

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 Student Services
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 Science & Technology

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

District Office

Lauren Ford Interim Director of Strategic Educational Services
Initiatives and Planning 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

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

None

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS**Cañada College****Stephen Soler**Admissions and Records
Assistant III

Enrollment Services

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
(Measure H)

General Services

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

Cañada College

Margie Carrington	Director of Financial Aid	Enrollment Services
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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 (Measure H)	Facilities
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Resignation effective March 31, 2020 with 3.5 months of District service.

Madeline Willett	Utility and Sustainability Specialist	Facilities
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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
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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.

San Mateo County Community College District

March 25, 2020

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

San Mateo County Community College District

March 25, 2020

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

PREPARED BY: Mike Holtzclaw, Vice President, Instruction
College of San Mateo

APPROVED BY: Teresa Morris, Chair, Curriculum Committee
College of San Mateo

Arielle Smith, President, Academic Senate
College of San Mateo

Kim Lopez, Acting President
College of San Mateo

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.

PROPOSED CURRICULAR INACTIVATIONS – COLLEGE OF SAN MATEO

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

San Mateo County Community College District

March 25, 2020

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

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

APPROVED BY: Jessica Hurless, Curriculum Committee Chair
Skyline College

Kathryn Browne, Academic Senate President
Skyline College

Dr. Jannett Jackson, Interim President
Skyline College

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

675 Honors Colloquium in Biology

COMMUNICATION STUDIES

B10 Health Communication

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE

ADMINISTRATION OF JUSTICE

104 Concepts of Criminal Law

123 Police Field Operations

COMMUNICATION STUDIES

150 Intercultural Communication

GEOGRAPHY

100 Physical Geography

101 Physical Geography Lab

110 Cultural Geography

150 World Regional Geography

300 Geographic Information Science

JOURNALISM

330 Intermediate Newspaper Staff

340 Intermediate Advanced Newspaper Staff

350 Advanced Newspaper Staff

695 Independent Study in Journalism

POLITICAL SCIENCE

130 International Relations

210 American Politics

PSYCHOLOGY

110 Courtship, Marriage and Family

310 Positive Psychology

SOCIOLOGY

110 Courtship, Marriage and Family

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE

ADMINISTRATION OF JUSTICE

104 Concepts of Criminal Law

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
Early Childhood Education for Transfer – Associate in Science Degree for Transfer
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

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.



California Community Colleges

Institutional Effectiveness

**Institutional Effectiveness Partnership Initiative
Partnership Resource Teams
Institutional Innovation and Effectiveness Plan
Date: December 10, 2019**

Name of Institution: SKYLINE COLLEGE

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:12/6/2019
A. Establish Equity Institute as internal and external, revenue generating effort	<ol style="list-style-type: none"> 1. Develop and implement guidebook and teaching slide deck for <i>Delivering Student-Ready STEM Education: Critical Competencies for Student Success</i> 2. Develop and implement guidebook and teaching slide deck for <i>Cultivating Equity-Minded Student Services Professionals: Critical Competencies for Student Success</i> 3. Develop and implement a business plan for the EI through the BAEC 4. Conduct longitudinal research on impact of Equity Academies 	<p>Lasana O. Hotep, Executive Director of Equity Institute</p> <p>Ingrid Vargas, Dean of PRIE</p>	May, 2020	<ol style="list-style-type: none"> a. Create and publish guidebooks for STEM Equity Academy b. Create and publish guidebooks for Student Services Equity Academy c. Faculty, Professional Staff and Equity Fellows facilitate the Equity Academies from the Guidebooks. d. Draft, refine, and complete an EI business plan, and obtain approvals as needed. 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. <ol style="list-style-type: none"> i. Identify Colleges who may want to participate in a follow-up study, e.g., Case studies, longitudinal study ii. Analyze Skyline's throughput data as the initial institution iii. Include students in the Skyline longitudinal study iv. Work with the CTTL to develop and implement Equity Coaching Model. 	<ol style="list-style-type: none"> a. Completion of Guidebooks b. Guidebooks used in facilitating the Institutes c. Participating colleges identified d. EI Business Plan completed and approved e. Skyline's data analyzed f. Students recruited g. Development and implementation of Evaluative Instrument 	

Area of Focus	Objective	Responsible Person	Target Date for Achievement	Action Steps	Measure of Progress	Status As of Date:12/6/2019
B. Intentionally collaborate with internal programs for cultural fluency development of faculty, staff and administrators	<ol style="list-style-type: none"> 1. Collaborate with Center for Transformative Teaching and Learning to deliver Equity Academy modules during college flex days for feedback and to test efficacy 2. Work with Division Deans to deliver presentations to Academic and Student Services Divisions for feedback and to test efficacy 3. Train and support Skyline College faculty, staff and administrators as Equity Academy facilitators 4. Hire a Faculty Liaison to continue to co-develop Equity Academy curriculum 	<p>Lasana O. Hotep, Executive Director of Equity Institute</p> <p>Dr. Jennifer Taylor- Mendoza, VP Instruction</p> <p>Dr. Angelica Garcia, VP Student Services</p> <p>Dr. Safiyah Forbes, Faculty Lead for Center for Transformative Teaching and Learning</p>	July 2020	<ol style="list-style-type: none"> a. With collaboratively with CTTL coordinator and SESP so that Equity Institute training is interwoven to supplement, not compete with, internal training & flex days professional development b. Present modules at spring flex days c. Schedule and present EA modules at Division meetings d. Evaluate effectiveness of modules e. Train faculty, staff and administrators for Equity Academies, including training the trainers f. Hire and onboard Faculty Liaison g. Define and Delineate Roles & Responsibilities 	<ol style="list-style-type: none"> a. Modules presented at flex day and divisional meetings b. Feedback from flex day and divisional modules c. Completion of hiring and onboarding process for Faculty Liaison d. Collaboration with CTTL & SESP e. Training completed f. Roles and responsibilities defined, delineated, and disseminated 	<ol style="list-style-type: none"> a. In progress/ongoing (Action steps: a, c & d) b. Spring 2020 (Action step b) c. January 2020 (Action Step e) d. March 2020 (Action step f) e. Action step g - identified in focus area C
C. Campus wide communication roll out to ensure broad knowledge and ownership of Equity Institute	<ol style="list-style-type: none"> 1. Make presentations to Academic, Classified and Student Senates about 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 	<p>Lasana O. Hotep, Executive Director of Equity Institute</p> <p>President of Academic Senate</p> <p>President of Classified Senate</p> <p>Cherie Colin, Director of MCPR</p> <p>Conner Fitzpatrick, MCPR</p>	July 2020	<ol style="list-style-type: none"> a. Deliver presentations to Senates b. Develop messaging platform and documents in collaboration with MCPR – professional identity as well as social identity c. Deliver "how to get involved" presentations to faculty, staff, and administrators d. Incorporate communications into the Business Plan (BAEC) e. Hire student worker for social media (in collaboration with MCPR – day to day; basic communications, polls, common misconceptions, tips, did you know?) f. Distribute, post on-line and share EI messaging (See Area of Operations Diagram) 	<ol style="list-style-type: none"> a. Presentations completed to Senates, faculty, staff, and administrators b. Establishment of messaging platforms c. Communications built into Business Plan (BAEC) 	<ol style="list-style-type: none"> a. Spring 2020 (action step a) b. March 2020 (Action step b Business Plan c. Marketing Strategies identified and implemented – Feb 2020, these strategies will be ongoing (Action step c & e) d. Student worker Hire Jan 2020 (Action step d)

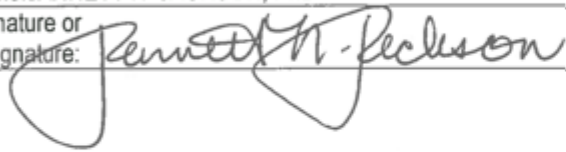
Request for IEPI Resources to Support Institutional Innovation and Effectiveness Plan

Applicable Area(s) of Focus <i>(Copy from table above.)</i>	Applicable Objective(s) <i>(Copy from table above.)</i>	Description of Resource Needed <i>(Refer to Action Steps above as appropriate.)</i>	Cost of Resource
A. Establish Equity Institute as internal and external, revenue generating effort	<ol style="list-style-type: none"> 1. Develop and implement guidebook and teaching slide deck for <i>Delivering Student-Ready STEM Education: Critical Competencies for Student Success</i> 2. Develop and implement guidebook and teaching slide deck for <i>Cultivating Equity-Minded Student Services Professionals: Critical Competencies for Student Success</i> 	<p>The Equity Institute pays each facilitator for the training, preparation and facilitation time.</p> <p>This is a protracted process that requires a lot of investment in terms of time and intellectual resources</p>	\$80,000
B. Intentionally collaborate with internal programs for cultural fluency development of faculty, staff and administrators	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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

Approval

Chief Executive Officer

Name: JANNETT N JACKSON, PhD


Signature or
E-signature: 

Date: 12/12/2019

Collegial Consultation with the Academic Senate

Academic Senate President
As applicable; duplicate if needed for district-level
I&EP

Name: KATE WILLIAMS BROWNE

Signature or
E-signature: 

Date: 12/12/2019

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”). SCCCD and Applicant District are also referred to collectively as the “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.

SCCCD 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 SCCC, 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 SCCC 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 SCCC's Public Information Office ("PIO") to use SCCC'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. SCCC, at its sole discretion, may limit or otherwise place conditions on Applicant District's use of SCCC'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 SCCC's name and/or logo without written consent from SCCC.
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, SCCC shall compensate Applicant District only for services satisfactorily rendered to the date of termination. Written notice by SCCC 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 SCCC.
15. **Compliance With Applicable Laws**. The Applicant District's obligations completed herein must meet the approval of the SCCC and shall be subject to the SCCC'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 SCCC.
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 SCCC'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
hotempl@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.

APPLICANT APPROVER	DISTRICT	BOARD-AUTHORIZED	SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BY: _____ Signature of Authorized Representative			BY: _____ Signature of Authorized Representative
Print Name Bernata Slater			Print Name Diane Fiero
Print Title Chief Financial Officer			Print Title Acting Deputy Chancellor
Date _____			Date _____

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:	<input type="checkbox"/> 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. <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited Liability Company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ____ <input checked="" type="checkbox"/> 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	Requester's name and address: Santa Clarita Community College District 26455 Rockwell Canyon Road Santa Clarita, CA 91355	
City, state, and ZIP code San Mateo, CA 94402			

<p>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 <i>How to get a TIN</i> 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.</p>	<p>Social Security Number</p> <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> </tr> </table> <p style="text-align:center;">Or</p> <p>Employer Identification Number</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:12.5%; text-align:center;">9</td> <td style="width:12.5%; text-align:center;">4</td> <td style="width:12.5%; text-align:center;">3</td> <td style="width:12.5%; text-align:center;">0</td> <td style="width:12.5%; text-align:center;">8</td> <td style="width:12.5%; text-align:center;">4</td> <td style="width:12.5%; text-align:center;">1</td> <td style="width:12.5%; text-align:center;">4</td> <td style="width:12.5%; text-align:center;">7</td> </tr> </table>											9	4	3	0	8	4	1	4	7
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 ▶
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EXHIBIT A

SANTA CLARITA COMMUNITY COLLEGE DISTRICT ("SCCCD")
Application
Innovation and Effectiveness Grant Request

PROJECT #

THIS BOX TO BE COMPLETED
BY SCCC

DISTRICT INFORMATION ("Applicant District")

District Name	San Mateo County Community College District
College Name	Skyline College
Street Address	3300 College Drive
City State, Zip	San Bruno, CA 94066

APPLICANT DISTRICT/COLLEGE CONTACT INFORMATION

Primary (District)			
Contact Name	Bernata Slater		
Title	Chief Financial Officer		
Email Address	slaterb@smccd.edu		
Telephone	1-650-358-6755	FAX #	
Secondary (College)			
Contact Name	Lasana O. Hotep		
Title	Executive Director, Equity Institute		
Email Address	hotep1@smccd.edu		
Telephone	1-650-738-4179	FAX #	

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 B - College Innovation and Effectiveness Plan

Attachment A Application Budget Summary

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

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

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

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: Josè 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:

Contractor	Total Bid
Galeb Paving, Inc.	\$5,030,000
McQuire and Hester	\$5,296,759

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.

BOARD REPORT NO. 20-3-2C

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

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.