

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

June 24, 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 and potential or existing litigation. 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 tape recorded; tapes are kept for one month.*

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

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

SWEARING IN OF STUDENT TRUSTEE RUPINDER BAJWA

MINUTES

15-6-2 [Approval of the Minutes of the Meeting of June 10, 2015](#)

STATEMENTS FROM EXECUTIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

15-6-4A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

15-6-5A [Approval of Administrator Employment Contract Renewals](#)

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.

- 15-6-1CA Ratification of March and April 2015 District Warrants
- 15-6-2CA Acceptance of Grant Funds from the National Science Foundation's Advanced Technical Education Program for BioBridge Program at Skyline College
- 15-6-3CA Acceptance of Funds from the Consulate General of Mexico in San Francisco and Authorization to Execute Agreement
- 15-6-4CA Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College
- 15-6-5CA Annual Review and Approval of Instructional Material Fees
- 15-6-6CA Acceptance of Gifts by the District
- 15-6-7CA Renewal of Agreements with American Institute for Foreign Study (AIFS), 2015-16
- 15-6-8CA Adoption of Resolution No. 15-22 Establishing 2015-16 Budget Limits

Other Recommendations

- 15-6-101B Adoption of Resolution No. 15-23 Regarding the Delegation of Authority to Make Personnel Decisions
- 15-6-102B Adoption of Resolution No. 15-24 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 Participation in the Pilot Program at that Election
- 15-6-103B Approval of Revisions to Board Policies: 1.25 Secretary for the Board; 1.50 Minutes of Meetings; 2.11 Philosophy of Personnel Management and Human Resource Development; 2.19 Nondiscrimination; 2.20 Equal Employment Opportunity; 2.22 Employment of Relatives; 2.25 Prohibition of Harassment; 2.75 Institutional Planning and Effectiveness; 8.38 Gifts and Donations; and 8.80 Community Use of District Facilities
- 15-6-104B Approval to Implement a Fee Structure for Districtwide Electric Vehicle Charging Stations
- 15-6-105B Approval to Renew the Management Agreement with EXOS/MediFit, Inc. to Continue Operating the San Mateo Athletic Club and Other District Owned Community-Based Fitness Center(s) in Partnership with the District
- 15-6-106B Approval of 2017-2021 Five-Year Capital Construction Plan

15-6-107B [Acceptance of Grant from the California Energy Commission and Allocation of Funds for the College of San Mateo Solar Project](#)

15-6-108B [Adoption of the 2015-16 Tentative Budget](#)

INFORMATION REPORTS

15-6-3C [Institutional Effectiveness Goals](#)

15-6-4C [District Financial Summary for the Quarter Ending March 31, 2015](#)

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECESS TO CLOSED SESSION

1. Conference with Labor Negotiator
Agency Negotiator: Eugene Whitlock
Employee Organizations: AFT, AFSCME and CSEA
2. Conference with Labor Negotiator
Agency Negotiator: Ron Galatolo
Employee Organization: Unrepresented Employees
3. One case of Potential Litigation Pursuant to Subdivision (c) of Section 54956.9

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
June 10, 2015, San Mateo, CA**

The meeting was called to order at 6:05 p.m.

Board Members Present: President Patricia Miljanich, Vice President Dave Mandelkern, Trustees Richard Holober, Tom Mohr and Karen Schwarz, Student Trustee Rupinder Bajwa

Others Present: Chancellor Ron Galatolo, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College Vice President of Instruction Gregory Anderson

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Holober and seconded by Vice President Mandelkern to approve the minutes of the Board meeting of May 13, 2015. The motion carried, all members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (15-6-1A)

It was moved by Trustee Schwarz and seconded by Trustee Holober to approve the actions in Board Report No. 15-6-1A. The motion carried, all members voting "Aye."

ADOPTION OF RESOLUTION NO. 15-11, ADDING THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) GROUP UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (15-6-2A)

It was moved by Trustee Holober and seconded by Trustee Mohr to adopt Resolution No. 15-11. Eugene Whitlock, Vice Chancellor of Human Resources and Employee Relations, said this resolution will establish AFSCME as a new group within the CalPERS Health Plan System; AFSCME employees are currently included with the Non Represented/Classified group. The motion carried, all members voting "Aye."

ADOPTION OF RESOLUTION NOS. 15-12, 15-13, 15-14, 15-15, 15-16, 15-17, 15-18, 15-19 AND 15-20, ESTABLISHING HEALTH VESTING REQUIREMENTS FOR FUTURE ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (15-6-3A)

It was moved by Trustee Holober and seconded by Trustee Mohr to adopt Resolutions Nos. 15-12 through 15-20. Vice Chancellor Whitlock said the resolutions are required by CalPERS to officially establish the health vesting requirements set forth in the collective bargaining agreements. Through the resolutions, the District informs CalPERS of the benefits retirees are entitled to, in accordance with the negotiated collective bargaining agreements, when they choose to continue coverage with the CalPERS health plan; therefore, the District will no longer be required to make monthly contributions toward medical plan premiums for future annuitants who do not qualify for negotiated retiree benefits.

Juanita Celaya, CSEA 2nd Vice President, CSM/District, requested that the Board table this item until a future date. She said CSEA has been requesting information from Human Resources on employer share for the past several months. She said that on June 2, Vice Chancellor Whitlock informed CSEA that the District intends to enforce the bargaining unit contracts for future retirees. She said Vice Chancellor Whitlock also said that the

District would be getting attorneys involved regarding retirees who are currently receiving benefits but did not complete the terms of their contracts regarding eligibility for benefits. Ms. Celaya said CSEA did not see the board report and resolutions until the board packet was published on June 5; she said this did not leave time for CSEA to adequately review the resolutions. Ms. Celaya said that vesting resolutions were discussed with then Vice Chancellor Harry Joel approximately two years ago. She it was discovered at that time that all employees hired to date and all past retirees were hired under the CalPERS contract and were all told that they would receive this benefit. She said that any changes to benefits subsequent to initial employment should be brought to the bargaining table, even if the collective bargaining agreement is in conflict with the CalPERS contract. Ms. Celaya said CSEA is still in the process of gathering information and researching the history of this issue and would like time to prepare a complete presentation to the Board.

Trustee Mohr said the board report makes clear that the resolutions will not affect retirees who chose to continue with the CalPERS medical plan and for whom the District is currently making contributions toward medical plan premiums. He said the resolutions affect current employees and will honor the negotiated agreements the District has with its employees. Vice Chancellor Whitlock confirmed that the resolutions in no way affect the 79 retirees currently receiving benefits for which they are not eligible according to the collective bargaining agreements. He said the District is being billed by CalPERS for medical plan premiums for these 79 individuals at an annual cost of \$473,117. David Feune, Interim Director of Human Resources, said retirees will continue to be covered under the CalPERS medical plan unless CalPERS is notified that they wish to discontinue coverage. The 79 retirees are individuals who retired and were not eligible for retirement benefits but chose to continue medical coverage with CalPERS. Vice Chancellor Whitlock added that the majority of these 79 retirees worked for the District for less than 15 years and 19 of the 29 who were CSEA members worked for the District for ten years or less. He said the District is having discussions with CalPERS about getting these employees classified correctly. He stressed that this is an issue separate from the resolutions being brought to the Board at this meeting.

Vice President Mandelkern asked if Human Resources staff have informed employees that they are eligible for post-retirement health care benefits in excess of those stipulated in the collective bargaining agreements. Vice Chancellor Whitlock said this is not the case. He added that when employees retire, they are asked to sign an acknowledgment explaining that, while they will receive some benefits, the benefits will cease when the Board adopts a vesting resolution. Ms. Celaya said CSEA was not aware of that document until January of this year. She said she believes this is asking employees to sign away their rights as they understand them and should have been brought to the bargaining table instead.

Trustee Holoher asked if new employees are provided with a handbook that includes an explanation of the benefits to which they are entitled. Vice Chancellor Whitlock said there is a handbook and any information would be consistent with the collective bargaining agreements.

Trustee Holoher said the statement by Ms. Celaya had two elements: (1) a request for information on the cost impact, and (2) the statement for the need to have the issue collectively bargained. Vice Chancellor Whitlock said that, to his knowledge, all information requested by CSEA has been provided. He also said that medical benefits have already been bargained and are included in the collective bargaining agreements. Ms. Celaya said CSEA has requested information about the length of service of the 79 retirees and has not received a response. Vice Chancellor Whitlock said staff will respond to the request but that it is not relevant to the resolutions being brought to the Board tonight since these retirees' benefits are in no way affected by the resolutions.

Trustee Schwarz asked how it transpired that the 79 retirees are receiving benefits they are not eligible for according to the contracts. Vice Chancellor Whitlock said that CalPERS assumes retirees are eligible for benefits unless vesting resolutions are adopted by the Board and presented to CalPERS. The resolutions will inform CalPERS of the terms of the collective bargaining agreements that are in force.

Vice President Mandelkern said the terms for retiree health benefits have always been explicitly agreed to during each bargaining cycle. He asked Ms. Celaya if she was arguing that employees should receive retiree health benefits in excess of what has been bargained. Ms. Celaya replied that this is her belief because this is what employees were told by Carol Green, who was Director of Human Resources, when the District moved from JTP to CalPERS in 1989. She also referred to an email from Harry Joel dated September 2013 which she said

corroborates CSEA's position. She said that, should these resolutions be adopted, CSEA believes that every employee who was hired prior to their passage should be eligible for the benefits in question. Those hired after passage of the resolutions would be bound instead by the terms of the collective bargaining agreements because the vesting resolutions would be in place.

President Miljanich said it does not make common sense to her that all current employees should be eligible for benefits which are not included in their collective bargaining agreements. She said she believes an employee's retirement date should be the consideration once the resolutions are adopted rather than the date of hire. Mr. Feune said he worked with CalPERS in putting together the resolutions; he said CalPERS confirmed that the relevant date is the date of retirement.

President Miljanich said that, regardless of the interpretation of the email from Mr. Joel, she does not believe that any staff member has the authority to grant employees benefits to which they are not entitled. Vice Chancellor Whitlock concurred that agreements about benefits are authorized by the Board and no individual may legally make another agreement.

President Miljanich asked if the District or individual employees have contracts with CalPERS. Vice Chancellor Whitlock said there are no contracts with CalPERS; rather, the District enters into resolutions with CalPERS. He said the only contracts that pertain to retiree medical benefits are the collective bargaining agreements.

Trustee Holober said he philosophically believes that collective bargaining agreements should govern employment practices and that they supersede other considerations. He said he does not have concerns about a need to gather more information or get responses to questions as long as this does not create an expectation that anything outside of the collective bargaining agreements will be honored. Vice Chancellor Whitlock said the only information requested concerns the 79 retirees referred to earlier and this is a separate issue not related to the resolutions being presented tonight.

Vice President Mandelkern said he agrees that the negotiated benefits packages should be honored and understands that the benefits for the 79 retirees in question are not addressed in the resolutions. However, he said he believes it would be courteous to grant the request by CSEA for more time to research the issue and he would also like to have time to further study the email from Mr. Joel. He asked if there is a deadline for submission of the resolutions to CalPERS. Mr. Feune said the resolutions must be submitted by the 10th of the month in order to be effective for the following month. Vice President Mandelkern said he is in favor of tabling adoption of the resolutions and considering them at the July Board meeting.

Trustee Schwarz said she treasures the Board's relationship with CSEA and is in favor of granting them time to complete their investigation. Therefore, she said she would prefer to table the item for one more month.

Trustee Mohr said he feels the Board is duty-bound to honor the negotiated agreements. He said that passing the resolutions will protect the District from a substantial loss over time and delaying passage would leave less money for programs for students and other employees. He said he understands the need to discuss and clarify the other issue regarding the 79 retirees in question but believes that the resolutions pertaining to current employees should be adopted tonight.

President Miljanich said the resolutions are honoring the collective bargaining agreements and she believes it is important to adopt them now.

Charles Jones, a current retiree, said any change or intent to change anything relative to health and welfare benefits or labor conditions must be negotiated. He also said the District is not permitted to negotiate with individual employees, which he alleged occurs when employees are asked to sign the acknowledgment that they are aware the employer share could discontinue. Trustee Mohr noted that the resolutions pertain only to current employees and do not modify anything in the collective bargaining agreements.

Trustee Holober asked that the Board recess to closed session for ten minutes to discuss the legal question of whether this is a matter for collective bargaining. The Board agreed unanimously to add this closed session item to the agenda as an issue that arose after the agenda was posted and that required immediate action.

The Board recessed to closed session at 7:10 p.m. and reconvened to open session at 7:17 p.m.

It was moved by Vice President Mandelkern and seconded by Trustee Schwarz to table adoption of Resolutions 12 through 20 until the next meeting of the Board. The motion failed, with Vice President Mandelkern and Trustee Schwarz voting "Aye" and President Miljanich, Trustee Holober and Trustee Mohr voting "No."

President Miljanich called for a vote on the original motion to adopt Resolutions 12 through 20. The motion carried, all members voting "Aye."

Other Recommendations

ADOPTION OF RESOLUTION NO. 15-21 REGARDING DECLARATION OF SURPLUS FUNDS AND APPROVAL OF BOND INVESTMENT STRATEGY (15-6-100B)

It was moved by Trustee Schwarz and seconded by Trustee Holober declare surplus funds and adopt a resolution approving a bond investment strategy. Chancellor Galatolo recommended using the phrase "\$109 million of bond funds not required for immediate use" in place of "surplus funds." He said the District successfully sold \$127 million of bonds on May 26. Approximately \$18 million will be used for current needs and \$109 million can be invested long term. Education Code Section 15146(g) requires that the proceeds from the sale be deposited in the County Treasury's building fund for the District. Currently, the County's policy is that no more than 12.5% of the funds can be withdrawn at any one time. However, the County Treasurer has agreed to waive this limit and allow the District to withdraw \$109 million and redirect it to the District's custodial account at Bank of New York. The custodian will invest the funds in a Guaranteed Investment Contract (GIC) or a managed portfolio as directed by the District. If the Board opts to invest in a GIC, it is required by law to adopt a resolution.

There was extensive discussion regarding the investment strategy. Key points included:

- A GIC which is collateralized by the federal government is more secure than a managed portfolio. The yield would be reduced because of the collateralization requirement and would likely return a lower yield than that of the County Pool.
- GICs have specified time periods and can be shorter or longer term depending on cash flow needs. Nevertheless, by law, the District must reasonably expect to expend 85% of the bond funds within the next 36 months.
- A managed portfolio is more flexible and provides greater leverage around liquidity. However, a managed portfolio contains a combination of investments, not all of which would be federal investments.
- If the Board opts for a managed portfolio, Board members would like to revise the District's current investment policy regarding diversification, concentration of investments with issuers, and maturity duration.

Vice President Mandelkern said he reviewed the District's investment policy and would recommend modifications, particularly in the following areas:

1. The policy states that up to 40% of the portfolio may be invested in banker's acceptances. Vice President Mandelkern said this is higher than is currently recommended. For example, the County's investment policy states that 15% of the portfolio may be invested in domestic banker's acceptances and 15% in international banker's acceptances, for a total of 30%.
2. The policy does not place limitations on individual issuers. Vice President Mandelkern recommends a limit of 3% to 5% per individual issuer within each class of investment.
3. The policy does not place limitations on maturity dates. Vice President Mandelkern recommends adding appropriate maturity dates, not to exceed one year, for each class of investment.
4. Vice President Mandelkern recommends that the investment policy stipulate that the primary responsibility is for preservation of capital rather than seeking maximum yield.

Chancellor Galatolo said staff is now seeking guidance on how to proceed with investing the \$109 million in bond proceeds that are not needed immediately for construction. The Board discussed options including:

1. Place the funds in a short-term GIC while the District's investment policy is being revised and then consider moving the funds to a managed portfolio. However, there was concern by staff that a short-term collateralized GIC would have a very low yield.
2. Place the funds in a managed portfolio using the guidance expressed by the Board at this meeting, while at the same time revising the District's investment policy; after the policy is revised and approved by the Board, review how well it is aligned with the managed portfolio and make modifications accordingly.
3. Place the funds in the County Pool, which might produce a greater yield than a short-term GIC, until a revised investment policy is in place. This was the method preferred by staff.

Vice President Mandelkern asked that staff review the District's investment policy and bring suggested revisions back to be the Board. He said that, until that time, he would not be comfortable with investing the bond funds in a managed portfolio. After further discussion, the Board agreed that they will adopt a resolution authorizing the execution of a GIC, amending the resolution to specify that the GIC will be fully federally collateralized. Staff will issue a call for competitive bids; if the response indicates that the yield from a GIC will be considerably lower than that from the County Pool, the Board grants staff the latitude to temporarily invest the proceeds with the County, pending revision of the District's investment policy. Trustee Holoher asked that the understanding with the County, stating that the District will be allowed to withdraw the funds at any time, be put in writing. Chancellor Galatolo said he will make certain this is done.

President Miljanich called for a vote to adopt Resolution No. 15-21, declaring that \$109 million of the bond funds will not be needed prior to July 1, 2016 and authorizing the negotiation, execution and deliverance of a Guaranteed Investment Contract collateralized with only treasury and agency notes. The motion carried, all members voting "Aye."

INFORMATION REPORTS

UPDATE ON SAN MATEO ATHLETIC CLUB (SMAC) (15-6-1C)

Vice Chancellor Whitlock said comprehensive information is contained in the board report. He said he and Karen Powell, Executive Director of Facilities Maintenance and Operations, will answer questions that the Board or others may have.

Tina Acree, AFSCME Business Agent, said she would like to have time to discuss an agreement with Vice Chancellor Whitlock that would be agreeable to everyone, based on the options provided.

Trustee Holoher asked for additional information about the components of the janitorial work, i.e. the third party contractors who do thorough cleaning at night and MediFit employees who do some janitorial work even though it is not their full-time work assignment. Vice Chancellor Whitlock said there are three components: (1) the contractors who do deep cleaning; (2) two full-time and one part-time MediFit employees who are hired exclusively to perform housekeeping functions; and (3) courtesy desk staff who spend approximately 32% of their time on cleaning functions.

Trustee Schwarz asked who holds insurance on the third party contractor. Vice Chancellor Whitlock said the contractor holds a policy which includes automobile, liability and Workers Compensation. Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said both MediFit and the third party contractor are required to provide proof of insurance to the District. He added that SMAC members are required to sign a liability waiver when they register.

Trustee Mohr asked if the discussions between Vice Chancellor Whitlock and Ms. Acree would involve advantages or remuneration to AFSCME employees already employed, or if they would involve changing the way SMAC is operated. Vice Chancellor Whitlock said all of the options presented would be open for discussion along with any new suggestions that might occur during the dialogue.

Vice President Mandelkern asked if the cost for the third party contractor's employees can be reduced to an hourly equivalent and be compared to the cost of AFSCME members performing the same function. Vice Chancellor Whitlock said employees who are hired directly by MediFit as housekeeping staff currently earn \$13.50 per hour and have the option to enroll in benefits if they work more than 20 hours per week. Workers who are hired the by the third party contractor to clean at night earn \$11.50 to \$14.50 per hour; they are all part-time workers and do not receive benefits. The District's AFSCME daytime custodians have a starting wage of \$26 per hour plus benefits. Vice Chancellor Bauer clarified that prevailing wage does not exist for custodial services but said the wages provided by the third party contractor are within the standard for the industry.

Vice President Mandelkern addressed MediFit's desire to be able to supervise and manage employees in order to control service levels and the operations within their model. He pointed out that SMAC is a District facility and it is the District that provides service to the community. He said a somewhat similar situation exists in the ITS area, where Strata Information Group provides management services and supervises District employees who are represented by a bargaining unit; he said this seems to work well. Vice Chancellor Bauer said that, subsequent to the preparation of the board report, he learned from MediFit attorneys that they would not take on the liability of supervising employees who are not their own.

Vice President Mandelkern said he is encouraged to hear of the interest in continuing communication. He said his desired outcome would be a mutually acceptable solution that involves having some AFCME employees performing janitorial services at SMAC.

Trustee Holober said he would like to offer an opportunity for discussions on scenarios that would allow District employees to perform some or all of the custodial work at SMAC. He suggested that discussions include looking at the various cost components, recognizing that it does not necessarily have to be "all or nothing." He also said that, given the success of SMAC, there might be room to offset potential greater costs with potential greater revenues by raising the rates for community members without affecting membership.

Trustee Holober asked when the District's contract with MediFit expires. Vice Chancellor Bauer said it expires on June 30 of this year. Trustee Holober asked if the contract could be extended for a limited amount of time to allow for the opportunity for discussions with AFSCME. Vice Chancellor Whitlock said that if the Board approves a contract renewal at the June 24th meeting, negotiations would be initiated. He said negotiations will take some time and conversations with AFSCME could occur simultaneously.

Trustee Mohr said he believes it is desirable to meet with AFSCME and he is pleased to hear that discussions will take place. He said he believes that Board discussions over time should address the nature and meaning of enterprise. He said discussions should include the original intent which he believes was to serve the community well; serve students at the academic level; allow for training to take place; and, because it is an enterprise, provide money that could be reinvested in the District. Trustee Mohr said he believes one of the reasons the Board considered entering into enterprise endeavors was to maximize revenues in order to invest more deeply in the needs of faculty, staff and students. He said surrendering some of the funds would mean investing less in important areas such as student access, success and completion as well as pedagogy. Trustee Mohr said the enterprise concept will be in the District's strategic plan and it is important that the Board determine its meaning.

Trustee Schwarz said there is an opportunity to look at the various scenarios after five successful years of operation. She said she is encouraged by the desire for continued dialogue.

President Miljanich said she is pleased that there will be continuing discussions. She said SMAC has been a spectacular success and the Board should be cautious about tweaking the operation and counting on it being as successful as it has been because changes may cause intended or unintended consequences. President Miljanich said she believes the Board should continue to have conversations and express opinions as mutually beneficial solutions are being sought, but should also keep in mind that Board members are not experts in this industry.

Vice Chancellor Bauer said there is an entrepreneurial goal associated with his area of operations. He said revenue has gone from \$6 million to \$15 million and has generated significant surpluses. He said the best part of his job is providing funds to programs that help students. Vice Chancellor Bauer said it is important that he understand what

the Board believes his responsibilities are and what they expect from enterprise operations; he said this is not always clear to him. Trustee Schwarz said Vice Chancellor Bauer has guided Enterprise Operations in a wonderful direction. She said it is also important to make sure that District employees are treated fairly and respectfully. She said she hopes that opening the door for discussions will help everyone come to a mutually acceptable resolution.

Chancellor Galatolo asked for clarification regarding whether the Board will be asked to approve a contract with MediFit on June 24th or whether the current contract is to be extended for a period of time while discussions with AFSCME are ongoing. Vice Chancellor Bauer said contract recommendations typically ask the Board to authorize the Executive Vice Chancellor to enter into a contract. The Board discussed the difficulty of authorizing the execution of a contract while some items in the contract are pending due to discussions with AFSCME. Trustee Holober said he has a great deal of confidence in Vice Chancellor Bauer and knows he understands and will be mindful of the wishes of the Board. Vice Chancellor Bauer said the recommendation will be to authorize the Executive Vice Chancellor to enter into a contract with MediFit for five years with the option for a five-year extension. He added that the Board has the authority to abrogate a contract with a 90 day notice.

PRESENTATION OF ACTUAL COST INFORMATION FOR SALE OF SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT 2015 GENERAL OBLIGATION BONDS (ELECTION OF 2014), SERIES A (15-6-2C)

Chancellor Galatolo said there is a legal requirement to present the cost information at a Board meeting. He focused on pages 1 and 2 of the document regarding:

1. Par Amount of bond proceeds. Chancellor Galatolo said the District issued \$127 million in bond proceeds but has an authorization of \$388 million, leaving \$261 million of authorized but unissued bond capacity.
2. Use of mechanism to issue coupons at a premium. Chancellor Galatolo said there is almost \$12 million in premium which helps offset the requirements for the debt service fund as well as expenses for cost of issuance and underwriter's discount.
3. The All-in TIC (True Interest Cost). Chancellor Galatolo said this is 3.875% over the life of issuance; he said this is relatively inexpensive.

STATEMENTS FROM BOARD MEMBERS

Trustee Mohr said he attended two of the Colleges' commencement ceremonies and they were well done. He discussed two legislative bills. AB 770 provides grant funds of \$60 million for community college districts to study various measures of increasing student success in classes beyond remediation and to accelerate remediation. SB 359 requires school district with eighth and/or ninth grades to develop a mathematics placement policy that moves underrepresented students in particular as rapidly as possible through math requirements. Trustee Mohr said this will impact the District's placement process considerably. Trustee Mohr said he attended the Conference on Education, Equity and Race which was organized by the San Mateo County School Boards Association and held at Skyline College. He said President Stanback Stroud presented an outstanding keynote address along with an excellent presentation by a guest speaker. Trustee Mohr said he attended the Honors presentation at College of San Mateo and noted that the presentations were outstanding.

Trustee Schwarz said she attended the Conference on Education, Equity and Race along with Trustee Mohr and received a copy of SB 359 at that meeting. She provided a copy of the bill which staff will forward to all Board members.

President Miljanich said she regretted not be able to attend College commencement ceremonies this year. Vice President Mandelkern said he also would have liked to attend.

RECESS TO CLOSED SESSION

President Miljanich said that during Closed Session, the Board will:

1. consider the personnel items listed on the printed agenda
2. hold a conference with District Labor Negotiator Eugene Whitlock; the employee organization is AFT
3. discuss two cases of anticipated litigation as listed on the printed agenda

The Board recessed to Closed Session at 9:05 p.m.
The Board reconvened to Open Session at 10:10 p.m.

CLOSED SESSION ACTIONS TAKEN

President Miljanich announced that at the Closed Session just concluded, the Board voted 5-0 to approve the personnel items listed as Public Employee Discipline/Dismissal/Release on the printed agenda.

ADJOURNMENT

It was moved by Trustee Schwarz and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:11 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the June 24, 2015 meeting.

Dave Mandelkern, Vice President-Clerk



Skyline
COLLEGE
ACHIEVE

President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



KinderCaminata at Skyline College
Photo Credit: Maryam Hadi

SKYLINE COLLEGE BOARD REPORT

JUNE 24, 2015

KINDERCAMINATA WELCOMES KINDERGARTNERS TO SKYLINE COLLEGE



On Wednesday, April 29, Skyline College welcomed 200 Kindergartners and 100 parents as the institution held its second KinderCaminata event. This event, in collaboration with the South San Francisco Unified School District, provided activities for students throughout the morning. Students from Skyline Elementary and Buri Buri Elementary schools were greeted by Skyline College staff, faculty and students as they drove onto campus. Interim TRiO Director Nate Nevado introduced Dr. Regina Stanback Stroud, President of Skyline College and she welcomed the students to the campus with an inspirational welcoming speech.

Students, dressed in Skyline College “Kinder” shirts carrying backpacks filled with coloring books and pencils then participated in a host of activities at different locations throughout campus. Many thanks to Skyline College Public Safety, the Skyline College Automotive Program, Allied Health, Cosmetology and Early Childhood Education programs for their fun-filled activities and exercises for the students. The event concluded with lunch and students left on buses to return their respective schools.

This successful event was coordinated by Florentino Ubungen, Outreach Coordinator and Adriana Armas, Staff Assistant, Enrollment Services. In addition, over 60 Skyline College staff, faculty and students volunteered their time and created a wonderful experience for the students, teachers and families. A special thanks to Joe Morello, Dean of Kinesiology, Athletics and Dance for the use of the gymnasium and facilities for preparing the buildings for our visitors.

This event would not have been possible without the support of the President’s Innovation Fund at Skyline College.

Article by Florentino Ubungen. Photo by Maryam Hadi.

SKYLINE COLLEGE LEADERSHIP TEAM ADOPTS STANDARDS OF EXCELLENCE



The Skyline College Leadership team, consisting of classified supervisors, certificated supervisors and administrators, completed a two day retreat in April at Cañada Vista. The group set out to consider perspectives on great leadership and define our own standards of excellence. After “confronting the brutal facts” by receiving a status report on where Skyline College is on student success, the group considered important indicators to be considered in order to support students in getting in, getting through, and getting out of Skyline College. The Leadership Team considered the many initiatives and mapped out how they are connected to support a common vision. After determining an overarching common vision, the Leadership Team defined the standards of excellence, goals for the leadership team and results we will see if we meet the goals.

The work, available online, was informed by a variety of factors including information from employee satisfaction surveys, leadership literature including “*Good to Great for the Social Sector*,” general feedback received in leadership evaluations, information received at all college forums, and feedback received in the course of the college governance processes.

The College has been asked to review it and provide any feedback they think would enhance our success. We are committed to standards of Leadership Excellence to support Skyline College in being the number one college in the state for student success, the employer of choice, the most innovative college, a central community resource and a place where the equity gap is eliminated – in other words, a Great College.

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COMMON VISION: The Convergence of Institutional Success and Student Success.

Skyline College students will successfully define and reach their goals on-time.

FOUR STANDARDS OF LEADERSHIP

Lead with Integrity – Expect Excellence

Leading with integrity requires open and honest communication in an environment of transparency. Professionalism should be demonstrated in all efforts and interactions. Excellence is achieved in an environment that allows for risk, innovation, and creativity where what is seeded is given time to flourish, to promote a culture of continuous improvement. We expect excellence, from ourselves and from each other, and it is our responsibility to instill a sense of optimism even in the face of challenges.

Effectiveness

Effective leadership requires confronting the brutal facts, challenging assumptions, and using data to help guide us in our actions and decisions. Engaging in constructive dialogue and debate to challenge assumptions while assuming the best intentions of colleagues and peers is essential. Ultimately, effectiveness relies on a willingness to make difficult decisions in order to achieve results.

Act as a Team of Learners and Teachers

Acting as a Team requires us to acknowledge and engage each other in collaboration, to think independently while still acting with unity, and to equally value each member of the team. As a Team, we must also hold ourselves and each other accountable, and at the same time empower and support each other to achieve excellence.

Deliberate Focus

A deliberate focus is needed in order to move the College forward. Leaders must maintain a student centered focus, be disciplined and engaged in all settings, and think and act with clearly defined goals to achieve results. The leadership must continuously reinforce the College's commitment to social justice, equity and access. This requires us to think and act with passion, purpose, and humility, to be intentional and deliberate, and to know when to challenge the status quo.

Goals

- Skyline College will be the number one community college in the state where students who have been historically underrepresented in higher education have access to the high quality programs that will allow them to achieve their goals.
- Skyline College will be the employer of choice for faculty, staff and administration, attracting the most dedicated and talented minds.
- Eliminate equity gaps in student success by promoting a comprehensive understanding of systemic issues that impact student success and a commitment to addressing those issues.
- Skyline College will be regarded as the most innovative college in the district, region, state and nation.
- Skyline College will be the central community resource and heart of the community for arts, athletics, speakers, and other events.

As a result of our commitment to these goals:

- Placement rates into transfer level coursework in Math and English will increase by 50% for incoming students by the beginning of 2017-18 using multiple measures assessment.
- 75% of Skyline College students will achieve on-time degree and certificate completion, and/or transfer, according to their educational goal by 2020-21.
- Skyline College will be ranked among the Top Ten Great Colleges to work for based on the Chronicle of Higher Education.

Article by Dr. Regina Stanback Stroud.

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UC TRANSFER ADMISSIONS NUMBERS ON THE RISE



This year, Skyline College Transfer Students did very well in being admitted to 2 of our very competitive local UC campuses! Through our partnerships, we have received preliminary numbers of admits for fall 2015 at UC Berkeley and UC Davis. At UC Davis, we have an impressive 88 students admitted and 20 still on the waitlist. Comparatively, 83 students were admitted last year. Over the past year, our UC Davis Representative Mayra Escobar has tirelessly dedicated her time to supporting Skyline College students transfer to Davis. With her continued presence and the presence of the UC Davis Transfer Opportunity Program, a program designed to support first generation underrepresented students, we expect the numbers to continue to grow and continue to be strong!

We also had a very impressive 33 students offered admissions at UC Berkeley for Fall 2015 or Spring 2016! This is the highest number of admitted students in recent years! The highest number was 30 in 2010! One of the biggest highlights is that 6 students were admitted into the very prestigious HAAS School of Business. In Fall 2014, only 91 transfer students were offered admissions to HAAS, with 1637 transfer students applying nation-wide. This is an extremely impressive accomplishment of these 6 students- one for us to celebrate!

Article by Suzanne Poma. Photo by Gino DeGrandis.

SKYLINE COLLEGE EARLY CHILDHOOD EDUCATION (ECE) DEPARTMENT HOSTS EARLY INTERVENTION CONFERENCE



On Saturday May 2, Skyline College's Early Childhood Education Department, held the 7th annual Early Intervention Conference. This year's theme was, "*Music, Movement, and Young Children's Brain Development.*" Conference Coordinator and Skyline College faculty member Elaine Francisco brought together national and local professionals for keynotes and workshops. After opening remarks from Dean of Business Christine Roumbanis, and ECE/EDU Coordinator Kate Williams Browne, award winning children's song writer Jim Gill was able to get the crowd of over 280 early childhood professionals and students up and moving. Dr. James Adams, Educational psychologist and Skyline College faculty member ended the conference by sharing his knowledge of the importance of play in the lives and cognitive development of young children.

Workshops were presented by author/consultant Todd Wanerman, parent and autism expert Joseph Coffin, certified Baniel practitioner Kinga Czegeni, and adaptive yoga teacher and Cabrillo College faculty member Sharon Took-Zozaya. Skyline College Early Childhood graduates Caroline Aristekessian and Zena Taresena shared their stories of continuing their education and careers in Early Childhood Special Education.

All conference attendees were given certificates for professional growth. As they sang and danced their way off-campus, they clearly gained practical skills to use in the important work they do with young children of varying abilities.

Article and photo by Kristina Brower.

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HONORS TRANSFER PROGRAM UPDATE

On May 2, 2015 six Skyline College honors students presented at the 8th annual community College Honors Research Symposium at Stanford University. Skyline College is well represented with two faculty members on the Conference Committee, Joyce Lee and John Ulloa. The students attended the talks as well as had the opportunity to have a tour of the Stanford campus. Faculty Luciana Castro and Kathleen Feinblum acted as moderators for the sessions. Dean Donna Bestock participated as a judge for the Heslet Award. Find more pictures and a schedule for the Bay Honors Research Symposium on Facebook.

Student Presentations:

- Wafa Zeidan presented “*Evaluation of the Antimicrobial Activity of Rhodiola rosea*”
- Elizabeth Vo-Phami presented “*Snails to the Rescue: How Land Snail Eggs Could Help Stop Global Warming*”
- Marlon Gaytan Jr. Presented “*Monsters Among Us: A literary Analysis of a Grotesque Social Paradigm*”
- Justin Tom Presented “*Street Art: The Last Frontier of Individualism*”



Honors Transfer Program Counselor Joyce Lee Receives “Honors Faculty of the Year” Award

Our own Joyce Lee was awarded the prestigious Honors Faculty of the Year Award by the Bay Honors Consortium. The BHC selected Joyce for her outstanding dedication, commitment, and service to Honors students at Skyline College and for her consistently solid contributions as a member of the BHC were Joyce serves as the organization’s treasurer.

HTP Graduates 30 Students This Year!

We had a robust year of graduates this year, with many getting into UC Berkeley and UCLA. Congratulations to all of our graduates!

HTP Implementing Plan for Increasing Program Diversity

John Ulloa, Skyline HTP Coordinator along with his counterparts, David Laderman from CSM and Jessica Kaven from Cañada College will present at this year’s National Collegiate Honors Council annual meeting in Chicago. Their presentation is titled, “*Reconciling Honors and Diversity at the Community College.*”

Article and photo by John Ulloa and Nick Kapp.

EXPERIENCE HOSPITALITY: CREATING AWARENESS OF POST-SECONDARY CAREER PATHWAYS IN HOSPITALITY



On May 4, 2015, the Bay Region Retail, Hospitality and Tourism (RHT) Initiative housed at Skyline College participated in Experience Hospitality: Sacramento 2015, a California outreach event for students studying hospitality and culinary arts in high school. Experience Hospitality was held at the Hyatt Regency Sacramento and ended with a lunch reception at the Wedgewood at the Sterling Hotel. This event invited approximately 200 Northern California high school ProStart

students to a unique one-day experience in efforts to increase their knowledge of educational pathways in college while highlighting the diversity of careers in the hospitality industry.

In addition, students were provided with resources to continue their hospitality and culinary education and careers beyond high school. The event included an education fair that showcased the community college system and the various California State Universities (CSU) with programs in Hospitality Management. CSUs present included CSU East Bay, San Jose State, Chico State, and Sacramento State. Andrea Vizenor, Bay Region Deputy Sector Navigator for RHT, was in attendance representing Skyline College and California Community Colleges. The event also featured a CSU Hospitality Management student panel, a behind the scenes walking tour of various local hospitality venues in Sacramento, a tourism presentation from Visit California and a networking lunch. During the networking lunch, Vizenor gave a presentation on newly developed Hospitality and Tourism

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Management Program at Skyline College, the many degree options in the California Community College system, and the opportunity of Associate Transfer Degrees into CSU institutions.

This event was hosted by the California Restaurant Association Educational Foundation (CRAEF) and the California State University's Hospitality Management Educational Initiative (CSU HMEI) with sponsorship from The California Community Colleges and Visit California. CRAEF and CSU HMEI hosts a Northern and Southern California events in order to reach high school students pursuing this educational pathway throughout the state of California.

Article and photo by Elizabeth Tablan.

THE 10TH ANNUAL PILIPINO CULTURAL NIGHT (PCN): ANG PAG-UWI



On May 7 and 9, 2015, this year's Pilipino Cultural Night production Ang Pag-uwi (The Journey Home) followed a fictional, extended family as they traveled by boat to the Philippines from the United States after a nuclear fallout. The group believed that it was worth the journey to find out if they would reach the Philippines or end up sailing forever searching for a better future. The story was written by the English 103/203 AK class under the supervision of head writer CJ Navalta. The students performed two shows, a Preview Night and Gala Night, to an audience of their peers, family members, and PCN alumni. On Gala Night, after the show, the Kababayan Learning Community celebrated three Friends of Kababayan Scholarships and 22 graduates and transfer students. Students were awarded graduation stoles and program patches. The Kababayan Learning Community

also awarded the departing Fulbright Foreign Language Teaching Assistant for 2014-2015, Edward "Tim" Nubla, with his own stole and program patch.

Ang Pag-uwi is the 10th Annual PCN and the first instructed by Janice Sapigao, following Liza Erpelo's nine years of teaching the course. Grace Burns will begin teaching English 103/203: Applied English Skills in Cultural Production in Fall 2015 as well as English 104/204 in Spring 2015.

A limited number of the Ang Pag-uwi hooded sweatshirts (\$30) are still available, and the DVDs of the Gala Night show (\$15) will be on sale in a few weeks. Please contact Janice Sapigao at sapigaoj@smccd.edu or x7161 if you are interested in purchasing either of these items. All proceeds from the show go toward future productions and activities for the Kababayan Learning Community and its very active and dynamic student-initiated and student-run programs: Filipino Student Union and Kapatiran Mentorship Program.

This show would not be possible without the help and support of several important people: Kababayan Learning Community advisors, Grace Burns, Liza Erpelo, Melanie Espinueva, Kent Gomez and Nate Nevado. Many thanks to Theater Events Manager Joshua Harris, Dance Professor Amber Steele for teaching and providing a space for PCN students' dance rehearsals; Kevin Chak in the Bookstore; Amanda Bortoli and the students in Graphic Arts/Production; Rob Williams for your support during National Poetry Month events; Cherie Colin in Marketing, Communications, and Public Relations; the Associated Students of Skyline College, and our deans and their assistants: Mary Gutierrez and Kennya Ruiz, Donna Bestock and Kathy Fitzpatrick, Joe Morello and Sandra Hatzistratis, and Angélica García and Nadia Tariq. Thanks for your support.

Article by Janice Sapigao. Photo by Venus Cayabyab and Liza Erpelo.

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BADMINTON HAS SMASHING SUCCESS AT STATE CHAMPIONSHIPS



Skyline College Women's Badminton concluded a successful season with outstanding single and doubles performances at the California Community College Athletic Association (CCCCAA) State Badminton Championships contested at beautiful Irvine Valley College on May 8-9. Skyline College was represented in singles

by MJ Phan (Woodside High School) and in doubles by Phan and Rachel Lum (George Washington High School).

In singles competition, Ms. Phan, the second ranked singles player in Northern California, dropped her opening match to Cassandra Ka of San Diego City College placing her in the consolation bracket. From there it was smooth sailing for MJ as she routed two consecutive opponents earning a spot in the consolation finals against Melody Zhou of Fresno City College. In an extremely competitive final, Phan was triumphant in consecutive sets earning her second consecutive Consolation State Championship in singles.

In doubles play, the team of Phan and Lum entered the competition ranked fifth in Northern California. They quickly dispatched their opponents from San Diego Mesa in the opening round. Their second round opponent was the third ranked pair in Southern California, Carmina Ortiz and Eugenia Mendez of Pasadena City College. This match ended up going into a decisive third set which had multiple lead changes until Phan and Lum emerged triumphant by a score of 22-20. This victory put the dynamic duo into the state semi-finals for doubles where they were ultimately eliminated by Alice Liu and Megan Hsiao of DeAnza College.

Congratulations to Coach Jan Fosberg and the players and coaches on a great 2015 season.

Article by Tony Brunicardi. Photo by Jan Fosberg.

MIDDLE SCHOOL OUTREACH PROJECT IS A 2015 J. RUSSELL KENT AWARD RECIPIENT!



On Monday, May 11, 2015 the Middle School Outreach Project (MSOP) received the prestigious J. Russell Kent Award by the San Mateo County School Boards Association (SMCSBA).

The J. Russell Kent Award recognizes innovative programs in San Mateo County that promote success in and out of the classroom. Nominated programs are evaluated and selected based on the following criteria:

1. Program Goals
2. Program Description
3. Evidence of Student Success
4. Program Assessment
5. Innovation
6. Transferability
7. Communication

The J. Russell Kent Award is a recognition of the hard work, dedication, and commitment of a passionate team of educators, administrators, and community leaders who have shared and believed in the vision of MSOP.

Article by Jessica Lopez. Photo by Teresa Proaño.

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CLASSIFIED STAFF HONORED AT 2015 CLASSIFIED SERVICE AWARDS



On Monday, May 11, classified staff gathered in Building 6 to celebrate the dedication of several of their colleagues at the 2015 Classified Service Awards. The awards are held every year to honor classified staff who have served the District for 10, 20, 25 and 30 years, demonstrating their commitment to higher education and their passion for their work.

Dr. Regina Stanback Stroud opened the event with a brief welcome and acknowledgment of the work

that all classified staff do on a daily basis. She mentioned that without their consistent dedication, the college simply could not function.

After a greeting from Classified Senate President, Alana Utsumi, the award presenters each took the podium and, one at a time, spoke about each of the award winners. Evident across all of the individual awardees was a clear desire to do good work and to improve student experiences, all while making their workplaces more positive places to be for the people around them.

A special thanks goes to this year's awardees, and to all Classified Staff on campus for their commitment to Skyline College.

This year's awardees are:

30 Year Service Award:

Barbara Daley; Library Support Specialist

25 Year Service Award:

David Hall; Instructional Aide

20 Year Service Award:

Marta Cuellar; Bookstore Operations Assistant

Eugene Garcia Jr.; Instructional Aide II

10 Year Service Award:

Nancy Rosario Argarin; Senior Accounting Coordinator

Marcella Escobar; Accounting Technician

Angelica Gorostiza; Division Assistant

Kennya Ruiz; Division Assistant

Article by Connor Fitzpatrick.

CAREER CENTER AND PSYCHOLOGICAL SERVICES HOST BRIAN COPELAND'S "THE WAITING PERIOD"



In honor of Mental Health Awareness Month, the Career Services Center in partnership with Psychological Services hosted "*The Waiting Period*," Brian Copeland's one-man show about his personal battle with depression and suicide. Copeland approached these often taboo and serious subjects with a mix of comedy, personal anecdotes and introspection. Audience members ran a gamut of emotions as Copeland shared his sometimes funny, sometimes tragic struggle with mental health. Audience members remarked:

"I feel like this play was as transformative as it should have been."

"Copeland provided an inspiring testimony and an uplifting message."

"A little bit of caring can save a person."

Following the performance, which was attended by over 250 students, a panel including mental health professionals from Skyline College and community agencies discussed ways audience members can help friends or family members battling

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depression. The panel, moderated by Lavinia Zanassi, shared resources such as the Psychological Services Center on the Skyline College campus as well as online resources where community members can seek out professional help.

Brian Copeland's amazing performance helped shed light and destigmatize a subject we often try to avoid.

Article by Brian Jenney. Photo by SF Gate.

SKYLINE COLLEGE STUDENTS WIN WITH YEP!



On May 13, 2015, the Youth Entrepreneurship Program at Skyline College (YEP) hosted its 6th bi-annual Student Business Plan Competition. This year, YEP received twenty business plan submissions - our largest competition to date! Out of all the entries, ten businesses advanced on to the Final's Round for a chance to present their ideas before a panel of industry judges. In order of 1st, 2nd and 3rd place, the Spring 2015 Student Business Plan Competition winners are:

- J's Automotive, A women-owned and operated automotive business.
- Montego Bay, A down-home Jamaican restaurant.
- Fortune Cookie Empire, A new spin on an old favorite, the fortune cookie.

Congratulations to all of our winners!!

The Student Business Plan Competition has grown to include more participants, stronger business ideas and ever-increasing involvement with the campus and community. The Competition provides coaching and mentoring to the students, in addition to external resources and support. YEP has also been fortunate to partner with the Business Division, specifically, the Small Business Management course (BUS 150), for additional support and participation. As a testament to such a collaboration, two of this year's winners were also enrolled in the course.

In addition to the cash awards, student receive valuable feedback and advice form the judges. Our judges all hail from various business backgrounds and companies, and include business owners, tech company executives, branding consultants and public speaking experts. Students participating in YEP receive one-on-one coaching and mentoring from YEP staff, local business owners and faculty to help refine ideas and develop other transferable skills.

On behalf of YEP and the Global Learning Division, we would like to thank the President's Innovation Fund for providing support, through its network and funding, for this program-we look forward to their continued support. We also want to thank Skyline College students, administrators, faculty and staff for their support of YEP and this year's Competition!

Article and photo by Pcyeta Stroud.

SKYLINE COLLEGE LINKS INC. MENTORSHIP ACADEMY FINALE



The Skyline College LINKS Inc. Mentorship Academy, developed by Professor Danielle Powell and Clyde Lewis, concluded its spring semester with a celebration on May 13, 2015. All of the participants are current Skyline College students and came from a range of backgrounds. This phenomenal group of future leaders were able to come together and lend mutual support through mentorship.

Throughout the semester, faculty and staff from Skyline College worked with members from the LINKS Inc. in order to provide students with sometimes brief, but always informative narratives about how to navigate life as a woman. Personal narratives included topics ranging from overcoming the struggles of poverty, to breaking the very real glass ceiling of the work world. Through personal examples, the Skyline College students were able to better understand that while some of the struggles were daunting, that they could overcome them.

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The closing celebration included speeches by Dr. Tammy Robinson and project facilitator Professor Danielle Powell. Participants were provided with award certificates and a set of books geared toward continuing to expand on the lessons from the semester.

In talking with the Skyline College students who participated, they are all grateful to have been a part of this Mentorship Program, and look forward to the coming semesters.

Article by Clyde Lewis. Photo by Joseph Adams.

SMCCCD STUDY ABROAD PROGRAM JOINS THE INSTITUTE OF INTERNATIONAL EDUCATION'S GENERATION STUDY ABROAD INITIATIVE



The San Mateo County Community College District Study Abroad Program has joined the Institute of

International Education's Generation Study Abroad initiative to help more Americans to gain international experience through study abroad programs. This is one of more than 450 new commitments announced by IIE.

IIE's Generation Study Abroad seeks to mobilize resources and commitments with the goal of doubling the number of U.S. students studying abroad by the end of the decade. The District Study Abroad Program, housed at Skyline College, has pledged to send 500 students across the three campuses abroad by 2018.

Under the new partnership, the SMCCCD Study Abroad Program will take concrete, action-oriented steps to expand opportunities for study abroad. Some of these opportunities include offering faculty engagement workshops to provide more faculty-led study abroad programs, study abroad scholarship sessions at the College of San Mateo, Cañada College and Skyline College and launch a Community Travel Program to generate institutional scholarships for study abroad.

Initial benefits to the District of this partnership include access to study abroad scholarship opportunities, use of the Generation Study Abroad logo in marketing and outreach efforts, and free access for all District students, faculty and staff to the IIE publication "A Student Guide to Study Abroad" valued at \$14.95 per copy.

As of November 2014, Generation Study Abroad partners to date include over 300 colleges and universities of all sizes and types across the country and around the world, as well as 13 governments, 16 education associations, 67 international partners, and 56 study abroad, K-12, and social network organizations who have committed to specific goals to increase the number of U.S. students studying abroad. Commitments include actions to diversity the population of students who participate in study abroad and provide additional financial resources to make this possible.

IIE launched Generation Study Abroad in 2014 in the belief that the number and proportion of today's students who graduate with an educational experience abroad is far too low. Currently, fewer than 10 percent of all U.S. college students study abroad at some point in their academic career, according to the Open Doors Report on International and Educational Exchange published by IIE with support from the U.S. Department of State's Bureau of Educational and Cultural Affairs. Generation Study Abroad aims to grow participation in study abroad so that the annual total reported will reach 600,000 by the end of the decade.

"Globalization has changed the way the world works, and employers are increasingly looking for workers who have international skills and expertise," says Dr. Allan Goodman, President of IIE. "Studying abroad must be viewed as an essential component of a college degree and critical to preparing future leaders."

About Generation Study Abroad

IIE's Generation Study Abroad seeks to significantly increase study abroad participation by bringing employers, governments, associations, and others together to build on current best practices and find new ways to extend study abroad opportunities and resources to tens of thousands of college students whose needs are not currently served by existing programs. Generation Study Abroad will sustain an ongoing dialogue about the need for more students from all backgrounds and in all fields to gain international experience.

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This will include research to identify and break down barriers hindering students from studying abroad, communications to share strategies and best practices to increase study abroad, and fundraising to mobilize additional financial resources. IIE will also hold a Summit on Generation Study Abroad on October 1-2, 2015 in Washington, D.C. to engage stakeholders in higher education and all commitment partners.

About the Institute of International Education

The Institute of International Education is a world leader in the international exchange of people and ideas. An independent, not-for-profit organization founded in 1919, IIE has a network of 19 offices and affiliates worldwide and over 1,200 member institutions. IIE designs and implements programs of study and training for students, educators, young professionals and trainees from all sectors with funding from government agencies, foundations, and corporations. IIE also conducts policy research and program evaluations, and provides advising and counseling on international education and opportunities abroad.

Article by Zaid Ghori.

CAMPUS CLIMATE SURVEY REVEALS 97% SATISFACTION

In the spring 2014 semester, Skyline College administered a voluntary campus climate survey to students. Replacing the Noel – Levitz survey this four-year cycle, this survey provided information for the district-wide community needs assessment, as well as for college planning and improvement purposes. Out of 9428 students enrolled, about ten percent responded. Sampling was not an intentional step in the process, unlike past campus climate surveys. However the survey results do provide a snapshot of a point in time of students’ levels of satisfaction with and perceptions about Skyline College’s programs, services, and learning environment.

Students generally expressed a high level of satisfaction, with 97% of 818 respondents indicating they’d recommend Skyline College to a family member or friend, and 91% indicating they would attend Skyline College if they were starting over. They also expressed a high degree of satisfaction with each survey dimension, 86% or higher.

More details are available under each of the survey dimensions: Instructional Effectiveness, Student Support Services, Career and Transfer Preparedness, Social Learning Environment, Responsiveness to Diverse Student Populations, Physical Learning Environment, Programming Considerations, and Informational Sources. Analyses and potential action plans from the Town Hall cohosted by the SLOAC/ IE Committee, the Academic Senate, and the Classified Senate are woven into the report.

Article by Karen Wong.

SPRING CHORAL SPECTACULAR HAS AUDIENCE ON THEIR FEET



On Sunday, May 17, Skyline College Concert Choir and Skyline College Vocal Jazz Ensemble hosted special guests Westmoor High School Concert Choir and Final Note-Us (Westmoor High School’s a capella singing group) for a Spring Choral spectacular. The Concert Choir, conducted by Jude Navari and accompanied by Margaret Fondbertasse, sang a set of music of magic, fantasy, and enchantment including a new arrangement of “*The Elder Scrolls: Skyrim*” by choir member Kevin Valera. (The Concert Choir also performed their set at Broadmoor Presbyterian Church in Daly City on Saturday, May 16.)

The Vocal Jazz Ensemble, directed by Michelle Hawkins, sang a set titled “*Rock With You*” featuring Michelle’s Brazilian style arrangement of the Michael Jackson classic. The Vocal Jazz Ensemble was accompanied by Ben Flint (Piano), Clinton Day (Bass) and Phil Hawkins (Drums). Westmoor High School Chorus was directed by Stephanie Stewart and Westmoor’s Final Note-Us was directed by Kris Cruz. Special thanks to Josh Harris for designing lighting that made us look fantastic too!

Article and Photo submitter by Jude Navari.

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HERMANOS Y HERMANAS END OF THE YEAR CELEBRATION



On Monday, May 18, 2015 over 125 Hermanos and Hermanas students, family members, Skyline College faculty, community members, mentors and friends attended the Hermanos y Hermanas End of the Year Celebration. This culminating event acknowledges the educational and personal achievements of the Hermanos/as students and celebrates those students graduating from Skyline College.

This memorable event included a special keynote speech by educator Pablo Gonzalez, as well as speeches by Alberto Santellan, Hermanos instructor and Hermanos/as students, including South San Francisco High School students Clint Flynn and Hannen Alkusari and Westmoor High School student Alexis Guillen. Former Skyline College Career Counselor, Virginia Padrón was our very special guest and she surprised Hermanos/as students with additional certificates of recognition from Senator Jerry Hill and Assemblyman Kevin Mullin. Lastly, a certificate of recognition was given to Aricka Bueno for her four years of service as a counselor and instructor at Skyline College and for her work with the Hermanos y Hermanas Program. Senator Hill joined Skyline College colleagues in Student Services in thanking her for her many efforts on behalf of this important student program.

The Hermanos/as students at both the high school and college-level received awards and Latino/a heritage sashes for all of their hard work throughout the academic year. Jenifer Espinosa received the Community Leadership Award. The Shining Star Awards were given to Luis Bautista, Nelly Castaneda, Karolyn Lopez, Xunaxi Lopez, Raul Magallon, Brayan Palma, Guadalupe Palomino, Rudy Ordonez, Jessica Ramirez, Allen Sanchez, and Priscilla Sanchez who are all graduating from Skyline College.

The event, which has been coordinated by Aricka Bueno

for the past four years, is one of several events that serve to celebrate the academic, social, and emotional growth of students in the Hermanos/as Program at Skyline College. The Hermanos/as Program provides academic instruction, mentoring, and family support for Latino/a students with the goal of preparing students to transition out of high school and into college. The program strives to instill its students with confidence along with the academic and personal skills needed to succeed in college and in life. The event was a true collaboration between the students and their families, the community, South San Francisco High School, Westmoor High School and Skyline College. Many of the high school students from South San Francisco High School and Westmoor High School will be joining us in the fall as Skyline College students! Congratulations to all of the graduating Hermanos and Hermanas! Best wishes in their future academic and career endeavors!

Article and photo by Aricka Bueno.

DR. GLORIA ARJONA - BLACK MEXICO: THE AFRICAN HERITAGE IN MEXICO



The African Diaspora Program at Skyline College hosted Dr. Gloria Arjona as she and her husband Javier Arjona presented “Black Mexico: The African Heritage in Mexico” on May 20, 2015. Dr. Arjona’s presentation focused on understanding the social and cultural contributions of African descended people in Mexico. She noted, that while it has been largely written out of textbooks, the contributions of African descended people in Mexico cannot be overstated. Examples from Dr. Arjona’s presentation ranged from what has been traditionally believed to be solely Mexican dance, to the various hierarchies determined by interracial parentage.

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Students and Skyline College faculty and staff alike were captivated by the wonderful singing and guitar playing of the Arjonas. The combination of guitar and vocal styling were used as a tool to further highlight the similarities to and contributions of African descended people to Mexican history. This interactive presentation was further highlighted by the inclusion of images of historic *Casa Paintings*. Casa painting depicted how interracial marriage was viewed during the days of Spanish colonization. The *Casa Paintings*, after completion, would be sent back to different parts of Europe in order to show the effects of interracial parenting.

A few of the surprising highlights:

- Mexico's first black president, Vicente Guerrero, issued Mexico's slavery abolition decree
- The traditional Mexican drink *agua de jamaica*, has its roots in Africa
- Juan Garrido, who was born around 1480 in West Africa is the most prominent from a small group of free Africans who traveled to the Americas during the Spanish conquest of the West Indies and Mexico in the late 15th and early 16th Centuries. Later Juan Garrido, who became an agricultural innovator, is credited with introducing wheat harvesting to the Americas.

Article by Clyde Lewis. Photo by Maryam Hadi.

BUSINESS AND INDUSTRY LEADERS ADVISORY FORUM (BILAF) MEETING MEETS WITH RESOUNDING SUCCESS - AGAIN



The Bay Area Center for International Trade Development (CITD), in partnership with regional community colleges, expanded upon Global Trade and Logistics (GTL) employer needs in its second Business and Industry Leaders Advisory Forum for GTL on Wednesday,

May 20, 2015. Yvonne Reid, MS BA, Director of CITD, facilitated an interactive session between Global Trade Logistics leaders and community college deans, faculty and DSNs from Skyline College including the Veteran's Center, Cañada College, Contra Costa College, College of Alameda, and Hartnell Community College. Oakland Unified School District and South San Francisco High School contributed to the discussion also.

Company and industry representatives included information community technology, global supply chain management, Northern California Small Business Development Center, Page Fura Law Firm, the Workforce Investment Board, and the Oakland and South San Francisco Unified School Districts, among others. This group outlined career pathways road maps in sales and marketing, purchasing, trade compliance, and freight forwarding. Richard Fratarelli of the San Francisco Airport Commission emphasized, "The strong need for well-experienced employees who are able to think critically and analytically to be able to perform the job up to the demanded standard."

BILAF will hold quarterly meetings and webinar conference calls to further collaborate on the alignment of GTL curriculum and programs aligned with industry needs. Having regional community college CTE programs prepare students as GTL industry skilled workers who will serve as a pipeline for employers is essential for local and global economic growth.

Article by Alina Din. Photo by Petruel "PJ" Shelton.

THE INTERNATIONAL STUDENT PROGRAM CONGRATULATES GRADUATING INTERNATIONAL STUDENTS



The International Student Program (ISP) celebrated the end of the 2014-2015 academic year on Wednesday, May 20. The purpose of the event was to recognize international students graduating from Skyline College this spring. Many of them are

SKYLINE COLLEGE BOARD REPORT

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transferring to 4 year universities, including UC Berkeley, UC Davis, UC Santa Barbara and San Francisco State University, among others. Both graduating and continuing international students gathered for the afternoon event and enjoyed a nice break from finals.

Dr. Tammy Robinson, Interim Dean of Global Learning Programs and Services, welcomed the audience and congratulated graduating international students on their great achievement. Oladipo Toriola or “Dipo”, an international student from Nigeria, expressed his appreciation for the faculty and staff members at Skyline College: “I am honored to be a Skyline student. Skyline College welcomed me with open arms and provided nothing but support while I was here.”

Dipo, transferring to UC Berkeley for the Engineering Program, also encouraged his fellow international students to “keep up their hard work”.

Jacqueline Valentino from Greece agreed that Skyline College has always provided encouragement and support for her as well, saying: “Skyline is where it all started. Without your help and encouragement, I would not have been able to reach this point.” Jacqueline is getting her Associate Degree in Allied Health Science, hoping to continue her study in Radiologic Technology.

During the event, ISP also announced new officers for The International Affairs Student Club (IASC). “Yvonne” Jingjing Zhao from China self-nominated to become the new President of the club. Yvonne is excited about the opportunity and shared her agenda for the club with the audience. Other new officers include: Vice President, Soriannys Mosquera from Venezuela; Student Advisor, Jingyi “Roma” Feng from China; Communication Officer, Musab Albaltan from Saudi Arabia; Event Coordinator, Jiahui “Kalie” Tang from China; Multimedia Specialist, Mark Gustave from St. Lucia and Secretary & Treasurer, Yidi Feng from China.

The event concluded with a fun raffle prize activity where students shared their experiences at Skyline College. Nipun Pradhan, current international student from Nepal, told the audience, “I’ve been to two other colleges in the U.S. before Skyline, but no schools ever taught me as much as Skyline has. I am happy with my decision to come and study here.”

ISP would like to thank all the faculty and staff members who have contributed to the ongoing support and encouragement

of our international students. As the size of the international student body on campus expands, your help is invaluable. Please contact ISP Manager, Wissem Bennani with any questions about the International Student Program at bennaniw@smccd.edu.

Article and photo by Chikako Walker.

STUDENTS LEARN TO GET “GOOGLIE”



On Wednesday, May 20 the Career Services Center led a group of twenty-two students to the Google campus in Mountain View, CA. The visit included a walking tour of the Google campus, a trip to the visitor’s center, lunch on campus, and a Q & A session with Googlers.

Students learned about the history of Google, its mission to “organize the world’s information and make it universally accessible and useful” and its culture which asks its employees to look for “Moonshots” in their work, or ideas that reach for the moon. Students learned about internship and career opportunities at Google. Representatives from Sales, Human Resources, and Marketing departments also talked about their personal journey into the company, the variety of employment opportunities available, and the qualities of “googliness” that the company values. Overall it was an informative and inspiring visit!

Special thanks to our Jesse Haro, John Saenz, and Lezra Chenportillo for making this visit possible! Also thanks to Brian Jenney for helping to chaperone this trip, and Lavinia Zanassi, Jessica Lopez, and Stephen Fredricks for helping to connect students to this opportunity!

Article and photo by Lezra Chenportillo.



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ June 24, 2015

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Commencement 2015 Highlights



Photo by Gino de Grandis

- 195 graduates participated in the ceremony
- 673 associate degrees awarded
- 1,184 two-year career and technical certificates awarded
- 1,857 total degrees and certificates awarded
- 63 distinct majors represented among associate degree recipients
- 53 distinct certificate programs represented among certificate recipients
- Commencement Speaker: **Richael Young**, CSM alum, former SMCCCD student trustee, former president of the Student Senate for California Community Colleges; M.S, B.S, University of Illinois, Urbana-Champaign; environmental entrepreneur.
- Summa Cum Laude Graduates: **Suet Yan Choi, David Robert Greene, Ngan Le Shanahan and Tiffiani Jane Pak**
- Allan R. Brown Outstanding Student Service Award recipients: **Rupinder Bajwa, Maggie Garcia, Marissa Garcia, Julianne Hough, Alberto Palma and James Roe** ■

College of San Mateo



Photos by Gino de Grandis

Jazz Fans Unite at KCSM's Jazz on the Hill



Photo by Rupinder Bajwa

A fantastic musical line up, an exuberant crowd, delicious food and drink and great weather combined to make Jazz on the Hill (JOTH) 2015 a major success. Approximately 3,500 jazz fans of all ages from around the Bay Area and beyond showed up for KCSM-FM's signature community event.

JOTH was kicked off with welcoming words from SMCCCD Trustee **Karen Schwarz** and Station Manager **Dante Betteo**. Program Director **Alisa Clancy** and weekend host of *A Morning Cup of Jazz*, **Keith Hines**, introduced the musical line up throughout the day. Headliners on the Main Stage included **Poncho Sanchez**, **Maria Muldaur**, the **Jamie Davis Big Band**, **Dirty Cello** and the **Anton Schwartz Quintet**. The Youth Stage in the Theatre showcased some of the finest high school (and one middle school) musical talent from around the Bay.

Because JOTH is an admission-free event, sponsorships were critical to its success. Key sponsors included the McRoskey Mattress Company, Whole Foods-San Mateo, McDonald's-Stanford Shopping Center, San Mateo Credit Union, and a number of individual sponsors, including a very generous donor couple from San Francisco who supported headliner Poncho Sanchez.

Fine beer and wine purveyors Matagrano, Inc. and local Domenico Winery and gourmet food trucks such as Hiyaaa and Whisk on Wheels provided delicious food and drink to keep jazz fans content throughout the festival. KCSM's fellow jazz organizations, SFJAZZ, San Jose Jazz, and Stanford Jazz staffed booths in "jazz alley." Local artisans showcased their wares at vendor booths and CSM and other community groups staffed information tables. The event included giveaways of a premium gift basket and Stanford Jazz Festival tickets, and an exhibit of four vehicles from BMW of San Francisco, which joined hands with SFJAZZ for its upcoming raffle of a brand new, all-electric BMW i3. (Content contributed by Barbara Lamb-Hall) ■

Business Club Launches Innovators Forum



Photos provided by Bernie Leung

On May 7, CSM's Business Club hosted Innovators Forum 2015. This first-time event attracted more than 300 attendees, 25 startup companies, four high-powered keynote speakers, and an impressive angel investor panel. According to CSM business student and co-president of the Business Club **Bernie Leung**,



“Innovator’s Forum is the Bay Area’s first community college student-run business and tech startup conference. We created an opportunity for students to learn from experts how to start a company, learn about the latest technology from select startups and connect with fellow dreamers.” The forum also provided plenty of opportunities for attendees to network with representatives from more than 25 cutting-edge startups and other companies, view demonstrations and discuss innovative solutions to everyday problems.

CSM President **Mike Claire** kicked off the event with a welcome and introductions. Four prominent industry leaders spoke on topics such as sharing economy, crowdfunding, how to build a minimum viable product, and company valuation. Featured speakers included **Arsen Ari Kalfayan**, founder and board member of Startup & Tech Mixer; **Mason Blake**, co-founder and CTO of UpCounsel; **Stephen**

Forte, managing director of Fresco Capital; and **Jeff Faust**, director of valuation services for Abbot Stringham & Lynch. The night was capped off with a pitch to an investor panel comprised of three angel investors, two of which were angel organization founders: **Gary Jinks** of South Valley Angels and **Manny Fernandez** of San Francisco Angels Group.

The core team of students who developed and coordinated the event were **Bernie Leung**, **Kent Lin**, **Eileen Reyes** and **Ferjohn Maglalang**. Faculty advisors for the club are accounting professors **Rosemary Nurre** and **Rick Ambrose**. (Content contributed by Bernie Leung.) ■

Nursing Program Celebrates 50 Years

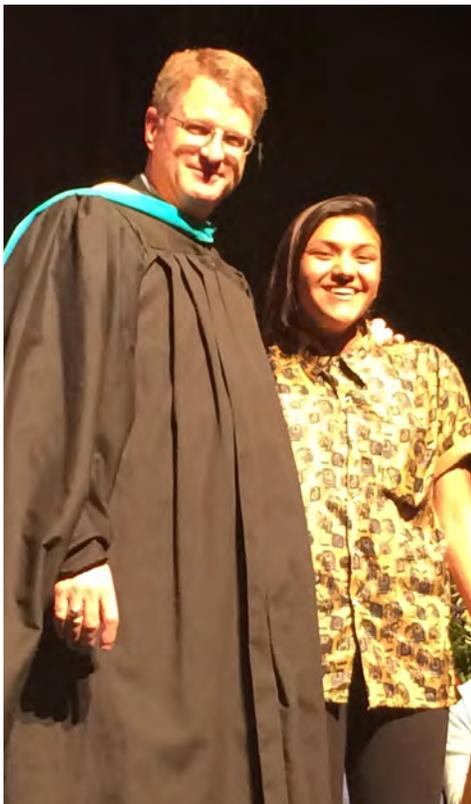


On June 2, CSM's Nursing Program celebrated its 50th anniversary with a festive open house followed by the annual pinning ceremony. The open house brought together nursing program alumni, current students, former and current nursing faculty and members of the college and medical community. Guests had the opportunity to tour the nursing skills lab, view a historical photo display of the program through the years, and spend time networking and reconnecting with former colleagues. The SMCCC Foundation staffed an alumni table with a raffle and giveaways. Later that day, the nursing program held its 50th graduation/pinning ceremony at the San Mateo Performing Arts Center. ■

Middle College Holds 17th Commencement



Photos provided by Greg Quigley



Twenty-two San Mateo Middle College students participated in the 17th graduation on June 2 to an audience of more than 200 family members and friends. Middle College graduate of 2010, Jennifer Soto, now working as a youth outreach coordinator at Star Vista, delivered the alumni speech.

Several Middle College graduates will continue their education at CSM or other community colleges while others will be attending the following four-year colleges and universities: UC Berkeley, San Jose State University, Santa Clara University, University of the Pacific, NYU, California Maritime Academy, Portland State University and University of British Columbia. Twenty-one of the graduates previously attended schools in the San Mateo Union High School District and one previously attended Half Moon Bay High School. ■

12 Instructors Complete New Faculty Institute



Photo by David McLain

In collaboration with the Center for Academic Excellence and the Academic Support Learning Technologies division, CSM launched a New Faculty Institute (NFI) for twelve new full-time faculty members. The goals of NFI were to:

Promote student-centered pedagogy

Increase faculty's sense of institutional agency

*Provide training to effectively use relevant technology
(smart classrooms, learning management systems, social media)*

Enhance cross-disciplinary dialogue and collaboration

The new faculty participated in a day-long orientation prior to the beginning of the school year. This activity was followed by monthly workshops in which they learned about topics such as professional development opportunities, committees and leadership, utilization of WebAccess, curriculum, and articulation. Each new faculty member was also charged with presenting an action research project from their work with students. The research projects varied from classroom interventions incorporating directed writing or discussion, to case-based learning approaches, to use of technology solutions to provide support for students.

The new faculty members are a dynamic forward-thinking bunch who found the institute very valuable for helping them make connections to each other and other faculty across various disciplines. They worked well together in the institute and each one of them contributed to campus life by getting involved in their departments or serving on committees or initiatives. The NFI served as a supportive launching pad for their careers at CSM.

These faculty received acknowledgement at the NFI Recognition Ceremony on May 21. During the reception with their deans and mentors, new faculty received certificates of completion, business cards, and gift cards. Completing the institute were **Renee Bu** (Library), **Denaya Dailey** (Kinesiology, Athletics, and Dance), **Jesenia Diaz** (Counseling), **Emily Kurland** (ESL), **Sara Lawrence** (English), **Colby Nixon** (Spanish), Santiago Perez (Biology), **Stephanie Roach** (Library), **Christopher Walker** (Math), **Shawn Westmoreland** (Math). A new and improved version of New Faculty Institute will continue next year with the next crop of full-time faculty. (Article contributed by Theresa Martin) ■

AGS Exhibits Strength in Numbers



Photo provided by Tim Maxwell

College of San Mateo's Eta Chapter of Alpha Gamma Sigma sent 35 students to the state conference in Ontario. CSM had the largest contingent from any single college, testifying to the club's unity and commitment. To make the trip possible, club members succeeded in raising more than \$3,500 from outside sources. Currently, AGS has more than 80 active members, who meet weekly to coordinate and carry out a wide range of campus and community service events, including helping underprivileged children to read, cleaning up beaches, building trails, volunteering for Habitat for Humanity, and serving in many other ways. The club has subcommittees focused on fundraising, community service, campus service, membership, and human rights, all of which are demonstrating unprecedented levels of success.

Much of this can be credited to the leadership of **Dee Dee Pickard**, winner of the Walsh Award for Service, who stepped into the presidency this semester after the previous president was forced to resign due to family issues. Working with a

fine team of officers, including **Eric Argamaso**, **Danielle Pulizzano**, and Michelle Alvarez, Dee Dee has helped the club grow as an organization that both serves the community in positive ways and provides a diverse group of opportunities for personal growth and learning. At the conference and in all that they do, AGS members form a cohesive and positive community. AGS advisors **Sara Lawrence**, **Tim Maxwell**, and **Jeremy Wallace** also attended the conference. (Article contributed by Tim Maxwell) ■

CSM Co-Hosts Pacific Islander Violence Prevention Conference



CSM served as a co-sponsor and provided the venue for the Peninsula Conflict Resolution Center’s second annual Pacific Islander (PI) Violence Prevention Conference held over three days earlier this month. This year’s conference, titled “Restoring Culture and Spirituality to Heal Communities” attracted approximately 200 attendees and drew speakers from New Zealand, Hawaii, Guam, Samoa, Utah and throughout California. **Mike Claire** provided the welcome and spoke about the positive work the college is doing with the PI community. Workshops included information about gang violence, community policing, religion in the prison system, restorative justice, healing, parenting and ties between culture and violence. Keynote speaker **Herewini Jones**, a cultural expert from New Zealand, emphasized identity as the key to healing. Other speakers included **Shawn Gordon**, a pastor and director of Project Bayview in San Francisco; **Ofa Mann**, who serves on the California Commission on Asian and Pacific Islander American Affairs, and Maui Police Chief Tivoli Faaumu, among others. In addition, the conference included the screening of “In Football We Trust,” a documentary about gang violence which was shown at the 2015 Sundance Film Festival. CSM classified staff members **Finausina “Fi” Tovo** and **Deb Laulusa** serve on the advisory board for the conference. ■

New Resource Promotes Student Health

CSM has recently subscribed to a nationally distributed e-magazine, *Student Health 101*, a publication designed specifically for college students. CSM students received an initial email message, introducing *Student Health 101* and the link to the current and archived issues and information about receiving monthly updates. This resource,

free to students, is intended to provide the tools they need to maintain optimal health. *Student Health 101* can be accessed through the Health Services Center website at collegeofsanmateo.readsh101.com. ■

Kudos

~ Five students from CSM's Cosmetology Club recently participated in the Rise Above Empowerment Conference sponsored by San Mateo and Santa Clara counties. The conference focused on women and girls at risk of being sexually exploited or already receiving assistance for this issue. The event featured special workshops and break-out events that reinforced self-esteem and self-worth. It included inspiring speakers, therapists, social workers, and survivors that made this event unprecedented in its reach to approximately eighty women and girls that attended.



Photo provided by Cindy James

CSM cosmetology students **Stephanie Carus, Karissa Gomes, Ingrid Gonzalez, Maria Martinez, Marielos Rodriguez,** and **Sarah Wren** participated in a break-out session in which they showed the girls how to apply fresh daytime make-up appropriate for work or school. Additionally, all attendees were given coupons to CSM's Cosmetology Department for free services with an invitation to visit the college for vocational training or degree programs; the program also donated a variety of cosmetic supplies for attendees to take home. The cosmetology students all voiced the importance of giving back to the community and were proud to be a part of this event. Instructor and Cosmetology Club Advisor **Aurora Medrano,** coordinated CSM's participation, with assistance from Professor **Andria Nalls** and Program Services Coordinator **Cindy James.** (Content provided by Cindy James)

~ San Mateo Middle College junior **Zoe Alarcon** was recently acknowledged by the San Mateo County Office of Education as the Outdoor Education Cabin Leader of the Year. She served as a volunteer cabin leader two weeks this year working with fifth- and sixth graders at the YMCA Camp at Jones Gulch near Pescadero.

~ **Shulamit Hoffmann,** adjunct music faculty, served as conductor for "Facets of Love," Fauré Requeim and American Lyricists program presented by Viva la Musica! Shulamit has served as Viva la Musica's artistic and executive director since she founded the organization in 2001. The performances took place at the Congregational Church in San Mateo and at the Rossmoor Event Center.



Photo source: Shulamit Hoffmann: Viva la Musica!

~ CSM's **softball team** accomplished a historic feat by achieving a perfect record (37-0) in regular season play and capturing their fourth consecutive Coast Conference North championship. The Lady Bulldogs continued their undefeated streak in post-season regional and super regional play by collecting seven more wins. They took their 44-0 record into the State Final Four only to lose in the very last round to perennial softball powerhouse Palomar College.

More softball news...

CSM topped all schools with four selections to the 2015 National Fast Pitch Coaches Association CalJC All-American teams. In the North Region, CSM led the way with four players named to the prestigious listing: pitcher **Lauren Berriatua**, infielder **Melina Rodriguez**, catcher **Leilani Akai** and utility player **Harlee Donovan**. Berriatua was a perfect 24-0 with a CCCAA leading 0.43 ERA and also struck out 155 with just 23 walks and one home run allowed in 130.2 innings of work. On top of that, she hit .552 with 46 RBI. Donovan provided the power for the Bulldogs with a CCCAA leading 18 home runs (tie) and 70 RBI, was second in runs scored (60) and also batted .543 with 10 doubles, a .609 OBP and a 1.095 slugging percentage. Her teammate, Akai, was not far behind her with 16 long balls and 62 RBI, a .527 batting average, .600 OBP and 1.129 slugging percentage. Rodriguez batted .581 with 45 runs scored and a .663 on base percentage.

~ One of the Bay Meadows' new parks, Landing Green, features a sculpture by noted artist **Chuck Ginnever**, a CSM alum. ■

UPCOMING EVENTS

Jazz Under the Stars

CSM Observatory Star Party

Saturday, June 27, 8–10 pm

(weather permitting)

Bldg. 36, Rooftop Observatory

collegeofsanmateo.edu/astronomy/jazz

The Sky Tonight - 'Experience the Aurora'

Planetarium Show

Friday, July 10, 7:30–9:00 pm

Bldg. 36, Planetarium

collegeofsanmateo.edu/astronomy/planetarium

Classified Appreciation Lunch & Service Awards

Tuesday, July 14, 12:30–2 pm

College Center, Terrace

Student Success Story: James Howard

A.A, CSM

Veterans Outreach Specialist James Howard applies what he learned in classes at CSM to his work for the Department of Veterans Affairs on a daily basis. Equipped with a degree from CSM and major life experiences, James was able to fulfill his career goal of helping his fellow veterans.



Photo by David McLain

Soon after graduating from Aragon High School in 2001, James enrolled at Cañada College; however, within two weeks, his education was promptly disrupted by the events of 9-11. By October 2001, James enlisted in the U.S. Navy and began the first of two tours of duty which would take him to the Asian Pacific and the Persian Gulf. Following his honorable discharge, James decided to put his newly acquired veteran benefits to use and continue his education, this time at College of San Mateo.

With a young family to support, James's transition back to college was gradual. He started out with the minimum number of units that allowed him to receive his veteran benefits, and as time permitted, he increased his class load until he became a full-time student. "My counselor, Kevin Sinarle, helped me to put together an educational plan and encouraged me to take an extra class each semester so I could finish my degree sooner rather than later."

According to James, taking classes at CSM opened his eyes to many different subjects, ideas and perspectives. Two subjects that had particular impact were communication studies and ethnic studies. "I took interpersonal communication with Professor George Kramm; he is an excellent teacher and the skills I developed in his class were so practical to the working world." James eventually took all four courses in the program and earned a certificate in communications studies. "From my ethnic studies classes, I learned a great deal about other cultures which has been very helpful in my work with veterans. My professor Frederick Gaines was very supportive and encouraged us to achieve at the highest level of our ability." "Those classes have been very helpful to me as an outreach specialist for the U.S. Department of Veterans Affairs (VA). My work involves a great deal of public speaking and interpersonal communication with a very diverse veterans community."

James was also able to take advantage of CSM's brand new Veteran's Resource and Opportunity Center (VROC), a central location for veteran students to congregate, study and relax. "CSM has made the center a welcoming space for veterans to spend time outside the classroom. I would go there to study and use the computers, work on homework assignments or just meet with other veterans. The comfortable atmosphere of the Center allows vets to spend time with others who understand the challenges that we have faced. By spending time in the Center, I also made some very good friends."

In 2013, James received his associate degree in social science and a certificate in communication studies— making him the first in his family to earn a college degree. Graduation was memorable for James as he and the good friends he met in the Veterans Center walked across the stage together to receive their degrees.

Through his exposure to other veterans at CSM and as a part-time employee for the VA at the Peninsula Veterans Center, James realized that he wanted to be an advocate for veterans. "I want to continue to work with veterans to make sure they are using their benefits." As part of his outreach work for the VA, James has returned to CSM on a weekly basis to meet with veteran students in the VROC.

"Attending CSM was a really good experience. I liked my professors, received good counseling and found helpful resources that supported and guided my education. And, I found a job I love that allows me to use what I learned at CSM. I realized my passion is to help out my fellow veterans." ■



Cañada College

report to the
SMCCCD Board of Trustees

June 24, 2015

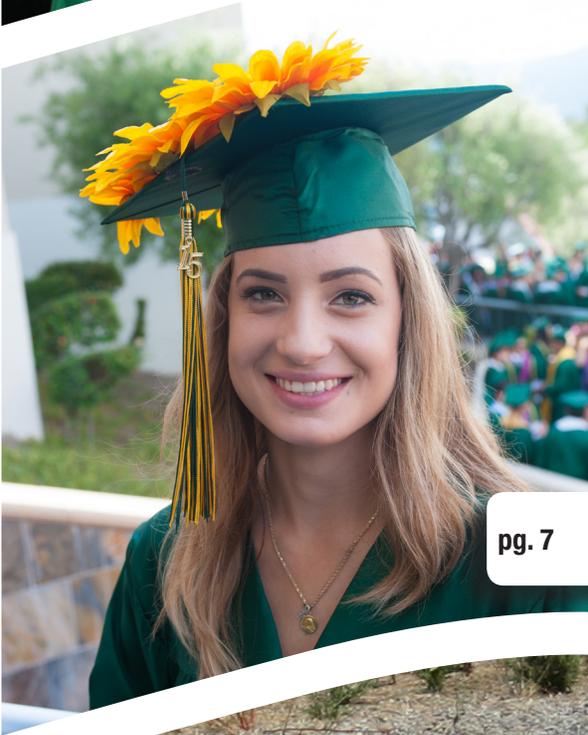
Edited by Larry G. Buckley, PhD



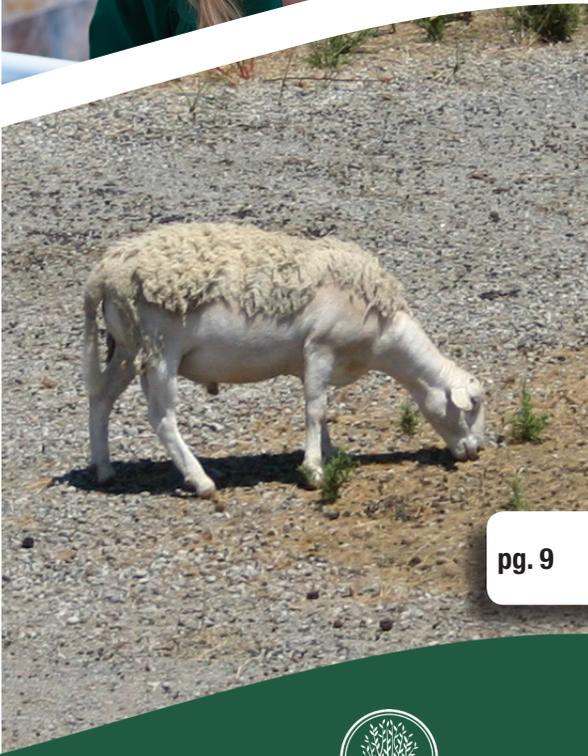
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White House Summit on Asian Americans and Pacific Islanders



Last month I had the extraordinary privilege to be invited to participate in a White House Summit on Asian Americans and Pacific Islander affairs held at George Washington University. Professionals from across the nation serving in education, housing, business, government, and community service were joined by Cabinet Secretaries, members of Congress, and even President Obama, who was “beamed in” via video link.

The Summit was meant to examine and address issues facing the Asian American and Pacific Islander communities. Asians are the fastest growing minority in the US, with more than 90 percent being foreign born or first generation Americans. The Asian and Pacific Islander community sits at the nexus of both immigration and civil rights issues in a manner somewhat unique to any other group in the nation. Summit participants went to great lengths to dispel the often counterproductive stereotype of Asian Americans having few challenges when it comes to issues of education and employment. Speakers noted that many Asian immigrants from war-torn and poverty-stricken nations have among the worse high school and college success rates of any peoples in America. For example, Cambodian refugees have a high school completion rate of just 14 percent nationally.

San Mateo and Santa Clara Counties have seen an increase in Asian and Pacific Islander immigration in the last decade that is unrivaled in the country. Pacific Islanders make-up the second largest minority group attending Sequoia Union High School District schools, and they come with unique challenges that too often serve as barriers to their success. In response to my attendance at the Summit, I am reviewing with staff ways in which we can improve our outreach services to our Asian and Pacific Islander communities and I have directed Dean Chialin Hsieh to complete the application process for Cañada to become a Federally recognized ANAPISI (Asian, Native American, and Pacific Islander Serving Institution) which will qualify the college for Federal financial assistance and other resources in the service of our ANAPI population.

Nearly 17 percent of Cañada students identify themselves as Asian, Filipino, Pacific Islander, and Native American. The White House Summit was meant to shine a brighter light on the challenges faced by these students. Cañada College stands in a unique position to serve this community and help transform their challenges into opportunities.

Professional Development Event



On April 28, the Classified Senate of Cañada College and Western Justice Center presented a professional development event to the faculty, managers, staff, and students of Cañada College. The event, which was held in the University Center at Cañada College, included the Encompass Plays production of *Wheels* and a facilitated discussion about immigration, race, privilege, and xenophobia in America. Eighty attendees participated in the professional development event including 11 faculty, 14 managers, 25 classified staff, and 30 students. Immediate reactions following the event were positive and included praise from college leaders like Classified Senate President, Debbie Joy, who exclaimed “the event was a positive step in the direction of professional development at our college and has opened the door to future discussions about real and urgent topics like race, immigration, and privilege in America.”

The genesis for the professional development event was a result of several members of Cañada’s classified staff attending the Museum of Tolerance: Tools for Tolerance training in Los Angeles, CA. Since December of 2000, San Mateo Community College District has sent 20 groups of faculty, staff, and managers from each college and the district to the Museum of Tolerance: Tools for Tolerance training. As a result of the 19th group attending from Cañada College, a proposal to bring a component of the Museum of Tolerance training to Cañada College was submitted and approved by SMCCCD. The above-and- beyond effort taken by the District and the Classified Senate of Cañada College to implement meaningful professional development experiences speaks to the history of care in SMCCCD and as Nel Noddings (1984) suggests “an infant rewards his caring mother with smiles and wriggles,” the students, staff, faculty, and management of Cañada College rewards their community “with responsiveness: with questions, effort, comment, and cooperation.”

The event and the process for implementation was a true exhibition of the thoughtful nature and mindfulness SMCCCD, Cañada College, and the campus community has toward professional development and personal growth. Future brown bag discussions regarding topics from the event will be scheduled for fall 2015. The Classified Senate would like to extend additional gratitude to individuals who made this event possible including Ron Galatolo, Eugene Whitlock, Ingrid Melgoza, Larry Buckley, Gregory Anderson, Michelle Marquez, Debbie Joy, Joan Tanaka, Misha Maggi, Maria Huning, Candice Johnson, Trish Guevarra, Luanne Canestro, and Khoa Nguyen.

PUENTE Update



For the past eight months, the Puente writing team has been working hard to bring the Puente Project to the Cañada College campus. In a team effort, proposals were created, presentations were done, and ideas were brainstormed. Through this process the team was able to experience the *familia* approach to working together which resulted in great success since Cañada College will welcome its first Puente Cohort this fall 2015 semester!

The Puente Project is a collaborative transfer support program. Puente, meaning “bridge” in Spanish, is symbolic of how the Puente Project serves as a bridge for the community college student, both from their home culture to academia and from community college to the transfer process. The Puente Project links English, career classes, and community mentoring in a one-year learning community that advances the Puente mission to increase the number of educationally underrepresented students who enroll in four-year universities, earn college degrees, and return to the community as leaders and mentors.

On April 30, approximately 50 members of the campus community attended the first Puente event, “Puente Project @ Cañada College.” At the event, attendees shared their “Lollipop moments” with each other, learned about Puente and discovered ways they could help the program. The responses were overwhelming positive as the Puente Co-Coordinators (Sandra Mendez and Yolanda Valenzuela) received overwhelming support from everyone.

The Puente Co-Coordinators would like to thank all faculty, staff and administrators that participated in this wonderful event. We look forward to many more!

Maggi Elected President of CCCSAA



On May 2, after a statewide vote, Michiko “Misha” Maggi, Cañada’s Student Life and Leadership Manager, won the election to serve as the President for the California Community College Student Affairs Association (CCCSAA). CCCSAA was established over 60 years ago as an organization to help Student Affairs Professionals at the 112 Community Colleges across California with advocacy work, student development, and professional support and advancement.

Misha served this past year on the executive board as the Northern California Representative and chaired the Northern California Drive-In Conference, co-chaired the statewide Professional Conference, and was part of the committee for the statewide Student Leadership Conference that hosted over 500 student leaders. Beginning in June, Misha will serve a three-year term in office helping lead the Board of Directors for CCCSAA.

Annual Leadership Awards



“Ohana means family, and family means no one gets left behind.” Last month, the Center for Student Life and Leadership Development hosted their annual Leadership Awards event that honored Cañadians in an ‘Ohana’ theme. Complete with leis for their guests, surfboard trophies, Mauna Loa macadamia nuts, L&L barbeque, and handmade ocean inspired décor, the Student Life team transformed Building 6 into a little oasis as they honored Cañadians who made a difference in Student Life this year. With over 70 Cañadians present, the Student Life team awarded PTK’s Gerald Morlidge with an ICC Leadership Scholarship,

BTO’s Jesus Baca with an ICC Leadership Scholarship, ASCC’s President Evelyn Valenzuela with the ASCC Leadership Scholarship, and the Jose Felix Mayen Leadership Scholarship went to ASCC’s Lina Tsvirkunova.

Additional club awards of the night honored Computer Science and Robotics Club Member AJ Chlarson for the Emerging Leader of the Year, DREAMer’s Lyn Ancheta with the Unsung Leader Award, Professor Alison Fields with the Advisor of the Year Award, Classified Staff Recognition for superb partnership with ASCC went to Debbie Joy and Peter Tam, Most Involved Leader went to Dominique Francheschi, and Outstanding Achievement in Leadership to Pre-Nursing Club’s Tara Flesner.

During the ceremony, the ASCC Student Senate members’ hard work was recognized and the new 2015-2016 Senate was initiated. After initiation, the Most Improved Club Award went to the Glee Club, The Outstanding New Club went to the Business and Entrepreneurship Club, and the Outstanding Club of the Year went to the International Culture Exchange. The night ended with a fun surprise award—a Lifetime Achievement Award to Vice President of Student Services Robin Richards—who has helped the Center for Student Life and Leadership blossom throughout her years at Cañada. Tears, surprised faces, hugs of joy, and remembrance of everyone’s dedication to involvement on campus made it a special event that really made the group feel like ‘Ohana.’

Honors Research Symposium

On May 2, two of Cañada College’s students, Jingyuan Yang and Sean Vallor, presented their research at the Bay Honors Research Symposium at Stanford University. Jingyuan presented her research on “China to California Wine Producers: Evolve or Die” mentored by Professor Roscelli, and Sean presented his research on “Rothko and Nietzsche - Exile and the Path of the Artist” mentored by Professor Erickson.

Sean’s presentation placed in the Top Five finalists out of over 200 applicants and 80 selected presenters. Not only was Sean acknowledged for his strong research and presentation, but he was also asked to present his paper at the Bay Honors Research Roundtable next fall!

A big congratulations to the students and their faculty mentors for an incredible showing at the symposium.

Digital Art & Animation Speaker



On May 12th, nearly 50 Digital Art & Animation students attended a talk presented by Pixar directing animator and Animation Collaborative owner Michal Makarewicz. Michal spoke for nearly three hours on “The Creative Endeavor of Character Animation,” giving students a look behind the scenes of how character animation in a Pixar film is produced. The presentation included a spirited Q&A session, where students asked insightful questions about specific aspects of a typical workday, character motivation, approaches to work, and more. The students were also given tips on preparing their work to apply for jobs, networking, professional associations and conferences, and sources for additional training and feedback.

Michal’s talk was a joint presentation of the Digital Art & Animation department and the Digital Art & Animation student club.

Celebrating Changemaker’s



On May 27, Cañada College hosted its first-ever Changemakers event, celebrating student dreamers, innovators and leaders. The Honorable Antonio Villaraigosa, the 41st Mayor of Los Angeles, delivered the keynote address and helped the College recognize Cañada student Sarahi Espinoza Salamanca for her work in transformational leadership of innovation and technologies in her community and beyond.



Sarahi Espinoza Salamanca created the DREAMers Roadmap, a mobile app to help undocumented students find scholarships. In November 2013, Sarahi was one of 20 DREAMers who joined Facebook Founder and CEO, Mark Zuckerberg in his FWD.us Hackathon. In 2014, Sarahi was honored by President Obama as a White House Champion of Change; she also won the “Mujeres Destacadas Award” (Outstanding Women) in 2014 for her Community Leadership by El Mensajero a Local Latino Newspaper. Earlier this year Sarahi was selected as the first place winner of the national competition Voto Latino Innovator Challenge.



At Cañada College, Sarahi is extremely active with a number of organizations, including serving as President and Founder of the DREAMers Club, Peer Mentor for Beating the Odds Peer Mentorship Program, mentoring first generation college students on campus. Last year she also received the Cañada College’s Outstanding Achievement in Leadership Award, which is given to a student who shows leadership on creating positive change for fellow students. Sarahi is also part of EOPS and received an award for attracting more students to the program last year.

Cañada's 47th Annual Graduating Class



On May 30, Cañada College held its 47th Annual Commencement celebration on the campus Quad. The Commencement celebration was an inspiring and memorable event that brought to a close another exemplary academic year, and celebrated the hard work of students, faculty, and staff.



This year's Commencement was extraordinary. We had a record number of graduates participating in the celebration and campus was abuzz with family and friends filling every nook and cranny of the Quad. There were 598 graduates who received 909 degrees and certificates in 74 different majors. Continuing a trend we've experienced for several years, the number of female students in this graduating class continued to outpace males. Some 73 percent of this year's graduates were female. Forty four percent of our graduates were Hispanic. Eleven percent were Asian, Filipino, Native American, or Pacific Islander. Five percent were African American, and 13 percent counted themselves as Mixed Race. With 73 percent of our students qualifying as ethnic minorities, Cañada College is well above the average in successfully serving minority students, as compared to other California Community Colleges.



Thirty percent of our graduates were non-US citizens, including those with permanent, temporary, or refugee status. This number is also far above the average served by our sister colleges across the state, and speaks loudly of the truly unique academic and career training atmosphere provided at Cañada. Our top four majors were Early Childhood Education, Business Administration, Psychology, and Interdisciplinary Studies with an Emphasis in Social and Behavioral Sciences. We also conferred 103 degrees in the Sciences and Mathematics. One in every six Cañada graduates was in the Math and Science fields. We also conferred a record number degrees and certificates in Kinesiology and Fitness. All of this reflects the well-rounded success of our programs, and the diverse opportunities afforded our students. Congratulations Class of 2015!



Adult Ed Coming Back to the Coast!



Work is in progress to bring Adult Education classes back to the Coast, possibly as early as this Fall, thanks to the work of the Coastside Collaborative Action Team, a group of administrators, teachers, and staff from Cabrillo Unified School District, Cañada College, Puente de la Costa Sur, La Honda/Pescadero School District, Half Moon Bay Library and the Career Ladders Project.

This Coastside collaboration began as part of the San Mateo County AB 86 Consortium known as ACCEL (Adult Education College and Career Educational Leadership.) The ACCEL Consortium will provide funding along with Cabrillo and La Honda/Pescadero School Districts to get the Adult School up and running again on the Coast. The plan includes hiring four part-time positions, an ESL Coordinator, a clerical support person, and two ESL teachers, and offering in Half Moon Bay and in Pescadero beginning level ESL classes that will connect to the ESL and computer classes currently offered by Cañada College at Cunha School.

Franceschi Moves on to AMDA



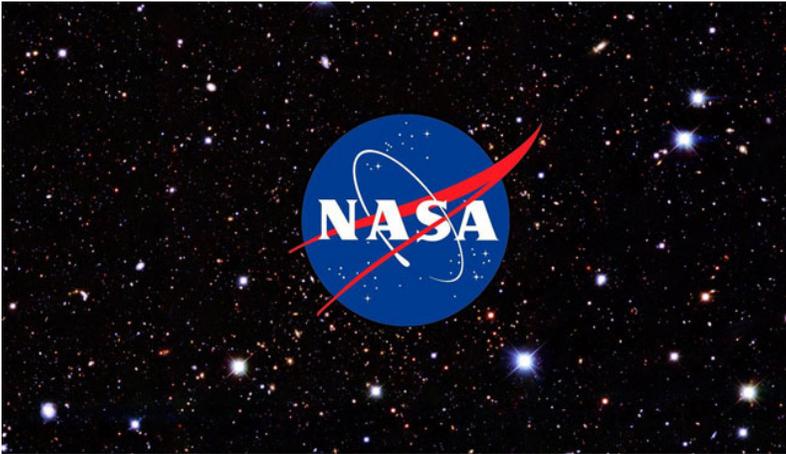
Dominique Franceschi was born and raised in Bogotá, Colombia. Unlike many others, she didn't discover her passion and love for performing arts until her senior year of high school. After high school, she enrolled in MISI, one of the most complete four year musical theater conservatory programs offered in Colombia. While the training program at MISI was a wonderful opportunity, Dominique decided that her calling was to pursue a degree in dance theatre. In the fall of 2014 she left her family and everything familiar, moved to California and began studying dance and completing her general education at Cañada College.

Dominique has become an active member of the Cañada College Community. She's currently President of the ICE (International Culture Exchange) club, a member of Glee Club, the Drama Club and the Journalism Club. Dominique also enjoys volunteering for the Student Senate, which she is planning to join for the summer 2015 term. Her hard work and dedication has earned her the Global Beca Foundation scholarship in her first semester, and the SMCCC Foundation Scholarship and the CSEA Chapter 33 Scholarship for the 2015-2016 academic years.

In April 2015, she auditioned for the prestigious program, AMDA, (The American Music and Dramatic Academy), located in Los Angeles. After an extensive admissions and audition process, Dominique was accepted into the program and will be transferring to the conservatory in fall of 2016.

Cañada College is very proud of Dominique's hard work and perseverance and the faculty wishes her great success in her future and studies at AMDA.

Cañada Engineering Student Travels to NASA



Cañada College Engineering student David Alvarez was selected to travel to NASA's Johnson Space Center in Houston, Texas this past April to participate in the NASA Community College Aerospace Scholars project (NCAS). David was selected as one of 240 community college students from across the U.S. to be part of NCAS.

The five-week scholars program culminated with a three-day on-site event at Johnson Space Center and offered students the opportunity to interact with NASA engineers and others as they learned about careers in Science and Engineering. While at NASA, students formed teams and established

fictional companies interested in Mars exploration. Each team was responsible for developing and testing a prototype rover, forming a company infrastructure, managing a budget, and developing communications and outreach.

The on-site experience at NASA included a tour of facilities and briefings by NASA subject matter experts. NASA Community College Aerospace Scholars is a project funded in part by the Minority University Research and Education Program, or MUREP, which is committed to the recruitment of underrepresented and underserved students in science, technology, engineering and mathematics (STEM) to sustain a diverse workforce.

At Cañada, David works as a tutor in the STEM Center in the courses of Physics, Engineering, Statics and Dynamics. He is a member of the Society of Hispanic and Professional Engineers (SHPE) and plans to transfer to San Jose State as an Aerospace Engineering major this fall.

Sheep Culling at Cañada



While driving onto campus, you may see that Cañada has some guests grazing the space around our Solar Farm. Since the installation of the College's Solar Farm, undergrowth has sprung up beneath and around the panels. In reviewing our options to remove this undergrowth, we have identified an environmentally friendly approach to by using sheep to cull the growth.

This grazing solution is becoming increasingly common for solar farms like the one at Cañada. The sheep are a South American breed, which shed their coat and are especially well suited for our climate. The shepherd moves his herd to graze solar farms and other types of fields from Bakersfield to Humboldt and comes highly recommended for his record of safety, security and performance. Relative to other potential solutions, this is by far the best way to manage the vegetation on site for our environment, including wildlife, fire safety and energy performance. Additionally, we have taken all precautions to make certain the sheep, the shepherd and his dog(s) are provided all their needs during the grazing period.

BOARD REPORT NO. 15-6-4A

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

Skyline College

William Minnich Dean of Enrollment Services Office of the Vice President
of Student Services

New administrative employment, effective June 15, 2015.

B. PUBLIC EMPLOYMENT

1. Employment

College of San Mateo

Alexander Wong Instructor, Physics Math/Science

New Contract I status academic employment, effective August 13, 2015.

District Office

Travis Stansberry Lead Custodian Facilities

New full-time, 12-month classified employment, effective July 1, 2015.

Skyline College

Mylene Foo Program Services Coordinator Language Arts

New full-time, 12-month classified employment, effective June 29, 2015.

Cañada College

Julie Carey Instructor, English As A Second Language Humanities

New Contract I status academic employment, effective August 13, 2015.

C. REASSIGNMENT**District Office**

Curtis Tod Sr. Maintenance Engineer Facilities

Promoted through the hiring process from a full-time, 12-month Maintenance Engineer position (Grade FF of Buildings and Grounds Salary Schedule 70) into this full-time, 12-month position at Grade HH of the same salary schedule, effective June 15, 2015.

Francisco Carlos Custodian (Swing) Facilities

Reassigned from a full-time, 12-month Lead Custodian (Swing) position (Grade CC of Buildings and Grounds Salary Schedule 70) into this full-time, 12-month position at Grade AA of the same salary schedule, effective July 13, 2015.

College of San Mateo

Ludmila Prisecar College Business Officer Business Services

Promoted through the hiring process from a full-time, 12-month Capital Projects Operations Manager position (Grade 190E of Salary Schedule 35) into this full-time, 12-month position at Grade 192E of the same salary schedule, effective July 1, 2015.

Christine Woo Program Services Coordinator Admissions & Records

Promoted through the hiring process from a full-time, 12-month Retention Specialist position (Grade 24 of Salary Schedule 60) into this full-time, 12-month position at Grade 27 of the same salary schedule, effective July 6, 2015.

Skyline College

Heather Smith Program Services Coordinator Office of the Vice President
of Student Services

Reassigned through the managed hiring process from an 80%, 12-month Assistant Project Director position (Grade 26 of Salary Schedule 40) into this full-time, 12-month position at Grade 27 of salary schedule 60, effective April 21, 2015.

Martina Center

Retention Specialist

Language Arts

Reassigned through the managed hiring process from a full-time, 10-month Child Development Center Aide II position (Grade 16 of Salary Schedule 60) into this full-time, 12-month position at Grade 24 of the same salary schedule, effective July 1, 2015.

D. TRANSFER**Skyline College****Soledad McCarthy**

Program Services Coordinator

Counseling

Transferred through the managed hiring process from a full-time, 12-month, Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 27 of the same salary schedule, effective July 1, 2015.

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

1. Recommend creation of a new classification titled "Director of Professional Development and Innovation" at Grade 192E 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 Professional Development and Innovation in Administrative Services, effective July 1, 2015.

College of San Mateo

1. Recommend a change in staff allocation to increase one part-time (60%), 12-month Web Programmer Analyst position (4C0132) to a full-time, 12-month position in the President's Office, effective June 25, 2015.
2. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position (Grade 27 of Salary Schedule 60) in Academic Support and Learning Technologies, effective July 1, 2015.
3. Recommend a change in staff allocation to add one part-time (48%) Program Services Coordinator position (Grade 27 of Salary Schedule 60) in Academic Support and Learning Technologies, effective July 1, 2015.
4. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position (Grade 27 of Salary Schedule 60) in Enrollment Services, effective June 25, 2015.
5. Recommend creation of a new classification titled "Instructional Designer" at Grade 190S of the Classified Professional/Supervisory Salary Schedule (40). Also recommend a change in staff allocation to add one 48%, 12-month Instructional Designer in the Academic Support and Learning Technologies Division, effective June 25, 2015.

District Office

1. Recommend creation of a new classification titled “Utility and Sustainability Specialist” at Grade 21 of the Classified Salary Schedule (60). Also recommend a change in staff allocation to add one full-time, 12-month Utility and Sustainability Specialist in Facilities Planning, and Operations, effective June 25, 2015.
2. Recommend creation of a new classification titled “Administrative Assistant - Chancellor’s Office” at a new grade 193C of the Confidential Salary Schedule (50). Also recommend a change in staff allocation to add one full-time, 12-month Administrative Assistant - Chancellor’s Office in the Chancellor’s Office, effective June 25, 2015.

Skyline College

1. Recommend a change in staff allocation to delete four full-time, 10-month Child Development Center Aide II positions (2C0218, 2C0219, 2C0220, and 2C0221) at Grade 16 of the Classified Salary Schedule 60 and to add three full-time, 10-month Child Development Center Aide III positions (Grade 22 of the same salary schedule) in Business, Education and Professional Programs, effective June 25, 2015. Also recommend the reclassification of Michele Amaral, Wei Hwa Feng, and Alexa Valles from Child Development Center Aide II into this new position, effective June 25, 2015.
2. Recommend a change in staff allocation to delete one full-time Program Services Coordinator position (2C0238) at Grade 27 of the Classified Salary Schedule 60 and to add one full-time Project Director position (Grade 175S of the Classified Professional/Supervisory Salary Schedule 40) in Global Learning Programs and Services, effective July 1, 2015. Also recommend the reclassification of Pcyeta Stroud from Program Services Coordinator into this new position, effective July 1, 2015.

F. LEAVE OF ABSENCE

None

G. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****Cañada College****Dorothy Shiloh**

Admissions & Records Assistant II

Enrollment Services

Retiring effective October 2, 2015 with 27 years of service. Eligible for District retiree benefits.

2. Resignation**Cañada College****Leticia Elizabeth Ontiveros**

Division Assistant

Counseling

Resigned effective June 18, 2015.

Skyline College

Aaron Wilcher

Faculty Coordinator

Office of the Vice President
of Instructional Services

Resigned effective June 1, 2015

Sheldon Carroll

Program Services Coordinator – Degree Audit

Admissions & Records

Resigned effective June 12, 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	General Administration/ Humanities & Social Sciences	5	07/01/2015	06/30/2016	Theatre Production Technicians: Assist with lighting, sound, and other operational aspects for outside college theatre events and rentals.
Cañada	Student Services/TRIO Student Support Services	2	08/01/2015	06/30/2016	Instructional Aide II: Responsible for offering instructional support services to meet needs of developmental and lower level college English and Math students; offer supplemental instructional sessions, tutoring and academic coaching; keep records of sessions and pre- and post-evaluations.
Cañada	Business, Design, & Workforce	2	08/01/2015	02/29/2016	Instructional Aide II: Assist and aid students in and out of classroom, has assisted CAA MEDA faculty members with clerical/instructional duties in the MEDA Department.
Cañada	Student Services/A2B Program	2	07/01/2015	06/30/2016	Retention Specialist: Work involving outreach and support for students in the A2B program and University Center. Develop strategies, proactively meet with students, track student use of support services, collaborate with

					college and university staff.
Cañada	Counseling/Career Center	1	07/01/2015	12/31/2015	Career Resources Aide: Support the exchange of information with students, employer reps, educational institutions, contractors, and vendors. Support services needed for Career Center programs, workshops, events, activities, and services. Enter, modify and retrieve online data.
CSM	Business Services	3	07/01/2015	06/30/2016	Equipment Manager: Facilitate events for outside groups renting CSM's athletic areas.
CSM	Business Services	3	07/01/2015	06/30/2016	Theatre Production Technicians: Assist during theatre productions for outside/inside events.
District Office	Auxiliary Services Operations – Bookstores	15	07/01/2015	06/30/2016	Cashier/Clerk: Assist with pricing, stocking shelves, cashiering, customer service, merchandise shipping preparation and other duties as assigned to assist in preparing the store before, during and after peak periods. There will be a need for 5 positions at each college.
Skyline	Language Arts	1	07/01/2015	12/31/2015	Office Assistant II: Help with the daily operations of the English Language Institute (ELI). Support onboarding and transitioning of new ELI Program Services Coordinator and training of new student workers.
Skyline	Admissions & Records	2	07/20/2015 01/04/2016 04/04/2016	10/29/2015 02/29/2016 06/30/2016	Admissions & Records II: Needed for front desk staffing; maintenance of the Admissions email account; answering phones, collection, processing, scanning and indexing of registration, confidential documents, and prior transcripts.
Skyline	Marketing, Communications & Public Relations	1	07/01/2015	12/31/2015	Office Assistant II: Provide administrative support to the office of Marketing, Communications and Public Relations. Communicate across campus divisions as needed to assist the team in production of college publications.
Skyline	Social Science/Creative Arts	2	07/01/2015	06/30/2016	Accompanist: Provide accompanist services during classroom instruction in voice and choir classes.

Skyline	CWD/SMT/Career Advancement Academy	2	07/01/2015	02/28/2016	Instructional Aide I: Provide support to students who needs supplemental instruction or tutoring as they progress through their CAA pathway.
Skyline	SMT/Biology, Biotechnology, Chemistry	4	07/01/2015	12/31/2015	Laboratory Technician: Provide support to Laboratory Technician during intense instructional times such as: lab test, complex experiments, student checking in and out.
Skyline	SMT/Physics/Geology	2	07/01/2015	12/31/2015	Laboratory Technician: Provide assistance with lab set up and maintenance in physics and geology. Will be most utilized during midterm and final.
Skyline	SMT/Emergency Medical Technician	4	07/01/2015	12/31/2015	Instructional Aide II: Provide assistance on skills testing during labs and provide direction for Instructional Aide I for EMT program as required by accrediting agencies.
Skyline	Academic Support and Learning	5	07/01/2015	08/08/2015	Instructional Aide II: Provide individualized and small group tutorial to students. Assist in the presentation of workshops, classroom visits and study groups.
Skyline	SMT/Emergency Medical Technician	6	07/01/2015	12/31/2015	Instructional Aide I: Assist with skills testing during specific labs required by EMT program accrediting agencies.
Skyline	CWD/SMT/Career Advancement Academy	2	07/01/2015	02/28/2016	Instructional Aide II: Provide support as needed to students needing supplemental instruction or tutoring as they progress through their CAA pathway.
Skyline	SMT/Respiratory Therapy	1	07/01/2015	12/31/2015	Instructional Aide II: Provide assistance with lab assignments and skill testing during specific labs.
Skyline	SMT/Surgical Technology	1	07/01/2015	12/31/2015	Instructional Aide II: Provide assistance with lab preparation, assignments and skills testing during specific lab periods.
Skyline	Global Learning Programs & Services	1	07/01/2015	12/31/2015	Office Assistant II: Support work of the Center for International Trade Development Deputy Sector Navigator required work.

Skyline	Global Learning Programs & Services	1	07/01/2015	12/31/2015	Office Assistant II: Support operations of the Bay Area Entrepreneur Center.
Skyline	Business/Cosmetology	12	07/01/2015	05/20/16	Cosmetology Aide: Oversee student performance during practical application experiences. The services are provided intermittently at varied days/times.

BOARD REPORT NO. 15-6-5A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources & Employee Relations, 358-6883

APPROVAL OF ADMINISTRATOR EMPLOYMENT CONTRACT RENEWALS

In 2008, the Board of Trustees gave approval, as a part of the overall administrator compensation program, to place administrators who were not already covered by an employment contract on a rolling two year contract. In addition, the Board of Trustees annually renews contracts for administrators who have been on employment contracts. The District administrator contracts are now being submitted for approval to extend the contracts for permanent administrators (not in probationary status) for one more year. There are a total of forty four positions under contract for renewal.

RECOMMENDATION

It is recommended that the employment contracts for all administrator positions listed below be approved for renewal as follows:

Position	Contract Duration
Chancellor	July 1, 2015 through June 30, 2019
Deputy Chancellor	July 1, 2015 through June 30, 2018
Executive Vice Chancellor	July 1, 2015 through June 30, 2018
President of Cañada College	July 1, 2015 through June 30, 2018
President of College of San Mateo	July 1, 2015 through June 30, 2018
President of Skyline College	July 1, 2015 through June 30, 2018
Vice Chancellor, Human Resources & Employee Relations	July 1, 2015 through June 30, 2018
Vice Chancellor, Auxiliary Services & Enterprise Operations	July 1, 2015 through June 30, 2018
Vice Chancellor, Educational Services & Planning	July 1, 2015 through June 30, 2018
Vice Chancellor, Facilities Planning, Maint. & Operations	July 1, 2015 through June 30, 2018
Chief Financial Officer	July 1, 2015 through June 30, 2018
Director of Community and Government Relations	July 1, 2015 through June 30, 2018
Vice President, Instruction, Cañada, CSM, Skyline	July 1, 2015 through June 30, 2017
Vice President, Student Services, CSM, Skyline	July 1, 2015 through June 30, 2017
Vice President, Administrative Svcs, Cañada, CSM & Skyline	July 1, 2015 through June 30, 2017
Dean, Counseling, Advis. & Matric., CSM & Cañada	July 1, 2015 through June 30, 2017
All Instructional Division Deans, Cañada, CSM & Skyline	July 1, 2015 through June 30, 2017
Dean, Admissions and Records, CSM	July 1, 2015 through June 30, 2017
Dean, Plan., Res. & Instit. Effect., Cañada, CSM & Skyline	July 1, 2015 through June 30, 2017
Director of General Services	July 1, 2015 through June 30, 2017
Executive Director, Foundation	July 1, 2015 through June 30, 2017
Executive Director, Facilities Planning & Operations	July 1, 2015 through June 30, 2017

BOARD REPORT NO. 15-6-1CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathryn Blackwood, Executive Vice Chancellor, 358-6869

RATIFICATION OF MARCH AND APRIL 2015 DISTRICT WARRANTS

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of March and April 2015 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period March 1, 2015 through April 30, 2015 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
MARCH 1-31, 2015
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
061941	03/03/15	Liu, Qiong	12,168.00	Unsubsidized Student Loan
061979	03/03/15	U.S. Bank National Association ND, .	303,198.47	Districtwide Procurement Card Payment
062005	03/05/15	Coulter Construction Inc.	67,707.70	Districtwide Construction Projects
062021	03/05/15	SMC College Ed Housing Corp - Canada Vista	71,783.00	Cañada Vista Monthly Rent Payment
062022	03/05/15	SMC College Ed Housing Corp - College Vista	45,875.00	College Vista Monthly Rent Payment
062027	03/05/15	VALIC Retirement Services Company	280,372.49	Tax Shelter Annuities
062135	03/12/15	Computerland	22,333.76	Districtwide Computer Purchases
062136	03/12/15	Constellation NewEnergy, Inc.	15,280.75	Utilities
062138	03/12/15	Coulter Construction Inc.	11,825.10	CSM Construction Project
062144	03/12/15	Interline Brands, Inc.	11,764.02	Districtwide Facilities Custodial Supplies Purchases
062145	03/12/15	Intermountain Electric Company	194,203.13	CSM Construction Projects
062150	03/12/15	Schneider Electric Buildings Americas, Inc.	11,664.50	Districtwide Building Management System Maintenance
062151	03/12/15	School Project for Utility Rate Reduction (SPURR)	53,573.77	Utilities
062153	03/12/15	SM County Community College District	28,749.87	Replenish Flex Spending Account
062156	03/12/15	SMCCCD Bookstore	19,290.78	Skyline Student Special Programs Books & Supplies Purchases
062157	03/12/15	Swinerton Management & Consulting	91,993.25	Program Management Services
062390	03/19/15	Bunton Clifford Associates, Inc.	154,134.50	Districtwide Master Planning Architectural Services
062392	03/19/15	Constellation NewEnergy, Inc.	46,266.48	Utilities
062401	03/19/15	Netronix Integration, Inc.	30,854.40	Districtwide ACAMS Software System Upgrade Services
062402	03/19/15	Performance Abatement Services, Inc.	11,220.00	Skyline Asbestos Abatement Services
062403	03/19/15	School Project for Utility Rate Reduction (SPURR)	10,466.19	Utilities
062438	03/24/15	Eik, Savong	10,388.00	Unsubsidized Student Loan
062507	03/26/15	Associated Std-Skyline	100,000.00	Interbank Transfer
062508	03/26/15	Bay Area Communication Access	11,607.20	Skyline Sign Language Interpreting Services
062509	03/26/15	Casey Printing, Inc.	13,218.38	CSM Summer Class Schedules Printing Services
062511	03/26/15	Constellation NewEnergy, Inc.	28,355.14	Utilities
062517	03/26/15	GRD Energy Inc.	17,221.40	Districtwide Utility Consumption Measuring Services
062526	03/26/15	San Mateo County Schools Insurance Group	188,871.90	Monthly Dental and Vision Insurance Premiums
062547	03/30/15	School Project for Utility Rate Reduction (SPURR)	40,489.68	Utilities
475284	03/03/15	Public Empl Ret Sys	1,447,240.67	Monthly Health Insurance Premium
475305	03/05/15	CDW LLC	11,674.42	District ITS Servers Purchase
475307	03/05/15	CSW-Stuber-Stroeh Engineering Group, Inc.	10,714.57	Districtwide Civil Engineering Services
475316	03/05/15	Eternal Construction, Inc.	73,340.26	District Restrooms Renovation
475340	03/05/15	Mollica, Jennie	10,125.00	Skyline Grant Writing Services
475343	03/05/15	Pac Gas & Elec Co	10,345.11	Utilities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
MARCH 1-31, 2015
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
475349	03/05/15	Robert A Bothman, Inc.	83,536.32	CSM Construction Projects
475359	03/05/15	United California Glass Co.	13,073.97	Cañada PE Fence Installation Services
475364	03/05/15	American Federation of Teachers	59,280.32	Monthly Union Dues
475379	03/05/15	C S E A	12,942.19	Monthly Union Dues
475380	03/05/15	CalPERS	81,116.31	Monthly PERS New Members Contribution Advance Payment
475381	03/05/15	CalPERS	547,328.19	Monthly PERS Classic Member Contribution Advance Payment
475387	03/05/15	Liberty Mutual Insurance Company	50,682.98	CSM North Gateway Construction Project
475388	03/05/15	Liberty Mutual Insurance Company	21,057.20	CSM North Gateway Construction Project
475391	03/05/15	Liberty Mutual Insurance Company	124,684.22	CSM North Gateway Construction Project
475392	03/05/15	County of San Mateo	23,067.00	Districtwide Legal Consulting Services
475413	03/05/15	MassMutual Retirement Service	44,929.31	Tax Shelter Annuities
475421	03/05/15	Liberty Mutual Insurance Company	81,697.00	CSM North Gateway Construction Project
475464	03/12/15	Anderson Carpet & Linoleum Sales Co., Inc.	98,000.00	CSM Carpet Replacement Project
475472	03/12/15	Burke, Williams & Sorensen, LLP	28,244.38	CSM North Gateway Construction Project Legal Services
475482	03/12/15	City of San Bruno	12,487.14	Utilities
475515	03/12/15	Steinberg Architects	66,646.89	Districtwide Standards Architectural Services
475558	03/17/15	Alta Cascade Inc	11,852.50	CSM North Gateway Construction Project Expert Consulting Services
475568	03/17/15	Burke, Williams & Sorensen, LLP	44,766.93	Districtwide Construction Contracts Review Services
475593	03/17/15	Pac Gas & Elec Co	27,772.69	Utilities
475599	03/17/15	Pitney-Bowes Inc.	10,000.00	Cañada Postage Purchase
475602	03/17/15	Renaissance Insurance Agency, Inc.	70,200.00	Skyline International Students Health Insurance
475603	03/17/15	Renaissance Insurance Agency, Inc.	189,600.00	CSM International Students Health Insurance
475604	03/17/15	Renaissance Insurance Agency, Inc.	49,200.00	Cañada International Students Health Insurance
475725	03/19/15	Atlas Pellizzari Electric, Inc.	12,514.00	CSM Electrical Services
475727	03/19/15	B.T. Mancini Co. Inc.	13,346.00	Cañada Construction Project
475744	03/19/15	Hatchuel Tabernik and Associates	22,775.00	Skyline Grant Writing Services
475752	03/19/15	LPAS, Inc.	12,636.00	Districtwide Master Planning Design Standards Services
475766	03/19/15	Pac Gas & Elec Co	21,159.01	Utilities
475774	03/19/15	STV Incorporated	13,517.00	Districtwide Master Planning Design & Programming Services
475778	03/19/15	Calif Water Service Co	19,885.06	Utilities
475844	03/26/15	Kingston Media	16,387.50	Skyline Broadcasting Services
475848	03/26/15	MB Plumbing Services Inc.	37,369.46	Cañada Construction Project
475863	03/26/15	Strata Information Group	54,000.00	Districtwide Professional & Management Services
475874	03/26/15	Cal State Dept/Educ	10,518.00	Prior Year Child Development Overpayment Refund
475882	03/26/15	Kutak Rock LLP	10,000.00	Final Calculation of Arbitrage Rebate for Bonds Professional Services
475919	03/30/15	Robert A Bothman, Inc.	27,377.72	CSM Construction Project
475931	03/30/15	Prime Efficiency Equipment, Inc	18,108.75	Skyline Cafeteria Odor Abatement Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
MARCH 1-31, 2015
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
475932	03/30/15	U.S. Postal Services	15,000.00	Skyline Postage Purchase
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1503334	03/02/15	US Treasury - Federal Payroll Tax	1,723,429.24	Federal Payroll Tax
J1503334	03/02/15	EDD - State Payroll Tax	327,534.13	State Payroll Tax
J1503334	03/02/15	EDD - State Payroll Tax	15,589.37	State Tax Disability Insurance
J1503335	03/02/15	State Teacher Retirement - Defined Benefit	681,048.45	STRS Retirement - Defined Benefit 95%
J1503415	03/06/15	State Teacher retirement Defined Benefit	35,749.64	STRS Retirement - Defined Benefit Balance
J1503476	03/10/15	State Teacher Retirement - Cash Balance	58,483.40	STRS Retirement - Cash Balance
J1503606	03/18/15	US Treasury - Federal Payroll Tax	67,896.20	Federal Payroll Tax
<u>SMCCCD Bookstores</u>				
114122	03/09/15	Cengage Learning	28,770.43	Purchase Of Inventory
114126	03/09/15	Crown Catering	10,124.40	Purchase Of Inventory
114167	03/09/15	Marianna Industries Inc.	25,586.12	Purchase Of Inventory
114170	03/09/15	McGraw-Hill Companies	11,336.79	Purchase Of Inventory
114171	03/09/15	MPS	52,668.06	Purchase Of Inventory
114185	03/09/15	Pepsi-Cola	11,790.97	Purchase Of Inventory
114197	03/09/15	SMCC College District	221,602.20	Salaries & Benefits Reimbursement For January 2015
114203	03/09/15	SYSCO Food Company Of SF	11,829.64	Purchase Of Inventory
114221	03/30/15	Cañada Copy Ceter	11,676.69	Purchase Of Inventory
114240	03/30/15	MTC Distributing	16,594.35	Purchase Of Inventory
114245	03/30/15	Nebraska Book Company, Inc	13,879.25	Purchase Of Inventory
114251	03/30/15	Pepsi-Cola	16,909.68	Purchase Of Inventory
114259	03/30/15	SMCC College District	204,753.43	Salaries & Benefits Reimbursement For February 2015
EFT 97712	03/24/15	Board Of Equalization	32,662.14	Sales Tax Payment For February 2015
			Subtotal	9,104,990.51 82%
			Warrants Issued ≤ \$10,000	1,991,440.73 18%
			Total Non-Salary Warrants Issued	11,096,431.24 100%
District Accounts Payable	Ck#475272-475933, #943563-943804, DD61899-62547		7,251,148.29	
District Payroll	Ck#105486-106196, DD50087886-50089624		8,968,120.11	
SMCCCD Bookstores	Ck#114112-114271, EFT#97712		925,681.33	
Total Warrants Including Salaries - March 2015			17,144,949.73	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 APRIL 1-30, 2015
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
062632	04/02/15	U.S. Bank National Association ND, .	329,403.92	Districtwide Procurement Card Payment
062652	04/03/15	Associated Std-CSM	75,000.00	Interbank Transfer
062658	04/03/15	Chen, Gang	25,063.70	International Recruitment Services
062666	04/03/15	SM County Community College District	39,269.62	Replenish Flex Spending Account
062667	04/03/15	SMC College Ed Housing Corp - Canada Vista	71,373.00	Cañada Vista Monthly Rent Payment
062668	04/03/15	SMC College Ed Housing Corp - College Vista	48,275.00	College Vista Monthly Rent Payment
062676	04/03/15	VALIC Retirement Services Company	275,473.49	Tax Shelter Annuities
062753	04/09/15	Casey Printing, Inc.	28,994.97	Skyline Summer 2015 Class Schedules Printing Services
062754	04/09/15	Computerland	10,071.53	Districtwide Computer Purchases
062760	04/09/15	Intermountain Electric Company	528,771.90	CSM & Cañada Construction Projects
062762	04/09/15	Oracle America, Inc.	13,434.90	Districtwide Software Update License & Support Services
062765	04/09/15	Schneider Electric Buildings Americas, Inc.	11,664.50	Districtwide Building Management System Maintenance
062766	04/09/15	Siemens Industry, Inc.	36,641.75	Districtwide Fire Alarm System Monitoring Services
062779	04/09/15	Young Electric Company, Co.	17,440.00	CSM Construction Project
062839	04/16/15	Bunton Clifford Associates, Inc.	50,692.15	Districtwide Master Planning Architectural Services
062845	04/16/15	Interline Brands, Inc.	15,139.64	Districtwide Facilities Custodial Supplies Purchases
062854	04/16/15	Schneider Electric Buildings Americas, Inc.	156,115.40	Districtwide Utility Measurement and Verification Systems
062930	04/23/15	Casey Printing, Inc.	37,582.39	Skyline Fall 2015 Class Schedules Printing Services
062932	04/23/15	Constellation NewEnergy, Inc.	69,317.99	Utilities
062933	04/23/15	Dovetail Decision Consultants, Inc.	15,723.77	Districtwide Furniture Fixtures & Equipment Planning Services
062941	04/23/15	Purple Communications Inc.	16,065.00	CSM Students Sign Language Interpreting Services
062944	04/23/15	San Mateo County Schools Insurance Group	186,734.71	Monthly Dental and Vision Insurance Premiums
062945	04/23/15	School Project for Utility Rate Reduction (SPURR)	11,636.78	Utilities
062991	04/29/15	Air Systems, Inc.	15,974.00	Skyline HVAC Systems Replacement
062993	04/29/15	Casey Printing, Inc.	16,889.30	CSM Fall 2015 Class Schedules Printing Services
063003	04/29/15	Netronix Integration, Inc.	41,139.20	Districtwide ACAMS Software System Upgrade Services
063005	04/29/15	Schneider Electric Buildings Americas, Inc.	415,041.94	Districtwide Utility Measurement and Verification Systems
063006	04/29/15	School Project for Utility Rate Reduction (SPURR)	15,388.31	Utilities
063008	04/29/15	SMCCCD Bookstore	27,683.18	Cañada EOPS Students Book Vouchers & Supplies Purchase
475943	04/03/15	Deaf Services of Palo Alto, Inc.	17,188.99	Cañada Students Sign Language Interpreting Services
475948	04/03/15	Eternal Construction, Inc.	126,092.23	District Restrooms Renovation
475975	04/03/15	Robert A Bothman, Inc.	46,442.94	CSM Construction Project
475980	04/03/15	Steinberg Architects	88,235.60	Districtwide Standards Architectural Services
475981	04/03/15	Strata Information Group	54,000.00	Districtwide Professional & Management Services For February 2015
475992	04/03/15	American Federation of Teachers	57,360.60	Monthly Union Dues
475998	04/03/15	C S E A	12,967.22	Monthly Union Dues

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 APRIL 1-30, 2015
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
476000	04/03/15	CalPERS	84,412.83	PERS New Member Contribution Advance Payment For March 2015
476001	04/03/15	CalPERS	546,588.51	PERS Classic Members Contribution Advance Payment For March 2015
476017	04/03/15	MassMutual Retirement Service	44,824.50	Tax Shelter Annuities
476020	04/03/15	Public Empl Ret Sys	1,447,132.24	Monthly Health Insurance Premium
476075	04/09/15	City of Redwood City	10,217.60	Utilities
476077	04/09/15	City of San Bruno	17,175.29	Utilities
476094	04/09/15	Hellas Construction, Inc.	98,901.92	Cañada & Skyline Soccer Fields Replacement
476107	04/09/15	Sedgwick Claims Management Services. Inc.	23,406.25	Worker's Compensation Service Fees
476111	04/09/15	Strata Information Group	54,000.00	Districtwide Professional & Management Services For March 2015
476113	04/09/15	ThyssenKrupp Elevator Corporation	14,713.13	Districtwide Elevators Maintenance Services
476119	04/09/15	Associated Std -Canada	27,946.75	Quarterly Student Fees Reimbursement
476120	04/09/15	Associated Std-CSM	39,677.73	Quarterly Student Fees Reimbursement
476121	04/09/15	Associated Std-Skyline	42,594.23	Quarterly Student Fees Reimbursement
476136	04/09/15	Hartford Life & Accident Insurance Co.	39,322.19	Monthly Life Insurance Fees
476151	04/09/15	Intermountain Electric Company	27,830.10	CSM & Cañada Construction Projects
476175	04/14/15	County of San Mateo	13,450.00	Monthly Parking Income Reimbursement
476192	04/14/15	Pac Gas & Elec Co	28,941.50	Utilities
476214	04/16/15	Archer, Kelly F.	20,732.58	CSM Brochure Reprinting Services
476217	04/16/15	Burke, Williams & Sorensen, LLP	28,810.00	Districtwide Construction Contracts Review Services
476232	04/16/15	Job Train, Inc.	50,000.00	Cañada Educational Services Agreement
476233	04/16/15	Klinger Educational Product Corp.	21,022.00	CSM Equipment Purchase
476256	04/16/15	STV Incorporated	50,446.50	Districtwide Master Planning & Programming Services
476336	04/21/15	Pac Gas & Elec Co	10,079.34	Utilities
476346	04/23/15	Allana Buick & Bers, Inc.	44,532.75	Districtwide Design Services
476350	04/23/15	Burke, Williams & Sorensen, LLP	55,096.76	Districtwide Construction Contracts Review Services
476356	04/23/15	Deaf Services of Palo Alto, Inc.	12,561.49	Cañada Students Sign Language Interpreting Services
476362	04/23/15	MB Plumbing Services Inc.	44,542.28	Skyline Seismic Gas Valve Shutoff Project
476366	04/23/15	Pac Gas & Elec Co	20,965.50	Utilities
476372	04/23/15	Redwood City School District	10,633.01	Cañada Special Programs Services
476380	04/23/15	Strategic Energy Innovations	11,000.00	Skyline Energy Innovations
476395	04/23/15	Calif Water Service Co	24,040.34	Utilities
476425	04/29/15	Anderson Carpet & Linoleum Sales Co., Inc.	40,575.00	CSM Carpet Replacement Project
476428	04/29/15	Ash Enterprise International, Inc.	578,370.00	CSM Planetarium System Upgrade
476448	04/29/15	FieldTurf USA	148,778.25	Districtwide Field Turf Replacement
476461	04/29/15	MB Plumbing Services Inc.	41,084.64	Skyline Seismic Gas Valve Shutoff Project
476466	04/29/15	Poms Landscaping Inc.	21,908.75	CSM Irrigation Equipment Replacement Services
476471	04/29/15	Simpson Gumpertz & Heger Inc.	17,532.88	CSM Construction Project Non-disclosed Expert Consulting Services
476475	04/29/15	Steinberg Architects	59,838.41	Districtwide Standards Architectural Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
APRIL 1-30, 2015
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
476477	04/29/15	Verde Design Inc.	33,720.66	Districtwide Sport Fields Replacement Construction Projects
476486	04/29/15	AT&T/MCI	11,997.88	Districtwide Phone Services
476488	04/29/15	CalPERS	544,083.60	PERS Classic Members Contribution Advance Payment For April 2015
476489	04/29/15	CalPERS	88,292.42	PERS New Member Contribution Advance Payment For April 2015
476512	04/29/15	National Equity Project	10,000.00	CSM Employee Training Services
476517	04/29/15	Schneider Electric Buildings Americas, Inc.	21,844.31	Districtwide Utility Measurement and Verification Systems
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1503908	04/01/15	US Treasury - Federal Payroll Tax	1,702,984.44	Federal Payroll Tax
J1503908	04/01/15	EDD - State Payroll Tax	322,444.27	State Payroll Tax
J1503908	04/01/15	EDD - State Payroll Tax	14,393.69	State Tax - Disability Insurance
J1503911	04/01/15	State Teacher Retirement - Defined Benefit	671,766.78	STRS Retirement - Defined Benefit 95%
J1504066	04/07/15	State Teacher Retirement - Defined Benefit	35,356.15	STRS Retirement - Defined Benefit Balance
J1504067	04/08/15	State Teacher Retirement - Cash Balance	54,121.98	STRS Retirement - Cash Balance
J1504338	04/22/15	US Treasury - Federal Payroll Tax	88,350.02	Federal Payroll Tax
<u>SMCCCD Bookstores</u>				
114287	04/23/15	Crown Catering	10,499.20	Purchase Of Inventory
114304	04/23/15	MTC Distributing	10,536.80	Purchase Of Inventory
114308	04/23/15	Nebraska Book Company, Inc.	16,956.44	Purchase Of Inventory
114313	04/23/15	Pepsi-Cola	10,074.22	Purchase Of Inventory
114326	04/23/15	SYSCO Food Company Of SF	11,928.02	Purchase Of Inventory
114334	04/23/15	Xerox Corporation	20,195.22	Purchase Of Inventory
114336	04/30/15	SMCCC Foundation	50,000.00	College Support
114337	04/30/15	SMCCC College District	198,273.64	Salaries & Benefits - March 2015
114338	04/30/15	SMCCD	33,463.78	Purchase Of Inventory
EFT#94860	04/30/15	Board of Equalization	30,604.00	Sales Tax Payment For March 2015
Subtotal			10,869,862.39	88%
Warrants Issued ≤ \$10,000			1,457,738.83	12%
Total Non-Salary Warrants Issued			12,327,601.22	100%
District Accounts Payable	Ck#475934-476524, #943805-943987, DD62555-63013		8,958,229.75	
District Payroll	Ck#106197-106919, DD50089625-50091399		9,395,409.41	
SMCCCD Bookstores	Ck#114272-114338, EFT#94860		465,028.96	
Total Warrants Including Salaries - April 2015			18,818,668.12	

BOARD REPORT NO. 15-6-2CA

To: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Dr. Sarah Perkins, Vice President of Instruction, Skyline College, 738-4321

**ACCEPTANCE OF GRANT FUNDS FROM THE NATIONAL SCIENCE FOUNDATION'S
ADVANCED TECHNICAL EDUCATION PROGRAM FOR BIOBRIDGE PROGRAM AT
SKYLINE COLLEGE**

The National Science Foundation's Advanced Technical Education program will award \$199,885 for the BioBridge program at Skyline College to attract students from groups underrepresented in STEM fields and launch them on a pathway to further education and careers in biotechnology, while advancing the field of biotech education. This funding period is from September 1, 2015 to August 31, 2018.

Skyline College proposes to build a strong biotechnology program that responds to new and emerging market forces and addresses the needs of the local community. In the first year, biotechnology faculty will collaborate with industry partners to develop the two-semester BioBridge curriculum; obtain industry commitments for work-based learning opportunities; and recruit the first cohort of students from high schools in the South San Francisco school district. In years two and three, the program will be piloted with cohorts of 25 students. As the program will target and promote the success of students from groups underrepresented (specifically Latinos and women), it will increase their participation in post-secondary STEM education and careers and support the development of a diverse STEM workforce.

RECOMMENDATION

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$199,885 from the National Science Foundation's Advanced Technical Education program.

BOARD REPORT NO. 15-6-3CA

To: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Sarah Perkins, Vice President of Instruction, Skyline College,
738-4321

ACCEPTANCE OF FUNDS FROM THE CONSULATE GENERAL OF MEXICO IN SAN FRANCISCO AND AUTHORIZATION TO EXECUTE AGREEMENT

The IME BECAS Program, in partnership with Skyline College, has committed to an ongoing program to assist the Consulate General of Mexico in San Francisco in internationalizing the educational experience for students.

The Consulate General of Mexico in San Francisco is supporting the Hotel and Tourism Management program at Skyline College. Skyline College is in receipt of check number 11222, dated February 3, 2015 in the amount of sixteen thousand two hundred dollars (\$16, 200). The program is to assist five participants who will all earn three Skyline College Certificates, each in Retail Hospitality and Tourism Program. The program is to be concluded on July 31, 2015.

RECOMMENDATION

It is recommended that the Board of Trustees authorize acceptance of these funds as described and authorize the Chancellor and the Executive Vice Chancellor, or their designees, to execute the agreement with the Consulate General of Mexico in San Francisco at Skyline College.

BOARD REPORT NO. 15-6-4CA

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 31 courses to, and the deletion of 27 courses from, the College catalogs are proposed by Cañada College, College of San Mateo and Skyline College at this time. Additionally, 14 courses are proposed to be offered in the distance education mode. The addition of 5 degrees/certificates and 4 program departments, as well as the deletion of 1 program department, are also proposed. In addition to the degree/certificate deletions, 7 degrees/certificates were assigned inactive status.

In addition to the courses deleted, 30 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, 354 courses were modified and 7 courses were reactivated. Eighty-nine programs were modified.

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

RECOMMENDATION

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

San Mateo County Community College District

June 24, 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: Gregory Anderson, Vice President, Instruction
Cañada College

APPROVED BY: Danielle Behonick, Curriculum Committee Chair
Cañada College

Doug Hirzel, Academic Senate President
Cañada College

Larry Buckley, President
Cañada College

PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

680CK TEACHING EARLY MATH ACTIVITIES TO YOUNG CHILDREN (1.0) (day or evening)

Justification: This course is being created as a result of feedback from the ECE./CD Advisory Committee and in collaboration with the San Mateo County Office of Education.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100.

Description: The teacher's role in planning activities and strategies which promote early learning math concepts for preschool children in Early Childhood Education settings is explored.

Classification: AA/AS Degree; CSU transferable.

MATHEMATICS

225 FAST TRACK TO CALCULUS (6.0) (day or evening)

Justification: This course is part of our ongoing effort to accelerate students through the math sequence successfully, particularly for students who need to take engineering calculus. This accelerated class is equivalent to our trigonometry and pre-calculus courses and allows students to complete two semesters of math in one semester. It is a selective major requirement for the following programs: Geography AA Degree Program, Interdisciplinary Studies with Emphasis in Natural Science and Mathematics AA Degree Program, and the Math for Surveying and Computer-Aided Design Certificate of Achievement.

Prerequisite: MATH 120, or MATH 123 or appropriate score on the District math placement test and other measures as appropriate.

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

Description: Equivalent to MATH 130 and 222. This accelerated course combines the topics of Trigonometry and Pre-Calculus and is designed to fulfill the requirements of both courses in a single course. Topics include a study of functions, function families, their properties and transformations, compositions, inverses and combinations, complex numbers, and vectors. Function families include linear, trigonometric, logarithmic, exponential, polynomial, power, and rational. Multiple representations of functions are emphasized.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR DELETIONS – CAÑADA COLLEGE

ANTHROPOLOGY

200 ETHNOGRAPHIC FILM

Justification: The department has tried to run this course twice, and it has been cancelled due to low enrollment. It is not part of the core courses for an Anthropology AA degree or for our transfer agreement with the CSU system.

352 FIELD STUDY IN ARCHAEOLOGY

Justification: This course has not been offered for 3 years. It is not part of the core or selective courses for the AA-T and AA degree in Anthropology.

380 TRAVEL STUDY IN ANTHROPOLOGY – PREPARING FOR THE TRIP

Justification: The course has not been offered since 2010. The course is no longer part of the AA degree in Anthropology, and it is not part of the AA-T agreement.

381 TRAVEL STUDY IN ANTHROPOLOGY

Justification: The course hasn't been offered since 2011. It is no longer included in the AA degree in Anthropology. It is not part of the AA-T transfer agreement.

ART

210 DRAWING FOR ANIMATION

Justification: This course is part of the Multimedia/Animation Curriculum certificate. It is taught by Animation instructors and taken by MART students. It is not a fine arts course and does not articulate as a studio art course, nor is it in the TMC for Art. As such, it is moving to the MART department.

BUSINESS

115 BUSINESS MATHEMATICS

Justification: This course has not been offered in several years and equivalent math courses exist in the math department.

393 STARTING AND GROWING A SUSTAINABLE BUSINESS

Justification: This course shows low enrollment may be the cause for low enrollment for BUS. 150: Entrepreneurship and Small Business Management as it is very similar to it. Deletion of this course ensures higher enrollment in BUS. 150.

COOPERATIVE EDUCATION

672 COOPERATIVE EDUCATION: INTERNSHIP

Justification: This course is being deleted in order to comply with the Occupational work experience, Title 5 repeatability guidelines that came into effect last year.

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

670 COOPERATIVE EDUCATION/WORK EXPERIENCE

Justification: This course is being deleted in order to comply with the Occupational work experience, Title 5 repeatability guidelines that came into effect last year.

ENGINEERING

410 COMPUTER-AIDED GRAPHICS

Justification: This course has not been offered for several years. The course is not part of any degree or certificate program. ENGR 410 and ENGR 413 together have the same course content as ENGR 210.

413 DESIGNING WITH CAD

Justification: This course has not been offered for several years. The course is not part of any degree or certificate program. ENGR 410 and ENGR 413 together have the same course content as ENGR 210.

FASHION DESIGN AND MERCHANDISING

670 COOPERATIVE EDUCATION/WORK EXPERIENCE

Justification: This course is being deleted in order to comply with the Occupational work experience, Title 5 repeatability guidelines that came into effect last year.

HUMAN SERVICES

670 COOPERATIVE EDUCATION/WORK EXPERIENCE

Justification: This course is being deleted in order to comply with the Occupational work experience, Title 5 repeatability guidelines that came into effect last year.

INTERIOR DESIGN**270 KITCHEN DESIGN**

Justification: The decision to bank this course is based on the analysis of enrollment in the last three semesters which has been lower than expected. The content of this class will be combined with the content from INTD 271, Bath Design into a new course (INTD 367, Kitchen and Bath Design) in order to improve enrollment, efficiency, and to better serve our students.

271 BATH DESIGN

Justification: The decision to bank this course is based on the analysis of enrollment in the last three semesters which has been lower than expected. The content of this class will be combined with the content from INTD 270, Kitchen Design into a new course (INTD 367, Kitchen and Bath Design) in order to improve enrollment, efficiency, and to better serve our students.

KINESIOLOGY, ATHLETICS AND DANCE – TEAM SPORTS**148 INDOOR SOCCER**

Justification: TEAM 148 is being deleted in order to create the new Indoor Soccer family of courses.

MEDICAL ASSISTING**670 COOPERATIVE EDUCATION/WORK EXPERIENCE**

Justification: This course is being deleted in order to comply with the Occupational work experience, Title 5 repeatability guidelines that came into effect last year.

PARALEGAL**670 COOPERATIVE EDUCATION/WORK EXPERIENCE**

Justification: This course is being deleted in order to comply with the Occupational work experience, Title 5 repeatability guidelines that came into effect last year.

PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE**BUSINESS**

- 379 Travel Study in Business – Preparing for the Trip
- 381 Travel Study in Business

COMPUTER BUSINESS OFFICE TECHNOLOGY

- 465 Customer Service

COMPUTER INFORMATION SCIENCE

- 113 Internet Programming with Ruby

ENGLISH AS A SECOND LANGUAGE

839 Advanced Vocabulary Development

ENVIRONMENTAL TECHNOLOGY

105 Introduction to Recycling and Resource Management
106 Culture and Zero Waste
107 Resource Management and Zero Waste for Communities
108 Resource Management and Zero Waste in Business

INTERIOR DESIGN

350 Commercial Design
401 Sustainability and Home Energy Assessment
403 Sustainable Practices

LEARNING CENTER

823 Grammar Trouble Spots II
824 Grammar Trouble Spots III
825 Grammar Trouble Spots IV

MANAGEMENT

100 Introduction to Business Management
204 Managing Employees Effectively
215 Management of Human Resources
220 Organizational Behavior

MEDICAL ASSISTING

141 Medical Transcription: Advanced

SPANISH

130 Intermediate Spanish

THEATRE ARTS

306 Technical Production Lab

PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE

ACCOUNTING

100 Accounting Procedures
180 Payroll and Business Taxes
250 Certified Bookkeeper AIPB Preparation

ANTHROPOLOGY

- 110 Cultural Anthropology
- 126 Physical Anthropology Laboratory

ARCHITECTURE

- 110 Interior Architectural Drafting

ART

- 229 Landscape Painting
- 304 Gallery Design and Management
- 351 Basic Black and White Photography
- 352 Intermediate Black and White Photography

ASTRONOMY

- 100 Introduction to Astronomy
- 101 Astronomy Laboratory

BIOLOGICAL SCIENCES

- 225 Biology of Organisms
- 250 Human Anatomy
- 260 Human Physiology
- 310 Nutrition

BUSINESS

- 180 Marketing
- 230 International Marketing
- 335 Theories and Practices of Global Business
- 337 International Business Law
- 338 International Finance
- 339 E-Commerce

CAREER AND PERSONAL DEVELOPMENT

- 430 Career Assessment

CHEMISTRY

- 192 Elementary Chemistry

COMPUTER BUSINESS OFFICE TECHNOLOGY

- 415 Beginning Computer Keyboarding
- 417 Skill Building
- 430 Computer Applications, Part I

431	Computer Applications, Part II
435	Spreadsheets
448	Using Microsoft Windows
457	Using PowerPoint in Business
460	Essential Office Skills for the 21st Century
470	Advanced Spreadsheets
472	Beginning Word Processing
474	Intermediate Word Processing
475	Using Outlook
476	Adobe Acrobat
480	Internet- A Communication Tool

COMPUTER INFORMATION SCIENCE

118	Introduction to Computer Science
242	Computer Architecture and Assembly Language
250	Introduction to Object Oriented Programming: C++
252	Introduction to Data Structures - C++
262	Discrete Mathematics for Computer Science
284	Introduction to Object Oriented Programming - Java
286	Introduction to Data Structures - Java
294	Introduction to Object Oriented Programming: Swift
321	iOS Programming

COMMUNICATION STUDIES

110	Public Speaking
127	Argumentation and Debate
130	Interpersonal Communication
140	Small Group Communication
150	Intercultural Communication
180	Introduction to Communication Studies

DIGITAL ART AND ANIMATION

314	Introduction to Computer Graphics
325	Digital Painting
361	Digital Video
362	Digital Photography I
363	Digital Photography II
368	Web Design I
369	Web Design II
371	User Interface/User Experience Design
372	Digital Illustration
373	Digital Audio I
376	Digital Imaging I
377	Digital Imaging II
378	Digital Page Layout
379	Digital Animation I: Flash
389	Digital Media Careers

- 390 Portfolio Creation
- 420 3D Modeling and Animation I
- 430 3D Character Animation
- 431 Special Effects and Compositing
- 432 3D Environments and Hard Surface Modeling
- 440 Video Game 3D Production Techniques

EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

- 223 Infant/Toddler Development
- 244 Prekindergarten Learning and Development Guidelines
- 247 Foundations for School Success
- 249 Leadership in Early Childhood Education
- 260 Children with Special Needs
- 313 Health, Safety and Nutrition
- 335 Child Guidance
- 366 Practicum in Early Childhood Education

ECONOMICS

- 100 Principles of Macro Economics
- 102 Principles of Micro Economics
- 230 Economic History of the United States

ENGINEERING

- 111 Surveying
- 215 Computational Methods for Engineers and Scientists
- 240 Engineering Dynamics
- 270 Materials Science

ENGLISH

- 161 Creative Writing I
- 162 Creative Writing II
- 200 Introduction to Linguistics: A Survey of Language

ENGLISH AS A SECOND LANGUAGE

- 400 Composition for Non-Native Speakers
- 800 ESL Preparatory Course
- 808 Intensive Grammar Review
- 830 ESL for Child Development
- 836 English Pronunciation
- 837 Intermediate Vocabulary Development
- 840 ESL for ECE. Principles
- 860 ESL for Child, Family and Community
- 901 Language Skills for Workforce Careers I
- 911 Reading and Listening - Speaking I
- 912 Reading and Listening - Speaking II

- 913 Reading and Listening - Speaking III
- 914 Reading and Listening - Speaking IV
- 921 Grammar and Writing I
- 922 Grammar and Writing II
- 923 Grammar and Writing III
- 924 Grammar and Writing IV

FASHION DESIGN AND MERCHANDISING

- 115 Intermediate Clothing Construction
- 173 Lingerie Design and Construction
- 197 Pattern Design for Historic Costume
- 199 Costuming for Theatrical Production

HEALTH SCIENCE

- 104 Nutrition and Physical Fitness
- 105 Communicable Disease

INTERIOR DESIGN

- 115 Introduction to Interior Design
- 126 Critical Thinking for Interior Designers
- 128 Presentation Techniques I
- 129 Presentation Techniques II
- 148 Color and Design
- 150 History of Interiors I
- 151 History of Interiors II
- 175 Space Planning and Design
- 250 Professional Practices for Interior Designers
- 260 Overview of Lighting Design
- 276 Advanced Kitchen and Bath Design
- 340 Furniture, Casework, and Interior Detailing
- 356 Residential and Commercial Construction
- 360 CAD Applications for Interior Designers
- 400 Principles of Sustainable Design
- 450 Materials and Finishes

KINESIOLOGY, ATHLETICS AND DANCE – DANCE

- 121.1 Modern Dance I
- 121.2 Modern Dance II
- 121.3 Modern Dance III
- 121.4 Modern Dance IV
- 125.1 Salsa I
- 125.2 Salsa II
- 125.3 Salsa III
- 125.4 Salsa IV
- 130.1 Jazz Dance I
- 130.2 Jazz Dance II

- 130.3 Jazz Dance III
- 130.4 Jazz Dance IV
- 140.1 Ballet I
- 140.2 Ballet II
- 140.3 Ballet III
- 140.4 Ballet IV
- 150.1 Hip Hop I
- 151.1 Social Dance I
- 151.2 Social Dance II
- 151.3 Social Dance III
- 151.4 Social Dance IV
- 220 Dance Conditioning
- 391 Dance Composition - Theory and Choreography
- 400.1 Dance Performance and Production I
- 400.2 Dance Performance and Production II
- 400.3 Dance Performance and Production III
- 400.4 Dance Performance and Production IV

KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY

- 245 Principles and Techniques of Resistance, Balance and Flexibility Training
- 250 Personal Trainer Preparation: Anatomy and Physiology
- 251 Personal Trainer: Health Appraisal and Exercise Prescription
- 308 Introduction to Fitness-Related Injuries

KINESIOLOGY, ATHLETICS AND DANCE – TEAM SPORTS

- 111.1 Basketball I
- 111.2 Basketball II
- 111.3 Basketball III
- 111.4 Basketball IV
- 141.1 Soccer I
- 141.2 Soccer II
- 141.3 Soccer III
- 141.4 Soccer IV
- 171.1 Volleyball I
- 171.2 Volleyball II
- 171.3 Volleyball III
- 171.4 Volleyball IV
- 185 Expert Volleyball Training
- 186 Basketball: Individual Skill Development

LIBRARY SCIENCE

- 100 Introduction to Information Research

LINGUISTICS

- 200 Introduction to Linguistics: A Survey of Language

LITERATURE

- 231 Survey of English Literature I
- 232 Survey of English Literature II
- 266 Black Literature
- 372 Myth and Folklore of La Raza
- 373 Latin American Literature in Translation

MATHEMATICS

- 140 Mathematics for General Education
- 200 Elementary Probability and Statistics
- 222 Pre-Calculus College Algebra/Trigonometry
- 241 Applied Calculus I
- 270 Linear Algebra
- 275 Ordinary Differential Equations
- 818 Basic Mathematics for Health Science

MEDICAL ASSISTING

- 100 Introduction to Medical Assisting
- 110 Basic Medical Terminology I
- 111 Basic Medical Terminology II
- 115 Introduction to Electronic Health Record
- 120 Clinical Procedures I
- 121 Clinical Procedures II
- 140 Implementation of Electronic Health Record
- 150 Medical Office Procedures
- 160 Medical Insurance Procedures
- 164 CPT (Current Procedural Terminology) Beginning Coding
- 165 CPT (Current Procedural Terminology) Intermediate Coding
- 166 CPT (Current Procedural Terminology) Advanced Coding
- 167 International Classification of Diseases-10-(Clinical Modification) Beginning Coding
- 168 International Classification of Diseases-10-(Clinical Modification) Intermediate Coding
- 169 International Classification of Diseases-10-(Clinical Modification) Advanced Coding
- 190 Introduction to Pharmacology
- 801 Computerized Medical Billing/Medical Assisting Exam Preparation

MUSIC

- 240 Music of the Americas

PARALEGAL

- 272 Immigration Law

PHILOSOPHY

- 160 History of Philosophy: Ancient and Medieval
- 300 Introduction to World Religions

PHYSICS

211 General Physics I-Calculus Supplement

POLITICAL SCIENCE

320 Latin American Politics

RADIOLOGIC TECHNOLOGY

400 Orientation to Radiologic Technology
408 Perspectives in Radiology
410 Radiographic Positioning
415 Radiation Protection and Biology
418 Clinical Education I
420 Radiographic Positioning II
428 Clinical Education II
430 Principles of Radiographic Film Production
435 Imaging Equipment and Quality Control
438 Clinical Education III
440 Advanced Imaging Modalities & Specialized Procedures
441 Sectional Anatomy
442 Radiographic Pathology
448 Clinical Education IV
450 Registry Review
458 Clinical Education V
468 Clinical Education VI
470 Specialized Techniques: Mammography
471 Specialized Techniques: Fluoroscopy
474 Venipuncture for Contrast Media Administration

SOCIOLOGY

100 Introduction to Sociology
105 Social Problems
141 Ethnicity and Race in Society

SPANISH

152 Spanish for Heritage Speakers II

THEATRE ARTS

140 Introduction to the Theatre
300.1 Rehearsal and Performance I
300.2 Rehearsal and Performance II
300.3 Rehearsal and Performance III
300.4 Rehearsal and Performance IV
305 Technical Production I

PROPOSED CURRICULAR REACTIVATIONS – CAÑADA COLLEGE

DEVELOPMENTAL LEARNING SKILLS

811 Learning Skills Assessment

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE

None.

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

None.

PROPOSED PROGRAM DELETIONS – CAÑADA COLLEGE

None.

PROPOSED PROGRAM INACTIVATIONS – CAÑADA COLLEGE

BUSINESS

Human Relations in the Workplace – Certificate
Management – Certificate

COMPUTER BUSINESS OFFICE TECHNOLOGY

Customer Service – Certificate

ENVIRONMENTAL TECHNOLOGY

Recycling and Resource Management (RRM) – Certificate

KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY

Fitness Professional – Associate in Science Degree

PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE

ACCOUNTING

Accounting – Associate in Science Degree
Accounting – Certificate of Achievement
Payroll Specialist – Certificate of Achievement

ANTHROPOLOGY

Anthropology – Associate in Arts Degree
Anthropology for Transfer – Associate in Arts Degree for Transfer

ART

Art History – Associate in Arts Degree

Studio Arts – Associate in Arts Degree

BIOLOGICAL SCIENCES

Allied Health – Associate in Science Degree

Biological Sciences - Associate in Science Degree

BUSINESS

Business Administration – Associate in Science Degree

Business Administration – Certificate of Achievement

Business Administration for Transfer – Associate in Science Degree for Transfer

Entrepreneurship and Small Business Management – Associate in Science Degree

Entrepreneurship and Small Business Management – Certificate of Achievement

International Business – Associate in Science Degree

International Business – Certificate of Achievement

Management – Certificate of Achievement

COMPUTER BUSINESS OFFICE TECHNOLOGY

Administrative Assistant – Associate in Science Degree

Administrative Assistant – Certificate of Achievement

Administrative Support Assistant – Associate in Science Degree

Administrative Support Assistant – Certificate of Achievement

Customer Service – Certificate of Achievement

General Office – Certificate of Achievement

COMPUTER INFORMATION SCIENCE

Computer Science - Swift – Certificate of Achievement

DIGITAL ART AND ANIMATION

3D Animation and Videogame Art – Associate in Arts Degree

3D Animation and Videogame Art – Certificate of Achievement

Digital Art and Animation – Associate in Arts Degree

Digital Art and Animation – Certificate of Achievement

ECONOMICS

Economics for Transfer – Associate in Arts Degree for Transfer

ENGINEERING

Engineering – Associate in Science Degree

Engineering – Certificate of Achievement

Math for Surveying and Computer-Aided Design – Certificate of Achievement

FASHION DESIGN AND MERCHANDISING

Custom Dressmaking/Small Business Oriented – Associate in Science Degree

Custom Dressmaking/Small Business Oriented – Certificate of Achievement

Fashion Design Merchandising – Associate in Science Degree

Fashion Design Merchandising – Certificate of Achievement

Technical (Apparel Industry Oriented) – Associate in Science Degree

Technical (Apparel Industry Oriented) – Certificate of Achievement

GEOGRAPHY

Geography– Associate in Arts Degree

HUMAN SERVICES

Human Services – Associate in Science Degree

Human Services – Certificate of Achievement

INTERDISCIPLINARY STUDIES

Interdisciplinary Studies with Emphasis in Arts and Humanities – Associate in Arts Degree

Interdisciplinary Studies with Emphasis in Natural Science and Mathematics – Associate in Arts Degree

Interdisciplinary Studies with Emphasis in Social and Behavioral Sciences – Associate in Arts Degree

INTERIOR DESIGN

Home Staging – Certificate of Achievement

Interior Design – Associate in Science Degree

Interior Design – Certificate of Achievement

Kitchen and Bath Design (accredited by NKBA, National Kitchen & Bath Association) – Certificate of Achievement

Residential and Commercial Design – Certificate of Achievement

Sustainable Design – Certificate of Achievement

KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY

Dance – Associate in Arts Degree

Fitness Professional – Certificate of Achievement

Kinesiology – Associate in Arts Degree

Kinesiology for Transfer – Associate in Arts Degree for Transfer

LATIN AMERICAN AND LATINO/A STUDIES

Latin American and Latino/a Studies – Associate in Arts Degree

Latin American and Latino/a Studies – Certificate of Achievement

MUSIC

Music – Associate in Arts Degree

PARALEGAL

Paralegal – Associate in Science Degree

Paralegal – Certificate of Achievement

PHILOSOPHY

Philosophy for Transfer – Associate in Arts Degree for Transfer

RADIOLOGIC TECHNOOGY

Radiologic Technology – Associate in Science Degree

SPANISH

Spanish – Associate in Arts Degree

Spanish for Transfer – Associate in Arts Degree for Transfer

PROPOSED PROGRAM REACTIVATIONS – CAÑADA COLLEGE

None.

PROPOSED DEPARTMENT ADDITIONS – CAÑADA COLLEGE

None.

PROPOSED DEPARTMENT DELETIONS – CAÑADA COLLEGE

None.

San Mateo County Community College District

June 24, 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

COMPUTER INFORMATION SCIENCE

680MH iOS/SWIFT PROGRAMMING (4) (day or evening, distance education)

Justification: This experimental course in iOS/Swift Programming will eventually become a permanent course that will be added to the Web and Mobile Application Development AS degree and certificates. We already offer an Android course and, with the recently awarded BACCC grant through the multi-college Mobile Apps Consortium, we now have funding to buy Mac laptop computers for the CIS lab.

Prerequisite: None.

Recommended Preparation: ENGL 838 or ENGL 848, CIS 254

Description: Introduction to the architecture, API and techniques used to create robust, high-performance apps for iOS mobile devices (iPhone, iPad and wearable) with the Swift programming language. An overview of the most common tools and techniques for designing and creating iOS mobile apps. Other topics include object-oriented programming, user interface design, Storyboards, MVC design pattern, UIKit, multimedia, debugging, sensors, and user events. Storage strategies for persistent information are introduced, including the Core Data framework and the use of SQLite database features. Intended for students with previous programming experience.

Classification: AA/AS Degree; CSU transferable.

DEVELOPMENTAL LEARNING SKILLS

880MA ASSISTIVE TECHNOLOGY – SMARTPEN (0.5) (day or evening)

Justification: DSPS students who have use of a Smartpen as an approved accommodation for note taking purposes can borrow a Smartpen through DSPS' Smartpen Loan Program. Students get 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 class provides in-depth instruction about 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 application. NOTE: Students who enroll in this class with a Smartpen identified as an accommodation will have access to a Smartpen for a one-month loan through the Disabled Students Programs and Services (DSPS) for the duration of this class. Other students will need to provide their own Smartpen. (Units do not apply toward AA/AS degree.)

Classification: Not degree applicable; not transferrable.

880MB ASSISTIVE TECHNOLOGY – KURZWEIL 3000 (0.5) (day or evening)

Justification: Students with disabilities who have Kurzweil 3000 and textbooks in alternate format identified as accommodations need to have instruction in using this program to access and read electronic versions of their textbooks and other printed materials. Student also need instruction about how to use some of Kurzweil 3000's study skill tools and strategies for their use. This will assist students with disabilities in using Kurzweil 3000 to read and study content in electronic versions of their textbooks. Students also need a course with a weekly class time with specified start and end dates to support their retention and completion of this course.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed primarily for students with disabilities; provides training in the use of the text-to-speech program, Kurzweil 3000, which supports students' learning styles and/or physical needs in the area of reading and studying their textbooks. Students will learn how to use this Assistive Technology tool as an accommodation for reading and studying electronic versions of their textbooks and completing tests/exams from their other classes. No previous computer experience is required. (Units do not apply toward AA/AS degree).

Classification: Not degree applicable; not transferrable.

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

COMPUTER AND INFORMATION SCIENCE

680MA iOS/Swift Programming

PROPOSED CURRICULAR INACTIVATIONS – COLLEGE OF SAN MATEO

ADMINISTRATION OF JUSTICE – PUBLIC SAFETY TRAINING COURSES

- 113 Tactical Rifle Instructor
- 702 S & K Modules
- 715 Basic Surveillance
- 716 Leadership Seminar

FITNESS

- 201 Beginning Weight Training

OCEANOGRAPHY

- 101 Oceanography Laboratory/Field Study

PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO**ADMINISTRATION OF JUSTICE – PUBLIC SAFETY TRAINING COURSES**

- 100 Law Enforcement Field Training
- 112 Dispatch Academy
- 705 Advanced Officer Training
- 707 Basic Public Safety Dispatch Update
- 708 Street Gangs
- 714 Citizen's Academy
- 718 Communication Training Officer

ARCHITECTURE

- 120 Architecture + 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

ASTRONOMY

- 115 The Solar System
- 200 Introduction to Astrophysics

BIOLOGY

- 240 General Microbiology
- 310 Nutrition

CHEMISTRY

- 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 SCIENCE

151 Networks and Digital Communication
479 Network Security Fundamentals
489 Computer Forensics
490 Computer Forensics: Network Analysis and Defense
491 Computer Forensics: Search and Seizure
492 Computer Forensics: White-Collar Crime

DIGITAL MEDIA

250 Digital Media Practicum
255 Portfolio

FITNESS

225 Athletic Conditioning

LIBRARY

100 Introduction to Library Research

NURSING

265 Perioperative nursing

PHYSICS

150 Preparation for Physics

SPANISH

110 Elementary Spanish
111 Elementary Spanish I
112 Elementary Spanish II
120 Advanced Elementary Spanish
121 Advanced Elementary Spanish I
122 Advanced Elementary Spanish II
131 Intermediate Spanish I
132 Intermediate Spanish II

VARSIITY

100 Varsity Baseball
105 Varsity Baseball Conditioning
130 Varsity Football
133 Offensive Varsity Football Lab

134	Defensive Varsity Football Lab
160	Varsity Swim
172	Varsity Cross Country: Men and Women
185	Varsity Track and Field: Men and Women
320	Varsity Softball: Women
400	Women's Varsity Water Polo

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:

BIOLOGY

Biology – Associate in Science Degree for Transfer (37 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 for STEM) pattern, and other requirements for the Associate Degree for transfer)

Nutrition and Dietetics – Associate in Science Degree for Transfer (26-28 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 for STEM) pattern, and other requirements for the Associate Degree for transfer)

POLITICAL SCIENCE

Political Science – Associate in Arts Degree for Transfer (18-19 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)

PROPOSED PROGRAM INACTIVATIONS – COLLEGE OF SAN MATEO

DIGITAL MEDIA

Digital Media: Digital Audio – Certificate of Specialization

***BROADCAST & ELECTRONIC MEDIA**

TV Producing - Associate in Arts Degree
TV Producing - Certificate of Achievement

***GRAPHICS**

Graphics - Associate in Arts Degree
Graphics - Certificate of Achievement

***JOURNALISM**

Journalism – Associate of Arts Degree

***MULTIMEDIA**

Website Design - Certificate of Achievement

Digital Audio - Associate in Arts Degree

Digital Audio- Certificate of Achievement

Digital Video- Associate in Arts Degree

Digital Video - Certificate of Achievement

Web Design - Associate in Arts Degree

**Inventory clean-up*

PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO

ADDICTION STUDIES (formerly Alcohol and other Drug Studies)

Addiction Studies - Associate in Arts Degree

Addiction Studies - Certificate of Achievement

ART

Art History – Associate in Arts Degree

Art History – Associate in Arts Degree for Transfer

Art History – Certificate of Achievement

ELECTRICAL TECHNOLOGY

Apprenticeship: Electrical Technology: Inside Wireman – Associate in Arts Degree

Apprenticeship: Electrical Technology: Inside Wireman – Certificate of Achievement

ENGINEERING

Engineering – Associate in Science Degree

KINESIOLOGY

Comprehensive Pilates Instructor – Certificate of Specialization

PSYCHOLOGY

Psychology – Associate in Arts Degree for Transfer

PROPOSED DEPARTMENT ADDITIONS – COLLEGE OF SAN MATEO

None.

PROPOSED DEPARTMENT DELETIONS – COLLEGE OF SAN MATEO

None.

San Mateo County Community College District

June 24, 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: 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

ACCOUNTING

151 INTERMEDIATE ACCOUNTING I (3.0) (day or evening, distance education)

Justification: The demand for Certified Public Accountants (CPA) is increasing at the same time the CSU system is restricting access to the accounting program by impacting the major. Students who earn a Bachelor's degree can qualify to sit for the CPA exam by taking accounting and related business courses at the California Community Colleges. Intermediate Accounting I provides skills needed for the CPA exam and prepares students for their future careers in accounting. In addition to text material, the course incorporates updates on recently issued standards that helps prepare students for the global economy. This course will also transfer to our partner Notre Dame de Namur University.

Prerequisite: ACTG 121 or equivalent.

Recommended Preparation: None.

Description: The first in a series of three intermediate financial accounting courses. Application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). Topics include processing and reporting financial transactions and information relating to the content and structure of financial statements and related notes, revenues and expenses recognition, time value of money and its application in an accounting framework, and analysis of current assets and current liabilities. NOTE: This course is intended for students who hold a Bachelor's degree and who need the course to meet the CPA exam coursework requirement or Advanced Accounting Certificate. Accounting majors who intend to transfer to UC or CSU should take this course at their transfer school. [CPE Hours: CPA, 45 hours].

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

152 INTERMEDIATE ACCOUNTING II (3.0) (day or evening, distance education)

Justification: The demand for Certified Public Accountants (CPA) is increasing at the same time the CSU system is restricting access to the accounting program by impacting the major. Students who earn a Bachelor's degree can qualify to sit for the CPA exam by taking accounting and related business courses at the California Community Colleges. Intermediate Accounting I provides skills needed for the CPA exam and prepares students for their future careers in accounting. In addition to text material, the course incorporates updates on recently issued standards that helps prepare students for the global economy. This course will also transfer to our partner Notre Dame de Namur University.

Prerequisite: ACTG 121 or equivalent.

Recommended Preparation: ACTG 151 or equivalent.

Description: The second in a series of three intermediate financial accounting courses. Application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). Topics include acquisition and disposal of plant assets, intangible assets, long-term liabilities, stockholders' equity, compensation, deferred income taxes, pensions and leases. This course is intended for students who hold a Bachelor's degree and who need the course to meet the CPA exam coursework requirement or Advanced Accounting Certificate. Accounting majors who intend to transfer to UC or CSU should take this course at their transfer school. [CPE Hours: CPA, 45 hours].

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

153 INTERMEDIATE ACCOUNTING III (3.0) (day or evening, distance education)

Justification: The demand for Certified Public Accountants (CPA) is increasing at the same time the CSU system is restricting access to the accounting program by impacting the major. Students who earn a Bachelor's degree can qualify to sit for the CPA exam by taking accounting and related business courses at the California Community Colleges. Intermediate Accounting I provides skills needed for the CPA exam and prepares students for their future careers in accounting. In addition to text material, the course incorporates updates on recently issued standards that helps prepare students for the global economy. This course will also transfer to our partner Notre Dame de Namur University.

Prerequisite: ACTG 121 or equivalent.

Recommended Preparation: ACTG 151 or equivalent.

Description: The third in a series of three intermediate financial accounting courses. Application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS). Topics include long-term liabilities, investments, valuation of stockholders' equity, earnings per share, derivatives, income taxes, pensions and post-retirement benefits, and share-based compensation. This course is intended for students who hold a Bachelor's degree and who need the course to meet the CPA exam coursework requirement or Advanced Accounting Certificate. Accounting majors who intend to transfer to UC or CSU should take this course at their transfer school. [CPE Hours: CPA, 45 hours].

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

154 GOVERNMENTAL AND NONPROFIT ACCOUNTING (3.0) (day or evening, distance education)

Justification: The demand for Certified Public Accountants (CPA) is increasing at the same time the CSU system is restricting access to the accounting program by impacting the major. Students who earn a Bachelor's degree can qualify to sit for the CPA exam by taking accounting and related business courses at the California Community Colleges. Governmental & Nonprofit Accounting provides skills needed for the CPA exam, and prepares students for their future careers in accounting. In addition to text material, the course incorporates updates on recently issued standards that helps prepare students for the global economy.

Prerequisite: ACTG 121 or equivalent.

Recommended Preparation: None.

Description: Study of the theory and practice of accounting for local and state government entities and nonprofit agencies. Topics include analysis and application of pronouncements from the Governmental Accounting Standards Board (GASB); fund accounting, operational and cash budgeting, and operational control issues; transaction analysis, financial statement preparation and analysis, and external reporting issues. This course is intended for students who hold a Bachelor's degree and who need the course to meet the CPA exam coursework requirement or Advanced Accounting Certificate. Accounting majors who intend to transfer to UC or CSU should take this course at their transfer school. [CPE Hours: CPA, 45 hours]

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

155 COST ACCOUNTING (3.0) (day or evening, distance education)

Justification:

Prerequisite: ACTG 131 or equivalent.

Recommended Preparation: None.

Description: Study of the theory and practice of managerial cost accumulation concepts and techniques for product and service costing, planning and control. Special emphasis will be placed on the use of cost accounting information for decision-making and the preparation, analysis and use of cost accounting information. Topics include cost volume profit analysis, cost accumulation techniques, decentralization, transfer pricing, capital budgeting, cost allocation, budgeting, statistical cost estimation. Managerial uses of information for planning, control, and performance evaluation. This course is intended for students who hold a Bachelor's degree and who need the course to meet the CPA exam coursework requirement or Advanced Accounting Certificate. Accounting majors who intend to transfer to UC or CSU should take this course at their transfer school [CPE Hours: CPA, 45 hours]

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

176 ENROLLED AGENT EXAM PREPARATION (3.0) (day or evening, distance education)

Justification: Gleim's Enrolled Agent Review is an essential tool for learning and reviewing the concepts and applications necessary to pass the Enrolled Agent exam. The overriding consideration is an inexpensive, effective, and easy-to-use study program for students to prepare for the Enrolled Agent Exam.

Prerequisite: None.

Recommended Preparation: ACTG 121 and ACTG 172, or equivalent.

Description: Preparation for the IRS Enrolled Agent exam, known as the SEE (Special Enrollment Exam). Topics include taxation of individuals, inheritance, gifts, estates; taxation of small businesses, partnerships, farmers, C corporations, S corporations; taxation of not-for-profit entities, foreign corporations, and retirement plans. Other topics include fiduciary tax returns, determination of tax-exempt status, practice before the IRS and tax prepare rules. Course content will be adjusted to reflect changes in the SEE. [CPE Hours: CPA, CTEC 48 Fed]

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

179 TAXATION OF TRUSTS, GIFTS AND ESTATES (3.0) (day or evening, distance education)

Justification: This course is intended for students in the Enrolled Agent Preparation Certificate (terminal certificate) and for students who have already earned a bachelor's degree who want to qualify to sit for the CPA exam by taking accounting, tax and related business courses at the California Community Colleges. Estate planning is a complex topic, made even more complex by constantly changing laws. Failing to plan properly can result in your loved ones losing out on much of students' hard-earned assets, and researching the topic on students own can be a minefield of assumptions, misunderstandings, and potential legal consequences. New Rules for Estate, Retirement and Tax Planning helps students sidestep the confusion, distilling the information down to what's relevant and current.

Prerequisite: None.

Recommended Preparation: ACTG 121, ACTG 171 and ACTG 172, or equivalent.

Description: Preparation of Federal and California income tax returns for trusts, estates, and gifts. Topics include income tax law, theory, and practice, and preparation of Forms 1041 (Fiduciary), 706 (Estate) and 709 (Gift) and the related California tax forms. This course is part of the Enrolled Agent Exam Preparation Certificate and the CPA Exam Preparation Series. [CPE Hours: CPA, EA, CTEC 48 Fed]

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

ADMINISTRATION OF JUSTICE

128 JUVENILE CRIME PREVENTION STRATEGIES (3.0) (day or evening)

Justification: Research shows that adolescents exposed to legal education are less likely to break the law. Developed in partnership with Fresh Lifelines for Youth, a nationally recognized non-profit, this innovative course provides students an opportunity to understand both criminal law and the consequences of crime and to develop crime avoidance skills such as anger management, problem solving, empathy, and resisting negative peer pressure.

Prerequisite: None.

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

Description: Innovative exploration of juvenile justice and issues facing at-risk youth: criminal law, the consequences of crime, and crime avoidance strategies. Course includes field trips and service learning opportunities.

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

DIGITAL MEDIA AND DESIGN431 DIGITAL IMAGING I: PHOTOSHOP (3.0) (day or evening)

Justification: This course already exists in the Art department and is being cross-listed under DMAD in order to make it more visible to students interested in digital media and design.

Prerequisite: None.

Recommended Preparation: ART 430 or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent.

Description: Focus on the creation and editing of digital images for use in art and design with Adobe Photoshop.

Classification: AA/AS Degree; CSU transferable.

432 DIGITAL IMAGING II: ADVANCED PHOTOSHOP (3.0) (day or evening)

Justification: This course already exists in the Art department and is being cross-listed under DMAD in order to make it more visible to students interested in digital media and design.

Prerequisite: ART 431 or equivalent.

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

Description: A project-based course that will expand on the tools and techniques necessary to further explore the image making process using raster-based software such as Adobe Photoshop. Students develop strategies for content development, visual cohesiveness, and graphic production techniques. Topics include design, layout, typography, color principles, and project preparation for print, web, and animation.

Classification: AA/AS Degree; CSU transferable.

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 ART 475.

Classification: AA/AS Degree; CSU transferable.

HEALTH SCIENCE

135 INTRODUCTION TO PUBLIC HEALTH (3.0) (day or evening)

Justification: Should the California Community Colleges decide to create a Transfer Model Curriculum (TMC) in Health Science, this course would be required to meet the minimum requirements of the TMC. It is the only course not already offered at Skyline College that would be required. Should Skyline College choose to adopt a future Associate Degree for Transfer in Health Science, this course will place the college in a position to do so.

Prerequisite: None.

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

Description: Introduction to the discipline of Public Health. Students will gain an understanding of the basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions, and an in-depth examination of the core public health disciplines is covered. Topics of the discipline include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and healthcare policy and management.

Classification: AA/AS Degree; CSU transferable.

161 INFORMATION AND REFERRAL: UNDERSTANDING COMMUNITY RESOURCES (1.0) (day or evening)

Justification: This course will be available to students in the Patient Navigator certificate program. It provides students with basic knowledge and skills to competently provide appropriate referrals to patients.

Prerequisite: None.

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

Description: An overview of key human services resources in San Mateo County. Covers the following resources: emergency, alcohol and drug, children's/youth services, disabilities, education, employment and training, financial assistance, food programs, health, housing, immigration, legal, seniors, recreation and mental health. Access, eligibility, funding, referral and assessment techniques are examined.

Classification: AA/AS Degree; CSU transferable.

HISTORY**410 THE HOLOCAUST (3.0) (day or evening)**

Justification: The Holocaust is an integral part of 20th century history. Its ramifications resonate in the contemporary world with genocide, ethnic cleansing, and political, economic, and social tensions. This course was previously offered experimentally and was well received by students and faculty, so it is being added to the permanent curriculum.

Prerequisite: None.

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

Description: A study of the history and events of the Holocaust, including the birth of anti-Semitism, the rise of Adolph Hitler and the Nazi Party, WWII, the Final Solution, the Nuremberg Trials and aftermath.

Classification: AA/AS Degree; CSU transferable.

KINESIOLOGY – PHYSICAL EDUCATION

302 INTRODUCTION TO SPORT NUTRITION (3.0) (day or evening)

Justification: P.E. 302 is intended to be a CSU/UC transferable, degree applicable course designed to prepare students to earn a National Council of Strength and Fitness Sport Nutrition certificate (personal training/sports nutrition).

Prerequisite: None.

Recommended Preparation: None.

Description: The study of the function of nutrients on human performance. The role of macronutrients (proteins, carbs, and fats), micronutrients (vitamins, minerals, and trace elements) and water in growth, development and body processes. Prepares students to take the National Council of Strength and Fitness Sport Nutrition exam. *Note: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree.*

Classification: AA/AS Degree; CSU transferable.

LEGAL STUDIES

200 RESTORATIVE JUSTICE (3.0) (day or evening)

Justification: This course offers students an opportunity to study restorative justice practices and to consider whether restorative justice is a viable and meaningful alternative to retributive justice. Moreover, the course will encourage students to critically examine if restorative justice could make a difference in their own communities. The topic is both timely and relevant given the recent adoption of restorative justice practices by local law enforcement organizations and educational institutions.

Prerequisite: None.

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

Description: Fundamental principles and processes of restorative justice and community corrections. Key topics include restorative justice as an alternative to current practices in the judicial and educational systems and the potential restorative justice presents for positive individual and community transformation.

Classification: AA/AS Degree; CSU transferable.

LITERATURE

154 QUEER LITERATURE (3.0) (day or evening, distance education)

Justification: The diversity of the gay, lesbian, bisexual, transgendered, bi-gendered, intersex, and queer communities is not reflected in our current course offerings. Literature has been a way for people to learn about and understand different experiences, and through this course we hope to address these issues and validate these communities' experiences.

Prerequisite: ENGL 100 or ENGL 105, or equivalent.

Recommended Preparation: None.

Description: A sociopolitical and cultural examination of the concerns of the gay, lesbian, bisexual, transgendered, bi-gendered, intersex, and queer communities in a range of historical periods and literary genres.

Classification: AA/AS Degree; CSU transferable.

155 THE GRAPHIC NOVEL (3.0) (day or evening, distance education)

Justification: While they are usually seen as “kids’ books” and “not real literature,” as the visual world has had increasing impact on our students' lives, graphic novels and comic books have become a way for students to become more engaged in the learning process. With visual rhetoric terms and vocabulary that has been developed for graphic novels specifically, this emerging literary form has found itself in more and more college classrooms for many different reasons: graphic novels can convey ideas better than conventional prose, make a difficult subject interesting and relatable, and teach new vocabulary, visual literacy, and reading skills, as well as analytical strategies.

Prerequisite: ENGL 100 or ENGL 105, or equivalent.

Recommended Preparation: None.

Description: Study of the history, structure, and content of the graphic novel, or comic book, a narrative form that blends literary and visual components. Includes analysis of primary sources and graphic novel criticism that explores the genre's cultural impact. Topics also may include fan culture, particular genres of comics, and connections between comics and other forms of visual text.

Classification: AA/AS Degree; CSU transferable.

221 INTRODUCTION TO WORLD LITERATURE II (3.0) (day or evening, distance education)

Justification: This course has been created to conform to C-ID and AA-T requirements with a chronological focus on world literature from the mid or late seventeenth century to the present.

Prerequisite: ENGL 100 or ENGL 105, or equivalent.

Recommended Preparation: None.

Description: Comparative study of selected works (poetry, prose, drama, and film), in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from the mid or late seventeenth century to the present. Focus on the major comparative literary traditions in a regional/geographic context and major authors representing literary traditions worldwide. Lectures, discussions, recorded readings, and writing of critical essays.

Classification: AA/AS Degree; CSU transferable.

MUSIC

440.1 SYMPHONY ORCHESTRA I (1.0) (day or evening)

Justification: This course is one of several options to meet the requirements for the A.A. in Music and the AA-T in Music.

Prerequisite: None.

Recommended Preparation: MUS. 100 or equivalent.

Description: Study and performance of music for symphony orchestra with emphasis on rhythmic accuracy. Performance is required. Open to all students of the College. Experience playing string, woodwind, brass, or percussion instrument expected.

Classification: AA/AS Degree; AA-T Degree; CSU transferable.

440.2 SYMPHONY ORCHESTRA II (1.0) (day or evening)

Justification: This course is one of several options to meet the requirements for the A.A. in Music and the AA-T in Music.

Prerequisite: MUS. 440.1 or equivalent.

Recommended Preparation: None.

Description: Study and performance of music for symphony orchestra with emphasis on accuracy of pitches. Performance is required. Open to all students of the College. Experience playing string, woodwind, brass, or percussion instrument expected.

Classification: AA/AS Degree; AA-T Degree; CSU transferable.

440.3 SYMPHONY ORCHESTRA III (1.0) (day or evening)

Justification: This course is one of several options to meet the requirements for the A.A. in Music and the AA-T in Music.

Prerequisite: MUS. 440.2 or equivalent.

Recommended Preparation: None.

Description: Study and performance of music for symphony orchestra with emphasis on accuracy of articulations and dynamics. Performance is required. Open to all students of the College. Experience playing string, woodwind, brass, or percussion instrument expected.

Classification: AA/AS Degree; AA-T Degree; CSU transferable.

440.4 SYMPHONY ORCHESTRA IV (1.0) (day or evening)

Justification: This course is one of several options to meet the requirements for the A.A. in Music and the AA-T in Music.

Prerequisite: MUS. 440.3 or equivalent.

Recommended Preparation: None.

Description: Study and performance of music for symphony orchestra with emphasis on proper instrumental technique and intonation. Performance is required. Open to all students of the College. Experience playing string, woodwind, brass, or percussion instrument expected.

Classification: AA/AS Degree; AA-T Degree; CSU transferable.

NETWORK ENGINEERING TECHNOLOGIES

443 INTRODUCTION TO LINUX ADMINISTRATION (3.5) (day or evening)

Justification: This course replaces TCOM 312 and reflects current practices within the IT industry and in industry-recognized certifications. The Linux operating system has substantially evolved since the time of the original offering under TCOM.

Prerequisite: None.

Recommended Preparation: NETX 400, or equivalent training or experience.

Description: An introductory course in Linux administration in a networked environment, including instructor-directed hands-on activities. Students will install a Linux system and perform basic administrative tasks using the BASH shell. Topics include system architecture, FHS, GNU and UNIX commands, devices and Linux file systems, network configuration and troubleshooting, and printing systems. Patterned after Linux Professional Institute and CompTIA Linux certification objectives.

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

SPANISH

160 READINGS IN LITERATURE IN SPANISH (5.0) (day or evening)

Justification: SPAN 160 is intended to replace two deleted courses, SPAN 161 and SPAN 162. This course exposes students to literature written in Spanish.

Prerequisite: SPAN 140 or equivalent.

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

Description: Study of the literary trends and some of the best novels, poetry, and short stories that exemplify Spanish American literature of the 19th, 20th and 21st centuries. Students will become familiar with the cultural, sociological, historical, and political framework of the time the stories discussed take place; and analyze the concerns that the writings approach. Consequently, this course shows how the literature reflects the fantastic reality of the Spanish American world. Cultural aspects of the Spanish-speaking-world are highlighted.

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

695 INDEPENDENT STUDY IN SPANISH (0.5-3.0) (day or evening)

Justification: This course provides students with the opportunity for individualized study of cultural and literary issues related to the Spanish-speaking-world.

Prerequisite: None.

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

Description: Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used – laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE

COMPUTER SCIENCE

451 PC CONFIGURATION AND REPAIR

Justification: This course is offered under Network Engineering Technologies (formerly Telecommunications and Network Information Technology) and the dean and department faculty have determined that it is neither necessary nor efficient to offer the course cross-listed under Computer Science any longer.

481 NETWORK SYSTEMS ADMINISTRATION

Justification: This course is offered under Network Engineering Technologies (formerly Telecommunications and Network Information Technology) and the dean and department faculty have determined that it is neither necessary nor efficient to offer the course cross-listed under Computer Science any longer.

482 INTRODUCTION TO ROUTERS

Justification: This course is offered under Network Engineering Technologies (formerly Telecommunications and Network Information Technology) and the dean and department faculty have determined that it is neither necessary nor efficient to offer the course cross-listed under Computer Science any longer.

483 NETWORK SWITCHES – CONCEPTS AND APPLICATIONS

Justification: This course is offered under Network Engineering Technologies (formerly Telecommunications and Network Information Technology) and the dean and department faculty have determined that it is neither necessary nor efficient to offer the course cross-listed under Computer Science any longer.

484 ADVANCED ROUTING CONCEPTS AND APPLICATIONS

Justification: This course is offered under Network Engineering Technologies (formerly Telecommunications and Network Information Technology) and the dean and department faculty have determined that it is neither necessary nor efficient to offer the course cross-listed under Computer Science any longer.

485 TROUBLESHOOTING THE INTERNETWORK

Justification: This course is offered under Network Engineering Technologies (formerly Telecommunications and Network Information Technology) and the dean and department faculty have determined that it is neither necessary nor efficient to offer the course cross-listed under Computer Science any longer.

486 NETWORK SECURITY

Justification: This course is offered under Network Engineering Technologies (formerly Telecommunications and Network Information Technology) and the dean and department faculty have determined that it is neither necessary nor efficient to offer the course cross-listed under Computer Science any longer.

PHILOSOPHY**PHIL 109 CRITICAL THINKING AND WRITING**

Justification: This course has not been offered in over ten years, and there are no plans to offer it in the future.

PHIL 195 HISTORY OF WESTERN PHILOSOPHY: 19TH AND 20TH CENTURY

Justification: This course has never been offered at Skyline College, and there are no plans to offer in the future. The primary concern and reason that it has not been offered has been the expectation of low enrollment.

PROPOSED CURRICULAR INACTIVATIONS – SKYLINE COLLEGE**ART**

248 Portraits in Pastel

BIOLOGY

422 Foundations of Biotechnology

PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE**ANTHROPOLOGY**

110 Cultural Anthropology

125 Physical Anthropology

- 127 Physical Anthropology Laboratory
- 155 Human Prehistory and the Rise of Civilization
- 165 Sex and Gender: Cross-Cultural Perspectives
- 170 Anthropology of Death
- 180 Magic, Witchcraft and Religion
- 360 Native Peoples of North America

ART

- 101 History of Art I
- 130 Art Appreciation
- 232 Watercolor II
- 301 Two-Dimensional Design
- 354 Color Photography I
- 355 Color Photography II
- 406 Sculpture II

ASTRONOMY

- 100 Introduction to Astronomy
- 101 Astronomy Laboratory

BIOLOGY

- 230 Introduction to Cell Biology: Core II

BUSINESS

- 103 Introduction to Business
- 201 Business Law

EARLY CHILDHOOD EDUCATION

- 191 Children's Literature
- 333 Observation and Assessment

EDUCATION

- 200 Introduction to Classroom Teaching

ENERGY SYSTEMS TECHNOLOGY MANAGEMENT

- 680SA Energy Summer Camp

HISTORY

- 100 History of Western Civilization I
- 106 World Civilizations II
- 202 United States History II
- 203 The United States Since 1945
- 248 Women and the American Experience

- 310 California History
- 429 History of Latinos in the United States

LITERATURE

- 191 Children's Literature
- 201 American Literature I
- 202 American Literature II
- 231 Survey of British Literature I
- 232 Survey of British Literature II

MATHEMATICS

- 251 Calculus with Analytic Geometry I
- 270 Linear Algebra
- 275 Ordinary Differential Equations

PARALEGAL STUDIES

- 250 Legal Research, Writing, and Analysis I

POLITICAL SCIENCE

- 200 National, State and Local Government
- 210 American Politics
- 301 California State and Local Government

SURGICAL TECHNOLOGY

- 440 Basic Sciences for Surgical Technology
- 441 Surgical Patient Care Concepts
- 442 Surgical Specialties
- 443 Clinical Practice for Surgical Technology

TELECOMMUNICATIONS & NETWORK INFORMATION TECHNOLOGY

- 400 Introduction to Local Area Network
- 401 Survey of Networking and Wireless Technologies
- 410 Structured Wiring and Cabling
- 411 Fiber Optics Technology
- 413 Wireless Local Area Networks
- 420 PC Configuration and Repair
- 421 A+ Certification Exam Preparation
- 430 Introduction to Routers
- 431 Network Switches-Concepts
- 432 Routing Concepts and Applications
- 435 Network Security
- 439 Troubleshooting the Internetwork
- 440 Advanced Local Area Network
- 450 Voice Over IP (VoIP) Essentials

PROPOSED CURRICULAR REACTIVATIONS – SKYLINE COLLEGE**ENGLISH**

105 Intensive Composition and Reading

HISTORY

109 Europe Since 1945

LITERATURE

151 Introduction to Shakespeare
220 Introduction to World Literature I

PHILOSOPHY

160 History of Western Philosophy I
320 Asian Philosophy

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

151 Intermediate Accounting I
152 Intermediate Accounting II
153 Intermediate Accounting III
154 Governmental and Nonprofit Accounting
155 Cost Accounting
176 Enrolled Agent Exam Preparation
179 Taxation of Trusts, Gifts and Estates

EARLY CHILDHOOD EDUCATION

191 Children's Literature
333 Observation and Assessment

LITERATURE

201 American Literature I
202 American Literature II
231 Survey of British Literature I
232 Survey of British Literature II

PROPOSED PROGRAM ADDITIONS – SKYLINE COLLEGE

Skyline College proposes to offer two Certificates of Achievement in the following program:

ACCOUNTING

Advanced Accounting – Certificate of Achievement (36.5 units)

Enrolled Agent Exam Preparation – Certificate of Achievement (16 units)

PROPOSED PROGRAM DELETIONS – SKYLINE COLLEGE

None.

PROPOSED PROGRAM INACTIVATIONS – SKYLINE COLLEGE

EARLY CHILDHOOD EDUCATION

After School Program Assistant – Career Certificate

After School Program Associate Teacher – Certificate of Specialization

PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE

ACCOUNTING

Accounting – Associate in Science Degree

Accounting – Certificate of Achievement

Accounting Computer Specialist – Career Certificate

ADMINISTRATION OF JUSTICE

Administration of Justice for Transfer – Associate in Science Degree in Administration of Justice for Transfer

ART

Art – Associate in Arts Degree

JOURNALISM

Journalism for Transfer – Associate in Arts Degree in Journalism for Transfer

MUSIC

Music for Transfer – Associate in Arts Degree in Music for Transfer

NETWORK ENGINEERING TECHNOLOGIES (formerly Telecommunications and Network Information Technology)

Network Engineering – Associate in Science Degree

Network Engineering – Certificate of Achievement

Basic Networking – Career Certificate

PC Configuration and Repair – Career Certificate

Wiring and Installation – Career Certificate

RESPIRATORY CARE (formerly Respiratory Therapy)

Respiratory Care – Associate in Science Degree

SPANISH

Spanish – Certificate of Achievement

SURGICAL CAREERS (formerly Surgical Technology)

Surgical Technology – Associate in Science Degree

Surgical Technology – Certificate of Achievement

PROPOSED PROGRAM REACTIVATIONS – SKYLINE COLLEGE

None.

PROPOSED DEPARTMENT ADDITIONS – SKYLINE COLLEGE

Skyline College proposes to add the following departments:

DIGITAL MEDIA AND DESIGN (DMAD)

The Social Science/Creative Arts Division and the Art faculty are requesting the addition of a new department designator: Digital Media and Design (DMAD). The Digital Media and Design (DMAD) department will share some of the existing digital art courses offered in the Art department, as well as develop new curriculum and certificates. This addition will help inform students about the availability of these courses and certificates and will also increase Skyline College's ability to secure grants to underwrite the expenses of the program. The department and its certificates and degrees are unique, and the proposed title and designator are not in conflict with other programs across the District. It is somewhat similar to the DGME AND MART programs at CSM and Cañada College respectively, but has a significantly different emphasis on design, which will be reflected in DMAD course outlines.

ENGINEERING (ENGR)

The Science/Mathematics/Technology Division and STEM faculty are requesting the addition of a new department designator: Engineering (ENGR). Over the past few years there has been an increase in students who are on a pathway to Engineering. Faculty have polled Skyline College students and identified a population of students who are interested in taking engineering courses at Skyline. Many of these students currently branch out of the District and/or transfer before embarking on engineering major courses. The faculty feel that providing first level courses in this discipline would 1) fill a need for Skyline College students that minimally impacts CSM and Cañada College, and 2) increase the number students who are eligible to take higher level courses within the District. First level engineering courses offered at Skyline can allow students concurrent enrollment along with their Physics, Chemistry, Mathematics and Computer Science as part of a core "Pre-Engineering" track.

LEGAL STUDIES (LGST)

The Social Science/Creative Arts Division and the Paralegal faculty are requesting the addition of a new department designator: Legal Studies (LGST). The new department will facilitate curriculum development for students interested in pursuing undergraduate and graduate legal education and/or careers in the legal field. The proposed department name and designator do not conflict with other programs across the District.

NETWORK ENGINEERING TECHNOLOGIES (NETX)

The Science/Mathematics/Technology Division and the Telecommunications and Networking Information Technology (TCOM) faculty are requesting a change in department name to Network Engineering Technologies (NETX). The change in name and designator better reflects the focus of current networking and computer support training taking place in the discipline to meet industry needs. The department name change is also recommended as a result of data gathered through a recent District Computer Information Systems convening. The department and its certificates and degrees are unique, and the proposed name change and designator is not in conflict with other programs across the District.

PROPOSED DEPARTMENT DELETIONS – SKYLINE COLLEGE

TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY (TCOM)

The Telecommunications and Network Information Technology (TCOM) department is being replaced by Network Engineering Technologies (NETX) in order to better reflect the focus of current networking and computer support training taking place in the discipline to meet industry needs.

BOARD REPORT NO. 15-6-5CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jing Luan, Ph.D., Vice Chancellor, Educational Services & Planning, 358-6880

ANNUAL REVIEW AND APPROVAL OF INSTRUCTIONAL MATERIAL FEES

San Mateo County Community College District has developed an approval and annual reviewing process for Instructional Material Fees to ensure that the District is in compliance with the California Code of Regulations (§59402) and Board Policy 8.70. The Board Policy states that students may only be required to provide materials that are of continuing value to them outside of the classroom setting.

The Instructional Offices of Cañada College, College of San Mateo and Skyline College have reviewed the proposed instructional material fees for 2015-2016 to ensure compliance with the regulations and Board Policy 8.70. Further, the fees are listed in the accompanying report for the Board of Trustees to review and approve.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Annual Review of Instructional Material Fees.

CAÑADA COLLEGE
Instructional Material Fees
2015-16

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Accounting:			
ACTG	181	Taxation of Individuals Using Tax Software	\$6.00
ACTG	200	QuickBooks	\$6.00
Business:			
BUS.	103	Introduction To Business Information Systems	\$6.00
Computer Business Office Technology:			
CBOT	415	Beginning Computer Keyboarding	\$4.00
CBOT	417	Skill Building	\$4.00
Chemistry:			
CHEM	192	Elementary Chemistry	\$6.00
CHEM	210	General Chemistry I	\$2.00
CHEM	220	General Chemistry II	\$3.00
CHEM	231	Organic Chemistry I	\$8.00
CHEM	232	Organic Chemistry II	\$8.00
CHEM	410	Chemistry For Health Sciences	\$2.00
English:			
ENGL	100	Reading And Composition	\$1.00
ENGL	110	Composition, Literature And Critical Thinking	\$1.00
ENGL	161	Creative Writing I	\$1.00
ENGL	162	Creative Writing II	\$1.00
ENGL	164	Creative Non-Fiction	\$1.00
ENGL	165	Advanced Composition	\$1.00
ENGL	826	Basic Reading/Composition	\$1.00
ENGL	827	Integrated Reading and Writing	\$1.00
ENGL	836	Writing Development	\$1.00
ENGL	847	Accelerated Academic Reading and Writing	\$3.00
Engineering:			
ENGR	210	Engineering Graphics	\$6.00
English as a Second Language:			
ESL	400	Composition For Non-Native Speakers	\$1.00
ESL	911	Reading and Listening/Speaking I	\$1.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
English as a Second Language (Continued):			
ESL	912	Reading and Listening/Speaking II	\$1.00
ESL	913	Reading and Listening/Speaking III	\$1.00
ESL	914	Reading and Listening/Speaking IV	\$1.00
ESL	921	Grammar and Writing I	\$1.00
ESL	922	Grammar and Writing II	\$1.00
ESL	923	Grammar and Writing III	\$1.00
ESL	924	Grammar and Writing IV	\$1.00
Fashion Design:			
FASH	180	Computerized Pattern Design	\$6.00
Kinesiology - Varsity Sports:			
VARS	154	Varsity Soccer	\$75.00
Learning Center:			
LCTR	810	Study Skills	\$2.00
Library Science:			
LIBR	100	Introduction To Information Research	\$2.00
Multimedia Art and Technology:			
MART	314	Introduction To Computer Graphics	\$6.00
MART	325	Digital Painting	\$6.00
MART	361	Digital Video	\$6.00
MART	362	Digital Photography I	\$6.00
MART	363	Digital Photography II	\$6.00
MART	365	Photographic Retouching And Restoration	\$6.00
MART	366	Color Management And Digital Printing	\$4.00
MART	368	Web Design I	\$6.00
MART	369	Web Design II	\$6.00
MART	371	User Interface/User Experience Design	\$6.00
MART	372	Digital Illustration	\$6.00
MART	373	Digital Audio I	\$2.00
MART	376	Digital Imaging I	\$6.00
MART	377	Digital Imaging II	\$6.00
MART	378	Digital Page Layout	\$6.00
MART	379	Digital Animation I: Flash	\$6.00
MART	380	Digital Animation II: Flash	\$6.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
MART	390	Portfolio Creation	\$4.00
MART	400	Motion Graphics	\$4.00
MART	405	Storyboard Development For Animation & Interactive Media	\$4.00
MART	417	Principles of Animation	\$4.00
MART	420	3d Modeling And Animation I	\$6.00
MART	421	3d Modeling And Animation II	\$6.00
MART	422	Introduction to Rigging	\$6.00
MART	430	3d Character Creation And Animation	\$6.00
MART	431	Special Effects And Compositing In 3d	\$4.00
MART	432	3d Environments And Hard Surface Modeling	\$4.00
MART	440	Video Game 3d Production Techniques	\$4.00
Medical Assisting:			
MEDA	115	Medical Word Processing	\$6.00
MEDA	140	Medical Transcription: Basic	\$6.00
MEDA	141	Medical Transcription: Advanced	\$6.00
MEDA	150	Medical Office Procedures	\$2.00
MEDA	160	Medical Insurance Procedures	\$2.00
Paralegal:			
LEGL	276	Electronic Litigation	\$4.00
Reading:			
READ	826	Reading Improvement	\$1.00
READ	836	Academic Reading Strategies	\$1.00

COLLEGE OF SAN MATEO
Instructional Material Fees
2015-16

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Architecture:			
ARCH	210	Design I: Introduction to Architecture, Environmental Design, and the Design Process	\$4.00
ARCH	220	Design II: Architecture Design, Form and the Built Environment	\$4.00
ARCH	666	Introduction to Architecture	\$4.00
Art:			
ART	200	Fine Art Portfolio Preparation	\$40.00
ART	315	Mixed Media Art	\$40.00
ART	316	Mixed Media Art 2	\$40.00
ART	317	Mixed Media Art 3	\$40.00
ART	351	Beginning Black and White Photography	\$20.00
ART	352	Intermediate Black and White Photography	\$20.00
ART	353	Advanced Black and White Photography	\$20.00
ART	383	Intermediate Digital Photography	\$55.00
ART	384	Advanced Digital Photography	\$55.00
ART	385	Master Portfolio-Digital Photography	\$55.00
ART	388	Master Photography Portfolio	\$20.00
ART	391	Experimental Photography 1	\$20.00
ART	392	Experimental Photography 2	\$20.00
ART	393	Experimental Photography 3	\$20.00
ART	394	Experimental Photography 4	\$20.00
ART	396	Documentary Photography 1	\$55.00
ART	397	Documentary Photography 2	\$55.00
ART	400.1	Low Fire Ceramics I	\$30.00
ART	400.2	Low Fire Ceramics II	\$30.00
ART	400.3	Low Fire Ceramics III	\$30.00
ART	400.4	Low Fire Ceramics IV	\$30.00
ART	401	Three-Dimensional Design	\$30.00
ART	405	Sculpture I	\$30.00
ART	406	Sculpture II	\$30.00
ART	411	Ceramics I	\$30.00
ART	412	Ceramics II	\$30.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Biology:			
BIOL	123	Biotechnology Workshop: Techniques and Applications of the Polymerase Chain Reaction	\$2.00
BIOL	220	General Botany	\$4.00
BIOL	230	Introductory Cell Biology	\$2.00
BIOL	260	Human Physiology	\$4.00
Business:			
BUS.	295	Computer Systems in Business	\$2.00
BUS.	315	Keyboarding I	\$2.00
BUS.	316	Keyboarding II	\$2.00
BUS.	317	Keyboarding: Skill-building	\$2.00
Business Microcomputer Applications - Windows Platform:			
BUSW	105	Introduction to Microcomputers	\$2.00
BUSW	114	Windows Fundamentals I	\$2.00
BUSW	115	Windows Fundamentals II	\$2.00
BUSW	214	Word Processing I using Word for Windows	\$2.00
BUSW	215	Word Processing II using Word for Windows	\$2.00
BUSW	383	Business Presentations using PowerPoint for Windows	\$2.00
BUSW	384	Business Presentations II using PowerPoint for Windows	\$2.00
BUSW	415	Spreadsheet I using Excel for Windows	\$2.00
BUSW	416	Spreadsheet II using Excel for Windows	\$2.00
BUSW	450	Microsoft Project Fundamentals I	\$2.00
BUSW	451	Microsoft Project Fundamentals II	\$2.00
BUSW	464	Database Management Fund. using Access for Windows	\$2.00
BUSW	530	Introduction to Internet	\$2.00
Chemistry:			
CHEM	192	Elementary Chemistry	\$4.00
CHEM	210	General Chemistry I	\$4.00
CHEM	220	General Chemistry II	\$4.00
Computer and Information Science:			
CIS	110	Introduction to Computer and Information Science	\$2.00
CIS	125	Visual Basic I	\$2.00
CIS	254	Introduction to Object-Oriented Program Design	\$2.00
CIS	255	Programming Methods: JAVA	\$2.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
CIS	256	Data Structures: JAVA	\$2.00
CIS	278	Programming Methods: C++	\$2.00
CIS	279	Data Structures: C++	\$2.00
Counseling:			
COUN	111	College Planning	\$5.00
COUN	112	Introduction to Choosing a College Major	\$5.00
COUN	114	Transfer Essentials	\$5.00
COUN	120	College and Career Success	\$6.00
COUN	121	Planning for Student Success	\$5.00
COUN	122	Study Skills	\$5.00
Cosmetology:			
COSM	712	Fundamentals of Cosmetology I	\$6.00
COSM	732	Advanced Cosmetology I	\$5.00
COSM	880MD	Salon Management	\$17.50-35.00
COSM	880ME	Salon Techniques	\$17.50-35.00
Career and Life Planning:			
CRER	126	Career Choices I: Career Assessment	\$5.00
CRER	127	Career Choices II: Job Search	\$5.00
CRER	128	Puente: Foundation for College Success	\$6.00
CRER	129	Puente: Transfer Readiness	\$4.00
Digital Media:			
DGME	103	Thinking Visually: Fundamentals of Two-Dimensional Design	\$20.00
DGME	211	Media Design I: Illustrator	\$20.00
DGME	212	Media Design II: Photoshop	\$20.00
DGME	213	Media Design III: Advanced Illustrator and Photoshop	\$20.00
DGME	220	Typography	\$20.00
DGME	230	Publication Design/Production with InDesign	\$20.00
DGME	235	Graphic Design Theory and Application	\$20.00
DGME	240	Digital Publishing	\$20.00
DGME	250	Digital Media Practicum	\$20.00
DGME	251	Graphic Design Practicum	\$20.00
DGME	252	Web/Multimedia Practicum	\$20.00
DGME	255	Portfolio	\$20.00
DGME	256	Portfolio for Graphic Design	\$20.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Drafting:			
DRAF	110	SolidWorks I	\$5.00
DRAF	111	SolidWorks II	\$5.00
DRAF	113	REVIT	\$5.00
DRAF	121	Computer-Aided Drafting I	\$5.00
DRAF	122	Computer-Aided Drafting II	\$5.00
DRAF	130	Mechanical Design with CAD	\$5.00
Developmental Skills:			
DSKL	817	Assistive Computer Access	\$5.00
Electronics Technology:			
ELEC	111	Introduction to Electronics	\$33.00
ELEC	112	Advanced Electronics Fundamentals	\$33.00
ELEC	441	Sensors and Data Transmission	\$20.00
Fire:			
FIRE	796	Emergency Medical Technician - Basic	\$150.00

SKYLINE COLLEGE
Instructional Material Fees
2015-16

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
		Art:	
ART	234	Printmaking I	\$15.00
ART	239	Printmaking II: Monotype, Monoprint and Mixed Media	\$15.00
ART	351	Black and White Photography I	\$18.00
ART	352	Black and White Photography II	\$18.00
ART	353	Black and White Photography III	\$18.00
ART	354	Color Photography I	\$18.00
ART	355	Color Photography II	\$18.00
ART	405	Sculpture I	\$15.00
ART	406	Sculpture II	\$15.00
ART	407	Sculpture III: Direct Metal	\$15.00
ART	411	Ceramics I	\$12.50
ART	412	Ceramics II	\$12.50
ART	417	Ceramic Glazing Techniques	\$12.50
ART	418	Ceramics III	\$12.50
ART	430	Introduction to Digital Art	\$15.00
ART	431	Digital Imaging I: Photoshop	\$15.00
ART	432	Digital Imaging II: Advanced Photoshop	\$15.00
ART	435	Digital Illustration	\$15.00
ART	479	Typography	\$15.00
ART	665SA	Fundamentals of Digital Photography	\$18.00
ART	665SJ	Sculpture: Lost Wax Bronze Casting	\$15.00
ART	665SK	Sculpture: Exploration of Figurative Sculpture	\$15.00
ART	665SP	Explorations in Clay	\$12.50
		Automotive Technology:	
AUTO	665SI	Multiplexing and CAN Systems	\$100.00
AUTO	665S4	2013 Smog Check Update	\$75.00
AUTO	665S6	2015 Smog Check Update	\$75.00
AUTO	739/839	OBD II Evaporative Emission Systems	\$90.00
AUTO	751	Automotive Engine Performance	\$125.00
AUTO	752	Advanced Engine Performance	\$330.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Automotive Technology (continued):			
AUTO	758/858	Computer Controls	\$125.00
AUTO	768/868	On-Board Diagnostics (OBD) II	\$95.00
AUTO	793/893	Engine Performance	\$50.00
Business:			
BUS.	103	Introduction to Business Information Systems	\$3.00
Business Computer Systems and Management:			
BCM.	100	Beginning Computer Keyboarding	\$3.00
BCM.	101	Computer Keyboarding Skill Building	\$3.00
BCM.	104	Introduction to Computers with Windows I	\$3.00
BCM.	105	Introduction to Computers with Windows II	\$3.00
BCM.	200	Introduction to MS Office Suite	\$3.00
BCM.	201	Integration of MS Office Applications	\$3.00
BCM.	214	Word Processing I: WORD	\$3.00
BCM.	215	Word Processing II: WORD	\$3.00
BCM.	222	Business Presentations I: PowerPoint	\$3.00
BCM.	223	Business Presentations II: PowerPoint	\$3.00
BCM.	225	Spreadsheets I: EXCEL	\$3.00
BCM.	226	Spreadsheets II: EXCEL	\$3.00
BCM.	230	Database Applications I: Access	\$3.00
BCM.	231	Database Applications II: Access	\$3.00
BCM.	301	Maximizing Your Employment Potential	\$3.00
BCM.	400	Internet I	\$3.00
BCM.	402	HTML & Web Authoring Applications	\$3.00
BCM.	408	Multimedia Project	\$3.00
BCM.	410	Photoshop Essentials	\$3.00
BCM.	411	Photoshop Portfolio	\$3.00
BCM.	416	Adobe InDesign Essentials	\$3.00
Developmental Skills:			
DSKL	825.1	Assistive Computer Technology – Kurzweil	\$7.00
DSKL	825.2	Assistive Computer Technology – Tools for Writing	\$20.00
DSKL	826.1	Assistive Computer Technology – Dragon NaturallySpeaking I	\$15.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
Developmental Skills (continued):			
DSKL	826.2	Assistive Computer Technology – Dragon NaturallySpeaking II	\$20.00
Mathematics:			
MATH	150	Mathematics for Elementary School Teachers	\$5.00
Wellness:			
WELL	665SA	Introduction to Herbs	\$15.00
WELL	665SC	Introduction to Face and Décolleté Massage	\$10.00
WELL	665SD	Introduction to Hand Massage	\$10.00
WELL	665SE	Introduction to Foot Massage	\$10.00
WELL	665SH	Introduction to Flower Essences	\$15.00
WELL	665SI	Introduction to Aromatherapy	\$15.00
WELL	665SJ	Introduction to Gem Elixirs	\$15.00
WELL	665SK	Asian Bodywork Systems	\$5.00
WELL	665SL	Tax and Business Basics for Bodyworkers	\$10.00
WELL	665SQ	Integrated Eastern Perspective of Face and Décolleté Massage	\$15.00
WELL	880SN	Introduction to Reflexology	\$15.00
WELL	880SO	Ayurvedic Aromatherapy	\$10.00

BOARD REPORT NO. 15-6-6CA

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

ACCEPTANCE OF GIFTS BY THE DISTRICT

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

GIFT

DONOR

College of San Mateo

- | | |
|--|--|
| 1. New China Glaze Nail Polish
For student use in Cosmetology Department
Donor's Estimated Value: \$12,606 (6,600 polishes @ \$1.91 each)
Received March 26, 2015 | Nail Alliance, Inc.
6840 N. Oak
Gladstone, MO 64118 |
| 2. 1991 Spartan Fire Engine
For use in Fire Technology Program
Donor's Estimated Value: \$15,000
Received May 18, 2015 | South San Francisco Fire Department
480 North Canal Street
South San Francisco, CA 94080 |

BOARD REPORT NO. 15-6-7CA

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

**RENEWAL OF AGREEMENTS WITH AMERICAN INSTITUTE FOR
FOREIGN STUDY (AIFS), 2015-16**

On November 24, 1984, the Board first approved an agreement with the American Institute for Foreign Study (AIFS) initiating a partnership with AIFS for providing a study abroad program. This program has sent students and faculty to London each Fall semester since 1985, as well as in Summer 2000. Foreign study programs for Spring semesters have been offered in Paris, Florence, and Guadalajara through agreements with AIFS.

The District has received agreements for the Fall 2015 program in Barcelona, Spain, and the Spring 2016 program in Florence, Italy is in the planning process. These new agreements with AIFS are similar to earlier agreements. The District is responsible for educational curriculum, selection and employment of faculty, academic advisement, student enrollment, and academic record keeping. AIFS is responsible for student housing, optional transportation between San Francisco and the study site, a broad array of student support services, and a social/cultural program to enable students to make the most of their foreign study experience.

The District receives regular State apportionment revenue for California residents attending classes offered through these foreign study programs; non-residents are charged the same fees they would pay if enrolling in on-campus classes. When District faculty are assigned to teach abroad, the cost of hourly replacement is reimbursed to the respective Colleges. A modest budget is maintained to cover the cost of miscellaneous instructional expenses and supplies, including photocopying. Administrative coordination and supervision are provided by the Director, Special International Programs for the Districtwide Study Abroad Program which is housed at Skyline College.

RECOMMENDATION

It is recommended that the Board approve renewal of agreements with the American Institute for Foreign Study for the Fall 2015 (Barcelona, Spain) and Spring 2016 (Florence, Italy) foreign study programs.

BOARD REPORT NO. 15-6-8CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790

ADOPTION OF RESOLUTION NO. 15-22 ESTABLISHING 2015-16 BUDGET LIMITS

Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) requires that the Board establish, by resolution, its appropriations limit for each fiscal year. The Gann Limit worksheet must be available to the public 15 days prior to the Board meeting for adoption. The 2015-16 worksheet has been available in the Chancellor's Office since June 9, 2015, and provides the basis for approval of Resolution No. 15-22.

The appropriations limit for 2014-15 totaled \$144,522,853. The limit decreased to \$142,676,483 for 2015-16 with application of the inflation factor of 1.0382 and the population FTES change factor of 0.9509, as provided by the California State Department of Finance. The decrease in the FTES factor is due to a decrease in enrollment, which resulted in a decrease in our reported FTES. The calculated appropriations limit for 2015-16 is \$18.5 million higher than the appropriations subject to that limit.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 15-22 in compliance with California Government Code Section 7910 (SB1352, Chapter 1205, Statutes of 1980) for establishment of the 2015-16 appropriations limit at \$142,676,483 as described in the attached Gann Limit Worksheet.

RESOLUTION NO. 15-22
BY THE GOVERNING BOARD
OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA

**COMPLIANCE OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BUDGET WITH THE EXPENDITURE LIMITATION FOR LOCAL PROCEEDS OF TAXES IN
ACCORDANCE WITH ARTICLE XIII B OF THE CONSTITUTION**

WHEREAS, Senate Bill 1352, Chapter 1205 of the Statutes of 1980, implements the provisions of Article XIII B of the Constitution; and

WHEREAS, Article XIII B of the Constitution establishes an expenditure limitation for local proceeds of taxes for the 2015-16 fiscal year; and

WHEREAS, it is necessary for the San Mateo County Community College District to adopt a budget within said expenditure limitation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Mateo County Community College District that, pursuant to the provisions of Article XIII B of the Constitution and pursuant to the provisions of Senate Bill 1352, Chapter 1205, Statutes of 1980, an expenditure limitation for local proceeds of taxes for the 2015-16 fiscal year has been duly calculated; and

BE IT FURTHER RESOLVED that the level of expenditure of local taxes required to fund the 2015-16 fiscal year budget adopted for the San Mateo County Community College District does not exceed the limitation upon expenditures of local proceeds of taxes so calculated and established by this Governing Board.

REGULARLY PASSED AND ADOPTED this 24th day of June 2015.

Ayes:

Noes:

Abstentions:

Attest:

Dave Mandelkern, Vice President-Clerk
Board of Trustees

**CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2015-2016**

DISTRICT NAME: San Mateo County Community College District

DATE: June 9, 2015

I. 2015-16 APPROPRIATIONS LIMIT:

A. 2014-15 Appropriations Limit \$144,522,853

B. 2015-16 Price factor: 1.0382

C. Population factor:

1. 2013-14 Second Period Actual FTES 18,891

2. 2014-15 Second Period Actual FTES 17,963

3. 2015-16 Population change factor 0.9509

(line C.2. Divided by line C.1.)

D. 2014-15 Limit adjusted by inflation and population factors
(line A multiplied by line B and line C.3.) \$142,676,483

E. Adjustments to increase limit:

1. Transfers in of financial responsibility

2. Temporary voter approved increases

3. Total adjustments - decrease (-0-)

SUB-TOTAL

\$142,676,483

F. Adjustments to decrease limit:

1. Transfers out of financial responsibility

2. Lapses of voter approved increases

3. Total adjustments - decrease (-0-)

G. 2015-16 Appropriations Limit \$142,676,483

II. 2015-16 APPROPRIATIONS SUBJECT TO LIMIT:

A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence) NOTE;
SEE INSTRUCTIONS PAGE FOR CHANGE IN ITEMS INCLUDED. **\$ 1,919,797**

B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.) **538,100**

C. Local Property taxes **120,665,536**

D. Estimated excess Debt Service taxes

E. Estimated Parcel taxes, Square Foot taxes, etc. **-**

F. Interest on proceeds of taxes **1,000,000**

G. Local appropriations from taxes for unreimbursed State, court, and federal mandates (-0-)

H. 2015-16 Appropriations Subject to Limit \$124,123,433

BOARD REPORT 15-6-101B

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

**ADOPTION OF RESOLUTION NO. 15-23 REGARDING THE DELEGATION OF AUTHORITY
TO MAKE PERSONNEL DECISIONS**

Pursuant to California Education Code Section 70902(d), the Board can delegate a power granted to it by statute, unless expressly prohibited, to the Chancellor or any other employee. The Board has verbally delegated the power to make personnel decisions to the Chancellor, subject to later approval by the Board. Based on direction from the Board, this Resolution is being brought forward to memorialize this delegation of power.

Although this Resolution authorizes the Chancellor, or his designee, to make personnel decisions, the Board retains its authority and must give final approval for all hiring decisions.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 15-23 to delegate to the Chancellor, or his designee, the power to make personnel decisions, subject to Board approval.

RESOLUTION NO. 15-23

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

**RESOLUTION REGARDING THE DELEGATION OF AUTHORITY TO MAKE
PERSONNEL DECISIONS**

WHEREAS, California Education Code Section 70902(d) authorizes a governing board, by majority vote, to adopt a rule delegating a power granted to it by statute, unless expressly prohibited, to a community college district's chief executive officer or any other employee or committee as the governing board may designate; and

WHEREAS, the Board of Trustees has previously delegated the authority to the Chancellor, or his/her designee, to authorize employment, fix job responsibilities and perform other personnel actions, subject to ratification by the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District confirms the delegation of authority to the Chancellor or his/her designee to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation or ratification by the Board.

BE IT FURTHER RESOLVED that the Board of Trustees of the San Mateo County Community College District delegates the authority to the Chancellor or his/her designee to establish non-administrative academic and classified positions as appropriate to meet the needs of the District, subject to confirmation or ratification by the Board.

REGULARLY PASSED AND ADOPTED this 24th day of June, 2015.

Ayes:

Noes:

Abstentions:

Attest:

Dave Mandelkern, Vice President-Clerk
Board of Trustees

RESOLUTION NO. 15-24**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 PARTICIPATION 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 election 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 than a typical election, and this cost reduction should translate to lower costs to each jurisdiction that participates in the pilot program election 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 DETERMINED 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 only 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 24th day of June, 2015.

Ayes:

Noes:

Abstentions:

Attest:

Dave Mandelkern, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 15-6-103B

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

APPROVAL OF REVISIONS TO BOARD POLICIES:

1.25 SECRETARY FOR THE BOARD

1.50 MINUTES OF MEETINGS

2.11 PHILOSOPHY OF PERSONNEL MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT

2.19 NONDISCRIMINATION

2.20 EQUAL EMPLOYMENT OPPORTUNITY

2.22 EMPLOYMENT OF RELATIVES

2.25 PROHIBITION OF HARASSMENT

2.75 INSTITUTIONAL PLANNING AND EFFECTIVENESS;

8.38 GIFTS AND DONATIONS

8.80 COMMUNITY USE OF DISTRICT FACILITIES

Revisions to Board Policies are recommended as follows:

Policies 2.19 Nondiscrimination, 2.20 Equal Employment Opportunity, 8.38 Gifts and Donations and 8.80 Community Use of District Facilities: The District would like to standardize the language that deals with “protected classes” throughout Board Policies and Procedures. Staff researched all of the federal and state protected classes and proposes to substitute the following language in each of these policies. The District Participatory Governance Council has endorsed this idea.

The District will not discriminate on the basis of the Federal and State protected classes including, but not limited to, race; color; national origin, ancestry or citizenship status; religion or creed; age; marital status; sex and gender (including sexual orientation and identity; gender identity and gender expression); physical or mental disability; genetic information; medical condition; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or because one is perceived to have one or more of the foregoing characteristics or associates with a person or group with one or more of these characteristics.

This language will also replace similar language in Board Procedures where appropriate.

All recommendations for revisions to the following policies have been reviewed and approved by the District Participatory Governance Council.

Policies 1.25 Secretary for the Board, 1.50 Minutes of Meetings, 2.11 Philosophy of Personnel Management and Human Resource Development and 2.22 Employment of Relatives: These policies were reviewed as part of the six-year review cycle. Minor revisions are recommended for the purpose of clarification.

Policy 2.25 Prohibition of Harassment: In addition to revised language regarding protected classes as specified above, revisions are recommended to clarify the reporting procedure regarding harassment.

Policy 2.75 Institutional Planning and Effectiveness: New language added as recommended by the Policy & Procedure Service for districts that receive funds under the Seymour-Campbell Student Success Act of 2012.

RECOMMENDATION

It is recommended that the Board of Trustees approve the revisions to Board Policies as shown on the attached.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.19 (BP 3410)**

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

Subject: BP 2.19 Nondiscrimination
Revision Date: 3/13; 11/14; xx/xx
Policy References: Education code Sections 66250 et seq.; 72010 et seq. and 87100 et seq.;
 Title 5 Sections 53000 et seq. and 59300 et seq.; Penal Code Section 422.55;
 Government Code Sections 12926.1 and 12940 et seq.; ACCJC Accreditation
 Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog
 Requirements

1. The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.
2. The District, and each person who represents the District, shall provide access to its services, classes, and programs ~~to individuals without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.~~ without discrimination on the basis of the Federal and State protected classes including, but not limited to, race; color; national origin, ancestry or citizenship status; religion or creed; age; marital status; sex and gender (including sexual orientation and identity; gender identity and gender expression); physical or mental disability; genetic information; medical condition; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or because one is perceived to have one or more of the foregoing characteristics or associates with a person or group with one or more of these characteristics.
3. The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination. For represented employees, any action taken in response to a complaint under this policy is subject to the provisions of collective bargaining agreements. Upon request by the collective bargaining units, the District will negotiate any issues related to the complaints or investigations under this policy that are mandatory subjects for bargaining.
4. No District funds shall ever be used for membership in, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.20 (BP 3410, 3420, 3440, and 7100)**

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

Subject: BP 2.20 Equal Employment Opportunity
Revision Date: 11/11; xx/xx
Policy References: Education Code Sections 87100 et seq.; Title 5 Sections 53000, et seq.; the Americans with Disabilities Act of 1990-42 United States Code Sections 12101 et seq.; 28 Code of Federal Regulations Part 35; 28 Code of Federal Regulations Part 36; 34 Code of Federal Regulations Part 104.44(b)

1. The San Mateo County Community College District is committed to equal employment opportunity and full recognition of the diversity of cultures, ethnicities, language groups and abilities that are represented in its surrounding communities and student body. The Board believes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, and suitable role models for all students. The District shall demonstrate its commitment to the cultural competence¹ of its employees and students through policies, procedures, training programs, services and activities which promote diversity and mutual respect within the District work force and student body.

The San Mateo County Community College District is an equal opportunity employer that shall provide an educational and work environment in which no person is denied access to, or the benefits of, any program or activity of the District on the basis of ~~ethnic group identification, national origin, religion, age, gender, sexual orientation, race, color, or physical or mental ability. This includes District decisions about employment, retention, compensation, promotion, termination and/or other employment status.~~

~~federal or state protected classes including, but not limited to: race; color; national origin, ancestry or citizenship status; religion or creed; age; marital status; sex and gender (including sexual orientation and identity; gender identity and gender expression); physical or mental disability; genetic information; medical condition; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or because one is perceived to have one or more of the foregoing characteristics or associates with a person or group with one or more of these characteristics.~~

2. The District shall monitor the success of equal opportunity in its recruitment, selection, retention and promotional policies and procedures by monitoring outcomes to assure no adverse impact against any person or group of individuals, due to ethnic group identification, national origin, religion, age, gender, sexual orientation, race, color, or physical or mental ability.
3. The District complies with the spirit and law of the Americans with Disabilities Act of 1990 as amended by providing equal opportunity for persons with disabilities. The District shall make reasonable accommodations so that persons of all levels of ability enjoy equal access to all aspects of employment and education in our District, including but not limited to, educational services, selection procedures, retention and promotion.

¹ “Cultural Competence” refers to the skills and ability of individuals to act in a sensitive, inclusive and respectful manner in interactions with persons who are different from themselves.

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

4. The District will not tolerate discourteous, offensive or abusive conduct or language including jokes, slurs, derogatory comments, or behaviors or language regarding a person's ethnic group identification, national origin, religion, age, gender, sexual orientation, race, color, or physical or medical condition relating to other employees, students or the public. This includes District decisions about employment, retention, compensation, promotion, termination and/or other employment status.

CHAPTER 8: Business Operations
BOARD POLICY NO. 8.38 (BP 3820)

BOARD POLICY
San Mateo County Community College District

Subject: BP 8.38 Gifts and Donations
Revision Date: 4/12; 5/14
Policy Reference: Education Code Section 72122

1. A gift or donation is defined as a contribution of money, securities, real or other property, goods, or, in some cases, services to the District/Colleges or any organization officially sponsored by the District/Colleges (e.g., student club) in exchange for which no return is given. Such a donation may not be designated to benefit a specific person; donors will only be allowed to establish broad criteria over the disposition of a donation and all IRS requirements shall be observed.
2. The Board of Trustees shall consider all gifts, donations and bequests with a value of \$1,000 or more made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.
3. The District shall assume no responsibility for appraising the value of gifts made to the District. Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.
4. The Board shall not knowingly accept a gift or donation from a donor who engages in practices or policies which discriminate against any person on the basis of ~~federal or state protected classes including, but not limited to: race; color; national origin, ancestry or citizenship status; religion or creed; age; marital status; sex and gender (including sexual orientation and identity; gender identity and gender expression); physical or mental disability; genetic information; medical condition; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or because one is perceived to have one or more of the foregoing characteristics or associates with a person or group with one or more of these characteristics. nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.~~
5. For gifts and donations which have a value of \$1,000 or more, the College or District Chief Executive Officer shall accept or decline the contribution on behalf of the Board and report all such contributions in summary form to the Board semi-annually, with the date of receipt of the contribution shown. The Major Gifts Officer at KCSM may accept or decline gifts for KCSM on behalf of the District.
 - a. Gifts with a value of less than \$1,000 will be accepted or declined by the receiving unit's manager.
 - b. The value of a contribution will be reported on the aggregate value of all items contributed at one time by a single donor and not the individual value of each item separately.

6. Only those gifts and donations which are deemed by the receiving unit's manager to be useful to the educational program, to support services, or for fund-raising will be accepted. All gifts and donations shall be used for the purpose specified by the donors. Unrestricted gifts or donations shall be used in accordance with District/College plans.
7. For contributions valued at \$1,000 or more, the appropriate College or District Chief Executive Officer shall provide the donor with an official acknowledgment of the contribution. The receiving unit's manager will provide appropriate acknowledgment for contributions with a value of less than \$1,000. Except for the case of a monetary contribution, it is the responsibility of the donor to provide an estimate of the value of the contribution.
8. Employees are encouraged to refer prospective donors to the San Mateo County Community Colleges Foundation.

CHAPTER 8: Business Operations
BOARD POLICY NO. 8.80 (BP 6700)

BOARD POLICY
San Mateo County Community College District

Subject: 8.80 Community Use of District Facilities
Revision Date: 4/12; xx/xx
Policy References: Education Code Sections 82537 and 82542

1. The San Mateo County Community College District, as a community institution, is oriented to the educational, cultural and recreational needs of all citizens of San Mateo County, and the Board of Trustees and administration encourage the use of all facilities when they are not required to carry on the programs of the District.
2. The use of District facilities by community groups and public agencies shall be granted under the provisions of the Civic Center Act (Education Code Section 82537 et seq.) in accordance with the law. The Chancellor or designee shall establish procedures regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and others.
3. The administrative procedure shall include reasonable rules regarding the time, place, and manner of use of District facilities. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students. No use shall be permitted that will interfere with the use and occupancy of a college facility or grounds for the purposes of the community college programs or activities. College activities include, but are not limited to, day, evening, weekend, community service, and continuing education activities.
4. Persons or organizations using District property may be charged such fees as are authorized by law. Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). The District administration shall permit use of available facilities and may charge fees to the various community, public, non-profit, private and religious organizations under the conditions of and as authorized by Education Code Sections 82542 and 82544. The administration shall determine the utility costs, direct costs and the fair rental value and establish a schedule of fees which shall be adjusted as needed.
5. Permitted uses under this policy are to be for short-term and temporary needs. No possessory interest is intended by any permitted use of a college facility. No use shall be permitted under the authorization of this policy that constitutes a monopoly for the benefit of any person or organization. Facility uses that may be long in duration, that represent an exclusive use, or that are for commercial purposes not covered by the Civic Center Act provisions of the Education Code or this policy must be presented and approved by the Board of Trustees prior to occupancy.
6. No group or organization may use District property to unlawfully discriminate on the basis of **federal or state protected classes including, but not limited to: race; color; national origin, ancestry or citizenship status; religion or creed; age; marital status; sex and gender (including sexual orientation and identity; gender identity and gender expression); physical or mental disability; genetic information; medical condition; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or because one is perceived to have one or more of**

the foregoing characteristics or associates with a person or group with one or more of these characteristics.

~~nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law.~~

CHAPTER 1: Board of Trustees
BOARD POLICY NO. 1.25 (BP 2210)

BOARD POLICY
San Mateo County Community College District

Subject: 1.25 Secretary for the Board
Revision Date: 2/09; xx/xx
Policy Reference: Education Code Section 72000

The Chancellor shall serve as Secretary to the Board of Trustees.

The major duties and responsibilities of the Secretary for the Board shall be:

1. To provide notification of Board meetings to members of the Board.
2. To **jointly** prepare agendas **with the Board President**.
3. **To attend all Board meetings and closed sessions unless excused.**
4. To have recorded **in the minutes** all actions taken at Board meetings, review unadopted minutes of each meeting, and transmit such minutes to Board members before each ensuing regular meeting.
5. To certify or attest to Board actions, as required, and to execute official papers.
6. To conduct correspondence on behalf of the Board in response to communications received by the Board or in pursuance of Board actions.
7. To safeguard records, proceedings, and documents of the Board.

CHAPTER 1: Board of Trustees
BOARD POLICY NO. 1.50 (BP 2360 and 2365)

BOARD POLICY
San Mateo County Community College District

Subject: 1.50 Minutes of Meetings
Revision Date: 2/09; xx/xx
Policy References: Education Code Section 72121(a); Government Code Sections 6250 et seq.,
54957.5 and 54953.7

1. A record of all transactions of the Board shall be set forth in the Board meeting minutes. All minutes, after approval by the Board, shall be kept by the Secretary for the Board in the Minute Book and/or in an appropriate electronic format as the official record of Board meetings. The minutes of all Board meetings are public records and shall be made available to the public.
2. The minutes shall be succinct; the basic function of the minutes shall be the recording of official actions of the Board.
 - a. The minutes shall record the name of the person making a motion, the name of the person seconding it and the vote. A member abstaining from voting on a proposition may state his/her reasons and may have them recorded in the minutes if he/she so requests at the time of the voting.
 - b. If discussion is held on an item, the minutes will state that "a discussion was held". A summary of the positions of the Board members will be reported. Such summary may be corrected at the time the minutes are presented for adoption.
 - c. Any Board member may request that there be included in the minutes any verbatim statement which that Board member has made or data which he/she wishes to have included in the minutes. Unless such request is made at the meeting during which the statement is made or the data produced, it shall not thereafter be requested as part of those particular minutes.
 - d. Each Board member shall have the privilege of having his/her vote and the reasons for it recorded separately on any question if he/she so requests in the minutes. The request must be made while the vote is being taken or immediately thereafter.
3. Board meetings shall be audio ~~tape~~ recorded. ~~Tapes Recordings~~ shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code sections 6250, et seq. ~~Tapes Recordings~~ of meetings do not constitute the official Board minutes, but are used to assist in clarifying the business transacted at Board meetings. ~~Tapes Recordings~~ normally will be retained for one month; at the discretion of the Board or the Chancellor, ~~tapes recordings~~ may be retained for a longer period of time.
4. Minutes and ~~tapes recordings~~ of Board meetings shall be available by prior arrangement for inspection by the public during the regular office hours of the District Office. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.11

BOARD POLICY
San Mateo County Community College District

Subject: BP 2.11 Philosophy of Personnel Management and Human Resource Development
Revision Date: 5/09; xx/xx
Policy References: Education Code Sections 87100, et seq.; Title 5, Sections 53000, et seq.; Accreditation Standards III.A.1.b and III.A.5

1. The Board subscribes to principles of human resource management which promote equal access, equal opportunity, equal treatment and fairness, staff development and training opportunities, fair compensation and accountability.
2. The District's human resource management program shall be comprehensive and shall include, but not be limited to, recruitment, testing, selection, appointment, classification and pay, benefits administration, counseling, employee development and training, employee recognition and staff evaluation components. The development and implementation of this broad-based approach to human resource management shall be the responsibility of the Chancellor, College Presidents and the Vice Chancellor, Human Resources & Employee Relations, in consultation with appropriate staff and bargaining units.
3. It is recognized that the District's most valuable resource is its faculty and staff and, therefore, the District shall provide appropriate group and individual development and training opportunities for employees on a continuing basis.

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.22 (BP 7310)

BOARD POLICY
San Mateo County Community College District

Subject: BP 2.22 Employment of Relatives
Revision Date: 5/09; xx/xx
Policy References: Government Code Sections 1090 et seq. and 1290 et seq

1. The District shall not prohibit the employment of relatives or domestic partners **of current employees**. However, no employee of the District or Board member shall **directly** supervise a member of his/her immediate family or an individual living in the same household. No employee of the District or Board member shall **directly** supervise the supervisor of a member of his/her immediate family or an individual living in the same household.
2. No District employee or Board member shall serve on a committee for the purpose of selecting or evaluating an employment candidate if he/she is in the immediate family of or is living in the same household with any candidate being considered.
3. It is the intention of the Board to generally prohibit an employee or Board member from making employment-related decisions ~~of another employee related as described above~~ **concerning a relative or household member** as described above; however, when essential for the operation of the District, an exception to this policy may be authorized by the Board.
4. For purposes of this section, "immediate family" is defined as: the spouse, domestic partner, child, **stepchild, stepsibling**, parent, grandparent, sister, brother, daughter- or son-in-law, sister- or brother-in-law, mother- or father-in-law of the employee or Board member or any relative living in the immediate household of the employee or Board member.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.25 (BP 3430)**

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

<u>Subject:</u>	BP 2.25 Prohibition of Harassment
<u>Revision Date:</u>	4/13; 11/14; xx/xx
<u>Policy References:</u>	Education Code Sections 212.5; 44100; 66252; 66281.5; Government Code Section 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e; Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence. It shall also be free of other unlawful harassment **and bullying including, but not limited to, that which is based on any of the following federal and state protected classes: race; color; national origin, ancestry or citizenship status; religion or creed; age; marital status; sex and gender (including sexual orientation and identity; gender identity and gender expression); physical or mental disability; genetic information; medical condition; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or because one is perceived to have one or more of the foregoing characteristics or associates with a person or group with one or more of these characteristics.** ~~that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, genetic information, medical condition, marital status, sex, gender, gender identification, gender expression, age, or sexual orientation of any individual, military and veteran status, or because an individual is perceived to have one or more of the foregoing characteristics.~~ This policy shall apply to all employees, students and any other individuals who come onto District property.

1. The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct may be subject to disciplinary action, up to and including termination or expulsion. Engaging in intimidating conduct or bullying against another employee through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying are strictly forbidden.
2. Any individual who believes that he or she has been harassed, bullied or retaliated against in violation of this policy and wishes to report such incidents should ~~use the procedure provided by~~ report the incident to his/her supervisor, ~~or~~ the office of the Vice President of Student Services, or the Vice Chancellor of Human Resources and Employee Relations. ~~Supervisors are mandated~~ Individuals to whom incidents of harassment, retaliation or bullying are reported are required to report all such incidents ~~of harassment and retaliation that come to their attention~~ to the Vice Chancellor of Human Resources and Employee Relations. If an incident involves the Vice Chancellor of Human Resources, it shall be reported directly to the Chancellor.

4. This policy applies to all aspects of the academic and work environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any District activity. In addition, this policy applies to minors as well as adults, and to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reemployment, transfer, leave of absence, training opportunities, assignment of work hours and projects, and compensation.
5. The Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.
6. The Chancellor shall establish procedures that define harassment throughout the District. The Chancellor shall further establish procedures for employees, students and other members of the District community that provide for the investigation and resolution of complaints regarding harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students and agents.
7. The District shall promptly investigate and resolve complaints of harassment and will assure that any harm resulting from the harassment will be promptly redressed by restoring any lost benefit or opportunity. All participants are protected from retaliatory acts by the District, its employees, students, and agents.
8. This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees on the District's public website.
9. It is the responsibility of each individual to maintain a level of conduct that is compliant with this policy. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.75 (BP 3225 and 3250)**

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

Subject: BP 2.75 Institutional Planning and Effectiveness
Revision Date: 5/09; xx/xx
Policy References: Education Code Sections 78210 et seq. (Seymour-Campbell Student Success Act of 2012) and 84754.6; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510 and 56270 et seq.; ACCJC Accreditation Standards I.B.5-9, III.B.4, III.C.2, III.D.2, IV.B.3 and IV.D.5

1. The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness.
2. The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the College community and is supported by institutional effectiveness research.
3. The planning system shall include plans required by law, including, but not limited to:
 - a. Long range educational or academic master plans, which shall be updated periodically as deemed necessary by the governing board
 - b. Facilities plan
 - c. Equal Employment Opportunity Plan
 - d. Student equity plan
 - e. Student Success and Support Program Plan
 - f. Cooperative Work Experience
 - g. EOPS
4. The Chancellor shall submit those plans for which Board approval is required by Title 5 to the Board.
5. The Chancellor shall periodically inform the Board about the status of planning and the various plans.
6. The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.
7. Each College of the District has developed, adopted and publicly posted a goals framework pursuant to the requirements of Education Code Section 84754.6.

BOARD REPORT NO. 15-6-104B

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
Joe Fullerton, Energy and Sustainability Manager, 358-6848

APPROVAL TO IMPLEMENT A FEE STRUCTURE FOR DISTRICTWIDE ELECTRIC VEHICLE CHARGING STATIONS

According to the United States Department of Energy, “Plug-in electric vehicles (PEVs) have immense potential for increasing the country’s energy, economic, and environmental security, and they will play a key role in the future of U.S. transportation.” San Mateo County Community College District is helping this potential become reality.

The installation of 21 Level 2 electric vehicle (EV) charging ports across the District as part of a California Energy Commission (CEC) Grant has been an enormous success. Since launching in November of 2013 we have had over 15,000 unique charging episodes with a total of nearly 30,000 hours of active charging throughout the District. Currently there are three stations with two ports each at Cañada College and College of San Mateo. Another station is located at the District office while a total of five stations are hosted at Skyline College (of which seven ports are publicly available) including one serving the Automotive Technology Program.

While the curriculum-oriented function of the station in Skyline’s auto tech program has an impressive and important success story in and of itself, the focus of this report is on those stations that serve our college constituents and the public.

The EV Stations have helped us save local drivers from purchasing over 13,000 gallons of gasoline (about \$40,000 at \$3/gallon). By doing so, the stations have contributed to global benefits as well. To date, the charging stations have prevented nearly 50 metric tons of greenhouse gas emissions.

From November 2013 through early June 2015, utilization of the stations has steadily increased. Average utilization throughout that period hovers above 70%. During peak occupancy, utilization rates are commonly in the 85-90% range. Increasingly, it is becoming difficult to find an open port for charging.

Providing the service to our community does come at a cost. As part of the CEC Grant, the District agreed to forego assessing fees for electric vehicle charging for a period of no less than six months (beginning September 2013). This period is more than a year in the passing and fees for using the stations may now be assessed.

District EV Charging Station Statistics Summary:

Item	Number	Note
Date Operational	September 3, 2013	Networked in November 2013
Number of Stations	11	21 Level 2 Ports
Kilowatt hour total	105,200	8/3/13 – 6/4/15
Kilowatt hour per charge average	6.96	8/3/13 – 6/4/15
Total charging hours	27,560	8/3/13 – 6/4/15
Average hours per charge	1:49:29	
Total hours of plug-ins	40,828	8/3/13 – 6/4/15
Average hours of plug-ins	2:42:11	8/3/13 – 6/4/15
Total number of Charges	15,105	8/3/13 – 6/4/15
Total annual Cost	~\$20,000	6/4/14-6/4/15 including Energy, M&O and Admin
Average Cost Per Charge	~\$2.00	6/4/14-6/4/15 including Energy, M&O and Admin
Average Cost Per Charge per kWh	~\$0.30	6/4/14-6/4/15 including Energy, M&O and Admin

Figure 1

In order to establish a reasonable rate for vehicle charging on District campuses, staff has conducted thorough research in three main areas:

- 1) District cost to operate
- 2) Industry standard approaches to fee structures
- 3) Fee structures for other entities in the area

1) District Cost to Operate

The District does incur a range of costs associated with providing electric vehicle charging infrastructure. These costs include energy, maintenance and operations, software, and administrative costs. This cost comes to about \$2.00 per charge on average or \$0.29 per kilowatt hour. This cost per charge and per kilowatt hour average does not include any associated fees for recouping the cost of installing the stations themselves.

Currently the average charge time is 1 hour and 49 minutes with an average plug-in duration of 2 hours and 42 minutes. Charging episodes use an average of just under 7 KWH per charge. There are frequent occasions of EV drivers overstaying the 4-hour time limit (see Figure 2).

The Department of Public Safety oversees ticketing and enforcement of a 4-hour parking limit in the spots designated for the EV Charging stations. This limit is clearly posted on signage around the charging stations and on the station display itself. Of the nearly 10,000 individual charging sessions over the last year, over 20% (~2200 episodes) have exceeded the 4-hour time limit posted on the station screens, signage and campus websites. Of these, only 572 are actively charging for longer than the 4-hour time limit.

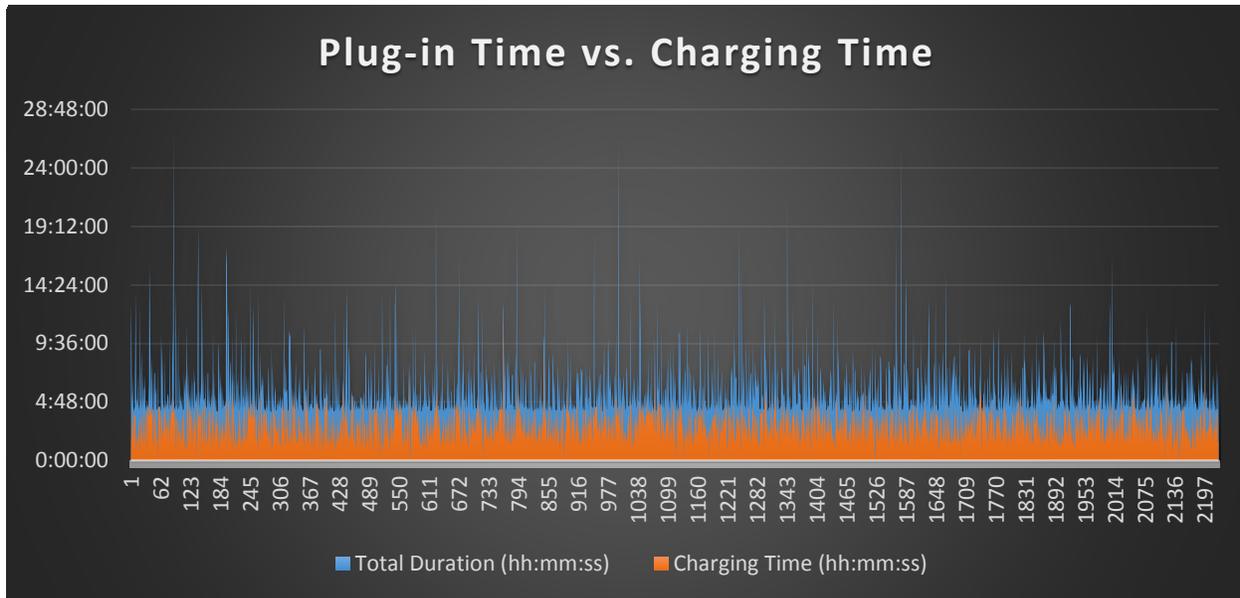


Figure 2

Figure 2, above, shows the difference in the duration of plug-in compared to the actual charging time. Where the actual charging time infrequently exceeds the 4 hour time limit, many EV drivers stay far longer than is necessary to recharge their vehicles. These overstay increase the total cost of electricity provided, add administrative demands for public safety and facilities personnel, and decrease accessibility for other EV Drivers.

2) Industry Standard Approaches to Fee Structures

There are a wide variety of fee arrangements and assignments for EV Charging stations. The most popular include the following:

- a) Fee-Based Charging: This may or may not include separate charges for parking per usual parking policies. Fees may be calculated based on duration of stay, energy consumed (kWh), or a combination of the two.

Duration-Based Fees

i. Pros:

1. By charging a standard hourly fee the EV driver can easily calculate the amount of money that will be spent for a charging session.
2. Fees continue to accumulate after the EV is fully charged which encourages drivers to move their EV thus making the charging station available to other EVs.

ii. Cons:

1. The hourly fee does not relate directly to energy consumed because different vehicles consume energy at different rates while charging. Consumption of energy varies from 1kW to 6.6kW. Drivers with low charging rate vehicles may feel the fees are too high and/or unfair.

Energy-Based Fees

i. Pros:

1. By charging a fee based on energy consumption the EV driver pays only for the electricity consumed during the charging session.

2. This has the benefit of fees relating directly to energy costs which is more equitable for drivers of low charging rate vehicles and ensures that drivers of high charging rate vehicles pay their fair share.
- ii. Cons:
1. Once the EV is fully charged it can stay connected with no fees being accrued.
 2. The EV driver cannot easily predict the cost for charging since it is difficult to know how much energy the EV requires.
- b) Graduated Pricing Based on Duration of Stay: Many EV Charging station providers in the area (see Figure 3) raise the fee by a sufficient increment to encourage turnover of the space and thus greater availability and utilization (in charging mode) for EV drivers.
- i. Typically applied after two to four hours of charging at the lower cost rate and can be used in combination with either or both of the fee structures below – particularly in cases where utilization rates are observed to be very high (70% or more) and available alternative charging facilities are limited.
 - ii. According to Bay Area Climate Collaborative “Many site hosts have chosen to substantially increase rates after the initial 2-4 hour period up to as much as \$5-\$20 per hour.”
- c) Time of Use Pricing: Some site hosts may also consider a lower evening or weekend rate for EVs to encourage responsible on-peak use and to make up the higher electrical costs in the middle period of the day and in the summer.
- d) Initial Connection Fee: Initial connection fees help address instances where EV drivers who do not actually need to charge their vehicles will use an EV charging space because it is conveniently located and/or more available than other parking spots. One way to discourage this behavior is to charge an initial connection fee in addition to the Usage fees. A typical connection fee would be \$1.00 to \$2.00. (Bay Area Climate Collaborative, 2015).

Many organizations use a combination of strategies to recouping costs while also encouraging users to be considerate of other drivers.

3) Fee Structures in the area

Many area EV Charging station providers do assign a fee to their users to cover the costs associated with providing the service. A survey of local entities highlights the fee approaches taken.

Survey of Existing EV Pricing Policies in the Bay Area

[sample – not complete]

Location	City	Access Fee	Hourly Fee	Per kWh Fee	Escalation Fee	Off-peak	Notes
City of Half Moon Bay	Half Moon Bay	\$1.00	\$1.00				Max \$100
Cupertino City Hall	Cupertino		\$1.50				
Hewlett Packard	Palo Alto				\$10.00		per hour after 4 hours
HGST-GO	San Jose		\$0.50				
Los Altos Hills City Hall	Los Altos Hills			\$0.25			

Los Altos Plaza	Los Altos			\$0.32			
Los Gatos Inn	Los Gatos	\$4.00					
Lynbrook HS	San Jose		\$1.50		\$5.00		after 4 hours
Menlo Park	Menlo Park		\$1.50				
Molly Stone Market	Palo Alto				\$5.00		per hour after 1 hour
Palo Alto USC	Palo Alto			\$0.17			
Portola Valley Library	Portola Valley		\$4.00				First hour free
San Jose	San Jose	\$1.25		\$0.20			
Santa Clara Univ	Santa Clara		\$2.00		\$3.00		after 4 hours
Santana Row	San Jose			\$0.49			
Saratoga	Saratoga		\$1.00				
Stanford PS-5	Stanford		\$2.00			\$1.00	4pm-6am
Stanford Shopping Center	Palo Alto			\$0.49			
Strata	Mountain View		\$1.15				
Town of Los Gatos	Los Gatos	\$3.00					for 24 hours
Walgreens	San Mateo	\$1.00		\$0.49			

Figure 3

In observing the costs assessed by the District, the usage patterns of EV drivers, industry standard rate structures as well as local fees, staff has developed a recommended fee structure. This proposed fee structure establishes a reasonable price for use of the EV charging stations across the District. In using a per kWh rate inclusive of maintenance and operations as well as administrative costs, the District addresses price equity for all users. Including escalation fees will help discourage those that chronically overstay the posted limits, increasing the availability of stations to staff, students and the public.

RECOMMENDATION

It is recommended that the Board approve the following fee structure for Districtwide electric vehicle charging stations:

- Free for up to 4 hours for all District staff and students. \$5.00 per hour thereafter.
- \$0.35 per kWh for up to four hours for all public users. After four hours, \$5.00 per hour or fraction thereof, up to 6 hours. \$10 per hour or fraction thereof.
- Authorization to reasonably adjust (including increases or decreases) the rate structure to accommodate for variability in costs to the District to provide electric vehicle charging stations at a period of no less than annually without Board approval.

BOARD REPORT NO. 15-6-105B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Tom Bauer, Vice Chancellor, Auxiliary Services and Enterprise Operations,
358-6782

**APPROVAL TO RENEW THE MANAGEMENT AGREEMENT WITH EXOS/MEDIFIT, INC.
TO CONTINUE OPERATING THE SAN MATEO ATHLETIC CLUB AND OTHER DISTRICT
OWNED COMMUNITY-BASED FITNESS CENTER(S) IN PARTNERSHIP WITH THE
DISTRICT**

On January 27, 2010, the Board of Trustees approved the recommendation for the District to enter into a management agreement with Medifit Corporate Services, now known as EXOS/Medifit, to operate the San Mateo Athletic Club and Aquatic Center (SMAC) located on the campus of College of San Mateo. During the RFP process in 2009, the District was focused on finding a partner who was an industry leader offering innovative, award winning programs. In addition, we were focused on identifying a vendor who could achieve profitability in a reasonable amount of time and manage expenses effectively while creating a dynamic marketing and outreach program. We were seeking a partner that would exemplify the high customer service standards of this District and demonstrate the ability to partner with our academic professionals.

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 more than 4,300 classes taught each year with attendance in those classes exceeding 73,000 last year. The aquatics program boasts the award winning San Mateo Masters Swim Team with more than 300 members and the Bulldog Swim Club with more than 200 youth swimming for the team, along with two junior Olympic qualifiers. The program also hosts a number of countywide swim meets, clinics and workshops and supports charity events including Swim Across America and the Special Olympics each year.

SMAC's 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 EXOS/Medifit have been achieved beyond our initial expectations and we continue to grow the membership as a now mature health club. SMAC also 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.

SMAC, through its partnership with EXOS/Medifit, has exceeded every expectation the District had when we first started down this path back in 2008, exploring the concept of creating a community-based fitness facility operating side by side with our own exceptional academic program in an active classroom environment. EXOS/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.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to negotiate and execute an agreement with EXOS/MediFit to operate the San Mateo Athletic Club in addition to any other community-based fitness center(s) owned by the District for a period of five years beginning July 1, 2015 with an option for a five year renewal at the sole discretion of the District.

BOARD REPORT NO. 15-6-106B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Karen D. Powell, Executive Director, Facilities Planning & Operations, 358-6808

APPROVAL OF 2017-2021 FIVE-YEAR CAPITAL CONSTRUCTION PLAN

On June 25, 2014 (Board Report No. 14-6-104B), the Board authorized submittal of the District's 2016-2020 Five-Year Capital Construction Plan (5YCP) and the related Initial Project Proposals (IPP's) and Final Project Proposals (FPP's) to the California Community Colleges Chancellor's Office (CCCCO). The authorization was in accordance with the Community College Construction Act and both the Education Code Section 81800, *et seq.*, and State Administrative Manual 6610. The plan constitutes the first part of the capital outlay proposal process and was prepared according to current guidelines.

The CCCCCO reviews and evaluates submitted plans for conformance to existing guidelines and potential for funding. Competition is increasingly fierce in light of the Legislature and Governor's decisions not to put statewide bonds on the 2008, 2010, 2012, or 2014 ballots. Because of the lack of a statewide bond, in 2008, the CCCCCO un-approved two years' worth of projects (including six District projects) previously approved for the 2009-2010 and 2010-2011 funding cycles. With these projects, along with those submitted in 2011, 2012, 2013 and 2014, a significant and growing backlog of projects is now competing for limited funding. The CCCCCO has indicated they will transfer previously approved FPP's for the modernization of Cañada College's Multiple Program Instructional Center (Building 13) and the Skyline College Workforce and Economic Development Prosperity Center (Building 2) to the next funding cycle, where these projects will have to re-compete against other submitted project proposals. Due to changes in planned project scope and approach, the College of San Mateo Emerging Technologies Center Project (Building 19) FPP has been converted to a locally funded project, and a new FPP developed for CSM Library Renovation (Building 9). Three new IPP's for fiscal year 2018-2019 are included in this year's submittal.

In preparing and submitting the 2017-2021 plan, the District maintains its priorities with regard to funding improvements for (1) buildings and facilities, (2) improvements and modifications to meet the needs of the physically limited, and (3) response to safety concerns.

This report is broken down into three categories:

- I. Past Fiscal Year State Capital Outlay Projects (Approved, Work underway)
- II. Fiscal Year 2017-2018 FPP's (Subject to approval and future funding)
- III. Fiscal Year 2018-2019 IPP's (Subject to approval and future funding)

Each project is described under these sections and this report is meant to give the Board and community an understanding of the projects anticipated to be implemented in the 2016-2020 timeframe.

I. Past Fiscal Year State Capital Outlay Projects (Approved, State funding available)

COLLEGE OF SAN MATEO – NORTH GATEWAY PROJECT (Demolition of Seismic Hazardous Buildings 21-29)

Project Description: This project has removed seismic hazards from the College of San Mateo. Four buildings on the CSM campus, Buildings 21, 23, 25, and 27, were rated F in a seismic survey and by additional structural analysis. Some of the buildings contained hazardous materials, which could have been widely dispersed in the event of a structural collapse. The project removed these dangers through demolition of Buildings 21-29 and will repair and reconfigure the site with accessible pathways, recreating the Galileo Parking Lot (Lot 6), replace landscaping, install energy efficient LED lighting and construct a student gathering space. Additionally, load center #4 of the site's main electrical distribution system was decommissioned due to safety concerns stemming from water infiltration into the vault. The creation of new load center #8 as part of the first phase of this project allowed the contractors to safely disable the electrical system prior to the demolition of the buildings. In order to expedite resolution of the safety issues associated with the required replacement of load center #4 with the new load center #8, the work included in this project was separated into three phases: load center work, hazardous materials abatement, and building demolition and site construction.

Total Project Cost: This project has an estimated cost of approximately \$18.552 million. State Capital Outlay funds of \$10.907 million have been approved by the CCCCO, supplemented by \$7.645 million in Measure A general obligation bond funds.

Status: Phase I, Load Center #8, commenced in December 2010 and is now complete. The new load center #8 has been constructed, installation of electrical equipment has been completed and the electrical cutover from load center #4 to load center #8 occurred in June of 2011. All Phase I work is complete.

Phase II, hazardous materials abatement was completed in 2012.

Phase III includes demolition of Buildings 21-29, on-site recycling of building materials for incorporation into the work as aggregate base for the new parking lots, parking lot pavement, striping, energy efficient LED lighting, landscaping and construction of the new Plaza of the Sun. The project was interrupted during the Fall of 2014 when the District terminated the general contractors right to proceed under the contract and the issuer of the performance bond took over completion of the project. The parking lots are scheduled to be available to students Fall 2015, with final contract completion by October 2015.

II. Fiscal Year 2017-2018 FPP's

CAÑADA COLLEGE – BUILDING 13 MULTIPLE PROGRAM INSTRUCTIONAL CENTER

Project Description: This project involves the modernization of the academic classroom Building 13. The building was one of the original instructional buildings built on the Cañada campus in 1968. The project proposes code upgrades to 12,110 gross square feet (GSF) of restroom facilities, corridors and vertical circulation systems. The modernization will serve several purposes, improving accessibility for ADA compliance and replacing building systems and finishes that have exceeded their service life expectancy. Modernization of faculty offices is a part of this proposed project.

Total Project Cost: The renovation of this facility has an estimated total project cost of \$19.923 million, with \$7.194 million requested from State Capital Outlay funding, supplemented by \$12.729 million in local funds.

Status: Based on the assumption that the project is approved and a statewide bond is passed by the voters, design would commence in late 2017 with construction starting in 2019. Assuming State Capital Outlay funding is secured, the facility would be ready for use in fiscal year 2020-2021.

SKYLINE COLLEGE – BUILDING 2 WORKFORCE DEVELOPMENT AND ECONOMIC PROSPERITY CENTER

Project Description: This project provides a readily accessible integrated service center that responds to the need to link services, benefits, opportunities, and instruction to build on the State's investment in workforce and economic development and to strengthen the connections of the public to benefits and opportunities that help build personal and community economic sustainability. In particular, it addresses the specific needs of students by linking their educational experience with the job market and long term careers. The services consist of three strands: employment/career services, income/work supports, and financial services/asset building.

This 10,930 assignable square feet (ASF) facility includes a job placement center, resource libraries, international trade and development center, center for workforce development, and an English language institute. To be located in Building 2, part of the project includes activating 7,897 ASF of unassigned space.

Total Project Cost: The renovation of this facility has an estimated total project cost of \$26.320 million, with \$13.160 million in requested State Capital Outlay funding, supplemented by \$13.160 million in local funds.

Status: Based on the assumption that the project is approved and a statewide bond is passed by the voters, design would commence in late 2017 with construction starting in 2019. Assuming State Capital Outlay funding is secured, the facility would be ready for use in fiscal year 2020-2021.

COLLEGE OF SAN MATEO – BUILDING 9 LIBRARY MODERNIZATION

Project Description: The library at College of San Mateo was constructed in 1963 and houses the learning resource functions and a television studio. The building has seen minor remodeling and a seismic upgrade over the past 40 years and is need of a major modernization to provide the media and library technologies relevant to today and conform to current codes, particularly ADA.

This FPP proposes to modernize 49,402 GSF in the heart of the campus. It upgrades internal spaces of the library to address the infusion of the digital elements so prevalent in library systems of today. It reconditions the current KCSM Broadcast space for occupancy by District Information Technology Services, providing them with their first ever consolidated, efficiently configured space.

The project also addresses the inadequacy of the utility systems, acoustics, and environmental controls of the building.

Total Project Cost: The project estimate is currently being validated. The cost is expected to be approximately \$18.000 million, with fifty percent of requested State Capital Outlay funding, supplemented by an approximately equal match in local funds.

Status: Based on the assumption that the project is approved and a statewide bond is passed by the voters, design would commence in late 2017 with construction starting in 2019. Assuming State Capital Outlay funding is secured, the facility would be ready for use in fiscal year 2020-2021.

III. Fiscal Year 2018-2019 IPP's

CAÑADA COLLEGE – BUILDING 3 PERFORMING ARTS CENTER TECHNOLOGY AND ENVIRONMENTAL MODERNIZATION

Project description: This IPP addresses challenges resulting from changes in pedagogy over the past 20 years. Significant changes have occurred in the technologies that support the teaching of the fine arts, especially photography, as well as the theater and the theater support areas. Lighting, sound systems and backstage support rooms require renovation in order to properly train students in the use of these new technologies.

The photography program spaces need to be reconfigured to provide a safer and cleaner working environment. Existing utility infrastructure systems (e.g. electrical, mechanical, data, elevator, security, etc.) all require upgrades to comply with current codes and improve the learning environment.

Total Project Cost: The renovation of this facility has an estimated total project cost of \$20.043 million, with \$14.030 million requested State Capital Outlay funding, supplemented by \$6.013 million in local funds.

Status: If the CCCCOC approves this IPP, an FPP will be developed and submitted as part of the 2018-2021 planning process. Funding sources for Fiscal Year 2018-2019 FPP's have not yet been identified.

COLLEGE OF SAN MATEO – BUILDING 1 MODERNIZATION

Project Description: This Project proposes to modernize Building 1 (24,930) GSF. The 43-year-old Building 1 was constructed along with the core of the campus in 1963 and was among the first buildings built on the site. The building currently houses Public Safety, Health Services, Psychology Counseling Services, CSEA, and Community Education. It has never undergone any substantive renovations or remodeling over the past 40 years and is in need of major modernization to conform to current code, particularly ADA. The project also addresses the inadequacy of the utility infrastructure, acoustics, and environmental controls of the building. The intent of this project is to modernize the building to accommodate the aforementioned services in a safe, accessible, and efficient manner.

Total Project Cost: The renovation of this facility has an estimated total project cost of \$8.733 million, with \$7.019 million requested State Capital Outlay funding, supplemented by \$1.754 million in local funds.

Status: If the CCCCOC approves this IPP, an FPP will be developed and submitted as part of the 2018-2021 planning process. Funding sources for Fiscal Year 2018-2019 FPP's have not yet been identified.

SKYLINE COLLEGE – BUILDING 5 LEARNING RESOURCE CENTER TECHNOLOGY AND ENVIRONMENTAL UPGRADE

Project description: This IPP proposes to address program issues related to the library/LRC. Substantial changes in the technologies supporting library and LRC programs have occurred rapidly during the last 10 years. This project addresses these changes by reconfiguring spaces to incorporate techno-media-internet elements into the program. In addition, the project incorporates energy saving technologies, sustainability and, in general, reduction of operating costs of this high cost building. The project also results in reestablishment of points of access/egress to respond to the preferred path used by students to get to the parking lots; use of the single door at the loading dock has resulted in a potential danger to students who seek the shortest distance to the lot.

Total Project Cost: The renovation of this facility has an estimated total project cost of \$16.778 million, with \$8.389 million requested State Capital Outlay funding, supplemented by approximately \$8.389 million in local funds.

Status: If the CCCCO approves this IPP, an FPP will be developed and submitted as part of the 2018-2021 planning process. Funding sources for Fiscal Year 2018-2019 FPP's have not yet been confirmed.

IV. Locally funded current and future projects

CAÑADA COLLEGE – BUILDING 1 DEMOLITION AND NEW CENTER FOR KINESIOLOGY AND HUMAN PERFORMANCE

Project Description: The existing 43 year old Gymnasium (Building 1) contains hazardous materials, does not meet current structural, accessibility or energy efficiency codes, and is constructed of cast-in-place concrete and does not lend itself to reconfiguration. Therefore the structure will be demolished and replaced. The new structure will serve certificate programs and transfers in Kinesiology, Fitness Professional, and Dance, provide a new state-of-the-art gymnasium and health club to serve the community, along with two 25 meter pools, envisioned as part of the original campus master plan. The project will include appropriate locker rooms to meet accessibility codes and to comply with Title IX¹ requirements. In addition, this project will add a classroom dedicated to the advancement of the Kinesiology and Fitness Professional programs.

Total Project Cost: A conceptual cost estimate for this project is approximately \$90.000 million, to be funded by Measure A and H general obligation bond funds and local funds.

Status: Design is underway. Construction is scheduled to begin mid-2016 with occupancy scheduled fiscal year 2018-2019.

COLLEGE OF SAN MATEO – BUILDING 19 EMERGING TECHNOLOGIES CENTER

Project Description: The 45-year-old Building 19 contains hazardous materials, does not meet current structural, accessibility or energy efficiency codes, and is constructed of cast-in-place concrete which does not lend itself to reconfiguration. Building 12 was constructed at the same time as Building 19, and has similar deficiencies. Both buildings are planned for demolition, to allow

¹ Title IX is a 1972 federal civil rights law prohibiting discrimination in education programs and activities receiving federal funds. It was the first comprehensive federal law to prohibit sex discrimination in these institutions.

reconstruction of a new, approximately 55,000 square foot state of the art technology-learning center with Maker Space.

Total Project Cost: The total project cost is expected to be approximately \$56.000 million, to be funded by Measure H general obligation bond funds.

Status: Programing for this project is currently underway.

CAÑADA COLLEGE – SCIENCE AND TECHNOLOGY BUILDING

Project Description: The new approximately 48,000 square foot Science and Technology Building will be constructed east of Building 22 and west of Building 18. The new building will also house general lecture facilities to meet the needs of various programs.

Total Project Cost: The total project cost is expected to be approximately \$55.000 million, to be funded by Measure H general obligation bond funds.

Status: Design is underway with occupancy scheduled fiscal year 2018-2019.

COLLEGE OF SAN MATEO – EDISON PARKING LOT (DEMOLITION OF Bldg 20 & 20A)

Project Description: Building 20 and the associated greenhouses are 52 years old, in great disrepair, non-ADA compliant and grossly underutilized (most programs that had been located there have moved to the new College Center). The Board of Trustees approved the discontinuance of the Horticulture program several years ago. In addition, the one classroom located in Building 20 is not needed due to the fact that the College has added approximately 41,750 sq. ft. of new classroom, lab and office space over the past eight years. The District's facilities condition database indicates that all building systems in Building 20 are beyond their service life, except for the floor slab, exterior walls and roof. The Facilities Condition Index (FCI) for Building 20 is 68.36%, which indicates it is in very poor condition.

As a result, the Administration determined that it would be best to demolish Building 20 and the associated greenhouses; construct approximately 125-200 parking spaces (replacing 30-40 spaces now there). Due to the opening of the new Building 10, new parking spaces on the east side of campus are definitely needed.

Total Project Cost: This project has an estimated cost of approximately \$3.300 million and is funded by Measure H general obligation bond funds.

Status: The project is currently on hold pending resolution of legal challenges.

COLLEGE OF SAN MATEO – BUILDING 8 DEMOLITION AND NEW KINESIOLOGY BUILDING

Project Description: The 52-year-old Building 8 contains hazardous materials, does not meet current structural, accessibility or energy efficiency codes, and is constructed of cast-in-place concrete which does not lend itself to reconfiguration. The existing facility will be demolished and replaced. Programs housed in this facility will allow completion of certificate degrees and transfers

in Kinesiology, Fitness Professional, and Dance. The project will include appropriate locker rooms to meet accessibility codes and to comply with Title IX^[1] requirements.

Total Project Budget: The total project cost is expected to be approximately \$40.000 million, to be funded by Measure H general obligation bond funds.

Status: Project construction will commence upon occupancy of the Cañada College Center for Kinesiology and Human Performance project.

COLLEGE OF SAN MATEO – BUILDING 3 THEATER MODERNIZATION

Project Description: This project proposes to complete the renovation of Building 3 Theater (27,027 GSF) to support the educational mission and performing arts at College of San Mateo. The theater has undergone partial renovations over the past 40 years; however, a substantive remodel and reconfiguration of spaces will address program needs and bring the facility into the 21st century. In addition to the programming changes, there are infrastructure issues that need to be corrected to meet the needs of the modern theater and associated support and office space. Included as part of this project will be classroom renovations including the introduction of smart classroom technologies, safety and security enhancements, installation of the District's electronic security system, improving the indoor air quality with substantive changes to the building's failing ventilations system, as well as modernizing zone controls, renovating restrooms, addressing ADA accessibility issues, and activating the Theater lobby.

Total Project Cost: The total project cost is expected to be approximately \$10.000 million, to be funded by Measure H general obligation bond funds.

Status: Design is underway with occupancy scheduled for fiscal year 2018-2019.

COLLEGE OF SAN MATEO – BUILDING 17 LEARNING COMMUNITIES

Project Description: This project proposes to repurpose the majority of faculty offices located in Building 17 to provide support space for a number of Learning Communities. Learning Communities are cohort-based programs that link instructors across disciplines and connect people who share common academic goals and attitudes. CSM's learning communities offer an innovative and exciting approach to learning designed for student success. The CCCO analysis indicates the CSM campus is currently overbuilt in the office space category, and the Administration has identified alternate faculty office spaces elsewhere on the campus to house those displaced by this project.

Total Project Cost: The total project cost is expected to be approximately \$3.000 million, to be funded by Measure H general obligation bond funds.

Status: Design is underway with occupancy scheduled for fiscal year 2018-2019.

SKYLINE COLLEGE – BUILDINGS 19 & 20, PACIFIC HEIGHTS DEMOLITION AND NORTH CAMPUS IMPROVEMENTS

Project Description: This project proposes to demolish two buildings which have reached the end of their useful life; Buildings 19 and 20, located in the Pacific Heights section of the Skyline College campus. The project removes 26,832 ASF from the campus space inventory including 14,806 ASF of

^[1] Title IX is a 1972 federal civil rights law prohibiting discrimination in education programs and activities receiving federal funds. It was the first comprehensive federal law to prohibit sex discrimination in these institutions.

classroom, 7,870 ASF of class laboratory, 3,442 ASF of office, and 714 of other space. The project will terminate all utilities, remove all debris from the site, and landscape the area vacated by the buildings in a manner consistent with the existing campus, and provide much needed parking for faculty, staff and students.

Total Project Cost: The total project cost is expected to be approximately \$3.000 million, to be funded by Measure H general obligation bond funds.

Status: This project will occur late in the program, to allow use of the existing facility as temporary space for occupants of facilities under construction associated with Capital Improvement Program Phase 3 (CIP3).

SKYLINE COLLEGE – ENERGY SYSTEMS MANAGEMENT

Project Description: With the increased interest and opportunities in the sustainable construction and energy management technologies, the College has experienced significant growth in related programs. The programs are currently housed in Pacific Heights, which is needed for temporary housing for programs displaced by construction. This new approximately 7,000 square foot building will serve as a model for sustainability and a home to the programs that support these new technologies.

Total Project Cost: The total project cost is expected to be approximately \$5.000 million, to be funded by Measure H general obligation bond funds.

Status: Design is underway with occupancy scheduled for fiscal year 2018-2019.

SKYLINE COLLEGE – ENVIRONMENTAL STUDIES

Project Description: With the increased sensitivity to and the growth in green technologies, the College has experienced a huge growth in the environmental sciences program. The program is currently housed in scattered locations around the campus. This new approximately 18,000 square foot building will serve as a model for sustainability and a home to the programs that support these new technologies.

Total Project Cost: The total project cost is expected to be approximately \$20.000 million, to be funded by Measure H general obligation bond funds.

Status: Design is underway with occupancy scheduled for fiscal year 2018-2019.

SKYLINE COLLEGE – VISUAL AND PERFORMING ARTS COMPLEX

Project Description: This project replaces the 77,587 GSF Fine Arts Building (Building 1), constructed in 1969, and which contains hazardous materials, does not meet current structural, accessibility or energy efficiency codes, and is constructed of cast-in-place concrete which does not lend itself to reconfiguration. The building is in need of extensive modernization to the extent that replacement becomes the more practical solution. The building provides teaching and learning spaces for the arts and social sciences including theatre, photography, painting, ceramics, music, digital arts, dance, paralegal, and administration of justice, philosophy, psychology, history, and sociology.

Total Project Cost: The total project cost is expected to be approximately \$125.000 million, to be funded by Measure H general obligation bond funds.

Status: Programming is currently underway. Occupancy is scheduled fiscal year 2020-2021.

SKYLINE COLLEGE – REMOVAL OF PORTABLES-BUILDINGS 31, 32, 33, 34 AND 35

Project Description: Removal of buildings 31-35 and portables 3A-3E in accordance with the District's ongoing commitment to reduce or eliminate use of temporary facilities in accordance with CCCO guidelines.

Total Project Cost: A conceptual cost estimate for this project is \$1.000 million. This project is to be funded by Measure H general obligation bond funds.

Status: These structures will be removed at the end of the CIP3 program.

RECOMMENDATION

It is recommended that the Board of Trustees authorize submission of the District's 2017-2021 Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.

BOARD REPORT NO. 15-6-107B

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

ACCEPTANCE OF GRANT FROM THE CALIFORNIA ENERGY COMMISSION AND ALLOCATION OF FUNDS FOR THE COLLEGE OF SAN MATEO SOLAR PROJECT

San Mateo County Community College District staff proposes to use the College of San Mateo (CSM) campus electrical grid as a working example of innovation in energy production, storage and management. CSM provides an excellent opportunity to evaluate the best strategies and technologies for these and other applications. In addition to being a valuable learning tool for the California Energy Commission, our grant partners, this project will conserve financial resources for the District, reduce the CSM carbon footprint, and serve our students and community with clean reliable energy for many years to come.

Background

In the fourth quarter of 2014 the Bay Area Climate Collaborative (BACC) approached SMCCCD to partner on a grant proposal to the California Energy Commission for an advanced solar-storage and energy management system to be deployed on the CSM campus. The proposal, submitted January 16, 2015, was developed with technology partners SunEdison and Growing Energy Labs, Inc. (GELI) and resulted in successfully securing a grant of \$2,999,601 from the CEC.

Prospect Silicon Valley (ProspectSV), the BACC's parent organization, is the lead entity on the grant and will provide overall management. This report provides an overview of the project, grant process and proposed contract structure.

This is a showcase project which includes major advances in technology with significant long-term potential for aiding the penetration of renewable energy and improving grid stability across California and beyond, while generating energy for CSM which would otherwise be purchased at market rates.

Bay Area Climate Collaborative and Prospect Silicon Valley Overview

The Bay Area Climate Collaborative (BACC) is a program of 501(c)3 ProspectSV accelerating clean energy implementation. The BACC drives market-oriented solutions that reduce carbon, advance economic development, and accelerate penetration of climate solutions. BACC initiatives have committed nearly 150 million lbs. CO2 reduction over the next 10 years, primarily by partnering with public agencies, and has facilitated two of the largest all-battery electric vehicle fleet deployments in the country; deployed over 150 public EV charging ports across 20 Bay Area communities; and catalyzed the upgrade of over 85,000 streetlights to energy efficient LED fixtures. Anchor partners include the Silicon Valley Leadership Group, Bank of America, PG&E, Environmental Defense Fund, major clean energy industry partners, and local

governments representing over 70 percent of the Bay Area population. ProspectSV provides a full spectrum of emerging technology support enabling next generation technologies for smart, clean and connected cities, including access to a \$12 million, 23,000 sq. ft. Technology Demonstration Center in San Jose.

Project Overview

The College of San Mateo Internet of Energy Project (CSM IoEn) is a demonstration of the next generation of solar generation, storage, power electronics and the “Internet of Energy”. The “Internet of Energy” concept describes advanced multi-asset networked, addressable and dispatchable community grid control services. The project will include innovative Sun Edison solar and storage technology and the Growing Energy Laboratories, Inc (Geli) Energy Operating System which includes advanced HVAC demand management. The entire system will result in increased solar generation and increased value to the College and grid. The CSM campus grid provides a unique opportunity to study and evaluate the networked energy system as there are currently many well-aligned energy efficiency projects to connect with.

The system is projected to save the College \$150,000 or more annually and is targeted for deployment in early 2017. The project includes leveraging the system for workforce training wherever possible by the District as well as external stakeholder best-practices education.

CEC Grant Process

Funding from the CEC is under PON-14-307 “Demonstrating Clean Energy Solutions That Support California's Industries, the Environment, and the Electrical Grid” in the Electric Power Investment Charge (EPIC) program, a utility rate-payer funded program to advance clean energy. The grant process includes the following stages:

1. **Notice of Proposed Award (NOPA):** Issued March 10th, the NOPA announces proposed grants and allows for public comment on the prospective grants.
2. **Formal Award:** This project was formally approved at the June 10th Business Meeting of the CEC.
3. **Grant Agreement Execution:** The CEC will enter into an agreement with ProspectSV for execution of the project. The agreements will specify major obligations, timelines and deliverables. ProspectSV will then establish an agreement with each participating party (SMCCCD, SunEdison, Geli) for execution of the project.
4. **Project Inception, Funds Disbursement and Phases:** Upon completion of contracting, the project may begin. Grant funds are released on a reimbursement basis with a 10% retention. SMCCCD and SunEdison are committed to a match against the grant of approximately \$300,000 which requires documentation reported to the CEC. The matching funds need not be expended as part of this project, but may support energy efficient installations associated with other projects already in planning. The project includes the following major phases:
 - a. System Design & Testing (offsite)
 - b. System Deployment
 - c. Educational Enhancements
 - d. Data Collection
 - e. Knowledge Transfer

Roles

The following are roles for each of the project partners:

- **SMCCCD**: Site lead & system owner.
- **SunEdison**: Design/Build Entity for project
- **GELI**: Energy management technology.
- **ProspectSV/BACC**: Grant management and fund administration,

Procurement Information

Government Code Sections 4217.10 through 4217.18 authorize the District's Governing Board, without advertising for bids, to enter into one or more energy service contracts with any person or entity, pursuant to which that person or entity will provide electrical or thermal energy or conservation services from an energy conservation facility to the District, if the anticipated cost to the District for said electrical energy provided by the energy conservation facility provided under the contract will be less than the anticipated marginal cost to the District of electrical energy that would have been consumed by the District in the absence of those energy service contracts. This project meets these criteria.

Based on current planning for implementation of the project, staff expect that Sun Edison will be the design build entity designated under the terms of the grant to design and install the system. Government code 4217 et seq. as described above provides a code compliant process for the District to enter into this agreement.

RECOMMENDATION

It is recommended that the Board accept the grant from the California Energy Commission for the College of San Mateo Solar Project and allocate funds in an amount not to exceed \$300,000.

BOARD REPORT NO. 15-6-108B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869

ADOPTION OF THE 2015-16 TENTATIVE BUDGET

In accordance with State law, the Tentative Budget must be adopted by the Board of Trustees on or before July 1, 2015. The budget will be revised during the summer to reflect needed changes resulting from passage of the State Budget and from 2014-15 year-end close activities. The Tentative Budget also will be revised to reflect other revisions that occur up to the time that the Final Budget is presented to the Board of Trustees for approval on September 9, 2015.

The Tentative Budget is derived from revenue projections based upon the latest information available from the State Chancellor's Office and estimates for local revenue. Expenditure projections are based upon data currently available relating to District obligations, set-asides, and site allocations. The Tentative Budget is a compilation of information presented to the Board subsequent to adoption of the 2015-16 Budget and Planning Calendar on January 28, 2015.

RECOMMENDATION

To meet the California Code of Regulations, Section §58305 requirements for Tentative Budget approval, to proceed with the orderly closing of the 2014-15 accounting records, and to begin 2015-16 disbursements in July 2015, it is recommended that the Board of Trustees adopt the following Tentative Budget:

General Fund, Unrestricted	\$ 145,595,371
General Fund, Restricted	30,137,408
Self-Insurance Fund	825,500
Debt Service Fund	38,594,612
Capital Projects Fund	105,688,933
Bookstore Fund	8,077,475
Cafeteria Fund	180,000
San Mateo Athletic Club/Aquatic Center (SMAC)	3,528,000
Child Development Fund	1,273,378
Trust Funds (Financial Aid)	21,671,272
Reserve Fund for Post-Retirement Benefits	<u>10,005,000</u>
TOTAL – ALL FUNDS	\$ 365,576,949

THE TENTATIVE BUDGET REPORT provides a summary of the 2015-16 State budget and District budget planning information. It focuses primarily on the Unrestricted General Fund; however, preliminary information is also included about other District funds shown in detail on Exhibits B through K.

The legislature passed the \$117.5 billion spending plan on time. After some changes, the Governor is expected to sign the main budget bill before July 1 with a second bill referred to as “Budget Bill, Jr.” that includes provisions.

May Revision

The Governor’s Budget May Revise was released on May 14th. Reaction to the revised budget was mostly positive. Typically, the release of the May Revise marks the beginning of the final budget negotiations. It includes updated revenue projections including those received in April.

The State treasury reports that actual revenues accumulated in the current fiscal year have exceeded projections since the Governor’s January budget proposal. The surge in revenues is largely due to a growing economy and to the Proposition 30 temporary tax increases approved in 2012. In particular, the higher-than-expected personal income tax collections and higher corporate income tax and sales tax receipts. General Fund revenues reflect a \$6.7 billion increase compared to the January budget.¹

The May Revise focuses on the key elements of the January proposal including continuation of the Local Control Funding Formula, federal health care reform, public safety realignment, the Water Action Plan and the Cap and Trade expenditure plan.

Funding for California K-12 public schools and community colleges is set to increase by \$6 billion in the 2015-2016 fiscal year. The Governor’s office made a point of saying that the proposed increase to education translates to 45% increase in funding over the last four years. Although this has won high praise from education groups, many are quick to mention that the increases are still below pre-recession levels.

In its review of the Governor’s May Revise, the Legislative Analyst’s Office (LAO) asserts that they “do *not* produce a new revenue or budget outlook. Rather, they consider the key factors that may affect May estimates—principally revenues, the Proposition 98 minimum guarantee for schools and community colleges, and Proposition 2, the debt payment and budget reserve measure passed by voters in November 2014.” Prior to the release of the May Revision, the LAO published hypothetical budget scenarios to help the Legislature plan ahead.

In its analyses of the May Revise, School Services of California states that the increases for schools are not expected to continue. When the temporary taxes expire, State revenues are expected to flatten, and the revenue given to K-12 schools and community colleges will decline after next year to the standard 40 percent of the general budget after past obligations to Proposition 98 are fully paid off. This maintenance factor which was as high as \$11 billion because of cuts made during the recession will be under \$800 million after next year.

Following are the key highlights of the Governor’s revised budget relevant to the California Community Colleges and the highlighted text indicates how this affects our District:

- \$49.7 million to increase access from 2 percent to 3 percent (\$156.5M total for 2015-16). ***This is for growth and we will not get this.***
- A decrease of \$31.3 million to reflect a downward adjustment in the COLA from 1.58% to 1.02%. ***No impact on us financially, but makes our compensation settlement look even better.***
- \$75 million to support an increase in full-time faculty hiring. Funding would be allocated per FTES, but districts with relatively low proportions of full-time faculty would be required to hire more than districts with relatively high proportions of full-time faculty. ***Our share should be about \$1.15M.***
- \$141.7 million in additional funds for support of district general operating expenses, bringing the proposed total to \$266.7 million for the 2015-16 fiscal year. ***This is on the base and we will not get this.***

¹ <http://www.ebudget.ca.gov/FullBudgetSummary.pdf>

- \$274.7 million in additional one-time funds to pay down prior mandate obligations, bringing the proposed total to \$626 million. These funds would be distributed on a per-FTES basis. *Our share of these funds would be about \$9.75M, unrestricted one time funds.*
- \$148 million for deferred maintenance and instructional equipment. Of this amount, \$48 million is attributable to the current fiscal year. No local match is required. *Our share would be about \$2.30M. Assumes we will be able to decide locally how much would go to deferred maintenance and instructional equipment. Governor does not say but these are probably one time funds.*
- \$60 million in one-time funds for the Basic Skills and Student Outcomes Transformation Program. These funds are intended to improve basic skills instruction through adoption and/or expansion of evidence-based models of placement, remediation, and student support that will aid the progress and success of basic skills students. More detail will be available in the forthcoming trailer bill. *Unsure, but if this was allocated by FTES, we would get about \$900,000.*
- \$15 million increase for Student Equity Plan funding, bringing the total proposed increase to \$115 million for the 2015-16 fiscal year. Concurrently, provisional language will require the implementation of SB 1023 (Liu, 2014), which authorizes a pilot program to provide additional support of foster youth who participate in EOPS. *Again, not sure how this would be allocated. By FTES, our share would be about \$1.79M.*
- \$15 million increase for the Institutional Effectiveness Partnership Initiative. Of this amount, \$3 million will go toward technical assistance and the remaining \$12 million is for the development and dissemination of effective practices. Provisional language would prioritize development of curriculum and practices for members of the California Conservation Corps and for inmates pursuant to SB 1391 (Hancock, 2014). There will also be language included in the budget encouraging districts to offer up funding to enhance inmate education efforts. *We probably would not see much of this.*
- \$2.5 million to fund the COLA for the EOPS, DSPS, CalWORKs, and the Childcare Tax Bailout programs. *1% COLA on these programs. It would not pay for the District COLA, but will help.*
- \$2 million in one-time funds for a pilot program to foster collaboration between colleges and CSU campuses relating to basic skills instruction for incoming CSU students. *Assuming RFP based.*
- A decrease of \$825,000 in energy efficiency funding pursuant to the California Clean Energy Jobs Act (Proposition 39, 2012). This reduces the amount available in 2015-16 to \$38.7 million. *We should have already received our share of this.*
- \$25 million increase in Proposition 98 funds for the Awards in Innovation in Higher Education. This would bring the proposed total funding to \$50 million for the 2015-16 fiscal year (half Prop 98, half non-98). The May Revision would also reclassify \$23 million in current year awards as Proposition 98 funds, reflecting awards coordinated by community colleges. The May Revision further proposes to allow community colleges to be lead applicants for awards. *Application based.*
- The May Revision makes various other adjustments to the general apportionment, such as the inclusion of funding for projected FTES restoration and revised estimates concerning property taxes and fee revenues.
- Concerning the adult education proposal, the forthcoming trailer bill will propose various modifications, perhaps most notably the elimination of the allocation boards that were proposed in January. Each consortium will instead be required to propose a transparent governance structure for joint approval by the Superintendent of Public Instruction and by the Chancellor. It will no longer be required that each consortium have a fiscal agent, allowing for direct funding of member agencies if so desired. Language will also specify and clarify various reporting and funding deadlines. More information will be provided on these changes as details become available in the trailer bill. *Most of these funds are going locally to our K-12 partners.*

In his most recent update, State Vice Chancellor Dan Troy provided a summary of the Conference Committee actions as of June 9 cautioning that this does not reflect agreement with the Governor. Since the Committee based expenditures on the LAO's higher revenue estimates and not those provided by the Department of Finance, there will be more changes before reaching a final budget. The Conference Committee has approved funding for the California Community Colleges approximately \$80 million over the Governor's May Revise proposal, so it is very possible that some of these items will be reduced or deleted prior to the end of the process.

Key areas of agreement by the Conference Committee include:

- \$271 million in general operating expense funding (a compromise figure between the Senate and Assembly level)
- \$60 million in one-time funds for the Governor's Basic Skills and Student Outcomes Transformation Program - a grant program aimed at improving and expanding evidence-based practices in basic skills education. The Senate had previously rejected this proposal.
- \$148 million total for deferred maintenance and instructional equipment (the Senate had approved a higher amount)
- \$15 million in one-time funds approved for Professional Development, of which \$6 million is for Professional Development related to the SB 850 Bachelor pilot programs
- \$39 million for financial aid support for Cal Grant B recipients taking 12 or more units (the Senate had not approved this proposal)
- \$10 million increase financial aid administration (the Senate had not approved this proposal)
- Increases for certain categorical programs, including \$250,000 increase for the Academic Senate, \$24 million for the Fund for Student Success, and \$2.23 million to fund COLAs for various programs.
- Reduces the one-time pot of mandate reimbursement payments by about \$22 million (the total amount would decrease from \$626 million to about \$604 million)

The committee agreed to fund the \$75 million Full Time Faculty proposal, but narrowed the tiers to a range of \$73,000 to \$125,000 (the Governor had proposed a range of \$70,000 to \$190,000) and included intent language urging districts to spend funds that would not be required to be spent on FT hires to support FT/PT faculty in ways that foster student success. The State Chancellor's Office would be required to provide a report on the Faculty Obligation Number (FON). However, the Chancellor's Office has informed us that community supported districts will face an increased FON but not receive any of the funding.

Regarding Adult Education, the K-12 maintenance of effort (MOE) would extend to all categories of adult education expenditure for the 2012-13 year, not just the five categories spelled out in AB 86, but would cap the total MOE at \$375 million. Also, \$25 million is provided (K-12 funds) to support data management related to Adult Education.

The items highlighted above only reference areas of disagreement between the houses that need to be resolved. Both houses have already agreed to fund a COLA of 1.02%, growth of 3%, significant increases to Student Success and Support Programs (SSSP) and Student Equity Plans, and to restore EOPS and CalWORKs to pre-recession levels. These items have not changed.

District Budget Planning

As a community supported district, the District is funded almost entirely through local sources. This means the standard non-categorical allocations for public education – such as apportionment, growth and State funded COLA – do not apply to us. The majority of increases to higher education in the State budget in large part do not affect us.

After many months of discussion, the District is implementing a modified resource allocation model for 2015-16. It was approved after several presentations to constituent groups throughout the District during the spring.

Various scenarios and iterations of the model based on historical trends that considered allocation of resources such as FTES, FTE and other productivity factors were presented to the District Committee on Budget and Finance. Other concepts that were considered during development include consistency with SB361, growth funding, international program growth and new program development and innovation. Additionally, the new model aligns with available District resources and priorities identified in the District Strategic Plan.

The model addresses the need for innovation funds expressed by the Colleges. This would allow the Colleges to fund projects that meet the goals identified in the College and District Strategic and Educational Master Plans.

District Cash Flow and Investments

The issuance of Tax and Revenue Anticipation Notes (TRANs) not to exceed \$30 million was approved by the District Board of Trustees on April 29, 2015, to provide the necessary cash flow to fund District operations from July to December prior to the receipt of property tax revenues.

At the May 27th Board meeting, Executive Vice Chancellor Kathy Blackwood presented the Board of Trustees with three options for bond investments which included the County Pool, Guaranteed Investment Contracts (GIC) and Actively Managed Portfolios. Based on the discussion, more information will be provided regarding GICs and Actively Managed Portfolios. The Board would review the District's investment policy before recommending how to proceed with investing bond money.

Measure G

At a time of great need during the recession, the Colleges benefitted immensely from the parcel tax ballot measure passed by San Mateo County voters in June 2010. This tax ended in June 2014 and funds were fully expended in 2014-15.

The impact to our District was significant in stemming the cuts we had to make. The funding afforded the Colleges resources to provide adequate levels of course offerings, continue to serve students in the Library, Learning and Tutoring Centers during expanded evening and weekend hours as well as allow the Colleges to offer additional academic counseling and provide staffing support in high-priority instructional and student support areas. It also helped support innovative activities and programs.

2015-16 Revenue Projection

The revenue estimates are based primarily upon local property taxes, redevelopment funds, and student fees. The District has prepared an estimate of its base revenue taking into consideration a set of factors that include enrollment and higher property tax assessed valuation. The District's total revenue projection is \$150,589,659. The Proposition 30 (Educational Protection Account or EPA) funding is expected to total \$1.8 million in 2015-16.

For 2015-16, the assumptions include:

1. Community supported status continues in 2015-16.
2. 2015-16 FTES based on zero growth over 2014-15 FTES goals.
3. 2015-16 Non-resident FTES grows, International FTES based on College goals.
4. COLA based on salary compensation settlement.
5. 3.0% State funded growth which does not apply to community supported districts.
6. The deficit factor on State revenue projected does not apply to community supported districts.
7. 3.1% inflation on certain expenses.
8. Utilities and benefits are based on Facilities best estimates.
9. No increase for full time faculty outside of what Colleges fund from their site allocations.
10. Fixed costs are based on best estimates.
11. No student fee increase (currently at \$46 per unit).
12. Current property tax increase.

Revenue estimates are based on the assumptions listed above and expenditures include costs to continue ongoing operations. The following tables summarize projected revenues and expenditures. In addition to annual inflationary cost increases, costs include those associated with providing health and medical benefits to active and retired employees, increases in insurance premiums, technology upgrades and maintenance as well as utilities.

Revenues	2014-15 Final Budget	2015-16 Tentative	\$ Change
Total Base Revenue:	\$121,885,887	\$130,135,283	\$8,249,395
Property Taxes	107,075,324	114,594,173	
RDA AB1290/residual	5,878,917	6,609,463	
Student Fees	8,931,647	8,931,647	

Basic Skills/Prop 30	1,961,037	1,857,649	(103,338)
Lottery	2,400,000	2,400,000	0
State PT Faculty Parity	385,618	385,618	0
P/T Faculty Office Hours/Med.	245,772	245,772	0
Apprenticeship	62,148	62,148	0
Non-Resident Tuition	3,170,438	3,986,074	815,636
Interest	1,000,000	1,000,000	0
Mandated Costs	547,000	6,746,820	6,199,820
Miscellaneous	3,015,470	3,770,295	754,825
Total	\$134,673,370	\$150,589,659	\$15,916,288

Expenditures	2014-15 Final Budget	2015-16 Tentative	\$ Change
Site Allocations with Benefits	\$107,014,862	\$109,595,831	\$2,580,969
Other Employee Benefits	2,052,929	1,000,000	(1,052,929)
Retiree Benefits	7,555,835	7,167,000	(388,835)
Formula Adjustments	1,806,889	1,560,388	(246,501)
Apprenticeship	62,150	62,148	(2)
Other Exp (Int'l Ed, Comm Ed)	1,280,123	1,075,587	(204,536)
Utilities	5,148,454	5,503,970	355,516
Salary Commitments	2,647,591	11,424,659	8,777,068
Managed Hiring	994,000	1,000,000	6,000
Insurance	1,259,045	1,298,075	39,030
Consultant/Legal/Election	960,000	1,730,000	770,000
Staff Development	475,000	498,000	23,000
Software/Hardware/Telephone	1,820,119	1,878,800	58,681
Miscellaneous Expenses	1,536,377	1,740,913	204,536
Museum of Tolerance	60,000	60,000	0
Total	\$134,673,374	\$145,595,371	\$10,921,997

The Tentative Budget reflects a surplus where projected revenues are more than estimated expenditures. The Tentative Budget will be revised to include any changes resulting from the enacted State budget and the 2015-16 fiscal year-end numbers along with existing fund balances.

2014-15 Ending Balance Estimates

The current projections of 2014-15 ending balances submitted by the Budget Offices at each site for the Tentative Budget are as follows:

Cañada College	\$517,434
College of San Mateo	\$348,220
Skyline College	\$1,143,035
District Office	\$85,650
Facilities	\$675,200

2015-16 Estimated Beginning Balance

The beginning balance is estimated at \$21,315,577 and includes reserves of 9%. Details of the Unrestricted General Fund are detailed in Exhibit A. The remaining balance originates from specific projects and activities in 2014-15 and will be carried over into the new fiscal year as committed to these purposes. The current estimate is subject to change when final amounts become available following year-end close of the District's financial records.

2015-16 Site Allocations

The site allocations for the Tentative Budget will be adjusted for step, column, and longevity increases according to the resource allocation model. Benefits are managed at each of the sites. Any additional adjustments to the allocations will be made to the adopted budget.

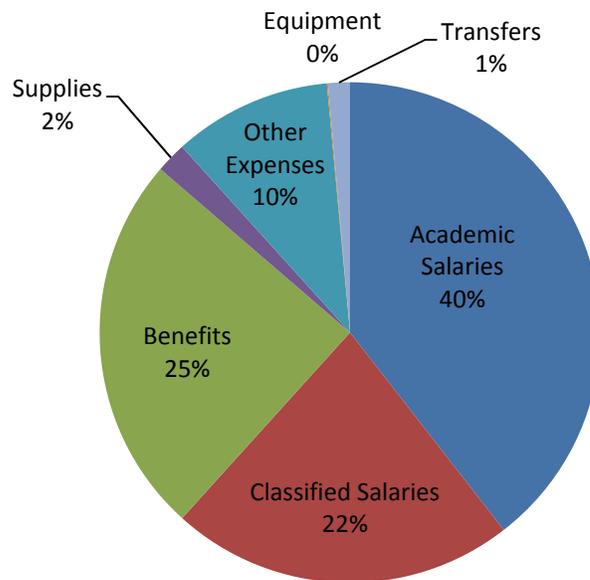
<u>Site</u>	<u>Allocation total with benefits</u>
Cañada College	\$20,142,711
College of San Mateo	32,150,278
Skyline College	33,114,767
District Office	13,016,665
Facilities	11,171,409

The major functional uses of the unrestricted general fund budget are illustrated below by major account category.

Account Category	2014-15 Final Budget	2015-16 Tentative	\$ Change
Certificated Salaries	\$55,307,959	\$57,469,923	2,161,964
Classified Salaries	32,394,037	32,353,077	(40,960)
Employee Benefits	34,910,023	35,866,602	956,579
Supplies/Materials	7,205,354	2,874,680	(4,330,673)
Operating Expenses	13,442,418	14,874,408	1,431,991
Capital Outlay	140,730	101,900	(38,830)
Transfers/Other	1,969,841	2,054,780	84,939
Total	\$145,370,362	*\$145,595,370	\$225,008

*Does not include beginning balance/carryover as final figures will not be known until after the 2014-15 books are closed.

2015-16 Tentative Expenses



San Mateo County Community College District

Exhibit A-1

**2015-16 TENTATIVE BUDGET - UNRESTRICTED GENERAL FUND
NET BEGINNING BALANCE (PRIOR YEAR CARRYOVER)**

	Final Budget 2013-14	Tentative Budget 2014-15	Final Budget 2014-15	Tentative Budget 2015-16
ESTIMATED NET BEGINNING BALANCE				
Carryover Balances - Committed but unexpended				
Professional Development	\$260,496	\$280,000	\$271,471	\$320,000
Program Improvement	0	0	0	50,000
Staff Development	61,629	10,000	10,838	70,000
Duplicating Equipment Upgrade	7,181	19,170	19,170	9,000
CSM Science Sales	6,704	5,500	5,459	5,400
Cañada SFSU/Facilities Contracts	429,320	400,000	352,606	300,000
College Events Funds	111,226	115,000	73,369	70,000
Emergency Preparedness	437,596	397,000	422,936	340,000
Fleet Program	113,104	100,000	114,012	40,000
Equipment Surplus	34,455	31,000	13,274	5,000
Satellite Dish Contracts	1,012,600	850,000	981,702	900,000
Apprenticeship Programs	135,095	150,000	171,711	200,000
College International Programs	277,073	650,000	735,612	650,000
Skyline Special Project Allocations	1,130,791	943,450	830,039	634,500
President's Innovation Fund	28,812	43,180	25,959	73,800
Other Miscellaneous Projects	3,537,946	2,955,101	1,578,230	789,755
Subtotal	\$7,584,028	\$6,949,401	\$5,606,388	\$4,457,455
Savings for Rebudgeting				
Cañada College	624,554	645,420	640,047	517,434
College of San Mateo	858,330	1,414,224	1,474,836	348,220
Skyline College	902,516	1,332,728	1,252,335	1,143,035
Chanc. Office/Facilities	1,378,342	1,144,700	760,894	760,850
Subtotal	\$3,763,742	\$4,537,072	\$4,128,112	\$2,769,539
ESTIMATED COMMITMENTS/SAVINGS TO REBUDGET	\$11,347,770	\$11,486,473	\$9,734,496	\$7,226,994
Reserve for Contingency	\$6,519,951	\$6,618,302	\$9,427,316	\$13,103,583
Revolving Fund, and General Reserve	0	0	0	0
Subtotal	\$6,519,951	\$6,618,302	\$9,427,316	\$13,103,583
Unrestricted Balance	1,836,044	1,200,000	962,312	985,000
TOTAL ESTIMATED NET BEGINNING BALANCE	\$19,703,765	\$19,304,774	\$20,124,124	\$21,315,577
INCOME ASSUMPTIONS				
ESTIMATED CURRENT INCOME				
Property Taxes and Fees	112,476,346	115,873,998	116,006,971	123,525,820
Redevelopment Funds	3,743,832	3,942,377	5,878,917	6,609,463
Proposition 30 (EPA)	3,896,442	1,856,766	1,961,037	1,857,649
Lottery	2,400,000	2,400,000	2,400,000	2,400,000
State Part-Time Faculty Support	631,390	631,390	631,390	631,390
Apprenticeship Programs	62,150	62,150	62,148	62,148
Non-Resident Tuition	2,474,413	3,002,696	3,170,438	3,986,074
Interest Income	1,200,000	1,000,000	1,000,000	1,000,000
Miscellaneous Income	3,414,444	3,596,655	3,562,470	10,517,115
TOTAL ESTIMATED CURRENT INCOME	130,299,018	132,366,032	134,673,372	150,589,659
TOTAL INCOME + NET BEGINNING BALANCE	\$150,002,783	\$151,670,806	\$154,797,496	\$171,905,236
(Unrestricted General Fund)				

San Mateo County Community College District

Exhibit A-2

**2015-16 TENTATIVE BUDGET - UNRESTRICTED GENERAL FUND
ESTIMATED EXPENDITURES**

	Final Budget 2013-14	Tentative Budget 2014-15	Final Budget 2014-15	Tentative Budget 2015-16
EXPENDITURE PLAN				
ESTIMATED 2013-14 CARRYOVER				
COMMITMENTS (From Previous Page)	\$7,584,028	\$6,949,401	\$5,606,388	\$4,457,455
ESTIMATED SAVINGS FOR				
REBUDGETING (From Previous Page)	3,763,743	4,438,724	4,128,112	2,769,539
COMMITMENTS AND REBUDGETED SAVINGS	\$11,347,770	\$11,388,125	\$9,734,500	\$7,226,994
ESTIMATED CURRENT EXPENDITURES:				
Site Allocations				
College/District Base Allocations	98,363,481	99,069,987	107,014,862	109,595,830
Formula Adjustments/Contracts	1,083,790	1,778,142	1,806,889	1,560,388
Apprenticeship Programs	62,150	62,150	62,150	62,148
Salary commitments	5,484,698	5,852,010	2,647,591	11,424,659
Districtwide Obligations				
Other Employee/Retiree Benefits	10,128,165	10,378,497	9,608,764	8,167,000
Utilities	5,068,914	5,148,454	5,148,454	5,503,970
Insurance	1,152,156	1,259,045	1,259,045	1,298,075
Soft/Hardware Maintenance Contracts	1,923,119	1,890,747	1,820,119	1,878,800
Special Appropriations				
FTES Growth	0	0	0	0
Managed Hiring	2,001,000	894,000	994,000	1,000,000
Resource Allocation	0	0	0	0
Other Expenses (i.e. Int'l Ed, Comm Ed)	776,802	2,000,000	682,653	1,075,587
Consultants/Legal Expense	466,000	260,000	560,000	1,330,000
Election	400,000	400,000	400,000	400,000
Program Improvement	0	50,000	50,000	50,000
Classified Staff Development	50,000	130,000	130,000	153,000
Management Staff Development	9,743	50,000	50,000	50,000
Professional Development	237,000	245,000	245,000	245,000
Technology Advancement	0	0	0	0
Miscellaneous Expenses	3,032,000	2,838,000	2,133,847	1,740,914
Museum of Tolerance	60,000	60,000	60,000	60,000
ESTIMATED CURRENT EXPENDITURES	\$130,299,018	\$132,366,032	\$134,673,374	\$145,595,371
TOTAL ESTIMATED EXPENDITURES	\$141,646,788	\$143,754,157	\$144,407,874	\$152,822,365
including carryover				
Reserve for Contingency	\$6,519,951	\$6,618,302	\$9,427,316	\$13,103,583
Revolving Fund, Stores, & General Reserve	0	0	0	0
Unallocated Ending Balance	1,836,044	1,200,000	962,312	985,000
Estimated Marginal Revenue/Deficit	0	0	0	4,994,288
Subtotal	\$8,355,995	\$7,818,302	\$10,389,628	\$19,082,871
TOTAL EXPENDITURES + RESERVES	\$150,002,783	\$151,572,459	\$154,797,502	\$171,905,236
(Unrestricted General Fund)				

*Minor differences due to rounding.

San Mateo County Community College District

Exhibit A-3

2015-16 TENTATIVE BUDGET - Proposition 30 (EPA)**Detail of Educational Protection Account (Fund 11002)**

	Final Budget 2013-14	Tentative Budget 2014-15	Final Budget 2014-15	Tentative Budget 2015-16
ESTIMATED NET BEGINNING BALANCE**	\$ 1,948,221	\$ -	\$ -	* \$ -
ESTIMATED INCOME				
State allocation \$100 per FTES	\$ 1,948,221	\$ 1,856,766	\$ 1,961,037	\$ 1,857,649
TOTAL ESTIMATED INCOME	<u>\$ 1,948,221</u>	<u>\$ 1,856,766</u>	<u>\$ 1,961,037</u>	<u>\$ 1,857,649</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 3,896,442</u>	<u>\$ 1,856,766</u>	<u>\$ 1,961,037</u>	<u>\$ 1,857,649</u>
ESTIMATED EXPENDITURES				
Salaries	\$ 2,666,267	\$ 1,374,674	\$ 1,165,721	\$ 1,487,407
Benefits	545,494	394,240	248,018	370,242
Supplies	278,990	25,800	495,360	-
Operating Expenses	405,691	62,052	51,938	-
TOTAL ESTIMATED EXPENDITURES	<u>\$ 3,896,442</u>	<u>\$ 1,856,766</u>	<u>\$ 1,961,037</u>	<u>\$ 1,857,649</u>
TOTAL ENDING BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL EXPENDITURES AND ENDING BALANCE	<u>\$ 3,896,442</u>	<u>\$ 1,856,766</u>	<u>\$ 1,961,037</u>	<u>\$ 1,857,649</u>

San Mateo County Community College District

Exhibit B

2015-16 TENTATIVE BUDGET - SELF-INSURANCE FUND

	Actual 2013-14	Final Budget 2014-15	Estimated Actual 2014-15	Tentative Budget 2015-16
ESTIMATED NET BEGINNING BALANCE	\$ 9,018,291	\$ 6,772,977	\$ 6,772,977	\$ 6,996,891
ESTIMATED INCOME				
Self Insurance Transfer	956,991	995,271	1,047,078	1,150,000
TOTAL ESTIMATED INCOME	<u>\$ 956,991</u>	<u>\$ 995,271</u>	<u>\$ 1,047,078</u>	<u>\$ 1,150,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 9,975,282</u>	<u>\$ 7,768,248</u>	<u>\$ 7,820,055</u>	<u>\$ 8,146,891</u>
ESTIMATED EXPENDITURES				
Salaries	\$ 116,063	\$ 33,032	\$ 78,720	\$ 79,000
Benefits	44,798	14,514	34,444	35,000
Supplies	-	5,000	-	1,500
Operating Expenses	3,041,444	705,000	710,000	710,000
TOTAL ESTIMATED EXPENDITURES	<u>\$ 3,202,305</u>	<u>\$ 757,546</u>	<u>\$ 823,164</u>	<u>\$ 825,500</u>
TOTAL ENDING BALANCE	<u>\$ 6,772,977</u>	<u>\$ 7,010,702</u>	<u>\$ 6,996,891</u>	<u>\$ 7,321,391</u>
TOTAL EXPENDITURES AND ENDING BALANCE	<u>\$ 9,975,282</u>	<u>\$ 7,768,248</u>	<u>\$ 7,820,055</u>	<u>\$ 8,146,891</u>

San Mateo County Community College District

Exhibit C

2015-16 TENTATIVE BUDGET - DEBT SERVICE

	Actual 2013-14	Final Budget 2014-15	Estimated Actual 2014-15	Tentative Budget 2015-16
ESTIMATED NET BEGINNING BALANCE	\$ 26,472,082	\$ 28,911,154	\$ 28,911,154	\$ 30,324,930
ESTIMATED INCOME				
Interest	\$ 204,332	\$ 111,750	\$ 113,226	\$ 114,000
Property Taxes	31,170,300	31,249,100	31,000,000	38,594,612
Other Income	304,050	-	-	-
Other Taxes Revenues	177,362	176,020	90,000	150,000
TOTAL ESTIMATED INCOME	<u>31,856,043</u>	<u>31,536,870</u>	<u>31,203,226</u>	<u>38,858,612</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 58,328,125</u>	<u>\$ 60,448,024</u>	<u>\$ 60,114,380</u>	<u>\$ 69,183,542</u>
ESTIMATED EXPENDITURES				
Debt Reduction - Principal	\$ 17,290,000	\$ 19,475,000	\$ 19,475,000	\$ 23,060,000
Debt Reduction - Interest	12,126,971	11,458,220	10,314,450	15,534,612
Others	-	-	-	-
TOTAL ESTIMATED EXPENDITURES	<u>\$ 29,416,971</u>	<u>\$ 30,933,220</u>	<u>\$ 29,789,450</u>	<u>\$ 38,594,612</u>
TOTAL ENDING BALANCE	<u>\$ 28,911,154</u>	<u>\$ 29,514,804</u>	<u>\$ 30,324,930</u>	<u>\$ 30,588,930</u>
TOTAL EXPENDITURES AND ENDING BALANCE	<u>\$ 58,328,125</u>	<u>\$ 60,448,024</u>	<u>\$ 60,114,380</u>	<u>\$ 69,183,542</u>

San Mateo County Community College District

Exhibit D

2015-16 TENTATIVE BUDGET - SPECIALLY FUNDED PROGRAMS
Based on Current Agreements and Funding Estimates

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
30005	Work Study	Federal	106,385	83,799	262,102		452,286
30007	CTEA Perkins IV-1C	Federal	190,556	130,405	237,977		558,938
30028	TRIO - Student Support Services	Federal		40,000			40,000
30057	Workability III CA Rehab	Federal			149,214		149,214
30101	TRIO - Student Support Services	Federal			70,000		70,000
30102	HSI STEM	Federal		1,125,903			1,125,903
30105	CTE Transitions	Federal	45,119	45,119	45,119		135,357
30110	TRIO - Upward Bound	Federal		262,500			262,500
30111	HSI Cooperative A2B	Federal		694,859			694,859
30116	NSF Univ of New Hampshire subaward	Federal		10,000			10,000
30117	NSF S-STEM Scholarships	Federal		155,677			155,677
30118	NSF Engineering Workshop	Federal		20,000			20,000
30119	Jacobs Techology NASA Interns	Federal		20,000			20,000
30120	NSF CALSTEP	Federal		250,242			250,242
30121	HSI Institutional ESO	Federal		694,859			694,859
30122	IMLS STEM Workshops for ECE	Federal		10,000			10,000
30124	Small Business Div Ctr-HSUSPF	Federal	80,000				80,000
30125	CDFA Biocontrol of Olive Fruit Fly	Federal		5,508			5,508
30126	NSF BioBridge	Federal			67,865		67,865
31002	DSP&S	State	841,849	308,074	516,080		1,666,003
31003	EOP&S	State	493,533	412,390	434,328		1,340,251
31004	EOP&S/CARE	State	21,951	30,167	30,369		82,487
31009	Student Success and Support Program	State	1,818,415	1,317,498	1,916,801		5,052,714
31012	Foster Care Education	State		81,505			81,505
31016	AB602-Board Fin Asst Prog Adm Allow	State	307,989	244,974	338,292		891,255
31031	CalWORKs	State	127,436	131,074	141,985		400,495
31033	TANF	Federal	29,823	30,667	33,197		93,687
31045	Staff Diversity	State				7,798	7,798
31055	MESA/CCCP/FSS	State		50,500	50,500		101,000
31065	RCSD CBET	State		50,000			50,000
31069	Prop 20 Lottery - Instructional Materials	State				600,000	600,000
31077	MESA/CCCP/FSS	State		20,000	15,000		35,000
31078	Enrollment Growth AD Nursing	State	163,787				163,787
31128	UC Regents Puente Program	State	1,500				1,500
31135	CCCCO-CEP-Career Advancement Acader	State	72,000	150,000	750,000		972,000
31137	El Camino CCD Sector Navigator-Retail	State			30,000		30,000
31139	Basic Skills 2014-15 Allocation	State	50,000	50,000	50,000		150,000
31140	Deputy Navigator-Global Trade	State			250,000		250,000
31141	Deputy Navigator-Retail	State			180,000		180,000
31142	Student Equity Program	State	767,731	548,379	877,405		2,193,515
31143	CTE Enhancement Fund	State			382,214		382,214
31144	Peralta CCD Prop 39 Prog Imp Funds	State			5,000		5,000
31145	CTE Enhancement Fund	State		163,806			163,806
31146	CTE Enhancement Fund	State	168,643				168,643
3114X	SMC HSA CalFresh	State		15,000			15,000
3114X	FHDA CCD-DSN Energy	State			14,200		14,200
3115X	UC Regents Puente Program	State		1,500			1,500
3115X	CCSF-DSN ATR AutoBridge	State			25,155		25,155

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
3115X	Deputy Navigator-Global Trade	State			200,000		200,000
3115X	Deputy Navigator-Retail	State			200,000		200,000
3115X	Basic Skills 2015-16 Allocation	State	90,000	90,000	90,000		270,000
32003	Public Bdcst-CSG-TV	Local	432,538				432,538
32004	Public Bdcst-CSG-FM	Local	126,380				126,380
32005	Public Bdcst-CSG-Interconnect	Local	7,825				7,825
32017	Menlo Park Redevelopment	Local		265,000			265,000
32047	UC Regents Puente Program	Local			1,500		1,500
32063	SMCOE - First 5 Early Childhood - EQuIP	Local		149,680			149,680
32080	The Grove Foundation-CAN CBET	Local		20,000			20,000
32099	The Grove Foundation-SKY CTE Schol	Local			125,000		125,000
32101	Silicon Valley CF-EWAP	Local		50,000			50,000
32102	Working Families Success Network	Local			116,000		116,000
32103	Working Families Success Network	Local		110,000			110,000
32106	UWBA-SparkPoint	Local		5,000			5,000
32107	SF Foundation - Warehouse/Logistics	Local			90,000		90,000
32108	SF Foundation - ICT Coding	Local		85,000			85,000
32109	Cerritos College Foundation - ECE	Local			35,000		35,000
32110	Public Bdcst-CSG-FM Restricted	Local	45,262				45,262
3211X	Walter Johnson Foundation Guardian Schol	Local			155,000		155,000
35022	KCSM TV	Local	1,000,000				1,000,000
35023	KCSM FM	Local	1,700,000				1,700,000
35045	Financial Aid Admin Cost Allow	Local	14,000	1,000	9,000		24,000
35046	Peninsula Library System	Local				142,500	142,500
39001	Parking Fees	Local				3,200,000	3,200,000
39030	Health Service Fees	Local	850,000	310,000	500,000		1,660,000
Total 2015-2016 Tentative Budget			<u>\$9,552,722</u>	<u>\$8,240,085</u>	<u>\$8,394,303</u>	<u>\$3,950,298</u>	<u>\$30,137,408</u>

2015-16 TENTATIVE BUDGET - CAPITAL PROJECTS FUND

	Actual 2013-14	Final* Budget 2014-15	Estimated Actual 2014-15	Tentative * Budget 2015-16
ESTIMATED NET BEGINNING BALANCE	\$ 113,255,732	\$ 110,414,131	\$ 110,414,131	\$ 224,060,824
ESTIMATED INCOME				
Bond Construction -Measure A	\$ 10,387,590	\$ 210,000	\$ 158,544	\$ 100,000
Bond Construction -Measure H	0	0	127,000,000	1,300,000
Capital Outlay Projects - State Funded	4,808,034	532,775	2,828,793	199,654
Capital Outlay - Planning	10,594,294	1,130,000	1,557,714	401,000
College Projects Fund	1,412,545	0	1,200,003	0
College Capital Outlay Planning	5,632,170	0	0	0
College Housing Planning	11,669	0	0	0
College Housing Maintenance Reserves	1,217,000	90,000	183,000	60,500
Facilities Capital Improvement	1,752,901	0	25,013	306
Foundation Funded Projects	3,192	0	2,822	0
Hazardous Substances Projects -State Funded	0	0	0	0
Interest	269,675	200,000	0	0
Pacific Heights Project - Skyline	0	0	0	0
Redevelopment	228,707	228,000	128,878	228,000
Scheduled Maintenance - State Funded	0	0	0	0
Scheduled Maintenance - District Funded	744,972	0	0	0
Aux. Svcs Equipments Reserves	22,584	22,584	18,820	3,764
Non-resident capital outlay recovery fee	126,835	126,835	179,771	250,000
TOTAL ESTIMATED INCOME	<u>\$ 37,212,168</u>	<u>\$ 2,540,194</u>	<u>\$ 133,283,358</u>	<u>\$ 2,543,224</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 150,467,900</u>	<u>\$ 112,954,325</u>	<u>\$ 243,697,489</u>	<u>\$ 226,604,048</u>
ESTIMATED EXPENDITURES				
Bond Construction -Measures A	\$ 12,019,413	\$ 10,000,000	\$ 9,858,819	\$ 20,789,638
Bond Construction -Measures H			194,804	\$ 7,395,425
Capital Outlay - Planning	15,763,368	15,022,276	1,205,100	19,389,542
Capital Outlay Projects - State Funded	4,777,056	5,034,872	274,790	2,840,320
C.O.P. Capital Projects	61,075	161,645	3,813	96,757
College Projects Fund	1,003,576	1,000,000	3,314,986	3,711,208
College Capital Outlay Planning	-	1,000,000	1,000,000	14,367,136
College Housing Maintenance Reserves	140,343	0	0	469,914
College Housing Planning	0	0	0	7,682,837
Facilities Capital Improvement	370,575	1,000,000	188,472	5,945,230
Foundation Funded Projects	3,192	0	242,102	721
Pacific Heights Project - Skyline	558,330	1,000,000	450,000	16,442,044
Property Management Study	0	0	16,718	38,472
Redevelopment	531,244	1,000,000	563,634	2,921,424
Redevelopment - ChildCare Outgoing Transfer	344,770	370,000	360,000	370,500
Scheduled Maintenance - State Funded	0	0	0	0
Scheduled Maintenance - District Funded	4,477,641	4,500,000	1,929,579	2,056,441
Aux. Svcs Equipments Reserves	0	5,000	33,848	51,496
Non-resident capital outlay recovery fee	3,186	250,000	0	1,119,829
TOTAL ESTIMATED EXPENDITURES	<u>\$ 40,053,769</u>	<u>\$ 40,343,793</u>	<u>\$ 19,636,665</u>	<u>\$ 105,688,933</u>
TOTAL ENDING BALANCE	<u>\$ 110,414,131</u>	<u>\$ 72,610,532</u>	<u>\$ 224,060,824</u>	<u>\$ 120,915,115</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 150,467,900</u>	<u>\$ 112,954,325</u>	<u>\$ 243,697,489</u>	<u>\$ 226,604,048</u>

* Final and Tentative Budget are based on one year estimated operations.

San Mateo County Community College District

Exhibit F

2015-16 TENTATIVE BUDGET - BOOKSTORE FUND

	Actual 2013-14	Final Budget 2014-15	Estimated Actual 2014-15	Tentative Budget 2015-16
ESTIMATED NET BEGINNING BALANCE	\$ 6,673,642	\$ 7,061,109	\$ 7,061,109	\$ 7,790,175
ESTIMATED INCOME				
Sales	\$ 7,093,931	\$ 7,800,000	\$ 7,321,061	\$ 7,500,000
Other	775,579	200,000	871,622	900,000
TOTAL ESTIMATED INCOME	<u>\$ 7,869,510</u>	<u>\$ 8,000,000</u>	<u>\$ 8,192,683</u>	<u>\$ 8,400,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 14,543,152</u>	<u>\$ 15,061,109</u>	<u>\$ 15,253,792</u>	<u>\$ 16,190,175</u>
ESTIMATED EXPENDITURES				
Cost of Merchandise Sold	\$ 4,623,397	\$ 4,680,000	\$ 4,373,344	\$ 5,000,000
(Classified) Salaries	1,641,772	1,650,000	\$ 1,739,793	1,750,000
Employee Benefits	427,895	415,000	\$ 507,343	510,000
Supplies	49,330	48,000	\$ 26,720	30,000
Other Operating Expense	583,601	667,300	\$ 673,175	675,000
TOTAL ESTIMATED EXPENDITURES	<u>\$ 7,325,995</u>	<u>\$ 7,460,300</u>	<u>\$ 7,320,374</u>	<u>\$ 7,965,000</u>
DISTRICT SUPPORT PAID/(RECEIVED)				
Salaries & Benefits	\$ 58,632	\$ 150,000	\$65,115	\$ 65,000
Rent	67,700	67,700	\$67,770	67,700
Donations	29,716	15,000	\$10,359	15,000
TOTAL DISTRICT SUPPORT	<u>\$ 156,048</u>	<u>\$ 232,700</u>	<u>\$ 143,243</u>	<u>\$ 147,700</u>
TOTAL ENDING BALANCE	<u>\$ 7,061,109</u>	<u>\$ 7,368,109</u>	<u>\$ 7,790,175</u>	<u>\$ 8,077,475</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 14,543,152</u>	<u>\$ 15,061,109</u>	<u>\$ 15,253,792</u>	<u>\$ 16,190,175</u>

San Mateo County Community College District

Exhibit G

2015-16 TENTATIVE BUDGET - CAFETERIA FUND

	Actual 2013-14	Final Budget 2014-15	Estimated Actual 2014-15	Tentative Budget 2015-16
ESTIMATED NET BEGINNING BALANCE	\$ 353,375	\$ 456,337	\$ 456,337	\$ 574,242
ESTIMATED INCOME				
Food Service Income	\$ 175,344	\$ 185,000	\$ 154,399	\$ 170,000
Vending Income	54,275	55,000	57,770	\$ 55,000
Event Facilities Rental Income	77,083	90,000	79,825	\$ 90,000
Other (interest/other)	7,584	5,000	3,802	\$ 5,000
TOTAL INCOME	\$ 314,286	\$ 335,000	\$ 295,797	\$ 320,000
TOTAL INCOME & NET BEGINNING BALANCE	\$ 667,661	\$ 791,337	\$ 752,133	\$ 894,242
ESTIMATED EXPENDITURES				
District/College Support	\$ 54,275	\$ 55,000	\$ 59,741	\$ 55,000
Operational Expenses	157,049	\$ 130,500	118,150	125,000
TOTAL EXPENDITURES	\$ 211,324	\$ 185,500	\$ 177,892	\$ 180,000
TOTAL ENDING BALANCE	\$ 456,337	\$ 605,837	\$ 574,242	\$ 714,242
TOTAL EXPENDITURES & ENDING BALANCE	\$ 667,661	\$ 791,337	\$ 752,133	\$ 894,242

San Mateo County Community College District

Exhibit H

2015-16 TENTATIVE BUDGET - SAN MATEO ATHLETIC CLUB & AQUATIC CENTER

	Actual 2013-14	Final Budget 2014-15	Estimated Actual 2014-15	Tentative Budget 2015-16
ESTIMATED NET BEGINNING BALANCE	\$ 816,787	\$ 1,344,972	\$ 1,344,972	\$ 1,920,086
ESTIMATED INCOME				
From operation - Registration and Memberships	\$ 4,104,263	\$ 4,200,000	\$ 4,287,398	\$ 4,300,000
District Support-interest, operating exp dist share	\$ 130,596	\$ 70,000	\$ 145,581	\$ 150,000
TOTAL ESTIMATED INCOME	<u>\$ 4,234,859</u>	<u>\$ 4,270,000</u>	<u>\$ 4,432,979</u>	<u>\$ 4,450,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 5,051,647</u>	<u>\$ 5,614,972</u>	<u>\$ 5,777,950</u>	<u>\$ 6,370,086</u>
ESTIMATED EXPENDITURES				
Salaries	\$ 167,204	\$ 170,000	\$ 184,933	\$ 185,000
Employee Benefits	41,279	42,000	42,280	43,000
Supplies	-	-	-	-
Operating Expenses	<u>3,118,287</u>	<u>3,167,805</u>	<u>3,219,393</u>	<u>3,300,000</u>
TOTAL ESTIMATED EXPENDITURES	<u>\$ 3,326,770</u>	<u>\$ 3,379,805</u>	<u>\$ 3,446,606</u>	<u>\$ 3,528,000</u>
DISTRICT SUPPORT				
Exp - Utilities, Pool Expenses	<u>76,712</u>	<u>188,000</u>	<u>81,258</u>	<u>85,000</u>
TOTAL DISTRICT SUPPORT	<u>\$ 76,712</u>	<u>\$ 188,000</u>	<u>\$ 81,258</u>	<u>\$ 85,000</u>
COLLEGE SUPPORT	<u>\$ 303,193</u>	<u>\$ -</u>	<u>\$ 330,000</u>	<u>\$ 300,000</u>
TOTAL ENDING BALANCE	<u>\$ 1,344,972</u>	<u>\$ 2,047,167</u>	<u>\$ 1,920,086</u>	<u>\$ 2,457,086</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 5,051,647</u>	<u>\$ 5,614,972</u>	<u>\$ 5,777,950</u>	<u>\$ 6,370,086</u>

San Mateo County Community College District

Exhibit I

2015-16 TENTATIVE BUDGET - CHILD DEVELOPMENT FUND

	Actual 2013-14	Final Budget 2014-15	Estimated Actual 2014-15	Tentative Budget 2015-16
ESTIMATED NET BEGINNING BALANCE	\$0	\$0	\$0	\$0
ESTIMATED INCOME				
Fees	\$460,212	\$485,796	\$431,995	\$475,194
Calif. Dept. of Educ. - Child Development	299,469	313,000	348,349	350,000
Calif. Dept. of Educ. - Child Nutrition	2,731	2,800	2,771	2,900
Federal Revenue - Child Nutrition	50,967	51,000	50,767	52,000
Sequoia Healthcare District Grant	10,500	10,500	10,500	11,000
Western Growers Foundation Grant	0	823	823	0
Incoming Transfers/Other	385,867	421,682	391,384	382,284
TOTAL INCOME	\$1,209,746	\$1,285,600	\$1,236,589	\$1,273,378
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$1,209,746</u>	<u>\$1,285,600</u>	<u>\$1,236,589</u>	<u>\$1,273,378</u>
ESTIMATED EXPENDITURES				
Salaries	\$831,879	\$837,286	\$818,022	\$840,343
Employee Benefits	273,873	327,277	309,768	323,535
Supplies	24,141	30,123	23,560	23,500
Food	78,325	88,000	81,433	82,000
Other Operating Expense	1,528	2,915	3,805	4,000
Outgoing Transfers	0	0	0	0
TOTAL ESTIMATED EXPENDITURES	\$1,209,746	\$1,285,600	\$1,236,589	\$1,273,378
ESTIMATED ENDING BALANCE	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$1,209,746</u>	<u>\$1,285,600</u>	<u>\$1,236,589</u>	<u>\$1,273,378</u>

San Mateo County Community College District

Exhibit J

2015-16 TENTATIVE BUDGET - TRUST FUNDS

	Actual 2013-14	Final Budget 2014-15	Estimated Actual 2014-15	Tentative Budget 2015-16
ESTIMATED NET BEGINNING BALANCE	\$206,796	\$130,251	\$130,251	\$130,251
ESTIMATED INCOME				
Federal PELL, SEOG, Direct Loans	\$20,592,613	\$20,861,647	\$19,329,514	\$19,381,021
Cal Grants	929,217	1,034,500	1,050,000	1,050,000
Scholarships SMCCCF	710,200	720,000	780,000	780,000
Transfers-In	278,931	0	333,186	330,000
Other	(76,545)	0	0	0
TOTAL ESTIMATED INCOME	<u>\$22,434,416</u>	<u>\$22,616,147</u>	<u>\$21,492,700</u>	<u>\$21,541,021</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$22,641,212</u>	<u>\$22,746,397</u>	<u>\$21,622,951</u>	<u>\$21,671,272</u>
ESTIMATED EXPENDITURES				
Federal PELL, SEOG, Direct Loans	\$20,588,076	\$20,861,647	\$19,329,514	\$19,381,021
Cal Grants	929,217	1,034,500	1,050,000	1,050,000
Scholarships SMCCCF	719,850	720,000	780,000	780,000
Scholarships Grove Foundation	103,003	0	86,125	80,000
Other (EOP&S, CARE, TRIO, NSF)	170,815	0	247,061	250,000
TOTAL EXPENDITURES	<u>\$22,510,961</u>	<u>\$22,616,147</u>	<u>\$21,492,700</u>	<u>\$21,541,021</u>
TOTAL ENDING BALANCE	\$130,251	\$130,251	\$130,251	\$130,251
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$22,641,212</u>	<u>\$22,746,397</u>	<u>\$21,622,951</u>	<u>\$21,671,272</u>

San Mateo County Community College District

Exhibit K

2015-16 TENTATIVE BUDGET - RESERVE FUND FOR POST-RETIREMENT BENEFITS

	Actual 2013-14	Final Budget 2014-15	Estimated Actual 2014-15	Tentative Budget 2015-16
ESTIMATED NET BEGINNING BALANCE	\$ 19,983,831	\$ 23,641,326	\$ 23,641,326	\$ 17,626,281
ESTIMATED INCOME				
Interest	\$ 167,537	\$ 225,000	\$ 210,500	\$ 225,000
OPEB Contribution	5,479,649	1,926,250	3,753,800	3,800,000
Incoming Transfer	9,000,000	2,000,000	0	-
Home Loan Income	15,309	16,000	25,655	48,000
TOTAL INCOME	<u>\$ 14,662,495</u>	<u>\$ 4,167,250</u>	<u>\$ 3,989,955</u>	<u>\$ 4,073,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 34,646,326</u>	<u>\$ 27,808,576</u>	<u>\$ 27,631,281</u>	<u>\$ 21,699,281</u>
ESTIMATED EXPENDITURES				
Retirement Board Transfer out	\$ 10,000,000	\$ 12,000,000	\$ 10,000,000	\$ 10,000,000
Other Outgo	1,000,000	2,000,000	0	0
Operating Expenses	5,000	5,000	5,000	5,000
ESTIMATED EXPENDITURES	<u>\$ 11,005,000</u>	<u>\$ 14,005,000</u>	<u>\$ 10,005,000</u>	<u>\$ 10,005,000</u>
TOTAL ENDING BALANCE	<u>\$ 23,641,326</u>	<u>\$ 13,803,576</u>	<u>\$ 17,626,281</u>	<u>\$ 11,694,281</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 34,646,326</u>	<u>\$ 27,808,576</u>	<u>\$ 27,631,281</u>	<u>\$ 21,699,281</u>

San Mateo County Community College District

California Community Colleges

Sound Fiscal Management

2015-16 Self-Assessment Checklist

1. Deficit Spending - Is this area acceptable? **Yes** / No

- Is the district spending within their revenue budget in the current year?
 - Yes, the district will have a surplus in 14/15 and a surplus in 15/16.
- Has the district controlled deficit spending over multiple years?
 - Yes, the District's unrestricted GF Net Change in Fund Balance for 2011/12 was (\$1,024,052), 2012/13 was \$102,185 and 2013/14 was 420,363. The unrestricted GF Net Change in Fund Balance for 2014/15 is projected to be a surplus, and the ending fund balance continues to be above the 15% level.
- Is deficit spending addressed by fund balance, ongoing revenue increases, or expenditure reductions?
 - Yes, by fund balance, revenue increases (growth) and expenditure reductions.
- Are district revenue estimates based upon past history?
 - District revenue estimates are based upon a combination of past history as well as projections for local property tax growth in assessed valuation and changes to redevelopment agency funding.
- Does the district automatically build in growth revenue estimates?
 - The District is now building in changes in assessed valuation and consequent changes in property taxes received. State growth funding no longer affects the District.

2. Fund Balance – Is this area acceptable? **Yes** / No

- Is the district's fund balance stable or consistently increasing?
 - The District's fund balance is fairly stable, increasing over the last 3 years to partially account for increases in spending and a conservative approach to budgeting revenue. The fund balances were \$19,601,578 in 2011/12, \$19,703,765 in 2012/13 and \$20,124,128 in 2013/14.
- Is the fund balance increasing due to on-going revenue increases and/or expenditure reductions?
 - The fund balance is relatively stable.

3. Enrollment - Is this area acceptable? **Yes** / No

- Has the district's enrollment been increasing or stable for multiple years?
 - Yes. The District's enrollment had increased every year since 2005/06, but in 2009/10, due to state workload reductions, the District was over the funded enrollment cap, so enrollment was reduced in succeeding years.
- Are the district's enrollment projections updated at least semiannually?
 - The District's enrollment projections are updated at P-1 and P-2.
- Are staffing adjustments consistent with the enrollment trends?
 - The Colleges adjust their adjunct faculty budgets to match their enrollment projections.
- Does the district analyze enrollment and full time equivalent students (FTES) data?
 - Yes. The CBO works with the VPIs to review the enrollment estimates and compare the trends to historical data.
- Does the District track historical data to establish future trends between P-1 and annual for projection purposes?
 - Yes. The historical data includes P-1, P-2 and P-Annual and includes a review of the estimates after P-A.

San Mateo County Community College District

- Has the District avoided stabilization funding?
 - Yes. The District has achieved its funded enrollment cap every year from 2005/06 through 2010/11. With the advent of Community-Supported status, the District is no longer eligible for stabilization funding.

4. Unrestricted General Fund Balance – Is this area acceptable? Yes / No

- Is the District's unrestricted general fund balance consistently maintained at or above the recommended minimum prudent level (5% of the total unrestricted general fund expenditures)?
 - The District's unrestricted GF balance has consistently been 9%-18% for the last several years. In 2014/15, the District budget for a 7% reserve.
- Is the District's unrestricted fund balance maintained throughout the year?
 - Mostly, although the District does not do mid-year accruals of revenue and some sources of revenue lag, such as lottery. If the accruals were done, the balance would be fairly consistent.

5. Cash Flow Borrowing - Is this area acceptable? Yes / No

- Can the district manage its cash flow without interfund borrowing?
 - With the advent of Community-Supported status, the District relies on both TRANS and interfund borrowing to maintain adequate cash.
- Is the district repaying TRANS and/or borrowed funds within the required statutory period?
 - Yes.

6. Bargaining Agreements - Is this area acceptable? Yes / No

- Has the district settled bargaining agreements within new revenue sources during the past three years?
 - The District reached agreement with all 3 unions for 3 year agreements for 2013/14 through 2015/16. The agreements called for reopeners for the District medical cap which CSEA and AFSCME settled for in 2014/15. However, AFT is in impasse.
- Did the district conduct a pre-settlement analysis identifying an ongoing revenue source to support the agreement?
 - The analyses have been ongoing.
- Did the district correctly identify the related costs?
 - Yes, increases in statutory, as well as health and welfare benefits, are included in the total cost when any analysis is done.
- Did the district address budget reductions necessary to sustain the total compensation increase?
 - Budget reductions have not been necessary in the past and are not necessary for these settlements.

7. Unrestricted General Fund Staffing - Is this area acceptable? Yes / No

- Is the district ensuring it is not using one-time funds to pay for permanent staff or other ongoing expenses?
 - Permanent staff are controlled through position control and are budgeted out of each entity's site allocation, which is derived in the budgeting process from ongoing revenues.
- Is the percentage of district general fund budget allocated to salaries and benefits at or less than the statewide average (i.e. the statewide average for 2003-04 is 85%)?
 - According to the Chancellor's Office Trend Analysis, in 2011/12 the District was at 81.8%, in 2012/13 the District was at 77% and in 2013/14, the District was at 77.7%.

8. Internal Controls - Is this area acceptable? Yes / No

- Does the district have adequate internal controls to insure the integrity of the general ledger?
 - Yes. The District has had no audit findings for internal controls.
- Does the district have adequate internal controls to safeguard the district's assets?
 - Yes. The District has had no audit findings for internal controls.

San Mateo County Community College District

9. Management Information Systems - Is this area acceptable? Yes / No

- Is the district data accurate and timely?
 - Banner is real time and information is updated automatically in a variety of instances.
- Are the county and state reports filed in a timely manner?
 - All reports are filed on time.
- Are key fiscal reports readily available and understandable?
 - Banner reports are readily available and managers are trained in Banner.

10. Position Control – Is this area acceptable? Yes / No

- Is position control integrated with payroll?
 - Position control was integrated with payroll when Banner payroll was implemented in January, 2007.
- Does the district control unauthorized hiring?
 - With the implementation of Banner payroll, all positions are approved in advance and no person can receive a paycheck without having his or her paperwork entered into Banner by HR staff and being assigned to an approved position.
- Does the district have controls over part-time academic staff hiring?
 - Part-time academic staff hiring is controlled by the College Instruction Offices and reviewed by Human Resources.

11. Budget Monitoring - Is this area acceptable? Yes / No

- Is there sufficient consideration to the budget, related to long-term bargaining agreements?
 - All District proposals are costed out for at least 3 years prior to finalizing the proposals.
- Are budget revisions completed in a timely manner?
 - Budget revisions are taken to the Board twice a year.
- Does the district openly discuss the impact of budget revisions at the board level?
 - The Board approves all budget revisions. Any use of contingency funds must be approved by a 2/3 majority of the Board.
- Are budget revisions made or confirmed by the board in a timely manner after the collective bargaining agreements are ratified?
 - Since the District has a history of multi-year agreements, the budget has not had to be revised, but can be planned in advance.
- Has the district's long-term debt decreased from the prior fiscal year?
 - No. Pursuant to the voters' approval of Measure H, the District issued \$127 million in bonds in May 2015.
- Has the district identified the repayment sources for the long-term debt?
 - General Obligation Bonds are paid through property taxes.
- Does the district compile annualized revenue and expenditure projections throughout the year?
 - The District Committee on Budget and Finance reviews revenue projections for the current and three future years.

12. Retiree Health Benefits - Is this area acceptable? Yes / No

- Has the district completed an actuarial calculation to determine the unfunded liability?
 - The District completes an actuarial study every two years and last completed a study in April 2015.
- Does the district have a plan for addressing the retiree benefits liabilities?
 - The District is on a pay as you go plan for current retirees, but also established a self-assessment for future OPEB benefits in line with the actuarial study. The District established an OPEB Trust and is in the process of funding the District's long term liabilities for post-employment health benefits. In addition, the District capped lifetime benefits in the 1990's.

San Mateo County Community College District

13. Leadership/Stability - Is this area acceptable? Yes / No

- Has the district experienced recent turnover in its management team (including the Chief Executive Officer, Chief Business Officer and Board of Trustees)?
 - The District hired a new president for Cañada College in January 2013. The position was vacated due to retirement. One Board member retired in May 2013 and was replaced in the following November election. There has been no turnover in the CEO or CBO.

14. District Liability – Is this area acceptable? Yes / No

- Has the district performed the proper legal analysis regarding potential lawsuits that may require the district to maintain increased reserve levels?
 - Yes, this is done as part of the year-end close every year.
- Has the district set up contingent liabilities for anticipated settlements, legal fees, etc?
 - None are currently needed.

15. Reporting – Is this area acceptable? Yes / No

- Has the district filed the annual audit report with the System Office on a timely basis?
 - The audit was filed in December 2014 for 2013/14. The current contract with the auditors specifies that the audit must be complete and filed by December 31.
- Has the district taken appropriate actions to address material findings cited in their annual audit report?
 - There have been no material findings. The District has addressed the State compliance findings.
- Has the district met the requirements of the 50 percent law?
 - Yes.
- Have the Quarterly Financial Status Reports (CCFS-311Q), Annual Financial and Budget Reports (CCFS-311), and Apportionment Attendance Reports (CCFS-320) been submitted to the System Office on or before the stated deadlines?
 - Yes, all have been timely.

BOARD REPORT NO. 15-6-3C

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor
 PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790

INSTITUTIONAL EFFECTIVENESS GOALS

The state established the Institutional Effectiveness Partnership Initiative (IEPI) as part of the 2014/15 budget. Part of that law requires that colleges adopt the Institutional Effectiveness Framework and set goals, both college and district, as a condition of receiving Student Success and Support Program funds. This is the first year that the colleges have been required to do this. Each of the Colleges adopted the IEPI framework through their shared governance processes and set goals for successful course completion rate and accreditation status. They also adopted District staff’s recommended goals for audit findings and fund balance. Each of the colleges has posted this information on the college website. The adopted goals are:

	Successful Course Completion	Accreditation Status	Audit Status	Fund Balance
Cañada College	70%	Fully accredited	Unmodified	15%
College of San Mateo	72%	Fully accredited	Unmodified	15%
Skyline College	70%	Fully accredited	Unmodified	15%

In future years, additional goals will be added by the state. The state does not require that districts approve the goals; only colleges must do so.

BOARD REPORT NO. 15-6-4C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2015

In accordance with Education Code Section 72413, the State Chancellor's Office requires the district to submit copies of Quarterly Financial Status Report (Form CCFS-311Q) and District's financial report.

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending March 31, 2015, which was forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on May 23, 2015.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending March 31, 2014 and March 31, 2015.

	<u>Amount</u>		<u>Difference</u>	
	<u>3/31/2014</u>	<u>3/31/2015</u>	<u>Amount</u>	<u>Percentage</u>
INCOME:				
State Aid	\$ 5,530,576	\$ 4,326,987	\$ (1,203,590)	(21.76)
Enrollment Fees	9,057,977	9,767,648	709,671	7.83
Non-Resident Tuition	3,133,784	4,300,260	1,166,476	37.22
Property Tax	66,859,179	71,974,788	5,115,609	7.65
Interfund Transfer	0	1,450,000	1,450,000	N/A
Other Income	6,185,060	4,264,587	(1,920,474)	(31.05)
Total Income	\$ 90,766,576	\$ 96,084,269	\$ 5,317,693	5.86
% of Budget	69.27%	70.48%		
Expenses:				
Academic Salaries	\$ 33,094,087	\$ 36,490,364	\$ 3,396,277	10.26
Classified Salaries	19,883,139	21,263,223	1,380,083	6.94
Administrative Salaries	5,747,833	6,591,966	844,133	14.69
Fringe Benefits	20,347,067	24,235,977	3,888,910	19.11
Supplies & Materials	1,818,791	1,821,556	2,765	0.15
Operating Expenses	9,338,928	8,807,861	(531,067)	(5.69)
Capital Outlay	188,510	77,108	(111,402)	(59.10)
Transfer Accounts	1,421,736	1,327,451	(94,285)	(6.63)
Bills & Salaries	\$ 91,840,090	\$ 100,615,505	\$ 8,775,415	9.56
% of Budget	63.69%	68.43%		

Total General Fund Income increased by 5.86% over last year, mainly due to an increase in Local Property Taxes. Total bills and salaries increased by 9.56%; reasons were the step increases, adjustment in salaries and payments to benefits expenditures.

Parcel Tax Fund - Below is financial data for the Parcel Tax Fund for the quarters ending March 31, 2014 and March 31, 2015.

Expenses:	Amount		Difference	
	3/31/2014	3/31/2015	Amount	Percentage
Academic Salaries	\$ 4,112,816	\$ 1,119,961	\$ (2,992,856)	(72.77)
Classified Salaries	753,098	592,812	(160,286)	(21.28)
Administrative Salaries	0	0	0	N/A
Fringe Benefits	553,792	236,058	(317,733)	(57.37)
Supplies & Materials	39,236	20,875	(18,361)	(46.80)
Operating Expenses	91,481	51,586	(39,895)	(43.61)
Capital Outlay	0	56.71	57	N/A
Transfer Accounts	0	0	0	N/A
Bills and Salaries	\$ 5,550,423	\$ 2,021,348	(3,529,074)	(63.58)
% of Budget	65.07%	56.83%		

Bills and Salaries payment for Parcel Tax Fund decreased by 63.58% compared with last year. 96.42% or \$1,948,831.00 of total payment incurred as of 03/31/15 was for salaries and benefits.

OTHER FUNDS: Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing the same period for 2012-2013 and 2013-2014, are listed below:

Restricted General and Other Funds				
Summary:	Amount		Difference	
	3/31/2014	3/31/2015	Amount	Percentage
Income	81,519,171	68,328,955	(13,190,216)	(16.18)
Bills & Salaries	109,099,311	95,012,715	(14,086,596)	(12.91)

Revenue from Other Funds decreased by 16.18% primarily due to the reimbursement for Bond construction projects. Bills and salaries decreased by 12.91% because of the payment decrease in completion of Bond Capital Projects.

REPORT ON INVESTMENTS: As of March 31, 2015, the District had a deposit of \$52,637,028 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment, and Money Market Account with local banks. The average yields on LAIF, County Pool, Money Market Account and Oil Well Bond Account with a local bank were 0.27%, 0.98%, 0.90% and 0.05%, respectively. These deposits consisted of the following sources:

Investment Type	LAIF <u>Investment</u>	County Pool <u>Investment</u>	Money Market, <u>CD Investment</u>	Speccial <u>Deposit Bond</u>	Total <u>Investment</u>
Unrestricted Gen. Fund	\$ 89,247	0	\$ 35,939,632	0	\$ 36,028,879
Capital Outlay Fund	0	0	0	5,857	5,857
Agency Fund	54,454	7,525,829	9,022,010	0	16,602,293
Total Investment	\$ 143,701	\$ 7,525,829	\$ 44,961,642	\$ 5,857	\$ 52,637,028

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD ▾

Fiscal Year: 2014-2015

District: (370) SAN MATEO

Quarter Ended: (Q3) Mar 31, 2015

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	110,904,919	127,520,416	135,790,198	134,888,489
A.2	Other Financing Sources (Object 8900)	2,755,621	4,968,388	4,553,777	1,456,299
A.3	Total Unrestricted Revenue (A.1 + A.2)	113,660,540	132,488,804	140,343,975	136,344,788
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	107,863,652	115,718,817	119,336,708	132,798,506
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	6,820,939	16,667,798	20,586,908	3,461,467
B.3	Total Unrestricted Expenditures (B.1 + B.2)	114,684,591	132,386,615	139,923,616	136,259,973
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-1,024,051	102,189	420,359	84,815
D.	Fund Balance, Beginning	20,625,631	19,601,580	19,703,769	20,124,128
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	20,625,631	19,601,580	19,703,769	20,124,128
E.	Fund Balance, Ending (C. + D.2)	19,601,580	19,703,769	20,124,128	20,208,943
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	17.1%	14.9%	14.4%	14.8%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	19,530	19,614	18,578	17,975
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2011-12	2012-13	2013-14	2014-2015
H.1	Cash, excluding borrowed funds		13,484,156	24,281,815	3,918,804
H.2	Cash, borrowed funds only		23,960,000	20,000,000	18,655,000
H.3	Total Cash (H.1+ H.2)	-1,375,987	37,444,156	44,281,815	22,573,804

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	134,673,370	134,888,489	94,630,047	70.2%
I.2	Other Financing Sources (Object 8900)	0	1,454,383	1,454,222	100%
I.3	Total Unrestricted Revenue (I.1 + I.2)	134,673,370	136,342,872	96,084,269	70.5%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	142,894,801	143,578,396	99,288,055	69.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,475,561	3,461,467	1,327,451	38.3%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	145,370,362	147,039,863	100,615,506	68.4%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-10,696,992	-10,696,991	-4,531,237	
L.	Adjusted Fund Balance, Beginning	20,124,128	20,124,128	20,124,128	
L.1	Fund Balance, Ending (C. + L.2)	9,427,136	9,427,137	15,592,891	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.5%	6.4%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *						
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**
 This year? **NO**
 Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING March 31, 2015**

	<u>GENERAL FUND</u>	<u>Payroll Fund</u>	<u>GENERAL RESTRICTED FUND</u>	<u>INSURANCE & Debt Services FUND</u>	<u>CAPITAL OUTLAY FUND</u>	<u>CHILD CARE FUND</u>	<u>STUDENT AID FUND</u>	<u>POST- RETIREMENT RESERVES</u>
Beg. Cash Balance in County Treasury	8,079,791.28	2,821,809.30	15,828,053.90	39,192,858.83	109,027,199.97	3,767,522.27	17,510.09	-
Cash inflow from operations:								
Year-to-date Income	96,084,269.52		17,982,668.71	21,219,610.75	5,081,181.26	1,020,588.68	20,094,700.33	2,930,205.43
Accounts Receivable	4,895,653.62	8,872.23	(99,520.40)	37,774.23	6,034,926.08	(15,038.66)	311,795.91	7,986,616.59
Advances / Prepaid	9,460.82	110,239.88	22,988.37	-	99,607.48	(681.15)		
Cash awaiting for deposit	146,021.67							
Total Income	109,215,196.91	2,940,921.41	33,734,190.58	60,450,243.81	120,242,914.79	4,772,391.14	20,424,006.33	10,916,822.02
Cash outflow for operations:								
Year to date expenditure	100,615,505.40		17,787,485.34	30,409,765.69	14,553,600.76	3,041,937.10	20,210,926.42	9,009,000.00
Deferred Income	7,080,157.77	-	999,117.08	-	116,289.50	17,716.40	145,647.00	1,451.64
Account Payable	12,647,655.57	(1,987,981.30)	(1,896,531.83)	255.28	4,242,181.25	24,379.09	649,689.05	-
Cash Balance From Operations	(11,128,121.83)	4,928,902.71	16,844,119.99	30,040,222.84	101,330,843.28	1,688,358.55	(582,256.14)	1,906,370.38
Other Cash inflow								
Medical Flex Plan / Revolv. Fund	(100.00)			-				
TRANS	18,655,000.00							
Trusts (JPA & 3CBG)								
Beg. Investment Balance								
LAIF Balance	89,029.36							54,320.87
County Pool Balance	-							5,750,459.02
Special Bond					857.02			-
C.O.P. & Others	29,213,852.79			197.31	5,000.00			8,891,142.37
Total Beg. Balance	29,302,882.15			197.31	5,857.02			14,695,922.26
Y.T.D. Investment Balance								
LAIF Balance	89,247.05							54,453.70
County Pool Balance	-							7,525,828.50
Special Bond				-	857.02			-
C.O.P./Bank CD	35,939,631.56			-	5,000.00			9,022,010.44
Y.T.D. Balance	36,028,878.61			-	5,857.02			16,602,292.64
Net Cash changes from Investment	(6,725,996.46)			197.31	-			(1,906,370.38)
Net changes from unrealized gain / (loss)	-							
Cash Balance in County Treasury	800,781.71	4,928,902.71	16,844,119.99	30,040,420.15	101,330,843.28	1,688,358.55	(582,256.14)	(0.00)
Net Cash (Excluding TRANS & Trusts)	(17,854,218.29)	4,928,902.71	16,844,119.99	30,040,420.15	101,330,843.28	1,688,358.55	(582,256.14)	(0.00)