

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 13, 2015
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

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

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

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

15-5-1 [Approval of the Minutes of the Regular Meeting of April 29, 2015](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

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

15-5-1C [Collaboration Across Boundaries for Equity and Success: Cañada College's Student Success and Equity Projects](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

15-5-1A [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.

- 15-5-1CA Ratification of Student Trustee Privileges
- 15-5-2CA Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College

Other Recommendations

- 15-5-100B Consideration of Service Award for 2014-2015 Student Trustee
- 15-5-101B Approval of Sole Source Agreement with Credentials Solutions for Parking Permit Management Services
- 15-5-102B Approval of Contract Award for Parking Citation Processing and Adjudication
- 15-5-103B Approval to Execute an Amendment to the Agreement with Strata Information Group
- 15-5-104B Approval of Contract Award for Roof Replacement Project at College of San Mateo Buildings 1, 14 and 16 and Skyline College Building 14
- 15-5-105B Approval of Contract Award for Colonnades Waterproofing at College of San Mateo and Deck Waterproofing at the District Office
- 15-5-106B Adoption of Resolution No. 15-9 Regarding Board Absence
- 15-5-107B Adoption of Resolution No. 15-10 in Honor of Richard Soyombo

INFORMATION REPORTS

- 15-5-2C Update on Professional Services Agreement with Medifit Corporate Services, Inc. to Operate the San Mateo Athletic Club in Partnership with the District
- 15-5-3C Report: SMCCCD Leads in Responding to Drought
- 15-5-4C Discussion of All-Mail Ballot Pilot Project
- 15-5-5C Discussion of Bond Investments

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECESS TO CLOSED SESSION

1. Conference with Labor Negotiator
Agency Negotiator: Eugene Whitlock
Employee Organization: AFT
2. Anticipated Litigation - Initiation of litigation pursuant to subdivision (c) of Section 54956.9:
1 case

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
April 29, 2015, San Mateo, CA**

The meeting was called to order at 6:09 p.m.

Board Members Present: President Patricia Miljanich, Trustees Tom Mohr and Karen Schwarz, Student Trustee Rupinder Bajwa
President Miljanich announced that Trustee Richard Holober will participate in the meeting via telephone as a member of the public and that Vice President Mandelkern is unable to attend the meeting due to a flight delay

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Larry Buckley, District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Miljanich said Item 15-4-4C, Update on Professional Services Agreement with Medifit Corporate Service, Inc. to Operate the San Mateo Athletic Club in Partnership with the District, was being removed from the agenda. She said the item will be placed on the agenda for the May 13th meeting when all Board members will be present.

MINUTES

It was moved by Trustee Mohr and seconded by Trustee Schwarz to approve the minutes of the Board Study Session of April 14, 2015. The motion carried, all members present voting "Aye."

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo congratulated Rupinder Bajwa on being reelected to the Board as the Student Trustee. He also congratulated President Claire on testifying before the Higher Education Committee on two bills regarding the ACCJC authored by Assemblyman Phil Ting; President Claire said President Buckley also talked with key members of the Committee. Chancellor Galatolo said the District lost a dear colleague with the passing of Richard Soyombo, Dean of Global Learning Programs at Skyline College. He said he will defer to President Stanback Stroud for further comments and a recommendation to adjourn the meeting in Dean Soyombo's memory.

Skyline College President Stanback Stroud congratulated faculty and staff who are responsible for the Middle School Outreach Project which recently was selected to receive a J. Russell Kent Award. The recent Expand Your Horizons program was attended by 1,200 girls who are interested in Science, Technology, Engineering and Math (STEM) careers. A new course dealing with LGBT issues will be offered at Skyline College; the course will be taught by former Assemblyman Tom Ammiano. A panel discussion on LGBT issues recently was held at the College. The panel was made up of Mr. Ammiano; Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations; and Rosie Bell, Professor of History. President Stanback Stroud thanked Vice Chancellor Bauer for sharing his personal story and said the Skyline College community has enjoyed getting to know Vice Chancellor Bauer on a personal level. President Stanback Stroud thanked the "Men in Blue" Facilities team, under the leadership of Vice Chancellor José Nuñez, for participating in the San Bruno "Wall that Heals" event which brought a replica of the Vietnam War Memorial Wall to San Bruno. President Stanback Stroud said Skyline College lost a dear friend and colleague with the passing of Richard Soyombo, who touched the world with his creative vision. She said she has received communications from Africa, Brazil and Mexico as well as from students and university personnel who participated in the Béalos program. An interim dean has been appointed to continue the good work started by Dean Soyombo. A scholarship will be set up in his honor. Details on memorial services, to be held on May 15 and 16, will be available on the College's website. The Board agreed to adjourn this meeting in Dean Soyombo's memory.

College of San Mateo President Claire expressed condolences on the passing of Dean Soyombo. President Claire announced that former College of San Mateo student and Student Trustee Richael Young will be the commencement speaker on May 29. This evening, College of San Mateo is hosting an information night for the Alliance of Nonprofits for San Mateo County. The Annual Asian Pacific American Film Festival will be held on May 1 and May 2; the jazz fusion band "Hiroshima" will perform on Saturday evening. President Claire congratulated Women's Softball Coach

Nicole Borg. The team won the Conference Championship and Coach Borg was named Coach of the Year. Last Saturday, five Honors Program students presented their work at the Stanford Honors Symposium. The College has been notified that one student has been selected by Phi Theta Kappa as an Academic All-American. College of San Mateo students competed in a Math League contest and placed ninth out of 188 schools.

Cañada College President Buckley offered condolences on the passing of Dean Soyombo. President Buckley said the architect for the new science building has been finalized; he thanked Vice Chancellor Nuñez and his team for their assistance in securing the right partner. Cañada College student Sarahi Espinoza Salamanca, who previously was honored at the White House for her work on behalf of Deferred Action Childhood Arrivals (DACA), recently won a Votos Latino Innovators Challenge Award for her idea, the Dreamers Roadmap. President Buckley said more than 850 people attended the recent Fiesta Cañada event which celebrated the diversity of the community. The Cañada College commencement speaker will be Congresswoman Jackie Speier.

Executive Vice Chancellor Blackwood thanked Chief Financial Officer Raymond Chow and his team, along with Edgar Coronel, Director of Administrative Systems, for their work on the State Mandated Cost Audit which was started in 2013. Several years ago, the District submitted a claim to the State for \$12 million for ten years' worth of collecting student fees as a mandated cost. The goal of the State auditors is to reduce the amount owed to zero. Executive Vice Chancellor Blackwood said staff is finishing the mini-close and getting ready for the year-end close in June. She said she hopes to bring information on the Governor's May Revise to the May 13th Board meeting.

District Academic Senate President Bennett said a Districtwide Distance Education Professional Taskforce has been formed. The Taskforce includes distance education coordinators and instructional designers as well as Peter Bruni, Manager of Distance Education and Instructional Design, and Jonathan Bissell, Director of Community, Continuing and Corporate Education. The goal is to develop a Districtwide model and shared plan for all faculty and staff in areas such as pedagogy, technology, student support services and training.

Evelyn Valenzuela, President of the Associated Students of Cañada College (ASCC), and Alex Wildman, Vice President of ASCC, presented the student report. They discussed:

1. Collaboration Highlights: Collaborated with SamTrans and provided 250 half-price bus rides in three months. Also collaborated with Professors Clay (English 100) and Tappemeyer (Communications 180) as well as the Health Center to link curriculum with co-curricular activities.
2. Events: Events this semester include Random Acts of Kindness Week, First Holi Fest, Earth Day, Leadership Retreat, attendance at the National Grassroots Legislative Convention and National Student Lobby Day in Washington, D.C. and attendance at the General Assembly of the Student Senate for California Community Colleges, as well as other ASCC sponsored events. All events and Inter-Club Council meeting times have been added to the website's event bookmark. President Valenzuela and Vice President Wildman reported on how students use the information they have learned at leadership conferences and events.
3. Goals Met:
 - a. Expand Student Life visits; increased from 3,106 visits in 2013-14 to 5,757 visits in 2014-15 thus far.
 - b. More Inter-Club Council awareness and ASCC satisfaction; conducted random survey of students during spring semester; received 126 responses.

President Valenzuela invited the Board to attend the Annual Leadership Awards Night on May 14.

Trustee Mohr said ASCC is doing outstanding work that is impacting the lives of students and making it easier for them to succeed. Student Trustee Bajwa said it has been a pleasure to work with the students at Cañada College. Trustee Schwarz said she is impressed that students are implementing what they learn at retreats and conferences. She said the work to increase student visits indicates their commitment to the students at Cañada College. President Miljanich said she appreciates the way the presenters summarized what they have learned from attending leadership events. She said it is important for students to have someone to reach out to; she said the work of ASCC provides this resource and helps students feel connected to the College.

PRESENTATION TO THE BOARD BY PERSONS OR DELEGATIONS: PRESENTATION OF AWARD TO SKYLINE COLLEGE PRESIDENT REGINA STANBACK STROUD (15-4-2C)

Dr. Tammy Robinson, President of the Western Region Council on Black American Affairs (WRCBAA), introduced her colleagues, Dr. Stacy Thompson, Vice President of Membership, and Carol Belle-Thomas, Vice President of

Programs. Dr. Robinson said President Stanback Stroud was recognized on November 14, 2014 at the Fall Regional Conference of the WRCBAA, receiving an achievement award for her years of visionary guidance, dedication, undaunting leadership and service to the community college system. The award states the following “In grateful appreciation for your superior leadership and dedication to liberate, strengthen and educate and your commitment to excellence and social justice.” Dr. Robinson said President Stanback Stroud is the first recipient of this achievement award and the WRCBAA has now established the *Dr. Regina Stanback Stroud Achievement Award* which will be given on an annual basis to a visionary leader. The *Dr. Regina Stanback Stroud Achievement Award*, along with the *Sankofa Award* which is given for service, is the highest achievement award that an individual can receive from the WRCBAA. Dr. Robinson brought President Stanback Stroud forward and thanked her for all she does. President Stanback Stroud thanked her colleagues on the WRCBAA and at Skyline College. She also thanked Chancellor Galatolo and the Board of Trustees for their support and for their commitment to issues of equity and social justice.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: SKYLINE COLLEGE – ENTERING THE CIPHER: FRESH TECHNIQUES, HIP HOP ELEMENTS, AND EDUTAINMENT IN THE CLASSROOM (15-4-3C)

Sarah Perkins, Vice President of Instruction at Skyline College, said the Center for Innovative Practices through Hip Hop Education & Research (CIPHER) is a program for Hip Hop education, scholarship, research and arts. The program is under the leadership of Nate Nevado, who was in the Counseling Department for ten years and is currently Interim Director of the TRiO Program. In 2007, the President’s Innovation Fund provided funding to begin Rock the School Bells, which brings hundreds to high school students onto the campus and exposes them to professionals, educators and each other around Hip Hop education. This has now grown into a Hip Hop conference for educators and, in the last couple of years, more than 100 administrators, teachers, faculty and staff have come to the College to learn about Hip Hop pedagogy. Vice President Perkins said Rock the School Bells/CIPHER is a model program that likely will be replicated on other college campuses.

Mr. Nevado said many high school and college students cannot relate to traditional education. He said students bring personal experiences through their cultures and communities that are often dismissed. Skyline College has a unique opportunity to create curricula and learning communities that allow students to learn academic literacies and connect to the content. CIPHER is one of the learning communities and is a result of eight years of Rock the School Bells. Mr. Nevado cited the example of Efrain Perez, a student in the first CIPHER cohort, who came to the College wanting to be an auto mechanic. By joining CIPHER and being exposed to the many opportunities at Skyline College, he changed his major to Political Science and wants to become a lawyer.

Mr. Nevado discussed the various theoretical frameworks in which CIPHER is rooted: Critical and Culturally Relevant Pedagogy; Student Engagement Theory; Cultural Deficiency; Addition Model of Education; and Cultural Relevancy. Included in the discussion was the idea that some students believe themselves to be culturally and intellectually inferior to other students. CIPHER seeks to create a curriculum that students can relate to and which can help them view their cultures and communities as assets rather than as things to be replaced.

Mr. Nevado discussed the goals of CIPHER: (1) provide access to higher education and academic literacies utilizing Hip Hop pedagogies that make college attendance realistic and attainable; (2) prepare students to confront conditions of social and economic inequity in their daily lives; and (3) connect students to major programs and services such as Financial Aid, TRiO, EOPS and the Honors Transfer Program. Mr. Nevado said that more than 50% of CIPHER students are part of TRiO and 60% are part of the Honors Transfer Program.

Mr. Nevado discussed Peterson’s four Hip Hop educational elements: Knowledge, Consciousness, Search and Discovery, and Participation. He described techniques used in CIPHER classes, including participatory action research projects, utilization of social media and technology, and critical analysis.

Mr. Nevado said the first CIPHER cohort is finishing the year with 81% of students passing successfully and 85% continuing on to the next semester of CIPHER. He said he is proud of the CIPHER faculty team who work day and night to understand their students and help them succeed.

Trustee Mohr said the report was inspiring and profound. He asked how educators throughout the College and District learn about and accept this powerful pedagogy. Mr. Nevado said that, along with Rock the School Bells, Skyline College has hosted two conferences at which administrators and faculty participate in workshops to learn about Hip

Hop pedagogy. In addition, CIPHER is working closely with the Center for Transformative Teaching and Learning (CTTL) to provide workshops for faculty members.

President Schwarz said she has long been concerned that K-12 students are told they must learn in only one way. She said that through creative ideas about teaching in different ways, students will find pathways that they otherwise would not have discovered. President Schwarz complimented Skyline College and the entire District on creating progressive and innovative methods for teaching and learning.

Student Trustee Bajwa said he knows students in CIPHER and they report that it is an excellent program. He said he is proud to be in a District that provides resources for many different groups of students.

President Miljanich said the presentation was moving. She said it is a hallmark of programs being developed in the District in that it involves dedicated faculty, administrators and staff who want to see students succeed and who make an effort to help them do so in different ways.

Trustee Mohr said he would appreciate CIPHER students sharing their experiences with the Board at a time that Mr. Nevado thinks appropriate. Mr. Nevado invited the Board to attend the end of year CIPHER party on May 21.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

UNFINISHED BUSINESS

APPROVAL OF DISTRICT EQUAL EMPLOYMENT OPPORTUNITY PLAN (15-3-2B)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the Plan as presented. Eugene Whitlock, Vice Chancellor of Human Resources and Employee Relations, addressed questions previously posed by Board members:

- The statement that “The Board of Trustees or its designee shall have the authority to make all final hiring decisions. . .” – is language including a designee consistent with Board policy and Education Code law? Vice Chancellor Whitlock said this language is permissive; the Board has authority to make all final decisions but may designate authority to others if they wish to do so.
- The statement regarding seniority or length of service – is this in conflict with collective bargaining or other policy? Vice Chancellor Whitlock said there is no conflict.
- The statement that “for faculty and administrative positions, requirements will also include knowledge of the history and culture of underrepresented groups and groups that have experienced discrimination” – how much history would a candidate be expected to know and how would this be demonstrated? Vice Chancellor Whitlock said candidates should have a general awareness and sensitivity to people’s different cultures and backgrounds.
- Has an advisory committee been appointed? Vice Chancellor Whitlock said a Districtwide committee will be appointed after the Board approves the Plan.

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

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (15-4-2A)

It was moved by Trustee Mohr and seconded by Trustee Schwarz to approve the actions in board report 15-4-2A. The motion carried, all members present voting “Aye.”

APPROVAL OF CONSENT AGENDA

President Miljanich said the consent agenda consists of board reports 15-4-1CA through 15-4-6CA as listed on the printed agenda. It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the items on the consent agenda. The motion carried, all members present voting “Aye.”

Other Recommendations

APPROVAL TO GRANT AN HONORARY POSTHUMOUS ASSOCIATE DEGREE TO ANDRE APODACA (15-4-1B)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to grant the honorary degree as detailed in the report. President Stanback Stroud said Mr. Apodaca was just about to finish his studies at Skyline College and transfer to a CSU when he was tragically killed in an automobile accident. She said Mr. Apodaca's family has expressed how important achieving a degree was to him and, if the Board approves the granting of an honorary posthumous degree, she will ask his family to accept the degree at the commencement ceremony. President Stanback Stroud said Mr. Apodaca had an impact on the campus and was a "gentle giant" among his peers in the First Year Experience Learning Community. Student Trustee Bajwa said he is deeply saddened; he said Mr. Apodaca was his classmate from kindergarten through eighth grade and was an outstanding individual. Trustee Schwarz said she supports granting the degree. She said the request is an indication that the Skyline College community is a family. After this discussion, the motion carried, all members present voting "Aye."

ADOPTION OF RESOLUTION NO. 15-8 AUTHORIZING ISSUANCE OF TAX AND REVENUE ANTICIPATION NOTES (15-4-100B)

It was moved by Trustee Mohr and seconded by Trustee Schwarz to adopt Resolution No. 15-8. The motion carried, all members present voting "Aye."

APPROVAL OF CONSTRUCTION CONSULTANTS (15-4-101B)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the construction consultants as detailed in the report. Maxine Turner, a member of the public, asked if any of the contracts was put out to competitive bid. She also asked what the process or criteria is for choosing the consultants. José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said these are professional service agreements and there is no requirement to have a competitive bid process. He said College executives, faculty and Facilities staff interviewed architectural firms for the larger projects. Karen Powell, Executive Director of Facilities Maintenance and Operations, said that, per statute, professional services are to be awarded on a qualifications basis rather than a low bid basis. Vice Chancellor Nuñez added that all of these firms have gone through the prequalification process to determine their qualifications. He said this information is included on the Facilities Department website. After this discussion, the motion carried, all members present voting "Aye."

APPROVAL OF CONTRACT AWARD FOR THE DISTRICTWIDE EXTERIOR LIGHTING UPGRADE PROJECT (15-4-102B)

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

APPROVAL OF REVISIONS TO BOARD POLICIES: 6.05 ACADEMIC CALENDAR; 6.11 REQUIREMENTS FOR DEGREES AND CERTIFICATES; 6.14 COURSE PREREQUISITES AND OTHER LIMITATIONS ON ENROLLMENT; 6.26 TRANSFER OF CREDIT AND GRADUATION AND/OR CERTIFICATE PROGRAM REQUIREMENTS FOR STUDENTS WHO TRANSFER AMONG THE DISTRICT'S COLLEGES; 6.38 CRITERIA FOR SELECTION OF GUEST SPEAKERS; 6.80 POLICY GOVERNING THE USE OF OFF-CAMPUS FACILITIES; 6.94 CONTRACT COURSES AND SERVICES; 7.67 SEXUAL HARASSMENT INVOLVING STUDENTS (15-4-103B)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the revisions as presented. Trustee Mohr, referring to the sentence, "District students who transfer to another College within the District shall receive full transfer credit for instruction completed in their major field but, in order to graduate with a locally-awarded AA or AS degree, they shall be expected to meet the major-field graduation requirements established by the College to which they have transferred" in Policy 6.26, asked why the requirements for a major might be different at the Colleges within the District. Chancellor Galatolo said most requirements have been brought into conformance but there are still some exceptions. President Stanback Stroud said it is possible that two of the Colleges may have a major with similar names but the emphasis may be different and, therefore, the major requirements may be different. Chancellor Galatolo said that any problems caused by this policy in the past have been worked through so that students are not prevented from graduating. Trustee Mohr said he believes the policy should be clarified. After further discussion, Chancellor Galatolo suggested that a study session be held on this topic with participation by Academic Senate leaders, College Presidents and Vice Presidents of Instruction. The Board agreed to approve the revisions to the policy as presented at this time.

Regarding Policy 6.38, Trustee Mohr asked if the meaning of Time, Place and Manner is different for guest speakers than for others coming onto the campus. Chancellor Galatolo said it is different and that the policy on Time, Place and Manner deals with individuals or groups who want to come onto the campus and are not guest speakers.

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

INFORMATION REPORTS

DISCUSSION OF ALL-MAIL BALLOT PILOT PROJECT (15-4-5C)

President Miljanich said she spoke with a staff member of the San Mateo County Registration and Elections Division and was informed that:

- Limited prior experience indicates some increase in voter turnout; people who have a ballot are more likely to vote
- Cost savings are passed on to districts which are conducting elections
- There will be polling centers in each city and two centers that will be open 29 days in advance of the election so that people can vote in person

Trustee Mohr said his understanding is that more than 70% of voters in the County already vote by mail. He said he believes this is the natural thing to do in terms of changes in technology. Trustee Schwarz said she sees no reason not to participate. President Miljanich said she would like to bring the issue back for further discussion so that Vice President Mandelkern and Trustee Holober can have the opportunity to provide input. She said the Board has until August 6, 2015 to notify the Secretary of State of its intent to conduct an all-mail ballot election.

COMMUNICATIONS

None

STATEMENTS FROM BOARD MEMBERS

Trustee Mohr said he attended the Project Change reception and dinner; he said this program serves the most vulnerable youth in the County. He also attended the Good Morning San Mateo Breakfast, Fiesta Cañada and the Progress Seminar. Trustee Mohr said he serves on the committee that evaluates applications for funding from the Sequoia Healthcare District and the work was finalized this week. He also participated in the strategic planning work for the Redwood City Foundation. Trustee Mohr said the Skyline College student newspaper is well written and provides wonderful experience for students who do the writing and reporting. He complimented the Presidents’ Reports to the Board and said he was very interested in the enrollment analysis contained in President Buckley’s current report. Trustee Mohr complimented the three Colleges for exploring options for students to qualify for English and math courses without having to take remedial courses. He recognized Skyline College for receiving Guardian Scholars program funding to help foster youth. Trustee Mohr congratulated President Stanback Stroud on the award she received from the WRCBAA. He said President Stanback Stroud is remarkable in her commitment to social justice and he is proud to be on her team.

Student Trustee Bajwa said he attended a Council meeting of the Student Senate for California Community Colleges in Sacramento; there was a presentation on student equity which he brought back to share with the District Student Council. Student Trustee Bajwa said District students will attend the General Assembly of the Student Senate for California Community Colleges. He said one purpose of the General Assembly is for students who attend to vote on issues that they would like the Senate to focus on for the next year. Student Trustee Bajwa said he attended the Project Change reception and dinner; he said Trustee Mohr, along with students in the program, shared very inspiring comments.

Trustee Schwarz said she attended Fiesta Cañada and was pleased to see the presence of the Redwood City Library which provided a storyteller. She also attended the Progress Seminar and the Cañada College Honors Research Showcase. Trustee Schwarz said she attended a networking breakfast of the Women’s Community Leadership Network, at which President Miljanich was a speaker; she said President Miljanich represented the District well and she is proud to be associated with her. Trustee Schwarz complimented Skyline College on being selected to receive a Kent Award for the Middle School Outreach Project.

President Miljanich said she would appreciate the Board receiving an update on the issue of local hire and pre-apprenticeship, including a report from the subcommittee on pre-apprenticeship that was formed in January, composed of Trustees Holoher and Schwarz. She suggested that some of the District's partners be invited to participate in the meeting. Chancellor Galatolo said a study session on this issue will be held during the summer.

RECESS TO CLOSED SESSION

President Miljanich said that during closed session, the Board will hold a conference with District Labor Negotiator Eugene Whitlock; the employee organization is AFT.

The Board recessed to Closed Session at 8:25 p.m. and reconvened to Open Session at 10:30 p.m.

ADJOURNMENT

It was moved by Trustee Mohr and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:32 p.m. in memory of Richard Soyombo.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the May 13, 2015 meeting.

Dave Mandelkern
Vice President-Clerk



Skyline
COLLEGE
ACHIEVE

President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



Skyline College Classified Senate
Photo Credit: Raul Guerra.

SKYLINE COLLEGE BOARD REPORT

MAY 13, 2015

CLASSIFIED SENATE WINS “MODEL SENATE AWARD” FROM STATE ASSOCIATION



Each year, the California Community College Classified Senate (4CS) awards three to five Classified Senates in the state of California with the “Model Senate Award.” This year the Skyline College Classified Senate was nominated, and won!

A model senate, as defined by 4CS, “exercise[s] their role in shared governance with autonomy and professionalism” and “assist[s] other colleges in developing their local senates or councils.” We had to provide evidence that we had met with the criteria, including items such as being recognized by the college administration in college governance, a cooperative relationship with collective bargaining agents (CSEA), having an up-to-date website, and more.

This past academic year, the Skyline College and Cañada College Classified Senate leadership joined with staff members from the College of San Mateo to work on a plan to re-build a Classified Senate on our sister campus, to provide proper representation of the classified staff. Once an interview with the Classified Senate President Alana Utsumi had been conducted, our nomination moved forward to the 4CS board, where a vote placed us among the winners.

An award of this nature is only possible because of the direct participation and engagement of our classified staff who attend meetings, provide feedback, and help plan events and activities, along with backing from Skyline College administration. A special thanks goes to President Regina Stanback Stroud for her strong support and guidance, and for placing value on the decisions and opinions of the classified staff at Skyline College.

The Classified Senate will be officially presented with their award at the June 2015 Classified Leadership Institute, at which Skyline College will be represented by six staff members.

To find out more about the Model Senate Award process and requirements, you can visit the 4CS website at http://www.ccccs.org/activities/awards/model_senate_award/modelssenateaward.html.

Congratulations, Skyline College Classified Senate!

Article by Alana Utsumi. Photo by Raul Guerra.

BETA THETA OMICRON IN THE TOP 10 PHI THETA KAPPA CHAPTERS



Photo from left: Jaimelynn Alvarez, Sam Reveles, Livius Darmawan (front), Oladipo Toriola, Susan Wu, Donway Sy

Skyline College’s Omicron Theta Beta Chapter was named Fifth Finalist for Most Distinguished Chapter at the 2015 Phi Theta Kappa Conference in San Antonio on April 18. The Most Distinguished Chapter is an international award and the highest honor given to a Phi Theta Kappa chapter. Skyline College ranks sixth out of 1,280 chapters. Nearly 4,000 community college students participated in the three-day conference that was filled with scholarship and leadership forums. Keynote speakers included physicist Michio Kaku and songwriter John Legend.

“I’m proud of our students and chapter officers for their dedication to excellence and service,” said Christine Case, Phi Theta Kappa Advisor. “This recognizes their outstanding service to our college and the community and makes our chapter one of the top ten chapters in the world.”

SKYLINE COLLEGE BOARD REPORT

MAY 13, 2015

Skyline College's chapter also received the 2015 Distinguished Honors in Action Project and 2015 Distinguished College Project Award. The chapter has consistently earned national recognition since its chartering in 1999. And has earned the Nevada/California Regional Distinguished Chapter award five times.

The awards were the result of competitive essays documenting the chapter's multiple projects this year, including a year-long service project that taught computer literacy to local senior citizens called Together We Thrive and a project that brought science labs to middle schools.

Phi Theta Kappa Honor Society is the largest honor society in American higher education with more than 1,280 chapters at two-year and community college campuses in all 50 of the United States, and Canada, Germany, Peru, the Republic of Palau, the Republic of the Marshall Islands, the Federated States of Micronesia, the British Virgin Islands, the United Arab Emirates and U.S. territorial possessions. There are 94 chapters in California and more than 3 million students have been inducted since its founding in 1918, with approximately 135,000 students inducted annually.

Article and photo submitted by Christine Case.

“FIRST EVER PARALEGAL CAREER NIGHT A SUCCESS!”



On Thursday, April 16, over 80 guests attended Skyline College's inaugural Paralegal/Legal Career Night. The event, held on the second floor of Building 6, featured three discussion panels on legal employment and education: Pathways to Law School, Getting Started as a Paralegal, and Career Options for Paralegals.

The panelists—practicing lawyers and paralegals, legal recruiters, hiring managers, and legal educators—offered inspiring stories, key insights, and hard won professional advice, all with the goal of helping students achieve their goals of entering the legal profession. The response from students in attendance was positive.

“The truth is that I've been questioning my decision in my career choice lately... Attending the career night and talking to one of the panelists help me to keep pushing myself. So, I just wanted to say thank you!” ~Minh

“I feel much more comfortable with the opportunities that lie ahead...I felt encouraged in my interest in law, motivated by the smart words of so many professionals, and happy to see all of the program's students gathered in one place together.” ~Bryan

This event was made possible by Skyline College's support for innovative events and programming and by the hard work and dedication of Jesse Raskin, Soledad McCarthy, Alina Varona, Lavinia Zanassi, and Lezra Chenportillo, and others who helped plan, organize, and staff the event.

Article by Alina Varona. Photos by Lezra Chenportillo and Alice Kuo.

“DAY OF BEAUTY” RELAY FOR LIFE FUNDRAISER A HUGE SUCCESS



With more than 100 clients served and \$1,000 in donations collected, the Salon & Spa at Skyline College was proud to host a Relay for Life “Day of Beauty” fundraiser on April 15. Cosmetology, Wellness and Esthetics students offered a wide range of services including chair massage, makeup application, manicures and blowouts in exchange for a donation of \$5 each. The salon buzzed with excited and energetic students who were happy to donate services for a cause.

Instructional aide Candace Dombkowski, a Relay for Life participant since 2012, organized the event to support a dear friend battling cancer. “Thanks to the amazing support of our department, the fundraiser was a great success,” said Candace about the event.

SKYLINE COLLEGE BOARD REPORT

MAY 13, 2015

With students and staff alike in purple commemorative t-shirts, the department was thrilled at the generosity of friends and family. Cosmetology & Wellness plans to host another fundraising event in fall for a women's shelter or other local organization. Thank you to staff, faculty and clients for support, donations and a fun day!

Article and photo submitted by Lynsey Hemstreet.

STUDY ABROAD PROGRAM OUTREACH EFFORTS GAINING MOMENTUM

The Study Abroad Program, part of the Global Learning Programs and Services (GLPS) Division at Skyline College, has ramped up its outreach efforts to as many students as possible regarding the exciting



programs available this year: Havana, Cuba in the summer, a faculty-led program by Professor John Ulloa, and Barcelona, Spain in the fall which is part of the Northern California Study Abroad Consortium in which the District participates. GLPS staff presented in the Life and Career Planning (CRER 137) class at Cañada College about program details, how to apply, and the vast benefits study abroad will have for their resumes, transfer applications, and personal development and in two sections of the CRER 137 course offered at Skyline College.

GLPS held three information sessions across the District at Skyline College (Tuesday, May 5 from 6:30-7:30 PM), Cañada College (Wednesday, May 6 from 5:30-6:30, and College of San Mateo (Thursday, May 7, 6:30-7:30 PM). Professor Ilana Crispi, from Skyline College, will teach Art History, Drawing, and Life and Culture classes in Barcelona, Spain in Fall 2015, and attended the information sessions to answer additional questions.

Article by Alina Din. Photo by Zaid Ghori.

THE ENGLISH LANGUAGE INSTITUTE (ELI) BRINGS OVER FIFTY POTENTIAL STUDENTS TO SKYLINE COLLEGE



ESL Registration Day, a twice-annual event held by the English Language Institute, is the highlight of the semester for the English for Speakers of Other Language (ESOL) department and the ELI. Fifty-two students, at least fifteen of them currently attending high school, poured into the Learning Center on Saturday, April 25 to learn about the educational opportunities at Skyline College.

In one day, ESL Registration Day lets new students apply, get a G-number, take the placement test, attend orientation, make an appointment to see a counselor, and learn about financial aid. The ELI then provides intensive follow-up to get every single student in to counseling appointments in the following week.

Kenny Gonzalez and Daryan Chan were the dynamic duo of counselors, tag-teaming orientations and providing triage counseling to students during the entire event; 32 students attended orientation on this day. Jacky Ip led the Assessment Center team in providing 46 assessments; all went smoothly due to the attentions of Jairo Barreto, who readied the computers in the Language Lab for the job.

ESOL faculty Leigh Anne Shaw and Garry Nicol guided the applications process, coordinating student workers in helping people fill out the complicated applications and move through the steps. ELI staff Selena Wu and Maria Somarriba were indispensable with translation, guidance, and facilitation of every step of the way. Minerva Velasquez processed G-numbers for

SKYLINE COLLEGE BOARD REPORT

MAY 13, 2015

every attendee going through the matriculation process and lent her Admissions & Records expertise to many during the process. Charene Quan from Financial Aid explained the FAFSA process to students.

ESL Registration Day could not have been successful without Chris Gibson and Jonathan Paver of College Success Initiative (CSI), David Reed of the Learning Center, and the many deans who lent their support: Angelica Garcia, Mary Gutierrez, and William Minnich.

Article and photo submitted by Leigh Anne Shaw.

SKYLINE COLLEGE BASEBALL TEAM WINS AND ADVANCES



On a chilly afternoon with a mixture of sun, fog and clouds, the Skyline College Baseball team defeated the DeAnza College Dons by a score of 3-1 to advance in the California Community College Athletic Association Baseball Playoffs. The game was tense affair and wasn't decided until after a thirty minute delay in the ninth inning for a rule clarification.

Skyline College was paced defensively with an outstanding pitching effort by sophomore Aldo Severson. Severson, an Aragon High School product, pitched eight and two-thirds innings allowing just one run, while scattering six hits and striking out eight. Freshman Matt Seubert, a Carlmont High School product, got the save, his fourth of the season, by throwing just one pitch to record the last out of the ball game.

Offensively, Skyline College received contributions from Seubert with two hits and a run batted in and from sophomores Phil Caulfield (Burlingame High School) and Ismael Orozco (Riordan High School) who chipped in with a run batted in each. The Trojans jumped

ahead in the third inning on a Mike Franco (Burlingame High School) double and a Caulfield single. DeAnza tied the game in the top of the fourth inning but Skyline College answered in the bottom of the sixth inning on a Suebert single and an Orozco run scoring double. In the eighth inning, the Trojans added a critical insurance run on a Caulfield single and a Suebert triple.

With the win, the Trojans traveled to Fresno to play the second seeded Fresno City College Rams in a best of three series. The Trojans won the first game on Friday, May 1. Ultimately, the Rams won the series, but congratulations to the Trojans for advancing to the Regional playoffs.

Article by Anthony Brunicardi. Photo by Kevin Corsiglia.

THE MARKETING, COMMUNICATIONS AND PUBLIC RELATIONS (MCPR) WINS AWARD FOR ANNUAL REPORT



On April 23, 2015 Skyline College Marketing, Communications and Public Relations (MCPR) was awarded Second Place for the College Annual Report at the Community College Public Relations Organization (CCPRO) Annual Conference in San Diego. This is the third year in a row the annual report has been recognized for excellence in design, writing and communications.

The annual CCPRO awards recognize outstanding work by California's community college marketing and public relations professionals statewide. Its primary purpose as a professional development and service organization is to promote excellence in California's community college public relations and related

SKYLINE COLLEGE BOARD REPORT

MAY 13, 2015

professions. The organization serves as a central resource of information and provides counsel and assistance relating to the advancement of community colleges statewide and the professional growth of its members.

Please join me in congratulating Keisha Ford for design/layout/graphics, Connor Fitzpatrick and Dr. Gina Rosabal for writing/editing/research and Raul Guerra for support and photo research. Each of you are appreciated for your myriad talents and unyielding dedication!

Article by Cherie Colin. Cover design by Keisha Ford.

UPCOMING EVENTS

14TH ANNUAL STUDENT RECOGNITION & AWARD CEREMONY

Thursday, May 14, 2015
4:00 p.m. - 7:00 p.m.
Theater, Building 1

BOO-CON (BETA THETA CONFERENCE)

Friday, May 15, 2015
5:30 p.m. - 6:30 p.m.
Building 7, Room 7106

SKYLINE COLLEGE SYMPHONY ORCHESTRA & CONCERT BAND

Friday, May 15, 2015
7:30 p.m. - 9:30 p.m.
Theater, Building 1

SKYLINE COLLEGE CONCERT CHOIR

Saturday, May 16, 2015
7:30 p.m. - 9:30 p.m.
Broadmoor Presbyterian Church,
377 - 87th Street, Daly City

SPRING CHORAL CONCERT

Sunday, May 17, 2015
3:00 p.m. - 5:00 p.m.
Theater, Building 1

BLACK MEXICO: THE AFRICAN HERITAGE IN MEXICO

Wednesday, May 20, 2015
2:00 p.m. - 3:00 p.m.
Building 4, Room 4170

SKYLINE COLLEGE DANCE CONCERT

Friday, May 22, 2015
2:00 p.m. - 4:00 p.m. and 7:00 p.m. - 9:00 p.m.
Theater, Building 1

45TH ANNUAL COMMENCEMENT CEREMONY

Friday, May 29, 2015
5:00 p.m. - 8:00 p.m.
Gymnasium, Building 3



President’s Report to the SMCCCD Board of Trustees

President Michael Claire ~ May 13, 2015

Inside...

- A Celebration of Scholarship1
- Eight Retiring Faculty Honored 2
- CSM Alumna & Former Student Trustee Selected as Commencement Speaker 3
- Jeff Duncan-Andrade Visits Campus 4
- Honors Project Hosts Learning Community Mixer 5
- Yogis Gather at CSM’s Open Heart Festival 6
- CDC Shares Best Practices with Graduate Students from Shanghai 6
- Kudos. 7
 - Honors Project students
 - Fi Tovo
 - Mike Claire & Beverley Madden
 - Baseball team
 - Softball team & Coach Nicole Borg
- Upcoming Events 9
- Student Success Story: Julianne Hough 10

A Celebration of Scholarship

On May 1, the college honored 330 students with scholarship awards at the 2015 Scholarship Awards Reception. According to the Financial Aid Office, scholarships were awarded to 282 CSM students and 48 high school students; collectively, they received 455 scholarship awards totaling \$298,166. A crowd of approximately 500 students, family members, faculty, staff and donors attended the celebration in CSM’s Bayview Dining Room.



Photo by Luis Carranza

The ceremony began with remarks by President **Mike Claire**, Academic Senate President **David Laderman**, ASCSM President **Maggie Garcia** and SMCCC Foundation Executive Director **Stephani Scott**. Vice President **Jennifer Hughes** individually recognized the many donors who made the scholarships possible and then, with the assistance of Mike Claire,

“CSM’s Scholarship Ceremony is a highlight of the academic year for me. It marks the beginning of numerous events that take place in May which recognize the accomplishments of our students. CSM’s scholars have dedicated themselves to their studies while at CSM and it is paying off. Not only are they receiving monetary awards, but their accomplishments have earned them admission to outstanding four year institutions. It is wonderful to celebrate their accomplishments with their family and friends who attend the ceremony and have them personally meet with the donors of their specific scholarship. We know that many of our students would not be able to continue their education without the generous support of the donors.” -Jennifer Hughes, vice president of student services

they presented the awards to each of the scholarship recipients. With many of the donors in the audience, the event provided the opportunity for student honorees to meet and thank the donors who contributed to their scholarships. Representative from the SMCCC Foundation staffed a table where students were able to pick up complimentary swag, write thank you notes to donors and make six-second video clips to say “thank you.” Musical entertainment was provided by CSM’s Reggae Band featuring Assistant Professor Rudy Ramirez; President Mike Claire joined the band for one number on the drums.

Members of the CSM Scholarship Planning Committee included **Karen Chadwick** (coordinator), **Jennifer Hughes**, **Claudia Menjivar**, **Dennis Tordesillas** and **Henry Villareal**; volunteer assistance was provided by staff from the Financial Aid Office, Admissions & Records, Counseling, Community Relations & Marketing and the student ambassadors. ■

Eight Retiring Faculty Honored



Photo by David McLain

CSM honored eight retiring faculty members at a reception hosted by the Academic Senate on May 5. Surrounded by colleagues and other members of the college community, the following 2015 retirees were acknowledged for their many contributions to the college:

Rick Ambrose, professor of accounting, 30 years of service

Patti Appel, professor of digital media, 24 years of service

Ken Brown, professor of mathematics, 30 years of service

Merle Cutler, professor of English, 35 years of service

Lyle Gomes, professor of art and photography, 35 years of service

James Robertson, professor of history, 15 years of service

Ed Seubert, professor of digital media, 36 years of service

Brandon Smith, professor of ESL, 13 years of service ■

CSM Alumna & Former Student Trustee Selected as Commencement Speaker

The college is pleased to announce that **Richael Young**, CSM alumna and former SMCCCD student trustee will serve as the keynote speaker at the 93rd commencement exercises on Friday, May 28. Richael holds a B.S. degree in civil and environmental engineering and an M.S. degree in agricultural and applied economics from University of Illinois at Urbana-Champaign; she is currently completing a second master's degree in environmental engineering.



Photo courtesy of Richael Young

Richael Young began her college education at the age of 14. Homeschooled during her high school years, Richael enriched her education by attending CSM's Concurrent Enrollment Program. Taking classes at CSM allowed her to fulfill high school requirements and get an early start on her college education. Richael continued at CSM as a full-time student; she excelled in academics and became active in student governance. In 2006-08, she served as an officer in CSM's chapter of the Phi Theta Kappa Honor Society as well as the student trustee of the San Mateo County Community College District Board.

While attending CSM, Richael was elected president of the Student Senate for California Community Colleges. In this role, she was the official spokesperson for California's 2.8 million community college students, voicing student needs and concerns at state conferences, legislative hearings and to the Board of Governors for California Community Colleges. She was one of only 30 community college students nationwide to be awarded the prestigious Jack Kent Cooke Foundation's Undergraduate Transfer Scholarship honoring her academic achievement and leadership contributions to the college, district and the state.

Today, Richael is the president and co-founder of Mammoth Trading, a company that develops customized trading platforms for the exchange of natural resource rights. In 2014, she developed and launched the first active smart market for groundwater in the United States, which is helping agricultural producers in Nebraska to put limited groundwater to its best use. She is a true community college success story. ■

Jeff Duncan-Andrade Visits Campus



Notable educator, author and speaker **Dr. Jeff Duncan-Andrade** visited CSM on April 29 to present “Education: It’s Not Rocket Science” to the campus community. Andrade shared his experiences as a student growing up in East Oakland and later as a highly successful high school teacher there to discuss what he has learned along the way. He encouraged the CSM community to “reach for the heart before the head.” Not only is this the humane thing to do, but the presence of a caring adult is the most protective factor against toxic stress. This is especially important for our students dealing with trauma of any kind, whether it be homelessness, hunger, violence, or loss.

Professor of ESL **Kristi Ridgway** commented on Duncan-Andrade’s visit: “We were so appreciative that he spoke overtime and stayed longer than scheduled for the question and answer session and to speak with students individually afterward. He really models what he preaches—the importance of human connection, of humanity. Jeff is such an amazing speaker because he can connect with so many different people on different levels. I keep hearing students, faculty and staff talking about how his message really resonated with them, and I hope our conversations continue in the days, weeks and months to come to help us better connect with one another and combat of the barriers to our students’ health, safety and education.”



Photos by David McLain

Duncan-Andrade has taught in East Oakland high schools for more than 20 years and teaches Raza studies and education at San Francisco State University. He has published several books and journal articles on effective pedagogy, including: *What a Coach Can Teach a Teacher* and *The Art of Critical Pedagogy: Possibilities for Moving from Theory to Practice in Urban Schools*. He is co-founder of TEN, the Teaching Excellent Network. ■

Honors Project Hosts Learning Community Mixer



Photo by Alexis Madayag

On Friday afternoon, April 3, the Honors Project hosted a Learning Community mixer in the Learning Center, in an effort to join hands with all CSM learning communities. The Honors Project usually holds a midterm mixer, but this term wanted to celebrate the spirit of the new Academic Support and Learning Technologies Division, which now houses all learning communities. Accompanied by tasty snacks and alluring live music (courtesy of Rudy Ramirez, Charles Jones, and others), the mixer was well attended by students, staff and faculty from Umoja, Puente, Mana (a new learning community for Pacific Islander students), Project Change, Pathway to College and Writing in the End Zone. Students from each program gave a few words about the special qualities of their learning community. In the spirit of the event's themes—networking and cross-cultural support—most comments included an invitation to any student to become involved in the various learning communities. (Article contributed by David Laderman) ■

Yogis Gather at CSM's Open Heart Festival

More than 300 members of the yoga community attended the Open Heart Yoga Festival over the weekend of May 2–3. Hosted by Open Heart Yoga, a student club at CSM, the festival united members from yoga studios, schools, and health clubs from all around the San Mateo area. The festival provided a fabulous opportunity for yogis of all levels and experience to practice with top Bay Area teachers and educators and connect with other yogis.

The two-day event featured a full range of yoga workshops (including Samtana Flow, Ayurveda, Hot Stone Restorative, Chakra Journey and Illuminated Heart) and a festival market with more than 25 vendors representing health clubs, CSM clubs, organic foods and products, active wear companies and much more.



Photo source: Open Heart Yoga website

Denaya Dailey, CSM associate professor of dance, explains how the festival has also resulted in some wonderful benefits for CSM, “We partnered with 15 local yoga studios and health clubs; each studio sent a teacher to lead a workshop. Partnering with these studios has opened up doors for CSM students: two soon-to-be graduates of the Yoga Teacher Training Certificate Program left the festival with jobs—a teaching opportunity and an internship opportunity. I have also had a flurry of students now interested in the CSM Yoga Teacher Training Certificate Program.” ■

CDC Shares Best Practices with Graduate Students from Shanghai



Photo courtesy of Louise Piper

For the past three years, delegations of between 10–30 educators at a time have visited CSM's Child Development Center to engage in professional development through CSM's program. **Louise Piper**, coordinator of child care services, and **Karen Wiggins-**

Dowler, assistant professor in the CDC, have presented to the group on subjects related to teaching practices, curriculum development, assessment, family engagement and administration/leadership. The graduate students are from Shanghai University working on their theses in early education/child development through University of Pacific. The most recent visit took place on April 24 when the CDC was visited by a group of 10 students and professors. ■

Kudos

~ Four CSM Honors Project students presented their research at Stanford University on Saturday, May 2. It was all part of the 8th Annual Bay Honors Research Symposium, which occurs each spring at either Stanford or UC Berkeley and spotlights Bay Area community college honors students presenting on a wide array of subjects. Since its inception three years ago, CSM's program has had students present at the conference every year. This year was the largest conference ever, with attendance surpassing 350. From CSM, several other students, faculty, staff and a dean made a strong show of support for the Honors Project presenters

(pictured from left to right): **Dionne Pickard, Divyashish Kumar, Eleni Jacobson** and **Robert Cecchi**. Topics this year all possessed a science angle: extra-terrestrial colonization; science fiction literature and film; women in the STEM workplace. The event was both festive and, of course, intellectually stimulating. (Article contributed by David Laderman)



Photo courtesy of David Laderman

~ **Fi (Finausina) Tovo**, admissions and records assistant, was recently honored by the Peninsula Conflict Resolution Center (PCRC) with the center's Unique Contribution Award. The award recognizes Fi's work on the Pacific Islander Violence Prevention Conference (PIVPC), part of a national conference that focuses on breaking the silence on issues regarding violence in Pacific Islander communities and the role that culture plays in the process of healing. In addition, Fi has provided the link between the two organizations which has led to CSM's support and co-sponsorship for PCRC events such as the MANA Conference. San Mateo County Supervisor Warren Slocum, who is also a PCRC board member, presented Fi with her award. Fi also serves as a volunteer on the planning board for both the PIVPC and MANA conferences.



Photo courtesy of Fi Tovo, pictured at center

~ **Mike Claire** and **Beverley Madden** presented a workshop titled “Shifting the Model!” at the California Community College Public Relations Organization on April 23. They addressed how CSM has successfully incorporated the day-to-day activities of college outreach with public relations and marketing to provide a fully integrated approach to college recruitment and marketing.

~ CSM’s baseball team captured the Coast Golden Gate Conference title with a final record of 17-5 in the conference and 25-11 overall.

~ On the heels of the softball team’s perfect record for the regular season, all full season players and their coach have been honored with recognition by the Coast Conference. Most notable awards went to **Melina Rodriguez**, Player of the Year, and **Lauren Berriatua**, Pitcher of Year, while Head Coach **Nicole Borg** captured Coach of the Year for the fourth time in five years.

Additional CSM first team all-conference selections included **Leilani Akai, Kaitlin Chang, Harlee Donovan, Christy Peterson, Kayleen Smith** and **Lacie Crawford**. Second team selections were **Riley Wells, Brittany Wilkerson, Janelle Rubio,** and **Kacy Edwards**.

Rodriguez, a graduate of James Logan High School had the state’s highest batting average, .618 while Berriatua from Notre Dame-Belmont, amassed the state’s best pitching record, 23-0, and led the state in earned run average with a miniscule 0.28; her batting average of .567 is the third best in the State.



Photo by Terry Bernal, San Mateo Daily Journal

The team’s extraordinary season has received significant media coverage, including a front page story in the *San Mateo Daily Journal* on April 22, 2015. Also on Channel 5, the 6 pm newscast carried a story about the team’s success on May 1 which included comments by Coach Borg and a number of her players. ■

UPCOMING EVENTS

Master Class with Kara Davis

Thursday, May 14 • 12:45–2:45 pm
Gymnasium, Room 203, Dance Studio

ASCSM Film Student Film Festival Awards Ceremony

Thursday, May 14 • 6–8:30 pm
CSM Theatre

Master Class with Robert Dekkers in Ballet

Tuesday, May 19 • 3–4:30 pm
Gymnasium, Room 203, Dance Studio

Pitch Your WOW! to Bill Reichert, Managing Director, Garage Technology Ventures

Wednesday, May 20 • 6–9:30 pm
College Center Bayview Dining Room

Honors Showcase

Thursday, May 21 • 4–6:30 pm
College Center Bayview Dining Room

Umoja: End of the Year Celebration

Thursday, May 21 • 6–8 pm
College Center, College Heights Conference Room

Spring Electronic Music Concert

Thursday, May 21 • 7 pm • CSM Theatre

CSM Concert Choir Performance

Excerpts from Antonio Vivaldi's "Gloria"
Wednesday, May 27 • 4:30 pm
Building 2, Room 110

Stepping Up: A Transfer Tribute

Reception for students who are transferring in fall 2015
Thursday, May 28 • 4–6:30 pm
College Center, Bayview Dining Room

CSM Commencement

May 29 • 5:30 pm • Gymnasium

Nursing Open House

CSM's Nursing Program celebrates the 50th graduating class
Tuesday, June 2 • 1:30–4:30 pm
Health & Wellness Building, Third Floor

Middle College Graduation

Tuesday, June 2 • 6–8 pm • CSM Theatre

Jazz On the Hill

Saturday, June 6 • 11 am – 6 pm

CSM Presents at San Mateo County Fair

Monday, June 8 • 10 am – 7 pm
Blues & Brews Stage

CSM's students, faculty, staff and alumni will be presenting a variety of musical performances between 2–5 pm. Outreach continues until 7 pm.

Student Success Story: Julianne Hough

Dance & Communication Studies

Since the age of five when Julianne Hough slipped into her first pair of dance shoes, dance has been a consistent thread in her life. Throughout her elementary and high schools years, she studied dance at ODC - Oberlin Dance Collective in San Francisco. Later, her path led to CSM where she continued to cultivate her passion for dance.

Julianne first arrived on CSM's campus as a high school student. Since her high school didn't offer dance, she enrolled in a modern dance class at CSM through the College Connection – Concurrent Enrollment Program. "In addition to a variety of dance classes, CSM offers a Performance Dance Ensemble (PDE), a student group that produces student dance concerts

every semester. I knew I wanted to be involved in PDE. I found a nurturing dance community at CSM, so it was only natural that I would continue my education there. It has been the right place for me to further develop as a dancer while I discovered what I wanted to do with my life."

As a full-time college student at CSM, Julianne took full advantage of the college's dance offering focusing on modern, jazz, ballet and social dance. CSM's dance department provided opportunities for Julianne to further develop her talent and build her confidence as a dancer. "Coming to CSM has given focus to my life. I feel so lucky to have had Professor Denaya Daily as my dance instructor; she helped guide me to improve my technique and self-discipline. I look up to Denaya as a dancer and a teacher—she is very approachable. Taking her classes helped me to grow as a dancer and a student."

Julianne found CSM's dance instructors were very encouraging. "When I began at CSM, I was very shy but thanks to my dance classes and the faculty, my social and academic growth was nourished. I also met my closest friends in the dance classes I took at CSM." During her years at the college, Julianne not only expanded her repertoire of dance but she also developed new and related skills. "I learned how to choreograph dances for our PDE concert where dance students showcase their skills.



Photo by David McLain

I also performed my first solo dance.”

Through her participation in CSM’s dance community, Julianne learned about another opportunity that would diversify her dance background. Laurel Elementary School in San Mateo needed volunteers to teach dance to special education students. It was new territory for Julianne but she was excited about the challenge. “Teaching dance to the children turned out to be a wonderful experience as I learned about working with children. It warmed my heart to watch them grow through the dance process.” she says.

While she was enjoying her pursuit of dance, Julianne also concentrated on her general education coursework to prepare to transfer to a university. She found supportive instructors throughout her classes. “Rudy Ramirez, my ethnic studies professor was inspiring. Besides teaching, he produces a rhythm and blues show each semester at CSM and he gave me the opportunity to perform in his productions.”

Despite her passion for dance, Julianne wasn’t necessarily looking to pursue a professional dance career. However, she wanted to find a major which would provide career opportunities that could apply to the field of dance. She made that connection in her communication studies classes. “My favorite class was Intercultural Communications. Learning how different cultures communicate has been fascinating.”

Julianne will graduate with her AA degree in communication studies this May and transfer to an out-of-state university to continue to study dance and communications. “I don’t know exactly where it will lead me but I want to blend my interests in dance and communications. I hope to work with people in various parts of the world, perhaps as a dance therapist or dance instructor for children.”

“I’ve enjoyed my experience at CSM and now I feel ready to move on to a university. By attending CSM, I’ve had the opportunity to broaden my knowledge in many different areas. I made important decisions about my major and minor and where I want to continue my education. I have a much clearer vision for my life.” ■

President's Report

- **Hiring News**
- **New Volleyball Coach**
- **Earth Day at CSUMB**
- **International Students Get Involved**



Edited by Larry Buckley, PhD

New Hiring Update

As we head into the home stretch of the semester, and with Commencement just around the corner, college faculty and staff are currently gripped in numerous hiring committees selecting new peers to join us in the coming months. Adding to this number, are additional new positions that were prioritized in the recent process conducted through the college's collegial consultation process. Numerous Faculty and Classified positions were submitted for review in the process. (There were no Administrative or Managerial positions submitted for review.) The Academic Senate presented positions in ranked order of priority. The Classified positions were unranked. I reviewed these submissions with my administrative team and the Vice President for Administrative Services to consider the financial viability of adding positions at this time. Ultimately, I approved, and shared with PBC, that we would be adding an additional tenure track faculty member from this process in the **Mathematics** discipline. In addition, we will be adding a part-time Classified assistant in the **Radiology Technology** program and a replacement Retention Specialist in **Early Childhood Education**. (The Rad Tech position was recommended separately through its national accrediting agency as a requirement for continued accreditation.) Hiring Committees for these positions are being organized now, and in the coming weeks. In addition, I met with the Faculty and Staff of the **Business, Design, and Workforce Development Division** to explore our moving forward with replacement of the Interim Dean of that area with a permanent Dean to begin in January, 2016. After thoughtful discussion, I have decided that we should move forward beginning now with that hiring process. We will be forming a committee and committing to having a complete job description in the coming weeks so as to maximize the time we have to conduct a national search. The Division, and Interim Dean (who has indicated that he will not be an applicant), are in agreement that the Division needs new permanent leadership as soon as possible.



A reminder that **Congresswoman Jackie Speier** will be our keynote speaker at this year's Commencement. She will be sharing her perspectives about community colleges and congratulating our graduates on their accomplishments.

Colts' Volleyball Coach *Submitted by Anniqua Rana, EdD*



Chris Tigno comes to Cañada College as the Head Coach Volleyball after eight years as the Head Varsity coach of the San Mateo High School, where he has led the Bearcats to Central Coast Section (CCS) playoffs bids in six of his eight seasons there. Chris has also coached club volleyball since 2005, including most recently at the 17s level at Red Rock Volleyball Club in Redwood City, California. Chris holds a USA Volleyball Coaching Accreditation Program certification. Chris grew up in the Bay Area, and holds a BS in Chemical Engineering from Stanford University and a law degree from Cal.

Earth Day at CSUMB *Submitted by Melissa R. Alforja*

A total 11 Cañadians accompanied by Jose Romero from EOP &S, Pat Sehl and Melissa Alforja from TRIO SSS and ESO grants spent Earth Day at California State University Monterey Bay to tour the campus, meet with the TRIO SSS program, and a transfer admissions counselor to learn more about this seaside campus that was once called Fort Ord. Our students experienced a day in the life of what it was like to be an “Otter”, including eating lunch in the Dining Commons. They even learned about water conservation and sampled healthy, nutritious food from Earth Day vendors.



Our students received invaluable information from Tara, our campus tour guide, Omar Murillo, the TRIO SSS Interim Director and from Jasmine Alcones, a CSUMB admissions counselor. The students enjoyed their visit, including the beautiful views and laid back campus lifestyle that only CSUMB offers. Promoted as one of the most affordable CSU's, Monterey Bay also offered a 30:1 student to teacher ratio with an overall population of over 6,600 students. This was quite appealing to our students not to mention the unique majors that specialized in Marine Biology and their newest major, Sustainable Hospitality Management.

Cañada Student Satisfaction surveys says:

98% felt that the overall experience was excellent

100% of our students enjoyed the dining hall experience

90% felt that campus tour was good

92% of our students felt that admissions & TRIO presentation were excellent

Honors Research Showcase *Photo Credit: Peter Tam*



Upward Bound Shines Bright in the Community! *Submitted by Robin Richards, PharmD*

Maria Huning, from Cañada’s Upward Bound program, is this year’s recipient of the Jobs for Youth Mary Paskevich Memorial Award. The Jobs for Youth program provides career workshops and job training to young people in San Mateo County. Mary Paskevich worked with Jobs for Youth for almost 20 years.

The Mary Paskevich Memorial Award is given every year to a person who has supported youth in achieving a better life. This year’s recipient, Maria Huning, has empowered young people in San Mateo County to envision their futures and their communities improved through higher education. Maria has supported students from communities that are often times overlooked- North Fair Oaks, East Palo Alto, and Half Moon Bay. She has served as the Program Coordinator for TRIO Upward Bound for over 10 years preparing the next generation of college bound students and advocating for equity and access in higher education.



Being recognized for her work and receiving this award is a wonderful way to celebrate her 11th year anniversary at Cañada College. Maria will be recognized alongside four Cañada College Upward Bound students. Edgar Aguirre, Jennifer Castro, Jennifer Cuevas, and Lluvia Garnica will all be awarded scholarships for their civic engagement in Redwood City.



All of these students share with Maria their passion for helping young people in the community. Cañada College and TRIO will be well represented at the Jobs for Youth Breakfast on May 28th, 2015 in Foster City, CA. #TRIOWORKS

International Student Center News

The International Student Center is celebrating a year of growth and success. Cañada College international student population grew from 52 to 94 students. The move from Building 5 to Building 3 increased traffic to the International Student Center, which increased services. The participation of international students in on campus employment as tutors, Ambassadors, and Bookstore assistants doubled as well as their service in ASCC and student-run clubs. On behalf of the entire Cañada College community, we'd like to congratulate the following international students for their achievements:



Wingkit Lau, Hong Kong-Transferring to UC Berkley

Jiating "Sierra" Weng, China-Transferring to UCLA & International Student Exemplary Award

Tianqi "Lily" Zheng, China-Waitlisted to UCSD & UCD

Kassandra Fekir, France-Honors Research Showcase Presentation "Analyzing the Benefits of Micro-blogging and Texting Among Students"

Yingjie "Alexandra" Zhuang, China-\$870 Iliff Scholarship & Certificate of Appreciation, International Student Ambassador Program

Moody Metry, Egypt-\$500 Peter & Paula Uccelli Foundation Scholarship & International Student Leadership Award

Xinyi "Magnolia" Huang, China-\$500 Peter & Paula Uccelli Foundation Scholarship & All Around Outstanding Humanities & Social Sciences Award

Oi Lam Sou, Macau-Scholarship recipient

Andres Benjamin Cuellar Martell, El Salvador-Scholarship recipient

Diana Alfaya Brito, Brazil-Scholarship recipient

Dominique Franceschi Suescun, Colombia-Scholarship recipient & International Student Emerging Leader Award

Susanna Christina Oberholster, South Africa-Scholarship recipient

Juan Sebastian Rozo Vasquez, Colombia-Scholarship recipient

Finally, we'd also like to recognize Supinda Sirihekaphong, International Program Manager for being selected to participate in NAFSA: The Association of International Educators' Diversity Impact Program, which supports institutions serving underrepresented populations by helping them expand capacity, grow study abroad, and increase student global competencies. The goal is to help build diversity within

international education, both in the development of professionals and by assisting these institutions in their efforts promoting internationalization on their campuses. The NAFSA Diversity Impact Program provides international education professionals from tribal colleges and universities; historically black colleges and universities (HBCUs); Hispanic-serving institutions (HSIs); and community colleges and associates colleges, complimentary NAFSA membership, registration to the NAFSA Annual Conference & Expo, and yearlong mentoring and professional development opportunities.



Ravel Opera Opens Redwood Symphony Concert

Redwood Symphony will be joined by Bay Shore Lyric Opera Company and Serenade of Masterworks Chorale in presenting Ravel's "The Child and the Spells" at 8 p.m. Saturday, May 16, in the Main Theater of Cañada College, 4200 Farm Hill Blvd., Redwood City.

The one-hour opera, known as "L'enfant et les sortilèges" in French, sounds like a variation on "Toy Story," but it came decades before the Pixar version. A young boy, who has always mistreated his toys, pets and even the plants and animals outside the house, finds himself the object of their revenge!



The audience will meet a very funny collection of characters, including a pair of meowing cats, and hear arias for a teacup and a sofa — with interpolations of jazz and even Puccini. It will be presented with supertitles.



To complete the program, former Redwood Symphony member Robert Marcus returns to perform Brahms's first clarinet sonata, here orchestrated by the great Italian composer, Luciano Berio.

"This is the clarinet concerto that Brahms never got around to writing!" said Maestro Eric Kujawsky, who will conduct. He will also offer his own insights into the program at a pre-concert talk at 7 p.m.

Redwood Symphony, an all-volunteer orchestra, is dedicated to the performance of an ambitious, contemporary repertoire, as well as the great orchestral classics. The innovative programming and emphasis on education are two reasons why so many of the most talented musicians from throughout the San Francisco Bay Area volunteer their time to play, and why audiences and critics have been so enthusiastic about Redwood Symphony's artistry.

Tickets from \$10-\$25 are available at RedwoodSymphony.org, and children under 18, accompanied by an adult, are admitted free. Parking at Cañada College is ample and free.

Cañada Students' Costumes Featured in Local Production

Students in one of our Theater Costume classes built the costumes featured in The Lamplighters production of Gilbert and Sullivan's "The Grand Duke." The production was reviewed recently in the San Francisco Chronicle:

<http://www.sfgate.com/music/article/Gilbert-and-Sullivan-s-Grand-Duke-gets-its-6226887.php-photo-7876976>



Responsible
Respected
Leader
ongoing growth
Support

CLASSIFIED FOR EXCELLENCE

perspective
understanding
Excellence
communication



Congratulations, Debbie Joy!

The 2015 Recipient of the California Community College State Classified Senate Outstanding Service Award!



"When faced with challenging issues, Debbie does not rush to judgment but quietly asks questions seeking to understand all sides of the matter. She has good insight and strives to respond in a fair and balanced manner."

Douglas Hirzel, Academic Senate President

"The key indicators of how Debbie is respected and is a leader include the significant increase in the attendance at the monthly Classified Senate meetings, the thoughtful agendas which are distributed campus-wide before the meetings to assure effective communication, the participation in the Associated Student Body events by many of our classified staff, and the volunteering by classified for other activities on campus."

*Larry Buckley, Ph.D.,
Cañada College President*

" We, the Classified Staff of the California Community Colleges, do hereby establish the California Community Colleges Classified Senate in order to promote the best interests of higher education in the State, and facilitate effective participation of classified colleagues at the state level."

4CS Bylaws



HELP!

NEPAL EARTHQUAKE RELIEF

The Cañada College Academic Senate, Classified Senate, and President's Office is collecting donations for the relief efforts in Nepal. Find collection boxes at the Center for Student Life, the Bookstore, and the Welcome Center. Donate online at: www.globalgiving.org/fundraisers/nepal-earthquake-relief-3/



INTERNATIONAL STUDENT CENTER



Cañada College

Student Fashion Show



Sunday, May 17, 2:00 pm
Main Theater Building 3
Donation \$10



Fashion Design & Merchandising

4200 Farm Hill Blvd. Redwood City
650-306-3370
canadacollege.edu/fashion

San Mateo County Community College District

May 13, 2015

BOARD REPORT NO. 15-5-1C

**COLLABORATION ACROSS BOUNDARIES FOR EQUITY AND SUCCESS:
CAÑADA COLLEGE'S STUDENT SUCCESS AND EQUITY PROJECTS**

There is no printed board report for this agenda item.

BOARD REPORT NO. 15-5-1A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and Employee Relations
(650) 358-6883

APPROVAL OF PERSONNEL ITEMS

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

A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT

None

B. PUBLIC EMPLOYMENT

College of San Mateo

Justine Stevick	Laboratory Technician	Math/Science
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New full-time, 12-month classified employment, effective May 14, 2015.

Erik Elfving	Laboratory Technician	Creative Arts & Social Science
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New 48% of full time, 12-month classified employment, effective April 20, 2015.

Jeanette Courtin	Instructional Aide II	Creative Arts & Social Science
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Correction to April 14, 2015 Board Report approving a new 48%, 12-month classified employment, effective March 30, 2015. The correct information is a new 48%, 11-month classified employment, effective March 30, 2015.

Yuki Ishizaki	Office Assistant II	Student Services
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New 48% of full time, 12-month classified employment, effective May 18, 2015.

District Office

Megan Elizabeth Stewart Project Coordinator I (Funded by Measure H) Construction Planning

New full-time, 12-month temporary classified employment, effective May 4, 2015.

Lisa M. Roecks Project Coordinator I (Funded by Measure H) Construction Planning

New full-time, 12-month temporary classified employment, effective May 26, 2015.

Julie Elmquist Community Education Program Coordinator Auxiliary Services

New full-time, 12-month classified employment, effective May 21, 2015.

Skyline College

Marisa Thigpen Program Services Coordinator Language Arts

New full-time, 12-month classified employment, effective June 8, 2015.

C. REASSIGNMENT**District Office**

Carlos Mendez Lead Custodian Facilities

Promoted through the hiring process from a full-time, 12-month Custodian position (Grade AA of the Salary Schedule 70) into this full-time, 12-month position at Grade CC of the same salary schedule, effective April 24, 2015.

D. TRANSFER

None

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

1. Recommend a change in staff allocation to delete two 48% of full-time, 10 months per year Laboratory Technician positions (3C0033 & 3C0024) in the Science and Technology Division and to add one 80% of full-time, 10 months per year Laboratory Technician position in the Science and Technology Division, effective July 1, 2015.
2. Recommend a change in staff allocation to add one full-time, 12 months per year Retention Specialist position (Grade 24 of the Classified Salary Schedule 60) in the Business, Design and Workforce Division, effective May 14, 2015.

College of San Mateo

1. Recommend a change in staff allocation to add one full-time, 12 months per year Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60) in the Student Services Division, effective May 14, 2015.

Skyline College

1. Recommend creation of a new classification titled "Director of Learning Commons" at Grade 193E of the Academic/Classified Exempt Supervisory Salary Schedule (35). Also recommend a change in staff allocation to add one full-time, 12-month Director of Learning Commons in Academic Support and Learning Technologies Division, effective May 14, 2015.

F. LEAVE OF ABSENCE

None

G. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****Canada College**

Robin Richards Vice President, Student Services VP, Student Services

Retiring effective June 30, 2015 with 5 years of service. Not eligible for District retiree benefits.

Frank C. Young Professor Humanities & Social Sciences

Retiring as Professor Emeritus, effective July 9, 2015 with 47 years of service. Eligible for District retiree benefits.

Skyline College

Daisy Araica Professor Sciences/Math/Technology

Retiring as Professor Emerita, effective June 1, 2015 with 16 years of service. Not eligible for District retiree benefits.

Barbara Daley Library Support Specialist Academic Support & Learning Technologies

Retiring effective July 8, 2015 with 30 years of service. Eligible for District retiree benefits.

2. Resignation**College of San Mateo****Marci Ann Totten**

Staff Assistant

President's Office

Resigning effective July 7, 2015.

Wing Kam

Web Programmer Analyst

President's Office

Resigned effective May 1, 2015.

H. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

I. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Student Services/Counseling	1	7/1/2015	12/31/2015	Financial Aid Technician: Assist with planning, implementation, coordination, training and data collection of Spark Point Center financial coaching services and resources. This position will also analyze data and prepare statistical reports to track student persistence and success.
Cañada	Student Services	4	07/01/2015	07/31/2015	Instructional Aide II: Provide mentoring and instructional support to TRiO Upward Bound summer program participants during 6-week summer session. Duties include facilitating workshops, tutoring, supervising students, record keeping and reporting.
District Office	Human Resources	1	7/1/2015	08/31/2015	Office Assistant I: Provide clerical support to the Human Resources Office and perform receptionist duties for the District Office.
Skyline	Academic Support & Learning Technologies	1	05/18/2015	06/30/2015	Instructional Aide II: Provide additional support to faculty related to implementation of Universal Design and in support of professional development activities detailed in the Student Equity Plan.

BOARD REPORT NO. 15-5-1CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6510

RATIFICATION OF STUDENT TRUSTEE PRIVILEGES

Board Policy 1.05, Student Trustee, affords the District Student Trustee the following privileges:

- The privilege to make and second motions.
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to receive compensation for attending Board meetings at one-half of the maximum amount allowed for elected trustees under the Education Code; in addition, the Board of Trustees may award the Student Trustee a service award, as specified in Policy 1.05.
- The privilege to receive the same health and welfare benefits as are provided to Board members.
- The privilege to be reimbursed for expenses associated with approved conferences, upon prior approval by the President of the Board.

California Education Code, Section 72023.5(e), requires that the Governing Board shall, by May 15 of each year, adopt rules and regulations implementing the privileges granted to the student trustee, to be effective until May 15 of the following year.

RECOMMENDATION

It is recommended that the Board of Trustees ratify the privileges specified above, which are contained in Policy 1.05, to be effective until May 15, 2016.

BOARD REPORT NO. 15-5-2CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Jing Luan, Ph.D., Vice Chancellor, Educational Services and Planning, 358-6880

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

The addition of 65 courses to the College catalogs is proposed by Cañada College, College of San Mateo and Skyline College at this time. Additionally, 19 courses are proposed to be offered in the distance education mode. The addition of 6 degrees/certificates, as well as 18 degree/certificate inactivations, are also proposed.

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

Furthermore, 159 courses were modified and two courses were reactivated. Thirty-five programs were modified. One department was added and one department was deleted.

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

May 13, 2015

PREPARED BY: Gregory Anderson, Vice President, Instruction
Cañada College

APPROVED BY: Danielle Behonick, Curriculum Committee Chair
Cañada College

Douglas Hirzel, Academic Senate President
Cañada College

Lawrence Buckley, President
Cañada College

PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ART

118 THE ART AND ARCHITECTURE OF SPAIN (3.0) (day or evening)

Justification: Art 118 is part of a series of courses on the great art centers of the world. It joins courses on England, France and Italy. This course is needed for the Art History Certificate. This course adds coverage of an important aspect of European art history. Spain is one of the richest sources of world art, and the foundation of western culture. Two courses on Italy, two courses on France, one course on England, this course on Spain, and one course on Flanders and Holland are planned. These courses are designed to co-ordinate with the collections of museums in the Bay Area, to take advantage of field trips and special exhibitions.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: A cultural and historic survey of Spanish art and architecture from Prehistory to the 21st century. Topics include Prehistoric Spanish cave paintings, Roman Spain, Hispanic-Visigothic art, Medieval Spain, Islamic Spain, the Spanish Empire and El Greco, the Golden Age of Spanish painting, the Enlightenment and Goya, Picasso, and modern architecture in Spain.

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

213 LIFE DRAWING II (3.0) (day or evening)

Justification: For the art, design, and/or animation student interested in depicting the human figure, it is necessary to continue learning figure drawing throughout the period of their studies. This course would allow students to develop their life drawing skills for a second semester and build upon the skill and knowledge learned in the introductory course. ART 213 is a selective requirement of the AA degree in Studio Arts.

Prerequisite: ART 207.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: Continued study of the human form as art using the techniques and materials of drawing in graphite, charcoal, pastel, ink, and mixed media. Application of more advanced studies of anatomy and expressive representations of the human figure in different environments. Studio practice drawing from live models.

Classification: AA/AS Degree; CSU transferable.

MUSIC

470.1 CHOIR I (1.0) (day or evening)

Justification: MUS. 470.1 is a selective major requirement for the current AA degree in Music. Large ensemble performance experience is required for an AA-T Music degree, which is in development; this would also support a summer chorus opportunity for the community.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400; MUS. 100 or equivalent.

Description: Performance of choral music for accompanied and/or unaccompanied choir at the beginning level. The choir may perform alone or in conjunction with other musical organizations on and off campus. Performance is required.

Classification: AA/AS Degree; CSU transferable.

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

680CJ TEACHING PHONOLOGICAL AWARENESS SKILLS TO YOUNG CHILDREN (1.0) (day or evening)

Justification: Students will learn about the current national reading research that shows the importance of learning how to teach phonological awareness content to preschool children. The research points out that teaching phonological awareness is a precursor to phonemic awareness and phonics taught in kindergarten and on. This content for children is needed as a developmental sequence before they reach third grade. This course is being created in collaboration with the San Mateo County Office of Education. This course is a post certificate/degree course which provides ongoing continuing education/training for teachers/directors working in the early learning and education workforce.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400.

Description: Students learn how to guide preschool children's understanding of phonological awareness. The teacher's role in guiding children's learning of phonological awareness including understanding the sounds and words they are beginning to hear and explore is covered.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR REACTIVATIONS – CAÑADA COLLEGE

ART

- 231 Watercolor I
- 232 Watercolor II

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE

ACCOUNTING

- 131 Managerial Accounting
- 200 QuickBooks

BIOLOGICAL SCIENCES

- 100 Introduction to the Life Sciences
- 103 Native Plants and Wildflowers

FASHION DESIGN AND MERCHANDISING

- 151 Fashion Merchandising

San Mateo County Community College District

May 13, 2015

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

PREPARED BY: Sandra Stefani Comerford, Vice President, Instruction
College of San Mateo

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

David Laderman, President, Academic Senate
College of San Mateo

Michael Claire, President
College of San Mateo

PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ACCOUNTING

665MS TAX CONTROVERSIES AND CLIENT REPRESENTATION (0.5) (day or evening)

Justification: This course provides continuing education for tax practitioners in the bay area to fulfill their CPA, EA and CTEC renewal requirements.

Prerequisite: None.

Recommended Preparation: ACTG 181.

Description: A survey course to learn how to handle audit issues from examination to appeals, as well as challenging and appealing penalties and negotiate penalty settlements. The course will also explore the IRS collection process and matters including offers in compromise and installment agreements. Meets continuing education requirements. For students who have taken this course and wish to repeat the course to meet a legally mandated training requirement, please file a Petition to Repeat for enrollment approval. [CPE Hours: CPA 8; EA, CTEC 6]

Classification: AA/AS Degree; CSU transferable.

665MT PREPARING FORM 706 ESTATE TAX RETURN (0.5) (day or evening)

Justification: This course provides continuing education for tax practitioners in the bay area to fulfill their CPA, EA and CTEC renewal requirements.

Prerequisite: None.

Recommended Preparation: ACTG 181.

Description: A practical course on how to complete each of the schedules and make available elections for the most recent edition of Form 706. The course explores the ins and outs of the "Portability" rules, and provides a survey of GST issues. Meets continuing education requirements. For students who have taken this course and wish to repeat the course to meet a legally mandated training requirement, please file a Petition to Repeat for enrollment approval. [CPE Hours: CPA 8; EA, CTEC 6]

Classification: AA/AS Degree; CSU transferable.

ADMINISTRATION OF JUSTICE - PUBLIC SAFETY TRAINING

107 BASIC POLICE ACADEMY (22) (day or evening)

Justification: The course will replace ADMJ 145. Since South Bay Regional, and not CSM, is the presenter of this course, this course needs to use the course designator for Law Enforcement training courses from South Bay.

Prerequisite: Completion of the application process for the Police Academy, as prescribed by South Bay Regional Training Consortium.

Recommended Preparation: None.

Description: This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the statutory basic training requirements for California Peace Officers. The course follows the instructional framework, minimum hour and content requirements established by POST. The course meets requirements for employed peace officer students, however is open to those students who meet and satisfy entry requirements including written examination, physical fitness examination, DOJ fingerprint clearance and medical clearance. This course requires significant time commitments and outside course work including uniform preparation, homework assignments and equipment maintenance. This course requires additional fees.

Classification: AA/AS Degree; CSU transferable.

ART

233 WATERCOLOR III (3) (day or evening)

Justification: Art courses require techniques, knowledge and experience that cannot be mastered in just one semester. Watercolor III is designed for students to build upon intermediate concepts and techniques learned in Watercolor II, culminating in a successful portfolio that is required for transfer and/or exhibitions.

Prerequisite: ART 232.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848.

Description: Continuation of Watercolor II, with emphasis on the development of personal style and a comprehensive portfolio for transfer or exhibitions.

Classification: AA/AS Degree; CSU transferable.

240 CHINESE BRUSH PAINTING II (3) (day or evening)

Justification: Art courses require techniques, knowledge and experience that cannot be mastered in just one semester. Chinese Brush Painting II is designed for students to build upon introductory concepts and techniques learned in Chinese Brush Painting I, culminating in a successful portfolio that is required for transfer and/or exhibitions.

Prerequisite: ART 236.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848.

Description: Intermediate Chinese Brush Painting expands upon the initial set of skills related to brush and ink use, with an emphasis on the development of personal style.

Classification: AA/AS Degree; CSU transferable.

243 WATERCOLOR IV (3) (day or evening)

Justification: Art courses require techniques, knowledge and experience that cannot be mastered in just one semester. Chinese Brush Painting II is designed for students to build upon introductory concepts and techniques learned in Chinese Brush Painting I, culminating in a successful portfolio that is required for transfer and/or exhibitions.

Prerequisite: ART 233.

Recommended Preparation: None.

Description: Continuation of Watercolor III, with emphasis on advanced painting techniques, the development of personal style and a comprehensive portfolio for transfer and/or exhibitions.

Classification: AA/AS Degree; CSU transferable.

316 MIXED MEDIA ART 2 (3) (day or evening)

Justification: Art courses require knowledge and skills that cannot be mastered in just one semester. Mixed Media Art 2 is designed for students to build upon basic concepts and techniques learned in Mixed Media Art, culminating in a portfolio that is required for transfer and/or gallery submission.

Prerequisite: ART 315.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848.

Description: Intermediate level work in Mixed Media Art; a contemporary approach to two-dimensional art making, combining traditional art media with new digital techniques. Drawing and painting materials will be combined with digital tools such as Photoshop and digital printing in order to enrich visual images and understand contemporary art practices. Extra supplies will be required. A materials fee in the amount shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

317 MIXED MEDIA ART 3 (3) (day or evening)

Justification: Art courses require knowledge and skills that cannot be mastered in just one semester. Mixed Media Art 2 is designed for students to build upon basic concepts and techniques learned in Mixed Media Art, culminating in a portfolio that is required for transfer and/or gallery submission.

Prerequisite: ART 315.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848.

Description: Advanced-level work in Mixed Media Art; a contemporary approach to two-dimensional art making, combining traditional art media with new digital techniques. Drawing and painting materials will be combined with digital tools such as Photoshop and digital printing in order to enrich visual images and understand contemporary art practices. Extra supplies will be required. A materials fee in the amount shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

400.2 LOW FIRE CERAMICS II (3) (day or evening)

Justification: This is the second in a family of low fire ceramics courses.

Prerequisite: None.

Recommended Preparation: ART 400.1.

Description: Continued introduction to the art and crafts of ceramics. During this course the student will learn hand-building clay construction. Methods of ornamentation, glazing, firing will be demonstrated and utilized, including low fire. A materials fee as shown in the Schedule of Classes is payable upon registration. Extra supplies may be required.

Classification: AA/AS Degree; CSU transferable.

400.3 LOW FIRE CERAMICS III (3) (day or evening)

Justification: This is the third in a series of low fire ceramics courses.

Prerequisite: None.

Recommended Preparation: ART 400.2.

Description: Continued study of the art and crafts of ceramics. During this course the student will learn intermediate hand-building clay construction. Methods of ornamentation, glazing, firing will be demonstrated and utilized, including low fire. A materials fee as shown in the Schedule of Classes is payable upon registration. Extra supplies may be required.

Classification: AA/AS Degree; CSU transferable.

400.4 LOW FIRE CERAMICS IV (3) (day or evening)

Justification: This is the fourth in a series of low fire ceramics courses.

Prerequisite: None.

Recommended Preparation: ART 400.3.

Description: Continued study of the art and crafts of ceramics. During this course the student will learn advanced-intermediate hand-building clay construction. Methods of ornamentation, glazing, firing will be demonstrated and utilized, including low fire. A materials fee as shown in the Schedule of Classes is payable upon registration. Extra supplies may be required.

Classification: AA/AS Degree; CSU transferable.

420 ART INTERNSHIP (1.0) (day or evening, distance education)

Justification: Art and art history students need exposure and experience in their chosen fields of study in order to understand potential careers and upper division disciplines. Additionally, our students will be serve as liaisons between the college and community, providing needed services and developing important networks for future employment. This program has been running for the past year as an Independent Study course and has proven to be very successful in terms of student learning outcomes.

Prerequisites: None.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848.

Description: Supervised practicum/internship for art and art history students interested in gaining professional experience in art management careers. Students will volunteer forty-eight hours per semester for one unit of credit at a local art museum, gallery or non-profit organization. Two more Independent Study units may be earned if more hours are required to complete the internship.

Classification: AA/AS Degree; CSU transferable.

BIOLOGY

132 HUMAN BIOLOGY LABORATORY (1.0) (day or evening)

Justification: Currently Biology 130, Human Biology, is not transferable to the California State University system. Canada College currently has Biology 132, Human Biology Laboratory in place, but students at CSM will have the benefit of the course being available on our campus.

Prerequisite: Completion of or concurrent enrollment in BIOL 130.

Recommended Preparation: Any READ 400 level course.

Description: Introductory laboratory exercises concerning human anatomy and physiology and utilizing the scientific method, analysis of data and drawing appropriate conclusions. This course is a supplement to BIOL 130, Human Biology. Recommended especially for students interested in the Allied Health Fields.

Classification: AA/AS Degree; CSU transferable.

CHEMISTRY

100 SURVEY OF CHEMISTRY (3.0) (day or evening, distance education)

Justification: This proposed course number change converts experimental CHEM680 MA to a permanent course. CHEM100 is eligible for associate degree general education credit and CSU transferable credit.

Prerequisite: None.

Recommended Preparation: None.

Description: An introductory course in Chemistry for non-science majors. Students are introduced to basic concepts of chemistry and requires analyses of the socio-cultural contexts within which chemistry plays a central role. Key concepts include classification of matter; atomic structure; chemical bonding and their properties; chemical formulas, equations and stoichiometry; classification of chemical reactions; electronic structure and periodic trends; gases; solutions. Recommended for non-science majors or as an exploratory course for further studies in chemistry.

Classification: AA/AS Degree; CSU transferable.

COUNSELING

111 COLLEGE PLANNING (0.5) (day or evening)

Justification: The Counseling Division Faculty would like to use COUN instead of CRER as the prefix for courses to better reflect the course content.

Prerequisite: None.

Recommended Preparation: None.

Description: (Formerly CRER 105) This course is highly recommended for all incoming students. Comprehensive college orientation provides information about educational goals, academic planning, the college academic and social culture, college policies and procedures that affect student success, learning styles, time management, overcoming past substandard academic performance, success strategies and how to use them, and a review of college services and programs that enhance success and retention. A materials fee as shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

112 INTRODUCTION TO CHOOSING A COLLEGE MAJOR (0.5) (day or evening)

Justification: The Counseling Division Faculty would like to use COUN instead of CRER as the prefix for courses to better reflect the course content.

Prerequisite: None.

Recommended Preparation: None.

Description: (Formerly CRER 107) This course assists students to research and identify a college major and become aware of major requirements and course planning. Highly recommended for students who are

undecided about a major for an Associate degree or for university transfer. University transfer students need to complete lower division major courses to assure successful transfer. A materials fee as shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

114 TRANSFER ESSENTIALS AND PLANNING (0.5) (day or evening)

Justification: The Counseling Division Faculty would like to use COUN instead of CRER as the prefix for courses to better reflect the course content.

Prerequisite: None.

Recommended Preparation: None.

Description: (Formerly CRER 104) This course provides essential information about the university transfer function. Highly recommended for students whose educational goal is to transfer to a college or university and complete a bachelor's degree. Learn how to transfer within the California State University (CSU) and University of California (UC) systems, as well as private-independent and out-of-state colleges and universities. Covers academic requirements for transfer admission eligibility and selectivity, transfer admission decisions, planning for transfer, general education, lower division major preparation requirements, guarantee transfer programs, application timelines, services that support transfer, and other issues related to achieving transfer as an educational goal. A materials fee as shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

120 COLLEGE AND CAREER SUCCESS (3.0) (day or evening)

Justification: The Counseling Division Faculty would like to use COUN instead of CRER as the prefix for courses to better reflect the course content.

Prerequisite: None.

Recommended Preparation: None.

Description: (Formerly CRER 120) A comprehensive approach to college and career planning. Emphasizes educational planning, self-assessment, decision making, college success strategies, study skills/learning styles and techniques for addressing personal changes associated with college and career. Explores college life, student responsibilities and career options. A materials fee as shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

121 PLANNING FOR STUDENT SUCCESS (1.0) (day or evening)

Justification: The Counseling Division Faculty would like to use COUN instead of CRER as the prefix for courses to better reflect the course content.

Prerequisite: None.

Recommended Preparation: None.

Description: (Formerly CRER 121) Provides students with the tools necessary to maximize academic success by developing their understanding of college expectations, resources, facilities and requirements. A preliminary Student Educational Plan (SEP) is researched and developed, if necessary. A materials fee as shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

122 STUDY SKILLS (1.0) (day or evening)

Justification: The Counseling Division Faculty would like to use COUN instead of CRER as the prefix for courses to better reflect the course content.

Prerequisite: None.

Recommended Preparation: None.

Description: (Formerly CRER 122) This course provides students with information about what is expected of a college student. Students practice a variety of techniques to increase confidence and to develop college-level study skills. Emphasizing individual learning styles, effective study habits and reducing test-taking anxiety. Each student will create a study plan reflecting his/her specific learning needs. A materials fee as shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

240 COLLEGE AND ACADEMIC SUCCESS (3.0) (day or evening)

Justification: This course is designed to fit into a certificate that will be offered as part of the MANA program. MANA will be targeted to the Pacific Islanders student population. This would be a "core" course to support the success and retention participants of this special program.

Prerequisite: None.

Recommended Preparation: None.

Description: This course assists students in understanding and engaging in college success skills and strategies. Designed to improve academic and personal success, this course takes students through a journey that includes study skills development, value clarification, personal and educational goals and options, financial literacy, time and life management, critical and creative thinking, and an awareness of learning styles. The course also provides assistance to develop communication skills related to self-advocacy. (Course is cross listed as LCTR 240.)

Classification: AA/AS Degree; CSU transferable.

ENGLISH AS A SECOND LANGUAGE

810 PHONICS FOR NON-NATIVE SPEAKERS (3.0) (day or evening)

Justification: Phonics is unique in that it not only teaches sound/symbol relationships, but provides instruction about the physical production of the sounds. If non-native speakers are to be understood, it is

critical to make the correct sounds accompanied by the correct mouth/teeth/tongue positions. This course incorporates the visual, tactile, and auditory senses in a unique and engaging way. Phonics assists students in pronunciation, reading, and spelling--skills essential in all the core ESL courses--Conversation and Listening, Reading and Vocabulary, and Writing and Grammar. All levels of ESL are eligible to take phonics. Phonics is an excellent complement to ESL 891, Accent Reduction for ESL students, which works on higher level pronunciation issues.

Prerequisite: None.

Recommended Preparation: Students are strongly advised to concurrently enroll in ESL 845 or a higher level conversation course, ESL 855 or higher level reading course, and ESL 825 or a higher level writing course.

Description: Introduction to basic speech sounds and practice in phonetic techniques for pronouncing, reading, and spelling unknown words. (Units do not apply toward AA/AS degree.)

Classification: Not degree applicable; not transferable.

FIRE TECHNOLOGY

680MB FIREFIGHTER I ACADEMY (10.5) (day or evening)

Justification: California State Fire Training has updated their curriculum to allow for reciprocity outside of California.

Prerequisite: Admission to the Fire Academy.

Recommended Preparation: None.

Description: This course provides the skills and knowledge needed for the entry level fire fighter, career or volunteer, to perform their duties safely, effectively, and competently.

Classification: AA/AS Degree; not transferable.

680MC CONFINED SPACE RESCUE AWARENESS (0.5) (day or evening)

Justification: This course is a co-requisite for the new Firefighter I curriculum.

Prerequisite: Concurrent enrollment in Fire Academy.

Recommended Preparation: None.

Description: This course provides instruction in identifying a permit and non-permit required confined space, the hazards associated with confined spaces, target industries and hazards, state regulations, communications, and equipment requirements. This course does not qualify participants to make permit required entries.

Classification: AA/AS Degree; not transferable.

770 FIRE SERVICE CAREER PREP (3.0) (day or evening)

Justification: Two year update requirement and change in course number from FIRE 800 to FIRE 770.

Prerequisite: Concurrent enrollment in Fire Academy.

Recommended Preparation: None.

Description: This course gives an overview of the hiring process for firefighter positions. It will cover models for written examinations and oral interviews; writing skills for resumes and applications; physical requirements; written test preparation; and career opportunities.

Classification: AA/AS Degree; not transferable.

KINESIOLOGY, ATHLETICS AND DANCE - KINESIOLOGY102 INTRODUCTION TO COACHING PRINCIPLES (3.0) (day or evening, distance education)

Justification: Kinesiology is the 7th most popular major in the CSU system. More and more students have expressed the need for this course to prepare them for their transfer.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848.

Description: A course which examines the philosophical, physiological, sociological, and psychological aspects of the coaching profession. Other aspects that will be studied are the principles used in the effective teaching of sports, technical and tactical skills, and the principles used in effective team management.

Classification: AA/AS Degree; CSU transferable.

135 ACADEMIC SKILL DEVELOPMENT FOR INTERCOLLEGIATE ATHLETES I (2.0) (day or evening)

Justification: Due to the continued downward trend of college preparedness from our high school transfers, PE 135 can no longer be delivered over one semester. The content needs more in-depth review to better prepare our students for the academic rigor necessary to succeed in college. The course is proposed to be delivered as KINE 135 and KINE 136.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for student athletes. Introduce student-athletes to the rewards and challenges of participating in competitive college sports. Instruction on how to get organized; take effective notes, prepare for tests and quizzes. Course will also address various college services, study skills instruction and academic planning. Extra supplies may be required. This is NOT an activity class.

Classification: AA/AS Degree; CSU transferable.

136 ACADEMIC SKILL DEVELOPMENT FOR INTERCOLLEGIATE ATHLETES II (2.0) (day or evening)

Justification: Due to the continued downward trend of college preparedness from our high school transfers, PE 135 can no longer be delivered over one semester. The content needs more in-depth review to better prepare our students for the academic rigor necessary to succeed in college and beyond. The course is proposed to be delivered as KINE 135 and KINE 136.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for student athletes. Continued instruction on college-level study skills and preparedness. Provides organizational skills for a lifetime. Teaches attitude development while building self-esteem. NCAA/NAIA transfer regulations are addressed. Extra supplies may be required. This is NOT an activity class.

Classification: AA/AS Degree; CSU transferable.

190 BASEBALL THEORY: DEFENSE (2.0-3.0) (day or evening)

Justification: The demands to deliver the appropriate level of instruction pertaining to the sport of baseball have dramatically increased thereby rendering our current inclusive "Theory of Baseball" relatively ineffective. This proposal will split the two major components of baseball into an offensive theory, and a defensive theory - modeled after what is currently being delivered at Skyline.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to help students understand the defensive fundamentals of playing and coaching baseball. Students will gain knowledge about the history, philosophies, techniques and strategies related to the development of individual and team play in baseball and apply them in a practical setting. (Same as TEAM 190)

Classification: AA/AS Degree; CSU transferable.

191 BASEBALL THEORY: OFFENSE (2.0-3.0) (day or evening)

Justification: The demands to deliver the appropriate level of instruction pertaining to the sport of baseball have dramatically increased thereby rendering our current inclusive "Theory of Baseball" relatively ineffective. This proposal will split the two major components of baseball into an offensive theory, and a defensive theory - modeled after what is currently being delivered at Skyline. Additionally, a lecture module has been added to make use of technology as it relates to biomechanical feedback.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to help students understand the offensive fundamentals of playing and coaching baseball. Students will gain knowledge about the history, philosophies, techniques and strategies related to

the development of individual and team play in baseball and apply them in a practical setting. (Same as TEAM 191)

Classification: AA/AS Degree; CSU transferable.

KINESIOLOGY, ATHLETICS AND DANCE - FITNESS

332.1 STRETCHING AND FLEXIBILITY I (0.5-1.0) (day or evening, distance education)

Justification: Currently our curricular offerings do not have a course designed to focus strictly on flexibility - an important component of overall fitness.

Prerequisite: None.

Recommended Preparation: None.

Description: A beginning class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health.

Classification: AA/AS Degree; CSU transferable.

332.2 STRETCHING AND FLEXIBILITY II (0.5-1.0) (day or evening, distance education)

Justification: Currently our curricular offerings do not have a course designed to focus strictly on flexibility - an important component of overall fitness.

Prerequisite: None.

Recommended Preparation: None.

Description: An intermediate level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health.

Classification: AA/AS Degree; CSU transferable.

332.3 STRETCHING AND FLEXIBILITY III (0.5-1.0) (day or evening, distance education)

Justification: Currently our curricular offerings do not have a course designed to focus strictly on flexibility - an important component of overall fitness.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health.

Classification: AA/AS Degree; CSU transferable.

332.4 STRETCHING AND FLEXIBILITY IV (0.5-1.0) (day or evening, distance education)

Justification: Currently our curricular offerings do not have a course designed to focus strictly on flexibility - an important component of overall fitness.

Prerequisite: None.

Recommended Preparation: None.

Description: An expert level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health.

Classification: AA/AS Degree; CSU transferable.

KINESIOLOGY, ATHLETICS AND DANCE - TEAM SPORTS

116 BASKETBALL: INDIVIDUAL SKILL DEVELOPMENT (0.5-1.0) (day or evening)

Justification: As students come to us more underprepared with their academic skills, the same holds true for their athletic skills. Student-athletes at our level need more time by which to develop their individual skills to better position themselves for competition at our level, and beyond.

Prerequisite: None.

Recommended Preparation: Interscholastic basketball abilities recommended.

Description: Designed to improve the individual skills of students wishing to play competitive basketball. Students will spend considerable time working on the fundamentals of the game: ball handling, passing and shooting. Students will take part in numerous basketball and conditioning drills.

Classification: AA/AS Degree; CSU transferable.

680MC TOURNAMENT VOLLEYBALL (0.5-1.0) (day or evening)

Justification: This is a UC/CSU transferable course which is applicable to the Associate degree and the AA-T in Kinesiology. The course will be offered as a developmental course for a newly approved intercollegiate women's volleyball program. The course is designed for students who wish to increase their skill level in a more highly competitive setting.

Prerequisite: None.

Recommended Preparation: Interscholastic basketball abilities recommended.

Description: Geared toward intermediate and advanced level volleyball players, this course emphasizes team play in a tournament setting. Course will include an introduction to, and use of, different offensive and defensive systems. Tournament play will include 2-, 3-, 4-, and 6-person team play using international rules.

Classification: AA/AS Degree; CSU transferable.

680MD BEGINNING VOLLEYBALL (0.5-1.0) (day or evening)

Justification: CSM will be adding a women's intercollegiate volleyball program and need to include curriculum to develop the student-athletes. The general volleyball classes will be included to provide the same opportunity for the general student body.

Prerequisite: None.

Recommended Preparation: Interscholastic basketball abilities recommended.

Description: Instruction and practice in the fundamentals of volleyball; team competition; testing program in skills and rules.

Classification: AA/AS Degree; CSU transferable.

LEARNING CENTER**105 KEYS TO SUCCESS (1.0) (day or evening)**

Justification: The course is part of the summer Pathway to College program: Provides the instructional element of summer program focused on helping new college students succeed: Successfully run for two years as experimental course and now needs to be made permanent.

Prerequisite: None.

Recommended Preparation: Interscholastic basketball abilities recommended.

Description: This course assists new, first time students in making a successful transition to college life. Students will learn to assume responsibility for their academic decision-making as it relates to success in college. Topics include: knowledge of resources, making math relevant, advanced study techniques, writing skills, critical thinking skills, mathematical computations, motivation and self-efficacy. Students will also take a personalized interactive assessment to determine which math concepts they have mastered and areas they are ready to learn. This class has a strong emphasis on group work and peer learning.

Classification: AA/AS Degree; CSU transferable.

240 COLLEGE AND ACADEMIC SUCCESS (3.0) (day or evening)

Justification: The course is part of the summer Pathway to College program: Provides the instructional element of summer program focused on helping new college students succeed: Successfully run for two years as experimental course and now needs to be made permanent.

Prerequisite: None.

Recommended Preparation: None.

Description: This course assists students in understanding and engaging in college success skills and strategies. Designed to improve academic and personal success, this course takes students through a journey that includes study skills development, value clarification, personal and educational goals and options, financial literacy, time and life management, critical and creative thinking, and an awareness of learning

styles. The course also provides assistance to develop communication skills related to self-advocacy. (Course is cross listed as COUN 240.)

Classification: AA/AS Degree; CSU transferable.

MATHEMATICS

190 PATH TO STATISTICS (6.0) (day or evening)

Justification: Upon completion of Math 120 or Math 123 (both intermediate algebra), the vast majority of non-STEM majors then take Math 200 (statistics). The state legislature permits an alternative to intermediate algebra which is equivalent to intermediate algebra. Because of the course's strong relevancy to non-STEM majors' careers, Math 190 could eventually turn out to be the main path to Math 200 (as opposed to Math 110 and then Math 120).

Prerequisite: MATH 811 or appropriate score on District math placement test and other measures as appropriate.

Recommended Preparation: None.

Description: This accelerated course prepares students for transfer-level Statistics. It covers core concepts from elementary algebra, intermediate algebra, and descriptive statistics. Topics include ratios, rates, and proportional reasoning; arithmetic reasoning using fractions, decimals and percents; evaluating expressions, solving equations, analyzing algebraic forms to understand statistical measures; use of linear, quadratic, absolute value, exponential, and logarithmic functions to model bivariate data; graphical and numerical descriptive statistics for quantitative and categorical data. This course is designed for students who intend to take transfer level statistics and no other transfer level mathematics, physics or chemistry. Note: This course is NOT intended for students who plan to take courses in science, computer information science, engineering, math, as well as business and other non-STEM majors. Please see your counselor.

Classification: AA/AS Degree; not transferable.

MUSIC

111 MUSICIANSHIP I (1.0) (day or evening)

Justification: New Musicianship courses are being created to conform to the MUS AA-T template. We are required to make this change or lose the local CSM AA in music.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848.

Description: Extended practice and application of rhythmic, melodic and harmonic materials of Music Theory I through ear training, sight singing, analysis, and dictation skills. Topics include: tonality, meter, rhythmic and pitch notation, intervals, triads.

Classification: AA/AS Degree; CSU transferable.

112 MUSICIANSHIP II (1.0) (day or evening)

Justification: New Musicianship courses are being created to conform to the MUS AA-T template. We are required to make this change or lose the local CSM AA in music.

Prerequisite: MUS. 111.

Recommended Preparation: None.

Description: Incorporates and builds on concepts introduced in MUS. 111. Further development of ear training and sight singing skills. Topics include: sight singing of triads and seventh chords, second-layer subdivision, and harmonic dictation of diatonic progressions.

Classification: AA/AS Degree; CSU transferable.

113 MUSICIANSHIP III (1.0) (day or evening)

Justification: New Musicianship courses are being created to conform to the MUS AA-T template. We are required to make this change or lose the local CSM AA in music.

Prerequisite: MUS. 112.

Recommended Preparation: None.

Description: Incorporates and builds on concepts introduced in MUS. 112. Further development of ear training and sight singing skills. Topics include: triplets/duplets, syncopations, chromatic alterations, and modulation to closely-related keys.

Classification: AA/AS Degree; CSU transferable.

114 MUSICIANSHIP IV (1.0) (day or evening)

Justification: New Musicianship courses are being created to conform to the MUS AA-T template. We are required to make this change or lose the local CSM AA in music.

Prerequisite: MUS. 113.

Recommended Preparation: None.

Description: Incorporates and builds on concepts introduced in MUS. 113. Further development of ear training and sight singing skills. Topics include: advanced chromaticism including modulation to distantly-related keys, diatonic modes, non-diatonic and synthetic scales, pitch sets and tone rows, irregular beat division, polyrhythms, asymmetrical meters, mixed meters.

Classification: AA/AS Degree; CSU transferable.

409.1 INTRODUCTORY SYMPHONIC BAND I (1.0) (day or evening)

Justification: A family of introductory symphonic are being created, geared to the beginning musician.

Prerequisite: Demonstration of proficiency on a band instrument.

Recommended Preparation: None.

Description: Correct playing techniques for brass, woodwind or percussion instruments as well as group performance of band literature will be emphasized. The Introductory Symphonic Band prepares and performs music covering a wide range of musical styles and periods, which contribute toward an understanding, and appreciation of artistic musical expression through the band medium. Performance is required.

Classification: AA/AS Degree; CSU transferable.

409.2 INTRODUCTORY SYMPHONIC BAND II (1.0) (day or evening)

Justification: A family of introductory symphonic are being created, geared to the beginning musician.

Prerequisite: Demonstration of proficiency on a band instrument.

Recommended Preparation: None.

Description: Continued development of playing techniques for brass, woodwind or percussion instruments as well as group performance of band literature will be emphasized. The Introductory Symphonic Band prepares and performs music covering a wide range of musical styles and periods, which contribute toward an understanding, and appreciation of artistic musical expression through the band medium. Performance is required.

Classification: AA/AS Degree; CSU transferable.

409.3 INTRODUCTORY SYMPHONIC BAND III (1.0) (day or evening)

Justification: A family of introductory symphonic are being created, geared to the beginning musician.

Prerequisite: Demonstration of proficiency on a band instrument.

Recommended Preparation: None.

Description: Refined playing techniques for brass, woodwind or percussion instruments as well as group performance of band literature will be emphasized. The Introductory Symphonic Band prepares and performs music covering a wide range of musical styles and periods, which contribute toward an understanding, and appreciation of artistic musical expression through the band medium. Performance is required.

Classification: AA/AS Degree; CSU transferable.

409.4 INTRODUCTORY SYMPHONIC BAND IV (1.0) (day or evening)

Justification: A family of introductory symphonic are being created, geared to the beginning musician.

Prerequisite: Demonstration of proficiency on a band instrument.

Recommended Preparation: None.

Description: Sophisticated playing techniques for brass, woodwind or percussion instruments as well as group performance of band literature will be emphasized. The Introductory Symphonic Band prepares and performs music covering a wide range of musical styles and periods, which contribute toward an understanding, and appreciation of artistic musical expression through the band medium. Performance is required.

Classification: AA/AS Degree; CSU transferable.

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

ART

420 Art Internship

BUSINESS

201 Business Law

CHEMISTRY

100 Survey of Chemistry

FILM

130 Film Directors

145 Watching Quality Television (on 4/29/15 Board Report)

KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY

102 Introduction to Coaching Principles

119 First Aid/Adult & Pediatric CPR

KINESIOLOGY, ATHLETICS AND DANCE – FITNESS

332.1 Stretching and Flexibility I

332.2 Stretching and Flexibility II

332.3 Stretching and Flexibility III

332.4 Stretching and Flexibility IV

PHYSICS

220 General Physics II

221 General Physics II – Calculus Supplement

270 Physics with Calculus III

PROPOSED CURRICULAR INACTIVATIONS – COLLEGE OF SAN MATEO**ADMINISTRATION OF JUSTICE**

145 Basic Police Academy

ART

124 Old Masters' Aesthetics and Techniques
 801 Art and Architecture from the Ancient World to Medieval Times (c. 1400)
 802 Art and Architecture of Renaissance and Baroque Europe (c. 1300-1700)
 803 Art of Europe and America from the Rococo to the Present (c. 1700-present)
 804 Art of the 20th Century
 824 Old Masters' Aesthetics and Techniques

BIOLOGY

329 Honors Project Seminar
 675 Honors Colloquium in Biology

BUSINESS

326 Electronic Filing and Records Management

CAREER AND LIFE PLANNING

104 Transfer Essentials and Planning
 105 College Planning
 107 Introduction to Choosing a College Major
 120 College and Career Success
 121 Planning for Student Success
 122 Study Skills

COMMUNICATION STUDIES

855 Speech for Non-Native Speakers
 860 Communication in the Workplace

COSMETOLOGY

880MB Advanced Cosmetology III
 880MC Advanced Cosmetology IV

DIGITAL MEDIA

150 Advanced Audio: Radio Production
 253 Broadcasting Practicum
 258 Broadcasting Portfolio
 270 Special Studies in Journalism

ELECTRONICS

275 Active Devices

ENGLISH

102 English Practicum
329 Honors Project Seminar

ENGLISH AS A SECOND LANGUAGE

850 Individual Writing Instruction

FILM

329 Honors Project Seminar

FIRE TECHNOLOGY

800 Fire Service Career Prep
879MA Firefighter Cadet II
879MB Firefighter Cadet III

HEALTH SCIENCE

112 Current Health Issues

KINESIOLOGY, ATHLETICS AND DANCE – ADAPTIVE

875 Adapted Evaluation

MATHEMATICS

329 Honors Project Seminar

PHILOSOPHY

329 Honors Project Seminar

PHYSICS

329 Honors Project Seminar

SPANISH

801 Conversational Spanish I
802 Conversational Spanish II
803 Conversational Spanish III
804 Conversational Spanish IV

SPRINKLER FITTER

711	Sprinkler Fitter Apprenticeship I
712	Sprinkler Fitter Apprenticeship II
713	Sprinkler Fitter Apprenticeship III
714	Sprinkler Fitter Apprenticeship IV
715	Sprinkler Fitter Apprenticeship V
716	Sprinkler Fitter Apprenticeship VI
717	Sprinkler Fitter Apprenticeship VII
718	Sprinkler Fitter Apprenticeship VIII
719	Sprinkler Fitter Apprenticeship IX
720	Sprinkler Fitter Apprenticeship X

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO**ARCHITECTURE**

120	Architectural + Design Drawing I: Drawing and Visual Thinking
140	Architectural + Design Drawing II: Design Communication
210	Design I: Introduction to Architecture, Environmental Design and the Design Process
220	Design II: Architecture Design, Form and the Built Environment

ART

104	Art of the 20th Century
200	Fine Art Portfolio Preparation
214	Color
388	Master Photography Portfolio
405	Sculpture I
406	Sculpture II
411	Ceramics I
412	Ceramics II

BIOLOGY

230	Introductory Cell Biology
260	Human Physiology

BUSINESS

125	International Business
150	Small Business Management
201	Business Law

CHEMISTRY

192	Elementary Chemistry
220	General Chemistry II
231	Organic Chemistry I
232	Organic Chemistry II
410	Health Science Chemistry I

420 Health Science Chemistry II

CHINESE

221 Colloquial Chinese I, Advanced Elementary

COMPUTER AND INFORMATION SYSTEMS

111 Introduction to Internet Programming
 113 Ruby Programming
 114 JavaScript/Ajax Programming
 117 Python Programming
 127 HTML5 and CSS
 128 Mobile Web App Development
 132 Introduction to Databases
 151 Network and Digital Communication
 200 Capstone Project - CIS
 363 Enterprise Database Management with MySQL
 379 Introduction to XML
 380 PHP Programming
 479 Network Security Fundamentals
 489 Computer Forensics
 490 Computer Forensics: Network Analysis and Defense
 491 Computer forensics: Search and Seizure
 492 Computer Forensics: White-Color Crime

DIGITAL MEDIA

100 Media in Society
 101 Writing Across the Media
 102 Media Law and Ethics
 103 Thinking Visually: Fundamentals of Two-Dimensional Design
 104 Digital Media Career Pathways
 112 TV Studio Production
 113 Digital Video Production
 118 Digital Audio Production
 120 Advanced Digital Video and Editing
 128 On-Air Talent
 152 Advanced Digital Audio Production
 155 TV Production II
 165 Digital Animation
 166 Web Authoring: ActionScript
 167 Web Design I
 168 Web Design II
 169 Web Design III: HTML 5, CSS & Javascript
 211 Media Design I: Illustrator
 212 Media Design II: Photoshop
 215 History of Graphic Design
 220 Typography
 230 Publication Design/Production with inDesign
 235 Graphic Design Theory and Application

ELECTRONICS TECHNOLOGY

112 Advanced Electronics Fundamentals

ENGINEERING

100 Introduction to Engineering
210 Engineering Graphics
215 Computational Methods of Engineers and Scientists
270 Materials Science

ENGLISH

100 Composition and Reading
105 Intensive Composition and Reading
110 Composition, Literature, and Critical Thinking
165 Composition, Argument, and Critical Thinking
828 Basic Composition and Reading
838 Intensive Introduction to Composition and Reading
848 Introduction to Composition and Reading

ENGLISH AS A SECOND LANGUAGE

895 Reading Improvement for Non-Native Speakers
897 Intermediate Vocabulary for Non-Native Speakers of English
898 Comprehensive Grammar Review for Non-Native Speakers
907 Independent Writing Study-Intermediate ESL
908 Independent Writing Study-Advanced ESL

ETHNIC STUDIES

288 African-American Cinema

FILM

130 Film Directors

FIRE TECHNOLOGY

714 Wildland Fire Control
715 Principles of Emergency Services
720 Fire Prevention
725 Fire Apparatus and Equipment
730 Fire Behavior and Combustion
740 Building Construction for Fire Protection
745 Fire Protection Systems
748 Firefighter Safety & Survival
787 EMT: Basic - Refresher
789 Recruit Firefighter Training
793 Firefighter I Academy

- 796 Emergency Medical Tech Basic
- 810 Firefighter Cadet I
- 811 Firefighter Cadet II
- 812 Firefighter Cadet III

GEOGRAPHY

- 100 Physical Geography
- 110 Cultural Geography
- 150 World Regional Geography

HISTORY

- 100 History of Western Civilization I

KINESIOLOGY, ATHLETICS AND DANCE – FITNESS

- 220 Weight Conditioning for Varsity Football

KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY

- 119 First Aid/Adult & Pediatric CPR
- 200 Yoga History and Culture
- 201 Yoga Pedagogy Lecture
- 202 Yoga Pedagogy Lab
- 301 The Science and Application of Personal Training

KINESIOLOGY, ATHLETICS AND DANCE – PHYSICAL EDUCATION

- 102 Theory of Offensive Football
- 103 Theory of Defensive Football
- 104 Theory of Special Teams

KINESIOLOGY, ATHLETICS AND DANCE – TEAM

- 105 Advanced Baseball
- 118 Advanced Baseball: Women
- 150 Softball
- 165 Advanced Track and Field

KINESIOLOGY, ATHLETICS AND DANCE – VARSITY

- 100 Varsity Baseball
- 130 Varsity Football
- 160 Varsity Swim
- 172 Varsity Cross Country: Men and Women
- 185 Varsity Track and Field
- 320 Varsity Softball for Women
- 400 Women's Varsity Water Polo

LEARNING CENTER

100 Effective Tutoring

MATHEMATICS

110 Elementary Algebra
111 Elementary Algebra I
112 Elementary Algebra II
115 Geometry
120 Intermediate Algebra
122 Intermediate Algebra I
123 Intermediate Algebra II
125 Elementary Finite Mathematics
145 Liberal Arts Mathematics
200 Elementary Probability and Statistics
222 Precalculus
241 Applied Calculus I
252 Calculus with Analytic Geometry II
253 Calculus with Analytic Geometry III
270 Linear Algebra
275 Ordinary Differential Equations

NURSING

212 Concepts of Homeostasis in Nursing
232 Medical/Surgical Nursing
264 Perioperative Nursing
615 Pharmacology for Nursing: Practical Applications

PHILOSOPHY

100 Introduction to Philosophy
244 Introduction to Ethics: Contemporary Social and Moral Issues
300 Introduction to World Religions

PHYSICS

220 General Physics II
221 General Physics II-Calculus Supplement
270 Physics with Calculus III

POLITICAL SCIENCE

130 International Relations

PSYCHOLOGY

105 Experimental Psychology
120 Introduction to Research Methods
200 Developmental Psychology

220 Introduction to Psychobiology

REAL ESTATE

110 Real Estate Practice

SOCIOLOGY

100 Introduction to Sociology

110 Courtship, Marriage, and the Family

121 Introduction to Research Methods

141 Race and Ethnic Relations

PROPOSED PROGRAM ADDITIONS – COLLEGE OF SAN MATEO

College of San Mateo proposes to offer an Associate Degree, Associate Degree for Transfer, and/or Certificate of Achievement (18 units or more, state approved), and/or Certificate of Specialization (fewer than 18 units, not state approved) in the following programs:

COMPUTER INFORMATION SCIENCE

Database Programming – Certificate of Specialization (14-15 units)

Web/Mobile App Development – Certificate of Specialization (15 units)

ELECTRONICS TECHNOLOGY

Advanced Electrical Power Systems and Instrumentation - Certificate of Specialization (16 units)

MUSIC

Music – Associate in Arts Degree for Transfer (24 units in the major area 3 units may be double-counted + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for transfer)

REAL ESTATE

Real Estate Salesperson – Certificate of Specialization (9 units)

PROPOSED PROGRAM INACTIVATIONS – COLLEGE OF SAN MATEO

ADMINISTRATION OF JUSTICE

Basic Police Academy – Certificate of Achievement

COMPUTER AND INFORMATION SCIENCE

Computer and Network Forensics – Associate in Science Degree

Computer and Network Forensics – Certificate of Achievement

Computer Forensics – Certificate of Specialization

Network Security Specialist – Certificate of Specialization

DIGITAL MEDIA

Digital Media: Graphic Design – Certificate of Achievement

Digital Media: Graphic Design – Certificate of Specialization

Digital Media: Graphic Production – Certificate of Specialization

Digital Media: Lighting – Certificate of Specialization

Digital Media: Multimedia - Associate in Arts Degree

Digital Media: Multimedia – Certificate of Achievement

Digital Media: Multimedia – Certificate of Specialization

Digital Media: Television and Radio Broadcasting – Certificate of Specialization

Digital Media: Video Journalism – Certificate of Specialization

Digital Media: Web Developer - Associate in Arts Degree

Digital Media: Web Developer – Certificate of Achievement

SPRINKLER FITTER

Sprinkler Fitter - Associate in Science Degree

Sprinkler Fitter - Certificate of Achievement

PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO

ALCOHOL AND OTHER DRUG STUDIES

Alcohol and Other Drug Studies - Associate in Arts Degree

Alcohol and Other Drug Studies - Certificate of Achievement

Co-Occurring Disorders – Certificate of Specialization

ART

Photography - Associate in Arts Degree

BUSINESS

Business Administration – Associate in Science Degree for Transfer

Business Administration Option 1 – Associate in Arts Degree

Business Administration Option 2 – Associate in Arts Degree

Business Information Processing Option 1 Microcomputer/Office Assistant – Associate in Arts Degree

Business Information Processing Option 1 Microcomputer/Office Assistant – Certificate of Achievement

Business Information Processing Option 2 Microcomputer/Database and Spreadsheet Functions – Associate in Arts Degree

Business Information Processing Option 2 Microcomputer/Database and Spreadsheet Functions – Certificate of Achievement

Office Assistant I – Certificate of Specialization

Office Assistant II - Certificate of Specialization

COMPUTER AND INFORMATION SCIENCE

Computer Science Applications and Development – Associate in Science Degree
Computer Science Applications and Development – Certificate of Achievement
Internet Programming – Certificate of Specialization
Web and Mobile Application Development – Associate in Science Degree

DIGITAL MEDIA

Web Design/Multimedia – Associate in Arts Degree
Web Design/Multimedia – Certificate of Achievement
Web Design/Multimedia – Certificate of Specialization

ELECTRONICS TECHNOLOGY

Electrical Technology Electrical Power Systems and Instrumentation – Certificate of Achievement
Electrical Technology Electrical Power Systems and Instrumentation – Certificate of Specialization
Telecommunications Fundamentals – Certificate of Specialization
Fundamentals of Smart Building Systems – Certificate of Specialization

FIRE TECHNOLOGY

Fire Technology – Associate of Arts Degree
Fire Technology – Certificate of Achievement

KINESIOLOGY, ATHLETICS AND DANCE

Pilates Mat and Reformer Instructor – Certificate of Specialization
Pilates Mat Instructor – Certificate of Specialization
Specialized Pilates Instructor – Certificate of Achievement

MANAGEMENT

Human Resources Management – Certificate of Specialization
Project Management – Certificate of Specialization

SOCIOLOGY

Sociology - Associate of Arts Degree for Transfer

SOCIAL SCIENCE

Social Science – Associate of Arts Degree

SPANISH

Spanish – Certificate of Specialization

PROPOSED DEPARTMENT ADDITIONS – COLLEGE OF SAN MATEO

College of San Mateo proposes to add the following department:

COUNSELING (COUN)

The Counseling Division faculty are in the process of moving the Career and Life Planning courses under the new department of Counseling to more accurately reflect the course content.

PROPOSED DEPARTMENT DELETIONS – COLLEGE OF SAN MATEO

SPRINKLER FITTER (SPFI)

The Apprenticeship program is no longer offering the sprinkler fitter courses; therefore, the department is being deleted from the catalog.

San Mateo County Community College District

May 13, 2015

PREPARED BY: Sarah F. Perkins, Vice President, Instruction
Skyline College

APPROVED BY: Dennis Wolbers, Curriculum Committee Chair
Skyline College

Kathryn Browne, Academic Senate President
Skyline College

Regina Stanback Stroud, President
Skyline College

PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

AMERICAN SIGN LANGUAGE

100 AMERICAN SIGN LANGUAGE I (5.0) (day or evening)

Justification: This course is designed to bring a person unable to communicate in ASL to a basic level of communicative competency in a single course. The five unit language course is standard in the World Languages department at Skyline and across the District.

Prerequisite: None.

Recommended Preparation: None.

Description: A beginning course designed to introduce students to the visual-gestural richness of American Sign Language as it is used within the Deaf culture. Introduces students to ASL's basic structure and vocabulary while developing students' expressive skills and understanding of fingerspelling and basic conversational strategies. Provides an introduction to the Deaf community and culture. Equivalent to two years of high school ASL.

Classification: AA/AS Degree; CSU transferable.

110 AMERICAN SIGN LANGUAGE II (5.0) (day or evening)

Justification: This course is designed to bring a person unable to communicate in ASL to a basic level of communicative competency in a single course. The five unit language course is standard in the World Languages department at Skyline and across the District.

Prerequisite: ASL 100 or equivalent.

Recommended Preparation: None.

Description: A continuation of ASL 100, designed to enhance proficiency in ASL usage. The course further develops conversational skills with an increased emphasis on visual receptive and expressive skills required for learning advanced vocabulary, grammar, non-manual behaviors, and fingerspelling. Creates awareness of Deaf culture through the study of the history of ASL, the cultural dynamics of the Deaf community, and the cultural customs of communication.

Classification: AA/AS Degree; CSU transferable.

ART

475 INTRODUCTION TO DIGITAL VIDEO ART (3.0) (day or evening)

Justification: This course provides the basic foundation, knowledge, and skills necessary for student success in the field of digital video. It ensures currency of the Art program and art major, by coupling the use of technology with art.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Description: Introduction to the fundamental skills, software and techniques involved in the design and production of creative digital video art projects. Also listed as DMAD 475.

Classification: AA/AS Degree; CSU transferable.

479 TYPOGRAPHY (3.0) (day or evening)

Justification: This is a required course for graphic design majors, and it articulates to CSU's. It is also a useful course for art majors and practicing artists.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100, or equivalent.

Description: Explores the history and perceptual development of letterforms and the application of typography in art and design. Language and technology will be reviewed. Creative Projects will demonstrate theoretical concepts and their application.

Classification: AA/AS Degree; CSU transferable.

AUTOMOTIVE TECHNOLOGY

910 BASIC HYBRID POWERTRAINS (4.0) (day or evening)

Justification: This is a cross-listed course with AUTO 510. This course is specifically for automotive apprentices through the Joint Apprenticeship Committee (JAC).

Prerequisite: None.

Recommended Preparation: AUTO 713 or AUTO 773, and AUTO 751; or equivalent industry experience.

Description: A survey of today's hybrid vehicle powertrains. Hands-on experience performing scheduled hybrid maintenance services. Introduction to hybrid vehicle diagnosis and repair. Development of entry-level skills needed to work on hybrid vehicles in a professional environment. Also listed as AUTO 510.

Classification: AA/AS Degree; not transferable.

BIOTECHNOLOGY

170 PRINCIPLES OF APPLIED BIOSCIENCE (4.0) (day or evening)

Justification: BTEC 170 is intended to replace BIOL 170 to solidly place the course under the Biotechnology department. This course will serve as the foundation for the Biology knowledge that all students who wish to earn a certificate in the Biotechnology program will need.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Description: A survey of the principles that govern the living world, from molecules to cells and tissues, to organs and whole organisms, to populations and ecosystems, to the entire biosphere. Special emphasis is placed upon experimental approaches, current issues, and practical application of the scientific method and biological principles to issues affecting public health, agriculture, and socioeconomic change. Current news and developments in relevant areas of biological sciences and biotechnology will be reviewed and discussed.

Classification: AA/AS Degree; CSU transferable.

171 LABORATORY PRINCIPLES OF APPLIED BIOSCIENCE (1.0) (day or evening)

Justification: BTEC 171 is intended to replace BIOL 171 to solidly place the course under the Biotechnology department. This course will serve as the foundation for the Biology lab knowledge that all students who wish to earn a certificate in the Biotechnology program will need.

Prerequisite: Completion of or concurrent enrollment in BTEC 170.

Recommended Preparation: None.

Description: The laboratory introduces students to practical methods in preparing materials, reagents and media for conducting biological investigations and products of genetic engineering. Students will learn to measure and prepare solutions of various concentrations and pH, how to use basic chemistry and biological instrumentation such as digital scales, pipettes and micropipettes, centrifuges, and vertical and horizontal electrophoresis apparatuses. Students will plan and conduct biological experiments using the scientific method and employing modern laboratory methods and instrumentation. Data will be analyzed using spreadsheet software for tabulation and graphing. Teamwork, responsible lab technique, and proper and thorough notebook keeping will be emphasized.

Classification: AA/AS Degree; CSU transferable.

400 FOUNDATIONS OF BIOTECHNOLOGY (2.0) (day or evening)

Justification: BTEC 400 is intended to replace BIOL 422 to solidly place the course under the Biotechnology department. This course will be the foundation for all students who wish to earn a certificate in the Biotechnology program, as well as be a course in which students can “experience” in order to see if they wish to pursue Biotechnology as a career.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent.

Description: Overview of the origin and development of biotechnology and the bioscience industries. Includes cell growth, medical and food products produced by or impacted by biotechnology, and career opportunities in biotechnology. Also includes laboratory experience with bioreactors and making products.

Classification: AA/AS Degree; CSU transferable.

COMMUNICATION STUDIES

160 GENDER AND COMMUNICATION (3.0) (day or evening)

Justification: This course advances Skyline College’s commitment to student empowerment and social justice. It connects issues of gender, power, and perception to real-life applications and tangible gender-based social disparities. While this course centers on gender identity, identity is ultimately discussed intersectionally, meaning that gender identity is examined according to its multiple intersections with other facets of identity such as race, class, and sexuality. This course is a staple offering in the discipline, which exists in some form at many California four-year institutions. Offering this course at Skyline College modernizes both the department and the curriculum in general. Finally, this course benefits the student population at Skyline. Gender-based inequalities tend to be frequent speech topics among students in both Public Speaking and Argumentation and Debate courses. This course serves to provide students the opportunity to analyze issues of gender and communication more fully. The Bay Area has a rich cultural history in relation to gender and sexuality. As the male-dominated tech industry continues to boom, gender issues are locally present and demand interrogation from critically-engaged members of the community.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100, or equivalent.

Description: Study of the relationships between gender and communication in multiple sociocultural contexts. Analysis of the intersectional relationships between gender and identity, culture, perception, power, media, history, language, and nonverbal communication from social science, interpretive, and critical theoretical approaches.

Classification: AA/AS Degree; CSU transferable.

DEVELOPMENTAL SKILLS

880SE FUNDAMENTAL SKILLS AND STRATEGIES FOR WRITING I (1.0) (day or evening)

Justification: This is an eight-week course designed to support students who have learning difficulties and are registered with the Disabilities Resource Center (DRC). By providing fundamental writing skills and

strategies, the course will support student success and retention for our student population. Students in the program often need remedial skill training when it comes to writing. This course will allow the DRC to provide this instruction.

Prerequisite: None.

Recommended Preparation: None.

Description: Fundamental course designed for students who have learning differences. Students will learn to write grammatically correct sentences using rules of grammar and punctuation. This course is appropriate for students who need to develop the skills necessary for English 828 and/or those who have scored into "See Counselor" on the English Placement testing. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

880SF FUNDAMENTAL SKILLS AND STRATEGIES FOR WRITING II (1.0) (day or evening)

Justification: This is an eight-week course designed to support students who have learning difficulties and are registered with the Disabilities Resource Center (DRC). A review of concepts from DSKL 880SE is covered before introducing additional rules of grammar and MLA formatting.

Prerequisite: None.

Recommended Preparation: DSKL 880SE or equivalent.

Description: Designed for students who have learning differences and who have completed DSKL 880SE. Students will continue learning additional rules of grammar, punctuation, and MLA formatting. This course is appropriate for students seeking to improve writing skills and/or those who have scored into "See Counselor" on the English Placement testing. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

880SG ASSISTIVE COMPUTER TECHNOLOGY – TOOLS FOR WRITING (0.5) (day or evening)

Justification: Students with disabilities who use the Assistive Technology Lab are consistently working on writing essays in this setting. Students with disabilities often experience significant difficulty with any form of writing, especially essays. In college courses, writing represents one of the primary means through which students' critical thinking is evaluated. Students with disabilities struggle with this form of evaluation given their challenges with the motor component associated with recording their ideas through handwriting, typing, or speech recognition. These same students often struggle with the mechanics of writing (i.e., spelling and grammar) given the nature of their disabilities. In observations of students working through the essay writing process in the Disability Resource Center's (DRC) Assistive Technology Lab, students often begin with a blank Word document and just start writing. They have not brainstormed or developed their topic prior to starting to type. Many students take DSKL 826.1 - *Assistive Computer Technology - Dragon NaturallySpeaking* hoping that it will facilitate their writing. When using Dragon NaturallySpeaking, students start dictating using a blank screen prior to planning out their essay. Students with disabilities experience difficulties working around their challenges with handwriting, slow typing speed, often with spelling interfering with getting their thoughts down quickly on paper or on the computer. Students need to go through a series of activities to assist them in determining which form of writing (i.e., pencil and paper, keyboarding, or speech recognition) best supports their written expression.

Once they know what form of writing is the quickest and easiest for them, they will then learn how to use that form to create a visual map using Inspiration software or a printed template from Inspiration if handwriting is found to be easiest for them. In addition, students with disabilities receive lower grades on their essays given they experience difficulties with the mechanics of writing. The grammar and spell checker in Microsoft Word often misses up to 50% of their errors or the students do not know how to correct what Microsoft labels as a sentence fragment. Ginger software is a sophisticated but easy to use grammar and spell checker. Demo copies of this software have been introduced to DRC students in the Assistive Technology Lab on a limited trial basis. The students who have used Ginger software have returned to the lab to use this tool to help them improve the quality of the essays they have written. These areas and use of these new writing tools will be addressed by this course.

Prerequisite: None.

Recommended Preparation: DSKL 880SE or equivalent.

Description: Designed primarily for students with disabilities; guides students through a process to assist them in determining which form of writing (i.e., pencil and paper, keyboarding, or speech recognition) best supports their written expression. Students will learn how to use various features of Inspiration, a brainstorming or "mind mapping" application and strategies for integrating the use of this Assistive Technology tool into the writing process. No previous computer experience is required. (*Units do not count toward the Associate Degree*).

Classification: Not degree applicable; not transferable.

880SH ASSISTIVE COMPUTER TECHNOLOGY – SMARTPEN (0.5) (day or evening)

Justification: Disability Resource Center (DRC) students who have use of a Smartpen as an approved accommodation for note taking purposes can borrow a Smartpen through the DRC's Smartpen month-by-month Loan Program. Students receive an initial training in the basics of how to use the Smartpen, but they require additional knowledge about the Smartpen, strategies for its use, and the process involved in transferring and using recorded notes in the Smartpen's computer-based software.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed primarily for students with disabilities. This course provides in-depth instruction on the various features of the Smartpen and ways to apply note taking strategies when using the Smartpen. Students will also learn how to transfer recorded notes from the Smartpen to the computer-based software and how to review and organize notes in this software. *NOTE: Students who are registered with the Disability Resource Center (DRC) and have the Smartpen as an accommodation will have access to a one-month loan of a Smartpen. All other students will need to provide their own Smartpen. (Units do not count toward the Associate Degree).*

Classification: Not degree applicable; not transferable.

PROPOSED PROGRAM ADDITION – SKYLINE COLLEGE

Skyline College proposes to offer an Associate Degree for Transfer in the following program:

BIOLOGY

Biology – Associate in Science Degree for Transfer – 33 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer

BOARD REPORT NO. 15-5-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations
574-6560

CONSIDERATION OF SERVICE AWARD FOR 2014-2015 STUDENT TRUSTEE

Currently, the Student Trustee earns a maximum of \$310.50 per month for serving as Trustee. Prior to January 2015, when the Board received a compensation increase, the Student Trustee earned a maximum of \$295.50 per month. The Student Trustee is eligible, at the Board's discretion, for an additional \$3,621 service award if s/he has fulfilled the duties of the position for a 12-month period. The amount has been determined with consideration of the compensation increase.

Student Trustee Rupinder Bajwa has served as Student Trustee for the past 12 months and has fulfilled all requirements of the office as specified in the Education Code and Board Policies.

RECOMMENDATION

It is recommended that the Board authorize payment of a \$3,621 service award to Student Trustee Rupinder Bajwa, in accordance with Board Policy 1.05.

BOARD REPORT NO. 15-5-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mike Celeste, Director of Public Safety, 650-358-6840
Sue Harrison, Director of General Services, 650-358-6879

**APPROVAL OF SOLE SOURCE AGREEMENT WITH CREDENTIALS SOLUTIONS FOR
PARKING PERMIT MANAGEMENT SERVICE**

In March 2010, the Board of Trustees approved execution of a contract between the District and Credentials Solutions for Parking Permit Management Service (Board Report No. 10-3-107B). The service provides a method for students to purchase parking permits online in addition to purchasing permits over the counter. Additionally, the District and Public Safety Department benefit from several administrative functions of the system including:

- Credentials Solutions provides an online, searchable database for use by the Public Safety officers for identifying and confirming valid parking permits.
- Credentials Solutions provides transaction reports to the District including a parking permit hot sheet for lost/stolen permits, monthly transaction reports, and customizable data reports.
- Orders received online are processed and mailed year round; orders are not dependent on a student mailing of correspondence timetable as before.
- Credentials Solutions accepts orders online, processes the payments, communicates with the user, provides customer service, prints the permits and mails the completed form back to the user.
- Credentials Solutions provides and supports a set of custom internet screens for ordering permits and stickers featuring the District logo, color, and pricing. All programming and web design is provided at no charge to the District.

When the agreement was first negotiated, the convenience fees associated with the services were passed on to the purchasers of the permit. However, in 2013, the District began paying the convenience fees. The current agreement expires June 30, 2015 and the District wishes to renew the contract. A new five-year contract would result in convenience fees over the public contract code bid limit. However, the District has determined that, rather than engage in an RFP process for a potential new vendor, it would be in its best interest to continue its contract with Credentials Solutions because of its integration with the District's parking ticket and adjudication process.

Subsequent to contracting with Credentials Solutions, the District's parking ticket and adjudication contractor, Turbo Data Systems, worked with Credentials Solutions to link the Turbo Data mobile ticket writers to the Credentials Solutions parking pass database to assist our officers in identifying the cars/parking passes that they are ticketing. This process has become a key component in the parking enforcement procedures at the District. It would be in the best interest of the District to remain with Credentials Solutions at this time since there is now a customized link between TurboData and

Credentials Solutions, Turbo Data developed this unique tool specifically to work with Credentials Solutions, and the District is entering into a new contract with Turbo Data Systems.

County counsel has confirmed that the District is justified in entering into a sole source contract with Credentials Solutions.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute a sole source agreement with Credentials Solutions to provide automated parking permit management services starting July 1, 2015 for three years with the option of two (2) one year renewals. The value of the contract is not expected to exceed \$400,000 over the life of the agreement.

BOARD REPORT NO. 15-5-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Mike Celeste, Director of Public Safety, 650-358-6840
Sue Harrison, Director, General Services, 650-358-6879

**APPROVAL OF CONTRACT AWARD FOR PARKING CITATION PROCESSING
AND ADJUDICATION**

The District has long been a partner with other agencies in San Mateo County for its Parking Citation and Adjudication services. On April 24, 1996 (Board Report No. 96-4-13CA), the Board authorized the Chancellor to enter into an agreement with the County of San Mateo for citation processing and adjudication of appeals. On May 26, 1999 (Board Report No. 99-5-5CA), the Board approved for the District to enter into an agreement with Turbo Data Systems Inc. through June 30, 2011. On July 27, 2011 (Board Report No. 11-7-105B), the Board ratified the agreement with Turbo Data Systems Inc. to extend the period through June 30, 2014 with the option to extend for two more years.

One year ago, it was determined by County of San Mateo agencies that a Request for Proposal (RFP) process should be performed to ensure competitive pricing and best in industry standards. The County was selected as the lead agency and hired a consultant to assist in drafting the RFP and evaluating the responses. All of the agencies including our District submitted letters of commitment to the RFP process, including agreement to reimburse the County for the consultant's time based on their proportionate share of parking citation volume, provide statistical data where requested to facilitate RFP development, and execute a one-year contract extension with Turbo Data in order to allow adequate time to complete the RFP process.

The RFP was issued on October 8, 2014 and advertised on the County's Procurement Website. Seven vendors expressed interest and ultimately six submitted proposals. A subcommittee with representatives from the County and the cities of Belmont, Burlingame, Daly City, San Mateo and South San Francisco was formed to vet the proposals and interview the finalists. The proposals were graded on five criteria: 1) qualifications and experience, 2) proposed approach, 3) customer service, 4) thoroughness, and 5) pricing. In addition, all vendors had to demonstrate that they had no outstanding claims or violations, they were financially sound, and they comply with the County's contractual requirements. Based on these criteria, the subcommittee advanced three vendors to the interview process: Data Ticket, Inc., Duncan Solutions, and Turbo Data.

It was determined, following the interview process and reference checks, that Turbo Data remained the best option for the County agencies. The subcommittee felt that the online services, reports and customer service provided by all three vendors were comparable. The subcommittee rated Turbo

Data and Duncan Solutions as the strongest with regard to the handheld ticket writers, which was a major factor in the final determination by law enforcement. It is expected that all agencies in the County will save significantly based on the new pricing. For example, citation processing fees will be reduced from \$1.28 to \$0.50 per electronic citation, while hand-written citations will decline from \$1.35 to \$0.80 each. Overall, agencies are expected to realize sizable savings approaching 35-40% below current costs.

Services include citation processing and collection by mail, telephone or website, multiple reminder notices, placing of DMV holds, appeals and administrative adjudication services, and optional advanced collection efforts. In addition, our District also uses the Turbo Data mobile ticket writers for parking and moving citations.

RECOMMENDATION

It is recommended that the Board of Trustees approve an agreement with Turbo Data Systems Inc. for parking citation processing and adjudication for a five-year term expiring June 30, 2020 with no increase in fees during that period other than direct pass-through of any postal rate increases.

BOARD REPORT NO. 15-5-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6786

**APPROVAL TO EXECUTE AN AMENDMENT TO THE AGREEMENT
WITH STRATA INFORMATION GROUP**

Strata Information Group (SIG) has been providing management and technical support services to the San Mateo County Community College District since May 1989. During this period, SIG has consistently completed its assignments on schedule and within budget, as directed by the Chancellor and the Administration of the District, and has continued to manage the Department of Information Technology Services effectively. In so doing, SIG personnel have demonstrated their ability to lead, direct and support in a collaborative manner the complex information technology environment of the District. SIG has also been willing to undertake numerous technology initiatives, which directly support the instructional objectives of the Colleges and District. Because of their extensive experience in performing similar work for other colleges and universities, SIG personnel provide knowledge of best practices for the deployment of technology and also an external point of view that is of significant value to the District.

The SIG management team has also been successful in developing long-term revenue streams for the District, which has provided additional funding to enable ITS to complete several major technology initiatives such as the migration to Microsoft Office 365, numerous server upgrades and replacements, infrastructure and network improvements, and significantly increasing internet bandwidth for the Colleges. The continuing contract with the Peninsula Library System (PLS) is supported by ITS providing management support, technology support services, and hosting services for an annual fee.

Some of the major accomplishments by ITS over the past four years include:

- **Degree Audit and Electronic Student Educational Plan (SEP):** With support and direction from ITS, Degree Works was fully implemented in the Summer of 2011 to great success and acceptance by faculty and students. Following the successful implementation of Degree Works, electronic SEPs went live in the Fall 2012 giving students the ability to view their progress toward a degree or certificate, perform what-if queries and to view the SEP created by their counselor, all from within their WebSMART account.
- **Implementation of the Student Success and Support Program (SSSP):** ITS played a leading role in implementing the necessary technology and business process changes to prepare the District to comply and support the SSSP requirements.
- **Degree Works Analytics:** Working with Counseling and A&R staff from the Colleges, ITS developed processes to contact students each term advising them of their academic progress. In addition, reports have been created for the admissions and records offices to identify students who are close to graduation so that they can assist them in applying to receive a degree or certificate. ITS is also working with the Offices of Instruction to analyze the data in order to improve course offerings and class scheduling.

- **Business Process Analysis (BPA):** SIG facilitated BPA sessions for the Financial Aid Offices, the Admissions and Records functions of each College, and most recently for the International Education program. The outcomes of these sessions resulted in numerous recommendations for process improvements. ITS also helped implement many of the recommendations some of which required software development and/or change management for the affected business processes.
- **Financial Aid Regulatory Upgrades:** Over the last several years, the financial aid area has experienced significant regulatory changes. ITS implemented numerous Banner system upgrades in order to keep current with the versions being released by Ellucian in order to support federal regulations.
- **“Cancelled Class” Workflow:** ITS is continuously investigating new technologies in order to improve efficiency for various District operations, Workflow is one example of such a technology. The process of cancelling a class after students were enrolled used to be a very cumbersome and labor intensive process, the new process automatically drops and notifies students, faculty and other staff who need to know of the change with a simple notice and confirmation.
- **Office 365:** Faculty and staff email was migrated from a locally hosted solution using Exchange 2010 to a cloud-based solution from Microsoft called Office 365 which is based on Exchange 2013 and Office 2013. Staff now have dramatically increased mailbox storage as well as many new features. New functionality was made available for cloud based and secure document storage and file collaboration using Microsoft OneDrive. Additionally, the existing SharePoint environment was upgraded to the latest release and is also now hosted by Microsoft within Office 365.

In addition to management services, SIG has provided the District several Banner consultants to assist District staff with specialized projects. These SIG consultants worked with District staff to improve and update financial aid services, provide assistance with DegreeWorks, implement workflow for cancelled classes, make improvements for financial accounting and compliance, assist with functional and technical projects for the student system, as well as provide technical advice related to best practices for maintaining the Banner applications.

The amendment to the agreement with SIG that was approved by the Board on June 22, 2011 will expire June 30, 2015. It is recommended that the contract with SIG be extended for a period of three additional years with the option to renew for two one-year renewals thereafter ending on June 30, 2020. SIG will provide 2.25 FTE of onsite management services consisting of a Chief Technology Officer and a Director of Administrative Information Systems. In addition, SIG will provide up to 0.75 FTE for other functional and technical consulting resources to assist the District with information technology projects and initiatives.

The costs for the professional and management services provided by SIG to the District under the terms of this amendment will be \$648,000 per year. All reimbursable expenses and travel costs are included. The future annual contract amount will be increased by the same percentage of compensation increase, if any, that the District provides to its own employees.

For additional services beyond the scope of work for this agreement, the District can request additional assistance from SIG at an hourly rate of \$150 per hour plus reimbursable expenses. Either party can cancel this contract with 120 days written notice.

The funds for this proposed amendment are included as part of the ongoing ITS departmental budget and no additional funds are required.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor to execute an amendment to the Agreement between the District and Strata Information Group for the provision of information technology

management and related technical services for the period July 1, 2015 through June 30, 2018 with the option to renew for two one-year renewals thereafter ending on June 30, 2020. The amount of the amendment will be \$648,000 annually and will be adjusted by the percentage of the District's annual compensation increase, if any is approved, during the term of the agreement.

BOARD REPORT NO. 15-5-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Josè D. Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, 358-6836

**APPROVAL OF CONTRACT AWARD FOR ROOF REPLACEMENT PROJECT
AT COLLEGE OF SAN MATEO BUILDINGS 1, 14 AND 16 AND SKYLINE
COLLEGE BUILDING 14**

The roofs on the College of San Mateo Buildings 1, 14 and 16, and Skyline College Building 14 have been leaking for the past few years. The CSM Buildings 14 and 16 were constructed in 1963 and their roofs were last replaced in 2000. Failures in the existing roofing system have occurred resulting in some leaks in the classrooms, hallways and restrooms on the second floor of these buildings. CSM Building 1 was also built in 1963 and this roof was last replaced in 1989. This roof has exceeded its useful life and core samples of the existing roofing materials show evidence of water infiltration into the substrate. The roof on Skyline College Building 14, home of the Child Development Center, has also exceeded its useful life and has leaks in areas utilized by the children and therefore needs to be replaced. In order to address the need for roofing replacement, the District engaged a pre-qualified roofing and waterproofing consultant, Allana Buick & Bers Inc., to develop plans and specifications to replace the roofing.

The District sought competitive bids for this roof replacement project through a formal bid advertised to pre-qualified A, B and C39 contractors in a local newspaper on April 6 and April 13, 2015. The notice was also posted to the District website. Staff also notified 2015 pre-qualified contractors via phone and email outreach. Six contractors and three subcontractors attended one of two mandatory pre-bid conferences. On April 27, 2015, the District received four bids for this project as follows:

Contractor	Total Bid
Western Roofing Service	\$1,337,947.60
Best Contracting Services	\$1,364,439.00
Stronger Building Services	\$1,643,719.00
Pioneer Contractors	\$1,745,040.00

After bid opening, staff conducted a due diligence investigation of the bid results to ascertain the lowest responsive, responsible bid that meets all the requirements of the project. In addition to pricing, bidders were evaluated for their conformance with bidding requirements. Based on the due diligence review process, Western Roofing Service was deemed the lowest responsive, responsible bidder.

This project will be funded by Measure H general obligation bond and State funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute a contract with Western Roofing Service for the College of San Mateo Building 1, 14 and 16 and Skyline College Building 14 Roof Replacement Project Bid #86708 in an amount not to exceed \$1,337,947.60.

BOARD REPORT NO. 15-5-105B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Josè D. Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, 358-6836

APPROVAL OF CONTRACT AWARD FOR COLONNADES WATERPROOFING AT COLLEGE OF SAN MATEO AND DECK WATERPROOFING AT THE DISTRICT OFFICE

The waterproofing system on the upper surface of the exterior walkway colonnade structures at the College of San Mateo between Buildings 14, 16 and 18 and adjacent to Building 1 have exceeded their useful service life and have been experiencing leaks. The exterior deck waterproofing at the District Office second and third floors has also exceeded its useful service life and is in need of replacement. In order to address the need for waterproofing replacement, the District engaged a pre-qualified roofing and waterproofing consultant, Allana Buick & Bers Inc., to develop plans and specifications to replace the waterproofing.

The District sought competitive bids for this waterproofing replacement project through a formal bid advertised to pre-qualified A, B and C39 contractors in a local newspaper on April 6 and April 13, 2015. The notice was also posted to the District website. Additionally, staff notified pre-qualified contractors via phone and email outreach. Six contractors and three subcontractors attended one of two mandatory pre-bid conferences. On April 28, 2015, the District received four bids as follows:

Contractor	Total Bid
Stronger Building Services	\$ 951,148.00
Best Contracting Services	\$ 993,993.00
Western Roofing Service	\$ 1,413,577.00
Pioneer Contractors	\$ 1,437,810.00

After bid opening, staff conducted a due diligence investigation of the bid results to ascertain the lowest responsive, responsible bid that meets all the requirements of the project. In addition to pricing, bidders were evaluated for their conformance with bidding requirements. Based on the due diligence review process, Stronger Building Service was deemed the lowest responsive, responsible bidder.

This project will be funded by Measure H general obligation bond and State funds.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute a contract with Stronger Building Service for the Colonnades Waterproofing at College of San Mateo and Deck Waterproofing at the District Office Project, Bid #86709 in an amount not to exceed \$951,148.00.

BOARD REPORT NO. 15-5-106B

RESOLUTION NO. 15-9

**BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

RESOLUTION REGARDING BOARD ABSENCE

WHEREAS, California Education Code states that a Governing Board member of a community college district may receive compensation for any meeting when absent if the Board, by resolution duly adopted, finds that at the time of the meeting, he or she is performing services outside the meeting for the community college district; he or she was ill or on jury duty; or the absence was due to a hardship deemed acceptable by the Board; and

WHEREAS, at the time of the April 29, 2015 meeting of the Board, Trustees Richard Holober and Dave Mandelkern were absent due to hardship deemed acceptable by the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District finds that under current law, Trustees Holober and Mandelkern are entitled to receive the regular compensation for the meeting at which they were absent.

REGULARLY PASSED AND ADOPTED this 13th day of May, 2015.

Ayes:

Noes:

Abstentions:

Attest: _____
Patricia Miljanich, President
Board of Trustees

BOARD REPORT NO. 15-5-107B

RESOLUTION NO. 15-10

**BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

RESOLUTION IN HONOR OF RICHARD SOYOMBO

WHEREAS, Richard F.A. Soyombo served as the Dean of Global Learning Programs and Services at Skyline College and earlier served as Director of the Bay Area Center for International Trade Development (CITD) also at Skyline College; and

WHEREAS, during his 17 years of service at Skyline College, Richard was instrumental in developing the Energy System Technology Management Program, the Hospitality and Tourism Management Program, the African Diaspora Program, the Freight Forwarding and Logistics Program, the Youth Entrepreneurship Program, the Bay Area Entrepreneurship Center, and the Skyline College - Links Liberian Girls Mentorship Program; and

WHEREAS, also at Skyline College, Richard worked in conjunction with the Department of Commerce to host the African Business Round Table--a group of American and African business owners who came together to explore import/export business development and partnerships across sectors; and

WHEREAS, in 2009, Richard founded REEM (Renewable Energy in Emerging Markets), a Conference, Trade Show and Trade Mission targeting the emerging markets of Africa, Asia and Latin America and hosted 35 countries whose representatives came to explore delivering solar, wind, hydropower and alternative fuels to their people; and

WHEREAS, Richard had two decades of experience in international business development, both in the public and private sectors. As a strategic planning and positioning specialist, he possessed a solid background in successful international market growth solutions, localization of plants and personnel, distributor network development and multiculturalism; and

WHEREAS, Richard was an acknowledged speaker and writer who participated in numerous international forums and sat on the Boards of two prominent Chambers of Commerce in San Francisco, California: SF Hispanic Chamber of Commerce and SF Black Chamber of Commerce; and

WHEREAS, Richard was born in March of 1959 and was unexpectedly and tragically taken from the world on April 20, 2015, following a brief illness; and

WHEREAS, because of his engaging personality, gentle manner and terrific sense of humor, Richard Soyombo made many friends at Skyline College and throughout the District--friends who are grieving his untimely death and friends who will cherish their memories of him for years to come.

NOW, THEREFORE BE IT RESOLVED that the San Mateo County Community College District Board of Trustees acknowledges the long service in public policy work of Richard F. A. Soyombo--a great man who was a statesman, diplomat, colleague and friend to many--and expresses its sincere condolences to the family and loved ones he leaves behind.

REGULARLY PASSED AND ADOPTED this 13th day of May, 2015.

Ayes:

Noes:

Abstentions:

Attest: _____
Dave Mandelkern, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 15-5-2C

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Tom Bauer, Vice Chancellor, Auxiliary Services 358-6782

UPDATE ON PROFESSIONAL SERVICES AGREEMENT WITH MEDIFIT CORPORATE SERVICES, INC. TO OPERATE THE SAN MATEO ATHLETIC CLUB IN PARTNERSHIP WITH THE DISTRICT

On January 27, 2010, the Board of Trustees approved the recommendation for the District to enter into an agreement with Medifit Corporate Services to operate the San Mateo Athletic Club and Aquatic Center (SMAC) located on the campus of College of San Mateo. Since opening our doors on April 1, 2010, all of the measures of success one would use to judge the operations of SMAC have been exceeded. Financially, we have exceeded our goal year after year; membership is now just over 5,400 members. Initial projections were for SMAC to have 2,500 members after five years of operation. SMAC members made 288,276 visits last year averaging 24,023 each month. Students enrolled in Kinesiology classes at College of San Mateo made 61,745 visits last year averaging 4,728 each month. The group exercise programming has grown year over year with now over 4,300 classes taught each year with attendance in those classes exceeding 73,000 last year. Our aquatics program boasts the award winning San Mateo Masters Swim Team with now over 300 members, the Bulldog Swim Club with over 200 youth swimming for the team and has two junior Olympic qualifiers and hosts a number of county wide swim meets, clinics, workshops and supports charity events including Swim Across America and the Special Olympics each year.

Our net revenue before other District expenses and program support exceeds \$1.9 million through the end of fiscal year 2014 with a projection of an additional \$1 million added when we close fiscal year 2015. SMAC has absorbed and/or donated a total of \$964,837 in expenses that would have otherwise been charged to Fund 1 last year with a projection of an additional \$400,000 at the close of fiscal 2015. In the years since the initial recommendation to the Board, there have been more than 20 written reports to the Board detailing the success of SMAC as well as Information Reports given at a number of Board meetings. The goals of the District in partnering with Medifit have been achieved and we continue to grow the membership and exceed expectations. SMAC provides our community broader access to the College of San Mateo and demonstrates in a very real way that the District is a community-based organization serving a wide spectrum of educational and training opportunities.

San Mateo Athletic Club is a wholly owned District operation with all assets and liabilities belonging to the District. Medifit, as our partner, is responsible for the daily operations of SMAC. All expenses and operational details are submitted to and approved by the District. In addition, all full time employees are approved by the District before they are brought on to the staff. The Vice Chancellor of Auxiliary Services works directly with the General Manager of SMAC along with senior management of Medifit on all aspects of the operation on a daily basis.

Medifit is compensated with a management fee as well as an annual incentive payment if the goals and objectives are achieved. The goals for the operation are planned, reviewed and approved each year in consultation with the Vice Chancellor of Auxiliary Services as well as the Executive Vice Chancellor.

When the operational goals are met and exceeded, Medifit is compensated with an incentive payment agreed to in advance by the District. Each year of the partnership, Medifit has exceeded its goals and both Medifit and the District have benefitted from this success. When the District decided to enter into a partnership with Medifit, we did so because we felt strongly that our goals and their industry expertise and company culture were perfectly aligned. The benefits of the partnership are many. They include:

- Lower costs due to economies of scale
- Ability to concentrate on core functions
- Greater flexibility and ability to define the requisite service more readily
- Specific supplier benefits: for example, fitness related best practice, industry trend analysis, etc.
- Higher quality service due to focus of the supplier
- Improved internal management disciplines resulting from the exercise itself
- Less dependency upon internal resources
- Control of budget
- Faster setup of the function or service
- Lower ongoing investment required in internal infrastructure
- Greater ability to control delivery dates
- Lack of internal expertise-no need to try to create expertise in a challenging and highly competitive marketplace
- Increase flexibility to meet changing business conditions
- Access to industry best practices
- Improved risk management
- Acquire, share and execute innovative ideas
- Increase commitment and energy in non-core areas
- Improve credibility and image by associating with superior providers
- Gain market access and business opportunities through the supplier's network – Anschutz Center as an example
- Turn fixed costs into variable costs; increased budget and expense control
- Preferred pricing/vendor relationships equipment and supplies
- Expansive national career advancement opportunities for staff
- Industry specific training and professional development
- Exposure and direct engagement with national teams/peer groups
- Dramatically reduce partners direct management time requirements

Key MediFit Partnership Values:

- Executive leadership
- Strategic planning
- Safety & Compliance
- Technology
- Operations support
- Project team support
- Quality assurance
- Evaluation & reporting

Extensive Management tools and support

- Reporting templates customized per site
- Sales tools/Strategies
- Daily sales analysis
- Quarterly analysis
- Usage reports and tracking

- Statistical data compiled monthly tracking of Aquatics, membership, retention, GEX classes, usage, financial performance and comparison, fitness appointments, membership sales, member integration, pool usage, fitness floor usage, GEX attendance, physical and retail inventories

Design & Development

- Industry Leading Expertise: 500+ design projects
- Operations-driven design
- Collaborate on program vision and strategy
- Facility needs assessment & space program
- Fitness equipment layout complementing architectural design
- FF&E budgeting and management
- Procurement

The management fee paid to Medifit has a number of key components. These include:

- Human Resource – Recruitment, Hiring, Training, Employee Administration
- Legal – Contract, HR, Operations Support, Client Support
- Payroll – Administration, Service Fees (Ceridian)
- Finance/Accounting – Monthly P&L, Balance Sheet, Year End Summary Statements, Operations Support/Management of dedicated on-site finance resource
- National Group Exercise Director – Strategic/Operational Support, Best Practice Implementation
- Performance Innovation Team (PIT) – Strategic/Operational Support, Best Practice Implementation
- Marketing Team – Strategic/Operational Support, Best Practice Implementation
- Training and Development – Certification/CEC credits, Annual Training Stipend (\$500-\$1,000 per eligible EE), Complementary EXOS performance certification/training (potential \$1,800+ per participant value)
- Extensive exposure to employment opportunities and career development (global)
- Employee exposure and participation in peer support groups/related fields – Best practices. Weekly and bi-monthly meetings/webinars.
- Regional Account Management - Diana Thomas, Kurt Atherton, Bill Borque
- Design, Development and Procurement Consulting/Support – Matt Cadile
- Direct Pass Through of Preferred Pricing and Product Procurement Discounts
- Discount Employee Purchase Benefit – Thorne Nutrition, Adidas
- Operating Support Services Team – Dedicated to support and new center start-up

It is estimated that it would cost (conservatively) between \$400,000-\$500,000 to recreate a facsimile of this level of support to a single site or small group of sites. It is unlikely that the level of expertise and experience present within MediFit could be acquired and assembled by any single or small group entity. Another consideration in partnering with Medifit was the cost of the member management system alone. Systems vary in price. If procured by a single account user, the member management system would cost roughly \$120,000 to purchase with annual support fees of up to \$36,000.

Another benefit to the partnership with Medifit is the ability to staff the club with highly skilled, trained fitness professionals operating in a facility that is open 364 days each year, 16 hours each day Monday through Friday and 12 hours each day on Saturday and Sunday in a financially responsible manner. This ensures we have the industry's most experienced professionals providing services to our members while maintaining expense control and profitability. If the District were to attempt operating the facility itself with its own employees, the salary and benefit costs would skyrocket. An analysis done by Human Resources in March 2015 analyzed all of the positions we currently have at SMAC along with the hours worked and placed them where they would fit on the District's salary schedule. Without accounting for

other factors including the number of hours each day the club is open among other factors, the total cost of salary and benefits exceeds our revenue before the allocation of any other expenses. The reality is that this type of specialized operation would not fit into the workforce structure of the District – similar to the Child Care Centers and KCSM.

In the spring of 2015, Medifit joined forces with EXOS. Named one of Fast Company’s most innovative companies in 2011 and 2014, EXOS’s mission is to upgrade lives. Since its founding in 1999, EXOS has become a leader in proactive health and performance, trusted by elite athletes, the military, and innovative companies worldwide. With world class partners, facilities, technologies, and specialists spanning six continents, EXOS is progressing the intelligence behind human performance wherever necessary. They design and deliver health and performance game plans that ignite people to realize their potential. EXOS equips people to identify and overcome mental and physical obstacles, creating personal breakthroughs that lead to a healthier, higher performing, and transformed workforce. Like Medifit, EXOS provides education and opportunities to our team members on a global basis.

POWERING ELITE PERFORMANCE

ELITE ATHLETES	MILITARY	CORPORATE	EDUCATION
			
<ul style="list-style-type: none"> + Over 20 professional teams globally + Over 60 medal performances in the 2012 Summer Olympics (9th Place if we were a country) + 94 NFL 1st-Round Draft Picks + World Cup, MLB World Series Champions, MLS Cup Champions, NCAA football Champions + Youth, High School, College Prep, and Club organizations 	<ul style="list-style-type: none"> + 60,000 United States SOCOM Personnel + Over 100,000 Navy sailors through our NOFFS program + Impacted hundreds of lives through The Comeback Initiative™ 	<ul style="list-style-type: none"> + Work with the most forward thinking Fortune 500 companies + Deliver performance solutions across Mindset, Nutrition, Movement, & Recovery + Solutions to reach company campus and remote workforce 	<ul style="list-style-type: none"> + Over 1,200 participants in our industry-leading Mentorship program + Led sessions across 6 continents and 20+ countries + Expanded reach through Digital Education + Industry Certification



The merger with EXOS will open many new doors for our members as well as the academic program at the colleges. We are very excited to be working with such an experienced team of elite performance trainers who proudly provide training protocols and programs for the United States Armed Forces, elite athletes and sports teams, top companies in the United States and abroad including Google, Intel, LinkedIn, Tesla and IBM and a number of educational institutions across the country and abroad.

SMAC, through its partnership with Medifit, has exceeded every expectation we had when we first started down this path back in 2008 with the concept of a community based fitness facility operating side by side with our own exceptional academic program in an active classroom environment. Medifit has brought a wealth of industry experience and specialized club management expertise combined with a firm belief in fitness as a lifestyle. This partnership has resulted in SMAC which is now known to be among the top fitness clubs in San Mateo County and the Bay Area working to improve people’s lives every day. It is for all of these reasons and more that the District will present the Board with a recommendation at its meeting on June 24, 2015 to renew the management agreement for the operation of SMAC as well as the planned facility at Cañada College with EXOS/Medifit for five years.

BOARD REPORT NO. 15-5-3C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Josè D. Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, 358-6836

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
LEADS IN RESPONDING TO DROUGHT**

Governor Brown's emergency declaration of April 1, 2015 codified a statewide mandatory water reduction of 25% through Executive Order B-29-15. Reductions are to be measured from baseline water usage in 2013 and will be in place through February of 2016.

Water agencies are now directed to implement a number of water use prohibitions requiring that commercial, industrial, and institutional properties, such as college campuses, immediately implement water efficiency measures.

Fortunately, San Mateo County Community College District got a head start in January of 2014 when Chancellor Galatolo declared a reduction goal of 25% from the 2013 baseline. In response, the District Sustainability Committee, guided by Campus Sustainability groups, developed a comprehensive Water Efficiency Program (WEP). This plan has already resulted in a 23% water use reduction in 2014 compared to 2013.

District Facilities staff are currently in conversations with the Community College Chancellor's Office (CCCO) to create a Water Efficiency Program template document. The intent is to use the best practices and learnings here at SMCCD to help other campuses and Districts throughout the state set reduction targets and successfully meet them. This WEP template is modeled after the successful Sustainability and Strom Water Management Templates the CCCO issued in recent years.

Through two phases of the Capital Improvement Program, buildings and systems have been designed, constructed and operated to use water, energy and other resources as efficiently as possible. Many efforts and projects have resulted in exceptional outcomes, leading to valuable additions to student learning objectives and driving high performance in the classroom, on the field, and in our local communities.

The District's ongoing commitment to resource conservation is evident in its five LEED certified buildings (four of which are LEED Gold) constructed as part of CIP2. Although CIP1 projects were not LEED certified, projects significantly exceeded the stringent energy efficiency requirements of California's Title 24 energy efficiency code. These buildings deliver highly efficient, comfortable, and exceptionally functional learning environments while saving energy, providing superior indoor environmental quality and reducing water use by more than 20% over a typical building. The District has standardized highly efficient water closets, faucets and control systems and has made water-wise investments in synthetic turf athletic fields as well. The synthetic turf fields throughout the District support safe year round activity for baseball, softball, soccer, football, track and a variety of community activities. The use of synthetic turf, in addition to saving more than \$200,000 in irrigation water costs each year, avoids the use of fertilizers, pesticides, fuel, and field paint while reducing maintenance and operations efforts. Installation of building level sub-

meters to record consumption of all utilities, including domestic water use, will further inform our conservation efforts.

Ultimately, the criteria that guided wise investments in resource conserving approaches over the past decade are paying dividends. With solid groundwork laid and the ability to measure essential data on water use imminent, the WEP is showing meaningful results. The four primary consumption categories on which the WEP is focused are as follows:

- 1) **Irrigation:** Irrigation at San Mateo County Community college District is used to maintain landscaped areas. This includes all planted areas of bushes, shrubs, trees and turf. Staff have strategically reduced irrigation schedules to minimal levels required to maintain the investment in our campus landscape materials.
- 2) **Industrial:** In our environment, industrial water use primarily consists of water used by our campus-wide boiler and chiller plants and washing hard surfaces. Staff have carefully inspected, repaired and replaced key infrastructure elements to eliminate leaks and waste and optimize performance.
- 3) **Domestic:** Domestic water use includes water used for drinking fountains, faucets and flushing toilets and urinals. A communication program, sponsored by the Districtwide and Campus Sustainability Committees, seeks to raise awareness and reduce individual consumption.
- 4) **Miscellaneous:** Until further metering infrastructure is able to separate out sub categories, Miscellaneous water use refers to water used for preparing food, bathing, washing clothes, dishwashing, servicing pools and fountains and other uses not contained in the above categories. Staff have worked to turn off fountains when it is possible to do so without compromising the integrity of the installation. Fountains that must remain filled to preserve the installation are recirculating the same water for maximum efficiency.

While meter data at this point is only available at the campus level, increased data gathering at each building is underway as part of a Districtwide Measurement and Verification Project. As additional data becomes available, the above categories will likely change to represent a more targeted view of consumption patterns and reduction opportunities.

Since detailed consumption data isn't currently available, efforts have focused primarily on irrigation and industrial water efficiency opportunities. The results of the effort in 2014 are shown below in Figure 1.

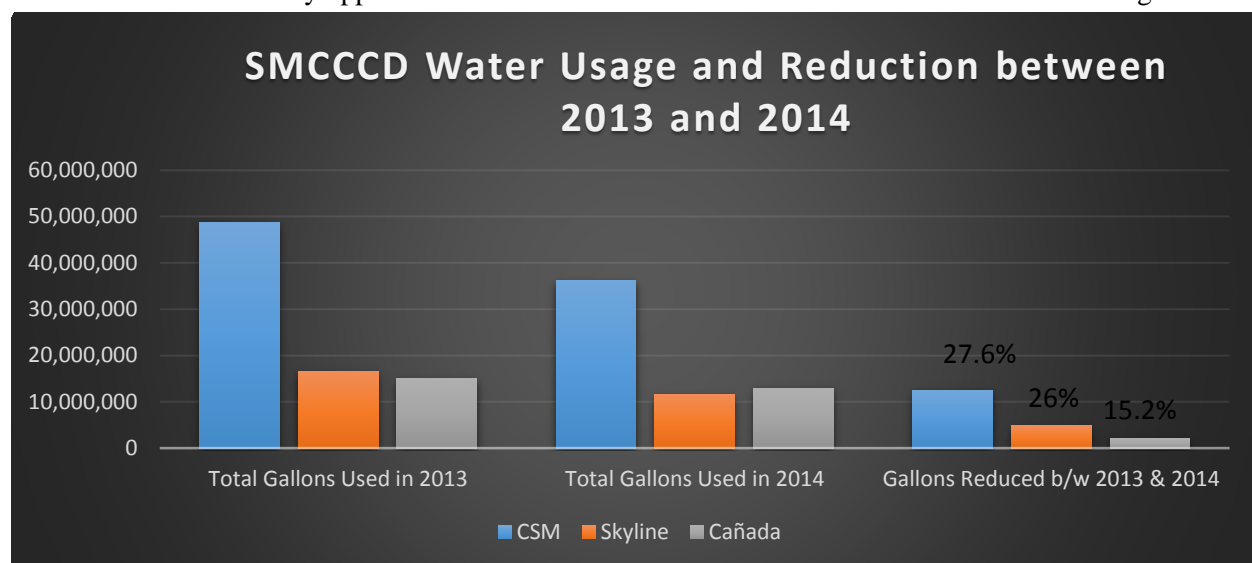


Figure 1

These reductions were achieved through a myriad of changes to operating procedures, water conservation measures and leak repairs. Some water conservation measures that SMCCCD has employed include:

- replacement of over 5,000 irrigation nozzles to higher efficiency models
- commissioning of weather based irrigation systems at College of San Mateo and Skyline College
- a complete retune of an aging industrial cooling tower
- repairing leaks
- adjusting cleaning practices of sidewalks, windows, vehicles and facility floors
- adding mulch to landscaping
- decreasing irrigation watering schedules
- retrofitting fountains
- a host of efficiency improvements to cooling and heating equipment

SMCCCD understands that efficiency gains require constant vigilance. As such, the WEP is designed as a living document and follows a continuous improvement process as outlined in Figure 2:



Figure 2

The Districtwide Sustainability Committee is working diligently to engage students, staff and the community in conservation efforts. Partnerships with state and local agencies, municipalities, and non-governmental organizations are key for the continuous improvement process to truly work and for the Water Efficiency Program's success. By leveraging the outreach capabilities, technical resources and incentive programs available through these partnerships, SMCCCD hopes and expects to continue to reduce water consumption throughout the District.

BOARD REPORT NO. 15-5-4C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6510

DISCUSSION OF ALL-MAIL BALLOT PILOT PROJECT

This item was discussed at the Board meeting of April 29. At the Board's request, it will be discussed further at this meeting.

On August 15, 2014, Governor Brown signed into law Assembly Bill 2028 (Mullin) authorizing San Mateo County to join Yolo County in an all-mail ballot pilot program to conduct up to three elections wholly by mail. It is planned that the November 3, 2015 Consolidated Municipal, School and Special District Election will be the first vote by mail election in San Mateo County under the pilot program. Mark Church, Chief Elections Officer and Assessor-County Clerk-Recorder for San Mateo County, encourages all jurisdictions that will be holding elections to participate in the all-mail ballot election on November 3, 2015. The terms of three San Mateo County Community College District Trustees will expire in 2015 and, therefore, the District will be holding an election on November 3.

The following are key points associated with the all-mail ballot pilot program:

1. Polling Places: On Election Day there will be at least one polling place in each city where voters can request and cast a ballot if they still wish to vote in person. They can also turn in the vote by mail ballot at any polling place in the County on Election Day.
2. Early Ballot Drop Off: There will be ballot drop-off locations in each city and County voting centers beginning 28 days before the election to ensure that voters have plenty of options in casting their ballots.
3. Postage: All San Mateo County registered voters will receive a ballot in the mail along with a return envelope and prepaid postage. Thus, voters will not have to pay any costs for submitting a ballot by mail.
4. Election Cost: Yolo County, the first county in California to conduct a vote by mail election under this pilot program, experienced a cost savings of 43%. Savings are passed on to the participating jurisdictions. San Mateo County is confident that the local jurisdictions will experience substantial cost savings.
5. Other Jurisdictions' Participation: The election will occur wholly by mail only if all overlapping jurisdictions with elections on that date request to participate in the program; therefore, if the Boards opts to not participate, no overlapping jurisdiction may do so.

The governing body of a city, county or district must, by resolution, authorize the all-mail ballot election and notify the Chief Elections Officer and Secretary of State of its intent to conduct an all-mail ballot election at least 88 days prior to the date of the election (August 6, 2015). A sample resolution is attached.

RESOLUTION NO. 15-____
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA

**RESOLUTION DIRECTING THE SAN MATEO COUNTY CHIEF ELECTIONS OFFICER
TO CONDUCT THE NOVEMBER 3, 2015 ELECTION FOR THE SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT WHOLLY BY MAIL PURSUANT TO THE PILOT
PROGRAM AUTHORIZED BY ASSEMBLY BILL 2028 IF ALL OTHER AFFECTED
JURISDICTIONS ALSO REQUEST APTICIPATION IN THE PILOT PROGRAM AT
THAT ELECTION**

WHEREAS, in 2014 the California Legislature and Governor approved Assembly Bill 2028 (AB 2028), which is a pilot program permitting certain elections in San Mateo County to be conducted wholly by mail if specific conditions are met; and

WHEREAS, pursuant to AB 2028, each jurisdiction may determine whether to participate in this pilot program and whether to authorize its election on a given date to be conducted by mail, provided, however, that the election in question shall not be conducted by mail pursuant to the pilot program unless all overlapping jurisdictions with elections on the same date so request; and

WHEREAS, if the election is authorized by all affected jurisdictions to be conducted pursuant to the AB 2028 pilot program, various actions shall be taken to ensure that voter access and turnout is protected, including but not limited to the following:

- At least one ballot drop-off location shall be provided in each city;
- A ballot drop-off location shall be open during business hours to receive ballots beginning 28 days prior to the lection through 8:00 p.m. on the night of the election;
- At least one polling place shall be provided per city between 7:00 a.m. and 8:00 p.m. on election day for voters to request a ballot if they did not receive a ballot or if they need a replacement ballot for any reason;
- At the request of any city, county or district, the Chief Elections Officer may provide additional ballot drop-off locations and polling places;
- All elections materials, including a prepaid return envelope for the ballot, shall be provided to each voter; and
- Polling places shall be located at an accessible location and equipped with voting machines that are accessible to individuals with disabilities; and

WHEREAS, in general, the cost of conducting an election pursuant to the pilot program described above is expected to be significantly less overall then a typical election, and this cost reduction should translate to lower costs to each jurisdiction that participates in the pilot program election program compared to the typical elections costs borne by each jurisdiction; and

WHEREAS, the San Mateo County Elections Officer has reported that in San Mateo County, 59% of registered voters are permanently registered to vote by mail; in the November 2013 Consolidated Municipal, School, and Special District Election more than 76% of the ballots were cast by mail; and in the June 2014 Primary Election more than 77% of the ballots were cast by mail; and

WHEREAS, the Chief Elections Officer has stated an intention to have the November 3, 2015 Consolidated Municipal, School, and Special District Election be the first mail election conducted pursuant to the AB 2028 pilot program in San Mateo County; and

WHEREAS, the Board of Trustees of the San Mateo County Community College District (SMCCCD) has considered the merits of the proposed pilot election program and desires to participate in the pilot program given the protections for voter access and participation in the election and anticipated cost savings to the SMCCCD;

NOW, THEREFORE, IT IS HEREBY DETERMIEND AND ORDERED that the SMCCCD Board of Trustees authorizes the November 3, 2015 election for the SMCCCD to be conducted wholly by mailed ballots pursuant to AB 2028 and consolidated with all other elections occurring on that date within San Mateo County. Accordingly, the San Mateo County Chief Elections Officer is requested to conduct the November 3, 2015 election for the SMCCCD, including any elections for officials of the SMCCCD, and measures relating to the SMCCCD, as an election conducted wholly by mail pursuant to the AB 2028 pilot program, it being understood that the election shall occur wholly by mail on that date wholly if all overlapping jurisdictions with elections on that date make the same request. If all overlapping jurisdictions with elections on that date do not so request, the SMCCCD election shall occur as normal on that date pursuant to the other provisions of the Elections Code.

BE IT ADDITIONALLY RESOLVED that the Clerk of the SMCCCD is hereby directed to notify the Secretary of State no later than August 6, 2015, of the SMCCCD's intent to conduct an all-mail ballot election as outlined above.

BE IT FURTHER RESOLVED that the SMCCCD Board of Trustees shall separately send information regarding the specifics of its November 3, 2015 election to the San Mateo County Chief Elections Officer.

REGULARLY PASSED AND ADOPTED this ____ day of _____, 2015.

Ayes:

Noes:

Abstentions:

Attest:

Dave Mandelkern, Vice President-Clerk
Board of Trustees

San Mateo County Community College District

May 13, 2015

BOARD REPORT NO. 15-5-5C

DISCUSSION OF BOND INVESTMENTS

There is no printed board report for this agenda item.