

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

**October 28, 2015**

**District Office Board Room**

**3401 CSM Drive, San Mateo, CA 94402**

**Other Meeting Location: 104 Winton Drive, Richmond, Kentucky 40475**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

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

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

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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

15-10-2      [Minutes of the Study Session of October 14, 2015](#)

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

15-10-4C      [EPI: Educator Preparation Institute at Skyline College](#)

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

**NEW BUSINESS**

15-10-2A      [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

15-10-3A [Acceptance of American Federation of Teachers, Local 1493 Initial Contract Proposal to the District](#)

15-10-4A [Acceptance of California School Employees Association, Chapter 33 Initial Contract Proposal to the District](#)

### **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.*

15-10-1CA [Ratification of July and August 2015 District Warrants](#)

15-10-2CA [Approval of Curricular Additions, Skyline College](#)

15-10-3CA [Acceptance of Project Agreement from the Each One Reach One Organization in Support of Activities for the College of San Mateo Project Change Program](#)

15-10-4CA [Acceptance of Sub-Grant from the San Jose/Evergreen Community College District's Silicon Valley Engineering Tech Pathways \(SVETP\) Project](#)

15-10-5CA [Approval to Initiate SparkPoint Plus Memorandum of Understanding with United Way of the Bay Area](#)

### **Other Recommendations**

15-10-100B [Authorization and Utilization of Foundation for California Community Colleges Contract for the Purchase of Office Supplies](#)

### **INFORMATION REPORTS**

15-10-5C [Update on Nursing Program at College of San Mateo](#)

15-10-6C [Update on Public Safety](#)

15-10-7C [Discussion of Board Self-Evaluation](#)

### **COMMUNICATIONS**

### **STATEMENTS FROM BOARD MEMBERS**

### **RECESS TO CLOSED SESSION**

1. Conference with Labor Negotiator  
Agency Negotiator: Kathy Blackwood  
Employee Organizations: AFSCME, AFT and CSEA
2. Public Employee Performance Evaluation: Chancellor

### **CLOSED SESSION ACTIONS TAKEN**

### **ADJOURNMENT**

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
October 14, 2015, San Mateo, CA**

**The meeting was called to order at 6:00 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:** Executive Vice Chancellor Kathy Blackwood, College of San Mateo President Michael Claire, District Academic Senate President Diana Bennett

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

President Miljanich distributed copies of a letter to the editor regarding campus security at the District Colleges which appeared in the San Mateo Daily Journal. She also distributed copies of the District's response to the letter. President Miljanich said the letter writer seemed to suggest that the District has taken overt action to decrease security and she believes it is important to make members of the public aware that this is not the case.

**MINUTES**

It was moved by Trustee Holober and seconded by Trustee Mohr to approve the minutes of the Board meeting of September 30, 2015. Vice President Mandelkern asked that the minutes be amended to state that he suggested that the Strategic Plan (rather than the SWOT Analysis) address the remediation of anticipated retirement of a number of key employees and the competitive dynamic with for-profit colleges. The motion to approve the minutes as amended carried, all members voting Aye.

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

None

**NEW BUSINESS**

**APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (15-10-1A)**

It was moved by Trustee Holober and seconded by Vice President Mandelkern to approve the actions in Board Report No. 15-10-1A. The motion carried, all members voting Aye.

**STUDY SESSION**

**MEDICAL AND OTHER DISCRETIONARY EMPLOYEE BENEFITS (15-10-1C)**

Eugene Whitlock, Vice Chancellor of Human Resources and Employee Relations, introduced David Feune, Interim Director of Human Resources and Anahi Aguilar, Human Resources Representative, who will help present the report. Vice Chancellor Whitlock discussed eligibility requirements for benefits for faculty (including part-time faculty), classified employees, administrators, and retirees. He described benefits offered by the District, which include ten different medical plans offered through CalPERS; dental, vision, life and disability insurance and an employee assistance program; a flexible spending account; and commuter benefits. Vice Chancellor Whitlock said information on benefits is provided to employees through the Employee Benefit Handbook and the annual Open Enrollment Fair.

Ms. Aguilar said medical, dental, vision, 403(b) and 457, and CalSTRS/CalPERS representatives were present at the recent Open Enrollment Fair, along with representatives from a credit union and the San Mateo Athletic Club. More than 150 employees and retirees attended. Ms. Aguilar said the District is focusing on wellness.

Vice Chancellor Whitlock discussed the various medical plans available, along with the premiums for each plan. He said the District does not have a say in the cost for premiums but is involved in determining how much the District contributes toward the premiums. The cost to the District has accelerated more rapidly than the growth in the number of employees. The average out-of-pocket costs to employees has remained relatively constant because the District has covered most of the premium increases. The number of retirees and the benefit costs for retirees have both remained relatively flat.

Vice Chancellor Whitlock discussed basic life insurance, supplemental life insurance and disability insurance benefits, as well as flexible spending accounts. He said that only 9.4% of employees participate in flexible spending accounts, by which employees can set aside pre-tax dollars for many health care expenses as well as child care or elder care.

Vice Chancellor Whitlock said the Claremont Employee Assistance Program offers full-time employees many services free-of-charge, including counseling sessions and assistance with financial and legal issues. He said the District actively promotes the Employee Assistance Program and encourages managers to refer employees to the program.

Mr. Feune discussed the Affordable Care Act (ACA) compliance. He said the ACA requires employers with more than 50 employees to offer affordable health insurance to their full-time employees and children up to age 26. Employees who work at least 30 hours per week are considered full-time employees and can include part-time faculty, short-term temps and student assistants. The District is tracking hours to identify all full-time employees.

Mr. Feune said there are two penalties to avoid in 2016 and beyond:

1. Minimum Essential Coverage (MEC) must be offered to 70% of full-time employees in 2016 and to 95% of full-time employees after 2016. The penalty for not offering MEC is \$2,000 for each full-time employee (reduced by 30 employees). Currently, the District offers coverage to at least 95% of full-time employees.
2. Affordable coverage – the employee cost for the least expensive single coverage plan must not exceed 9.5% of household income. The penalty for not offering affordable coverage is \$3,000 for each full-time employee who purchases coverage through Health Exchange coverage and receives a subsidy.

Mr. Feune said the “Cadillac Tax” is a tax on high cost plans and will come into force in 2018. He said the tax is a 40% nondeductible tax charged on the excess plan cost over threshold amounts set by the government, currently \$10,200 for single coverage and \$27,500 for two-party and family coverage. The tax is based on the total cost of medical plan coverage (employer plus employee). It applies to medical plans and flexible spending accounts. President Miljanich asked if the District will be responsible for paying the tax. Mr. Feune said the excess tax for a high cost medical plan will be charged to the insurer, such as Kaiser. He said the CalPERS plans will most likely be subject to the tax if they do not change by 2018. Mr. Feune said the excess tax for a flexible spending account will be charged to the plan administrator which is the District. He said it is not clear how the tax on the excess amount will be calculated, i.e. whether the IRS will consider flexible spending accounts first and then health insurance or whether it will be the other around.

Vice Chancellor Whitlock said future considerations include:

- Examining alternatives to CalPERS if the Cadillac Tax burden is passed on to the District
- Offering cash in lieu of medical benefits
- Transitioning part-time faculty to an enrollment based plan instead of the current reimbursement model
- Making available voluntary benefits (offered by a third party) such as pet insurance, critical illness insurance, long-term care and prepaid legal

President Miljanich asked if it is problematic when employees decline to participate in plans that are offered. Mr. Feune said the District’s only obligation is to offer affordable health insurance to full-time employees and there are no penalties if employees do not opt to participate. Trustee Mohr asked if employers are required to pay some cost for the plans that are offered. Mr. Feune said the District must make coverage available to employees but is not required to share in the cost. He said the coverage offered must be affordable as defined above (the employee cost for the least expensive single coverage plan must not exceed 9.5% of household income for an employee who purchases coverage through Health Exchange coverage and receives a subsidy). If the State determines that the coverage offered to an employee who meets the definition was not affordable, the penalty would be \$3,000 for that individual only. Executive Vice Chancellor Blackwood said this issue could apply to part-time faculty. She said it is difficult to determine household income because the District has no way of knowing what they earn through other employment or whether there is income through other household members. She said staff anticipates very little, if any, penalty because an employee would have to have a very low income in order

to qualify for a subsidy. Vice Chancellor Whitlock added that coverage must be offered only to full-time employees, i.e. those who work 30 or more hours per week over the course of the entire year.

Vice President Mandelkern asked if consideration is being given to offering a high deductible plan with a flexible spending account. Vice Chancellor Whitlock said that as long as the District is with CalPERS, it is not allowed to offer any plans on its own. He said CalPERS has long indicated that they are considering offering this type of plan and may finally be forced to do so because of concerns about the Cadillac Tax.

Vice President Mandelkern, noting that all full-time employees must be reported to the IRS by March 31, 2016, asked if staff is successfully collecting data from Payroll and the health providers. Mr. Feune said staff is working with ITS to update screens in Banner to capture the information.

Student Trustee Bajwa asked how student employees fit into the requirements. Vice Chancellor Whitlock said student assistants would become eligible for affordable coverage if they worked 30 or more hours per week over the course of a year. However, Board policy stipulates that student assistants generally may work up to a maximum of twenty (20) hours per week while classes or finals are in session.

### **A DISCUSSION OF LIABILITIES (15-10-2C)**

Executive Vice Chancellor Blackwood said actuarial studies for Workers Compensation, for which the District is self-insured, and post-retirement medical benefits were included in the written board report. Regarding PERS and STRS pensions, she said the rates for both are projected to increase significantly over the next several years and she anticipates that these increases will cost the District at least \$9 million annually by 2021. In addition, GASB 68 now requires the District to record its share of the Statewide total liabilities for CalPERS and CalSTRS benefits. The District's share is approximately \$60 million for CalSTRS and \$40 million for CalPERS; therefore, the 2014/15 financial statements will show \$100 million in liability that was not recorded in the previous year. Executive Vice Chancellor Blackwood said the bond rating agencies understand that this is simply a book entry and have said they will not downgrade the District's rating.

Trustee Mohr said the board report indicates that, with the balances in the OPEB Trust and Post Retirement Reserve, the District has funded 73% of its anticipated liabilities. He asked what the goal is in terms of funding the liabilities. Executive Vice Chancellor Blackwood said the District started setting aside funds for other post-employment benefits (OPEB) in 1991. The District has been placing some of the funds each year into an irrevocable trust since it was established in 2009. In addition, the District is charging itself a percentage of salaries, placing the money into the District reserves, and transferring it to the trust. Executive Vice Chancellor Blackwood said the money in the trust earns more than it would in the County Pool. She said that in any year in which there is a problem, the District could choose not to put money into the trust or could use the money in the trust to pay that year's retirement premium rather than paying it from the general fund. She said that at some point the District might choose to routinely pay part or all of the retiree premium from the trust while continuing to charge a percentage of salaries to place in the trust. Executive Vice Chancellor Blackwood said she is not sure when the time will be right to start paying premiums from the trust but said it is not the time to do so presently. Trustee Holober said he hopes restraint will be shown about using any funds from the trust until such time that there is enough money in the trust to routinely use the funds for premium payment.

Vice President Mandelkern said that, while the theoretical goal is to fund 100% of liability, it is unlikely that the District will actually have 100% liability because not all employees spend their entire careers with District; for example, some will leave before they vest retirement benefits. He said the key question is at what percentage – between the current 73% and the theoretical 100% – would the District feel comfortable that it has covered the actual liability. Executive Vice Chancellor Blackwood said she would want to consult with the actuary to examine data and get a sense of trends for the District. She said the number of retirees is remaining relatively stable; however, there is a fairly large number of employees who are eligible for retirement. Vice President Mandelkern said the other important question is whether the 5% of payroll that the District is charging is a sufficient amount to cover future costs for current employees. Executive Vice Chancellor Blackwood said the percentage is adjusted every two years based on the actuarial study.

Trustee Mohr said the actuarial report for Workers Compensation states that the funding margin should be sufficient to bring the funding to a 75% to 85% confidence level; he asked if the District meets this recommendation. Executive Vice Chancellor Blackwood said it does. Trustee Mohr said Workers Compensation claims have leveled off in recent years and asked if a reason is known. Executive Vice Chancellor Blackwood said a major reason is that staff, particularly in the Facilities Department, work very hard on safety. She also said that in years where morale is low, there are typically more

claims filed; therefore, she believes that the good relations the District maintains with employees plays a role, as well as the District's success in not laying off or terminating employees.

Trustee Holober asked if a study has been done on self-insurance vs. the Workers Compensation fund. Executive Vice Chancellor Blackwood said a separate analysis has not been completed since the decision to become self-insured was made but she believes it is advantageous for the District to continue to be self-insured.

**OTHER PENSION EMPLOYEE BENEFITS (OPEB) TRUST (15-10-3C)**

Executive Vice Chancellor Blackwood introduced Cary Allison of Morgan Stanley, who is the financial advisor for the District's OPEB Trust. Mr. Allison said the Board requested information on the Retirement Board of Authority (RBOA) investment policy, structure and processes used to manage the OPEB Trust funds to ensure fiscal stewardship. He said Keenan Financial Services was approved by the Board to be the Program Coordinator. The Board, as the Plan Sponsor, adopted a resolution creating the RBOA in 2009. The RBOA uses Benefit Trust Company as a Discretionary Trustee. Morgan Stanley is contracted independently by Benefit Trust Company to provide investment services to them. The RBOA, which meets quarterly, provides ongoing governance of the OPEB Trust. It approves the Investment Policy Statement; reviews portfolio performance and approves disbursements; reviews actuarial reports; and manages/administers compliance milestones and the substantive plan.

Mr. Allison said that Keenan Financial Services, as the Program Coordinator, assisted with the establishment of the OPEB Trust; recommended Benefit Trust Company to be the Discretionary Trustee; maintains the substantive plan and other documents; and provides administrative support to the RBOA. Benefit Trust Company manages the OPEB Trust funds; provides safekeeping of securities; approves portfolio recommendations per the Investment Policy Statement; maintains accurate records of financial transactions; and provides monthly and annual reports to the RBOA. Morgan Stanley, appointed by Benefit Trust Company, performs risk tolerance exercises with the RBOA; recommends asset allocation based on the Investment Policy Statement; screens and recommends investment choices for the portfolio; provides performance reports to the RBOA; and educates the RBOA on market conditions and trends.

Mr. Allison said the investment policy sets investment objectives in accordance with California Government Code. It sets restrictions on equity and fixed income investments. The net target rate of return is 7%. Risk tolerance is a balance between risk attitude and risk capacity. The investment policy conservatively balances the target return objective with the least amount of risk.

Mr. Allison discussed asset allocation, which includes fixed income funds, domestic equity funds and international equity funds. He said investment returns since inception are 5.98% as of September 30, 2015 and the balance of funds is close to \$72 million. At each quarterly meeting, the RBOA is provided information on how the portfolio is performing on an actual basis and on a risk-adjusted basis. Mr. Allison distributed copies of "The GIC Weekly." He said the Global Investment Committee (GIC) was set up by Morgan Stanley as a separate consulting group to provide unbiased advice to fiduciaries. He discussed information in the report, including forecasts for growth, bond yield and inflation in the United States and global markets.

Vice President Mandelkern asked if Benefit Trust Company selected Morgan Stanley as the investment advisor independently, without advice from Keenan, the Board of Trustees or the RBOA. Executive Vice Chancellor Blackwood said the District issued a RFP initially and Morgan Stanley, Benefit Trust and Keenan submitted a joint proposal which was selected. Vice President Mandelkern asked who would make a decision to change investment advisors if Benefit Trust believed that Morgan Stanley's advice was not producing the proper return. Mr. Allison said Benefit Trust has the authority to replace Morgan Stanley.

Vice President Mandelkern said he would be interested in seeing details of the investment policy, particularly given that the target rate is 7% and the actual return is under 6% which he said represents a significant underperformance. He said he would be interested in looking at permitted investments and the flexibility that is allowed, as well as how the balance between fixed income vs. equities was determined and how it changes. It was agreed that Executive Vice Chancellor Blackwood will send the investment policy to Board members individually and they can send comments to her or Chief Financial Officer Raymond Chow. She will also include a link to the portfolio statement. Executive Vice Chancellor Blackwood said the Investment Policy is approved by the RBOA and they will listen to any suggestions for changes.

Vice Chancellor Whitlock, who is a member of the RBOA, said there is not a large appetite for risk on the RBOA and, therefore, he believes the 7% target rate of return is too high. Vice President Mandelkern said it is important to determine

whether the target needs to be adjusted or whether poor investment advice is causing underperformance; he said this can affect decisions on how much money is put into the Trust each year.

Trustee Holober asked for information on the fees for investment advice. Mr. Allison said program fees for Morgan Stanley, Benefit Trust and Keenan are contractual and are approximately 35 basis points.

Trustee Mohr asked how the risk tolerance balance between attitude and capacity would be affected if the rate of return was increased to the target of 7%. Mr. Allison said there are diminishing returns, i.e. there is proportionately more risk to get an extra percent of return.

Vice President Mandelkern asked what responsibility the Board has with regard to the OPEB Trust. Executive Vice Chancellor Blackwood said the Board has the responsibility of determining how much money gets put into the Trust.

#### **STATEMENTS FROM BOARD MEMBERS**

Trustee Schwarz complimented Cañada College for hosting a Town Hall Meeting on Education with State Senator Jerry Hill, State Superintendent of Public Instruction Tom Torlakson and the San Mateo County and San Clara County Superintendents of Schools. She noted that Vice President Mandelkern made introductions. Vice President Mandelkern said the meeting was informative. He complimented Gregory Anderson, Vice President of Instruction at Cañada College, stating that he represented the College very well.

Trustee Mohr said he will attend the Association of Community College Trustees Leadership Congress in San Diego. He said Dr. Janet Napolitano, President of the University of California, will be a keynote speaker. Trustee Mohr said the Housing Leadership Council of San Mateo County will host a Housing Leadership Day on October 23. Topics will include the use of public land to help solve the housing crisis in the County. Barbara Christensen, Director of Community/Government Relations, will serve on a panel. Vice President Mandelkern said the District's housing projects – Cañada Vista and College Vista – have been cited with high regard by the San Mateo Union High School District, the City of South San Francisco and the South San Francisco School Board, and Congresswoman Jackie Speier. Vice President Mandelkern complimented Ms. Christensen on a job well done. Ms. Christensen said she has also been contacted by the City of Menlo Park and the Menlo Park School District, and the Pacifica and Jefferson School Districts.

#### **RECESS TO CLOSED SESSION**

President Miljanich said that during Closed Session, the Board will discuss the personnel item listed on the printed agenda. The Board will also hold a conference with District labor negotiator Eugene Whitlock; the employee organizations are AFT, CSEA and AFSCME.

The Board recessed to Closed Session at 7:50 p.m. and reconvened to Open Session at 9:15 p.m.

#### **CLOSED SESSION ACTIONS TAKEN**

President Miljanich reported that no actions were taken at the Closed Session that was just concluded.

#### **ADJOURNMENT**

It was moved by Trustee Mohr and seconded by Vice President Mandelkern to adjourn the meeting. The motion carried, all members voting Aye. The meeting was adjourned at 9:16 p.m.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the October 28, 2015 meeting.

Dave Mandelkern  
Vice President-Clerk

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October 28, 2015

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# President's Report to SMCCCD Board of Trustees

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October was a busy month for the College. Our outreach students and staff made 40 presentations to approximately 3,300 individuals. Senior administration met with the superintendents of the San Mateo Union High School District and the Cabrillo Unified School District to discuss implementation of the First Year Success Program. The College received a \$55,000 grant for Project Change and also a one-time gift of \$592,000 for the Child Development Center. Finally, the College hosted a number of events, which drew close to 6,000 visitors to our campus for the month.

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## News:

### Family Science and Astronomy Festival+Makerspace

The Math/Science Division hosted another very successful Family Science and Astronomy Festival. The Library worked with Math/Science to host the Makerspace portion of the event.

### Mana Program Information Night

Congratulations to the inaugural class in the Mana program! Close to 60 students are enrolled in the program. CSM hosted an information night for students and their families, Over 100 students and their families attended.

<http://collegeofsanmateo.edu/mana/>

### Lunar Eclipse

Kudos to the Astronomy Program for their community outreach efforts. Approximately 4,000 people were at CSM to witness the lunar eclipse last month.

<http://collegeofsanmateo.edu/astronomy/>

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## Upcoming Events

October 29  
Honors Project Fall Mixer  
2:00-4:00 pm, 10-468

October 30  
Meet the Ambassadors Breakfast  
10:30 am-12:00 pm, 10-468

November 4  
Climate Reality Project  
1:15-2:15 pm, 5-202

November 10  
Veterans Resource Center Open  
House  
9:00 am-2:00 pm, 16-150

November 10  
Dia De Los Muertos Celebration  
11:10 am- 2:30 pm  
College Center Plaza

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## George Kramm

The college is mourning the loss of Professor Kramm who died as a result of a mountain biking accident. The college held a simple memorial for Professor Kramm on October 22, which was sponsored by the Associated Students. Professor Kramm was an outstanding faculty member. He was loved by his students and all of us at CSM.

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## New Employee Welcome

On October 6 the College held a reception to welcome new faculty and classified staff.

## Housing Leadership Day

On October 23 the Housing Leadership Council held their Housing Leadership Day at CSM <http://www.hlcsmc.org/home/198>

## SBDC Presents: "Pitch Your Wow"

On October 20 the Small Business Development Center presented "Pitch Your Wow". Bill Reichert, Managing Director of Garage Technologies was the keynote speaker. <http://sanmateosbdc.org/>

## CSM Hosts Cabrillo Unified School District Officials

CSM senior administrators and Vice Chancellor Moore met with Jane Yuster, the new superintendent of the Cabrillo Unified School District, John Nazar, the new principal of Half Moon Bay High School, and other members of Superintendent Yuster's staff. We identified areas of mutual interest including expanding concurrent enrollment and offering other educational opportunities on the coast.

## October a Busy Month for CSM Outreach

During the month of October CSM's Student Ambassadors and our Outreach staff conducted 40 individual presentations to high schools and other community organizations. CSM reached approximately 3,300 potential students as a result of these efforts. <http://collegeofsanmateo.edu/marketing/index.asp>

## CSM and Chabot College to Co-Host Umoja XI Conference

The Umoja Community is a critical resource dedicated to enhancing the cultural and educational experiences of African American and other students. The theme of this year's conference is "Our Students matter: Cultural Democracy; Equity in Action." The conference will be held on November 6 & 7 at the Oakland Center Marriot. <http://umojacommunity.org/>

## CSM Honors Project approved by UCLA's Transfer Alliance Program

UCLA's Transfer Alliance Program (TAP) has approved CSM's honors program. Students completing CSM's honors program will be given priority admission to UCLA's College of Letters and Science. <http://www.ugededucation.ucla.edu/tap/admission.htm>

## Mary Meta-Lazarus Child Development Center Receives Gift

The Mary Meta-Lazarus Child Development Center received a one-time gift of \$592,000 from the Lazarus Family Trust. Since its founding in 1981, the Lazarus family has provided close to \$1.4 million in funding, including an initial gift of \$500,000 to construct the Child Development Center.

## Welcome New Classified Staff and Faculty!

### Classified Staff:

Arianna Avendano  
Mondana Bathai  
Chris Burwell-Woo  
David Chin  
Jia Chung  
Jeanette Courtin  
Erik Elfving  
Katrina Evasco  
Dianne Fernandez  
Estela Garcia  
Valerie Higgins  
Yuki Ishizaki  
Gwendolyn Kenny  
Cassandra King  
Vivyan Lam  
Joseph Martinez  
Angelica Mendoza  
Ludmila Prisecar  
Robert Shoffner  
Justin Stevick  
Valerie Young  
Deepthi Yellamraju

### Faculty:

Geoff Brown  
Vera Fainshtein  
Katie Golhhahn  
Fermin Irigoyen  
Tatiana Irwin  
Kelly Kapoor  
Trang Luong  
Michelle Mullane  
Arielle Smith  
Peter Von Bleichert  
Alexander Wong

### CSM to Host Super Bowl 50 Wounded Warriors Game

CSM has been selected to host the Super Bowl 50 Wounded Warriors Game, a flag football game between former NFL stars and the Wounded Warrior Amputee Football Team (WWAFT). The WWAFT's mission is to raise awareness and support for our wounded warriors and their families. This event drew over 5,000 spectators at Super Bowl 49 and is considered to be the major Super Bowl week event in San Mateo County.

<http://www.collegeofsanmateo.edu/calendar/events/index.php?com=detail&eID=16083&year=2016&month=2>

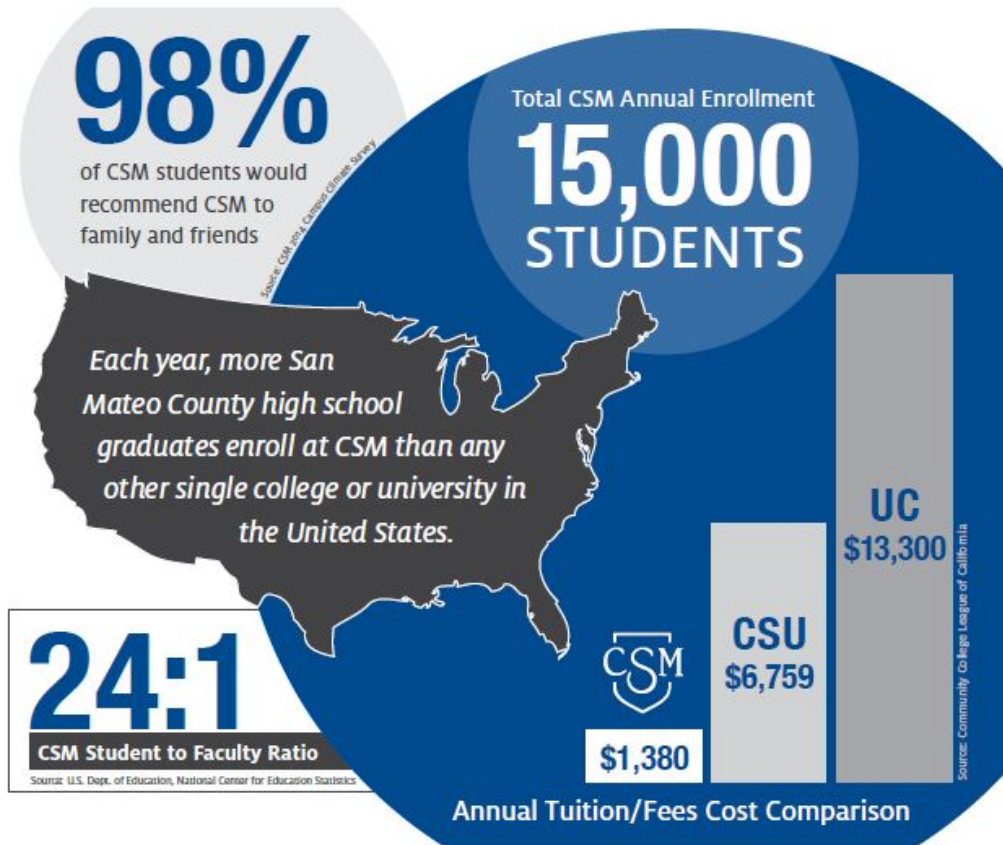
### Project Change Partners with Each One Reach One for Grant

Each One Reach One is one several agencies that has partnered with Project Change. As a result of this partnership, Project Change has been awarded \$55,000 to provide educational support for youth in San Mateo County Juvenile detention facilities, supportive services for their transition to, and successful participation in, community college.

<http://collegeofsanmateo.edu/projectchange/>

### Photo of the Month:

This infographic appears on the back of CSM's Spring 2016 schedule, which was distributed last week:



San Mateo County Community College District

October 28, 2015

**BOARD REPORT NO. 15-10-4C**

**EPI: EDUCATOR PREPARATION INSTITUTE AT SKYLINE COLLEGE**

**There is no printed board report for this agenda item.**

**BOARD REPORT NO. 15-10-2A**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and General Counsel, 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**

**Cañada College**

**Christopher (Max) Hartman** Director, Disability Resource Center Student Services

New full-time, 12-month Academic Supervisory (exempt) employment, effective November 1, 2015, replacing Regina Blok.

**Erin Moore** Director, Professional Development and Innovation Administrative Services

New full-time, 12-month temporary Academic Supervisory (exempt) employment, effective November 4, 2015. This is a new position that was Board approved on June 24, 2015.

**B. PUBLIC EMPLOYMENT**

**1. New Hires**

**Cañada College**

**Anh (Khoa) Nguyen** Program Services Coordinator Student Services  
(Grant Funded by HSI Cooperative-A2B)

New full-time, 12-month temporary classified employment, effective October 15, 2015, replacing Jeffrey Rhoades. This temporary position is funded by the HSI Cooperative – A2B Grant.

**Milena Angelova** Planning and Research Analyst Planning, Research &  
(Grant Funded by CalSTEP, HSI STEM, and HSI ESO) Institutional Effectiveness

New full-time, 12-month temporary classified employment, effective October 19, 2015, replacing Tracy Huang. This temporary position is funded by the CalSTEP, HSI STEM and HSI ESO Grants.

**Chantel Sosa** Admissions & Records Assistant III Student Services

New full-time, 12-month classified employment, effective October 21, 2015, replacing Dorothy Shiloh.

### College of San Mateo

**Justine Evirs** Program Services Coordinator – Veterans Opportunity Resource Center Enrollment Services

New full-time, 12-month classified employment, effective October 19, 2015. This is a new position that was Board approved on June 24, 2015. This position is funded by the Student Equity Program.

**Mary Vogt** Administrative Assistant (PRIE) President's Office

New full-time, 12-month classified employment, effective October 26, 2015. This position has been vacant since October 2007.

## C. REASSIGNMENT

### Skyline College

**Claudia Acevedo** Financial Aid Technician Enrollment/Financial Aid Services

Reassigned from a full-time, 12-month Financial Aid Assistant position (Grade 22A of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 26A of the same salary schedule, effective October 6, 2015, replacing Elisabeth Osai.

### District Office

**Na (Nicole) Wang** Controller Administrative Services

Reassigned from a full-time, 12-month Accountant position (Grade 190E of the Academic – Classified Exempt Supervisory Salary Schedule 35) into this full-time, 12-month position at Grade 196E of the same salary schedule, effective October 19, 2015, replacing Anita Leong.

## D. TRANSFER

None

**E. CHANGES IN STAFF ALLOCATION**

**Skyline College**

1. Recommend a change in staff allocation to add one part-time (48%), 10-month temporary, externally funded Retention Specialist position (Grade 24 of the Classified Salary Schedule 60) in the Academic Support and Learning Technology Division, effective October 29, 2015. This position is a temporary position funded by the Basic Skills Initiative.

**F. LEAVE OF ABSENCE**

None

**G. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**

**District Office**

**Christopher Armanino** Public Safety Officer Public Safety  
Resigned effective October 16, 2015.

**Anton Collins** Public Safety Officer Public Safety  
Resigned effective October 25, 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>
College of San Mateo	Kinesiology, Athletics/Dance	20	07/01/2015	06/30/2016	<b>Assistant Coach:</b> Provide a variety of duties to support athletic programs. Duties may include coaching, recruiting, filming, and record keeping. They will be assigned to support all CSM athletic programs.
College of San Mateo	Kinesiology, Athletics/Dance	2	07/01/2015	06/30/2016	<b>Athletic Trainer:</b> Provide part-time assistance where CSM hosts multiple events or when large events necessitate additional trainers.

College of San Mateo	Equipment Manager	6	07/01/2015	06/30/2016	<b>Equipment Manager:</b> Facilitate events for outside rental groups using CSM facilities.
Cañada College	Student Services – A2B	1	10/15/15	12/31/2015	<b>Program Services Coordinator – A2B: (vacant position – current employee is on detail assignment)</b> Work with students who are interested and/or become A2B members who are seeking to transfer to the University Center and/or pursuing a bachelor's degree. Collaborate with A2B team, other staff and faculty to develop workshops and maintain case management system.

**BOARD REPORT NO. 15-10-3A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and General Counsel  
650-358-6883

**ACCEPTANCE OF AMERICAN FEDERATION OF TEACHERS, LOCAL 1493  
INITIAL CONTRACT PROPOSAL TO THE DISTRICT**

The Board of Trustees is receiving a proposal from the American Federation of Teachers, Local 1493 as required by the Educational Employment Relations Act. The proposal is attached to this report.

Staff submits the initial proposal to the Board before holding a public hearing on the proposal as required by the Educational Employment Relations Act.

**RECOMMENDATION**

It is recommended that the Board accept the initial proposal for review and hold a public hearing on the proposal at the next regularly scheduled Board meeting.



October 15, 2015

To: Eugene Whitlock, Vice Chancellor Human Resources & General Counsel  
San Mateo Community College District

From: Joaquín J. Rivera, Chief Negotiator  
San Mateo Community College Federation of Teachers, AFT Local 1493,  
AFL-CIO

Re: Contract Proposals for the 2015-2016 Contract of Academic Employees in the  
San Mateo County Community College District

Please transmit these contract proposals to the Board of Trustees in order to initiate negotiations for a new contract.

1. Increase the medical cap for full-time faculty by \$100 for single, \$390.94 for 2-party and \$506.82 for family effective January 1, 2016.
2. Modify section 3.2 of the contract as follows:

~~3.2 DUES DEDUCTION SCHEDULE: Pursuant to such authorization, the District shall deduct one-tenth (1/10th) of the annual dues from the employee's regular salary during each month for 10 months (August-May or September-June). Deductions for unit members who sign such authorization after the commencement of the academic year shall be one-tenth (1/10th) of the annual dues from the employee's regular salary during each month remaining in the academic year. Also pursuant to such authorization, the District shall, if so requested by the Union, also withhold Union dues for Summer Session faculty.~~

3.2 DUES DEDUCTION SCHEDULE: The Union shall advise the District of the dues schedule. The District will deduct dues monthly, in accordance with the Union's dues schedule, from the wages of all unit members.

**BOARD REPORT NO. 15-10-4A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and General Counsel  
650-358-6883

**ACCEPTANCE OF CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 33  
INITIAL CONTRACT PROPOSAL TO THE DISTRICT**

The Board of Trustees is receiving a proposal from the California School Employees Association, Chapter 33 as required by the Educational Employment Relations Act. The proposal is attached to this report.

Staff submits the initial proposal to the Board before holding a public hearing on the proposal as required by the Educational Employment Relations Act.

**RECOMMENDATION**

It is recommended that the Board accept the initial proposal for review and hold a public hearing on the proposal at the next regularly scheduled Board meeting.



AFL-CIO

## California School Employees Association

3350 Scott Blvd.  
Building 18  
Santa Clara, CA 95054

(408) 261-7990  
(800) 487-2440  
FAX: (408) 235-8678  
[www.csea.com](http://www.csea.com)

*Member of the AFL-CIO*

*The nation's largest  
independent classified  
employee association*



October 20, 2015

Ron Galatolo, Chancellor  
San Mateo Community College District  
3401 CSM Drive  
San Mateo, CA 94402

Re: Initial Proposal for 2015-2016 Reopener Contract Negotiations

Dear Mr. Galatolo:

The California School Employees Association and its local Chapter 33 (CSEA) hereby provides written notice to the District of its intent to begin negotiations for a successor agreement. CSEA respectfully submits the following initial proposal in accordance with Section 3547 of the Government Code:

**Article 9 – Health and Welfare Benefits:** The District shall increase its monthly contribution to health and welfare benefits by \$100 for single coverage, \$150 for 2-party coverage and \$200 for family coverage.

**Article 20 – Disciplinary Procedures:** CSEA has an interest in improving protections for bargaining unit members, including requiring the District to provide notice to CSEA in advance of issuing disciplinary notices to bargaining unit members.

CSEA reserves the right to submit additional proposals in the course of negotiations.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Sarah Wilson  
Labor Relations Representative

c: Eugene Whitlock, Vice Chancellor, Human Resources and General Counsel  
Annette M. Perot, President, Chapter 33 (Emailed to perot@smccd.edu)  
Charles Jones, Region 5 Representative  
Frank Rodriguez, Area B Director  
Charles Goetchius, Field Director/Chapter File 33

**CSEA Chapter 33  
Initial Proposal to SMCCCD  
2015-2016 Contract Reopener**

**Article 9 – HEALTH AND WELFARE BENEFITS**

Increase the cap on the District's monthly contribution to medical benefits as follows:

Single: \$100.00 per month.....new Single cap: \$829.00 per month  
 2 Party: \$150.00 per month.....new 2 Party cap: \$1,317.00 per month  
 Family: \$200.00 per month...new Family cap: \$1,737.00 per month

	Single	2 Party	Family
From	\$729.00	\$1,167.00	\$1,537.00
To	\$829.00	\$1,317.00	\$1,737.00
<b>Increase Amount</b>	<b>\$ 100.00</b>	<b>\$ 150.00</b>	<b>\$ 200.00</b>

**Article 20 – DISCIPLINARY PROCEDURES**

Improve protections for CSEA members, in particular:

- Require the District to provide notice to CSEA three days in advance of taking any disciplinary action
- Strengthen language requiring progressive discipline
- Strengthen employees' due process rights under the contract

San Mateo County Community College District

October 28, 2015

**BOARD REPORT NO. 15-10-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RATIFICATION OF JULY AND AUGUST 2015 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of July and August 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 July 1, 2015 through August 31, 2015 and ratify the contracts entered into leading to such payments.

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

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
065224	07/01/15	U.S. Bank National Association ND, .	452,700.49	Districtwide Procurement Card Payment
065227	07/01/15	Bunton Clifford Associates, Inc.	16,255.00	Programming & Schematic For New Kinesiology Wellness Bldg At Cañada
065230	07/01/15	GRD Energy Inc.	24,914.00	Districtwide Utility Consumption Measurements & Verification Services
065235	07/01/15	Richard McMahon	12,674.47	Districtwide Catering Services
065236	07/01/15	School Project for Utility Rate Reduction (SPURR)	40,027.56	Utilities
065237	07/01/15	SMC College Ed Housing Corp - Canada Vista	43,300.00	Cañada Vista Monthly Rent Payment
065238	07/01/15	SMC College Ed Housing Corp - College Vista	26,315.00	College Vista Monthly Rent Payment
065242	07/01/15	SMCCCD Bookstore	39,907.05	Cañada Text Books Rental Program (EQUIP)
065243	07/01/15	VALIC Retirement Services Company	147,326.08	Tax Shelter Annuities
065478	07/07/15	U.S. Bank National Association ND, .	24,664.68	Districtwide Procurement Card Payment
065515	07/09/15	Computerland	18,442.67	Districtwide Computer Purchases
065516	07/09/15	Coulter Construction Inc.	39,280.80	DW Athletic Fields Replacement Project
065526	07/09/15	Knorr Systems, Inc.	10,479.97	CSM Pool Heater Replacement Project
065530	07/09/15	Purple Communications Inc.	13,685.00	CSM Students Sign Language Interpreting Services
065532	07/09/15	Schneider Electric Buildings Americas, Inc.	11,664.50	Districtwide Building Management System Maintenance
065533	07/09/15	School Project for Utility Rate Reduction (SPURR)	11,353.25	Utilities
065544	07/09/15	SMCCCD Bookstore	15,183.64	Skyline Special Programs Books Purchases & Rentals
065545	07/09/15	Keenan & Associates	67,513.97	Insurance Premium For CSM & Skyline Construction Projects
065641	07/16/15	Bunton Clifford Associates, Inc.	17,244.48	Skyline Programming & Concept Design Services
065649	07/16/15	Intermountain Electric Company	25,650.00	Districtwide Exterior Lighting Upgrade
065656	07/16/15	Oracle America, Inc.	13,434.87	Districtwide Software Update License & Support
065660	07/16/15	Schneider Electric Buildings Americas, Inc.	124,113.18	Districtwide Building Management System Maintenance
065663	07/16/15	SM County Community College District	22,665.85	Replenish Flex Spending Account
065664	07/16/15	SMCCCD Bookstore	10,296.58	Skyline Supplies & Books Purchases
065665	07/16/15	SMCCCD Bookstore	13,598.48	Cañada Special Programs Books Purchases & Rentals
065666	07/16/15	SMCCCD Bookstore	20,084.30	Skyline Supplies & Books Purchases
065667	07/16/15	Keenan & Associates	69,237.40	Insurance Premium For Districtwide Exterior Lighting Upgrade
065668	07/16/15	Sutro Tower Inc.	19,411.00	KCSM TV Broadcast Site Lease At Sutro Tower
065697	07/20/15	Intermountain Electric Company	23,114.88	CSM & Cañada Electrical/Carpet Repair Services
065700	07/20/15	Noll & Tam	42,955.76	CSM North Gateway Architectural Services
065702	07/20/15	San Mateo County Schools Insurance Group	187,676.54	Monthly Dental and Vision Insurance Premiums
065705	07/20/15	Sutro Tower Inc.	19,411.00	KCSM TV Broadcast Site Lease At Sutro Tower
065706	07/20/15	Swinerton Management & Consulting	199,191.25	Program Management Services
065707	07/20/15	Swinerton Management & Consulting	235,828.00	Program Management Services
065718	07/20/15	Young Electric Company, Co.	16,484.25	District Office Infrastructure Upgrade Services
065745	07/23/15	Constellation NewEnergy, Inc.	66,181.55	Utilities

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

Check Number	Check Date	Vendor Name	Check Amount	Description
065746	07/23/15	Ellucian Support Inc.	18,147.00	ITS Software Annual Licenses Fees
065749	07/23/15	Interline Brands, Inc.	20,880.49	Districtwide Custodial Supplies Purchases
065751	07/23/15	Netronix Integration, Inc.	10,773.24	ITS Software Annual Licenses Fees
065753	07/23/15	Richard McMahon	12,756.66	Districtwide Catering Services
065754	07/23/15	School Project for Utility Rate Reduction (SPURR)	28,048.27	Utilities
065755	07/23/15	Sedgwick Claims Management Services. Inc.	34,525.82	Districtwide Worker's Compensation Annual Service Fees
065771	07/28/15	Meta Bank/BB San Mateo CCD CFA	30,657.00	Student Financial Aid Disbursement
065787	07/30/15	Sedgwick Claims Management Services. Inc.	24,108.50	Districtwide Worker's Compensation
478192	07/01/15	AECOM Technical Services, Inc.	31,037.90	Critical Path Schedule for District's Capital Improvement program
478209	07/01/15	CDW LLC	15,295.00	Districtwide Computer Purchases
478219	07/01/15	Emmett W. MacCorkle Inc. Insurance Services	970,196.00	Districtwide Annual Insurance Premium
478220	07/01/15	Enforcement Video, LLC	11,890.77	Districtwide Video Cameras Purchases
478238	07/01/15	Island Advertising Specialties	11,986.71	Skyline Financial Aid office supplies purchases
478252	07/01/15	Pacific Gas & Electric Co	13,943.38	Utilities
478283	07/01/15	American Federation of Teachers	14,519.38	Monthly Union Dues
478284	07/01/15	Anderson, Carsbia W.	16,880.00	Skyline Student Services Positions Searching & Hiring Services
478292	07/01/15	C S E A	13,150.61	Monthly Union Dues
478312	07/01/15	Hartford Life & Accident Insurance Co.	39,348.90	Monthly Life Insurance Fees
478322	07/01/15	MassMutual Retirement Service	33,410.55	Tax Shelter Annuities
478329	07/01/15	Public Empl Ret Sys	1,441,881.01	Monthly Health Insurance Premium
478338	07/01/15	Allana Buick & Bers, Inc.	10,842.85	Districtwide Construction Projects
478346	07/01/15	U.S. Postal Services	10,000.00	CSM Postage Purchase For Permit#27
478347	07/01/15	U.S. Postal Services	10,000.00	CSM Postage Purchase For CMRS FP permit
478350	07/01/15	Vavrinek, Trine, Day & Co.	25,000.00	Districtwide Audit Services
478482	07/09/15	CDW LLC	15,494.97	Districtwide Computer Purchases
478483	07/09/15	Cenetri Group, LLC	33,000.00	CSM Microenterprise Center Research Consulting Services
478491	07/09/15	City of San Bruno	11,283.06	Utilities
478505	07/09/15	Foundation for California Community College	23,897.32	Facilities Fusion Software Annual License Fees
478521	07/09/15	John Deere Company	13,079.04	Gator for Cañada College Facilities
478551	07/09/15	Robert A Bothman, Inc.	21,620.03	Districtwide Construction Projects
478553	07/09/15	San Francisco State University	36,628.34	CalSTEP Activities Coordination with Cañada College
478556	07/09/15	Schools Excess Liability Fund	37,531.32	Districtwide Annual SELF Insurance Premium
478560	07/09/15	Steinberg Architects	55,076.25	Districtwide Architectural Consulting Services
478561	07/09/15	Strata Information Group	108,000.00	Districtwide Professional & Management Services
478586	07/09/15	CalPERS	512,773.78	Monthly PERS Classic Members Contribution Advance Payment
478587	07/09/15	CalPERS	96,363.72	Monthly PERS New Member Contribution Advance Payment
478591	07/09/15	City of Redwood City	11,972.06	Utilities
478650	07/14/15	Associated Std -Canada	22,501.15	Quarterly Student Fees Reimbursement

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

Check Number	Check Date	Vendor Name	Check Amount	Description
478651	07/14/15	Associated Std-CSM	34,335.77	Quarterly Student Fees Reimbursement
478652	07/14/15	Associated Std-Skyline	40,002.70	Quarterly Student Fees Reimbursement
478719	07/16/15	Allana Buick & Bers, Inc.	43,394.84	Districtwide Roofing Services
478736	07/16/15	Fontana, Mark E.	10,757.75	Professional Services For CSM Astronomy Program
478741	07/16/15	Griffin Painting, Inc.	26,760.00	CSM Softball Fields Painting Work
478746	07/16/15	Leland Saylor & Associates, Inc.	12,865.00	Districtwide Cost Estimating Services
478747	07/16/15	Liberty Mutual Insurance Company	142,421.27	CSM North Gateway Construction Project
478750	07/16/15	LPAS, Inc.	217,794.62	Skyline Social Science & Creative Arts Center Project
478753	07/16/15	Marin Community College District	11,432.42	Develop & Implement Online Curriculum At Cañada
478756	07/16/15	Miller, Morton, Cailat & Nevis, LLP	18,051.40	Cañada Building Leak Investigation
478757	07/16/15	Monterey Peninsula College	24,426.80	Develop & Implement Online Curriculum At Cañada
478759	07/16/15	Myers Information Systems, Inc.	10,795.16	KCSM TV & FM Annual Support
478768	07/16/15	Robert A Bothman, Inc.	80,663.00	Cañada Solar Project
478769	07/16/15	Sally Swanson Architects, Inc.	40,110.00	District and Skyline Litigation, Consultation Services
478772	07/16/15	Stronger Building Services	505,856.00	District and CSM Colonnades and Deck Waterproofing
478779	07/16/15	United Way of the Bay Area	11,202.25	Cañada VISTA Reginal Project Initiative Service
478783	07/16/15	Western Roofing Service	589,698.25	CSM & Skyline Roof Replacement Project
478814	07/16/15	Stronger Building Services	26,624.00	District and CSM Colonnades and Deck Waterproofing
478816	07/16/15	Western Roofing Service	31,036.75	CSM and Skyline Roof Replacement Project
478836	07/20/15	Burke, Williams & Sorensen, LLP	37,656.00	CSM North Gateway Legal Services and Construction Contracts Review
478837	07/20/15	CDW LLC	23,671.22	Districtwide Computer Purchases
478839	07/20/15	Swinerton Management & Consulting	10,483.75	Program Management Services
478840	07/20/15	Swinerton Management & Consulting	12,412.00	Program Management Services
478843	07/20/15	Comm College League/Calif	20,083.60	Skyline Library Subscription Services
478844	07/20/15	CSW-Stuber-Stroeh Engineering Group, Inc.	19,897.32	Districtwide Solar Project
478852	07/20/15	ICF Jones & Stokes, Inc.	83,992.03	Districtwide CA Environmental Quality Act Compliance Study
478863	07/20/15	Steinberg Architects	13,666.00	Districtwide Design Standards Update for New Construction & Renovations
478864	07/20/15	TLCD Architecture	53,755.00	CSM Theatre Modernization
478871	07/20/15	American Federation of Teachers	17,442.21	Monthly Union Dues
478884	07/20/15	Miller, Morton, Cailat & Nevis, LLP	10,426.85	Legal Services Rendered for Canada Vista Housing
478898	07/23/15	A.C.C.J.C.	22,810.00	Cañada College Annual Dues
478914	07/23/15	Contra Costa Community College District	13,000.33	Summer Camp 2015 Hospitality and Culinary for Skyline College
478921	07/23/15	Eternal Construction, Inc.	13,070.00	Districtwide Electrical Panel Upgrade
478940	07/23/15	Nuventive, LLC	17,627.00	ITS Annual Subscription Renewal
478942	07/23/15	Pacific Gas & Electric Co	26,323.70	Utilities
478943	07/23/15	Pacific Gas & Electric Co	38,284.69	Utilities
478944	07/23/15	PeopleAdmin, Inc.	28,531.77	Recruitment Services
478951	07/23/15	STV Incorporated	27,650.00	CSM Design Services

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

Check Number	Check Date	Vendor Name	Check Amount	Description
478965	07/23/15	Calif Water Service Co	33,337.54	Utilities
478966	07/23/15	CalPERS	13,054.72	Additional Monthly PERS Classic Members Contribution
478978	07/23/15	U.S. Postal Services	15,025.36	Community Education Postage
478981	07/23/15	Wesco Graphics, Inc.	26,929.47	Community Education Printing Services
479000	07/30/15	Comm College League/Calif	18,575.00	Districtwide Membership Dues
479006	07/30/15	Emmett W. MacCorkle Inc. Insurance Services	250,016.00	Student Athlete Annual Insurance
479007	07/30/15	Enviroplex, Inc	10,399.65	Districtwide Athletic Field Replacement
479036	07/30/15	Pacific Gas & Electric Co	14,591.44	Utilities
479052	07/30/15	STV Incorporated	18,226.50	Districtwide Master Planning - Program and Analysis services
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1600010	07/01/15	US Treasury - Federal Payroll Tax	1,165,382.13	Federal Payroll Tax
J1600010	07/01/15	EDD - State Payroll Tax	201,483.37	State Payroll Tax
J1600047	07/16/15	EDD - State Payroll Tax	49,591.42	State Payroll Tax
J1600047	07/16/15	US Treasury - Federal Payroll Tax	307,320.28	Federal Payroll Tax
J1600062	07/23/15	EDD - State Payroll Tax	11,661.71	State Unemployment Payroll Tax
J1600028	07/10/15	State Teacher Retirement - Cash Balance	10,604.30	STRS Retirement-Cash Balance
J1600051	07/21/15	State Teacher Retirement - Cash Balance	32,487.76	STRS Retirement-Cash Balance
J1600015	07/01/15	State Teacher Retirement - Defined Benefit	247,090.85	STRS Retirement-Defined Benefit 95%
J1600091	07/28/15	State Teacher Retirement - Defined Benefit	148,283.46	STRS Retirement-Defined Benefit 95%
<u>SMCCCD Bookstores</u>				
114551	07/14/15	MTC Distributing	10,410.94	Purchase of Inventory
114559	07/14/15	Pearson Education, Inc	14,935.02	Purchase of Inventory
114613	07/31/15	Lippincott Williams & Wil	29,827.64	Purchase of Inventory
114615	07/31/15	MBS Textbook Exchange	23,294.56	Purchase of Inventory
114616	07/31/15	McGraw-Hill Companies	76,610.13	Purchase of Inventory
114631	07/31/15	SM CC College District	209,694.98	Salaries & Benefits Of June 2015
EFT12433	07/31/15	Board of Equalization	29,670.00	Sales Tax Payment For May 2015
Subtotal			11,328,284.26	87%
Warrants Issued ≤ \$10,000			1,684,574.88	13%
Total Non-Salary Warrants Issued			13,012,859.14	100%

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

Check Number	Check Date	Vendor Name	Check Amount	Description
District Accounts Payable		CK#48191-479077, CK#944830-944817, DD65217-65790	10,235,163.46	
District Payroll		CK#108437-109351, DD50094413-50095761	7,783,834.42	
SMCCCD Bookstores		CK#114501-114640, EFT 12433	586,189.60	
		Total Warrants Including Salaries - JULY 2015	<u>18,605,187.48</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AUGUST 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>				
065794	08/04/15	U.S. Bank National Association ND, .	226,109.68	Districtwide Procurement Card Payment
065795	08/04/15	Bunton Clifford Associates, Inc.	59,902.02	Skyline Architectural Services
065803	08/04/15	SMC College Ed Housing Corp - Canada Vista	41,820.00	Cañada Vista Monthly Rent Payment
065804	08/04/15	SMC College Ed Housing Corp - College Vista	24,965.00	College Vista Monthly Rent Payment
065809	08/04/15	VALIC Retirement Services Company	112,372.08	Tax Shelter Annuities
065821	08/11/15	U.S. Bank National Association ND, .	24,664.68	Districtwide Procurement Card Payment
065824	08/11/15	Associated Std-CSM	75,000.00	Interbank Transfer
065826	08/11/15	Bunton Clifford Associates, Inc.	290,255.00	Cañada Architectural Services
065842	08/11/15	Meta Bank/BB San Mateo CCD CFA	233,883.74	Financial Aid Disbursement
065846	08/11/15	Schneider Electric Buildings Americas, Inc.	11,991.08	Districtwide Building Management System Maintenance
065866	08/18/15	Advance Soil Technology Inc.	20,680.01	CSM & Cañada Geotechnical Inspections
065869	08/18/15	Computerland	22,275.25	Districtwide Computer Purchases
065879	08/18/15	Meta Bank/BB San Mateo CCD CFA	2,105,477.27	Financial Aid Disbursement
065882	08/18/15	Purple Communications Inc.	10,450.00	Skyline Students Sign Language Interpreting Services
065883	08/18/15	Purple Communications Inc.	18,700.00	Cañada Students Sign Language Interpreting Services
065888	08/18/15	SM County Community College District	30,096.19	Replenish Flex Spending Account
065892	08/18/15	Sutro Tower Inc.	19,411.00	KCSM TV Broadcast Site Lease at Sutro Tower
065916	08/25/15	Constellation NewEnergy, Inc.	67,940.93	Utilities
065917	08/25/15	Dell Marketing LP	26,585.68	Skyline Computer Purchases
065924	08/25/15	Meta Bank/BB San Mateo CCD CFA	636,225.95	Financial Aid Disbursement
065925	08/25/15	Netronix Integration, Inc.	11,159.00	ITS Software Annual Licenses Fees
065928	08/25/15	San Mateo County Schools Insurance Group	186,922.65	Monthly Dental and Vision Insurance Premiums
065930	08/25/15	Siemens Industry, Inc.	17,852.00	Districtwide Annual Sprinkler Inspection Services
065936	08/25/15	Swinerton Management & Consulting	222,746.50	Program Management Services
479102	08/04/15	Eastern Educational Television Network, Inc.	18,914.00	American Public Television Access Fee
479111	08/04/15	Liberty Mutual Insurance Company	162,860.40	CSM North Gateway Construction Project
479135	08/04/15	American Federation of Teachers	25,322.61	Monthly Union Dues
479138	08/04/15	BWNVT Motors LLC	27,274.94	Skyline Vehicle Purchase
479140	08/04/15	CalPERS	535,936.70	PERS Classic Members Contribution Advance Payment For March 2015
479141	08/04/15	CalPERS	106,266.22	PERS New Member Contribution Advance Payment For March 2015
479159	08/04/15	Hartford Life & Accident Insurance Co.	41,068.50	Monthly Life Insurance Fees
479164	08/04/15	MassMutual Retirement Service	41,301.71	Tax Shelter Annuities
479169	08/04/15	Public Empl Ret Sys	1,432,416.23	Monthly Health Insurance Premium
479177	08/04/15	Liberty Mutual Insurance Company	55,927.93	CSM North Gateway Construction Project
479213	08/11/15	City of San Bruno	21,402.51	Utilities
479224	08/11/15	Governet	25,000.00	Districtwide CurricUNET Annual Support, Maintenance and Hosting Fees

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

Check Number	Check Date	Vendor Name	Check Amount	Description
479268	08/11/15	SARS Software Products Inc	22,785.76	Districtwide SARS Software Renewal Fees
479273	08/11/15	Strata Information Group	56,581.00	Monthly Districtwide Professional & Management Services
479274	08/11/15	Stronger Building Services	203,300.00	CSM & District Office Construction Projects
479280	08/11/15	Western Roofing Service	484,298.13	CSM & Skyline Construction Projects
479290	08/11/15	City of Redwood City	15,668.70	Utilities
479294	08/11/15	County of San Mateo	11,448.60	Monthly Parking Income
479296	08/11/15	DTRS St. Francis LLC	22,472.10	Lodging for Skyline International Conference
479306	08/11/15	Stronger Building Services	10,700.00	CSM & District Office Construction Projects
479307	08/11/15	Western Roofing Service	25,489.38	CSM & Skyline Construction Projects
479316	08/13/15	Avilla, John G.	12,000.00	CSM Outbound Marketing Campaign Services
479359	08/18/15	Burke, Williams & Sorensen, LLP	33,260.25	CSM North Gateway Legal Services & Construction Contracts Review Services
479361	08/18/15	Calif Hydronics Corp	11,493.75	CSM HVAC Equipment Purchase
479370	08/18/15	Comm College League/Calif	18,014.00	Cañada Library Database Subscription Services
479395	08/18/15	James Middleton and Associates, Inc.	17,940.00	Districtwide Parking Meters Annual Extended Warranty & Maintenance
479406	08/18/15	LPAS, Inc.	127,299.55	Skyline Architectural Services
479475	08/25/15	A.C.C.J.C.	26,832.00	Skyline Annual Membership Dues
479486	08/25/15	AT&T/MCI	10,275.72	Districtwide Phone Services
479490	08/25/15	Avilla, John G.	10,000.00	CSM Outbound Marketing Campaign Services
479511	08/25/15	Swinerton Management & Consulting	11,723.50	Program Management Services
479513	08/25/15	Comm College League/Calif	32,640.00	Districtwide Annual Membership Dues
479520	08/25/15	D & B Power Associates, Inc.	20,788.00	Districtwide Extended Warranty for Universal Power Supply (UPS) Batteries
479551	08/25/15	Kingston Media	10,000.00	Cañada Television & Online Media Advertising Services
479562	08/25/15	Linden Boarding School Tours, LLC	11,550.00	South Asia Tour International Studies Participation Fee
479586	08/25/15	Pacific Gas & Electric Co	27,169.76	Utilities
479588	08/25/15	Pacific Gas & Electric Co	34,528.57	Utilities
479589	08/25/15	Pacific Gas & Electric Co	37,748.77	Utilities
479658	08/25/15	A.C.C.J.C.	22,810.00	CSM Annual Membership Dues
479660	08/25/15	Calif Water Service Co	32,423.19	Utilities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1600131	08/01/15	US Treasury - Federal Payroll Tax	1,398,172.76	Federal Payroll Tax
J1600131	08/01/15	EDD - State Payroll Tax	258,005.17	State Payroll Tax
J1600131	08/01/15	EDD - State Payroll Tax	12,795.78	State Tax-Disability Insurance
J1600241	08/17/15	US Treasury - Federal Payroll Tax	106,114.09	Federal Payroll Tax
J1600241	08/17/15	EDD - State Payroll Tax	10,732.87	State Payroll Tax
J1600136	08/07/15	State Teacher Retirement - Cash Balance	49,479.34	STRS Retirement-Cash Balance

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

Check Number	Check Date	Vendor Name	Check Amount	Description
J1600137	08/03/15	State Teacher Retirement - Defined Benefit	349,050.95	STRS Retirement-Defined Benefit 95%
J1600137	08/07/15	State Teacher Retirement - Defined Benefit	18,456.42	STRS Retirement-Defined Benefit Bal
<u>SMCCCD Bookstores</u>				
114646	08/14/15	Cengage Learning	30,066.07	Purchase Of Inventory
114685	08/25/15	Cengage Learning	71,619.26	Purchase Of Inventory
114697	08/25/15	Elsevier Publishing Co	51,249.19	Purchase Of Inventory
114720	08/25/15	MBS Textbook Exchange	37,880.06	Purchase Of Inventory
114721	08/25/15	McGraw-Hill Companies	77,596.79	Purchase Of Inventory
114726	08/25/15	Nebraska Book Company, Inc	27,807.92	Purchase Of Inventory
114732	08/25/15	Pearson Education, Inc	144,236.63	Purchase Of Inventory
114745	08/25/15	SM CC College District	215,382.26	Salaries & Benefits For July 2015
114760	08/26/15	SMCCD	14,638.26	Purchase Of Inventory
Subtotal			<u>11,225,702.01</u>	91%
Warrants Issued ≤ \$10,000			<u>1,046,190.73</u>	9%
Total Non-Salary Warrants Issued			<u><u>12,271,892.74</u></u>	100%
District Accounts Payable	Ck#479078-479761, DD65793-65942		9,173,916.81	
District Payroll	Ck#109352-109981, DD50095762-50097371		7,663,974.74	
SMCCCD Bookstores	Ck#114641-114761, EFT 90646		<u>880,671.07</u>	
Total Warrants Including Salaries - August 2015			<u><u>17,718,562.62</u></u>	

**BOARD REPORT NO. 15-10-2CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jamillah Moore, Ed.D., Interim Vice Chancellor, Educational Services and Planning, 358-6890

**APPROVAL OF CURRICULAR ADDITIONS, SKYLINE COLLEGE**

The addition of three courses and one Certificate of Achievement to the Skyline College catalog is proposed by Skyline College at this time.

Each of the proposed courses and the certificate have been reviewed by the appropriate Division Dean and approved by the College Curriculum Committee, acting on behalf of the local Academic Senate. In addition, the Academic Senate President provides oversight with respect to the necessary role of the local Senate 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 program offerings.

**RECOMMENDATION**

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

San Mateo County Community College District

October 28, 2015

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

APPROVED BY: John Ulloa, Curriculum Committee Co-Chair  
Skyline College

Dennis Wolbers, Curriculum Committee Co-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**

#### **ENGLISH**

695 INDEPENDENT STUDY IN ENGLISH (.5-3.0) (day or evening)

Justification: This transferable course will offer students an opportunity for advanced education promoting critical thinking skills working independently on a special project in English under guidance of the instructor.

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, directed instruction provided in selected areas 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.

#### **GEOLOGY**

680SP GREYWATER PRINCIPLES AND PRACTICES (4.0) (day or evening)

Justification: This transferable experimental course has been developed to fill a need for trained greywater installers in San Mateo County and surrounding counties. The course further strengthens Skyline's commitment to sustainability by encouraging water reuse, and it enhances the college's earth and

environmental science offerings. This, along with a more advanced course, will eventually be required for a certificate program in greywater installation.

Prerequisite: None.

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

Description: Principles of greywater reuse as consistent with the California Greywater Code, coupled with hands-on practice in greywater system design and installation.

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

## **MUSIC**

695 INDEPENDENT STUDY IN MUSIC (.5-3.0) (day or evening)

Justification: This transferable course will provide students with an opportunity for advanced individualized study in a particular area of Music.

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, directed instruction provided in selected areas 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 PROGRAM ADDITION – SKYLINE COLLEGE**

Skyline College proposes to offer a Certificate of Achievement in the following program:

### **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

**Proficiency in American Culture and English (PACE) – Certificate of Achievement (14 units)**

**BOARD REPORT NO. 15-10-3CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Sandra Stefani Comerford, Vice President of Instruction, College of San Mateo, 574-6404

**ACCEPTANCE OF PROJECT AGREEMENT FROM THE EACH ONE REACH ONE ORGANIZATION IN SUPPORT OF ACTIVITIES FOR THE COLLEGE OF SAN MATEO PROJECT CHANGE PROGRAM**

On October 1, 2015, College of San Mateo received a Project Agreement from the **Each One Reach One Organization** notifying the College that Each One Reach One would support the College of San Mateo's Project Change Program for the next three years for a total of \$55,000. The purpose of this agreement is for project support for Project Change to provide educational support for youth in San Mateo County Juvenile detention facilities and supportive services for their transition to, and successful participation in, community college.

The objectives of this Project Agreement are twofold:

- Provide college readiness and other college support by the Project Change facilitator in county youth detention;
- Provide on campus support including tutoring, peer based support, and financial support.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the Project Agreement for \$55,000 from the Each One Reach One Organization for the Project Change Program of College of San Mateo in support of the facilitator; college readiness; academic, personal and financial support; events; and outreach activities.

**BOARD REPORT NO. 15-10-4CA**

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 SUB-GRANT FROM SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT'S SILICON VALLEY ENGINEERING TECH PATHWAYS (SVETP) PROJECT**

The San Jose/Evergreen Community College District, through Workforce Institute, has been awarded a \$13,173,153 California Careers Pathways Trust (CCPT) regional collaborative grant to create and expand Science, Technology, Engineering, and Math (STEM) in the Silicon Valley's K-12 through community colleges. The project is termed Silicon Valley Engineering Tech Pathways (SVETP) and the funding period is from July 1, 2015 to June 30, 2018 with a sustainability period from July 1, 2018 to June 30, 2019.

The SVETP regional collaboration consists of nine community colleges and ten unified school districts, alternative charter schools, three CSU's, three workforce investment boards, twenty employers, a workforce intermediary, and UCLA's Higher Education Research Institute (HERI) as an independent evaluator. This collaboration will link K-12 through community college students with career awareness and preparation, accelerated contextual STEM foundation, and work-based learning skills. In addition, high school and community college students will have access to paid internships in three high-demand, high-wage industry sectors: computer science, engineering, and advanced manufacturing. The SVETP project focuses on eight career pathways: software development, network administration, cyber-security, engineering technology, bioengineering, machining and forming, biotechnology manufacturing, and laser technology. The goal of the SVETP project is to provide regional employers a diverse STEM core educated, locally-grown, workforce and provide community college students unprecedented access to careers in high-wage, high-demand jobs previously reserved for university students.

Skyline College is one of the nine community colleges in the SVETP regional collaboration and will receive a sub-grant in the amount of \$400,000 from July 1, 2015 to June 30, 2018 with a sustainability period from July 1, 2018 to June 30, 2019. The College will be involved in program development in four of the eight career pathways—network administration, cyber-security, engineering technology, and biotechnology manufacturing, as well as offer STEM core Mathematics, and support summer bridge classes to high school students in its service area and its current student population.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize acceptance of the grant funds in the amount of \$400,000 from San Jose/Evergreen Community College District's Silicon Valley Engineering Tech Pathways (SVETP) project.

**BOARD REPORT NO. 15-10-5CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Angélica Garcia, Vice President of Student Services, Skyline College, 738-4333

**APPROVAL TO INITIATE SPARKPOINT PLUS MEMORANDUM OF UNDERSTANDING  
WITH UNITED WAY OF THE BAY AREA**

SparkPoint at Skyline College would like to initiate a Memorandum of Understanding (MOU) with United Way of the Bay Area (UWBA) for the period July 1, 2015 – December 31, 2016. UWBA will award a total of \$40,000 to Skyline College for its collaboration on the *SparkPoint Plus Initiative Project*.

The goal of SparkPoint Plus is to provide regional coordination of key partners, sector based employment strategies, skills attainment and development of career pathways. With this initiative, UWBA, together with its partners, will improve the regional labor market and skills outcomes of clients (students) through strategies designed to accelerate and improve job retention and advancement as well as program completion rates for low-income persons and community college students.

The employment workshops and individual coaching that SparkPoint at Skyline College provides will focus on yielding tangible results (resume, cover letter, interview strategy, etc.) and preparing participants for the specific job and career for which they are training. This preparation, in conjunction with the employer partnerships that UWBA is providing, will guarantee our students an above-average opportunity for employment and strong wages.

SparkPoint at Skyline College and the Career Services Center will be responsible for carrying out the activities outlined in the MOU under the direct supervision of Chad Thompson, Interim Director.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve Skyline College's request to initiate a Memorandum of Understanding with United Way of the Bay Area to participate in the SparkPoint Plus Initiative Project as a means to support Skyline College students in preparing for and acquiring desktop support jobs.

**BOARD REPORT NO. 15-10-100B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Sue Harrison, Director of General Services, 358-6870  
Nancy Witte, Senior Buyer, 358-6801

**AUTHORIZATION AND UTILIZATION OF FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES CONTRACT FOR THE PURCHASE OF OFFICE SUPPLIES**

The Foundation for California Community Colleges has awarded a new Office Supplies contract to Office Depot effective November 1, 2015 for three (3) years with the option to extend the term for two (2) additional one (1) year terms (FCCC RFP 15-003 Office Products). Pursuant to Public Contract Code §20652, the RFP provided that any or all public agencies, public and private school districts, and public and private colleges or universities in California would be able to purchase products (or “Piggyback”) at the prices stated in the RFP. The District is interested in piggybacking on this contract. Along with favorable pricing, the Foundation contract offers many benefits and efficiencies to District employees including: online ordering, procurement card payment and departmental just-in-time delivery.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the District’s use of the contract from the Foundation for California Community Colleges with Office Depot for office supply purchases for the duration of the agreement.

San Mateo County Community College District

October 28, 2015

**BOARD REPORT NO. 15-10-5C**

**UPDATE ON NURSING PROGRAM AT COLLEGE OF SAN MATEO**

**There is no printed board report for this agenda item.**

San Mateo County Community College District

October 28, 2015

**BOARD REPORT NO. 15-10-6C**

**UPDATE ON PUBLIC SAFETY**

**There is no printed board report for this agenda item.**

**BOARD REPORT NO. 15-10-6C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**DISCUSSION OF BOARD OF TRUSTEES SELF-EVALUATION**

Board Policy 1.35 states, "Board members, including the Student Trustee, shall participate in an annual Board evaluation process which will be conducted each calendar year. The purpose of this evaluation of the Board as a whole is to identify those areas of Board functioning which are working well and those which need improvement and to improve communication and understanding among Board members." Each member of the Board of Trustees has completed a self-evaluation dealing with the performance of the full Board. The areas covered in the self-evaluation are:

- Institutional Mission and Educational Policy
- Institutional Planning
- Instructional/Student Services Programs
- Facilities
- Financial Resources
- Board Operations
- Board-Chancellor Relations
- Faculty/Student/Classified Relationships
- Community Relations
- Governmental Relationships

The results have been compiled by staff and the Board will engage in a dialogue regarding the results of the self-evaluations.