitute a waiver of this Board Policy.

**Purposes for which debt proceeds may be used:**

1. The District may deem it necessary to finance inter-year cash flow requirements for general operating costs under certain conditions. Such cash flow borrowing must be payable from taxes, income, revenue, cash receipts and other moneys attributable to the fiscal year in which the debt is issued.
2. General operating costs include, but are not limited to, those items normally funded in the District's annual operating budget.
3. The District's Chancellor, or his/her designee, will review potential methods for financing inter-year cash flow requirements to determine which method is most prudent for the District. Potential financing vehicles include tax and revenue anticipation notes, temporary borrowing from the San Mateo County Treasurer and Tax Collector, and internal temporary interfund borrowing.

## 8.07 Debt Issuance and Management (continued)

4. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District.
5. The District will incur debt to refund outstanding District debt as described below:
  - a. District's Best Interest. The District shall consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial to reduce interest costs or provide structuring flexibility.
  - b. Net Present Value Analysis. The Vice Chancellor shall review a net present value analysis of any proposed refunding intended to reduce interest costs in order to make a determination regarding the cost-effectiveness of the proposed refunding.
  - c. Debt Sizing. The sizing of a refunding debt issue will be determined by the amount of money required to defease the refunded debt, including financing costs, and will consider account earnings on any escrow fund that may be created to invest the refunding debt proceeds until they are used to pay off the refunded debt.
  - d. Comply with Existing Legal Requirements. The refunding of any existing debt shall comply with all applicable State and Federal laws governing such issuance.

**Type of debt that may be issued:**

1. The District will authorize the following types of debt for issuance:
  - a. **Short-Term:** The District may issue fixed-rate and/or variable rate short-term debt, which may include TRANs, when such instruments allow the District to meet its cash flow requirements. The District may also issue bond anticipation notes ("BANs") to provide interim financing for bond projects that will ultimately be paid from GO Bonds.
  - b. **Long-Term:** Debt issues may be used to finance essential capital facilities, projects and certain equipment where it is appropriate to spread the cost of the projects over more than one budget year. Long-term debt should not be used to fund District operations.

Long term debt in the form of GO Bonds may be issued under Article XIII A of the State Constitution, either under Proposition 46, which requires approval by at least a two-thirds (66.67%) majority of voters, or Proposition 39, which requires approval by at least 55% of voters, subject to certain accountability requirements and additional restrictions.

The District may also enter into long-term leases and/or certificates of participation ("COPs") for public facilities, property, and equipment.

For new money debt, the District shall size the debt consistent with the "spend-down" requirements of the Internal Revenue Code and within any limits approved by the District's voters. To the extent possible, the District will also consider credit issues, market factors (e.g. bank qualification) and tax law when sizing the District's bondissuance.

- c. **Use of General Obligation Bonds:** A significant portion of the District's capital projects are projected to be funded by GO Bond proceeds. Projects financed by GO Bonds will be determined by the constraints of applicable law and the project list approved by voters.

## 8.07 Debt Issuance and Management (continued)

**Relationship of debt to and integration with District's Capital Improvement Program or budget:**

1. The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear. The cost of debt issued for major capital repairs or replacements may be judged against the potential cost of delaying such repairs.
2. The District shall integrate its debt issuances with the goals of its capital improvement or master facilities plan or other capital planning documentation by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.
3. The District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.
4. In evaluating financing options for capital projects, both short and long-term debt amortization will be evaluated when considering a debt issuance, along with the potential impact of debt service, and additional costs associated with new projects on the operating budget of the District.
5. The Vice Chancellor for Facilities and the facilities staff have responsibility for the planning and management of the District's capital improvement program subject to review and approval by the Executive Vice Chancellor and the Chancellor, subject to Board approval. Staff will, as appropriate, supplement and revise any applicable Facilities Master Plan in keeping with the District's current needs for the acquisition, development and/or improvement of the District's real estate and facilities. Such plans may include a summary of the estimated cost of each project, schedules for the projects, the expected quarterly cash requirements, and annual appropriations, in order for the projects to be completed.

**Policy goals related to the District's planning goals and objectives:**

1. The District is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Policy and to implement policy decisions incorporated in the District's annual operations budget.
2. It is a policy goal of the District to protect taxpayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.
3. The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, fees and charges, as applicable, and in the case of refinancing of existing debt, achieving savings as may be required by law or achieving other objectives of substantial benefit to the District, the rationale for which is presented to the governing board at the public meeting at which the proposed refinancing is considered.
  - a. The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.

### 8.07 Debt Issuance and Management (continued)

- b. The District shall, with respect to GO Bonds, remain mindful of its statutory debt limit in relation to assessed value growth within the school district and the tax burden needed to meet long-term capital requirements.
- c. The District shall consider market conditions, District cash flows and capital requirements when timing the issuance of debt.
- d. The District shall determine the amortization (maturity) schedule that will fit best within the overall debt structure of the District at the time the new debt is issued.
- e. The District shall approximately match the average life of the debt issue to the expected useful lives of assets funded by that issue whenever practicable and economic, while considering repair and replacement costs of those assets to be incurred in future. The District will comply with applicable provisions of law relating to duration of the debt.
- f. The District shall, when planning for the issuance of new debt, consider the impact of such new debt on local, state and other governments that overlap with the District.
- g. In order to minimize the encroachment on the District's General Fund, the District shall, when issuing debt, assess financial alternatives, including new and innovative financing approaches, such as categorical grants, revolving loans or other State/federal aid.
- h. The District shall, when planning for the sizing and timing of debt issuance, consider its ability to expend the funds obtained in a timely, efficient and economical manner.

#### **Internal Control Procedures for Issuance of Debt to Ensure Intended Use of Proceeds:**

1. The Executive Vice Chancellor is responsible for implementing and monitoring compliance with this Board Policy.
2. The District may have undertaken, and may undertake in the future, obligations for continuing disclosure pursuant to Securities and Exchange Commission Rule 15c2-12. The Executive Vice Chancellor will periodically review the requirements of Rule 15c2-12 and each of the District's undertakings, and ensure that annual and other periodic filings that may be required are done in a complete and timely manner. The Executive Vice Chancellor may monitor, prepare and make the District's required filings, or may engage a third party dissemination agent to assist the District to make complete and timely filings. It shall be the policy of the District as implemented by the Executive Vice Chancellor to have in place a process for full and complete compliance for the benefit of bondholders or other investors in District debt.
3. The District shall have a policy of full compliance with all applicable federal tax law requirements. In connection with prior and new debt issues, the Executive Vice Chancellor shall review applicable federal tax requirements with its bond or other counsel, including requirements relating to arbitrage and rebate compliance.
4. Proceeds of debt issued by the District shall be invested only in accordance with law and as permitted in the resolution or other document governing the issuance of the debt.
5. It is the policy of the District to ensure that proceeds of District debt is spent only on lawful and intended uses. Expenditures of proceeds of debt may only be made by submission of requests for

## 8.07 Debt Issuance and Management (continued)

draws to the holder of the proceeds of debt, whether the county, or other trustee, fiscal agent, custodian or financial institution, that identify the amount, purpose and payee of a proposed draw. Each draw request shall be approved and signed by the Chancellor, the Executive Vice Chancellor or such officer's written designee. The District shall maintain records of the purpose and amount of each draw.

6. The District shall have a policy of full compliance with public reporting requirements.

**CHAPTER 8: Business Operations**  
**BOARD POLICY NO. 8.38 (BP 3820)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** BP 8.38 Gifts and Donations  
**Revision Date:** 4/12; 5/14; 6/15; xx/xx  
**Policy Reference:** Education Code Section 72205

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1. A gift or donation is defined as a contribution of money, securities, real or other property, goods, or, in some cases, services to the District/Colleges or any organization officially sponsored by the District/Colleges (e.g., student club) in exchange for which no return is given. Such a donation may not be designated to benefit a specific person; donors will only be allowed to establish broad criteria over the disposition of a donation and all IRS requirements shall be observed.
2. The Board of Trustees shall consider all gifts, donations and bequests with a value of \$1,000 or more made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.
3. The District shall assume no responsibility for appraising the value of gifts made to the District. Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.
4. The Board shall not knowingly accept a gift or donation from a donor who engages in practices or policies which discriminate against any person on the basis of federal or state protected classes including, but not limited to: race; color; national origin, ancestry or citizenship status; religion or creed; age; marital status; sex and gender (including sexual orientation and identity; gender identity and gender expression); physical or mental disability; genetic information; medical condition; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or because one is perceived to have one or more of the foregoing characteristics or associates with a person or group with one or more of these characteristics.
5. For gifts and donations which have a value of \$1,000 or more, the College or District Chief Executive Officer shall accept or decline the contribution on behalf of the Board and report all such contributions in summary form to the Board ~~semi-annually as they are received~~, with the date of receipt of the contribution shown. The ~~Major Gifts Officer~~ manager at KCSM may accept or decline gifts for KCSM on behalf of the District.
  - a. Gifts with a value of less than \$1,000 will be accepted or declined by the receiving unit's manager.
  - b. The value of a contribution will be reported on the aggregate value of all items contributed at one time by a single donor and not the individual value of each item separately.
6. Only those gifts and donations which are deemed by the receiving unit's manager to be useful to the educational program, to support services, or for fund-raising will be accepted. All gifts and donations shall be used for the purpose specified by the donors. Unrestricted gifts or donations shall be used in accordance with District/College plans.

## BP 8.38 Gifts and Donations (continued)

7. For contributions valued at \$1,000 or more, the appropriate College or District Chief Executive Officer shall provide the donor with an official acknowledgment of the contribution. The receiving unit's manager will provide appropriate acknowledgment for contributions with a value of less than \$1,000. Except for the case of a monetary contribution, it is the responsibility of the donor to provide an estimate of the value of the contribution.
8. Employees are encouraged to refer prospective donors to the San Mateo County Community Colleges Foundation.



**BOARD REPORT NO. 18-3-4C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Aaron D. McVean, Interim Vice President of Planning, Research, and Institutional Effectiveness (PRIE), 358-6803

**STUDENT SUCCESS SCORECARD REPORT, 2017**

This report includes data from the California Community Colleges' Chancellor's Office (CCCO) Student Success Scorecard, for the colleges of the SMCCCD and overall for the state of California. The 2017 Student Success Scorecard contains metrics for cohorts of students tracked from 2010-11 to 2015-16.

Per the Education Code, Section 84754.5(d), the Student Success Scorecard is required to be presented to the Board of Trustees, separately, for Cañada College, College of San Mateo (CSM), and Skyline College, with minutes from the meeting submitted to the CCCO by March 31<sup>st</sup> each year.

Attachments:

- Exhibit A – 2017 Cañada College Student Success Scorecard
- Exhibit B – 2017 College of San Mateo Student Success Scorecard
- Exhibit C – 2017 Skyline College Student Success Scorecard
- Exhibit D – 2017 Statewide Student Success Scorecard



## 2017 Cañada College Student Success Scorecard

Cañada College, established in 1968, is part of the three-school San Mateo County Community College District. The college is one of the smallest community colleges in the Bay Area - enabling it to meet its mission of ensuring that students from diverse backgrounds achieve their educational goals by providing quality instruction in transfer and general education classes, professional and technical programs, and basic skills.

### Student Information (2015-2016)

Students		10,075	
GENDER		RACE/ETHNICITY	
Female	60.4%	African American	2.8%
Male	36.8%	American Indian/Alaska Native	0.2%
Unknown Gender	2.8%	Asian	12.3%
AGE		Filipino	4.1%
Under 20 years old	23.7%	Hispanic	45.2%
20 to 24 years old	30.8%	Pacific Islander	1.4%
25 to 39 years old	29.6%	White	26.8%
40 or more years old	15.9%	Two or More Races	4.2%
Unknown Age	0.0%	Unknown Ethnicity	2.9%

### Other Information (2015-2016)

Full-Time Equivalent Students	3,812.7
Credit Sections	1,333
Non-Credit Sections	3
Median Credit Section Size	25
Percentage of Full-Time Faculty	62.8%
Percentage of First-Generation	37.4%*
Student Counseling Ratio	383:1

\* Insufficient data



### 2017 Cañada College Student Success Scorecard

Cohort Tracked for Six Years Through 2015-2016	Completion			Persistence			30 Units			Remedial			Career Technical Education
	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Math	English	ESL	
Cohort	80.1%	43.0%	53.9%	74.6%	72.2%	72.9%	73.5%	63.4%	66.4%	34.1%	45.7%	23.5%	54.8%
Female	87.0%	42.5%	54.8%	73.9%	70.0%	71.1%	71.7%	65.0%	66.9%	34.8%	47.2%	25.4%	54.7%
Male	72.7%	43.9%	53.1%	76.1%	74.1%	74.7%	75.0%	60.8%	65.3%	32.5%	44.2%	20.0%	57.3%
Under 20 years old	82.4%	45.6%	57.3%	73.6%	73.4%	73.4%	74.8%	66.9%	69.4%	37.0%	51.9%	52.6%	78.5%
20 to 24 years old	60.0%	31.1%	36.4%	90.0%	68.9%	72.7%	60.0%	37.8%	41.8%	26.9%	30.8%	20.0%	63.9%
25 to 39 years old	66.7%	35.0%	40.8%	77.8%	67.5%	69.4%	66.7%	65.0%	65.3%	34.3%	45.2%	26.0%	51.3%
40 or more years old	66.7%	41.7%	46.7%	66.7%	66.7%	66.7%	66.7%	58.3%	60.0%	38.7%	40.5%	13.4%	42.0%
African-American	75.0%	50.0%	54.5%	75.0%	66.7%	68.2%	75.0%	50.0%	54.5%	16.3%	27.7%	0.0%	54.5%
American Indian/Alaska Native	N/A	100.0%	100.0%	N/A	100.0%	100.0%	N/A	100.0%	100.0%	0.0%	0.0%	N/A	80.0%
Asian	90.0%	68.8%	76.9%	50.0%	68.8%	61.5%	50.0%	75.0%	65.4%	56.5%	55.6%	35.7%	49.3%
Filipino	N/A	75.0%	75.0%	N/A	58.3%	58.3%	N/A	83.3%	83.3%	40.7%	44.4%	0.0%	61.5%
Hispanic	75.8%	35.3%	43.6%	75.8%	71.0%	71.9%	74.2%	61.8%	64.4%	29.1%	47.6%	20.3%	54.3%
Pacific Islander	100.0%	38.9%	47.6%	66.7%	61.1%	61.9%	66.7%	27.8%	33.3%	16.7%	31.3%	0.0%	58.3%
White	81.2%	49.5%	64.6%	80.0%	77.4%	78.7%	75.3%	68.8%	71.9%	44.2%	50.5%	38.1%	54.4%



**STUDENT  
SUCCESS  
INITIATIVE**



CALIFORNIA COMMUNITY COLLEGES  
**STUDENT SUCCESS SCORECARD**

Transfer Level Achievement	Math			English		
		1-Year	2-Year		1-Year	2-Year
	Cohort Size	Cohort Rate	Cohort Rate	Cohort Size	Cohort Rate	Cohort Rate
All	465	29.5%	39.8%	465	37.0%	57.6%
Female	239	23.8%	34.3%	239	35.6%	60.7%
Male	211	35.1%	44.5%	211	38.4%	54.0%
< 20 years old	381	33.6%	43.6%	381	39.1%	60.9%
20 to 24 years old	56	12.5%	28.6%	56	26.8%	42.9%
25 to 39 years old	20	10.0%	15.0%	20	15.0%	30.0%
40+ years old	*	0.0%	0.0%	*	62.5%	75.0%
African American	*	12.5%	25.0%	*	50.0%	75.0%
American Indian/Alaska Native	*	100.0%	100.0%	*	50.0%	50.0%
Asian	39	48.7%	66.7%	39	35.9%	59.0%
Filipino	12	33.3%	41.7%	12	50.0%	58.3%
Hispanic	235	21.3%	31.1%	235	30.2%	51.5%
Pacific Islander	13	23.1%	30.8%	13	23.1%	53.8%
White	118	39.0%	48.3%	118	50.0%	70.3%



## Skills Builder

Median Earnings Change		
		<b>+16.4%</b>
		N=306
Disciplines with the highest enrollment	Median % Change	Total N
Child Development/Early Care and Education	16.4%	92
Office Technology/Office Computer Applications	15.8%	47
Fashion	15.1%	29
Fashion Design	12.8%	25
Computer Programming	74.8%	19
General Work Experience	138.4%	18
Administrative Medical Assisting	29.8%	16
Interior Design and Merchandising	19.6%	15
Accounting	32.2%	14
Infants and Toddlers	21.7%	12

\*: Cohort fewer than 10 students

Demographics		
Gender	Median % Change	Total N
Female	18.0%	246
Male	11.2%	54
Age	Median % Change	Total N
Under 20	268.8%	12
20-24	92.1%	50
25-39	14.8%	124
40 or over	8.4%	120
Ethnicity/Race	Median % Change	Total N
African American	6.1%	15
American Indian/Alaska Native	-40.4%	**
Asian	13.4%	27
Filipino	14.9%	11
Hispanic	17.4%	109
Pacific Islander	50.3%	*
White	15.1%	125

N/A: Cohort has no students.

\*: Suppressed to protect student Privacy.

Note: The sum of subgroup counts may not add up to the total count due to missing demographic information.



## 2017 College of San Mateo Student Success Scorecard

College of San Mateo (CSM) is in the northern corridor of Silicon Valley on a 153-acre site in the San Mateo hills that provides a panoramic view of San Francisco Bay. Since 1922, CSM has been a gateway to higher education leading to university transfer, career preparation and advancement and professional and personal development. CSM is proud of its championship intercollegiate athletic teams that compete at the highest community college level. To ensure student success, CSM offers a comprehensive selection of academic support services. Resources include financial aid and scholarships, counseling, transfer services, tutoring, employment assistance, health services and child care, among others.

### Student Information (2015-2016)

Students		13,727	
GENDER		RACE/ETHNICITY	
Female	48.9%	African American	2.8%
Male	48.0%	American Indian/Alaska Native	0.1%
Unknown Gender	3.1%	Asian	21.8%
AGE		Filipino	7.3%
Under 20 years old	35.2%	Hispanic	28.8%
20 to 24 years old	31.0%	Pacific Islander	2.0%
25 to 39 years old	22.1%	White	29.2%
40 or more years old	11.7%	Two or More Races	5.6%
Unknown Age	0.0%	Unknown Ethnicity	2.4%

### Other Information (2015-2016)

Full-Time Equivalent Students	6,157.2
Credit Sections	2,087
Non-Credit Sections	3
Median Credit Section Size	26
Percentage of Full-Time Faculty	62.8%
Percentage of First-Generation	30.0%*
Student Counseling Ratio	472:1

\* Insufficient data



2017 College of San Mateo Student Success Scorecard

Cohort Tracked for Six Years Through 2015-2016	Completion			Persistence			30 Units			Remedial			Career Technical Education
	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Math	English	ESL	
Cohort	77.7%	48.0%	56.7%	73.9%	76.9%	76.0%	70.2%	70.0%	70.1%	38.4%	57.5%	27.8%	48.7%
Female	85.5%	51.7%	61.4%	72.4%	75.2%	74.4%	71.7%	71.5%	71.6%	42.3%	60.6%	27.7%	52.6%
Male	72.5%	45.9%	54.1%	74.8%	78.2%	77.2%	68.9%	69.1%	69.0%	34.9%	54.8%	28.6%	46.0%
Under 20 years old	78.8%	50.1%	58.9%	73.5%	78.0%	76.6%	69.4%	72.6%	71.6%	43.4%	63.1%	66.7%	71.4%
20 to 24 years old	70.8%	42.6%	50.6%	79.2%	73.8%	75.3%	83.3%	62.3%	68.2%	30.2%	43.0%	31.0%	50.0%
25 to 39 years old	66.7%	30.2%	34.7%	66.7%	67.4%	67.3%	83.3%	48.8%	53.1%	35.5%	30.8%	27.6%	40.4%
40 or more years old	50.0%	20.0%	26.9%	83.3%	65.0%	69.2%	50.0%	40.0%	42.3%	22.4%	45.2%	6.8%	34.0%
African-American	71.4%	65.1%	66.0%	85.7%	72.1%	74.0%	57.1%	67.4%	66.0%	26.7%	48.3%	0.0%	39.5%
American Indian/Alaska Native	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	33.3%	N/A	100.0%
Asian	88.0%	69.1%	78.0%	64.0%	74.1%	69.3%	67.2%	77.7%	72.7%	47.8%	73.5%	40.4%	53.0%
Filipino	64.0%	45.8%	49.6%	84.0%	83.3%	83.5%	80.0%	70.8%	72.7%	42.4%	56.6%	40.0%	57.9%
Hispanic	79.6%	36.5%	43.5%	85.2%	77.0%	78.3%	74.1%	68.4%	69.3%	37.6%	52.9%	16.3%	52.2%
Pacific Islander	100.0%	52.6%	55.0%	100.0%	68.4%	70.0%	100.0%	68.4%	70.0%	31.1%	53.7%	N/A	46.2%
White	66.7%	45.9%	53.1%	72.4%	76.0%	74.7%	69.1%	67.8%	68.3%	37.8%	59.3%	15.0%	42.2%

**STUDENT  
SUCCESS  
INITIATIVE**



CALIFORNIA COMMUNITY COLLEGES  
**STUDENT SUCCESS SCORECARD**

Transfer Level Achievement	Math			English		
		1-Year	2-Year		1-Year	2-Year
	Cohort Size	Cohort Rate	Cohort Rate	Cohort Size	Cohort Rate	Cohort Rate
All	1,036	27.6%	42.1%	1,036	48.1%	67.3%
Female	444	27.9%	43.5%	444	48.6%	70.9%
Male	549	27.9%	41.0%	549	48.1%	64.1%
< 20 years old	941	29.2%	44.1%	941	49.8%	68.7%
20 to 24 years old	60	16.7%	25.0%	60	28.3%	46.7%
25 to 39 years old	29	3.4%	17.2%	29	31.0%	58.6%
40+ years old	*	0.0%	16.7%	*	50.0%	100.0%
African American	33	9.1%	24.2%	33	36.4%	48.5%
American Indian/Alaska Native	N/A	0.0%	0.0%	N/A	0.0%	0.0%
Asian	175	50.9%	64.6%	175	51.4%	68.0%
Filipino	117	24.8%	43.6%	117	47.9%	66.7%
Hispanic	350	17.1%	30.9%	350	44.9%	67.4%
Pacific Islander	36	13.9%	22.2%	36	19.4%	36.1%
White	239	28.5%	43.9%	239	53.6%	73.2%





## Skills Builder

Median Earnings Change		
		<b>+42.1%</b>
		N=595
Disciplines with the highest enrollment	Median % Change	Total N
Accounting	31.8%	134
Electrical	82.1%	116
Tax Studies	19.5%	55
Office Technology/Office Computer Applications	28.7%	38
Real Estate	50.7%	36
Computer Programming	18.1%	36
Digital Media	71.0%	27
Fire Technology	43.2%	27
Business Management	41.9%	25
Electronics and Electric Technology	37.5%	23

\*: Cohort fewer than 10 students

Demographics		
Gender	Median % Change	Total N
Female	27.3%	227
Male	56.8%	346
Age	Median % Change	Total N
Under 20	176.3%	23
20-24	83.5%	123
25-39	41.6%	306
40 or over	14.0%	142
Ethnicity/Race	Median % Change	Total N
African American	57.3%	21
American Indian/Alaska Native	15925.3%	**
Asian	40.1%	114
Filipino	28.3%	32
Hispanic	50.7%	124
Pacific Islander	89.0%	*
White	36.9%	239

N/A: Cohort has no students.

\*: Suppressed to protect student Privacy.

Note: The sum of subgroup counts may not add up to the total count due to missing demographic information.



# 2017 Skyline College Student Success Scorecard

Skyline College opened in 1969 as one of three community colleges in the San Mateo County Community College District. The college is committed to preparing a highly skilled workforce for the new economy and has been recognized nationally for its efforts. Students often transfer to Berkeley, Stanford, University of California, Los Angeles and other top universities. Skyline offers various certificate programs, including automotive technology, biotechnology, cosmetology, business, early childhood education, respiratory therapy, surgical technology and telecommunications and network information technology.

Student Information (2015-2016)				
<b>Students</b>				15,621
GENDER		RACE/ETHNICITY		
Female	51.9%	African American	3.0%	
Male	45.3%	American Indian/Alaska Native	0.1%	
Unknown Gender	2.8%	Asian	22.1%	
AGE		Filipino	17.6%	
Under 20 years old	30.8%	Hispanic	28.6%	
20 to 24 years old	34.9%	Pacific Islander	1.3%	
25 to 39 years old	24.5%	White	20.1%	
40 or more years old	9.8%	Two or More Races	5.2%	
Unknown Age	0.0%	Unknown Ethnicity	2.0%	

Other Information (2015-2016)	
Full-Time Equivalent Students	7,334.3
Credit Sections	2,235
Non-Credit Sections	11
Median Credit Section Size	24
Percentage of Full-Time Faculty	62.8%
Percentage of First-Generation	34.0%*
Student Counseling Ratio	431:1

\* Insufficient data



### 2017 Skyline College Student Success Scorecard

Cohort Tracked for Six Years Through 2015-2016	Completion			Persistence			30 Units			Remedial			Career Technical Education
	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Math	English	ESL	
Cohort	75.4%	42.0%	48.8%	73.8%	74.8%	74.6%	67.2%	70.7%	69.9%	48.4%	57.0%	45.4%	53.3%
Female	72.6%	45.0%	50.8%	73.7%	73.8%	73.7%	64.2%	72.4%	70.7%	55.3%	62.1%	47.4%	51.7%
Male	77.8%	39.1%	47.0%	73.7%	75.5%	75.2%	69.7%	69.3%	69.4%	42.0%	52.4%	41.2%	56.5%
Under 20 years old	79.5%	44.1%	51.4%	73.7%	76.3%	75.8%	69.9%	73.1%	72.5%	52.1%	61.6%	67.3%	70.0%
20 to 24 years old	51.7%	31.0%	36.2%	69.0%	72.4%	71.6%	48.3%	58.6%	56.0%	41.0%	49.6%	60.3%	59.0%
25 to 39 years old	85.7%	37.2%	44.0%	100.0%	60.5%	66.0%	85.7%	60.5%	64.0%	49.1%	51.2%	32.2%	42.5%
40 or more years old	66.7%	35.0%	39.1%	66.7%	70.0%	69.6%	66.7%	70.0%	69.6%	37.3%	41.9%	27.1%	42.2%
African-American	100.0%	35.5%	39.4%	100.0%	64.5%	66.7%	100.0%	64.5%	66.7%	42.6%	42.0%	N/A	52.4%
American Indian/Alaska Native	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	50.0%
Asian	80.3%	64.8%	70.0%	74.6%	83.8%	80.8%	66.2%	83.8%	77.9%	65.4%	73.6%	56.0%	60.7%
Filipino	66.7%	37.8%	42.6%	77.8%	74.1%	74.7%	63.0%	66.7%	66.0%	48.8%	54.9%	37.5%	53.9%
Hispanic	80.0%	34.2%	40.2%	70.0%	70.7%	70.6%	70.0%	66.2%	66.7%	44.8%	52.1%	25.0%	52.4%
Pacific Islander	N/A	33.3%	33.3%	N/A	66.7%	66.7%	N/A	66.7%	66.7%	37.5%	38.5%	0.0%	57.1%
White	70.6%	42.1%	48.6%	76.5%	78.1%	77.7%	76.5%	69.3%	70.9%	45.1%	58.3%	45.5%	48.1%

**STUDENT  
SUCCESS  
INITIATIVE**



CALIFORNIA COMMUNITY COLLEGES  
**STUDENT SUCCESS SCORECARD**

Transfer Level Achievement	Math			English		
		1-Year	2-Year		1-Year	2-Year
	Cohort Size	Cohort Rate	Cohort Rate	Cohort Size	Cohort Rate	Cohort Rate
All	910	18.4%	35.2%	910	47.9%	68.0%
Female	396	16.9%	35.6%	396	48.5%	72.2%
Male	485	19.4%	34.0%	485	46.8%	64.1%
< 20 years old	805	19.4%	36.8%	805	49.1%	69.6%
20 to 24 years old	66	13.6%	25.8%	66	37.9%	53.0%
25 to 39 years old	35	5.7%	20.0%	35	42.9%	65.7%
40+ years old	*	0.0%	0.0%	*	25.0%	25.0%
African American	16	6.3%	12.5%	16	25.0%	37.5%
American Indian/Alaska Native	*	0.0%	0.0%	*	100.0%	100.0%
Asian	180	35.0%	58.3%	180	52.2%	71.1%
Filipino	234	15.8%	36.8%	234	53.0%	74.8%
Hispanic	270	8.1%	21.1%	270	42.2%	61.5%
Pacific Islander	*	0.0%	11.1%	*	44.4%	44.4%
White	144	21.5%	35.4%	144	49.3%	74.3%



## Skills Builder

Median Earnings Change		
		<b>+18.9%</b>
		N=763
Disciplines with the highest enrollment	Median % Change	Total N
Automotive Technology	8.0%	247
Accounting	39.3%	124
Child Development/Early Care and Education	30.3%	95
Medical Office Technology	10.1%	85
Real Estate	14.6%	49
Business and Commerce, General	64.3%	39
Office Technology/Office Computer Applications	57.6%	35
General Work Experience	86.8%	30
Administration of Justice	116.8%	20
Computer Infrastructure and Support	10.8%	18

\*: Cohort fewer than 10 students

Demographics		
Gender	Median % Change	Total N
Female	26.5%	308
Male	15.5%	431
Age	Median % Change	Total N
Under 20	225.4%	34
20-24	87.2%	190
25-39	14.2%	307
40 or over	8.0%	232
Ethnicity/Race	Median % Change	Total N
African American	19.0%	19
American Indian/Alaska Native	-14.6%	**
Asian	18.5%	229
Filipino	19.3%	113
Hispanic	13.9%	167
Pacific Islander	29.5%	*
White	20.0%	179

N/A: Cohort has no students.

\*: Suppressed to protect student Privacy.

Note: The sum of subgroup counts may not add up to the total count due to missing demographic information.



## 2017 Statewide Student Success Scorecard

The California Community Colleges is the largest system of higher education in the nation, with more than 2.3 million duplicated students attending 114 colleges. Our colleges provide students with the knowledge and background necessary to compete in today's economy. With a wide range of educational offerings, the colleges provide workforce training, basic courses in English and math, certificate and degree programs and preparation for transfer to four-year institutions.

### Student Information (2015-2016)

Students		2,355,825	
GENDER		RACE/ETHNICITY	
Female	53.3%	African American	6.4%
Male	45.5%	American Indian/Alaska Native	0.4%
Unknown Gender	1.1%	Asian	11.5%
AGE		Filipino	2.8%
Under 20 years old	25.9%	Hispanic	42.7%
20 to 24 years old	31.7%	Pacific Islander	0.4%
25 to 39 years old	26.9%	White	27.3%
40 or more years old	15.5%	Two or More Races	3.7%
Unknown Age	0.0%	Unknown Ethnicity	4.7%

### Other Information (2015-2016)

Full-Time Equivalent Students	1,137,618.7
Credit Sections	346,360
Non-Credit Sections	30,526
Median Credit Section Size	26
Percentage of Full-Time Faculty	55.0%
Percentage of First-Generation	42.4%*
Student Counseling Ratio	615:1

\* Insufficient data



## 2017 Statewide Student Success Scorecard

Cohort Tracked for Six Years Through 2015-2016	Completion			Persistence			30 Units			Remedial			Career Technical Education	Career Development & College Preparation
	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Math	English	ESL		
Cohort	70.6%	40.8%	48.0%	78.0%	75.2%	75.9%	75.1%	66.8%	68.8%	34.2%	46.9%	30.5%	53.9%	13.8%
Female	74.0%	42.3%	49.5%	78.2%	76.1%	76.6%	76.3%	68.7%	70.5%	36.2%	49.4%	32.0%	57.2%	14.8%
Male	67.4%	39.0%	46.4%	77.7%	74.2%	75.1%	74.0%	64.6%	67.0%	31.6%	44.0%	28.4%	50.8%	12.4%
Under 20 years old	72.6%	43.6%	51.4%	78.8%	76.5%	77.1%	76.6%	68.9%	71.0%	38.3%	53.2%	48.7%	65.6%	23.4%
20 to 24 years old	58.2%	30.8%	35.5%	70.4%	66.8%	67.4%	64.3%	55.9%	57.3%	30.0%	38.6%	40.2%	57.1%	16.7%
25 to 39 years old	53.0%	31.3%	33.9%	73.6%	72.3%	72.5%	64.7%	61.3%	61.7%	32.1%	38.8%	26.2%	46.0%	11.4%
40 or more years old	47.3%	30.5%	32.2%	75.6%	78.2%	77.9%	59.5%	65.2%	64.6%	27.5%	33.5%	16.5%	41.0%	7.6%
African-American	62.4%	32.9%	36.2%	74.1%	70.9%	71.2%	65.7%	56.2%	57.3%	19.5%	31.6%	22.0%	46.5%	14.8%
American Indian/Alaska Native	56.0%	33.6%	38.4%	70.9%	70.4%	70.5%	60.6%	58.4%	58.8%	26.0%	34.1%	18.9%	47.2%	15.9%
Asian	81.5%	56.8%	65.1%	78.4%	83.2%	81.6%	77.4%	79.6%	78.9%	48.0%	62.7%	39.6%	60.3%	17.8%
Filipino	75.7%	50.5%	56.9%	81.8%	79.0%	79.7%	78.6%	72.8%	74.3%	43.5%	57.4%	34.3%	62.9%	N/A
Hispanic	64.4%	36.6%	41.1%	77.6%	74.6%	75.1%	73.9%	65.1%	66.5%	33.1%	45.1%	21.7%	53.0%	13.3%
Pacific Islander	63.0%	38.3%	42.6%	75.5%	72.5%	73.0%	65.2%	60.8%	61.5%	29.1%	42.9%	31.0%	52.3%	13.7%
White	71.7%	44.0%	53.5%	78.6%	74.8%	76.1%	76.0%	68.0%	70.7%	38.7%	50.4%	32.5%	53.5%	13.5%

**STUDENT  
SUCCESS  
INITIATIVE**



CALIFORNIA COMMUNITY COLLEGES  
**STUDENT SUCCESS SCORECARD**

Transfer Level Achievement	Math			English		
		1-Year	2-Year		1-Year	2-Year
	Cohort Size	Cohort Rate	Cohort Rate	Cohort Size	Cohort Rate	Cohort Rate
All	154,350	17.0%	28.6%	154,350	37.9%	56.3%
Female	79,772	15.3%	26.8%	79,772	39.0%	58.5%
Male	73,199	18.9%	30.4%	73,199	36.6%	53.9%
< 20 years old	128,800	18.7%	30.8%	128,800	40.3%	59.0%
20 to 24 years old	15,656	10.3%	19.6%	15,656	25.5%	42.9%
25 to 39 years old	7,280	6.9%	15.7%	7,280	26.6%	44.9%
40+ years old	2,610	3.0%	8.3%	2,610	22.9%	37.0%
African American	7,636	7.9%	16.0%	7,636	25.1%	42.5%
American Indian/Alaska Native	634	8.4%	14.0%	634	33.8%	47.6%
Asian	13,798	41.1%	57.0%	13,798	41.8%	63.1%
Filipino	5,273	25.0%	40.8%	5,273	45.9%	67.6%
Hispanic	79,203	11.0%	21.0%	79,203	32.0%	51.2%
Pacific Islander	717	12.0%	22.3%	717	27.6%	44.8%
White	38,185	20.8%	34.1%	38,185	49.0%	65.1%





## Skills Builder

Median Earnings Change		
		<b>+22.6%</b>
		N=81,262
Disciplines with the highest enrollment	Median % Change	Total N
Administration of Justice	15.4%	8,578
Child Development/Early Care and Education	25.7%	7,352
Accounting	32.7%	7,077
Police Academy	18.0%	5,042
Fire Technology	21.8%	3,229
Business and Commerce, General	31.3%	3,073
Office Technology/Office Computer Applications	26.1%	3,028
Business Management	26.5%	2,957
Emergency Medical Services	40.9%	2,861
Information Technology, General	30.2%	2,283

\*: Cohort fewer than 10 students

Demographics		
Gender	Median % Change	Total N
Female	23.4%	35,763
Male	22.3%	44,506
Age	Median % Change	Total N
Under 20	180.1%	4,396
20-24	70.5%	21,341
25-39	19.8%	35,447
40 or over	8.8%	20,063
Ethnicity/Race	Median % Change	Total N
African American	18.8%	5,106
American Indian/Alaska Native	17.2%	409
Asian	26.8%	7,603
Filipino	21.3%	2,387
Hispanic	27.4%	27,820
Pacific Islander	15.9%	423
White	19.9%	31,026

N/A: Cohort has no students.

\*: Suppressed to protect student Privacy.

Note: The sum of subgroup counts may not add up to the total count due to missing demographic information.