AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
Wednesday, March 25, 2020
Open Meeting at 6:00 p.m.
District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402
69-1647 Puako Beach Drive, Kamuela, HI 96743
Join this Zoom Meeting - https://smccd.zoom.us/j/173835844
Dial-In: 1-669-900-9128 – Meeting ID: 173 835 844

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

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

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

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

DISCUSSION OF THE ORDER OF THE AGENDA

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

20-3-1B Recognition by the Board of Trustees of District and College Classified Employees of the Year and Selection of Nomination to be forwarded to the State Chancellor’s Office

20-3-2B Contemporary Conversation Regarding Race, Class, Gender, Privilege and Equity

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM OTHER REPRESENTATIVE GROUPS

AFT, Local 1493
CSEA, Chapter 33
AFSCME, AFL-CIO, Local 829, Council 57
STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

20-3-2A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

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

20-3-1CA Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College

20-3-2CA Acceptance of the Institutional Effectiveness Partnership Initiative Grant

20-3-3CA Acceptance of Gifts and Donations by the District

Other Recommendations

20-3-102B Approval of Contract Award for College of San Mateo Edison Lot Project

INFORMATION REPORTS

20-3-2C Update on COVID-19 Response

20-3-3C Update on SMCCCD Chancellor and Skyline President Searches

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
BOARD REPORT NO. 20-3-1B

TO:       Members of the Board of Trustees
FROM:     Michael Claire, Interim Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, 574-6510

RECOGNITION BY THE BOARD OF TRUSTEES OF DISTRICT AND COLLEGE CLASSIFIED EMPLOYEES OF THE YEAR AND SELECTION OF NOMINATION TO BE FORWARDED TO THE STATE CHANCELLOR’S OFFICE

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

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

At the March 25, 2020 Board meeting, the San Mateo County Community College District Board of Trustees will honor each of the classified employees nominated by the Colleges and the District Office. The Board will also announce which nominee’s information will be forwarded to the State Chancellor’s Office.
BOARD REPORT NO. 20-3-2A

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim 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)

Cañada College

Mayra Arellano
Director of High School Transitions And Dual Enrollment (Grant Funded) (NP)

Reassigned from College Recruiter (Grade 175S of the Classified Professional/Supervisory Salary Schedule 40) into this temporary academic supervisory assignment at Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35, effective July 1, 2020. This position was previously Board approved on August 22, 2019.

Ameer Thompson*
Dean of Science & Technology

New administrative employment effective July 1, 2020, replacing Janet Stringer who resigned.

District Office

Lauren Ford
Interim Director of Strategic Initiatives and Planning

Reassigned from Project Director (Promise Scholars Program) (Grade 175S of the Classified Professional/Supervisory Salary Schedule 40) into this academic supervisory assignment at Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35, effective March 26, 2020. This position was previously Board approved on January 9, 2019.

B. PUBLIC EMPLOYMENT


None
2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

Cañada College

Stephen Soler  
Admissions and Records  
Enrollment Services  
Assistant III

Reassigned from a full-time, 12-month Office Assistant II (Grade 18 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 24 of the same salary schedule, effective March 26, 2020, replacing Liliana Garcia Arteaga who was reassigned.

District Office

Maria Lourdes Aquino  
Contract Specialist  
General Services  
(Measure H)

Reassigned from a full-time, 12-month Accounting Technician (Measure H) (Grade 24A of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 38 of the same salary schedule, effective March 26, 2020. This position was previously Board approved on March 28, 2019.

Skyline College

Minerva Velasquez  
Division Assistant  
Sciences/Math/Technology

Reassigned from a full-time, 12-month Admissions and Records Assistant III (Grade 24 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 27 of the same salary schedule, effective April 6, 2020, replacing Maggie Li who was reassigned.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. CHANGES IN STAFF ALLOCATION

Cañada College

1. Recommend creation of a new classification titled, “Director, Global Trade (funded by the Deputy Sector Navigator Grant)” at Grade 190E (salary range: $106,308 - $134,652) of the Academic-Classified Exempt Supervisory Salary Schedule (35), effective March 26, 2020. In addition, recommend a change in staff allocation to add one full-time, 12-month Director, Global Trade (funded by the Deputy Sector Navigator Grant) position in the Business/Workforce Division, effective March 26, 2020. This position is a temporary, grant-funded position effective March 26, 2020 through the expiration of the funding.

College of San Mateo
1. Recommend a change in staff allocation to add one full-time, 12-month Staff Assistant at Grade 21 (salary range: $54,192 - $69,264) of the Classified Salary Schedule (60) in the Student Life/SparkPoint/Promise department, effective March 25, 2020.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

   Canada College

   Margie Carrington  Director of Financial Aid  Enrollment Services

   Retirement effective March 31, 2020 with 32.5 years of District service. Eligible for District retiree benefits.

2. Post-Retirement

   None

3. Resignation

   District Office

   Tanya Aloise  Administrative Assistant  Facilities (Measure H)

   Resignation effective March 31, 2020 with 3.5 months of District service.

   Madeline Willett  Utility and Sustainability Specialist  Facilities

   Resignation effective March 25, 2020 with 1.5 years of District service.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

   College of San Mateo

   Daniel Mauldin  Building Inspection  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 qualification to teach in the Building Inspection 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:

None
BOARD REPORT NO. 20-3-1CA

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: Dr. Aaron McVean, Vice Chancellor, Educational Services and Planning, 358-6803

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

The addition of one course and two programs to and the deletion of four courses from the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, five courses are proposed to be offered in the distance education mode.

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

Furthermore, sixty-one courses and twenty-eight programs were modified.

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

RECOMMENDATION

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

Diana Tedone, Academic Senate President  
Cañada College

Jamillah Moore, President  
Cañada College

PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE

EDUCATION AND HUMAN DEVELOPMENT: EARLY CHILDHOOD EDUCATION

241 Administration II: Personnel and Leadership

ENGLISH AS A SECOND LANGUAGE

913 Reading and Listening - Speaking III
923 Grammar and Writing III
924 Grammar and Writing IV

KINESIOLOGY, ATHLETICS AND DANCE: DANCE

115.1 Mexican Folkloric Dance I
115.2 Mexican Folkloric Dance II
115.3 Mexican Folkloric Dance III
115.4 Mexican Folkloric Dance IV
121.1 Modern Dance I
121.2 Modern Dance II
121.3 Modern Dance III
121.4 Modern Dance IV
125.1 Salsa I
125.2 Salsa II
125.3 Salsa III
125.4 Salsa IV
130.1 Jazz Dance I
130.2 Jazz Dance II
130.3 Jazz Dance III
130.4 Jazz Dance IV
150.1 Hip Hop I
150.2 Hip Hop II
150.3 Hip Hop III
150.4 Hip Hop IV
151.1 Social Dance I
151.2 Social Dance II
151.3 Social Dance III
151.4 Social Dance IV
391 Dance Composition - Theory and Choreography
400.1 Dance Performance and Production I
400.2 Dance Performance and Production II
400.3 Dance Performance and Production III
400.4 Dance Performance and Production IV

KINESIOLOGY, ATHLETICS AND DANCE: DANCE

141.1 Soccer I
186 Basketball: Individual Skill Development

PHILOSOPHY

175 Modern Philosophy

PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE

ART

351 Basic Black and White Photography
352 Intermediate Black and White Photography

PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE

ART

Studio Arts – AA Degree Program
Studio Arts – Associate in Arts Degree for Transfer
PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

COURSE DESCRIPTIONS AND JUSTIFICATIONS

FIRE TECHNOLOGY

680MD  FIRE ACADEMY PREPARATION (2) (day or evening)

Justification: Students entering the fire academy do not always possess the physical fitness required to successfully complete the course. This is especially true for female students, who do not possess the upper body strength necessary for basic firefighter skills. There is also a lack of knowledge and skills tied to basic tool use. Introduction to the tools and equipment used in the academy will allow students to determine if this is really the right career for them without overcommitting themselves. We have a directive from State Fire Training (accrediting body) as well as our advisory board to encourage more females and minorities to participate in the fire service.

Prerequisite: FIRE 715 with a minimum grade of C or equivalent course from another accredited California Community College Fire Technology program.

Recommended Preparation: Eligibility for ENGL 100 or ENGL 105.

Description: This course will prepare students for participation in the Firefighter Academy. Students will receive an introduction to the daily requirements of a firefighter, apparatus and equipment used for rescue and fire suppression, tool identification and use, mechanical aptitude, and rope rescue practices. Students will perform physical exercises using fire hose, ladders, ropes, tool operations, personal protective equipment, and stairs. Students will learn to apply the health and wellness techniques for longevity in a fire service career through proper body mechanics, lifting techniques, and physical conditioning principles.

Classification: AA/AS Degree; not transferable.
BUSINESS

  177  Marketing for Entrepreneurs
  178  Business Law for Entrepreneurs
  179  Human Resources for Entrepreneurs

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO

DANCE

  117.1  Tap Dance I
  117.2  Tap Dance II
  117.3  Tap Dance III
  117.4  Tap Dance IV

ETHNIC STUDIES

  101  Latin American and Indigenous Peoples History and Culture
  109  Borders and Crossings

SOCIAL SCIENCE

  302  Pharmacology and Physiological Effects of Alcohol and Other Drug Abuse

SOCIOLOGY

  121  Introduction to Research Methods

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

SOCIAL SCIENCE

  302  Pharmacology and Physiological Effects of Alcohol and Other Drug Abuse

PROPOSED PROGRAM ADDITION – COLLEGE OF SAN MATEO

College of San Mateo proposes to offer an Associate Degree, Associate Degree for Transfer, Associate Degree for UC Transfer and/or Certificate of Achievement (16 units or more, state approved), and/or Certificate of Specialization (fewer than 16 units, not state approved) in the following programs:

COMPUTER AND INFORMATION SCIENCE

  Applied Python Programming – Certificate of Specialization (15 units)

ETHNIC STUDIES

  Social Justice Studies – Associate in Arts Degree for Transfer (18-19 units)

PROPOSED PROGRAM INACTIVATIONS – COLLEGE OF SAN MATEO

  Entrepreneurship: From Idea to Success – Certificate of Specialization
  Office Management – Certificate of Achievement
PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO

BUSINESS

- Business Administration – Associate in Science Degree
- Business Management – Associate in Arts Degree
- Business Management – Certificate of Achievement

DIGITAL MEDIA

- Digital Media: Applied Audio and Video Production – Certificate of Specialization
- Digital Media: Broadcast and Electronic Media – Associate in Arts Degree
- Film, Television, and Electronic Media – Associate in Science Degree for Transfer

HISTORY

- History – Associate in Arts Degree for Transfer

KINESIOLOGY

- Specialized Pilates Instructor – Certificate of Achievement

MANAGEMENT

- Marketing – Associate in Science Degree
- Small Business Management – Certificate of Specialization

SOCIOLOGY

- Sociology – Associate in Arts Degree for Transfer
PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE

COMMUNICATION STUDIES

680SB FORENSICS

Justification: This experimental course offering was replaced by permanent course COMM 172.

813 SPEECH FOR NON-NATIVE SPEAKERS

Justification: This course has not been offered since 2011 and has no impact on students completing General Education or Communication Studies major requirements.

JOURNALISM

301 ONLINE NEWSPAPER STAFF
302 NEWSPAPER WORKSHOP

Justification: These courses have been inactive for a number of years and are obsolete in the current department course sequencing.

PROPOSED CURRICULAR INACTIVATIONS – SKYLINE COLLEGE

ACCOUNTING

151 Intermediate Accounting I
152 Intermediate Accounting II
153 Intermediate Accounting III
155 Cost Accounting

BIOLOGY
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>675</td>
<td>Honors Colloquium in Biology</td>
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<tr>
<td></td>
<td><strong>COMMUNICATION STUDIES</strong></td>
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<tr>
<td>B10</td>
<td>Health Communication</td>
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<td><strong>PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE</strong></td>
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<tr>
<td>104</td>
<td>Concepts of Criminal Law</td>
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<td>123</td>
<td>Police Field Operations</td>
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<td></td>
<td><strong>COMMUNICATION STUDIES</strong></td>
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<td>150</td>
<td>Intercultural Communication</td>
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<td></td>
<td><strong>GEOGRAPHY</strong></td>
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<tr>
<td>100</td>
<td>Physical Geography</td>
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<tr>
<td>101</td>
<td>Physical Geography Lab</td>
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<td>110</td>
<td>Cultural Geography</td>
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<td>150</td>
<td>World Regional Geography</td>
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<tr>
<td>300</td>
<td>Geographic Information Science</td>
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<td><strong>JOURNALISM</strong></td>
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<tr>
<td>330</td>
<td>Intermediate Newspaper Staff</td>
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<tr>
<td>340</td>
<td>Intermediate Advanced Newspaper Staff</td>
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<tr>
<td>350</td>
<td>Advanced Newspaper Staff</td>
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<tr>
<td>695</td>
<td>Independent Study in Journalism</td>
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<td></td>
<td><strong>POLITICAL SCIENCE</strong></td>
</tr>
<tr>
<td>130</td>
<td>International Relations</td>
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<tr>
<td>210</td>
<td>American Politics</td>
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<td></td>
<td><strong>PSYCHOLOGY</strong></td>
</tr>
<tr>
<td>110</td>
<td>Courtship, Marriage and Family</td>
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<tr>
<td>310</td>
<td>Positive Psychology</td>
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<td><strong>SOCIOLOGY</strong></td>
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<td>Courtship, Marriage and Family</td>
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<td><strong>PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE</strong></td>
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<tr>
<td>104</td>
<td>Concepts of Criminal Law</td>
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<td></td>
<td><strong>ADMINISTRATION OF JUSTICE</strong></td>
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</tbody>
</table>
GEOGRAPHY

300 Geographic Information Science

POLITICAL SCIENCE

130 International Relations
210 American Politics

PROPOSED PROGRAM INACTIVATIONS – SKYLINE COLLEGE

ACCOUNTING

Advanced Accounting – Certificate of Achievement
Enrolled Agent Exam Preparation – Certificate of Achievement

PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE

BIOLOGY

Biology for Transfer – Associate in Science Degree for Transfer

BUSINESS

Business Administration for Transfer – Associate in Science Degree for Transfer

EDUCATION/CHILD DEVELOPMENT

Children with Special Needs Area of Specialization – Skills Certificate
Early Childhood Education – Certificate of Achievement
Early Childhood Education Administration – Career Certificate
Elementary Teacher Education for Transfer – Associate in Science Degree for Transfer
Foundations in Early Childhood Education – Career Certificate
Infant/Toddler Care Area of Specialization – Skills Certificate

HEALTH SCIENCE

Public Health Science for Transfer – Associate in Science Degree for Transfer

JOURNALISM

Journalism for Transfer – Associate in Arts Degree for Transfer

PHILOSOPHY

Philosophy for Transfer – Associate in Arts Degree for Transfer
PHYSICS

Physics for Transfer – Associate in Science Degree for Transfer

POLITICAL SCIENCE

Political Science for Transfer – Associate in Arts Degree for Transfer

SPANISH

Spanish for Transfer – Associate in Arts Degree for Transfer
San Mateo County Community College District March 25, 2020

BOARD REPORT NO. 20-3-2CA

TO:    Members of the Board of Trustees

FROM:  Michael Claire, Interim Chancellor

PREPARED BY:  Dr. Jannett Jackson, Interim President, Skyline College, 738-4111

ACCEPTANCE OF THE INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE (IEPI) GRANT

The State Chancellors Office’s Institutional Effectiveness Partnership Initiative (IEPI) has granted Skyline College a one-year award of $200,000 to provide support with developing the Equity Institute (EI). One of Skyline College’s primary goals is to advance cultural fluency and educational equity within the District and throughout the nation. The grant will allow the EI to draw on the expertise and innovation from within the community college system to advance effective practices for equitable student success.

The grant funding areas of focus:

1) Establish the position of a Faculty Liaison for the Equity Institute to insure that EI work is informed by an instructors lens and practice.

2) Support the efforts of faculty, staff and administrators that serve as facilitators and collaborators for the EI.

3) Creation of a Business Plan and Marketing Plan for the EI to insure that internal and external partners are clear on the role that EI plays within the SMCCCD system.

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the Institutional Effectiveness Partnership Initiative (IEPI) grant for Skyline College in the amount of $200,000 for a one-year period from the start date, to be determined.
<table>
<thead>
<tr>
<th>Area of Focus</th>
<th>Objective</th>
<th>Responsible Person</th>
<th>Target Date for Achievement</th>
<th>Action Steps</th>
<th>Measure of Progress</th>
<th>Status As of Date: 12/6/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Establish Equity Institute as internal and external, revenue generating effort</td>
<td>1. Develop and implement guidebook and teaching slide deck for <em>Delivering Student-Ready STEM Education: Critical Competencies for Student Success</em></td>
<td>Lasana O. Hotep, Executive Director of Equity Institute</td>
<td>May, 2020</td>
<td>a. Create and publish guidebooks for STEM Equity Academy</td>
<td>a. Completion of Guidebooks</td>
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<td>2. Develop and implement guidebook and teaching slide deck for <em>Cultivating Equity-Minded Student Services Professionals: Critical Competencies for Student Success</em></td>
<td>Ingrid Vargas, Dean of PRIE</td>
<td></td>
<td>b. Create and publish guidebooks for Student Services Equity Academy</td>
<td>b. Guidebooks used in facilitating the Institutes</td>
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<td>3. Develop and implement a business plan for the EI through the BAEC</td>
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<td>c. Faculty, Professional Staff and Equity Fellows facilitate the Equity Academies from the Guidebooks</td>
<td>c. Participating colleges identified</td>
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<td>4. Conduct longitudinal research on impact of Equity Academies</td>
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<td>d. Draft, refine, and complete an EI business plan, and obtain approvals as needed.</td>
<td>d. EI Business Plan completed and approved</td>
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<td>e. Conduct longitudinal research to collect data and anecdotes of Equity Institute participants to understand which best practices they gained from the Institute and how they implemented or integrated those practices in their daily work as an instructor, manager, or professional staffer.</td>
<td>e. Skyline’s data analyzed</td>
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<td>i. Identify Colleges who may want to participate in a follow-up study, e.g., Case studies, longitudinal study</td>
<td>f. Students recruited</td>
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<td>ii. Analyze Skyline’s throughput data as the initial institution</td>
<td>g. Development and implementation of Evaluative Instrument</td>
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<td>iii. Include students in the Skyline longitudinal study</td>
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<td>iv. Work with the CTTL to develop and implement Equity Coaching Model.</td>
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<td>Area of Focus</td>
<td>Objective</td>
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<td>B. Intentionally collaborate with internal programs for cultural fluency development of faculty, staff and administrators</td>
<td>1. Collaborate with Center for Transformative Teaching and Learning to deliver Equity Academy modules during college flex days for feedback and to test efficacy</td>
<td>Lasana O. Hotep, Executive Director of Equity Institute</td>
<td>July 2020</td>
<td>a. With collaboratively with CTTL coordinator and SESP so that Equity Institute training is interwoven to supplement, not compete with, internal training &amp; flex days professional development</td>
<td>a. Modules presented at flex day and divisional meetings</td>
<td>a. In progress/ongoing (Action steps: a, c &amp; d)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dr. Jennifer Taylor-Mendoza, VP Instruction</td>
<td></td>
<td>b. Present modules at spring flex days</td>
<td>b. Feedback from flex day and divisional modules</td>
<td>b. Spring 2020 (Action step b)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dr. Angelica Garcia, VP Student Services</td>
<td></td>
<td>c. Schedule and present EA modules at Division meetings</td>
<td>c. Completion of hiring and onboarding process for Faculty Liaison</td>
<td>c. January 2020 (Action Step e)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dr. Safiyyah Forbes, Faculty Lead for Center for Transformative Teaching and Learning</td>
<td></td>
<td>d. Evaluate effectiveness of modules</td>
<td>d. Collaboration with CTTL &amp; SESP</td>
<td>d. March 2020 (Action step f)</td>
</tr>
<tr>
<td></td>
<td>2. Work with Division Deans to deliver presentations to Academic and Student Services Divisions for feedback and to test efficacy</td>
<td></td>
<td></td>
<td>e. Train faculty, staff and administrators for Equity Academies, including training the trainers</td>
<td>e. Training completed</td>
<td>e. Action step g - identified in focus area C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>f. Hire a Faculty Liaison to continue to co-develop Equity Academy curriculum</td>
<td>f. Roles and responsibilities defined, delineated, and disseminated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Train and support Skyline College faculty, staff and administrators as Equity Academy facilitators</td>
<td></td>
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<td></td>
<td>4. Hire a Faculty Liaison to continue to co-develop Equity Academy curriculum</td>
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</tr>
<tr>
<td></td>
<td>C. Campus wide communication roll out to ensure broad knowledge and ownership of Equity Institute</td>
<td>1. Make presentations to Academic, Classified and Student Senates about Equity Institute</td>
<td>Lasana O. Hotep, Executive Director of Equity Institute</td>
<td>July 2020</td>
<td>a. Deliver presentations to Senates</td>
<td>a. Presentations completed to Senates, faculty, staff, and administrators</td>
</tr>
<tr>
<td></td>
<td></td>
<td>President of Academic Senate</td>
<td></td>
<td>b. Develop messaging platform and documents in collaboration with MCPR – professional identity as well as social identity</td>
<td>b. March 2020 (Action step b)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>President of Classified Senate</td>
<td></td>
<td>c. Deliver “how to get involved” presentations to faculty, staff, and administrators</td>
<td>b. Establishment of messaging platforms</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cherie Colin, Director of MCPR</td>
<td></td>
<td>d. Incorporate communications into the Business Plan (BAEC)</td>
<td>c. Communications built into Business Plan (BAEC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conner Fitzpatrick, MCPR</td>
<td></td>
<td>e. Hire student worker for social media (in collaboration with MCPR – day to day: basic communications, polls, common misconceptions, tips, did you know?)</td>
<td>c. Marketing Strategies identified and implemented – Feb 2020, these strategies will be ongoing( Action step c &amp; e)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>f. Distribute, post on-line and share EI messaging (See Area of Operations Diagram)</td>
<td></td>
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<tr>
<td></td>
<td>2. Work collaboratively with MCPR to develop and implement messaging platforms and collateral for Equity Institute, to include timing and strategies for the different audiences, such as a style guide</td>
<td></td>
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<td></td>
<td>3. Develop and implement a “how to get involved” presentation and collateral for faculty, staff and administrators</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>4. Hire a Faculty Liaison to continue to co-develop Equity Academy curriculum</td>
<td></td>
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## Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

<table>
<thead>
<tr>
<th>Applicable Area(s) of Focus (Copy from table above.)</th>
<th>Applicable Objective(s) (Copy from table above.)</th>
<th>Description of Resource Needed (Refer to Action Steps above as appropriate.)</th>
<th>Cost of Resource</th>
</tr>
</thead>
</table>
| A. Establish Equity Institute as internal and external, revenue generating effort | 1. Develop and implement guidebook and teaching slide deck for *Delivering Student-Ready STEM Education: Critical Competencies for Student Success*  
2. Develop and implement guidebook and teaching slide deck for *Cultivating Equity-Minded Student Services Professionals: Critical Competencies for Student Success* | The Equity Institute pays each facilitator for the training, preparation and facilitation time.  
This is a protracted process that requires a lot of investment in terms of time and intellectual resources | $80,000 |
| B. Intentionally collaborate with internal programs for cultural fluency development of faculty, staff and administrators | 4. Hire a Faculty Liaison to continue to co-develop Equity Academy curriculum | The ideas, scholarship and strategies for the Equity Academies are developed during think tank sessions with faculty. The EI needs a faculty member that is reassigned to support the development of academies and other EI trainings. | $75,000 |
| C. Campus wide communication roll out to ensure broad knowledge and ownership of Equity Institute | 2. Work collaboratively with MCPR to develop and implement messaging platforms and collateral for Equity Institute, to include timing and strategies for the different audiences, such as a style guide  
3. Develop and implement a “how to get involved” presentation and collateral for faculty, staff and administrators | There are multiple constituencies that the EI must communicate with, including the Skyline College campus community, colleagues at other colleges, and potential corporate clients. The EI needs support from a marketing firm to develop the messaging and materials to clearly communicate our goals. | $45,000 |

**Total IEPI Resource Request (not to exceed $200,000 per college)** | $200,000 |
<table>
<thead>
<tr>
<th>Approval</th>
<th>Collegial Consultation with the Academic Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>Academic Senate President</td>
</tr>
<tr>
<td>Name: JANETT N JACKSON, PhD</td>
<td>As applicable; duplicate if needed for district level</td>
</tr>
<tr>
<td>Signature or E-signature:</td>
<td>IAEP</td>
</tr>
<tr>
<td>12/12/2019</td>
<td></td>
</tr>
<tr>
<td>Name: KATE WILLIAMS BROWNE</td>
<td>Date: 12/12/2019</td>
</tr>
<tr>
<td>Signature or E-signature:</td>
<td></td>
</tr>
</tbody>
</table>
SANTA CLARITA COMMUNITY COLLEGE DISTRICT

INNOVATION AND EFFECTIVENESS GRANT AGREEMENT

San Mateo County Community College District

This Innovation and Effectiveness Grant Agreement (“Agreement”) is between Santa Clarita Community College District (“SCCCD”), a California community college district and political subdivision of the State of California, and San Mateo County Community College District (“Applicant District”). S CCCD and Applicant District are also referred to collectively as “Parties” and individually as “Party.”

APPLICANT DISTRICT ACKNOWLEDGMENTS AND RESPONSIBILITIES:

1. **Project Implementation**— Applicant District must submit a completed Innovation and Effectiveness Grant Application (“Application”) attached hereto as Exhibit A and made a part hereof. Applicant District will work to complete the Project as defined in Application based on Innovation and Effectiveness Plan.

2. **Grant Funding**— Applicant District shall receive funding in the amount listed on the Application within thirty (30) days of District’s receipt of a fully-executed Agreement.

3. **Term**— Applicant District will have a period of twelve (12) months from the date of last signature on this Agreement to expend the funds received through the Institutional Effectiveness Partnership Initiative (IEPI) program (“Term”). Any request for extension will be subject to the written approval of SCCCD. Any unused funds will be required to be returned per SCCCD’s directions.

4. **Quarterly Reports**— Applicant District agrees to complete and submit quarterly progress and expenditure reports beginning the end of the first full quarter, documenting the progress and funds expended to date per the Application within twenty (20) days of the end of each quarter. The end dates of each quarter are as follows: March 31, June 30, September 30 and December 31. Applicant District must use the Quarterly Report template attached hereto as Exhibit B. If Applicant District’s quarterly expenditures are lower than expected, Applicant District must provide additional information and indicate the timeframe in expending the balance.

5. **Final Report**— Applicant District agrees to complete and submit a report to SCCCD, documenting the impact and results of the College Innovation and Effectiveness Plan and grant funding, and the final accounting within twenty (20) days of the end of the twelve (12) month Term, including proof of expenditure i.e., District check, and invoice. Applicant District must use the template attached hereto as Exhibit B.

6. **Document Retention**— In accordance with State requirements regarding the use of Grant funds, Applicant District agrees to: (a) maintain financial records in accordance with generally accepted accounting practices regarding the use of funding received for this Project including, but not limited to, original documentation; and (b) preserve and make available all records related to this Project for examination by SCCCD, Chancellor’s Office, and/or their duly authorized representatives or agents for three (3) years after the completion of the Grant.

7. **Changes to Application/Agreement**— Applicant District understands and agrees that no changes will be made to the approved expenditures after SCCCD has approved the Application without written authorization by SCCCD. Unauthorized changes will not be paid by SCCCD.

8. **Regulatory Compliance**— By signing this Application and Agreement and accepting Grant funding, Applicant District agrees that it will comply with all California Education Codes, Public Contract Codes, other applicable laws and regulations and Applicant District’s policies and procedures.

9. **Indemnification**— Applicant District agrees to defend, hold harmless and indemnify SCCCD, its parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys’ fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by Applicant District, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by SCCCD. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability and shall survive the termination of this Agreement.
SCCCDD agrees to defend, hold harmless and indemnify Applicant District, its parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys’ fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by SCCCDD, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by Applicant District. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability and shall survive the termination of this Agreement.

10. **Assumption of Risk** - Applicant District hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action occurring to Applicant District arising in any way whatsoever as a result of engaging in the activities described in the Application or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue. Applicant District does for itself, its heirs, executors, administrators and assigns hereby release, waive discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for itself, and agrees that under no circumstances will it or its heirs, executors, administrators and assigns prosecute, present any claim against the SCCCDD or any of its officers, agents, or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

11. **Trademark/Logo Use**. Applicant District must obtain written approval from SCCCDD’s Public Information Office (“PIO”) to use SCCCDD’s name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, PIO will furnish Applicant District with camera-ready artwork for such use. SCCCDD, at its sole discretion, may limit or otherwise place conditions on Applicant District's use of SCCCDD’s name, and/or logos in which case such limitations shall be incorporated into this Agreement. Applicant District shall not revise, change, or otherwise alter any material related to SCCCDD’s name and/or logo without written consent from SCCCDD.

12. **Creative Commons Attribution License**: Applicant District agrees that any works created under the Institutional Effectiveness and Technical Assistance Grant funded by the California Community Colleges Chancellor’s Office carries the Creative Commons Attribution License that gives permission to the public to reproduce, distribute, perform, display, or adapt the licensed materials for any purpose so long as the user gives attribution to the author.

13. **Termination**. Either Party may, at any time, with or without cause, terminate this Agreement by providing at least thirty (30) days written notice to the other Party prior to the requested termination date. In such case, SCCCDD shall compensate Applicant District only for services satisfactorily rendered to the date of termination. Written notice by SCCCDD shall be sufficient to stop further performance of services by Applicant District. In such case, notice shall be deemed given when received by the Applicant District or no later than three (3) days after the day of mailing, whichever is sooner.

14. **Assignment**. The obligations of the Applicant District pursuant to this Agreement shall not be assigned by the Applicant District without the express, written approval of the SCCCDD.

15. **Compliance With Applicable Laws**. The Applicant District’s obligations completed herein must meet the approval of the SCCCDD and shall be subject to the SCCCDD’s general right of inspection to secure the satisfactory completion thereof. Applicant District agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Applicant District, Applicant District's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations (“Rules”). If Applicant District fails to comply with any applicable Rule, Applicant District shall address the issue immediately at no additional cost to SCCCDD.

16. **Permits/Licenses**. Applicant District and all Applicant District’s employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.

17. **Entire Agreement/Amendment**. This Agreement constitutes the entire agreement and understanding between the Parties, and is a complete and exclusive statement of the terms of the Parties’ agreement pursuant to Code of Civil Procedure Section 1856. This Agreement cannot be modified orally, and is to be modified only by a written instrument executed by the Parties.

The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing, duly approved by SCCCDD’s Board of Trustees, and executed by the Parties after the release of this Agreement. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (a) provisions set forth in this Agreement, (b) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference.

18. **Exhibits**. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof.
19. **Interpretation.** In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against SCCCD on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Sections or other provisions of this Agreement. Any reference in this Agreement to a Section, unless specified otherwise, shall be a reference to a Section of this Agreement.

20. **Non-Discrimination.** Applicant District agrees not to engage in unlawful discrimination in the employment of persons, or in the acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by SCCCD, on the basis of 1. race, color, religion, nationality, national origin, ancestry, sex, gender, gender identity, gender expression, ethnicity, age, medical condition, mental or physical disability, marital status, sexual orientation or Vietnam-era veteran status.

21. **Non-Waiver.** The failure of SCCCD or Applicant District to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

22. **Notice.** All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this Agreement:

| District: | Santa Clarita Community College District  
| Attn: Assistant Superintendent/VP Business Services  
| 26455 Rockwell Canyon Road  
| Santa Clarita, CA 91355  
| Phone: (661) 362-3476  
| Fax: (661) 362-5480 |

| Applicant District: | San Mateo County Community College District  
| Skyline College - Equity Institute  
| 3401 CSM Drive  
| San Mateo, CA 94402  
| Phone: (650) 738-7935  
| hotepl@smccd.edu |

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

23. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

24. **Governing Law.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Los Angeles, California.

<table>
<thead>
<tr>
<th>APPLICANT DISTRICT</th>
<th>BOARD-AUTHORIZED APPROVER</th>
<th>SANTA CLARITA COMMUNITY COLLEGE DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BY: Signature of Authorized Representative</td>
<td>Print Name Bernata Slater</td>
<td>BY: Signature of Authorized Representative</td>
</tr>
<tr>
<td>Print Name</td>
<td>Diane Fiero</td>
<td>Print Title Acting Deputy Chancellor</td>
</tr>
<tr>
<td>Print Title Chief Financial Officer</td>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

Revised 3/26/19
### 4. Tax Certification: SUBSTITUTE IRS FORM W-9 (Rev. December 2014), Request for Taxpayer Identification Number and Certification

**Print or type**

Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

San Mateo County Community College District

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

- Individual/Sole Proprietor or single-member LLC - Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited Liability Company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ___
- Other ►

Exemptions (codes apply only to certain entities, not individuals)

- Exempt payee code (if any) ____. Exemption from FATCA reporting code (if any) ________.

Address (number, street, and apt. or suite no.)

3401 CSM Drive

City, state, and ZIP code

San Mateo, CA 94402

Requester's name and address:

Santa Clarita Community College District
26455 Rockwell Canyon Road
Santa Clarita, CA 91355

**Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3 of the complete IRS Form W-9 (see link below). For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3 of the complete IRS Form W-9 (see link below). **Note.** If the account is in more than one name, see the chart on page 4 of the complete IRS Form W-9 (see link below) for guidelines on whose number to enter. **InSTRUCTIONS:** See complete 0105 Form W-9 Request for Taxpayer Identification Number and Certification at [www.irs.gov/formspubs/index.html](http://www.irs.gov/formspubs/index.html).

**Social Security Number**

[ ____________ ]

**Or**

**Employer Identification Number**

[ 9 4 3 0 8 4 1 4 7 ]

**Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined in the complete IRS Form W-9); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out the Business name/disregarded entity name above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, the Business name/disregarded entity name does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions, page 3 of the complete IRS Form W-9.

**Sign Here**

Signature of U.S. person ►

Date ►

Revised 3/26/19
## EXHIBIT A

### SANTA CLARITA COMMUNITY COLLEGE DISTRICT ("SCCCD")

**Application**

**Innovation and Effectiveness Grant Request**

<table>
<thead>
<tr>
<th>PROJECT #</th>
<th>THIS BOX TO BE COMPLETED BY SCCCD</th>
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</table>

### DISTRICT INFORMATION ("Applicant District")

<table>
<thead>
<tr>
<th>District</th>
<th>San Mateo County Community College District</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>Skyline College</td>
</tr>
<tr>
<td>Name</td>
<td>San Bruno, CA 94066</td>
</tr>
</tbody>
</table>

### APPLICANT DISTRICT/COLLEGE CONTACT INFORMATION

**Primary (District)**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Bernata Slater</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:slaterb@smccd.edu">slaterb@smccd.edu</a></td>
</tr>
<tr>
<td>Telephone</td>
<td>1-650-358-6755</td>
</tr>
</tbody>
</table>

**Secondary (College)**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Lasana O. Hotep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Executive Director, Equity Institute</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:hotepl@smccd.edu">hotepl@smccd.edu</a></td>
</tr>
<tr>
<td>Telephone</td>
<td>1-650-738-4179</td>
</tr>
</tbody>
</table>

### DESCRIBE THE GRANT REQUEST AS STATED IN YOUR INNOVATION AND EFFECTIVENESS PLAN:

A. Establish Equity Institute as internal and external, revenue generating effort
B. Intentionally collaborate with internal programs for cultural fluency development of faculty, staff and administrators
C. Campus wide communication roll out to ensure broad knowledge and ownership of Equity Institute

### TERM (NOT TO EXCEED TWELVE (12) MONTHS):

12

### AMOUNT REQUESTED:

$200,000 (not to exceed $200,000)

Please attach:

- Attachment A - Application Budget Summary
### Attachment A
#### Application Budget Summary

<table>
<thead>
<tr>
<th>Object Code of Expenditure</th>
<th>Object Code Description</th>
<th>Project Funds Requested</th>
<th>Detailed Description of Proposed Expenditure</th>
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<tr>
<td>5000</td>
<td>Other Operating</td>
<td>$10,000</td>
<td>Consultant for Enrollment Management</td>
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<tr>
<td>1000</td>
<td>Instructional Salaries</td>
<td>135,000</td>
<td>Faculty Liaison to co-develop Equity Academy curriculum and Faculty Equity Institute Facilitators</td>
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<tr>
<td>2000</td>
<td>Non-Instructional Salaries</td>
<td>20,000</td>
<td>Classified Equity Academy Facilitators</td>
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<td>4000</td>
<td>Supplies and Materials</td>
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<td>Marketing materials</td>
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<td>5000</td>
<td>Other Operating</td>
<td>35,000</td>
<td>Communication and marketing</td>
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<tr>
<td></td>
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<td><strong>TOTAL:</strong> 200,000</td>
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</tbody>
</table>

**NOTE:** Fringe benefits and indirect costs are not allowable expenditures under the Grant.
Attachment B
Innovation and Effectiveness Plan

[ATTACH COMPLETED IEPI PLAN]
## EXHIBIT B
IEPI Innovation and Effectiveness Grant Progress Report

### District Name
San Mateo County Community College District

### College Name
Skyline College

<table>
<thead>
<tr>
<th>Object of Expenditure</th>
<th>Budget</th>
<th>1st Quarter Expenditure</th>
<th>1st Quarter Balance</th>
<th>2nd Quarter Expenditure</th>
<th>2nd Quarter Balance</th>
<th>3rd Quarter Expenditure</th>
<th>3rd Quarter Balance</th>
<th>Final Expenditure</th>
<th>Final Unspent Balance</th>
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<tr>
<td>1000 Instructional Salary</td>
<td>135,000</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
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<tr>
<td>2000 Noninstructional Salary</td>
<td>20,000</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
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<td>[INSERT]</td>
<td>[INSERT]</td>
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<tr>
<td>3000 Employee Benefits</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4000 Supplies and Materials</td>
<td>10,000</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
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<tr>
<td>5000 Other Operating</td>
<td>35,000</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
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<tr>
<td>6000 Capital Outlay</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
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<td>[INSERT]</td>
<td>[INSERT]</td>
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<td>[INSERT]</td>
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<tr>
<td>7000 Other Outgo</td>
<td>[INSERT]</td>
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<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>200,000</strong></td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
<td>[INSERT]</td>
</tr>
</tbody>
</table>

Summary of implementation of activities and expenditures: **Please see attached.**

If expenditures are lower than expected, or might appear to be lower than expected given the reporting period, please include a short description of the expected expenditures through the remaining period of the grant, and indicate whether you expect there to be an unexpended balance at the end of the one-year period of your grant:

[INSERT]

*Employee or fringe benefits are not allowable expenditures of monies awarded under this grant.*
BOARD REPORT NO. 20-3-3CA

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: Cirilo Espinoza, Executive Assistant to the Board of Trustees, 358-6753

ACCEPTANCE OF GIFTS AND DONATIONS 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

Title Description of Donated Item/Equipment: Scoreboards
Donor’s Estimated Value: $103,828.59
Donation to be specifically used for: Donated to the San Mateo County Community College District for the replacement of existing scoreboards at all three campuses.

DONOR

International Brotherhood of Electrical Workers (IBEW) Local 617
1701 Leslie Street
San Mateo, CA 94402

RECOMMENDATION

It is recommended that the Board accept the gift listed above.
BOARD REPORT NO. 20-3-102B

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning Maintenance & Operations, 358-6836

APPROVAL OF CONTRACT AWARD FOR COLLEGE OF SAN MATEO EDISON LOT PROJECT

The College of San Mateo Edison Lot Project involves the demolition of all existing on-site structures (Building 20, the Greenhouse, and the lath house) and vegetation within the project change site. The construction of a single surface parking lot containing up to 218 uncovered parking stalls include nine (9) handicapped stalls and eleven (11) EV charging stations which would provide centrally located, convenient parking for college staff, faculty and students. The project would include associated landscape, storm drain, lighting, signage, and security improvements as well as the extension of underground chilled water utilities for the future building hook up.

The Facilities Planning Department, with support from Noll and Tam Architects, procured the project through the competitive bidding process. An advertisement for this construction opportunity (Bid #86809) was released through the PlanetBids online bidding system. A formal Advertisement to Bid was published in a local newspaper for two consecutive weeks on February 3 and February 10, 2020. A total of eight (8) general contractors attended the mandatory pre-bid conferences on February 13 and February 19, 2020.

On March 5, the District received two (2) bids for this project as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Galeb Paving, Inc.</td>
<td>$5,030,000</td>
</tr>
<tr>
<td>McQuire and Hester</td>
<td>$5,296,759</td>
</tr>
</tbody>
</table>

Subsequent to receiving the bids, Facilities conducted a due diligence investigation of the bid results to ascertain that Galeb Paving, Inc. is the lowest responsive responsible bidder and meets all the requirements of the project.

The project will be funded by Measure H general obligation bonds.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Interim Chancellor or designee to execute a contract with Galeb Paving, Inc. for the College of San Mateo Edison Lot Project, Bid # 86809, in an amount not to exceed $5,030,000 and authorization for an owner contingency of $250,000 to be used as needed to address any unforeseen site condition and additional contaminated soil off-hauling.
UPDATE ON COVID-19 RESPONSE

The District has been working for several weeks to ensure that students and employees are healthy and safe from COVID-19 and measures have been taken to limit the spread of the virus. To date, the District has migrated all in-person classes and student services to a distance learning or online modality. For those courses and student services that cannot be migrated to online or remote access, then those activities have been suspended.

This is an ongoing and evolving emergency and information and plans change at a rapid pace. The District is making every effort to facilitate remote work and distance learning and is refining operations, processes and policies to ensure District services.

The Board will receive an update on activities and plans at the meeting.
BOARD REPORT NO. 20-3-3C

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

UPDATE ON SMCCCD CHANCELLOR AND SKYLINE PRESIDENT SEARCHES

Searches are underway for the positions of chancellor of the District and president of Skyline College. Screening committees have met to interview candidates and finalists have been identified in both searches.

The Board will receive an update on these searches and will discuss the timing of campus and community forums.