

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

November 14, 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 3401 CSM Drive, San Mateo, CA 94402.*
 - *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
 - *Regular Board meetings are recorded; recordings are kept for one month.*
 - *Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.*
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5:00 p.m. Call to Order

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel – Existing Litigation (Government Code section 54956.9(d)(1)):
 - a. San Mateo County Community College District v LocusPoint Networks, LLC, et al, Case No. 17CIV01534
 - b. LocusPoint Networks, LLC, et al v San Mateo County Community College District, Case No. 17CIV01550
 - c. LocusPoint Networks, LLC, et al. v San Mateo County Community College District, Case No. 17CIV04899
 - d. Friends of the College of San Mateo Garden v San Mateo County Community College District et al., Case No. S214061
 - e. Violeta Grigorescu v Board of Trustees of the San Mateo County Community College District et al., Case No. 3:18-cv-05932-JSC
2. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): DFEH Matter No. 935123-317868
3. Conference with Labor Negotiator
Agency Negotiator: Mitchell Bailey
Employee Organizations: AFT, AFSCME and CSEA
4. Public Employee Discipline, Dismissal, Release
5. Ratification of Confidential District Warrants

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

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

- 18-11-1 [Approval of the Minutes of the Study Session of October 10, 2018](#)
- 18-11-2 [Approval of the Minutes of the Regular Meeting of October 24, 2018](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- 18-11-1A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)
- 18-11-2A [Adoption of Resolution Nos. 18-26, 18-27, 18-28 and 18-29 Fixing the Employer Contribution under Section 22895 of the Public Employees' Medical and Hospital Care Act](#)

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.

- 18-11-1CA [Approval of Curricular Additions, Deletions and Modifications – Cañada College and Skyline College](#)
- 18-11-2CA [Ratification of September and October 2018 District Warrants](#)
- 18-11-3CA [Acceptance of Gifts by the District](#)
- 18-11-4CA [Approval of Community, Continuing and Corporate Education Classes and Programs, Spring/Summer 2019 – Cañada College, College of San Mateo and Skyline College](#)
- 18-11-5CA [Approval of Appointments to Bond Oversight Committee](#)
- 18-11-6CA [Approval of Appointments to Educational Housing Corporation Board of Directors](#)

Other Recommendations

18-11-100B Approval of Revisions to Board Policies: 2.03 College Presidents; 2.10 Selection Procedures; 2.12 Employee Rights and Protection, Domestic Partner Rights, and Whistleblower Protection; 2.13 Dissemination of Employee Information; 2.15 Collective Bargaining; 2.52 Local Law Enforcement; 3.00 Applicability of Chapter III Policies; 3.15 Employee Requirements

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

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

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
October 10, 2018, San Mateo, CA**

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

Board Members Present: President Richard Holober (via telephone), Vice President Maurice Goodman, Trustee Dave Mandelkern, Trustee Thomas Mohr, Trustee Karen Schwarz

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

Vice President Goodman 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, (2) consider ratification of confidential District warrants, and (3) consider 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 5:00 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 6:05 p.m.

Board Members Present: Vice President Maurice Goodman, Trustee Dave Mandelkern, Trustee Thomas Mohr, Trustee Karen Schwarz
President Richard Holober joined the meeting via telephone and did not vote on the action item

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College
President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College
College President Jamillah Moore

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

Vice President Goodman announced that during closed session, the Board voted to approve the recommendation to release a classified employee from probationary employment as a Cosmetology Instructional Aide, with Trustees Goodman, Mandelkern, Mohr and Schwarz voting Aye.

MINUTES

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the minutes of the study session of September 12, 2018. The motion carried, all members voting Aye.

It was moved by Trustee Mohr and seconded by Trustee Mandelkern to approve the minutes of the regular meeting of September 26, 2018. The motion carried, all members voting Aye.

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 (18-10-1A)

It was moved by Trustee Schwarz and seconded by Trustee Mandelkern to approve the items in the report. The motion carried, with Trustees Goodman, Mandelkern, Mohr and Schwarz voting Aye.

STUDY SESSION: CAREER EDUCATION AND JOB PLACEMENT (18-10-1C)

Aaron McVean, Vice Chancellor of Educational Services and Planning, said this session is a continuation of a discussion with the Board that began last year. He said each College will present an update on efforts that are underway regarding career education and job placement.

Cañada College

Tammy Robinson, Vice President of Instruction, introduced a video highlighting the Digital Art and Animation Program. The video featured comments by Paul Naas, Professor and Program Coordinator, as well as students. They discussed the success of the program in terms of learning necessary skills and becoming prepared for jobs in the industry, along with the positive campus atmosphere and the support system available to students. Vice President Robinson said the College must be in touch with what employers need and must train students so that they can make a living wage and enjoy the benefits of living in Silicon Valley.

Leonor Cabrera, Dean of Business, Design and Workforce, said Cañada College has a model that works in Career Education. She said it includes faculty involvement in teaching students the skills they need and helping to place them into jobs. She said the career placement “Ecosystem” surrounds students with services such as counseling, faculty support and the Career Center. She said faculty are continuously interacting with employers and researchers to best predict what students will need when they graduate. Dean Cabrera said there are plans to build this model out to the entire campus.

Dean Cabrera provided an overview of Cañada College student and alumni employment. She said Medical Assisting and Radiologic Technology students are working at Kaiser Permanente and Stanford; Computer Science students are working at Apple and Oracle; and Animation students are working at Pixar, DreamWorks and Big Fish Games.

Alex Kramer, Director of Workforce Development, said engagement with employers is essential and, in addition to regular outreach to employers, the College has established two new initiatives:

- An employer portal which will allow employers to quickly understand how the College can serve their hiring needs. The portal includes options to connect with students for internship and career opportunities, information regarding participating on advisory boards, and connections to other District resources such as Community, Continuing and Corporate Education.
- Digital Badging, which is a visual way in which students can show their incremental steps toward a certificate or degree. The digital badges are industry approved and can be displayed on a student’s online professional network, such as LinkedIn.

Mr. Kramer said the College also utilizes several approaches to support engagement with prospective, current and former students. These efforts are intended to:

- Support increased enrollments through the promotion of Career Education programs through dual enrollment and articulation agreements with high schools, working with incarcerated individuals, and collaborating with adult education programs.
- Student exploration of potential career paths and promotion of Career Education programs. Examples include redesigned program brochures, promotional videos, and a speaker series event that showcases alumni who are successfully employed in their field of study.
- Increase ongoing engagement with alumni through a LinkedIn group that drives networking among alumni and annual newsletters spotlighting successful alumni and Career Education department updates.

Trustee Mohr asked the presenters to explain the different components of Career Education, e.g. students who intend to transfer and need training on general skills versus the career-technical group who need skills training in particular areas. Mr. Kramer said Career Education is currently directed to career-technical students but the intent is to scale the model to the entire College. Trustee Mohr said this integrates two models and merges paths in a way that will hopefully be more productive for all students. Dean Cabrera said the Career Center and Career Education have acted separately, with one being under Student Services and one under Instruction. She said the intent is to break down this barrier and have them work together.

Trustee Mohr asked if LinkedIn is used to track when students find employment, their reaction to the training they received, etc. Mr. Kramer said it is difficult to track students. He said the College has data on alumni who provide

information on LinkedIn and is working on a model to track all students. Dean Cabrera said the College wants to help students with their online presence, such as LinkedIn, and follow them after graduation.

Vice President Goodman asked if the College is exploring opportunities to improve access and opportunities for underserved communities and groups, such as taking advantage of the Middle College Program or becoming involved in the Guided Pathways process. Dean Cabrera said the College is beginning the Meta Majors process similar to Skyline College. She said Career Education programs fit into the larger majors. For example, the sciences would include Medical Assisting and Radiologic Technology and these students would comingle with students who are on a Biology or Chemistry pathway. Dean Cabrera said that by focusing on both transfer and job placement, the College can place students whose goal is a certificate into jobs and place students whose goal is transfer into internships.

Vice President Goodman asked if there is an opportunity to address the underrepresentation of females and people of color into some of the careers. Vice President Robinson said the College brought in an independent contractor from the County Office of Education to help address this issue.

College of San Mateo

Heidi Diamond, Dean of Business and Technology, introduced Hilary Goodkind, Interim Dean of Planning, Research and Institutional Effectiveness, and Robert Shoffner, adjunct faculty member and Director of the San Mateo Small Business Development Center. Dean Goodkind said the majority of students at College of San Mateo are under 24 years old and attend school part-time or less than part-time. More than 50% of students are from underrepresented populations and 47% are the first in their family to go to college. Dean Goodkind said 30% of students come to the College to gain career/job skills, earn a two-year degree or certificate, or pursue educational development. Students struggle to meet basic needs and go to college, with many working one or two jobs. Dean Goodkind said the imperative is to enable students to move from low to middle and high wage jobs. She said College of San Mateo helps students to develop lifelong skills and connections to increase financial security and increase career mobility.

Mr. Shoffner said College of San Mateo has excellent programs but they are decentralized. He said employers want to have a central place at the College to engage with students. He said that as the pace of change accelerates, employers' needs change. He said the College must be aware of the changing needs of employers and educate students accordingly. Mr. Shoffner said many professors have a component in their classes that addresses careers, e.g. what to expect, salaries, soft skills and technical skills, but they are not necessarily communicating with one another. In-class job postings, career workshops and job fairs are offered but there is a need to do more on a collective and intentional basis. Mr. Shoffner said the College must also address the needs of older students who take courses to improve job skills so that they can advance and continue to live the area.

Dean Diamond said College of San Mateo started examining the gap between what employers want and what students are looking for. She said employers report that they want the students they hire to have 21st Century job skills, soft skills, interpersonal skills, outstanding computer skills and outstanding team skills. Faculty continue to work with employers to develop curriculum that is informed by industry need and the College has developed several certificates and courses within the past year designed to meet that need. Dean Diamond said students indicate that they want LinkedIn profiles that are professional so that employers notice them. They also want help with résumés, confidence building and job and internship connections and introductions.

Dean Diamond said College of San Mateo is currently engaged in an innovative solution called the Career & Workforce Hub. The Hub will provide ongoing guidance and will allow students to enter and exit at any point. Roving popups will bring career education services to students where they are. It will provide a comprehensive, customized, high-touch service where the career and workforce team will work to help students with their specific needs. Students and employers will be matched in a deliberate way, such as the job shadowing program already in place with Google. Dean Diamond said the College continues to work with the Industry Advisory Board and is pleased to provide entrepreneurial opportunities through the San Mateo Small Business Center located on campus. Dean Diamond said the Hub is employer facing, faculty facing and student facing. She said the College bridges the gap between students and employers by educating, preparing and prescreening students for employment, while employers provide workplace relevance that helps keep programs current.

Trustee Schwarz asked if there is a marker to determine the percentage of students obtaining employment that is considered successful. Dean Diamond said the hope is that every student will ultimately obtain a job in the field they have studied. She said this varies across disciplines. She noted that 100% of students in the Nursing program graduated

and 100% obtained jobs in their profession. She added that colleges are measured on success through the State Strong Workforce Program and this has driven them to be more deliberate in what they do.

Trustee Mohr said it appears that the next step would be to develop a plan to capture student outcomes. Dean Goodkind said the use of social media and a Districtwide contract with LinkedIn will help track where students go. She said it is also important to keep in touch with students as they come into and out of the system.

Skyline College

Jennifer Taylor-Mendoza, Vice President of Instruction, said the presentation will include four components: the infrastructure around job placement, internships, job placement outcomes, and engagement with employers.

Andrea Vizenor, Director of the Career and Workforce Program, said that after the last Board study session at which career education and job placement was discussed, Skyline College formed a taskforce of faculty and staff to discuss what job placement should look like and who should be involved in the process. The discussions included how to connect the activities of faculty, the Career Services Center and the Center for Career and Workforce Programs, as well as discussions about which successful programs should be scaled. In addition, the College used information received through the Success Summit and job panels to engage industry regarding skills students need to be successful in their careers.

Ms. Vizenor highlighted programs in terms of internships and workforce readiness. She said the Automotive Program has regular engagement with employers and has a fully established internship program that ultimately leads to jobs. The Biotechnology Program has a Bioscience Internship Coordinator who works with employers to connect with jobs and create internships. Through the Bay Area Entrepreneur Center, the College utilizes resources on campus as a learning lab for students to gain critical skills.

Vice President Taylor-Mendoza discussed the criteria for the Strong Workforce Stars Program, including earnings gain, regional living wage, job in a related field and job placement. She highlighted the Respiratory Therapy Program which has an 86% job placement and income level of \$86,000 after completing an Associate of Science degree.

Ms. Vizenor said Skyline College has hired program services coordinators dedicated to job placement by meta majors. The coordinators have experience in career development and also understand the industries with which they will be working. This mechanism enables skilled staff to work with faculty and to be proactively engaged with employers. Ms. Vizenor said Skyline College is interested in having the job placement coordinators work with English faculty to make sure students are writing statements for their LinkedIn Learning Profiles as part of assignments.

Ms. Vizenor said the District's agreement with LinkedIn will afford students access to the LinkedIn learning module. When students complete a learning experience online, they will have the option to update their profile to show completion of the experience. Consideration is being given to developing a playlist of different types of experiences. According to LinkedIn career insight data, alumni have reported skills that are critical in the work they perform and the types of jobs they have obtained. This will help inform the experiences to include in the playlist.

Ms. Vizenor said Skyline College has combined Career Services and Career Education, along with Cooperative Education and the Bay Area Entrepreneur Center, so that the College is thoughtfully integrating the way it stays abreast of what occurs in industry and the way it delivers services to students. All students at the College will go through career development experiences as they move through the institution, including workforce readiness, professional experience, industry engagement, networking and workforce preparation, and job placement. In addition, the College is reaching out to the K-12 system and partnering with high schools. The College has developed successful career pathway partnerships with the high schools, through which students can progress through a pathway at an accelerated rate. Ms. Vizenor said Skyline College is also committed to serving community members, with a concierge type service, one-on-one coaching, and skills gap analysis and skills upgrade.

Vice President Taylor-Mendoza said Skyline College is working with industry partners differently. She said the College is engaging with partners through guest lecturers, workplace tours, job shadows and internships.

Ms. Vizenor said messaging to the community about what Skyline College offers includes:

- #I Was Hired campaign showcasing places where students are working and the types of jobs students have obtained.

- #Dream Job campaign to expose students to careers they might not have considered.
- #Excellence campaign to showcase the expertise of faculty and staff.

President Claire pointed out that all of the Colleges use the expertise of adjunct faculty who often are both working and teaching and can help keep career technical education programs fresh.

Trustee Mohr said the presenters have deliberately stated that in addition to intellectual development and the ideals of the academy, getting students ready for work has been identified as a significant goal. He said that weaving it into Guided Pathways is a new concept.

Paul Rueckhaus, Health Science Professor at Skyline College, asked if education on worker rights is included in the curriculum. Dean Diamond said good corporate citizenship and worker rights should be addressed. Mr. Shoffner said students should be given a toolkit that includes questions they should ask about an employer and the importance of understanding the ethical profile of an employer. President Stanback Stroud said development of personal agency is important so that students learn how to advocate for themselves. Dean Cabrera said some faculty members advise students to contact them if something does not seem right in the workplace.

Trustee Mandelkern said he is pleased with the progress that has been made since the last presentation on this topic, noting that there is a more active and engaged approach. He asked what the Colleges are doing together to make sure that best practices at one college are shared with the others. Dean Cabrera said one way is through the Districtwide LinkedIn contract. President Stanback Stroud said the context may be different at the Colleges because of different program focuses; however, there is common software, common strategies, approaches and connections with employers. She said the Colleges are in direct communication with each other.

Trustee Mandelkern said he would like to see metrics on the percentage of students placed in jobs. He said he would also like clarification on the “Strong Workforce Stars” chart presented by Skyline College. He said the format of the dashboard is useful but there are places where data is lacking on whether the criteria (earning gain, regional living wage, job in related field, job placement) was achieved. President Claire said all of the data are available from the State Chancellor’s Office and he will send it to the Board. He said the data are imperfect but allows comparison of colleges across the state.

Trustee Mandelkern said there has been previous discussion about the way proprietary, for profit colleges market themselves. He said the video shown by Cañada College was impressive in that it shows real people with real success and jobs. He asked if marketing by the Colleges is done in a comprehensive way to show their success. Vice President Robinson said the Colleges need to direct marketing to where students are, e.g. social media, keeping in mind a short attention span. Trustee Mandelkern said the Colleges may want to speak to the District’s advantages in terms of costs to attend a District College versus the cost for-profit schools, along with a better environment and better instructors. He asked if the District has talked with LinkedIn about building into their platform for all users connections to classes offered by the District. Ms. Vizenor said it is possible to purchase marketing through LinkedIn but the discussion has not yet been initiated.

Trustee Mohr said the concept of a career clothing closet, as mentioned in the Skyline College report, indicates a sensitivity to the needs of young people. Ms. Vizenor said a lack of proper attire can be a barrier to securing employment. She said the idea is to develop a place where students can obtain career support materials similar to the SparkPoint concept.

Trustee Mohr asked how the Colleges might go about building skills that are needed for jobs within the classroom. Ms. Vizenor said the LinkedIn tool is important in this regard because it has a jobs training function. President Claire noted that not all interviews are in-person and students must learn how to interact effectively via telephone. Trustee Mandelkern added that interviews are also done via Skype or a similar software product and students should learn how to set this up on a computer as well as adjusting lighting and being mindful of what to wear. Mr. Shoffner said that in-class exercises such as team assignments and talking via telephone and Skype are useful tools. Trustee Mohr agreed that skill building can be done in the classroom if the classes are structured appropriately. For example, he said the Writing in the End Zone program fosters working as a team as well as individual reporting. He said students in the program are able to speak publicly about their experience with confidence. He said this speaks to the “buy in” by faculty in terms of how they conduct their classes to enhance these skills. Ms. Vizenor said Skyline College partnered with the d.school at

Stanford last year to host a professional development event with the intention of exploring how to bring these types of skills into the classroom.

President Holober said the discussion was excellent. He said it is impressive that the work is moving the District further in the right direction of being the kind of high performance institution that serves students and prepares and connects them to good jobs.

STATEMENTS FROM BOARD MEMBERS

Trustee Schwarz complimented Skyline College on the interesting and educational Success Summit. She also reported on two items regarding human trafficking awareness that might be of interest to the Colleges:

1. “Lily’s Wings” – a human trafficking awareness play presented by Fuse Theatre. Staged readings may be presented on the campuses upon request.
2. Posters on human trafficking awareness available from AbolitionistMom.org.

Staff will forward more detailed information to the Colleges on these items.

Trustee Mohr said he attended a lecture at Skyline College by Dr. Anthony Brown of the University of Johannesburg, South Africa on “Humanizing Education.” He said most of the lecture dealt with helping young people understand the obstacles they face in the course of their education and helping them stay focused on their goals and on supporting each other. Trustee Mohr said he also attended an outstanding lecture by Juana María Rodríguez, Professor of Ethnic Studies at UC Berkeley, on “Queer Latinidad and Discursive Spaces.” The lecture was followed by a discussion with students. He said this reminded him of his belief that it would be beneficial to have the Directors of Equity and their teams from the campuses come to the Board to talk about activities on the campuses as part of a continuing discussion on race and class.

President Holober said SB 1348 was signed into law. The law requires 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 to provide data regarding student success relating to those internships. President Holober said he attended a meeting of the Senate Education Committee in April and he was able to report that the Board adopted a resolution in support of the bill. He said there was opposition to the bill from for-profit colleges.

Vice President Goodman said he and Trustee Mohr attended the ASTEP “Future Over Everything” conference at Skyline College which was a tremendous success, with high school students from all over the Bay Area in attendance. Vice President Goodman said he also attended the Success Summit at Skyline College and reminded everyone that the conversation about shuttle services, which are now operational at Skyline College and Cañada College, began at a previous Success Summit.

Vice President Goodman said that due to the Me Too movement over the last year, and more recently demonstrated by the courage of Christine Blasey Ford, more women have been speaking out. He said that because of the courage these women are showing, young boys today will be better men tomorrow and men today will have the opportunity to become better.

Trustee Mandelkern said there have been recent reports about health centers at colleges in the California State University System no longer offering the Plan B contraceptive. He requested information at a future meeting about whether the health centers at the District’s Colleges make this available to students.

ADJOURNMENT

The meeting was adjourned by consensus at 7:55 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the November 14, 2018 meeting.

Maurice Goodman, Vice President-Clerk

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
October 24, 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 (via telephone), 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) hold a conference with legal counsel regarding five cases of existing litigation and one case of anticipated litigation as listed on the printed agenda, (2) hold a conference with real property negotiator as listed on the printed agenda, (3) consider employee discipline, dismissal, release, and (4) consider ratification of confidential District warrants.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 5:00 p.m.

RECONVENE TO OPEN SESSION

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

Board Members Present: President Richard Holober, Trustee Dave Mandelkern, Trustee Thomas Mohr, Trustee Karen Schwarz, Student Trustee Gabriela Topete Eng Goon

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

PLEDGE OF ALLEGIENCE

REPORT OF ACTION TAKEN DURING CLOSED SESSION

President Holober said the Board will return to closed session following the general public session. Following the conclusion of the second part of the closed session, the Board will announce any action taken.

DISCUSSION OF THE ORDER OF THE AGENDA

President Holober said there was a request to consider item 18-10-4C, District Equal Employment Opportunity Update, immediately following Statements from the Public on Non-Agenda Items. The Board agreed to the request.

SWEARING IN OF STUDENT TRUSTEE

Charlie Bronitsky, City of Foster City Councilmember, and Martha Bronitsky, Chapter 13 Trustee, administered the oath of office to Student Trustee Gabriela Topete Eng Goon. Student Trustee Topete Eng Goon said Charlie and Martha Bronitsky were her host parents when she came to the United States from Mexico.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS: RECOGNITION OF EMPLOYEES WITH 'ABOVE AND BEYOND' AWARD (18-10-2C)

Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said it was his privilege to introduce Diana Thomas, General Manager of the San Mateo Athletic Club (SMAC), and Cassandra King, Lab Technician in the Photography Department at College of San Mateo, who are receiving Above and Beyond Awards from the Board for their "Caps for Cancer" project. He said the awards were established by the Board to recognize employees whose work and achievements go above and beyond the duties of their daily jobs.

Ms. Thomas said that last summer, she brought a large amount of yarn to the College of San Mateo Library Makerspace for the purpose of knitting caps for newborn babies and children undergoing chemotherapy. She connected with Ms. King who was interested in helping with the project. Ms. King said she organized events that were held

during the summer, inviting people to join them in making hats and providing supplies for people who did not bring their own. The project was promoted through the Library, SMAC, the College of San Mateo Community Relations and Marketing Department, and Ms. King's personal social media accounts. They also placed donation bins in the Library and San Mateo Athletic Club. To date, more than 500 hats have been donated by faculty, staff, students and members of the community, including some who had never visited the campus before. Ms. King said the next phase of the project is to make hats and scarves for the homeless population.

President Holober presented the Above and Beyond Awards to Ms. Thomas and Ms. King and thanked them for their work on the Caps for Cancer project.

Trustee Mandelkern asked who provides the yarn that is used by individuals participating in the project. Ms. Thomas said some of the yarn comes from her personal collection and that of Ms. King. She said SMAC and the Library also donate supplies, along with donations from members of the community.

Trustee Mohr asked Ms. Thomas to inform the Board about other efforts in which she is engaged to help individuals who are victims of cancer. Ms. Thomas said that every year SMAC hosts "SMAC Out Cancer" with Swim Across America. All of the money raised goes directly to doctors who are selected in hospitals across the United States. Most recently, two of the doctors supported by the program were awarded the Nobel Prize in Medicine. Swim Across America was the first non-profit entity to be credited by Merck Pharmaceuticals for helping bring a drug to market, with the cancer treatment drug Keytruda®. Ms. Thomas said SMAC trainers also work with people going through chemotherapy to help with side effects and to help them remain productive and active through the duration of treatment.

Trustee Schwarz noted that Executive Vice Chancellor Blackwood also donates things that she knits. She said she is happy that Chancellor Galatolo informed the Board of the Caps for Cancer project and said the Board likes to hear about positive things that are occurring on the campuses. She thanked Ms. Thomas and Ms. King for initiating and sustaining this project and thanked Ms. Thomas for SMAC's involvement in other programs. Ms. Thomas said SMAC sees itself as part of the fabric of the community and participates in food drives, toy drives and coat drives as well as other activities.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo said the District plans to issue bonds later this month and as part of that process, the District received a ratings update. Both Standard & Poor's and Moody's gave the District a AAA rating, the highest achievable. In addition, the District remains the most highly rated community college district in the state.

Cañada College President Moore said more than 230 people attended the inaugural President's Luncheon at the Hiller Aviation Museum on October 23 and more than \$40,000 was raised for scholarships. She said this could not have been done without the extraordinary group at Cañada College and without the support from the Chancellor and the Board.

Mondana Bathai, President of the Associated Students of College of San Mateo (ASCSM), said a diverse group of students serve as officers and senators of ASCSM, with different ethnicities, religions and walks of life. She said the goals for 2018-19 are:

- Utilize our voices to promote the diversity, equity and empowerment of all students.
- Ensure effective promotion and execution of ASCSM outreach and events.
- Enhance communication among members of the Senate and Boards.
- Provide greater support and assistance to clubs in planning, executing and promoting events.
- Explore and implement ways to enhance Senate cohesion.

Ms. Bathai said ASCSM events have included Welcome Week; Unite for Positivity, in partnership with Active Minds and Personal Wellness Counseling; Grab and Go Initiative, in partnership with SparkPoint, the Year One Program and the Bookstore; Grab and Go awareness event; work with the Child Development Center; and a voter registration event. Upcoming events and current projects include Movie Night, hosted by the Cultural Awareness Board; Get out the Vote event, hosted by the Advisory Board; Halloween event, hosted by the Programming Board; a Fall Harvest event' Relaxation Week; and work on the issue of transportation, including the possibility of a shuttle service for the College.

President Holober thanked Ms. Bathai for her excellent presentation. Trustee Mandelkern asked where a potential shuttle to the College would originate. Ms. Bathai said a taskforce is currently studying the data to determine need. President Claire said the taskforce is composed of College-wide constituents who are pleased to work with students. Chancellor Galatolo said students have also inquired about having a shuttle that would transport students among the three Colleges.

BOARD SERIES PRESENTATION – CAÑADA COLLEGE’S STEM ACADEMY: A GUIDED PATHWAYS PILOT (18-10-3C)

Char Perlas, Interim Vice President of Student Service at Cañada College, introduced presenters Carol Rhodes, Professor of Biology, and Georganne Morin, Project Director at the STEM Center. Ms. Morin said the dedicated STEM Center is the hub for all STEM activities at the College and supports the Guided Pathways initiative. She said the State Chancellor’s Office identified four pillars of Guided Pathways:

1. Create clear curricular pathways to employment and further education. Ms. Morin said the First Year STEM Pathways and first year cohort support this pillar. Students are guided in registering for foundational STEM classes and are steered to relevant College resources. Cohorts are created to promote interconnectedness.
2. Help students choose and enter their pathway. Ms. Morin said the STEM Explorers, a summer boot camp program, supports this pillar. Students come to campus for a five-day program and participate in hands-on STEM workshops, meet with STEM counselors, and are introduced to on-campus support services. The STEM Speakers Series also supports this pillar, providing seven to eight weekly sessions with speakers of diverse backgrounds and pathways.
3. Help students stay on their path. Ms. Morin said this pillar is supported in a variety of ways, including dedicated STEM counseling; retention activities such as early alerts, “Ask Me Anything,” and drop in hours; STEM-centered university visits; opportunities to attend and present at conferences; and participation in STEM clubs.
4. Ensure that learning is happening with intentional outcomes. Professor Rhodes discussed faculty involvement that supports this pillar:
 - a. EPIC Supplemental Instruction program and drop-in peer tutoring are offered for key gateway STEM courses. Students in the cohort enroll in English 100 and Math 225 and at the same time take a STEM success course. Underrepresented students have shown a 50% increase in success rates in the gateway math course.
 - b. STEM Faculty Community of Practice. Faculty participate in Faculty Inquiry Groups to examine teaching practices and share outcomes with other Science and Technology faculty. Faculty also participate, jointly with San Francisco State University and California State University, East Bay faculty, in the Faculty Learning Program from the University of California, Berkeley. This is a full-year program. The first semester focuses on examining best practices and the second semester concentrates on peer-to-peer observation.

Professor Rhodes said the STEM Center activities benefit the entire campus. She pointed out that more than 50% of students who participate in activities are not STEM majors and all are welcome. She said some of the programs begin before students arrive on campus. Staff go out to the feeder high schools and work with the College Promise staff to get students enrolled in the summer bridge programs. Professor Rhodes said communication with students about pathways takes place from the beginning of their educational journey at the College and they are aware of exactly what is needed for transfer.

Professor Rhodes highlighted two student success stories. Both of the students transferred to four-year colleges in the University of California System in STEM fields. She said 68 students who graduated last May transferred in STEM majors and the College is keeping in touch with these students.

Trustee Mohr said that personalizing interactions between faculty and students around STEM subjects is a different approach and acknowledges that the way faculty connect with students makes a difference in how students feel about themselves in relation to the pursuit of rigorous subjects. He asked if benchmark data is being kept to determine outcomes. Professor Rhodes said the cohort is being tracked. She said this is the first full year of the STEM Academy and it will be possible to track students who participated in the Explorers program and Math Jam and are enrolled in the student success course.

Trustee Schwarz said she recalls when STEM education was first initiated, with various programs such as Math Jam. She said that with the STEM Academy, everything is brought together in a pathway and this will make a positive difference for students. Professor Rhodes agreed, noting that being part of Guided Pathways with a logical sequence is advantageous to students.

Student Trustee Topete Eng Goon said she is pleased that a returning student was included in the presentation as a success story. She said the emphasis in general seems to be on first time, full-time students and she has heard from students who believe attention should be given to returning students as well. She asked what percentage of students in the STEM program are returning students. Professor Rhodes said she will research this and provide the information.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Wayne Lee, Vice Mayor of the City of Millbrae, said he is grateful for the opportunity to speak to the Board about the U.S. Naval Sea Cadet Corps. He introduced Lieutenant Jeffrey Dao and asked him to present information about the Corps. Lt. Dao said the Naval Sea Cadet Corps is a federally chartered non-profit youth training organization for young people ages 10 through 17. It is sponsored by the Navy League of the United States, a non-profit organization, and receives operational support from the U.S. Navy and Coast Guard. Because it is heavily subsidized, cadets have the opportunity to participate in a wide variety of affordable training programs, including scuba diving and sailing, as well as career exploration. There is also a robust international exchange program. Lt. Dao said that through the Corps' advancement system, cadets have opportunities to lead groups of their peers, preparing them to become future leaders. Year-round community service opportunities give them the perspective to become informed and engaged voters.

Lt. Dao said the Corps serves thousands of cadets every year in units around the country as well as in Guam and Puerto Rico, but the Band of West is the only musical band in the Corps. The band rehearses every Saturday morning at the American Legion in Redwood City. Because of real estate development in Redwood City, the American Legion is likely to be demolished and the Corps is grateful to President Moore for extending an invitation to the band to rehearse at Cañada College. Lt. Dao said the band serves as a surrogate for military bands at ceremonial events. In the summer of 2017, six cadets qualified for a week-long embed with professional musicians in the Pacific Fleet Band based in Pearl Harbor. The band showed such maturity and skill that they were invited to perform alongside the Pacific Fleet Band for the commissioning ceremony for the USS John Finn guided-missile destroyer. Lt. Dao said that the Cadet Corps also provides a color guard for events, including the City of Millbrae's 9/11 Ceremony and the Military Academy Night hosted by Congresswoman Jackie Speier.

Lt. Dao said another part of the Corps' mission is supporting veterans. The band regularly performs at veterans facilities around the Bay Area, usually around the holidays. After the performances, the cadets mingle and interact with the veterans.

Lt. Dao said the Cadet Corps would like to make its services available, as a band and/or color guard, to the community colleges to enrich activities taking place on the campuses. He said most of the local cadets go on to four-year institutions or community colleges. Cadets have attended all of the District's Colleges, as well as the Middle College programs, and are currently enrolled at two of the Colleges.

Trustee Mohr said he has heard the band play a number of times at Military Academy Nights and said they play at a very high level.

Trustee Mandelkern said he had the pleasure of listening to the band play at a tribute to support the Navy Seal Foundation in Half Moon Bay. He said the band is excellent and the cadets are also very well-spoken. Trustee Mandelkern said there has been discussion at the national level about inclusion in the military, particularly with regard to the ability of transgender individuals to enlist in the armed forces. He asked if the Sea Cadet Corps has any limitations on membership. Lt. Dao said the Corps is proud to be inclusive and everyone is welcome as long as they meet the age requirement. He said there is also a physical requirement but this is waived for individuals with physical disabilities.

Student Trustee Topete Eng Goon said her husband is a Navy veteran who attends College of San Mateo. She said she would like to see the Band of the West come to the colleges to play and to also interact with student veterans. Lt. Dao said the Corps would welcome this interaction. He said the band performed a half-time show when the Wounded Warriors football game was played at College of San Mateo.

President Holober said the Naval Sea Cadet Corps is impressive and he thanked Mayor Lee and Lt. Dao for the wonderful work they do.

INFORMATION REPORT: DISTRICT EQUAL EMPLOYMENT OPPORTUNITY UPDATE (18-10-4C)

David Feune, Director of Human Resources, discussed the work being done by the Districtwide EEO Advisory Committee. The Committee assists in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The seven-member Committee meets on a quarterly basis. Discussions that take place at Committee meetings focus on training, activities and programs that connect with the District's Strategic Plan, emphasizing the concept of "Students First." The Committee is committed to helping provide a learning environment for students that promotes equity, student success and social justice. The Committee works to cultivate an inclusive workplace for the District's workforce by building awareness, knowledge and skills necessary to create inclusive spaces which can be achieved through education and will benefit students. In addition, the Committee is making efforts to ensure that the people it hires understand that the Board and District are committed to being a Students First institution. The Committee is also working on having the workforce represent the student population. Accordingly, the job descriptions now include equity language, student data and links to the District Strategic Plan. The Committee is reviewing the interview process, including interview questions, teaching demonstrations and skills assessments.

Mr. Feune said two programs will be highlighted during the presentation: Diversity Project Grants and the Faculty Diversity Internship Program.

Diversity Project Grants

Mr. Feune said the program was launched in spring 2018 to support projects that advance the goals of valuing and promoting of diversity in the District. The EEO Advisory Committee received 16 applications for funding and awarded four grants:

1. HBCU (Historically Black Colleges and Universities) Leadership Experiential Immersion
Tabitha Conaway, Instructional Aide II at the Learning Center at College of San Mateo, said she and Gwen Kenny, EOPS Program Services Coordinator, received the maximum award of \$7,500. The goal is to take 21 students to Atlanta to visit Clark Atlanta University, Morehouse College, Morehouse College School of Medicine, and Fort Valley State University, as well to take a civil rights tour. Students who apply will submit an essay on why they are interested in attending an HBCU college, along with transcripts and faculty evaluations. Students who are successful will share their experiences upon their return. The total cost of the project is \$21,000. With the help of the grant and assistance with fundraising by Associated Students Life at Cañada College and Skyline College, the project is almost fully funded.
2. Bringing Mental Health Awareness Event to Campus
Makiko Ueda, Psychologist in Personal Counseling and Wellness Services at College of San Mateo, said approximately 1,000 students are lost to suicide each year in the United States. She said that on October 3, there was a presentation by Joshua Rivedal, whose one-man Broadway show dealt with losing two families to suicide and his own struggle with depression. The presentation educates the audience about how to recognize the warning signs of suicide and how to help friends and classmates when warning signs are observed. The presentation was followed by a panel discussion. More than 80 students attended the event and 93% rated it excellent.

Gil Perez, full-time Year One Counselor, part-time Counselor in Personal Counseling and Wellness Services and Coordinator of the Mental Health Peer Educators Program at College of San Mateo, said he serves as advisor to the Active Minds Club on campus. The national Active Minds organization's "Send Silence Packing" exhibit will be at College of San Mateo on April 10. The exhibit features backpacks that have been donated by families of suicide victims. The goal is to help end the silence around suicide, promote positive dialogue around mental health issues and the impact suicide has on individuals, and connect people with mental health resources.
3. Student Leadership and Equity Summit
Michael Stokes, TRiO Director at Skyline College, said he and some of his colleagues recognized the need for professional development opportunities for student employees and student leaders at the Colleges. The project will connect students from the three Colleges and will have three components:

- a. A Student Leadership and Equity Summit will be held on the afternoon of November 30. Speakers will address topics such as cultural competence, social responsibility, communication skills and leadership skills.
 - b. Two follow-up academies will be held in February and March at which students will explore each area more deeply.
 - c. A culminating project will take place during Inclusivity Week in April. Students will present a program, event or activity that displays what they have learned and what they are committing to do.
4. The fourth grant was awarded to Lezlee Ware, Professor of Political Science at Cañada College, for the “Undoing Bias in Online Classes” project.

Faculty Internship Program

James Carranza, Dean of Humanities and Social Sciences at Cañada College, said this is the second year of the Faculty Internship Program. He said last year was a year of planning and this is a year of implementation. Through the program, six teams of graduate students from major universities in the area (San Francisco State University, San Jose State University, UC Santa Cruz, CSU East Bay, with Stanford University joining in spring 2019) come to the three campuses to shadow with current faculty across disciplines. The goal of the program is to help increase diversity in hiring. Teams are trained as part of the program.

Jessica Marshall, Professor of Anthropology at Cañada College, said that for fall 2018, six faculty members from the three Colleges have been matched with interns from a variety of disciplines and universities. There is a pool of interested faculty and interns who have not yet been matched. Program staff are reaching out to the universities to identify additional graduate students who are interested in teaching at a community college.

Trustee Mohr said the program reflects outstanding and impressive work. He said he supports the idea of helping people learn to be student centered in their teaching.

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (18-10-2A)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the items in board report 18-10-2A. The motion carried, all members present voting Aye.

APPROVAL OF CONSENT AGENDA

President Holober said the consent agenda consists of board reports 18-10-1CA through 18-10-3CA as listed on the printed agenda. He said that Skyline College President Stanback Stroud asked that item 18-10-3CA be removed from the consent agenda for discussion. It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve items 18-10-1CA and 18-10-2CA. The motion carried, all members present voting Aye.

ACCEPTANCE OF GRANT FUNDS FROM THE U.S. DEPARTMENT OF EDUCATION, TITLE V, IN SUPPORT OF HISPANIC-SERVING INSTITUTIONS FOR STRENGTHENING PATHWAYS TO SUCCESS IN STEM (SP2S) (18-10-3CA)

It was moved by Trustee Mohr and seconded by Trustee Mandelkern to accept the grant funds. Ray Hernandez, Dean of Science/Math/Technology at Skyline College, said the \$3.7 million grant will fund a project that will serve all students, with a focus on Hispanic and low-income students. Nick Langhoff, Professor of Engineering, said the project will support a variety of activities around STEM, largely centered on the upcoming STEM Center which will include a STEM counselor, a retention specialist, instructional aides, embedded tutoring, new classroom technology, university visits, and enhancement of the Math Jam program. Curricular improvements in Engineering and Computer Science, along with other gateway STEM courses such as Physics, Math and Chemistry, are being considered. There are plans to offer two-week Introduction to Research internships for 25 students for each of the five years of the grant. There is also a proposal to develop a transfer bridge program with San Francisco State University for Skyline College Engineering students, with support from both institutions.

Trustee Mohr congratulated Dean Hernandez and Professor Langhoff on receiving the grant. Professor Langhoff said it was a very competitive process. Trustee Schwarz congratulated Dean Hernandez and Professor Langhoff and said she

noticed similarities between this program and the work being done at Cañada College that was presented earlier in the meeting. Professor Langhoff said the team has learned a great deal from Cañada College. Dean Hernandez added that there is synergy among the three colleges. President Claire added that the majority of STEM majors in the UC System are community college graduates.

APPROVAL OF CAÑADA COLLEGE EDUCATIONAL MASTER PLAN (18-10-1B)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the Educational Master Plan. The motion carried, all members present voting Aye.

APPROVAL OF MODIFICATIONS TO SKYLINE COLLEGE, COLLEGE OF SAN MATEO AND CAÑADA COLLEGE MISSION STATEMENTS (18-10-2B)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the modifications. Trustee Mandelkern said it would have been helpful to see tracked changes, allowing the Board to see which changes were made to the original documents. Trustee Mandelkern also noted that while he was aware that Cañada College is designated as a Hispanic Service Institution, he was not aware that College of San Mateo also has the designation. After these comments, and with the understanding that two minor typographical errors will be corrected, the motion carried, all members present voting Aye.

APPROVAL OF SAN MATEO ATHLETIC CLUB FEE AND PLAN REVISIONS (18-10-100B)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the fee and plan revisions. Trustee Mandelkern said that in general, he believes the case for the increase in fees is reasonable. However, he is concerned about the differential between faculty/staff fees and student fees. Currently, the student fees are equal to or less than the faculty/staff fees, but under the proposal the faculty/staff fees would be less than the student fees. Given the District's focus on being student centered, Trustee Mandelkern said it seems odd to charge students more than faculty/staff. Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said student fees have not changed during the eight years that the San Mateo Athletic Club has been open. He said the transitory nature of student memberships causes the cost to be significantly more than it is for other groups. He said the direction from Chancellor Galatolo has been to continue to reduce fees for faculty and staff in order to invest in their health and wellness. Trustee Mandelkern thanked Vice Chancellor Bauer for his comments but said he is still not comfortable with the differential. Student Trustee Topete Eng Goon said she understands that it appears as though faculty and staff are being favored. However, she said she knows this is not the intent and she believes that the student rate of \$35 per month is reasonable.

Chancellor Galatolo said students have the opportunity to have access to the Athletic Club by enrolling in a class for \$46 per semester. He said the \$35 per month rate is for those students who elect to become Club members. Trustee Mandelkern said the same argument would apply to community members or faculty and staff who enroll in a class. Additionally, he said there are reduced rates for faculty and staff during non-prime time but there are no comparable reductions for students. Student Trustee Topete Eng Goon said international students and out-of-state students would not benefit by enrolling in a class in the same way other students benefit because their tuition cost is higher. However, she said she believes their rates would still be affordable.

Trustee Schwarz said the emphasis from the beginning has been promoting health and wellness for faculty and staff, with the understanding that students' needs are met when they enroll in a class. She said she is comfortable with the proposal.

After this discussion, the motion carried, with Trustees Holober, Mohr and Schwarz voting Aye and Trustee Mandelkern voting No. Student Trustee Topete Eng Goon cast an advisory vote of Aye.

APPROVAL OF CONTRACT AWARD FOR COLLEGE OF SAN MATEO BUILDING 17, LEARNING COMMUNITIES MODERNIZATION PROJECT (18-10-101B)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the contract. Trustee Schwarz asked for an explanation of the meaning of "key personnel" which is listed as an evaluation criterion for scoring proposals. José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said staff looks at the project manager, superintendent, project engineer and other staff of the company that proposes to work on a specific project. They are rated on previous experience, e.g. whether they have experience with the Division of the State Architect, have worked at an educational institution, have worked on an occupied campus, etc.

Trustee Mandelkern asked if this is the first project for which the District has used the lease-leaseback delivery method. Vice Chancellor Nuñez said it is.

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

RATIFICATION OF AMENDMENT TO CONTRACT WITH MOSAIC TRANSPORTATION FOR CAÑADA COLLEGE SHUTTLE SERVICE (18-10-102B)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to ratify the amendment to the contract. Trustee Mandelkern said a request to double the amount of a contract award would normally be troubling, but in this case he is enthusiastic about the response from students which indicates that the shuttle service is fulfilling an important need.

Chancellor Galatolo said the shuttle predominantly serves students from East Palo Alto but other areas could use support as well, such as North Fair Oaks, East Menlo Park, and possibly Sequoia Station.

Trustee Schwarz asked how the Cañada College shuttle service compares with that of Skyline College. Chancellor Galatolo said the Skyline College shuttle truly addresses the “last mile” issue as students had no way to get to the College from the Daly City BART station. He said students can get to Cañada College from East Palo Alto but a round trip takes approximately four hours. He said the Cañada College shuttle service improves this time considerably and has been incredibly popular.

Student Trustee Topete Eng Goon said comments from Cañada College students indicate that they are happy with the shuttle service but see the pickup location as a drawback. She said the pickup location is somewhat hidden away and some students have to use Uber to get to it. Chancellor Galatolo said this is useful information and staff would be open to discussing moving the pickup spot to a better location.

Trustee Mohr asked how many students currently use the shuttle service. President Moore said close to 100 students per day use the service. Trustee Mohr asked what the additional funding that is requested would cover. President Moore said it will cover a larger vehicle and additional run times for the pilot shuttle service. She said the College would like to further expand the service in terms of increasing space and expanding stops, as well as further solidifying the College’s partnership with JobTrain. She said grant funding will be sought after the College is able to provide data on the utilization of the shuttle. Trustee Mandelkern recalled that the Skyline College shuttle service received initial grant funding from the San Mateo County Transportation Authority that did not require data on an existing shuttle service. President Moore said Cañada College will look for any and all opportunities to get grant funding. She said she appreciates the Innovation money that was granted to begin the process.

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

APPROVAL OF SOLE SOURCE SERVICES AGREEMENT BETWEEN SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AND BAY AREA BIOTECHNOLOGY EDUCATION COMMUNITY (BABEC) (18-10-103B)

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

COMMUNICATIONS

None

STATEMENTS FROM BOARD MEMBERS

Trustee Mohr said he attended the San Mateo County School Boards Association’s Legislative Forum, at which he and Vice President Goodman had an opportunity to talk with legislators about community college issues. He also attended an event honoring County Superintendent of Schools Anne Campbell, who will be retiring at the end of the year.

Trustee Mohr said he read an interesting article in EdSource about the California State University System’s graduation rates. The article stated:

“Among students who entered a Cal State campus as freshmen, those who finished within four years rose from 22.6 percent last year to 25.4 percent this year, according to preliminary statistics. And the rate of those freshmen who graduated within six years or less rose from 59.2 percent to 61.1 percent.

“Transfer students showed improvements too, with those who finished in two years up from 35.1 percent last year to 37.6 percent this year. The four-year graduation rate for transfers rose from 75.3 percent to 77 percent.”

Trustee Mohr said it is interesting to note that these completion rates are not very different from the District’s current completion rates.

Trustee Mohr reported on a study that analyzed data from 151,541 students taking their first introductory courses between 2004 and 2015 at an unnamed system with 23 community colleges. The researcher found that “while the overall course withdrawal rate was 11.4 percent for intro classes taught by full-time instructors, it was 10.6 percent in the classes taught by adjuncts. And those courses taught by adjuncts had an average grade of 2.71 compared to 2.44 for those taught by tenured faculty.” The researcher explained that this difference is nearly equivalent to the difference between an A- and a B+.

The researcher also reported that “Positive links disappeared, however, when it came to subsequent course enrollment and success within a particular field of study. Students who had greater exposure to adjuncts in a given field of study had a lower probability of attempting additional courses in the same field (39 percent vs. 45 percent).”

Among those who enrolled in another course in the same subject, the researcher found that “those students were less likely to pass the next course — if taught by an adjunct instructor — by five percentage points (78 percent vs. 83 percent). Among students who did enroll in another class, adjunct instructors had a negative impact on their likelihood of passing the next class by three percentage points. The negatives associated with the use of the part-time adjuncts was particularly acute in STEM and health fields.”

Professor Rhodes asked if a possible explanation for the differences was offered in the article. Trustee Mohr said it was not. Professor Rhodes said one explanation she has heard is that adjuncts are more generous with grades because they are trying to get better student evaluation reports. She said she does not know if this explanation has any validity. Trustee Mandelkern said he also has heard this explanation. In terms of persistence, he said one argument is that full-time faculty are more involved in getting students to continue their studies because they are around students more, have longer office hours, etc.

Student Trustee Topete Eng Goon said she is pleased to be a member of the Board and is excited for the opportunity to work with everyone. She said the District Student Council met on October 19 and is planning to have broader conversations on transportation, housing and food insecurity. She said they are discussing the shuttles at Cañada College and Skyline College, as well as a potential shuttle service at College of San Mateo. She said students believe it could be beneficial to also have a shuttle service that runs among the three Colleges.

Trustee Mandelkern said he attended the Skyline College kickoff meeting for the President’s Breakfast, which will be held on March 21, 2019. Along with President Holober and Trustee Schwarz, he also attended the Cañada College inaugural President’s Scholarship Luncheon. He said it was an outstanding event. He said the student presentations – by a Fashion Design student, two students who were invited to show their film at the Cannes Film Festival, and a student whose goal is to earn a Ph.D. in Math – were inspiring. Trustee Mandelkern congratulated and welcomed Student Trustee Topete Eng Goon. He said he would like to hear more about her background. Trustee Mandelkern urged everyone to vote in the November 6 general election.

Trustee Schwarz welcomed Student Trustee Topete Eng Goon to the Board and said she, too, would like to know more about her. She said she is very impressed that Student Trustee Topete Eng Goon has already brought the student perspective to the Board. Trustee Schwarz said she was impressed with the number of community members who attended the Cañada College President’s Scholarship Luncheon and said she looks forward to the next luncheon. Trustee Mohr said he was sorry that he could not attend the luncheon. He said Mildred Swann, a community and school leader in San Mateo County, passed away and he was asked to be a speaker at her memorial service which took place on the same day. He said Ms. Swann was a remarkable woman who could talk to high school students and their families with total command and respect. President Holober noted that she was the mother of Lynn Swann, who played football at Serra High School and later was a professional football player.

Trustee Schwarz said she saw on social media that Trustee Mohr welcomed Congresswoman Jackie Speier when she held a meeting at Skyline College on airport noise. Trustee Mohr said this is a major issue.

In response to comments by Trustees Mandelkern and Schwarz, Student Trustee Topete Eng Goon provided information on her background. She said her home campus is College of San Mateo. She is an English and Computer Science major and wants to do research on digital publishing and interactive fiction. She is married to a wonderful man who is a veteran and who she met in the Student Senate at College of San Mateo. Student Trustee Topete Eng Goon said she is originally from Mexico and moved to the

United States four years ago. She lived with the Bronitskys for one year and also had great support from Rotary Clubs in the area. She said it was difficult to get used to speaking English on a full-time basis.

Student Trustee Topete Eng Goon said she is waiting for her green card and will not transfer until she receives it. She said the current administration does not provide a welcoming environment for immigrants and she struggles with this. She said she is grateful to the District for being very understanding about what she is going through.

President Holober congratulated Student Trustee Topete Eng Goon and said he looks forward to working with her.

President Holober said there was a request to consider holding one Board meeting in November instead of two meetings. He said a study session is currently scheduled for November 14 and a regular meeting for November 28. He asked Chancellor Galatolo if business items can be covered in one meeting and Chancellor Galatolo said they can. After discussion, it was decided that the Board will hold only one meeting and that will be a regular meeting on November 14.

ADJOURNMENT OF REGULAR MEETING

President Holober said the Board will resume its closed session to continue considering the items previously announced as closed session topics. The regular meeting was adjourned by consensus at 8:40 p.m.

RECESS TO CLOSED SESSION

The Board recessed to closed session at 8:45 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 10:00 p.m.

REPORT OF ACTION TAKEN DURING CLOSED SESSION

President Holober said that during closed session, the Board voted unanimously to authorize the Chancellor or his designee to execute a settlement agreement signed by the opposing party in the case of *Garza v. Skyline College and San Mateo County Community College District*, Case No. 3:18-cv-01463. The terms of the agreement include that the plaintiff will release all claims against Skyline College and the District in exchange for payment of \$50,000, with no admission of liability by defendants and with both parties bearing their own costs and fees. President Holober said the Board also ratified confidential District warrants as presented.

ADJOURNED

The meeting was adjourned by consensus at 10:03 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the November 14, 2018 meeting.

Maurice Goodman
Vice President-Clerk



President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



The Equity Summit

SKYLINE COLLEGE BOARD REPORT

NOVEMBER 14, 2018

EQUITY SUMMIT CALLS FOR TRANSFORMATIVE TEACHING AND LEADERSHIP



Skyline College has made a commitment to rethink and be intentional about teaching and learning. To remain true to this commitment, Skyline College invited the nation's leading scholars and practitioners on educational equity to share their theories and strategies at the Equity Summit held on November 2, 2018. The program opened with welcome remarks from Lasana Hotep, Dean of Student Equity and Support Programs; Jesse Raskin, Coordinator, Center for Transformative Teaching and Learning; and Dr. Regina Stanback Stroud, Skyline College President.

The Summit featured seven 15-minute equity talks with topics ranging from a *Transformative Framework for STEM Education* to *Shaping Institutional Equity*. These concise and dynamic presentations kept the audience energized and engaged throughout the day. Six speakers in two plenary sessions discussed *Applying Equity Theories* and *Art, Community Activism and Education*. All speakers shared a wealth of knowledge informed by their areas of expertise, personal narratives and values grounded in racial equity and social transformation. This format, alternating between short talks and plenary sessions, made for a community-oriented

and intellectually stimulating experience, and added a modern twist to the traditional model of a professional development conference.

The Equity Summit is an experience designed to increase knowledge of educational equity and share best practices for culturally relevant teaching, advocacy and leadership. Over 500 educators, practitioners and community members from throughout California attended - representing community colleges, four year universities, local businesses and organizations. During the Summit, Dean Hotep announced the new *Equity Institute*, an organization that administers institutional assessments, publishes research and facilitates professional development opportunities for organizations committed to showing up differently in the areas of culture, race, gender and institutional equity.

The event culminated with a Keynote Address from Dr. Ibram X. Kendi, award-winning historian, New York Times best-selling author, professor of history and international relations and the Founding Director of the Antiracist Research and Policy Center at the American University in Washington D.C. A participant from the University of Nevada, Reno shared, "This was a great Summit. In a time when you can be consumed by the tumultuous and unsettling state of our country, we had a chance to breathe. You made us feel at home and part of a collective community of caring, loving and progressive professionals."

Article by Katrina Pantig | Photos by Scott Buschman

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SCIENCE AND RESEARCH CLUB AT BAY AREA SCIENCE FESTIVAL



The Science and Research Club conducted a workshop experiment titled, “Isolation of DNA from your Everyday Food” on Saturday, November 3, 2018 at AT&T Park for the Bay Area Science Festival, which is organized and led by UCSF. STEM organizations across the San Francisco Bay Area participate at this event, and this is the Science and Research Club’s third year of doing so.

The club’s experiment sought to observe the enzymes that are more effective at extracting DNA from a selection of produce such as bananas, broccoli, pears, kiwis and tomatoes.

The event was free of charge and was a perfect opportunity to interact with the community. For more information, visit www.bayareasciencefestival.org.

Article by Yvette Dothy Anne Lacsamana | Photo by Nick Kapp

SKYLINE COLLEGE’S ASTEP LEARNING COMMUNITY HOSTS THE FUTURE OVER EVERYTHING CONFERENCE



Skyline College’s ASTEP Learning Community hosted the Future Over Everything Conference on Friday, October 5, 2018. Presented by Get Far Magazine and sponsored by the Skyline College Center for Career & Workforce Programs, the Future Over Everything Conference focused on connecting 150 African-American high school and college students with entrepreneurs, professionals and educators through engaging workshops and exciting panels. Throughout the day, participants had the opportunity to explore fields that will shape the future of this world.

This year’s inspirational keynote address was delivered by Iddris Sandu, a Post Modern Innovative Futurist. Sandu shared his journey as a tech maven who began his career at the age of 13, working for such powerhouses as Google, Instagram and Snapchat, and collaborating with Nipsey Hussle to create Marathon Clothing Store, a smart store that allows customers to gain exclusive access to Nipsey Hussle’s music while exploring the physical store. Sandu is currently focusing on projects that merge architecture, design, and technology. He encouraged students to take the future into their own hands and use technology to solve problems.

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Following the exciting keynote address, students then broke off into a variety of workshops. Students in high school explored STEAM (science, technology, engineering, arts, math) programs led by faculty/staff members:

- Maryam Khan and Marco Wehrfritz conducted a workshop that introduced students to coding in the Fab Lab.
- Patrice Robinson provided a space for students to engage in creative expression through painting and art.
- Nick Kapp created a hands-on experience in which students learned about the science of the beauty industry by making their own antiperspirant!
- Safiyyah Forbes guided students through the magic of chemistry and made fake blood, changed the color of milk, and even watched toothpaste explode! (it was safe, we promise!)

Students also attended engaging workshops and panels led by industry professionals:

- Devin Lars, Achieve the Goal; spoke about his journey as an entrepreneur and how to start a business.
- Ashley Williams, Associate Director of EDvance at SFSU; Joseph Adams ('16), SFSU Ethnic Studies graduate student and SMCCCD FDIP Intern; and Walter Manuofetoa ('18), UC Santa Cruz – Critical Race and Ethnic Studies undergraduate student, shared their perspectives on how to prepare for life after college, and their experiences transferring from community college to a 4-year university, and from undergraduate to graduate school.
- Harold Lowe, INROADS; and Zaid Ghori, Director of Special International Programs, Skyline College, shared information about internships both locally and abroad.
- Marcus Savage, Year Up; provided attendees with information about the Year Up Internship Program and amazing opportunities that they have here in San Mateo County.

- Iddris Sandu joined Rachel Bonds (Google), Devin Lars (Achieve the Goal), Xiomara Rosa-Telda (Unoeth), and Richard Vaughn (Macys.com), for a lunch panel moderated by Get Far Magazine's Ameer Walton. The focus of the panel was on young black professionals navigating their careers in both tech and entrepreneurship. The panelists encouraged students to be true to themselves when entering the corporate world. They also shared some of the hardships of being an entrepreneur and taking risks, as well as the joy and satisfaction that entrepreneurship brings. All of the panelists provided great tips on networking, goal setting and staying motivated even in the face of challenges.

Article by Lauren Ford

FOOD FOR FINES AT SKYLINE COLLEGE LIBRARY



The Skyline College Library is joining forces with many peninsula libraries and student clubs to collect food for those in need. This endeavor started on November 1, 2018 and will end on December 17, 2018. In exchange for their generosity, participating libraries will clear certain library fines or fees. All food collected will be donated to Second Harvest Food Bank. To learn more about Food for Fines donation drive, visit the Skyline College Library or smcl.org/foods-for-fines, or call at (650) 738-4311.

Article by Sherri Wyatt

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SECOND ACCREDITATION FORUM BUZZIN’



Pollination achieved! Staff, faculty and administrators put on their busy bee hats by giving feedback on accreditation drafts across the four standards. They worked in small teams to sweeten the nectar, adopting the perspective of the accreditation visiting team to determine whether Skyline College meets the standard and what can be done to strengthen the draft, including ensuring it accurately captures Skyline College’s efforts. With the forum taking place on All Hollow’s Eve, it was appropriately capped off by a costume contest, with the winners scoring a gift card to the Skyline College’s World Cup Coffee & Tea.

The third and last forum for this year will be on February 6, 2019. Mark your calendars and be prepared to engage!

Article by Karen E. Wong

INTERNATIONAL STUDENT PROGRAM (ISP) HOSTS THE BURMESE FESTIVAL OF LIGHTS



On October 17, 2018, the International Student Program (ISP) and Myanmar Cultural Club (MCC) hosted its first Burmese Festival of Lights, Tha-din-gyut, at Skyline College. The festival brightened up the college

with various dance performances, beautiful Burmese traditional attire and food. Approximately 50 students, staff, faculty and community members attended the event.

Tha-din-gyut, one of 12 festivals celebrated in Myanmar, showcases the beautiful and unique traditions and cultures of the country. The festival pays homage to the elderly, relatives, teachers and parents, and is an opportunity to ask forgiveness for the wrongdoings of the year.

During the Tha-din-gyut event, the MCC students performed two traditional dances. The audience also had a chance to test their knowledge on Burmese culture by actively participating in a series of quizzes. At the end of the event, attendees were treated to Burmese traditional rice cake, “Sa-Nwin-Ma-Kin.” They also enjoyed taking pictures with their friends in a photo booth themed with the Tha-din-gyut festival.

The Myanmar Cultural Club holds meetings every first and third Friday of the month from 2:00 p.m. – 3:00 p.m. in Building 4’s Multicultural Center. Anyone who is interested in learning more about Burmese culture is welcome to join the club!

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 the ISP office at skyinternational@smccd.edu.

Article by Soe Thura Hlaing | Photos by Nyi Wai Yan Tun

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ART PROFESSOR TIFFANY SCHMIERER RECEIVES SAN JOAQUIN POTTERS GUILD AWARD



Congratulations to Skyline College art professor Tiffany Schmierer, who was recently honored with the San Joaquin Potters Guild Award in the 2018 Visions in Clay National Juried Art Exhibition at San Joaquin Delta College in Stockton, California! Beth Ann Gerstein, the Executive Director of the Museum of American Ceramic Art in Pomona, California, made

the selection of artworks and awards for the exhibition, which featured 58 artworks by 48 artists from around the country. Schmierer exhibited two sculptures in the show and received a cash award for her piece Interconnection.

Schmierer is a highly regarded Bay Area artist. In addition to teaching at Skyline College, Schmierer has an active career in the visual arts, exhibiting her work both nationally and internationally. Most recently, her work was exhibited in Taiwan at the New Taipei City Yingge Ceramics Museum, Sunlight Gallery, and in California at the AMOCA American Museum of Ceramic Art in Pomona and the San Luis Obispo Museum of Art. In discussing her artwork, Schmierer explains, “The idea expressed in my sculpture Interconnection is the connective threads we have to our environment and each other. Realizing and taking a moment to appreciate these relationships and patterns can help promote needed empathy and care.”

Learn more about Schmierer’s work on tiffanyschmierer.com.

Article by Paul Bridenbaugh

INTERNATIONAL STUDENT PROGRAM (ISP) HOSTS A CAMPUS TOUR TO UC BERKELEY



On October 5, 2018, international students from Skyline College toured the University of California, Berkeley. The purpose of the tour, which was organized by the International Student Program (ISP), was to provide an opportunity for Skyline College international students to experience the dynamic academic learning communities at the world-renowned university.

During the walking tour, the students were able to see some of the landmark buildings on campus including Stanley Hall, Sather Tower, Doe Memorial Library, and Campbell Hall. At the end of the tour, a Skyline College alumni and current student at UC Berkeley shared his experiences as an international student at UC Berkeley.

The Skyline College students enjoyed the beauty of the campus and felt that the tour was very inspirational. Additionally, they learned a lot about student life at UC Berkeley and the transfer admissions process.

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 the ISP office at skyinternational@smccd.edu.

Article by Min Thwin Khant | Photo by Soe Hlaing

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SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT CASH FOR COLLEGE



On October 20, 2018, the San Mateo County Community College District's financial aid offices hosted a district wide Cash for College event at College of San Mateo. The event welcomed over 200 students and parents

from each colleges' feeder high schools and members of the community who were eager to learn more about applying for financial aid. Guests were treated to breakfast and had the option to attend a morning or afternoon workshop offered to both English and Spanish speaking families. Patricia Mendoza, Skyline College Financial Aid Technician, conducted one of the Spanish presentations. The presentations highlighted key components of the new 2019-2020 Free Application for Federal Student Aid (FAFSA) and California Dream Act that opened up for students to start applying on October 1, 2018. Throughout the day, computer labs were open to students and parents to sit down with the support of a financial aid staff member or student ambassador to start and submit their financial application.

A resource fair was also available during lunch for guests to visit for additional information that included a booth for the San Mateo Credit Union and representatives from our campus support programs and services: the Extended Opportunity Programs and Services (EOPS), SparkPoint, the Dream Center and our Outreach office.

Colleges across the state host various iterations of Cash for College workshops and events to promote and increase awareness of financial aid to eligible students. The SMCCCD Cash for College event occurs every year during the fall to promote financial aid for the upcoming academic year. The event was a success in part due to

the directors, staff and student ambassadors of Skyline College, College of San Mateo, and Cañada College's financial aid office.

Article and Photo by Jeremy Evangelista-Ramos

SKYLINE COLLEGE STUDENTS SHARE EXPERIENCES AT CA GUIDED PATHWAYS INSTITUTE #4



The California Guided Pathways Project (CAGP) requested to hear from Skyline College students and alumni to learn more about their transition into and through community college at the Institute #4–*Redesigning Student Intake and Ongoing Student Support* on September 6, 2018. Current students Athena Mendoza, David Lokotui, Damani Williams, Semaj Payton and Steve Marquez ('18) represented Skyline College on the panel.

The discussion was moderated by Alison Kadlec, founding partner of higher education consulting firm Sova Solutions. The students shared their stories and experiences navigating postsecondary education. Athena and David shared their experience as fall 2017 Promise Scholars, and Damani and Semaj provided insights on their experiences as fall 2018 Promise Scholars. Steve highlighted the beneficial impact of networking as a method of major exploration and discovery. Semaj discussed the challenges of staying motivated in high school, noting that the warm welcome and support she received at Skyline College encouraged her to stay on track during her first year. David also expressed concern regarding his educational confidence as he transitioned from high school into college, crediting the Promise Scholars Summer Institute with encouraging him to

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have a “growth mindset” in order to take advantage of the various opportunities that were available to him at Skyline College.

Reflecting on the panel, moderator Alison Kadlec stated:

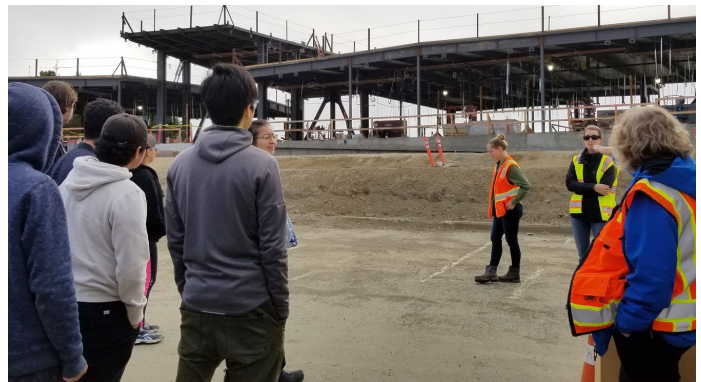
“The student panel was one of the best I’ve ever been a part of (and I’ve been doing this work for 15 years)! The students were so thoughtful, and poised, some of them overcoming shyness in order to share their perspectives and experiences in eloquent and moving ways. I was especially struck before the panel by how curious and interested the students were about the conference in general, and how clearly important it was for them to represent themselves and their college well. The importance of feeling truly valued by faculty and staff, and of having access to the range of supports available at the college came through clearly in their comments, and were good reminders about why we do the work we do. The audience was moved not only by the stories students told about the challenges of balancing work, family responsibilities and school, but also by the way they talked about their determination to reach their goals despite the obstacles. Hearing a student talk about Carol Dweck’s research on ‘growth mindset’ and the personal relevance of that research was a powerful reminder of the difference that college faculty and staff make in the lives of students every day. In hearing participants commenting on the panel afterwards, I believe that all present were inspired, and humbled, by these students. I believe that the audience members listened deeply to the students, and it’s my hope that everyone present came away with an even stronger sense of urgency about the importance of student-focused institutional transformation efforts, and of the role that Guided Pathways reform efforts can play in extending genuine opportunity for success to all students.”

Thank you to the California Guided Pathways Project and Center for Community College Student Engagement for inviting Skyline College students share their stories and experiences to the Institute #4. The Center for Community College Student Engagement, located at the University of Texas College of Education, is a leading

organization for survey research, focus group work, and related services for community and technical colleges interested in improving educational quality through strengthened student engagement and student success.

Article by Lauren Ford | Photo by Alison Kadlec

ENGINEERING STUDENTS GET INSIDER INSIGHT INTO CAREER OPPORTUNITIES



Swinerton Builders opened its gates to engineering students for insight on career opportunities within construction management. On October 4, 2018 *Intro to Engineering* students attended an informative talk by Pam Welty, Senior Construction Manager on the upcoming Environmental Sciences Building. The talk focused on the project overview, innovations with LEED and sustainable design for the (in-progress) Environmental Sciences building. The presentation also shed some light on the interdisciplinary aspect of construction with key engineering branches.

The talk was followed with two breakout sessions where the students went onsite to meet different project engineers on site to learn about their day-to-day work, as well as their educational pathway. One student commented, “This made me learn about how dynamic the engineering field is. Even though you will study a particular discipline, there is still a chance that you’ll take on something else as a career. This makes me excited for the potential opportunities I could have in the future.”

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Special thanks go to Swinerton Builders and XL Construction for providing our students this unique opportunity for career exploration on campus!

Article and Photo by Maryam Khan

SKYLINE COLLEGE STUDENT WINS AT NATIONAL SCIENCE CONFERENCE



Skyline College student Megan Scott presented her original scientific research alongside 800 students at the SACNAS (Advancing Hispanics/Chicanos and Native Americans in Science) Conference on October 11-13, 2018 in San Antonio, Texas. Megan's presentation won the Microbiology Award and she now has her first publication: Antimicrobial Activity of *Grindelia stricta* var. *platyphylla*, a Native American

Medicinal Plant. Megan competed against students from several University of California campuses, the University of Texas, Yale University, Brown University, Stanford University, several CSUs, and many other universities. The conference was sponsored by the USDA, Genentech, and Howard Hughes Medical Institute. Over 4,000 graduate and undergraduate students from across the country attended the conference.

Papers were selected for the conference in a competitive judging from abstracts submitted in July. Megan started her research in spring 2018 with Dr. Christine Case in BIOL 230 and continued in the summer in BIOL 695.

Article by Dr. Christine Case

CAREERS WITH CHILDREN AND EDUCATION JOB FAIR



Skyline College's Education and Child Development (EDU/CD) Program hosted its second annual, "Careers with Children & Education" Job Fair on October 9, 2018 in the Fireside Dining Room. Twenty programs that serve children and families attended, including representatives from San Mateo County Office of Education, South San Francisco Parks & Rec Department and the Bay Area Down Syndrome Connection. These programs were invited because of the teacher shortage and overwhelming need for teachers, teacher's aides and qualified staff to work with children.

Students had the opportunity to interview employers and learn about the educational requirements for the various positions. They also received resume and interview advice from Skyline College's Career Center and spoke with local universities that provide bachelor's and credential programs in education and child development.

Due to the overwhelming positive responses from both students and employers, the EDU/CD Program plans to repeat this event every semester, alternating day and evening to allow all students an opportunity to participate.

Article by Kristina Brower

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NOVEMBER 14, 2018

SKYLINE COLLEGE LEARNS, CONNECTS, AND COLLABORATES AT FLEX DAY



On Flex Day, October 10, 2018, nearly 200 staff, faculty, and administrators came together to enhance connections across the campus and reconnect to the zest for transformative teaching and learning. Beginning with a keynote by Dr. Darrick Smith, the CTTL-sponsored program focused on fostering student success. As Dr. Smith made clear in his signature impassioned and approachable way, community college educators have the unique opportunity to “incite learning like a riot ... for anyone capable of profiting from the instruction offered.”

Early feedback suggests that the message resonates at Skyline College. In the words of Barbara Corzonkoff, Academic Senate Co-Representative for Adjunct Faculty, “The keynote speaker was enlightening and the sessions were all so inviting it was hard to pick just one.”

Nicole Porter, ECE Instructor, agrees: “I enjoyed the speaker and session on ‘Being Student Ready’. I was inspired and left with tools and strategies to continue being a reflective practitioner and to engage my fellow educators”.

Other highlights included a focus on undocumented students; highly effective educational practices in and out of the classroom including grading, affective pedagogy and themes in general education; and understanding the new student experience. Thanks to a generous donation from bookstore manager and Skyline College alumnus

Kevin Chak, the day ended on a sweet note with dessert and a raffle. Congratulations to professor Hellen Zhang who won the grand prize – a brand new Chromebook!

Throughout the event, the strong presence of classified staff and adjunct faculty was a welcome occurrence. As Classified Senate President Michele Hagggar points out, “Closing the campus made it possible for staff to engage in critical conversations that enhance our ability to serve students in the best possible way.” When asked about flex day, CTTL Coordinator Jesse W. Raskin replied, “We know that effective instruction leads to more student success. Today was all about investing in educators as a way to support students. I hope that everyone had an ‘aha’ moment and I’m eager to see how we develop these ideas, together.”

The Center for Transformative Teaching and Learning (CTTL) aspires to advance student success, equity, and social justice through offering opportunity for professional development. The CTTL is available to faculty, staff, and administrators for consultation on all things teaching and learning.

Article by Jesse W. Raskin and Dr. Rika Yonemura-Fabian | Photo by Zaw Min Khant

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UPCOMING EVENTS

INTERNATIONAL EDUCATION WEEK

November 13 - November 15, 2018

Study Abroad & Global Internship Fair

November 14, 2018

10:00 a.m. - 2:00 p.m.

Bldg. 6, Fireside Dining Room

Global Internship Panel

November 14, 2018

12:00 p.m. - 1:00 p.m.

Bldg. 6, Fireside Dining Room

International Food Festival

November 15, 2018

12:30 p.m. - 1:30 p.m.

Bldg. 6, Fireside Dining Room

TRANSFER SEMINARS

November 15, 2018

11:00 a.m. - 12:30 p.m.

FUTURE READY CONFERENCE

November 16, 2018

11:00 a.m. - 3:00 p.m.

Bldg. 7, Rm. 7-106

SCIENCE IN ACTION LECTURE SERIES

November 21, 2018

4:30 p.m. - 5:30 p.m.

Bldg. 7, Rm. 7-104

LUNCH & LEARN SERIES
TREAT YOURSELF:
STRESS MANAGEMENT AND SELF CARE

November 28, 2018

2:00 p.m. - 3:00 p.m.

Bldg. 6, Rm. 6-203

STUDENT LEADERSHIP AND EQUITY SUMMIT

November 30, 2018

12:30 p.m. - 5:30 p.m.

Bldg. 1, Skyline College Theater

LUNCH & LEARN SERIES
BEAT THE TEST:
TEST-TAKING STRATEGIES FOR FINALS

December 4, 2018

2:00 p.m. - 3:00 p.m.

Bldg. 6, Rm. 6-203

SCIENCE IN ACTION LECTURE SERIES

December 5, 2018

4:30 p.m. - 5:30 p.m.

Bldg. 7, Rm. 7-104

TRANSFER SEMINARS

December 7, 2018

10:30 a.m. - 12:00 p.m.

Bldg. 2, Rm. 2-351



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ November 4, 2018

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San Mateo Public Library Presents CSM Graphic Design Exhibition	6
ASCSM Celebrates Halloween with a Harry Potter Theme	6

Project Change Receives Statewide Award

CSM's Project Change program has been awarded the state's top educational honor, the Golden Bell Award, from the California School Boards Association (CSBA). The annual Golden Bell Award promotes excellence in education and school board governance by recognizing outstanding programs and governance practices of school boards in school districts and county offices of education throughout California.



A partnership of College of San Mateo, the San Mateo County Office of Education and the San Mateo County Probation Department, Project Change provides a pathway to college for incarcerated or formerly incarcerated youth. It is the first community college supported program in California to provide wrap-around student support services, direct access to postsecondary education for incarcerated youth, and in-person college instruction inside juvenile youth facilities.

The project connects students to resources and programs at CSM, such as a college readiness summer bridge program, social and academic support services, nationally recognized cohort learning communities (Puente, Umoja, and Mana), and career and technical education programs. A supportive network of volunteer faculty and staff mentors, as well as a project director, assist students with navigating their first year in college.



This is the 39th year of the CSBA's Golden Bell Awards, honoring the top educational programs in California. Project Change will receive its award at a recognition reception and ceremony on Thursday, November 29, at CSBA's Annual Education Conference and Trade Show in San Francisco. For more information, see <https://gb.csba.org/>. ■

SparkPoint Grand Opening Set for November 14, 11:30 am – 2:30 pm

CCSM will celebrate the Grand Opening of its new SparkPoint Center on Wednesday, November 14 in College Center Building 10, from 11:30-2:30 pm. This event is open to all students, faculty, staff and community members. See CollegeofSanMateo.edu/Sparkpoint for details.



SPARKPOINT[®]
COLLEGE of SAN MATEO

Building 1, First Floor
Monday - Friday, 8:30 am - 5 pm
Call to schedule an appointment (650) 574-7275



An inclusive, family-friendly space for students and community members

- ✦ Free One-On-One Financial Coaching
- ✦ Financial Education Workshops
- ✦ Eligibility Screening for public benefits
- ✦ Free weekly groceries & snack options across campus



SparkPoint serves students and other San Mateo County residents with individualized financial coaching, public benefits enrollment, and access to the on-campus food pantry. Services are available on a drop-in basis and by appointment.

College of San Mateo gratefully acknowledges its partners, United Way Bay Area, San Mateo Federal Credit Union and Second Harvest. ■

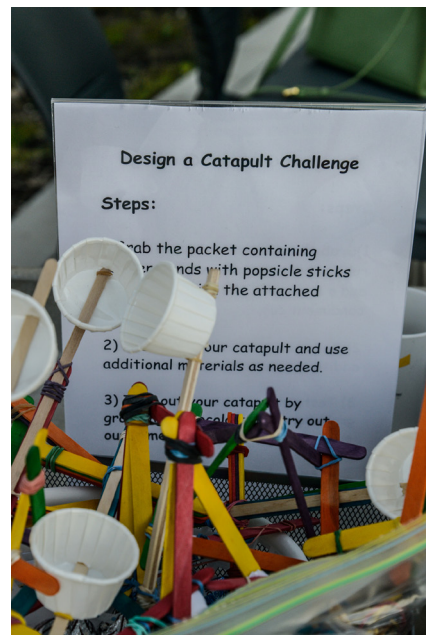
CSM Celebrates its Annual Family Science and Maker Day Festival



A day of learning was enjoyed by all in attendance of the festival, which included educational entertainment for young and young at heart. The activities included planetarium shows, science workshops, astronomical observations, Makerspace activities, a keynote speaker, fire technology and public safety demos, and more.

The events culminated in a key note lecture by Ron Hipschman, host and lecturer for the Exploratorium. The title of Ron's talk was "Science Fiction - Science Fact." More than 1000 community members attended.

Enjoy photos from the hugely successful October 20 event. ■





Big 4 Accounting Firm Holds Recruitment Event for CSM Students

PwC, one of the largest accounting firms in the world, came to CSM on October 24 to highlight career opportunities at its Big 4 CPA firm and to inform students about internships for college freshman and sophomores. More than 120 CSM students networked with PwC professionals over lunch, enjoyed a presentation by a PwC HR director and three PwC staff members, and engaged in a lively Q&A session.



PwC offered CSM first-year students the opportunity to participate in PwC's Explore internship program. The Explore internship gives students a greater understanding of the client services PwC offers. PwC also encouraged sophomore African American, Hispanic, and Pacific Islander students to participate in the Start internship program, PwC's outreach to underrepresented students. Students in the Start internship program gain exposure to PwC partners, principals and staff through networking events and formal and informal shadowing opportunities. Interns participate in professional development opportunities focused on topics such as personal brand, building relationships and developing a business perspective.

CSM accounting faculty invited students in the Umoja, Puente and Mana communities to the PwC event to help them learn about internship and career opportunities in the accounting profession.

PwC and CSM accounting faculty are also working together to connect CSM accounting students who are supplementing their bachelor's degree with CPA exam preparation courses at CSM with recruiting opportunities for full-time jobs at PwC. ■

San Mateo Public Library Presents CSM Graphic Design Exhibition

Twenty-two students from Professor Vera Fainshtein's Intro to Graphic Design class are featured in a new exhibition at the downtown San Mateo Library. The exhibition features two projects. While creating their typographic Illustrations, students were asked to think about type as an expressive visual element. The objective of the second assignment was to design currency for a specific target audience (i.e. universal or a particular country).

The exhibition is on view in the library's Art Gallery on the first floor through January 5, 2019.

Please join us for an Artist Reception to meet with some of the student designers and Professor Fainshtein, November 19, 6:30-7:30pm, in the Cedar Room at the San Mateo Library. See <https://www.cityofsanmateo.org/507/Library>. ■



ASCSM Celebrates Halloween with a Harry Potter Theme

The Associated Students of College of San Mateo hosted a spooky Harry Potter Halloween event for CSM students with two days of free food, games, prizes and a costume contest.

The event took place Tuesday and Wednesday, October 30-31.

The first day, senators gave out Ay Caray Taqueria burritos and Super Cue boba. There were many games for students to play like Giant Jenga, Giant Connect Four and Hover

Archery. Later in the day, Susie Cakes Cupcakes, Super Cue boba and the games were available for the night class students. On day two, there was free food from Bonchon chicken, Super Cue boba and more additional games. Day two also featured a costume contest. Harry Potter scarves and glasses were given out both days to support the Harry Potter theme. Students really enjoyed the chicken wings, boba and games.

The overall turnout was amazing as ASCSM ran out of the 300 boba, 10 trays of chicken wings and 300 burritos all within the first two hours. The lines were consistently crowded, filled with hungry students ready to inhale all the food provided to them. We are looking forward for more fun events made for our students. ■



Cañada College

Report to the SMCCCD Board of Trustees

November 14, 2018

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- Students Explore Murals in San Francisco **pg. 5**
- Beta Zeta Nu’s Leadership Trip to San Diego **pg. 6**
- College Hosts Career Education Showcase **pg. 6**
- Photo Collage: Cañada Celebrates Halloween & Dia de Los Muertos **pg. 7**



pg. 2



pg. 5



pg. 7

College Hosts Inaugural President's Luncheon



In celebration of its 50th Anniversary, Cañada College hosted 250 community members at its Inaugural President's Luncheon at the Hiller Aviation Museum in San Carlos on October 23, 2018. The President's Luncheon served as a way to spotlight the Promise Scholars Program to the community and raise funds for future student scholarships. One of Cañada's main missions is to provide enriching, life-changing opportunities for the residents of San Mateo County.

The Promise Scholars Program provides comprehensive student support and removes the financial burdens of attending community college for first-year students. Multiple departments showcased their hard work. The Fashion Department highlighted student, Christine Groom. She explained how the support of the College was the motivation she needed to pursue a career in fashion. Similarly, Digital Art & Animation students, Ivy Wooldridge and Elizabeth Birdwell were recognized for their student short film, *Heroism*. The film won awards at the Campus Movie Festival in addition to being featured at the Cannes Film Festival in France.

The President's Luncheon also highlighted testimonials of Promise Scholarship recipients, including Isabella Aguilar and Jhosse Prado. The students shared how the absence of

College Hosts Inaugural President's Luncheon (cont.)



a parent served as a source of ambition to excel in academics. In a short video, Lily Baez and Leonardo Campos expressed how a newfound confidence to pursue their education in the first year at Cañada College for free. The entire campus community works hard to ensure that students involved in the Promise Scholars Program have been able to receive an accessible college education.

The success of the President's Luncheon would not have been possible without the hard work and dedication of Cañada College employees, generous donations from event sponsors and many others who attended the event to champion student access to an affordable post-secondary education. Cañada College is thankful to receive such immense support from the community.

Student Speech, Given at the President's Luncheon, from Promise Scholars Program Recipient, Jhosse Prado

"Good afternoon. I am very excited to be standing in front of you today. It is an honor and a pleasure to have the opportunity to share my story with all of you about how Cañada College, and the Promise Scholars Program, has supported my journey to achieve my goals and reach for my dreams.

Growing up across the Bay in Newark, California, I was raised by my mom, Grace, dad, Hector and older brother, Hector Jr. Life in my family hasn't always been easy. When I was just 10 years old my world was shaken when I learned that my father would be incarcerated. Leaving my mom, brother, and I for what seemed like an unknown period of time. I didn't know how much not having my father around would impact me and my family.

At first I was able to visit dad. I would see him through a small glass window where we would talk by phone. He would be so excited to hear about all of my accomplishments in school and how well I did in soccer.

After a few years my dad was transferred to another location, my mom and brother would travel four hours away to see him every other weekend. But because I was too young I could not go with them. It was hard being away from my dad for so long because all I wanted to do was be able to give him a hug.

That's when the reality of not having my father around every day to support me and my family started to sink in.

During this time my brother started getting into trouble with gangs and it was taking a toll on our family. It was then when a counselor recommended that my brother attend the Middle College program at Cañada College. In a matter of months, my brother was transformed. Seeing him be so successful in his courses inspired me to want to do the same.

I followed in my brothers footsteps and decided to leave my high school, and at 16 years old, I attended the

College Hosts Inaugural President's Luncheon (cont.)



Middle College High School program at Cañada College. I absolutely loved it. I knew from the moment I stepped onto the Cañada College campus as an official Middle College student that it was the place for me. It just felt right. And although I knew that it was the perfect program, it still came with challenges.

Every day I had to wake up at 6 a.m. to begin my commute from Newark City so that I could arrive on time for my 8 a.m. class. My first semester I struggled getting familiar with the class schedule, befriending new people who were much older than me, and adjusting to rigorous courses. But these

challenges felt empowering.

I began taking courses relevant to my major and was excelling in all of my classes. I was starting to get the hang of things. After the second semester of my first year of Middle College, I received a letter congratulating me for earning a place on the Dean's List. All of the progress I was making felt so good and it motivated me to do better. I guess you can say I am addicted to success.

However, we all know that great accomplishments and success often comes with sacrifice. And my sacrifice is doing everything I can to make sure that I never have to place any financial burden on my family, especially my mom, who has been my biggest cheerleader throughout my educational journey. She instilled in me the importance of a college education.

Most of my life, my mom has been the main source of income for our home. I hated not being able to help relieve the stress of paying bills. I knew that I would eventually have to work so that I could pay for community college, transportation, and food costs but also try and save for college when I transferred.

With a recommendation from Calculus Professor, Dr. Tong, I applied to be a tutor at STEM Center. And I got the job. For nearly a year I have been working 20 hours per week tutoring my peers in all of the STEM Math courses, including statistics. I've worked hard as a tutor and student where I have remained on the Dean's list and earned Tutor of the Month.

When I heard about the Promise Scholars Program I applied immediately. And because I was accepted into the program, I no longer have to worry about paying for my first year of college. The Promise Scholars Program has provided me with my first year of college free, covering tuition, student fees, \$700 in textbooks and incentives for either food or transportation. In addition to the financial support, the staff make sure we stay on track with our educational goals. Each month we participate in counseling sessions and workshops that help guide and provide us with important information related to our career and academic goals.

This is why the Promise Scholars Program is so important. It provides opportunities for students like me. Right now, I am on track to transfer to UC Davis next fall where I will major in Math.

Working as a tutor with the STEM Center at Cañada College I found a passion for helping students. I love seeing students learn and understand mathematical models and formulas, concepts that were once challenging but with practice and tutoring they were soon able to master. And, to be honest, it feels really great when a student thanks me and lets me know I explained the content better than their professor. But on a serious note, my goal is to earn a Master's degree so that I can teach Math at High School level, become a Professor at Community college and

College Hosts Inaugural President's Luncheon (cont.)

eventually earn a PhD and teach at a four-year University.

I felt that it was important that come today and share my voice in the hopes of inspiring you to continue to support students - like me - through the Promise Scholars Program. I know that every single Promise Scholar has their own powerful story. And each of us deserves to have the opportunity to explore, grow, and discover our purpose. We have the power to change the world and I believe that it starts with a college education.

Many of you have seen the potential in students like me. And today, I want to tell you that your support is so important for all of us. Thank you. Thank you for listening to my story. It is because so many people - like you - who have made it possible for me to pursue my dreams, that I come back today and pay it forward for those who will come after me."

Students Explore Murals in San Francisco



On October 17, employees Yolanda Valenzuela and Araceli Arias took 15 Cañada College students to the Mission District of San Francisco to learn about the history of muralism and experience a walking mural tour in the neighborhood. The history lesson and mural walk was led by Patricia Rose, a muralist who works with the Precita Eyes Mural Arts Center, which is located in the Mission District.

Patricia had a wealth of knowledge and enthusiasm to share with students. The murals were beautiful and rich in meaning and messages. The group determined that that the art will serve as an inspiration for the mural that is being designed and painted on campus in spring 2019. Please contact Yolanda Valenzuela (valenzuelay@smccd.edu) or Julie Carey (careyj@smccd.edu) to participate in the designing process of the Cañada College campus mural.



Beta Zeta Nu's Travels to San Diego for Leadership Conference



Beta Zeta Nu (BZN), the Cañada College chapter of the Phi Theta Kappa Honor Society, recently attended a Leadership Conference in San Diego. BZN officers: Juyi Yang, Tamarik Rabb, Veronica Plante, Guyen Galindev, Bing Lin, Guidance Gunundu and Bibian Gonzalez spent the weekend with other California chapters attending leadership workshops, fellowshipping and listening to keynote speakers from ACLU, CAIR and the San Diego City Attorney's office.



While attending this event, student, Bibian Gonzalez engaged multiple chapters in a service activity that benefitted the Wounded Warriors Project. Finally, the students found some time to appreciate San Diego's long naval history and also visit the Mission San Diego de Alcalá, the first of the 21 California Missions, founded in 1769.

College Hosts Career Education Showcase



On November 2, Cañada College welcomed 90 high school students from Mills, Sequoia and Menlo Atherton High Schools for Career Education Showcase. Visiting students had the opportunity to explore the Cañada campus and participate in a Digital Art & Animation presentation based on their high school career pathway. Thank you to Cañada College Outreach, CTE Transitions and Career Education teams for organizing the day's events and to the students, faculty and staff who volunteered and lead workshops to help our visitors envision their future at Cañada College.



PHOTOCOLLAGE: Cañada Celebrates Halloween & Dia de Los Muertos

The Associated Students of Cañada College (ASCC) hosted a Harry Potter-themed Halloween celebration on October 31, complete with make-your-own Harry Potter-inspired slime! Students also sampled Harry Potter-inspired food and had the opportunity to meet representatives from on-campus student clubs. The next day, ASCC hosted a colorful LatinX event to celebrate Dia de Los Muertos. The campus community enjoyed tasting traditional Mexican food such as Posole, Churros and Street Corn. Students also had the opportunity to get their faces painted, add to the educational altar, learn Aztech dancing in a cultural workshop, and flex their creative muscle painting their own Alebrije!



BOARD REPORT 18-11-1A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: David Feune, Director, Human Resources, 358-6775

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

Kristi Ridgway Dean, Language Arts Language Arts

Reassignment from faculty (Faculty Salary Schedule (80)) into this administrative assignment at Grade AD of the Management Salary Schedule (20), effective November 6, 2018, replacing James Carranza who transferred to Cañada College.

Skyline College

Michael Reiner Director, Guided Pathways and Comprehensive Redesign Student Equity & Support Services
(Funded by Guided Pathways)

New administrative employment, effective December 5, 2018. This position was Board approved on July 25, 2018.

B. PUBLIC EMPLOYMENT

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

College of San Mateo

Priscilla Menjivar* Retention Specialist (NP) Admissions & Records

New full-time, 12-month classified employment, effective October 4, 2018. This position was Board approved on August 22, 2018.

Griselda Paredes* Retention Specialist Academic Support &
(Funded by Basic Skills and ACCEL) (NP) Learning Technologies

New full-time, 12-month temporary classified employment, effective October 10, 2018. This position was Board approved on July 11, 2018.

Max Ullrich* Office Assistant II Counseling

New part-time, 12-month classified employment, effective October 8, 2018, replacing Yuki Ishizaki who was reassigned.

District Office

Jeremy Peñaflor* Public Safety Officer (NP) Public Safety

New full-time, 12-month classified employment, effective November 26, 2018. This position was board approved on October 24, 2018.

Ivane Jividze* Public Safety Officer (NP) Public Safety

New full-time, 12-month classified employment, effective November 5, 2018. This position was board approved on October 24, 2018.

Jose Soriano* Public Safety Officer Public Safety

New full-time, 12-month classified employment, effective November 5, 2018, replacing Fermin Varela who resigned.

Skyline College

Laura DeKelaita* Program Services Coordinator Career & Workforce
(Funded by Strong Workforce Program) (NP)

New full-time, 12-month temporary classified employment, effective October 8, 2018. This position was Board approved on May 16, 2018.

Steven Lopez* Program Services Coordinator Career & Workforce
(Funded by Strong Workforce Program) (NP)

New full-time, 12-month temporary classified employment, effective October 8, 2018. This position was Board approved on May 16, 2018.

Corrine Rakes* Office Assistant II Counseling

New full-time, 12-month classified employment, effective October 29, 2018, replacing Bianca Pineda who was reassigned.

2. Re-Employment

None

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

Division Assistant

Business/Technology

Reassigned from a full-time, 12-month Program Services Coordinator (Grade 27 of the Classified Salary Schedule 60) into this full-time, 12-month position at the same grade and same salary schedule, effective November 19, 2018.

District Office**Eduardo Gonzalez**

Lead Custodian

Facilities

Reassigned from a full-time, 12-month Custodian position (Grade AA of the Buildings and Grounds Salary Schedule 70) into this full-time, 12-month Lead Custodian position at Grade CC of the same salary schedule, effective October 25, 2018.

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

KCSM Radio Engineer

KCSM

Reassigned from a full-time, 12-month Broadcast Engineer II (Grade 36 of the Classified Salary Schedule 60) into this full-time, 12-month position at the same grade and same salary schedule, effective October 1, 2018.

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

1. Recommend a change in staff allocation to add two full-time, 12-month Project Manager II positions (Grade 191E of the Academic-Classified Exempt Supervisory Schedule 35) in Facilities, effective November 15, 2018.

Skyline College

1. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Schedule 60) in the Administrative Services office, effective November 14, 2018.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE**College of San Mateo**

Autumn Newman Program Services Coordinator Counseling

Recommend approval for an extension of a personal leave of absence without pay with benefits, effective September 22, 2018 through November 23, 2018.

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

None

2. Resignation**Cañada College**

Christine Molina Executive Assistant Office of Instruction

Resignation effective November 13, 2018.

Cheri Markt Associate Professor Science and Technology

Resignation effective October 19, 2018.

College of San Mateo

Robert Shoffner Project Director Business/Technology

Resignation effective October 19, 2018.

Skyline College

Brian Collins Web Programmer Analyst Marketing & Public Relations

Resignation effective October 31, 2018.

Lorna Jones Director of Center for International Trade Global Learning Programs & Services

Resignation effective October 19, 2018.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

College of San Mateo

Brandon Banducci Fire Technology Business/Technology

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

James Darling Fire Technology Business/Technology

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

Ronnie Goo Fire Technology Business/Technology

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

Abel Virgen Fire Technology Business/Technology

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

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

K. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Humanities & Social Sciences/Drama and Civic Center	6	01/01/2019	06/30/2019	Theatre Production Technician: <i>Previously requested position</i> Requesting 6 Theatre Production Technicians to assist with construction and implementation of theatrical sets, lighting and sound and other aspects of the Theatre Art Department, internal college usage of and usage by public clients. In addition, assist with other aspects of theatre events and rentals held by

					non-Canada clients. It is plausible that we could be using 5 techs on the same day working two different events and using two different accounting numbers.
College of San Mateo	Counseling	1	01/01/2019	06/30/2019	Staff Assistant: <i>Previously requested position</i> Assist with set up and maintenance for SAR scheduling. Assist with preparation and review of timesheets, absence affidavits and comp time and overtime. Assist with budget maintenance, expense journals, requisitions, and budget transfers for Counseling categorical programs. Prepare agenda and transcribe notes for meetings.
Skyline College	Science/Math/ Technology/ (Math)	2	01/01/2019	06/30/2019	Instructional Aide II: <i>Previously requested position</i> Math – 2 embedded support tutors: Will work 7 hrs/wk with particular instructors, attending class and providing tutoring support to students. This will aid in student success providing in time instructional interventions during the class period.
Skyline College	Science/Math/ Technology/ (Physics & Geology)	1	01/01/2019	06/30/2019	Lab Technician: <i>Previously requested position</i> The simulation 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.
Skyline College	Science/Math/ Technology	2	01/01/2019	06/30/2019	Lab Technician: <i>Previously requested position</i> Two lab technician positions to provide intermittent assistance with lab set up and maintenance in physics and geology. Days/hours will vary with student need and will be most utilized during midterm and final preparation. Staff performing these functions can change throughout the year depending on individuals' availability and workload.

Skyline College	Science/Math/Technology/ (Surgical Tech)	1	01/01/2019	06/30/2019	Instructional Aide II: <i>Previously requested position</i> One Instructional Aide II position to assist with student support needing supplemental instruction/tutoring in the Surgical Technology program.
Skyline College	Science/Math/Technology/ (Allied Health)	2	01/01/2019	06/30/2019	Instructional Aide II: <i>Previously requested position</i> Two Instructional Aide II positions to assist with student support needing supplemental instruction/tutoring in the allied health programs.
Skyline College	Science/Math/Technology/ (Emergency Medical Technician)	6	01/01/2019	06/30/2019	Instructional Aide I: <i>Previously requested position</i> Six Instructional Aide I positions to assist with skills testing during specific labs for the EMT program as required by accrediting agencies.
Skyline College	Counseling	1	01/01/2019	06/30/2019	Office Assistant II: <i>Previously requested position</i> This position is for 40% at 15 hours per week. The OAI will provide admin support for the Promise Scholars Programs and assist with phone, email and text inquiries, and support program-related events and data collection.
Skyline College	Science/Math/Technology/ (Chemistry)	1	01/01/2019	06/30/2019	Instructional Aide II: <i>Previously requested position</i> One embedded support tutor: will work 7.5 hours/wk with particular instructors, attending class and providing tutoring support to students. This position will aid in student success providing in time instructional interventions during the class period.
Skyline College	Science/Math/Technology/ (Biology)	1	01/01/2019	06/30/2019	Instructional Aide II: <i>Previously requested position</i> One Instructional Aide II position to assist the student and faculty during intense instructional times such as lab tests, complex experiments and student check in and check out.

Skyline College	Science/Math/ Technology/ (Emergency Medical Technician)	4	01/01/2019	06/30/2019	Instructional Aide II: <i>Previously requested position</i> Four instructional Aide II positions to oversee skills testing during specific labs and provide supervision for Instructional Aide I positions for the EMT program as required by accrediting agencies.
Skyline College	Kinesiology	1	01/01/2019	05/27/2019	Assistant Coach(es): <i>Previously requested position</i> The Sports Information Assistant will provide functions that are integral to the athletic program and its promotion. Duties include but are not limited to: assist with gathering information about programs / statistics, posting web-site content, event management, public address announcing and coordination of team pictures. Assistant will also engage in fundraising efforts so events can be streamed over the internet. This position will serve all intercollegiate programs at Skyline during the spring and break periods.
Skyline College	Kinesiology	1	01/01/2019	06/30/2019	Athletic Trainer: <i>Previously requested position</i> Trainer responsibilities will include but not be limited to assessing injuries, event coverage, managing rehabilitation of student-athletes, communicating with coaches, completing and filing paperwork, cleaning, sterilizing/maintaining equipment and supervision of the training room facility. Position is required as needed for special events to supplement existing staff.
Skyline College	Business, Education and Professional Programs	1	01/02/2019	06/30/2019	Office Assistant II: <i>Previously requested position</i> This is an extension of a previously Board approved classified short-term position. Assist BAEC director and/or designee in the planning and implementation for the BAEC. In addition, staff evening/weekend events at the BAEC as needed.

Skyline College	Science/Math/Technology	2	01/01/2019	06/30/2019	Instructional Aide II: <i>Previously requested position</i> Two Instructional Aide II positions to provide tutoring support for students in Bachelor of Science in the Respiratory Care program.
Skyline College	Science/Math/Technology	1	01/01/2019	06/30/2019	Program Services Coordinator: <i>Previously requested position</i> Provide program services support for students receiving STEM grants and coordinate support for EPIC tutoring program.

BOARD REPORT 1NO. 8-11-2A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: David Feune, Director, Human Resources, 358-6775

**ADOPTION OF RESOLUTION NOS. 18-26, 18-27, 18-28 AND 18-29 FIXING THE
EMPLOYER CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

Background

In June 2015, the Board adopted resolutions to inform CalPERS of the retiree health benefits that are to be provided to the District's employees pursuant to the District's collective bargaining agreements. CalPERS generally refers to the amount of benefits provided by the District as the "Employer Contribution." The Non-represented employees are eligible for the same retiree health benefits as CSEA. As a result of the adoption of these resolutions, the District now must inform CalPERS, on an annual basis, about any changes to the retiree benefits offered by the District that are calculated based on the District's medical cap for a single active employee or the lowest cost plan available. The adoption of a resolution is not required for employees who are eligible at time of retirement for medical benefits that are either the choice of any medical plan available or the equivalent to the current cost of the Kaiser plan, also known as "Kaiser Cap". As described below, some of the District's retirees, enrolled in a non-Medicare (basic enrollment) plan, are entitled to be paid an amount equivalent to the District's medical cap for a single active employee. Some of the District's retirees, whom are Medicare eligible and are currently enrolled in a Medicare plan, are to be paid an amount equivalent to the lowest cost available plan offered by the District. These resolutions inform CalPERS about what the District's medical cap for a single active employee amount is and which lowest cost plan is available.

The following is a brief description of the resolutions for the employee groups eligible to receive a contribution equivalent to either the District's medical cap for single active employees or the lowest cost plan available depending on whether or not the retiree is Medicare eligible:

- Resolution 18-26: Non Represented/Classified Group (this includes CSEA) - "fixes" the employer contribution for retirees with at least 20 years of service, who were hired on or after July 1, 1992, to the District's medical cap for a single active (CSEA) employee amount of \$830.00 per month. Once Medicare eligible, the District will pay for the lowest cost Medicare (supplemental) plan available which currently is Kaiser. Effective January 1, 2019, UnitedHealthcare will be the lowest cost plan available. The first whereas clause in this resolution refers to "Vesting C" which is how CalPERS defines this retiree group in their system.

- Resolution 18-27: AFSCME Group – “fixes” the employer contribution for retirees with at least 20 years of service, who were hired on or after February 1, 1988, to the lowest cost basic (non Medicare) plan available which is currently PERS Select (PPO). Effective January 1, 2019, PERS Select (PPO) will remain the lowest cost plan available. Once Medicare eligible, the District will pay for the lowest cost Medicare (supplemental) plan available which currently is Kaiser. Effective January 1, 2019, UnitedHealthcare will be the lowest cost plan available. The first whereas clause in this resolution refers to “Vesting B” which is how CalPERS defines this retiree group in their system.
- Resolution 18-28: AFSCME Group – “fixes” the employer contribution for retirees with twenty years of service, who were hired on or after July 1, 1992, to the District’s medical cap for a single active (AFSCME) employee amount of \$764.00 per month. Once Medicare eligible, the District will pay for the lowest cost Medicare (supplemental) plan available which currently is Kaiser. Effective January 1, 2019, UnitedHealthcare will be the lowest cost plan available. The first whereas clause in this resolution refers to “Vesting C” which is how CalPERS defines this retiree group in their system.
- Resolution 18-29: AFT Group – “fixes” the employer contribution for retirees with twenty years of service, who were hired on or after September 8, 1993, and are Medicare eligible to the lowest cost Medicare (supplemental) plan available which currently is Kaiser. Effective January 1, 2019, UnitedHealthcare will be the lowest cost plan available. The first whereas clause in this resolution refers to “Vesting C” which is how CalPERS defines this retiree group in their system.

The changes to the employer contributions will be activated by CalPERS effective January 1, 2019, pursuant to receipt of these resolutions and CalPERS implementation procedures.

RECOMMENDATION

It is recommended that the Board adopt Resolution Nos. 18-26 through 18-29 to fix the employer contributions.

**RESOLUTION NO. 18-26
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895
OF THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Community College District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of Non Represented/ Classified (Vesting C) and

WHEREAS, (2) San Mateo County Community College District is a contracting agency has filed a resolution with the Board of the California Public Employees’ Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22895; and

RESOLVED, (a) That the employer contribution for each annuitant subject to vesting shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of

Basic Enrollments	\$830.00
Medicare Enrollments	\$299.37

per month, but not less than the amount prescribed by Section 22892(b), plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Community College District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that San Mateo County Community College District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees’ Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Vice Chancellor, Human Resources and General Counsel to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Community College District all functions required of it under the Act.

REGULARLY PASSED AND ADOPTED this 14th day of November 2018.

Ayes:

Noes:

Abstentions:

Attest: _____
Richard Holober, President
Board of Trustees

**RESOLUTION NO. 18-27
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895
OF THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Community College District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of AFSCME (Vesting B) and

WHEREAS, (2) San Mateo County Community College District is a contracting agency has filed a resolution with the Board of the California Public Employees’ Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22895; and

RESOLVED, (a) That the employer contribution for each annuitant subject to this provision shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of

Basic Enrollments	2 party PERS Select PPO Bay Area Region
Medicare Enrollments	2 party UnitedHealthcare Bay Area Region
Combination Enrollments	2 party PERS Select PPO Bay Area Region

per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Community College District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that San Mateo County Community College District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees’ Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Vice Chancellor, Human Resources and General Counsel to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Community College District all functions required of it under the Act.

REGULARLY PASSED AND ADOPTED this 14th day of November 2018.

Ayes:

Noes:

Abstentions:

Attest: _____
Richard Holober, President
Board of Trustees

RESOLUTION NO. 18-28
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA

RESOLUTION FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

WHEREAS, (1) San Mateo County Community College District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act") for participation by members of AFSCME (Vesting C) and

WHEREAS, (2) San Mateo County Community College District is a contracting agency has filed a resolution with the Board of the California Public Employees' Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22895; and

RESOLVED, (a) That the employer contribution for each annuitant subject to vesting shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of

Basic Enrollments	\$764.00
Medicare Enrollments	\$299.37

per month, but not less than the amount prescribed by Section 22892(b), plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Community College District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that San Mateo County Community College District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees' Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Vice Chancellor, Human Resources and General Counsel to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Community College District all functions required of it under the Act.

REGULARLY PASSED AND ADOPTED this 14th day of November 2018.

Ayes:

Noes:

Abstentions:

Attest: _____
Richard Holober, President
Board of Trustees

RESOLUTION NO. 18-29
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA

RESOLUTION FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895
OF THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

WHEREAS, (1) San Mateo County Community College District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act") for participation by members of Academic Employees-STRS (Vesting C) and

WHEREAS, (2) San Mateo County Community College District is a contracting agency has filed a resolution with the Board of the California Public Employees' Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22895; and

RESOLVED, (a) That the employer contribution for each annuitant subject to vesting shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of

Basic Enrollments	\$450.00
Medicare Enrollments	\$299.37

per month, but not less than the amount prescribed by Section 22892(b), plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Community College District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that San Mateo County Community College District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees' Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Vice Chancellor, Human Resources and General Counsel to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Community College District all functions required of it under the Act.

REGULARLY PASSED AND ADOPTED this 14th day of November 2018.

Ayes:

Noes:

Abstentions:

Attest: _____
Richard Holober, President
Board of Trustees

BOARD REPORT NO. 18-11-1CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Aaron McVean, Vice Chancellor, Educational Services and Planning,
358-6803

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

The addition of four courses to and the deletion of thirteen courses from the College catalogs are proposed by Cañada College and Skyline College at this time. Additionally, four courses are proposed to be offered in the distance education mode.

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

Furthermore, thirty-six courses and seven programs were modified.

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

RECOMMENDATION

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

San Mateo County Community College District

November 14, 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: Tammy Robinson, Vice President, Instruction
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 MODIFICATIONS – CAÑADA COLLEGE

ARCHITECTURE

110 Interior Architectural Drafting

BIOLOGICAL SCIENCES

310 Nutrition

CHEMISTRY

210 General Chemistry I

INTERIOR DESIGN

115 Introduction to Interior Design
126 Critical Thinking for Interior Designers
128 Presentation Techniques
148 Color and Design
150 History of Interiors I
151 History of Interiors II
175 Space Planning and Design
250 Professional Practices for Interior Designers
260 Overview of Lighting Design

San Mateo County Community College District

November 14, 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 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

DIGITAL MEDIA AND DESIGN

502 USER EXPERIENCE DESIGN III: IDEATION (3.0) (day or evening; distance education)

Justification: This course is the third in a series of courses developed to be part of a new User Interface and User Experience certificate. There are also parallels to several new degrees that have recently been created at colleges such as California College of the Arts and Santa Monica College.

Prerequisite: DMAD 500 and DMAD 501, or equivalent.

Corequisite: DMAD 503.

Recommended Preparation: None.

Description: Learn ideation techniques, and develop sketches, wireframes, and prototypes to envision solutions. Explore how to use concept testing to receive user feedback that drives research based design.

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

503 USER EXPERIENCE DESIGN IV: DELIVERY (3.0) (day or evening; distance education)

Justification: This course is the fourth in a series of courses developed to be part of a new User Interface and User Experience certificate. There are also parallels to several new degrees that have recently been created at colleges such as California College of the Arts and Santa Monica College.

Prerequisite: DMAD 500 and DMAD 501, or equivalent.

Corequisite: DMAD 502.

Recommended Preparation: None.

Description: Learn how to develop multiple visual user interface directions, map out an application's architecture, and detail out key user task flows. Wireframes, UI mock-ups, and designing for scale will be covered.

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

504 USER EXPERIENCE DESIGN V: PORTFOLIO (3.0) (day or evening; distance education)

Justification: UX design involves research into user personas and user goals; planning of user journeys through an app, website, or product; and sketching of user interface designs and specifications. There is a huge need for courses and certificates in this field according to CTE research, especially here in the Bay Area. There are only two other Bay Area schools (California College of the Arts and UC Berkeley Extension) offering certificates or degrees in the field, but at extremely high costs. Skyline College would like to develop an affordable certificate for students and professionals to expand their knowledge of UI/UX Design.

Prerequisite: DMAD 503 or equivalent.

Recommended Preparation: None.

Description: Create a portfolio and presentation for sharing with potential employers. Receive insights and guidance for starting and pursuing an exciting and rewarding career in User Experience Design.

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

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

680SR ENVIRONMENTAL LEADERSHIP SEMINAR III (2.0) (day or evening)

Justification: Intended as a dual enrollment offering, this is the third in a series of Environmental Leadership courses in which students are able to gain job skills and become educated about careers in the green work force.

Prerequisite: ENVS 880SB or equivalent.

Recommended Preparation: None.

Description: Interdisciplinary and project-based class that engages students in developing the specific skills needed for innovation and creation in sustainable design, engineering and enterprise implementation. Students identify critical environmental challenges, design opportunities to address them and develop business plans to share with the community.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE**ART**

208 PORTRAIT DRAWING I
209 PORTRAIT DRAWING II

Justification: Drawing and Figure Drawing courses have replaced the Portrait Drawing curriculum.

302 ADVANCED DESIGN

Justification: This is a standalone course originally designed to stack with ART 301 – Two-Dimensional Design; however, ART 301 has become a standalone foundation course, and ART 302, which is not currently part of any degrees, will not be offered.

BUSINESS

115 BUSINESS MATHEMATICS

Justification: This course has not been scheduled in three years, and before that it was cancelled because of low enrollment when offered.

163 ACCOUNTING AND FINANCE FOR ENTREPRENEURS

Justification: Accounting principles and finance are embedded into the curriculum of BUS. 150.

190 INTRODUCTION TO RETAIL MANAGEMENT

Justification: This was a standalone course. New curriculum is being developed through Strong Workforce in order to provide a Retail Management certificate.

DEVELOPMENTAL SKILLS

811 DIFFERENTIAL LEARNING SKILLS ASSESSMENT
817 ASSISTIVE COMPUTER ACCESS
821 DEVELOPMENT OF SELF-ADVOCACY SKILLS: PERSONAL EMPOWERMENT FOR
STUDENTS WITH DISABILITIES
825 ASSISTIVE COMPUTER TECHNOLOGY

Justification: These courses have not been taught in over three years and will not be taught again. The content in these courses has been supplanted by new courses and/or service offerings.

880SG ASSISTIVE COMPUTER TECHNOLOGY: TOOLS FOR WRITING
880SH ASSISTIVE COMPUTER TECHNOLOGY: SMARTPEN
880SI ASSISTIVE COMPUTER TECHNOLOGY: SONOCENT AUDIO NOTETAKER

Justification: These are experimental courses that either have been made permanent or are no longer in line with the department's curriculum philosophy.

PROPOSED CURRICULAR INACTIVATIONS – SKYLINE COLLEGE**DEVELOPMENTAL SKILLS**

- 825.1 Assistive Computer Technology – Kurzweil 3000 I
- 826.1 Assistive Computer Technology – Dragon NaturallySpeaking I
- 827 Assistive Computer Technology – Smartpen

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE**ART**

- 107 Art of Our Times
- 115 Art, Music and Ideas
- 120 Art of the Americas
- 350 Visual Perception through Photography
- 354 Digital Photography I
- 406 Sculpture II
- 417 Ceramic Glazing Techniques
- 418 Ceramics III

AUTOMOTIVE TECHNOLOGY

- 665S1 Oxyacetylene for Automotive Technicians

BUSINESS

- 166 The Business Plan
- 695 Independent Study in Business

BUSINESS COMPUTER SYSTEMS AND MANAGEMENT

- 200 Intro to Computer Applications and Suites

ENGLISH

- 846 Reading and Writing Connections

HISTORY

- 104 World Civilizations I

INTERNATIONAL BUSINESS

- 200 Introduction to International Business

KINESIOLOGY – VARSITY SPORTS

- 100 Varsity Baseball
- 110 Men's Varsity Basketball
- 150 Men's Varsity Soccer
- 200 Varsity Wrestling

- 300 Women's Varsity Basketball
- 340 Women's Varsity Volleyball
- 350 Women's Varsity Badminton
- 360 Women's Varsity Soccer

MUSIC

- 115 Music, Art and Ideas

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE

BUSINESS

- 166 The Business Plan
- 695 Independent Study in Business

HISTORY

- 104 World Civilizations I

INTERNATIONAL BUSINESS

- 200 Introduction to International Business

PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE

AUTOMOTIVE TECHNOLOGY

- Asian Engine Performance Technology** – Certificate of Achievement
- Automotive Advanced Engine Performance Technology** – Certificate of Achievement
- Automotive Chassis, Alignment and Brake Technology** – Certificate of Achievement
- Automotive Drive Train Technology** – Certificate of Achievement
- Automotive Electricity/Electronics** – Certificate of Achievement
- Automotive Engine Performance Technology** – Certificate of Achievement
- Automotive Engines Technology** – Certificate of Achievement

BOARD REPORT NO. 18-11-2CA

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

RATIFICATION OF SEPTEMBER AND OCTOBER 2018 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of September and October 2018 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period September 1, 2018 through October 31, 2018 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
September 1 - 30, 2018
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		District Accounts Payable		
0077643	09/04/18	U.S. Bank National Association ND, .	388,752.56	Districtwide Procurement Card Payment
0077644	09/04/18	Allana Buick & Bers, Inc.	15,520.00	Cañada Vista and Bldg. 9 Damage Repair Projects
0077646	09/04/18	BankMobile Technologies, Inc.	240,791.84	Financial Aid Disbursement
0077648	09/04/18	CDW LLC	178,429.62	Districtwide IT Equipment Purchases
0077655	09/04/18	Krueger International, Inc.	48,709.72	Cañada Furniture Purchases
0077663	09/04/18	SMCCCD Bookstore	20,162.76	Skyline Special Programs School Supplies Expenses
0077671	09/06/18	A. Teichert & Son, Inc.	203,524.35	Skyline Parking Lot Expansion Project
0077672	09/06/18	Blach Construction Company	1,010,186.09	Cañada Design and Construction Services
0077676	09/06/18	Intermountain Electric Company	320,776.91	Districtwide Fire Alarm Panels Upgrade Project
0077683	09/06/18	SMCCCD Bookstore	12,907.70	Districtwide Departmental Central Duplicating Charges
0077686	09/06/18	VALIC Retirement Services Company	233,653.61	Monthly Tax Sheltered Annuities
0077691	09/06/18	XL Construction Corporation	1,898,812.00	Skyline Design and Construction Services
0077705	09/11/18	Apple Computer, Inc	10,991.94	District and CSM Computer Purchases
0077706	09/11/18	BankMobile Technologies, Inc.	2,156,930.80	Financial Aid Disbursement
0077709	09/11/18	Dell Marketing LP	10,622.03	Skyline and Cañada Computer Purchases
0077713	09/11/18	Chen, Gang	17,180.00	International Students Recruitment Services
0077715	09/11/18	Intermountain Electric Company	110,178.10	Districtwide Fire Alarm Panels Upgrade Project
0077716	09/11/18	McCarthy Holdings Inc.	6,146,654.00	Cañada Construction Project
0077721	09/11/18	Rodan Builders, Inc.	595,114.17	Skyline Construction Project
0077722	09/11/18	Sedgwick Claims Management Services, Inc.	17,036.42	Replenish Workers' Compensation Insurance Fund
0077723	09/11/18	SM County Community College District	27,010.66	Replenish Flex Spending Account
0077726	09/11/18	SMCCCD Bookstore	261,524.02	Bookstore Monthly Student Fees Reimbursement
0077727	09/11/18	McCarthy Holdings Inc.	316,935.00	Cañada Construction Project
0077736	09/13/18	Apple Computer, Inc	11,508.54	Districtwide Computer Purchases
0077742	09/13/18	GatesAir Inc	11,203.86	KCSM Equipment Repair Project
0077771	09/18/18	BankMobile Technologies, Inc.	398,339.93	Financial Aid Disbursement
0077773	09/18/18	CIS, Inc	50,011.00	Districtwide Construction Projects Inspection Services
0077775	09/18/18	Dell Marketing LP	124,935.82	Districtwide IT Equipment Purchases
0077778	09/18/18	Gordon Kenny Realty, Inc.	30,000.00	Staff Housing Operating Expenses Advancement
0077799	09/20/18	Blach Construction Company	339,819.00	Cañada Design and Construction Services
0077800	09/20/18	Constellation NewEnergy, Inc.	64,710.32	Utilities
0077827	09/25/18	BankMobile Technologies, Inc.	380,904.54	Financial Aid Disbursement
0077829	09/25/18	Constellation NewEnergy, Inc.	15,721.08	Utilities
0077836	09/25/18	Interline Brands, Inc.	13,083.04	Skyline and CSM Custodial Supplies Purchases
0077838	09/25/18	Pacific Dining - Food Service Management	14,751.72	Skyline and CSM Catering Services and Lunch Vouchers
0077839	09/25/18	School Project for Utility Rate Reduction (SPURR)	10,590.60	Utilities
0077857	09/27/18	Coulter Construction Inc.	17,045.00	Cañada Construction Project
0077864	09/27/18	McCarthy Holdings Inc.	3,370,011.00	Cañada Construction Project
0077867	09/27/18	One Workplace L. Ferrari, LLC	19,823.73	CSM Furniture Fixtures Purchase and Installation
0077869	09/27/18	Rodan Builders, Inc.	117,234.01	Skyline Construction Project
0077870	09/27/18	San Mateo County Schools Insurance Group	205,590.24	Monthly Dental and Vision Insurance Premiums
0077875	09/27/18	McCarthy Holdings Inc.	175,592.00	Cañada Construction Project
505857	09/04/18	Troxell Communications, Inc.	24,129.96	Skyline Multimedia Equipment Purchases
505859	09/04/18	Turf Star, Inc.	30,017.01	Skyline Facilities Equipment Purchases

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
September 1 - 30, 2018
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
505870	09/04/18	Public Empl Ret Sys	1,660,151.57	Monthly Health Insurance Premium
505893	09/06/18	Construction Testing Services, Inc.	75,170.96	Cañada Construction Testing and Inspection Services
505914	09/06/18	McPhail, Christine J.	13,326.82	Cañada Leadership Retreat Training Services
505943	09/06/18	American Federation of Teachers	49,459.27	Monthly Union Dues
505968	09/06/18	Blach Construction Company	25,359.30	Cañada Design and Construction Services
505969	09/06/18	XL Construction Corporation	80,880.00	Skyline Design and Construction Services
505970	09/06/18	Intermountain Electric Company	16,883.00	Districtwide Fire Alarm Panels Upgrade Project
505976	09/06/18	VALIC	13,250.00	Monthly Tax Sheltered Annuities Employee Contribution
505979	09/11/18	A.C.C.J.C.	25,091.00	CSM Annual Membership Dues
505981	09/11/18	Advanced Systems Group	75,206.16	KCSM Equipment Purchases
505985	09/11/18	Rodan Builders, Inc.	31,321.80	Skyline Construction Project
505996	09/11/18	Comm College League/Calif	50,294.00	Districtwide Membership and Athletic Annual Dues
505998	09/11/18	DiaMedical USA Equipment, Inc.	22,198.10	Cañada Instructional Medical Equipment Purchase
506021	09/11/18	Red Wing Brands of America, Inc.	10,437.43	Districtwide Facilities Uniforms Purchases
506026	09/11/18	Sedgwick Claims Management Services, Inc.	26,600.50	Districtwide Quarterly Worker's Comp TPA Service Fees
506037	09/11/18	Van Dorn Abed Landscape Architects Inc.	24,327.00	Skyline Housing Landscape Architectural Services
506051	09/11/18	The Guardian Life Insurance Company	39,879.52	Monthly Life Insurance Premium
506060	09/13/18	City of San Bruno	41,025.38	Utilities
506063	09/13/18	Hatchuel Tabernik and Associates Inc.	16,500.00	Cañada Grant Related A2B Evaluation Services
506068	09/13/18	Pacific Gas & Electric Co	47,286.65	Utilities
506071	09/13/18	Peninsula Library System	14,334.68	Districtwide Subscriptions Services
506089	09/18/18	AECOM Technical Services, Inc.	22,800.00	Districtwide Master Construction Scheduling Consulting Services
506107	09/18/18	Funnelback Inc.	46,860.00	Districtwide External Hosting Services and Training
506120	09/18/18	Miller, Morton, Caillat & Nevis, LLP	16,465.00	Cañada Bldg. 9 Litigation Legal Services
506127	09/18/18	Pacific Gas & Electric Co	31,751.55	Utilities
506147	09/18/18	Steve Akahoshi	20,000.00	Cañada Student Recruitment Marketing Services
506155	09/18/18	Turf Star, Inc.	35,483.55	Skyline Facilities Equipment Purchases
506175	09/20/18	AT&T/MCI	11,672.43	Districtwide Telephone Services
506192	09/20/18	Golden State Refractory, Inc.	37,610.00	CSM HVAC Equipment Repair Project
506211	09/20/18	RM Executive Transportation	29,788.40	Cañada Students Shuttle Services
506235	09/20/18	Blach Construction Company	14,730.00	Cañada Design and Construction Services
506247	09/25/18	CareerAmerica, LLC	26,000.00	CSM Financial Aid TV Comprehensive Services
506249	09/25/18	City of Redwood City	20,402.25	Utilities
506280	09/25/18	Calif Water Service Co	48,170.54	Utilities
506294	09/27/18	AMFM Broadcasting Inc.	10,050.00	Skyline Radio and Digital Advertising Services
506300	09/27/18	BEST Contracting Services, Inc.	34,818.85	Cañada Vista Roof Replacement Project
506304	09/27/18	CareerAmerica, LLC	26,000.00	Skyline Financial Aid TV Comprehensive Service
506307	09/27/18	Cornerstone Earth Group, Inc.	24,739.10	Cañada Geotechnical Consulting Services
506312	09/27/18	Explorance Inc.	15,000.00	Skyline Subscription Fees
506322	09/27/18	Pacific Gas & Electric Co	11,815.43	Utilities
506324	09/27/18	Refrigeration Supplies Distributor	11,486.11	CSM Facilities Equipment Purchases
506327	09/27/18	Strategic Energy Innovations	52,716.67	Skyline Climate Corps Bay Area Fellow Services
506329	09/27/18	UndergroundGIS, Inc.	15,000.00	Facilities Landmark Software Annual License & Support
506331	09/27/18	Western Roofing Service	671,346.00	CSM Roofing Construction Project
506335	09/27/18	City of San Bruno	320,000.00	Skyline Staff Housing Affordable Impact Fee
506336	09/27/18	City of San Bruno	83,252.36	Skyline Staff Housing Plan Review Fee
506342	09/27/18	Western Roofing Service	35,334.00	CSM Roofing Construction Project

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
September 1 - 30, 2018
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1900465	09/04/18	US Treasury - Federal Payroll Tax	1,896,377.04	Federal Payroll Tax
J1900465	09/04/18	EDD - State Payroll Tax	406,524.32	State Payroll Tax
J1900465	09/04/18	EDD - State Payroll Tax	11,366.52	State Tax-Disability Insurance
J1900480	09/05/18	US Treasury - Federal Payroll Tax	24,222.09	Federal Payroll Tax
J1900562	09/06/18	PERS Retirement	1,156,003.70	PERS Retirement Advance
J1900563	09/06/18	State Teacher Retirement - Defined Benefit	1,100,575.61	STRS Retirement-Defined Benefit 95%
J1900791	09/11/18	Mass Mutual 457	51,918.27	Tax Annuity
J1900765	09/12/18	State Teacher Retirement - Cash Balance	42,623.38	STRS Retirement-Cash Balance
J1900779	09/13/18	State Teacher Retirement - Defined Benefit	65,091.04	STRS Retirement-Defined Benefit Bal
J1900679	09/17/18	US Treasury - Federal Payroll Tax	103,233.91	Federal Payroll Tax
J1900823	09/24/18	PERS Retirement	13,264.73	PERS Retirement Balance
<u>SMCCCD Bookstores</u>				
118500	09/10/18	Cengage Learning	50,962.27	Purchase of Inventory
118508	09/10/18	CSM Bookstore	10,248.55	Purchase of Inventory
118518	09/10/18	Elsevier Publishing Co.	56,097.25	Purchase of Inventory
118538	09/10/18	Jostens	17,297.91	Purchase of Inventory
118543	09/10/18	Marianna Industries Inc	22,693.54	Purchase of Inventory
118544	09/10/18	MBS Textbook Exchange	50,527.25	Purchase of Inventory
118545	09/10/18	McGraw-Hill Companies	11,290.90	Purchase of Inventory
118555	09/10/18	Pearson Education, Inc	40,508.36	Purchase of Inventory
118556	09/10/18	Pearson Education, Inc	64,547.86	Purchase of Inventory
118557	09/10/18	Pens Etc.	10,382.60	Purchase of Inventory
118562	09/10/18	Rittenhouse book Distribu	10,213.92	Purchase of Inventory
118567	09/10/18	Russell Athletic	12,506.96	Purchase of Inventory
118573	09/10/18	SM CC College District	222,071.97	Salaries and Benefits of July 2018
118597	09/20/18	MTC Distributing	10,316.47	Purchase of Inventory
118598	09/20/18	Pens Etc.	18,635.21	Purchase of Inventory
118601	09/20/18	SF Sysco Food Company of SF	13,347.72	Purchase of Inventory
EFT 83142	09/21/18	CDTFA	85,791.32	Sales Tax Prepayment August 2018
		Subtotal	29,278,342.75	96%
		Warrants Issued ≤ \$10,000	1,100,322.26	4%
		Total Non-Salary Warrants Issued	<u>30,378,665.01</u>	100%
District Accounts Payable	Ck#505799-506344, DD77641-77878		24,587,916.38	
District Payroll	Ck#136333-137029, DD50160927-50162712		12,816,248.17	
SMCCCD Bookstores	CK#118485-118602, EFT 83142		896,446.10	
	Total Warrants Including Salaries - September 2018		<u>38,300,610.65</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
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Check Num	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
0077890	10/02/18	U.S. Bank National Association ND, .	351,039.40	Districtwide Procurement Card Payment
0077891	10/02/18	A. Lange Consulting, LLC	21,547.50	District Consulting and Reporting Services
0077894	10/02/18	BankMobile Technologies, Inc.	339,847.60	Financial Aid Disbursement
0077895	10/02/18	W.E. Lyons Construction CO.	29,594.81	Cañada Bldg. 9 Envelope Repair Project
0077897	10/02/18	CDW LLC	22,177.42	Districtwide ITS equipment Purchases
0077898	10/02/18	Computerland	146,465.50	Districtwide Software and Equipment Purchases
0077899	10/02/18	Coulter Construction Inc.	10,124.00	Cañada and CSM Construction Projects
0077912	10/02/18	Swinerton Builders	241,449.00	Construction Program Management Services
0077915	10/02/18	VALIC Retirement Services Company	251,928.61	Monthly Tax Sheltered Annuities
0077918	10/02/18	W.E. Lyons Construction CO.	562,300.99	Cañada Bldg. 9 Envelope Repair Project
0077930	10/04/18	Apple Computer, Inc	88,789.01	Districtwide Computer Equipment Purchases
0077934	10/04/18	CDW LLC	37,440.98	Skyline ITS Equipment Purchases
0077941	10/04/18	Linguabee LLC	15,885.13	Skyline and CSM Student Sign Language Interpreting Services
0077945	10/04/18	SMCCCD Bookstore	78,182.61	Bookstore Monthly Student Fees Reimbursement
0077961	10/09/18	Allana Buick & Bers, Inc.	31,993.75	Cañada Vista and Bldg. 9 Damage Repair Projects
0077962	10/09/18	BankMobile Technologies, Inc.	230,435.00	Financial Aid Disbursement
0077964	10/09/18	Chouinard & Myhre, Inc.	54,999.77	District ITS Server Room Equipment Purchase
0077965	10/09/18	CIS, Inc	23,225.00	Cañada Construction Inspection Services
0077974	10/09/18	Interline Brands, Inc.	15,768.56	Cañada and Skyline Custodial Supplies Purchases
0077975	10/09/18	Netronix Integration, Inc.	13,528.50	Cañada Team House ACAMS Installation Project
0077978	10/09/18	School Project for Utility Rate Reduction (SPURR)	19,926.50	Utilities
0077981	10/09/18	Siemens Industry, Inc.	24,531.25	Cañada and Skyline Fire Alarm and Sprinkler Systems Monitoring and Inspection Services
0077993	10/09/18	XL Construction Corporation	722,511.00	Skyline Construction Project
0078006	10/11/18	A. Lange Consulting, LLC	12,155.00	District Consulting and Reporting Services
0078009	10/11/18	Computerland	22,293.44	Districtwide Software and Equipment Purchases
0078014	10/11/18	Oracle America, Inc.	14,452.66	Districtwide Software Update and Support Services
0078018	10/11/18	SM County Community College District	31,193.13	Replenish Flex Spending Account
0078042	10/16/18	BankMobile Technologies, Inc.	218,478.70	Financial Aid Disbursement
0078045	10/16/18	CIS, Inc	21,648.00	Districtwide Construction Projects Inspection Services
0078046	10/16/18	Constellation NewEnergy, Inc.	33,548.98	Utilities
0078054	10/16/18	ICF Jones & Stokes, Inc.	11,531.50	CSM Parking Lot Environment Impact Consulting Services
0078056	10/16/18	Intermountain Electric Company	96,372.27	Districtwide Fire Alarm Panels Upgrade Project
0078059	10/16/18	Nelnet Business Solutions, Inc.	12,719.01	Districtwide Student Tuition Payment Plans Service Fee
0078062	10/16/18	Riera Digital, LLC	26,475.00	KCSM Underwriting Services
0078063	10/16/18	Rodan Builders, Inc.	203,477.64	Skyline Construction Project
0078064	10/16/18	Schneider Electric Buildings Americas, Inc.	18,620.80	Districtwide Facilities Management Systems Maintenance Services
0078065	10/16/18	School Project for Utility Rate Reduction (SPURR)	15,703.68	Utilities
0078070	10/16/18	SMCCCD Bookstore	54,547.37	Cañada Special Program Books and Supplies Expenses
0078084	10/18/18	B & H Foto & Electronics Corp.	39,170.52	Districtwide EAS Speakers Equipment Purchase
0078087	10/18/18	Constellation NewEnergy, Inc.	20,992.49	Utilities
0078088	10/18/18	Dell Marketing LP	46,481.70	Skyline Computer Purchases
0078091	10/18/18	Krueger International, Inc.	13,925.97	Cañada Furniture Purchases
0078114	10/23/18	B & H Foto & Electronics Corp.	37,298.75	Districtwide Equipment Purchases
0078115	10/23/18	BankMobile Technologies, Inc.	205,061.00	Financial Aid Disbursement

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Check Num	Check Date	Vendor Name	Check Amount	Description
0078116	10/23/18	Blach Construction Company	136,329.00	Cañada Design and Construction Services
0078119	10/23/18	Constellation NewEnergy, Inc.	13,145.93	Utilities
0078124	10/23/18	McCarthy Holdings Inc.	4,656,205.00	Cañada Construction Project
0078129	10/23/18	Sedgwick Claims Management Services. Inc.	10,274.64	Replenish Workers' Compensation Insurance Fund
0078130	10/23/18	Siemens Industry, Inc.	16,877.25	CSM Fire Alarm Systems Monitoring Services
0078133	10/23/18	SMCCCD Bookstore	27,370.66	Skyline Departmental Supplies Purchases
0078134	10/23/18	Swinerton Builders	239,025.00	Construction Program Management Services
0078135	10/23/18	McCarthy Holdings Inc.	243,028.00	Cañada Construction Project
0078149	10/25/18	Allana Buick & Bers, Inc.	26,554.65	Skyline and Cañada Construction Consulting Services
0078154	10/25/18	Coulter Construction Inc.	47,884.00	Cañada Various Construction Projects
0078155	10/25/18	Gordon Kenny Realty, Inc.	50,411.20	Staff Housing Operating Expenses Advancement and Event Rental
0078159	10/25/18	Krueger International, Inc.	10,637.67	Cañada Furniture Purchases
0078163	10/25/18	San Mateo County Schools Insurance Group	203,138.75	Monthly Dental and Vision Insurance Premiums
0078164	10/25/18	School Project for Utility Rate Reduction (SPURR)	11,013.08	Utilities
0078178	10/30/18	BankMobile Technologies, Inc.	296,935.93	Financial Aid Disbursement
0078181	10/30/18	Coulter Construction Inc.	25,952.00	Cañada Construction Project
0078188	10/30/18	Rodan Builders, Inc.	78,537.36	Skyline Construction Project
506363	10/02/18	Floyd, Kay A.	11,000.00	CSM Grant Consulting Services
506368	10/02/18	Laerdal Medical Corporation	13,319.80	CSM Instructional Medical Equipment Purchases
506388	10/02/18	Strategic Energy Innovations	35,988.75	Skyline Workforce Grant Related Consulting Services
506390	10/02/18	Troxell Communications, Inc.	22,937.96	Districtwide ITS Equipment Purchase
506394	10/02/18	American Federation of Teachers	64,552.44	Monthly Union Dues
506395	10/02/18	Associated Std -Canada	38,265.49	Quarterly Student Fees Reimbursement
506396	10/02/18	Associated Std-CSM	61,362.95	Quarterly Student Fees Reimbursement
506397	10/02/18	Associated Std-Skyline	66,574.78	Quarterly Student Fees Reimbursement
506401	10/02/18	C S E A	19,651.35	Monthly Union Dues
506455	10/02/18	VALIC	19,375.00	Monthly Tax Sheltered Annuities Employee Contribution
506465	10/04/18	Board of Governors	17,700.00	Districtwide Student Right To Know Act Reporting Subscription Fee
506467	10/04/18	Cambridge West Partnership, LLC	34,667.24	Cañada Administrative Consulting Services
506473	10/04/18	Foster Bros. Security Systems Inc.	162,339.10	Districtwide Classroom Security Hardware Purchases
506478	10/04/18	Miller, Morton, Caillat & Nevis, LLP	65,251.00	Cañada Vista Litigation Legal Services
506492	10/04/18	Public Empl Ret Sys	1,681,570.83	Monthly Health Insurance Premium
506511	10/09/18	City of Redwood City	20,674.20	Utilities
506531	10/09/18	Nevada Contractor's Registry, Inc.	26,250.00	Districtwide CurricUNET Annual Support Maintenance & Hosting Fees
506546	10/09/18	ThyssenKrupp Elevator Corporation	19,598.66	Districtwide Elevators Maintenance and Repair Services
506553	10/09/18	City of San Bruno	24,070.00	Skyline Heritage Tree Replacement Project Deposit Fee
506563	10/09/18	XL Construction Corporation	31,477.00	Skyline Design and Preconstruction Services
506585	10/11/18	MV Transportation, Inc.	20,681.26	Skyline Students Shuttle Services
506594	10/11/18	Sedgwick Claims Management Services. Inc.	26,600.50	Districtwide Worker's Comp Quarterly TPA Service Fees
506596	10/11/18	SVM, LP	15,883.26	Skyline Special Programs Students Gas Cards Purchase
506605	10/11/18	County of San Mateo	14,256.10	Districtwide Monthly Parking Income Allocation
506607	10/11/18	Downtown Ford	95,109.72	District Facilities Vehicle Purchases
506611	10/11/18	Simon Wiesenthal Center, Inc.	15,000.00	Districtwide Museum of Tolerance Staff Training Services
506612	10/11/18	The Guardian Life Insurance Company	41,187.25	Monthly Life Insurance Premium
506627	10/16/18	Rodan Builders, Inc.	10,709.35	Skyline Construction Project
506634	10/16/18	Carducci & Associates, Inc.	51,543.00	Skyline Landscaping Architectural Design Services

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506645	10/16/18	Group 4 Architecture, Research + Planning, Inc.	13,320.00	Skyline Architectural Design Services
506659	10/16/18	National Public Radio, Inc.	14,301.00	KCSM Annual NPR Membership Fee
506665	10/16/18	RM Executive Transportation	34,951.44	Cañada Students Shuttle Services
506676	10/16/18	City of Redwood City	22,600.00	Cañada Vista Repairs Plan Review Fees
506689	10/18/18	City of San Bruno	31,119.65	Utilities
506694	10/18/18	Foothill DeAnza CCD	30,000.00	CSM EMS Training Center Development Shared Expenses
506717	10/18/18	SARS Software Products Inc	32,100.00	Districtwide Software Renewal Fees
506729	10/18/18	Calif Water Service Co	45,029.72	Utilities
506737	10/23/18	AECOM Technical Services, Inc.	27,000.00	Districtwide Master Construction Scheduling Consulting Services
506753	10/23/18	Cambridge West Partnership, LLC	10,778.48	Cañada Administrative Consulting Services
506755	10/23/18	Crowe LLP	52,120.00	Districtwide Audit Services
506759	10/23/18	Gavilan Joint Community College	14,266.67	Skyline HVAC Program and Career Development Shared Expenses
506762	10/23/18	Graybar Electric Co.	15,969.96	Skyline ITS Equipment Purchases
506771	10/23/18	Pacific Gas & Electric Co	34,640.24	Utilities
506772	10/23/18	Pacific Gas & Electric Co	50,310.36	Utilities
506777	10/23/18	Strategic Energy Innovations	28,902.00	Skyline Energize Colleges Fellowship Hosting Fees
506781	10/23/18	Western Roofing Service	130,105.35	CSM Roofing Construction Project
506810	10/25/18	CareerAmerica, LLC	16,300.00	Cañada Financial Aid TV Comprehensive Service
506821	10/25/18	Griffin Painting, Inc.	31,215.00	CSM Painting Services
506827	10/25/18	MV Transportation, Inc.	24,519.24	Skyline Students Shuttle Services
506830	10/25/18	San Francisco State University	67,369.35	Cañada Special Grant Related Expenses
506833	10/25/18	Steve Akahoshi	20,000.00	Cañada Student Recruitment Marketing Services
506872	10/30/18	AT&T/MCI	13,306.89	Districtwide Telephone Services
506877	10/30/18	Carducci & Associates, Inc.	41,343.00	Skyline Landscaping Architectural Design Services
506883	10/30/18	Ferrari Color, Inc.	10,275.77	Canada Sprinter Shuttle Wrapping Services
506888	10/30/18	KTGY Group, Inc.	148,740.73	Skyline Housing Project Design, Bidding and Construction Architectural Services
506893	10/30/18	Miller, Morton, Caillat & Nevis, LLP	65,251.00	Cañada Vista Litigation Legal Services Replacement Check
506897	10/30/18	Pacific Gas & Electric Co	12,441.29	Utilities
506907	10/30/18	Western Roofing Service	36,998.00	Cañada Roofing and Repairs Project
506912	10/30/18	Hogue & Belong, APC	50,000.00	Settlement Payment
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1900847	10/01/18	US Treasury - Federal Payroll Tax	2,133,656.15	Federal Payroll Tax
J1900847	10/01/18	EDD - State Payroll Tax	476,439.43	State Payroll Tax
J1900847	10/01/18	EDD - State Payroll Tax	18,695.27	State Tax-Disability Insurance
J1901136	10/04/18	PERS Retirement	1,171,301.09	PERS Retirement Advance
J1901134	10/04/18	State Teacher Retirement - Defined Benefit	1,284,880.98	STRS Retirement-Defined Benefit 95%
J1901468	10/08/18	Mass Mutual 457	56,218.27	Tax Annuity
J1901421	10/10/18	State Teacher Retirement - Defined Benefit	67,478.84	STRS Retirement-Defined Benefit Bal
J1901420	10/11/18	State Teacher Retirement - Cash Balance	68,718.74	STRS Retirement-Cash Balance
J1901413	10/16/18	US Treasury - Federal Payroll Tax	92,014.92	Federal Payroll Tax
J1901534	10/19/18	EDD - State Unemployment Payroll Tax	15,631.28	State Tax-Unemployment

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Check Num	Check Date	Vendor Name	Check Amount	Description
<u>SMCCCD Bookstores</u>				
118611	10/05/18	Cengage Learning	25,138.86	Purchase of Inventory
118616	10/05/18	Crown Catering	13,732.95	Purchase of Inventory
118617	10/05/18	CSM Bookstore	167,309.94	Purchase of Inventory
118637	10/05/18	Ingram Book Company	10,254.24	Purchase of Inventory
118649	10/05/18	Marianna Industries Inc	15,748.27	Purchase of Inventory
118650	10/05/18	MBS Textbook Exchange	25,804.80	Purchase of Inventory
118654	10/05/18	MTC Distributing	10,979.71	Purchase of Inventory
118655	10/05/18	Nebraska Book Company, INC	13,014.35	Purchase of Inventory
118662	10/05/18	Pearson Education, Inc	61,112.07	Purchase of Inventory
118665	10/05/18	Pepsi-Cola	16,690.92	Purchase of Inventory
118698	10/24/18	Cengage Learning	53,464.00	Purchase of Inventory
118718	10/24/18	McGraw-Hill Companies	68,947.00	Purchase of Inventory
118726	10/24/18	Pearson Education, Inc	77,585.56	Purchase of Inventory
118732	10/24/18	SM CC College District	481,017.42	Salaries and Benefits of August, September 2018
EFT 00866	10/31/18	CDTFA	28,965.26	Sales tax balance Qtr 09/30/18
		Subtotal	20,890,832.07	94%
		Warrants Issued ≤ \$10,000	1,354,789.48	6%
		Total Non-Salary Warrants Issued	<u>22,245,621.55</u>	100%
District Accounts Payab	Ck#506345-506920, DD77880-78193		15,596,443.58	
District Payroll	Ck#137030-137766, DD50162713-50164587		13,876,498.52	
SMCCCD Bookstores	Ck#118603-118743, EFT 00866		<u>1,294,578.97</u>	
	Total Warrants Including Salaries -October 2018		<u>30,767,521.07</u>	

BOARD REPORT NO. 18-11-3CA

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

ACCEPTANCE OF GIFTS BY THE DISTRICT

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

GIFT

Vehicle: 1998 Pierce Quantum Pumper
To be used for training purposes in the Fire Technology
Department at College of San Mateo
Donor's estimated value: \$30,000

DONOR

Central County Fire Department
1399 Rollins Road
Burlingame, CA 94010

RECOMMENDATION

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

BOARD REPORT NO. 18-11-4CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jonathan Bissell, Executive Director of Community, Continuing and Corporate Education, 574-6179
Tom Bauer, Vice Chancellor, Auxiliary Services and Enterprise Operations
358-6782

**APPROVAL OF COMMUNITY, CONTINUING AND CORPORATE EDUCATION
CLASSES AND PROGRAMS, SPRING/SUMMER 2019
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Listed below are the planned, self-supporting Community, Continuing and Corporate Education (CCCE) program offerings at Cañada College, College of San Mateo and Skyline College for Spring/Summer 2019. The community services programs range widely and address a broad range of educational and enrichment needs. CCCE continues to offer programs in career and business, creative arts, health and wellness, food, languages, personal enrichment and home and garden, and is continually reaching out to its constituent base for new ideas for programs of interest to them. Information about the proposed new programs listed here have been shared with the college academic senates as well as with the college presidents and their cabinets. All of the programs and courses offered by CCCE are not-for-credit. Classes offered through CCCE are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The schedule includes classes offered on campus and off-site, our Emeritus Institute, Silicon Valley Intensive English Program (SVIEP) and online offerings.

New Programs

Cañada College

None

College of San Mateo

- Adobe Lightroom for Print & Web Publishing: *(Three 2-hour class sessions). Publish & present your work using Lightroom.*
- AI4Youth: *(Two-week day camp). Program for youth on artificial intelligence & machine learning.*
- Ballroom & Social Dance Taster Class: *(Eight 1 ½ hour class sessions). No partner, no experience needed. Learn many styles of dance.*
- Coding for Girls: *(One-day 6-hour class). One-day seminar for girls to learn HTML & CSS basics and complete a simple webpage to demo for their parents by the end of the day.*
- Creating Your Online Photo Gallery: *(Five 2-hour class sessions). Learn to create an image gallery using HTML template.*
- Design & Publish a Book for your Artwork: *(Three 2-hour class sessions). Learn to design and publish your art.*

- Drawing & Painting Workshop: *(Two 8-hour Saturday class sessions). Covers abstract painting & drawing and water based painting.*
- How to Start a Food Business: *(Two 2.5-hour class sessions). Learn what it takes to start a food business.*
- Guided Autobiography: *(Six 2-hour class sessions). Record your legacy.*
- Introduction to Gardening: *(Three 2-hour class sessions). This class will provide the basic techniques to successfully plant and maintain your garden.*
- Introduction to Studio Lighting-Photography: *(Four 2-hour class sessions).*
- Kids Photography Bootcamp: *(Two 8-hour Saturday class sessions).*
- Organize for Success Parent & Child Bootcamp: *(One 2.5-hour workshop). Making the leap from elementary to middle school and from middle to high school.*
- Portrait Photography Workshop: *(Three 2-hour class sessions + 3-hour photo shoot). Classroom learning plus three-hour photo shoot on location in Bay Area with 2 instructors.*
- Powerful Speaking Skills: *(One and a half day 9-hour class). Learn speak professionally and appropriately.*
- Robotics for Kids: *(Three 8-hour class sessions). Robotics classes for youth.*
- Taking Control: Financial Strategies for Women: *(Three 2-hour class sessions). Get your financial house in order.*
- Understanding Wall Street & Stock Analysis: *(Two 3.5-hour class). Learn how to select your brokerage platform and financial advisor and how to benchmark and evaluate your investment portfolio.*

Skyline College

None

Off Campus

- Artisan Chocolate Bars; Kitchen 519, Belmont: *(One 2.5-hour class). Ever wanted to make your own chocolate bars? Learn the secret of working with tempered chocolate with Award-winning chocolate confectioner Christine Doerr.*
- French Chocolate Truffles; Kitchen 519: *(One 2.5-hour class). Learn how to make the classic French-style, unshelled, dark chocolate truffles with award-winning chocolate confectioner Christine Doerr.*
- Fun with Fermentation; Kitchen 519 Belmont: *(One 3-hour class). Learn to make kimchi, kombucha, and preserved lemons with certified Master Food Preserver and chef/owner of Slow Brine.*
- Hot Stuff Mastering the Heat; Kitchen 519 Belmont: *(One 3-hour class). Do you love putting spicy stuff in everything you eat? Learn about chilies from spicelologist Tammy Tan, owner of Spice Hound.*
- Magic of Indian Cooking; Kitchen 519 Belmont: *(One 3-hour class). Create flavorful aromatic Indian dishes with spiceologist and instructor Tammy Tan, owner of Spice Hound, an online purveyor of spices and salts.*
- Youth No-Bake Desserts; Kitchen 519, Belmont: *(One 2-hour class). Make icebox cake, salt-to-eat cookie dough and cereal treats with pastry Chef Amanda Garcia.*

Emeritus

None

Continuing Programs

Cañada College

Financial Strategies for Successful Retirement
Notary Public Workshop & Exam

SVIEP – American Culture (2 sessions)
SVIEP – Reading & Listening/Speaking (2 sessions)
SVIEP – Writing & Grammar (2 sessions)
SVIEP Elective-Accent Modification: (3-5 sessions)
SVIEP Elective-Business English: (3-5 sessions)
SVIEP Elective-Critical Thinking Skills (3-5 sessions)
SVIEP Elective-English Conversation: (3-5 sessions)
SVIEP Elective-English in the Movies (3-5 Sessions)
TOEFL Prep Class
Understanding your Medicare Options

College of San Mateo

Adobe Lightroom CC for Photographers
Adobe Lightroom in a Day-Fundamentals for Photography Bootcamp
Adobe Photoshop CC for Photographers
Adult Jazz Dance (2 sessions)
Advanced Excel
Advanced MS Word
All about Reverse Mortgages
American Sign Language Beginner
American Sign Language Intermediate
Bay Area Pathways Academy (BAPA)
Become a Professional Organizer
Become a Spanish Language Court Interpreter
Become a Spanish Language Medical Interpreter
Beginning Guitar I
Beginning Guitar II
Chinese I
Chinese II
Chinese Brush Painting Beginner
Chinese Brush Painting Intermediate
Computer Basics
Confident Communication Skills
Conversational Japanese
Digital Marketing Science (partnering with Greenfig)
DMV Auto Wholesale (2 Sessions)
DSLR Camera Beginner Course
DSLR Camera in a Day-Photography Bootcamp
Intro to Drone Flying
Easy Pencil Sketching (2 sessions)
Fencing (2 sessions)
Financial Strategies for Successful Retirement
French Beginner I
French Beginner II
Fresh Floral Design in a Basket
Fretboard Fundamentals (2 sessions)
Graceful Hawaiian Hula I (2 sessions)
Graceful Hawaiian Hula II (2 sessions)
Home Based Business
Homebuying 101
Homeselling 101

Choose the Right Medicare Supplement Plan
How to be Self-Published for Free
Ink & Watercolor Painting with Chinese Brush Beginners
Ink & Watercolor Painting with Chinese Brush Intermediate
Intermediate Excel
Intermediate MS Word
Intro MS Word
Intro to Spirits & Cocktails
Intro to Wine
Introduction to Excel
Intro to PowerPoint
I-Phone Creative Photography
Italian I
Italian II
Japanese Culture and Healthy Cooking
Jazz from the Hill I
Jazz from the Hill II
Late Winter Early Spring Skies
Learn to Draw - Basic Drawing (2 sessions)
Learn to Play Guitar in a Day
Magic Flutes, Flute Orchestra Advanced
Magic Flutes, Flute Orchestra Intermediate
Motorcycle Safety Training (ongoing)
Nonprofit Leadership Certificate Course (13 weeks)
Notary Loan Signing and Certification
Notary Public Workshop and Exam
Oil Painting
Peninsula Parks & Trails
Personal Fitness Trainer
Photography Field Trips
Professional Organizer
San Mateo History Hikes
Secrets of a Super Memory
Sell Your Stuff on Facebook, Ebay, Amazon etc.
ServSafe Food Manager Certification Test Preparation & Exam for Mgrs. (3 sessions)
Sidelines for Seniors
Spanish - Intermediate
Spanish - Beginners
Tai Chi Beg (2 sessions)
Tai Chi Intermediate (2 sessions)
Understanding your Medicare Options
Watercolor Pencil Class (2 sessions)
What is a Voiceover?

Skyline College

Understanding your Medicare Options

Off Campus

Boxercise 101 (2 sessions) (Peninsula Boxing & Fitness, Redwood City)
Ladies Night Boxercise - It's a Hit! (2 sessions) (Peninsula Boxing & Fitness, Redwood City)
Basic Cake Decorating (Kathy's Kreative Kakes, San Mateo)

Basic Fondant Cake Decorating (Kathy's Kreative Kakes, San Mateo)
 Intermediate Fondant Cake Decorating (Kathy's Kreative Kakes, San Mateo)
 Valentine Cookies (Kathy's Kreative Kakes, San Mateo)
 Street Smart Self-Defense (United Studios of Self Defense, Burlingame)
 Video Editing with Apple's Final Cut Pro X (Mid Penn Media Center, Palo Alto)
 Video Editing with Adobe Premiere Pro (Mid Penn Media Center, Palo Alto)
 Music Mixing (Mid Penn Media Center, Palo Alto)
 TV Studio Production: Make Pro Videos for TV and the Web! (Mid Penn Media Center, Palo Alto)
 Pen Turning (Woodcraft, San Carlos): (3 sessions)
 Introduction to Woodworking & Safety Classes (Woodcraft, San Carlos) (4 sessions)

Emeritus

Jazz from the Hill (2 sessions)

ONLINE Classes

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

UGotClass (previously approved)

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

Ed2Go (previously approved)

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

New ONLINE Classes from UGotClass

Coding Certificate
 Data Analysis Certificate
 Digital Marketing Certificate
 Project Management Certificate
 Social Media for Business Certificate

Continuing ONLINE Classes from UGotClass (Instructor Led Classes)

Applying Lean Sigma Practices to HR Functions
 Business Coaching Certificate
 Certificate in Accounting and Finance for Non-Financial Managers
 Certificate in Basic Game Design
 Certificate in Business Writing
 Certificate in Customer Service
 Certificate in Designing Webinars

Certificate in Google Tools
Certificate in Leadership Development (For Gen Y)
Certificate in Learning Styles
Certificate in Mastering Excel
Certificate in Non-Profit Administration
Certificate in Online Teaching
Certificate in Presentation Media
Certificate in Sales
Certificate in Teaching Adults
Certificate in Web Design
Certificate in Workplace Communication
Developing Cultural and Global Competence
Digital Marketing Certificate
Entrepreneurship Certificate
Foundations of Supply Chain Management
Gender in the Classroom
Generational Learning Styles
Graphic Design Software Essentials Certificate
Inbound Marketing Certificate
Instagram for Business
Introduction to 3D Printing
Introduction to Coding
Law for Non-Lawyers
Leading and Managing Virtual Teams Certificate
Lean Six Sigma
LEED v4 Green Associate Exam Prep & Study Group
Legal Office Administration
Management Certificate
Managing Social Change Certificate
Managing Social Media Platforms Certificate
Mastering Computer Skills for the Workplace
Mastering Video Marketing
Podcasting
Productivity & Time Management Certificate
Six Sigma Green Belt Certificate
Social Media and Online Tools for K-12 Teachers
Spanish for Medical Professionals
Strategic Project Management Skills for Human Resource Professionals
Stress Management in the Workplace
Substitute Teacher Preparation
Supervisory & Leadership Certificate
The Basics of Bookkeeping
Using Cell Phones in the Classroom
WordPress Certificate Only Available as a Certificate
Workplace Conflict Solutions Certificate
Your Workplace, Your Employees & The Law

New ONLINE Classes from ED2Go

A to Z Grant Writing II-Self Paced
Accounting Fundamentals-Self Paced
Achieving Success with Difficult People

Beginning Conversational French
Building Teams that Work
Certificate in Food, Nutrition, and Health
Certificate in Music Therapy and Sound Healing
Certificate in Women's Health Issues
Creating a Successful Business Plan
Creating Mobile Apps with HTML 5
Creating Web Pages
Creating WordPress Websites
Discover Digital Photography
Discover Sign Language
Empowering Students with Disabilities
Financial Analyst Suite
Front End Developer Suite
Fundamentals of Supervision and Management Suite
Get Assertive!
Global Health & Healing Bundle
Handling Medical Emergencies
High Performance Organization
Human Resource Management Suite
Intermediate QuickBooks 2017
Intermediate QuickBooks 2018
Intro to Illustrator CS6
Intro to InDesign CC
Intro to Mobile Security
Intro to PC Security
Intro to QuickBooks 2018
Keys to Effective Communication
Leadership
Mind Bodies Therapy Bundle
Personal Finance
Project Management Fundamentals
QuickBooks 2018 Series
Real Estate Investing
Small Business Suite
Speed Spanish
Start Your Small Business
The Keys to Effective Editing
Using Social Media in Business
Women's Health Bundle
Write Fiction Like a Pro

Continuing ONLINE Classes from Ed2Go (Instructor Led Classes)

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

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

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

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

Continuing ONLINE Classes from Ed2Go (Career Training Classes)

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

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the programs and classes in Community, Continuing and Corporate Education to be offered for Spring/Summer 2019 at Cañada College, College of San Mateo and Skyline College as well as off-campus locations.

BOARD REPORT NO. 18-11-5CA

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

The Board of Trustees makes appointments of members to the District's Bond Oversight Committee. The Committee is charged with the responsibility to assure voters that bond proceeds are expended only for construction, reconstruction, rehabilitation or replacement of College facilities in compliance with the ballot language approved by voters, and that no funds are used for teacher or administrator salaries or other operating expenses.

Staff recommends the appointment of Anne Campbell to serve as the senior representative member of the Bond Oversight Committee.

After serving two terms, Ms. Campbell recently retired as the San Mateo County Superintendent of Schools, where her priorities included closing the Achievement Gap, expanding access to quality early care and education, and creating 21st century schools for 21st century students. Prior to her role as County Superintendent, Ms. Campbell served as Superintendent of the Portola Valley School District and the Belmont-Redwood Shores School District. She has also served as a middle school principal, counselor, and teacher.

RECOMMENDATION

It is recommended that the Board appoint Anne Campbell to the Bond Oversight Committee for a term ending December 31, 2020.

BOARD REPORT NO. 18-11-6CA

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

**APPROVAL OF APPOINTMENTS TO
EDUCATIONAL HOUSING CORPORATION BOARD OF DIRECTORS**

The Bylaws of the Educational Housing Corporation stipulates that appointments to its Board of Directors be made by the San Mateo County Community College District Board of Trustees. There are two directors who are eligible for re-appointment to a second term:

- Karen Schwarz, Trustee, San Mateo County Community College District
- Kathryn “Kate” Browne, Professor and Academic Senate President, Skyline College

RECOMMENDATION

It is recommended that the Board reappoint Karen Schwarz and Kathryn Browne to the Educational Housing Corporation Board of Directors for terms ending December 31, 2021.

BOARD REPORT NO. 18-11-100B

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 2.03 – College Presidents**
- Policy 2.10 – Selection Procedures**
- Policy 2.12 – Employee Rights and Protection, Domestic Partner Rights, and Whistleblower Protection**
- Policy 2.13 – Dissemination of Employee Information**
- Policy 2.15 – Collective Bargaining**
- Policy 2.52 – Local Law Enforcement**
- Policy 3.00 – Applicability of Chapter III Policies**
- Policy 3.15 – Employee Requirements**

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 2.03: College Presidents – No changes are recommended to the content of the policy.
- Policy 2.10: Selection Procedures – Minor update is recommended to accurately reflect referenced materials.
- Policy 2.12: Employee Rights and Protection, Domestic Partner Rights, and Whistleblower Protection – No changes are recommended to the content of the policy.
- Policy 2.13: Dissemination of Employee Information – No changes are recommended to the content of the policy.
- Policy 2.15: Collective Bargaining – No changes are recommended to the content of the policy.
- Policy 2.52: Local Law Enforcement – Minor update is recommended to reflect change from campus-level to district-level public safety operations.
- Policy 3.00: Applicability of Chapter III Policies – Minor update is recommended to accurately reflect full and accurate name of referenced collective bargaining unit.
- Policy 3.15: Employee Requirements – Minor update is recommended to accurately reflect full and accurate name of referenced collective bargaining unit.

RECOMMENDATION

It is recommended that the Board approve the revisions to the above referenced Board Policies as outlined in the attached documents.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.03 (BP 2431, 2432, 2435)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.03 College Presidents
Revision Date: 3/12; **Reviewed 11/18**
Policy References: Title 5 Sections 53000 et seq.; ACCJC Accreditation Standards III.A.5, IV.B, IV.C.3 and IV.D.4

1. The Board of Trustees and Chancellor shall employ a President at each of the three Colleges within the District. In the case of a presidential vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.
2. The Chancellor shall delegate to each College President the executive responsibility for leading and directing the College operations including Administrative Services, the Office of the President, the Office of the Vice President of Instruction, the Office of the Vice President of Student Services, Research, Marketing, and Public Relations.
3. The College President shall establish administrative procedures necessary for the operation of the College.
4. The College President shall perform all duties specifically required or assigned to him/her by the statutes of the State of California, by the Chancellor and by the Board of Trustees of the San Mateo County Community College District.
5. The College President will be evaluated by the Chancellor and Board of Trustees annually based upon goals previously established and agreed upon by the Chancellor, Board of Trustees and the College President and in accordance with any other provision of the Contract for Employment for College President.
6. The compensation of the College President shall be in accordance with the pay schedule established for the College President and placement of the salary in the range shall be made by mutual consent between the Chancellor and the College President.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.10 (BP 7120)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.10 Selection Procedures
Revision Date: 5/10; 11/18
Policy References: Education Code Sections 70901.2, 70901(b)(7), 70901(d), 87100 et seq., 87400, 87458 and 88003; Title 5 Sections 53000 et seq. and 51023.5; ACCJC Accreditation Standard III.A.1

The Chancellor and the College Presidents shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

1. An Equal Opportunity plan shall be implemented according to Title 5 and Board Policy 2.20.
2. Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.
3. The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures incorporating the Academic Senate's mandated role in local decision making.
4. The criteria and procedures for hiring classified employees shall be established after first affording CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision making.
5. The Chancellor and the College Presidents, after appropriate consultation with faculty and administration, shall identify faculty positions to be filled to meet changing enrollments or changing curricular demands at the Colleges.
6. The selection process to be followed in hiring faculty is specified in the Faculty Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
7. The selection process to be followed in hiring classified staff and managers is specified in the **Administrative and Classified Staff and Managers** Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
8. Campus authorities, in conjunction with the Office of Human Resources, shall determine salary placement for contract and regular faculty, classified staff and managers, and shall prepare all appropriate pre- and post-employment documents. Salary placement and related paperwork for hourly temporary faculty, short-term temporary employees and student assistants are prepared by the appropriate administrator at the College in collaboration with the Office of Human Resources and in accordance with collective bargaining agreements as applicable.
9. Formal notice of selection of regular faculty and classified staff shall be given by the Office of Human Resources to each person selected for employment for Board approval of the hiring.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.12 (BP 3900, 7510, and 7700)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.12 Employee Rights and Protection, Domestic Partner Rights, and Whistleblower Protection

Revision Date: 3/11; **Reviewed 11/18**

Policy References: Education Code Sections 87160-87164; Labor Code Section 1102.5, Government Code Section 53296, Private Attorney General Act of 2004 (Labor Code Section 2598); Family Code Sections 297-299; Affordable Care Act (29 U.S.C. 218C)

1. Any employee shall have:
 - a. The right that the employee has as a private citizen to support or oppose any political issue or candidate. Such activities must be conducted on the employee's own time and must not interfere with District or College operations. The employee shall take reasonable steps to clarify that he/she is acting in an individual capacity, does not represent the District, and that the position of the employee with respect to a political issue or candidate does not represent the position of the District.
 - b. The right to inspect materials in the employee's personnel files in accordance with provisions of the Education Code and applicable collective bargaining agreements.
 - c. The right to an appropriate process for resolution of any public charge against the employee which is taken under consideration, as well as appropriate process with respect to any action based solely on charges lodged anonymously.
 - d. The right to appear before the Board of Trustees, consistent with the Board's policies and legal requirements. The employee may apply for such appearance through the Chancellor who will make necessary arrangements for such appearances. The process set forth herein shall not limit the employee's right to address the Board through applicable open meeting laws, including, for example, the Brown Act.
 - e. Except as otherwise provided by law, employees shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Employees shall also have the right to refuse to join or participate in the activities of employee organizations, although the employee may be required, by terms of the collective bargaining agreement, to pay a service fee.
2. Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Insofar as permitted by California law, former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent. Therefore, all references to "spouses" in the District's policies and procedures shall be read to include registered domestic partners as permitted by California law.

BP 2.12 Employee Rights and Protection, Domestic Partner Rights, and Whistleblower Protection (continued)

3. The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity – intentional or negligent – that violates state or federal law, local ordinances, or District policy. The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices, and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation. Furthermore, District employees shall not:
 - (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or
 - (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this anti-retaliation policy, including discipline of those who violate it, up to and including termination of employment.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.13**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.13 Dissemination of Employee Information

Revision Date: 12/10; **Reviewed 11/18**

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1. For employment verification inquiries, the District shall provide only verification of employment, dates of employment, the location of assignment and position held or job title, and the gross salary of an employee.
 2. Upon the written permission of an employee, any information about the employee may be released. In addition, information about an employee shall be furnished in compliance with law, a court order, subpoena, or to an official, employee or contractor of this District or another public agency, provided that such person has a legitimate reason to have the information. Except as otherwise authorized by law or in this policy, disclosure of employees' information and personal data to others, including but not limited to creditors, other governmental agencies or other individuals, is permitted only as authorized above.
 3. The District will promptly notify an employee whose employment records or personal data have been requested pursuant to law, subpoena or individual order.
 4. The District reserves the right to release information to the public regarding its employees provided there is good reason to do so and the release of such information would not be an unwarranted invasion of privacy.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.15 (BP 7140)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.15 Collective Bargaining
Revision Date: 5/09; **Reviewed 11/18**
Policy References: Government Code Sections 3540, et seq

1. The Government Code establishes the right of public school employees to select an employee organization as their exclusive representative in their employment relationships with the District. The Board shall enter into negotiations with the exclusive representative as provided by State law and, if agreement is reached, the Board shall execute a written document incorporating any such agreements which shall become binding on both parties to the agreement.
2. The agreement between the District and the exclusive representative shall be considered part of the established policy of the Board.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.52 (BP 3520)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.52 Local Law Enforcement
Revision Date: 12/11; 11/18
Policy References: Education Code Section 67381; 34 Code of Federal Regulations Section 668.46(b)(4)

1. ~~Each College in the~~ The District shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.
2. The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.
3. The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.
4. The District encourages accurate and prompt reporting of all crimes to campus public safety officers and the appropriate police agencies.
5. Professional mental health and religious counselors are exempt from reporting obligations. However, counselors are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

**CHAPTER 3: Certificated Personnel
BOARD POLICY NO. 3.00 (BP 7340)**

**BOARD POLICY
San Mateo County Community College District**

Subject: 3.00 Applicability of Chapter III Policies
Revision Date: 11/10; 11/18

The policies in this Chapter are applicable to all faculty except when noted in the policy. In addition, faculty ~~who are members of the faculty bargaining unit~~ are covered by the provisions of the current collective bargaining agreement between the District and the ~~San Mateo Community College American~~ Federation of Teachers, Local 1493, as approved by the Board of Trustees.

**CHAPTER 3: Certificated Personnel
BOARD POLICY NO. 3.15 (BP 7330)**

**BOARD POLICY
San Mateo County Community College District**

Subject: 3.15 Employment Requirements
Revision Date: 11/10; **Reviewed 11/18**
Policy References: Education Code Sections 87400, 87408, 87408.6

Prior to assuming their duties and as a condition of employment, all faculty members must:

1. Meet the minimum qualifications or equivalencies for community college teaching as adopted by the State Board of Governors and the District Board of Trustees.
2. File a Loyalty Oath.
3. Be fingerprinted.
4. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing members of the faculty shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.
5. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.
6. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).
7. Complete other paperwork required by the District or by the Federal, State or any other regulatory agency.