

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

**November 11, 2015**

**College of San Mateo, College Center (Building 10), College Heights Conference Room, 4<sup>th</sup> Floor**  
**1700 W. Hillsdale Blvd., San Mateo, CA 94402**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

- *The Board welcomes public discussion. The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo, CA 94402.*
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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

15-11-1      [Minutes of the Meeting of October 28, 2015](#)

**STATEMENTS FROM EXECUTIVES**

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

**NEW BUSINESS**

15-11-1A      [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

15-11-2A      [Hearing of the Public on American Federation of Teachers, Local 1493 Initial Contract Proposal to the District](#)

15-11-3A      [Hearing of the Public on California School Employees Association, Chapter 33 Initial Contract Proposal to the District](#)

15-11-4A      [Adoption of Resolution Nos. 15-29, 15-30, 15-31 and 15-32 Fixing the Employer Contribution under Section 22895 of the Public Employees' Medical and Hospital Care Act](#)

**Other Recommendations**

- 15-11-1B      Adoption of District Academic Calendar for 2017-2018
  
- 15-11-100B    Ratification of Purchases and Authorization of the Further Use of Western States Contracting Alliance Contracts for the Purchase of Computer and Network Equipment
  
- 15-11-101B    Acceptance of the U.S. Department of Education’s TRiO Student Support Services (SSS) Funding for Skyline College for September 2015 – August 2020

**INFORMATION REPORTS**

- 15-11-1C      Discussion of Board Self-Evaluation

**COMMUNICATIONS**

**STATEMENTS FROM BOARD MEMBERS**

**RECESS TO CLOSED SESSION**

Conference with Labor Negotiator  
Agency Negotiator: Eugene Whitlock  
Employee Organizations: AFSCME, AFT and CSEA

**CLOSED SESSION ACTIONS TAKEN**

**ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
October 28, 2015, San Mateo, CA**

**The meeting was called to order by Vice President Mandelkern at 6:05 p.m.**

**Board Members Present:** President Patricia Miljanich (via telephone), Vice President Dave Mandelkern, Trustees Richard Holober, Thomas Mohr and Karen Schwarz, Student Trustee Rupinder Bajwa

**Others Present:** Chancellor Ron Galatolo, Skyline College Vice President of Student Services Angélica Garcia, College of San Mateo President Michael Claire, District Academic Senate President Diana Bennett

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Holober and seconded by Trustee Mohr to approve the minutes of the study session of October 14, 2015. The motion carried, all members voting Aye.

**STATEMENTS FROM EXECUTIVES**

Chancellor Galatolo said Executive Vice Chancellor Kathy Blackwood is the recipient of the 2015 Walter Star Robie Award, presented at the Fall Conference of the Association of Chief Business Officials in Redondo Beach. He said this is the highest honor a California community college chief business official can receive. Chancellor Galatolo attended the dinner reception at which Executive Vice Chancellor Blackwood received the award and had a chance to share the history between him and Executive Vice Chancellor Blackwood. He said he hired her as a grants monitor at the Foothill-DeAnza District and soon recognized that she was a “star in the making.” She proceeded to earn a master’s degree in accounting and has truly been a leader for chief business officials throughout the State.

Skyline College Vice President Garcia said Skyline College’s Beta Theta Omicron Chapter of Phi Theta Kappa was named the 2015 Distinguished Chapter in the Nevada/California Region and the 2015 Fifth Most Distinguished Chapter at the international convention. She said the Chapter is doing incredible work and students are representing Skyline College and the District with great pride. Vice President Garcia said the Center for Transformative Teaching and Learning will welcome Lee Mun Wah as he delivers his second professional development presentation for faculty on November 25.

College of San Mateo President Claire said the College is mourning the loss of Professor George Kramm who died as a result of a biking accident. He asked that this meeting be adjourned in his memory. President Claire said Valerie Anderson, who produced the President’s Executive Report, retired after 35 years. As a result, the report is presented in a new format. He welcomed the Board’s feedback and suggestions on the format. President Claire said he, along with members of his senior staff, have met with Kevin Skelly, Superintendent of the San Mateo Union High School District, and Jane Yuster, Superintendent of the Cabrillo Unified School District, regarding the First Year Success Program. He said he and his team are impressed with the leadership and energy of the two superintendents. President Claire said the Spring 2016 Schedule includes a graphic stating that each year, more San Mateo County high school graduates enroll at College of San Mateo than any other single college or university in the United States. President Claire said the Meet the Ambassadors Breakfast will be held on October 30. He noted that Student Trustee Bajwa is one of the ambassadors.

District Academic Senate President Bennett said the Academic Senate has been holding conversations at every level regarding the migration to Canvas, the content management system that the Statewide Online Education Initiative (OEI) has adopted. An open forum was held on October 16 and was available in person, via telephone and via video. The panel included an OEI executive member, a representative of the @ONE online teacher training program, and a faculty member who was part of the Canvas pilot program. President Bennett said the Academic Senates at the three Colleges have recommended the adoption of Canvas as the Districtwide content management system. She said this will be beneficial because it will provide consistency and standardization of the content management system. President Bennett said the District will join Cohort 2 in April. The 15 to 18 month program will include migrating courses to Canvas and providing training programs.

Denis Zheng, President of the Associated Students of Skyline College (ASSC), said students participate in many governance committees, task forces and operational work groups. He said there are 48 active clubs on campus, including the Art and Design Coalition which was added this semester. At the College's Opening Day event, President Zheng informed faculty and staff about the purpose of ASSC and how its events can make an impact on student life on campus. This semester, ASSC has sponsored or participated in: Skyline College Welcome Week; Constitution Day; Latino Heritage Month; National Coming Out Day; #IAMUCC, in response to the shooting at Umpqua Community College; Butte County Fire Donation Drive; Breast Cancer Awareness Day; and the College Lecture Series presentation by Camille Seaman. President Zheng said ASSC students participated in leadership training, social diversity training and team building at their Fall Retreat in Middletown, California. Students also attended the California Community College Student Affairs Association Conference. Upcoming events include Skylooween and a Relationship Violence and Prevention Workshop. Trustee Mohr said President Zheng's report made it clear that ASSC reaches out to students and helps them feel welcome and comfortable. Student Trustee Bajwa said ASSC makes sure that the student population is well-represented in all areas. He recognized Amory Cariadus, Director of Student Development, who was in the audience. Trustee Schwarz said students report that being involved in the Associated Students helps them succeed. She thanked President Zheng and his colleagues for giving their time to this effort. Vice President Mandelkern thanked President Zheng for an excellent report.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES – EPI: EDUCATION PREPARATION INSTITUTE AT SKYLINE COLLEGE (15-10-4C)**

Christine Roumbanis, Dean of Business, Education and Professional Programs, introduced Dr. Sarita Santos, Professor of Early Childhood Education, and EPICenter student assistants Ashley Hutomo and Jazeen Rahman. Dean Roumbanis presented a brief history of the EPICenter. She said Professor Kate Williams Browne was the first full-time employee in the Early Childhood Education program. Through Professor Browne's philosophy of "build it and they will come," the program grew and other permanent positions were added. This led to the vision of having an EPICenter which would focus on all aspects of teacher preparation.

Professor Santos said the intent of the EPICenter is to grow the Early Childhood Education and Education (ECE/EDU) program into an education program that also addresses teacher preparation for the elementary grades, Special Education and, eventually, middle school and high school. She said California continues to face a teacher shortage, making it more important to start getting students on a pathway early in their educational careers.

Professor Santos discussed the three pathways currently available to students: Early Childhood Education, Early Childhood Special Education, and Elementary Education. She outlined the certificates/associate degrees that can be earned in each of the pathways.

Professor Santos discussed the EPICenter's sources of support; they include a private donation from a former ECE student, an Early Learning Fellows grant in collaboration with Cerritos College, and the President's Innovation Fund. The EPICenter has developed partnerships with the Skyline College Child Development Lab Center, San Bruno Park School District, South San Francisco Unified School District, Jefferson Elementary School District, and San Francisco State University.

Professor Santos said the EPICenter is a one-stop shop for all things that are teacher education-related. She said the mission is to support students exploring and/or pursuing a career in teaching via a resource library, study area, student lounge, dedicated program services coordinator, dedicated academic counselor, retention and support specialist, and peer mentors/tutors. The vision of the EPICenter is to establish, promote and support a "teacher preparation culture" at Skyline College.

Ms. Hutomo and Ms. Rahman spoke briefly about their work as student assistants at the EPICenter and about their career pathways. Professor Santos showed a video highlighting students Randy Mai, Colleen Rocks, Giavannia Diaz-Santos, and Elias Paz.

Professor Santos invited everyone to attend the grand opening of the EPICenter; the ribbon cutting ceremony will take place on November 17 at 1:00 p.m.

Trustee Mohr said he is in awe of the work being done at Skyline College. He said there has been a recent series of articles in *Ed Source* regarding the quality of teacher training, including an article stating that teachers are not trained as extensively and continually as is needed, including at the college level.

Trustee Schwarz said she attended a Town Hall meeting with State Superintendent of Public Instruction Tom Torlakson at which a key topic was the teacher shortage. She commended Skyline College for offering this program, allowing students to realize that the pathway to becoming a teacher is not difficult. Trustee Schwarz said she believes there is a need for the special education component.

Vice President Mandelkern said there is a great need to address the teacher shortage and he appreciates what this program is doing in terms of teacher training. He said the need for certification of people who already have college degrees and want to become teachers was also addressed at the Town Hall meeting with Superintendent Torlakson. He asked if the EPICenter could address this need as well as offering professional development classes for current teachers. Professor Santos said it would be possible to offer professional development classes. She said training for current teachers is being offered at the San Bruno Park School District and will be continued with other school districts. She said training at the graduate level is typically offered at a university and would necessitate a partnership with a CSU such as California State University, East Bay and/or San Francisco State University. Vice President Mandelkern said he would support exploration of a partnership by which the EPICenter could offer teacher certification for people who already have college degrees.

Trustee Holober asked if there are State standardized requirements for ECE certification. Professor Santos said there are Child Development Permits which are available at different levels (Assistant, Associate Teacher, Teacher, Master Teacher, etc.), each level requiring a specific number of units. She said the program at Skyline College parallels the requirements of the State Permits.

#### **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 (15-10-2A)**

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the items in the report. Trustee Mohr noted that several positions are grant funded and asked what happens to those employees after the grants expire. Chancellor Galatolo said the positions end when the grants end, with some exceptions for classified employees. After this discussion, the motion carried, all members voting Aye.

#### **ACCEPTANCE OF AMERICAN FEDERATION OF TEACHERS, LOCAL 1493 INITIAL CONTRACT PROPOSAL TO THE DISTRICT (15-10-3A)**

It was moved by Trustee Holober and seconded by Trustee Mohr to accept the Initial Proposal. The motion carried, all members voting Aye.

#### **ACCEPTANCE OF CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 33 INITIAL CONTRACT PROPOSAL TO THE DISTRICT (15-10-4A)**

It was moved by Trustee Schwarz and seconded by Trustee Holober to accept the Initial Proposal. The motion carried, all members voting Aye.

#### **APPROVAL OF CONSENT AGENDA**

Vice President Mandelkern said the consent agenda consists of board reports 15-10-1CA through 15-10-5CA as listed on the printed agenda. It was moved by Trustee Schwarz and seconded by Trustee Holober to approve the items on the consent agenda. Trustee Mohr asked for clarification on the \$33,000 warrant for CSM Mircoenterprise Center Research Consulting Services. President Claire said this is for a consulting contract with Hilary Goodkind to follow up on the findings of the business needs assessment. After this discussion, the motion carried, all members voting Aye.

## Other Recommendations

### **AUTHORIZATION AND UTILIZATION OF FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES CONTRACT FOR THE PURCHASE OF OFFICE SUPPLIES (15-10-100B)**

It was moved by Trustee Mohr and seconded by Trustee Holober to approve the authorization as detailed in the report. The motion carried, all members voting Aye.

## **INFORMATION REPORTS**

### **UPDATE ON NURSING PROGRAM AT COLLEGE OF SAN MATEO (15-10-5C)**

President Claire said there have been ongoing concerns about finding qualified faculty to teach in the nursing program, largely due to the difference in what a nurse can earn vs. a faculty member. He said there have also been issues with clinical placements. He said Jane McAteer, Director of Nursing, will address these issues.

#### Full-time Staffing

Ms. McAteer said student enrollment in the nursing program has remained stable over the years while the number of full-time faculty has ranged from three to five, mostly three in recent years. She said this ratio is extremely low compared with other comparable community college nursing programs. The program also employs 26 adjunct faculty members which is higher than most other nursing programs. Between 2006 and 2011, no qualified full-time faculty members could be found. There was also a short period of time during which positions were frozen due to budgetary constraints. The Nursing Faculty Hiring Committee is interviewing candidates this week and next for a Simulation Skills Lab full-time faculty position and the Committee is hopeful that a qualified candidate will be hired to begin teaching in spring 2016. Ms. McAteer said the program also needs two additional full-time faculty members due to the high probability of full-time faculty retirements this year or next, as well as her own retirement in June 2017. The full-time faculty member who will retire soon is the Pediatric Content Expert. Per the Board of Registered Nursing regulations, five content experts are required and pediatrics is one of them.

#### Clinical Placements

Ms. McAteer said clinical placements for nursing students will continue to be a challenge. Per the Board of Registered Nursing regulations, 25% of the clinical hours may be completed in simulation, underscoring the need for a dedicated faculty member for simulation. Since agencies have limits on the number of students who may be present on a site at any given time, all students need simulation, either to make up hours or in lieu of being on site.

Ms. McAteer said that in spring 2014, UCSF Children's Hospital declined College of San Mateo's four clinical placement sections that the program had maintained for 25 years. President Claire, Ms. McAteer and Beth Smith, the Pediatric Content Specialist, spoke with the Nursing Director of the Maternal-Child Unit on a conference call. She suggested that they ask for a meeting with the Chief Nursing Officer, Director of the Center of Excellence, and Clinical Placement Coordinator. The meeting was held in July 2014, attended by Ms. McAteer and Julie Withrington, adjunct faculty member and Clinical Nurse IV at UCSF Benioff Children's Hospital. They were told that the decision to decline College of San Mateo's placements was based on the agency's policy to grant clinical placements only to programs based in the City of San Francisco. Interestingly, Samuel Merritt University continues to have placements even though they are based in Oakland and do not have a satellite campus in San Francisco. The meeting did not yield any changes to the policy nor in the decision to decline future placements from College of San Mateo. The Chief Nursing Officer suggested that Ms. McAteer reach out to the UCSF Benioff site in Oakland and the Lucille Salter Packard Children's Hospital at Stanford. A letter to the Lucille Salter Packard Children's Hospital resulted in three clinical placement sections on weekends. In addition, two sections were secured at Kaiser Santa Clara Pediatrics. Ms. McAteer has made requests for the same sections in Pediatrics for spring 2016 but has had no response thus far.

Ms. McAteer said medical-surgical placements are also an issue recently. The Regional Medical Center of San Jose had agreed to a clinical placement last spring for the fall of 2016. However, the contract had not been executed on their end and they awarded the placement to DeAnza College instead. Luckily, an additional placement was secured at Mills-Peninsula Health Services.

### Outreach

- President Claire, Vice President of Instruction Sandra Comerford, Dean of Math/Science Charlene Frontiera and Ms. McAteer met with various constituent groups to outline the challenges, listen to possible strategies and discuss ongoing plans to reach out to community partners for potential faculty recruitment strategies.
- President Claire, Dean Frontiera and Ms. McAteer met with Cheryl Fama at the Peninsula Health Care District, along with her colleague Dennis Kneappel and Helen Galligan who serves on the Peninsula Health Care Board. The group discussed potential strategies and the discussions are continuing.
- On November 10, President Claire, Dean Frontiera and Ms. McAteer will meet with Cynthia Harrison, Deputy Sector Navigator and Health Workforce Initiative Representative.
- Ms. McAteer and Dean Frontiera will meet with David Feune, Interim Director of Human Resources, to further explore suggestions in terms of marketing.
- Outreach to community partners will continue during the remainder of the fall semester.

President Claire said the major challenge is with clinical placements. He said outreach to various groups to help develop strategies has been well received thus far.

Trustee Mohr asked Ms. McAteer to comment on the need for a baccalaureate degree vs. associate degree and the transfer path for students in the program. Ms. McAteer said people are well aware of the Institute of Medicine's recommendation that 80% of the workforce be baccalaureate prepared by 2020. She said a transfer fair was held last week, with nine colleges on campus. She said capacity at CSUs is limited but other opportunities for earning a baccalaureate are available.

Trustee Holober said the nursing program provides training for employment and fulfills a growing need to provide professional health care to the community. He said nursing has finally started to get the recognition it deserves and the pay and benefits that come with that recognition. He said there are times when employment conditions within an industry make it possible to earn more money and the Board may want to address this during the collective bargaining process. Regarding clinical placements, Trustee Holober asked if there is a requirement for hospitals to provide clinical placements since the nursing program is helping to train their future employees. Ms. McAteer said there may be an ethical requirement but there is not a legal requirement. She said the Sequoia Healthcare District is not participating at all because of their relationship with San Francisco State University. She said she is thankful to the San Mateo Medical Center, Mills-Peninsula Health Services and Kaiser Redwood City. Trustee Mohr asked if political influence could play a role, given that local hospitals primarily serve people in San Mateo County and the nursing students are primarily from the County. President Claire said he believes political pressure could be used but he would defer to the Board and Chancellor Galatolo in terms of when to take that step.

Trustee Schwarz said it is disappointing to be in this situation with such a vital program. She said she applauds the continuing efforts that are being made.

Student Trustee Bajwa asked if placements have been explored in the northern part of the County, such as Seton Hospital and Laguna Honda Hospital. Ms. McAteer said the nursing program has one section at Seton Medical in Daly City and one at Seton Coastside. She said Laguna Honda has not been approached because there are sufficient sections for long term care at other facilities. Vice President Mandelkern asked if attempts have been made to secure placements at Kaiser South San Francisco. Ms. McAteer said attempts have been made without success.

President Miljanich said it is important to support the nursing program. She said it is critical to have nurses with varying levels of education and expertise. She said it is unfortunate that it is challenging to find placements because nursing is an absolutely critical profession.

Vice President Mandelkern said the nursing program has a long history and is in high demand by students. Because of the difficulty in finding qualified candidates for faculty positions, he encouraged staff to make sure that the hiring process is as efficient and streamlined as possible. Regarding the increasing call for bachelor's degrees rather than associate degrees, Vice President Mandelkern said he hopes the merits of the respiratory therapy bachelor's degree program at Skyline College, along with other pilot programs around the state, are proven and that the legislature grants some flexibility to offer more programs which could include nursing. Chancellor Galatolo said the California Nurses Association and the CSU System are both in strong opposition to community colleges offering bachelor's degree programs in nursing. Trustee Holober said the membership of the California Nurses Association is predominantly

associate degree nurses and their position is that nursing is one of the few professions open to working class youth because the barriers to receiving an associate degree are much less than those for a baccalaureate degree.

Vice President Mandelkern said one approach to potentially securing more placements might be to work with hospitals on upgrading skills for existing employees who do not have bachelor's degrees. Ms. McAteer said the nursing program has an upgrade for Licensed Practical Nurses through which a licensed LVN can receive credit for the first year of the nursing program. Vice President Mandelkern said another area that could be considered is the recruitment of people who already have a bachelor's degree in another discipline and are interested in the nursing profession. Ms. McAteer said the merit-based criteria for acceptance gives more points to those having a bachelor's degree in another discipline. She said approximately three-fourths of current nursing students do already have bachelor's degrees.

#### **UPDATE ON PUBLIC SAFETY (15-10-6C)**

José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said there has been a rise in school violence over the past several years. He said the report tonight will present an update on public safety initiatives and protocols, along with a discussion about armed vs. unarmed security forces on campuses. Vice Chancellor Nuñez introduced Mike Celeste, Director of Public Safety; Brian Tupper, Chief Public Safety Officer at Cañada College; Rob Dean, Chief Public Safety Officer at College of San Mateo; Jim Vangele, Chief Public Safety Officer at Skyline College; and Tom Maloney, Consultant/Emergency Planning Coordinator.

Mr. Celeste said there are approximately 24 staff members in the Public Safety Department. He said the Department is operational 24 hours per day and 365 days per year. He discussed the duties and responsibilities of the Department: maintain and enforce public safety; parking enforcement/citations; community policing; handle dynamic situations; earthquake/fire/general emergency evacuations; emergency preparedness/training; liaison with local law enforcement and fire departments; escort service; lost and found; and general public relations. Mr. Celeste said Public Safety personnel respond immediately to all calls for service. They will contact local agencies when appropriate and will assist students in contacting local agencies when they are the victims.

Mr. Celeste played a 30-second video on the escort service offered by the Public Safety Department. He said Chief Rob Dean initiated the information videos when he was at Skyline College. More videos will be produced through a video class project at Cañada College in conjunction with Public Safety staff. They will be played on monitors throughout the campuses and will be available on the College websites.

Mr. Celeste said officers wrote 374 incident reports in 2014. When incident reports are submitted, they are automatically sent to campus administration, the campus Chief Public Safety Officer, and Mr. Celeste. Approximately 2,000 parking citations were issued at Cañada College, 5,500 at College of San Mateo and 3,500 at Skyline College during fiscal year 2014-15.

Mr. Celeste said the Clery Act requires that certain crimes be reported to the federal government. For 2014, there were seven burglaries at College of San Mateo and one burglary at Cañada College. There were four burglaries and four vehicle thefts at Skyline College.

Mr. Celeste discussed campus alert systems which include the Emergency Announcement System; Alert U; UHF Radios; GWAMAIL "Blast" email; and the Public Safety website and Facebook page. San Mateo County also has the SMC Alerts system via email and text. Public Safety technology includes video cameras, ACAMs, AEDs (automated external defibrillators), 911 system, duress buttons, and electronic devices. In November, photo IDs will be introduced and will act as fobs. Student Trustee Bajwa said students are overwhelmingly in favor of ID cards and believe they will contribute to safety on the campuses. He thanked the District for considering students' perspective on this issue.

Vice Chancellor Nuñez discussed safety/emergency response, including the Districtwide Safety Committee; chemical hygiene plans, hazardous communication plans and material safety sheets at the campuses; emergency preparedness training; the Emergency Operations Center (EOC); equipment; communications; medical response; mandated disaster workers; and MOUs with the Office of Emergency Services, Red Cross, and PG&E. Mr. Maloney said existing MOUs with some local law enforcement agencies are being reexamined in order to share information and make sure the relationship with the District is open and engaged. Mr. Maloney discussed insurance/risk management and the Campus Threat Assessment Teams. He described "The Big Five" set of actions for emergencies – shelter in place; drop, cover and hold on; secure campus; lockdown/barricade; and evacuation. Vice Chancellor Nuñez and Mr. Maloney discussed the

many trainings, workshops and drills that have taken place at the campuses and District since 2013. Student Trustee Bajwa asked if students will be able to take advantage of campus crisis workshops. Mr. Celeste said the workshops are designed for faculty and staff to test and then will be offered to students at each campus, most likely in mid-November.

Chief Dean said that 92% of public institutions and 38% of private institutions nationwide employ sworn officers and 95% of these are armed. All University of California campuses except Hastings Law School have sworn, armed officers. All 23 California State University campuses have sworn, armed officers. Approximately 80% of California community colleges have armed officers.

Trustee Mohr said Public Safety personnel are clearly very proactive and professional. He said they are connected with local law enforcement agencies in a positive and constructive way. Trustee Mohr asked if there is further training that Mr. Celeste would recommend for Public Safety officers. Mr. Celeste said the Public Safety Department utilizes the South Bay Regional Training Center to develop and provide recommended courses for officers.

Trustee Mohr asked if there are needs for additional technology. Mr. Celeste said the Public Safety Department is above and beyond in terms of technology and he does not believe there are additional needs at this time.

Trustee Holober asked for clarification on an earlier statement that all employees are mandated disaster workers. Mr. Maloney said it is codified that all public employees are required to be disaster workers as a condition of employment. Trustee Holober asked if the duties of District mandated disaster workers could go beyond the District. Mr. Maloney said employees would be notified whether they are required to come to a District location or whether their services might be used elsewhere as a form of mutual aid.

Trustee Holober asked if there is a difference between being POST certified and being a sworn officer. Mr. Maloney said officers can obtain POST (Police Officer Standards and Training) certification after going through a prescribed police academy training and achieving certain longevity on their jobs. A sworn officer can enforce the law and take action; sworn officers nationwide are usually armed. Vice Chancellor Nuñez said the Public Safety Department began requiring POST certification for newly hired officers in 2009. Currently, approximately 80% of officers Districtwide are POST certified.

Trustee Holober asked about staffing within the Public Safety Department. Mr. Celeste said at least two officers, along with the Chief Public Safety Officer, are at each campus from 7:00 a.m. to 11:00 p.m. One officer is on duty Districtwide from 10:30 p.m. to 6:30 a.m. and goes to each of the campuses during the night. Staffing is adjusted for football games and large events.

Vice President Mandelkern asked Mr. Celeste his opinion on having armed vs. unarmed officers. Mr. Celeste said he would recommend doing a study and including the Public Safety Chiefs, College Presidents and key District personnel. Trustee Mohr asked if this is a serious enough question that it deserves being studied at this time. Mr. Celeste said he believes it is. Trustee Schwarz said she believes the times in which we live warrant consideration of armed officers and she said she would be in favor of conducting a study. Vice President Mandelkern said that, although attacks have occurred on campuses with and without armed officers, he believes it would be responsible to conduct a study to get informed opinions and to then have further discussion. Student Trustee Bajwa asked whether students will be able to participate in discussions. Mr. Celeste said he assumes discussions would take place in accordance with the participatory governance process. Trustee Holober said this is an important topic that should be a priority and he agreed that a study should be conducted soon. He noted that 80% of the District's peers have armed officers. He said that being in the 20% that do not have armed officers could be a consideration from a public relations standpoint should an incident occur at one of the campuses. Trustee Mohr said he assumes that any recommendation regarding armed vs. unarmed officers would be brought to the Board in conjunction with the police chiefs in the County. Mr. Celeste agreed with this statement.

Mr. Celeste said there are several ways that armed officers could be placed on the campuses:

- An officer from a local agency could be assigned to a campus. The San Bruno Chief of Police has already indicated that an officer could be placed at Skyline College. The District would have to pay for the officers which would be costly.
- The District could establish its own police department. This would also be costly.

- The Public Safety Department could remain as it is but have the ability to be armed, most likely beginning with the chiefs and supervisors.

Trustee Schwarz said she was impressed that at the recent summit at Skyline College, attendees were asked to note the exits and to pay attention to their surroundings. She noted that the door in the District Office that leads to offices on the first floor is locked; she asked if there are other doors that are also kept locked. Mr. Celeste said executive offices at College of San Mateo and Skyline College have been locked on occasions where there might be a threat, such as severe student discipline issues. Vice President Mandelkern asked if all classrooms have doors that can be locked from the inside. Vice Chancellor Nuñez said that approximately 80% of the doors on the campuses have ACAMS and can be automatically locked down. He said it would cost approximately \$1.5 million to retrofit all remaining doors. Vice President Mandelkern said he believes having locks on classroom doors should be a high priority because it is a matter of basic student safety. He said he believes it is the responsibility of the Board to make sure that remedying this problem is prioritized and funded. Trustee Mohr said he believes the important question to ask is what professionals would recommend to make the District as prepared as it can be, within reason, for the worst-case scenario. He said the Board counts on staff to bring recommendations of this nature, whether it be about armed officers, training, locks on doors, etc. Vice President Mandelkern agreed that it is important to solicit the opinions of professionals. He said he hopes staff understands the Board's priority to make sure that District students are in a safe environment.

Trustee Holober said this discussion has focused on the potential for violence and said he would be interested in knowing what further work needs to be done in the area of natural disasters as well.

President Bennett noted that some training, such as Red Cross and CPR, is taking place during times that faculty are not on campus. She asked that staff be mindful of the academic calendar when scheduling trainings. Vice President Mandelkern said training and preparation is critical. He noted that the last Districtwide shooter on campus training was two years ago and that there have been no lockdown drills at Skyline College or College of San Mateo for two years or more. Mr. Maloney said these trainings will be taking place every semester.

Trustee Holober said there appears to be heightened awareness on the part of faculty and staff regarding individuals who exhibit troubled behavior or statements. Mr. Celeste said there are crisis action teams on each campus which address these issues when they are reported. He said the Vice Presidents of Student Services bring in the Chief Public Safety Officer, Psychological Services and Nurses Office to discuss the situation. A local police department may also be called for guidance. President Claire said he has noticed a significant increase in awareness by faculty and a willingness to report troubling behavior. Trustee Mohr suggested an examination of protocols outlining steps to take when there are mental health issues, e.g. connections with mental health professionals to assess risks.

Vice President Mandelkern said he read about mobile apps that allow students to summon help without verbal communication. Mr. Maloney said the District tested the service from two vendors and found the response time could range from 30 seconds to 30 minutes. He said there is no data that shows long-term success of another vendor which is basing its price on the number of students on a campus. Public Safety staff will continue to monitor this issue.

Vice President Mandelkern asked why Public Safety Officers issue parking citations but not citations for moving violations. Mr. Celeste said Public Safety Officers do not have the authority to issue citations for moving violations.

Vice President Mandelkern said a statement was made at a meeting which he attended that the CHP has jurisdiction over the District's campuses. He said he does not believe this is correct and asked for confirmation. Mr. Celeste said the CHP can issue citations on the campuses as they can anywhere in the State. However, the San Mateo Police Department oversees College of San Mateo; the County Sheriff's Office oversees Cañada College; and the San Bruno Police Department oversees Skyline College.

#### **DISCUSSION OF BOARD SELF-EVALUATION (15-10-6C)**

The Board agreed to postpone this item until the meeting of November 11.

#### **COMMUNICATIONS**

Vice President Mandelkern said the Board received a letter via email from a faculty member regarding the delivery method for demolition and reconstruction of a building at Skyline College. He said Vice Chancellor José Nuñez responded to the email and the Board was provided with a copy of the response.

### **STATEMENTS FROM BOARD MEMBERS**

Trustee Mohr said he attended the Association of Community College Trustees in San Diego. Issues discussed included the definition of success, use and tracking of data, and accountability. He said trustees also indicated that they are proud of working with their administrations on planning. There was tremendous interest on the part of trustees in baccalaureate programs at community colleges. James Milliken, Chancellor of the City University of New York, spoke about measures that were taken which increased the graduation rate from 25% to 50%. Jamillah Moore, Vice Chancellor of Educational Service and Planning, spoke along with two others on “Reality of the Female Community College CEO.”

Trustee Mohr said he attended the Housing Leadership Day event; topics included inequality and poverty in San Mateo County, Public Land for Public Good, and the San Francisco proposition being brought forward regarding affordable housing. Trustee Mohr said Barbara Christensen, Director of Community/Government Relations, did a tremendous job reporting on the impact that the District’s housing projects have had on employees.

Trustee Mohr said he attended a meeting of the Sequoia Union High School Board of Trustees because he noted that the agenda included an item listed as “Small School Update.” The SMCCCD Board had discussed the concept of a small school or early college high school with the Sequoia Board at an earlier meeting. Trustee Mohr said there was no discussion at the recent meeting about a meaningful connection with the Colleges. He said he believes the District should stay connected but should do so through District members of the Working Committee – Vice Chancellor Moore; Gregory Anderson, Vice President of Instruction at Cañada College; and Robert Shoffner, faculty member in the Business/Technology Division at College of San Mateo and Director of the Small Business Development Center.

Student Trustee Bajwa said he attended a California Community College Student Affairs Association conference. Approximately 550 attendees from around the State were in attendance. Workshop topics included effective leadership and interpersonal skills. Approximately 20 District students attended the conference and had a chance to hold a meeting while at the conference. These students are interested in meeting further to discuss student equity and other issues. Misha Maggi, Student Life and Leadership Manager at Cañada College, organized the conference with help from her committee. Student Trustee Bajwa said students feel very fortunate to be students in this District, particularly when compared with many other districts.

Vice President Mandelkern said he is pleased that College of San Mateo will host the Wounded Warrior Amputees vs. NFL Alumni flag football game in February. He said he assumes sufficient thought has been given to preparations, including cost recovery. He said this event will receive a significant amount of publicity and is a great opportunity for the District.

Vice President Mandelkern said he is aware that conversations are being held regarding restoring the District’s presence on the Coastsides. He said he would be interested in hearing more about this and discussing possible options such as basic skills and ESL, concurrent enrollment for high school students, and adult and continuing education for life-long learners. Trustee Schwarz said the District currently offers ESL programs and computer classes. She said this topic is closely connected with the funding for the adult education regional consortium. Chancellor Galatolo said the District is interested in exploring dynamic programs such as concurrent enrollment and early college models. He said Jane Yuster, the new Superintendent of the Cabrillo Unified School District, is also interested in pursuing these ideas.

Vice President Mandelkern said he will attend the Community College League of California Annual Convention which will take place in Burlingame in November. He said he has enrolled in the League’s Excellence in Trusteeship Program which is designed to facilitate the ongoing education of trustees.

Vice President Mandelkern said he attended the Daly City Youth Health Center open house. The Center’s Director is Kimberly Gillette who is also a member of Skyline College’s President’s Council. The Center provides primary care and mental health services to youth up to age 25, making many Skyline College students eligible for services.

### **RECESS TO CLOSED SESSION**

Vice President Mandelkern said that during Closed Session, the Board will hold a conference with Labor Negotiator Kathy Blackwood; the employee organizations are AFSCME, AFT and CSEA. The Board will also conduct a public employee performance evaluation as listed on the printed agenda.

The Board recessed to Closed Session at 9:31 p.m. and reconvened to Public Session 11:20 p.m.

**ADJOURNMENT**

The meeting was adjourned by consensus at 11:22 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the November 11, 2015 meeting.

Dave Mandelkern, Vice President-Clerk

# President's Report to the Board of Trustees

**Dr. Regina Stanback Stroud**

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Skyline College Students at National Coming Out Day  
Photo Credit: Associated Students of Skyline College

# SKYLINE COLLEGE BOARD REPORT

## NOVEMBER 11, 2015

### ASSC HOSTS A VARIETY OF STUDENT-FOCUSED EVENTS AROUND CAMPUS



#### Coming Out Day

In celebration of the first National Coming Out Day since marriage equality was passed nationwide in the United States, the Associated Students of Skyline College (ASSC) put on an event we called “Skyline’s Big Fat Gay Wedding.” We wanted our event to celebrate the accomplishments made in our nation through the Equal Rights Movement and we wanted students to experience an open, exciting, colorful environment of celebration where everyone can be who they are and marry the one they love un-apologetically.

In the quad we gave out cupcakes with rainbow candy strips to students who helped with a community art project. The art project involved students writing on different colored pieces of paper explaining what “coming out” means to them. Students had many beautiful responses that ranged from “embracing who you are”, “loving yourself”, “living a free life”, to even “being fabulous.” We then used the “coming out” cards to make a rainbow on a canvas that is now attached to the window in the Associated Students office facing a commonly used campus walkway, for all students and staff to see. Students also had the opportunity to take “wedding” photos with their significant others or their friends with fun props to celebrate marriage equality, and being free and unafraid to be in love, or show your love.

Many students expressed their gratitude and appreciation of the event, saying the event was fun and that there was a great message to it all. For as long as we enlightened one student’s mind to something new, or made one student feel safe or comfortable, our goal would be achieved.

A few students from the Middle College Program here at Skyline College, for example, expressed their appreciation of the event.

They said that just by walking through the event in passing, or by stopping and participating, they finally felt like they belonged and felt free to be themselves at school.

The event wasn’t meant to bend the rules and break norms, but to enlighten Skyline College students to how “norms” aren’t always relative; they are unique to individuals and peoples, and that no matter what, these individuals and peoples are all human. We are all looking to be loved, to be free, and to be ourselves and let our true colors shine on through.

#### #IamUCC



In solidarity with the Umpqua Community College shooting in Oregon that happened earlier this month, the ASSC facilitated an #IamUCC campaign to spread awareness and to have a moment of silence.

Skyline College

students took the time to write heartfelt letters for those affected by the recent shooting and took individual pictures to stand with UCC. The letters have been sent to UCC.

#### Showcasing the Diversity of Latin America

The ASSC celebrated Latino Heritage Month with three educational programs that raised a lot of attention and curiosity in students, faculty and staff alike. With a focus on cultural awareness, this year’s student government wanted to explore the definition of Latino identity by exposing the campus to the rich cultures of Central and South America. The festivities began with a powerful spoken word performance by educator, poet and activist Paul Flores. Speaking on themes of urban culture and transnational identity for Latinos, students were challenged to think critically of the current social climate. An Argentinian band duo performed pieces of chacarera music and other styles, followed by an intense and engaging tango dance workshop with renowned milongero, Marcelo Solis.

The finale featured two live performances, and special guests from the community. Tarimba, Son Jarocho Band, performed two sets of vibrant acoustic music from Veracruz, Mexico, leaving the Fireside Dining Room buzzing. Tabling groups included Mission

## SKYLINE COLLEGE BOARD REPORT

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Neighborhood Centers, El Tecolote Newspaper, and Carnaval, sharing information and resources with students. Colectivo Anqari, dance troupe from the South Andes region, concluded the month with a colorful display of traditional costumes and enthusiastic drumming, even getting the audience to participate! Special thanks to the Mexican Museum for donating two one-year membership passes for two lucky winners of the Latino Heritage Instagram Contest. #LHMskyline

#### Breast Cancer Awareness

The Associated Students raised awareness for breast cancer on Wednesday October 21 in the Fireside Dining Room with a festive and informative tabling booth. Students wore pink ribbons throughout the day to promote the cause in their classes, and continue the conversation.

Informational brochures provided by the Health Center were available for students to learn how to take care of themselves and their families. Also, cash donations were accepted to support breast cancer research. After donating, students could spin the prize wheel for fun prizes, including wrist bands, mugs, and magnets, and also write a note of encouragement to someone they love. Women in the US are being diagnosed with breast cancer every day. To join the conversation and share why you are fighting for a cure, use #ASSCpinktober on Instagram.

Article by Dennis Zheng. Photo by ASSC.

#### INTERNATIONAL STUDENT PROGRAM (ISP) HOSTS A CAMPUS TOUR TO UC BERKELEY



The International Student Program (ISP) and the International Affairs Student Club (IASC) hosted a campus tour to UC Berkeley on October 9, 2015. A total of 13 international students participated

in the tour. Those students included new and continuing students from different countries including China, Japan, Malaysia, Brazil, Venezuela, Myanmar and Vietnam. They all enjoyed a ride together to UCB and had a customized group tour led by a UCB student. The students had an opportunity to ask questions about the school, transfer, campus life, etc. at the end of the tour.

UCB is one of the most popular transfer destinations for international students. This year, four Skyline College international students successfully completed their studies here and transferred to UCB. We hope that the 13 students who participated in the tour will consider attending UCB in the future.

ISP will continue to provide international and cultural programs and events for Skyline College students, faculty and staff members and the greater Skyline College community. Please check future events on the ISP website.

Article Chikako Walker. Photo by Yvonne Zhao.

#### SENIOR TED FELLOW CAMILLE SEAMAN SPEAKS ON ARCTIC AND ANTARCTIC ENVIRONMENTS



On Thursday, October 22, 2015, Skyline College welcomed Award-winning photographer, Senior TED Fellow and Environmentalist Camille Seaman. Her work focuses on the fragile environments of the Arctic and Antarctica and extreme weather conditions that produce super-storms and tornados. The images that she captures show the immense power of nature and fragility of our world. Camille spoke of lessons that she received from her grandfather while growing up on the Shinnecock Indian Reservation in Long Island, New York. “I was taught from a very young age that we are connected to everything, that everything has a life force.” Camille shared the story of her own rising consciousness

## SKYLINE COLLEGE BOARD REPORT

### NOVEMBER 11, 2015

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as a young artist and how she was able to take advantage of serendipitous circumstances to begin a meaningful and rewarding career. Ms. Seaman stated, “We are all here at this time for a purpose, take the time to reflect and find your passion, do what you love.” Her message of universal connection and following your dreams gave insight to attendees and inspired many to follow their inner compass to find their true calling in order to achieve personal fulfillment and success.

Article by Amory Cariadus. Photo by ASSC.

#### MIDDLE COLLEGE HOSTS BACK TO SCHOOL NIGHT FOR PARENTS



# WELCOME PARENTS

The first monthly parent night was held September 30, 2015 in the Multicultural Center located in Building 4. The program theme was “How Can Parents Support Student Success.” More than 40 individuals were in attendance to show their support and belief in the Middle College including families, students, Skyline College administration, and South San Francisco Unified School District administrators and three board members. This student-led program gave parents insights into the Middle College through

- A multimedia slide show of the activities students have been involved with
- A multimedia presentation giving an overview of the Middle College
- A Question & Answer segment that allowed parents to inquire about the Middle College
- A student-led panel focused on how parents can support their academic success,
- A presentation conducted by Dr. Raymond Jones, Middle College Director, entitled “Three Myths About the Teen-Age Brain.”
- A tour of the Middle College facilities in Building 2.

The parent night is a monthly program that Middle College students plan and host. The purpose of the parent night is to involve the parents in their student’s education. Evidence-based research has shown that parent involvement and support is a key element in student academic achievement and success. The next parent night is November 4, 2015 and the topic will be Financial Literacy, to be led by Melanie Espinueva, Coordinator of Financial Education Services for SparkPoint at Skyline College.

Article and photo by Raymond Jones.

#### AUTOMOTIVE “HIRING DAY” A HUGE SUCCESS!



The Automotive Technology Department hosted its 5th “Hiring Day” for students and local employers. Thirty service managers and shop owners, representing over 200 repair facilities in the Bay Area attended and interviewed students for entry level jobs. A variety of shops were represented including dealerships, independent shops, chain and franchise stores and transportation fleets.

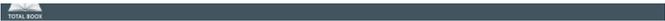
Several managers commented on the high quality of interviewees and all were very impressed with our students and the way they presented themselves. Starting wages range from \$12-18 an hour and most students received multiple job offers as a result of this event. We’re very proud of our students and very grateful to have such a supportive community!

Article and photo by Julia Johnson.

## SKYLINE COLLEGE BOARD REPORT

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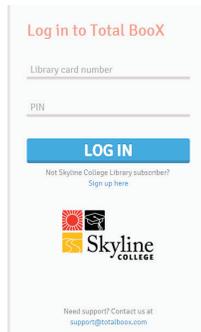
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Article and photo by Kim Lim.

### COSMO STUDENTS WIN AWARDS AT FAGGIANO STUDENT COMPETITION



While most people were enjoying a day of leisure on Sunday, October 4th, four cosmetology student teams led by Instructor Tammy Calderon packed up their cars and headed for the Faggiano Student Competition at the Santa Cruz Beach Boardwalk's Coconut Grove. The preparation was rigorous for

the Mardi Gras themed event: students worked day and night to create authentic looks that would wow judges, peers, and beauty industry experts. Madrid of Madrid's International in Oakland delivered a lecture and demonstration about current beauty trends in hair extension, haircutting, and hair color. Nicolas of The Nicolas System of Precision Haircutting in San Francisco also shared knowledge and experience that will help students take their haircutting skills to a higher level.

Students were judged in three categories: Hair, nails, and makeup, requiring them to work both independently and collectively. They had to be innovative, creative and, flexible, communicating in ways that inspired and fostered the respect of their peers.

“This experience was a good way to learn how to work as a team,” said student Ceci Chavez, who won 1<sup>st</sup> prize in Makeup for her work on 2<sup>nd</sup> prize winning model and classmate Sam Sorrells.

The competition was a great learning opportunity for students unaccustomed to collaboration. Ceci and her teammates Phoo Han Oo and Maryanne Huezo also won 2<sup>nd</sup> place Overall.

For other students, the competition proved to be an occasion for career exploration.

“I was able to look at more options in the makeup industry. After this experience, I am going to apply for a fashion show certification at MAC cosmetics where I work,” said student Bianca Guzman, winner of 2<sup>nd</sup> place in Makeup.

She enjoyed applying makeup in new ways and using new colors to create beautiful images. She now realizes that she has more career options in the field of cosmetology than she previously thought.

Other students who competed included freshmen Victoria Chao, Samantha Law, Katherine Schmolke, and Cheyenne Hassler, as well as juniors Margaret Keselman, Bora Ohk, Jacie Pacheco, Chizy Joy Pagalunan, Adrian Guillory, and recent Skyline College graduate Sebastian Wang.

Article and photo by Evette Carpenter.

## SKYLINE COLLEGE BOARD REPORT

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#### FALL 2015 AFRICAN-AMERICAN SUCCESS THROUGH EXCELLENCE AND PERSISTENCE (ASTEP) FAMILY NIGHT



On Wednesday, October 7, 2015 the African-American Success Through Excellence and Persistence (ASTEP) Learning Community at Skyline College hosted its fall 2015 Family Night Celebration. The occasion was under the direction of ASTEP Coordinator, Nathan Jones and Interim Dean of Global Learning Programs and Services, Tammy Robinson. Activities for the evening began with ASTEP announcements and the introduction of ASTEP faculty, staff and campus supporters, all of whom made an effort to inspire students in attendance to get familiar with campus resources and to utilize these resources early on in their college careers.

Jenny Yang of the Financial Aide Office at Skyline College informed the audience about the under-utilization of amazing and far-reaching scholarships such as the Skyline College Scholarship. She did so in hopes that more students will apply for these alternate means of funding to assist in their college journeys.

Next, David Reed, The Learning Center (TLC) Manager, facilitated an interactive discussion about benefits of using the Center. He also highlighted resources that students may not realize are available such as training for using your calculator, and he asked for audience participation to trouble shoot which TLC resources could best assist with such challenges, as well as what options are available when a student wishes to practice their Spanish in a group setting, and so forth. All presenters were an asset to the goals of getting ASTEP in, through and out of college on time. The importance of growing academically was reinforced by several dignitaries present including President Regina Stanback Stroud.

Before dinner, Counselor Brianna Clay and TLC/TRiO English Instructional Aide Chanel Daniels led a fun game of “Heads Up” where points were accrued and teams were formed to further highlight various support systems on campus, ASTEP related events and activities such as the Umoja Conference, key components of

essay writing, and steps in the counseling process that will keep students on track. At the end of this segment, the reward for all was a delicious mix of potluck dishes prepared by the group and served by the young men present in the audience, in harmony with ASTEP tradition. This event was just one of many that we eagerly look forward to from the ASTEP Learning Community during the 2015-2016 academic year.

Article and photo by Chanel Daniels.

#### CAREER SERVICES CENTER HOSTS FALL JOB FAIR AND “UNLOCK YOUR POTENTIAL: NEW RULES TO CAREER SUCCESS”



The Career Services Center had a very busy October, hosting both a career panel and a Job Fair. “Unlock Your Potential: New Rules to Career Success,” took place the evening of Thursday, October 15. A panel of recent college graduates with careers ranging from Marketing Director to Engineer to Designer and many more, fielded questions from students and engaged in a lively discussion about life after college and the knowledge they wish they had as they began their careers.

Students who attended “Unlock Your Potential: New Rules to Career Success,” also had the opportunity to eat pizza with panelists and continue the discussion well into the evening. All students were given the contact information for each of the speakers and urged to stay in touch. Hopefully, some of our attendees will return to Skyline College in the future and impart their knowledge of the world of work to students waiting to embark on their own career paths.

After “Unlock Your Potential: New Rules to Career Success,” the Career Services Center hosted its annual Fall Job Fair. Over 30 employers were represented, including the San Francisco Sheriff’s Department, San Francisco Unified School District, UPS, KTSF Channel 26, Easter Seals and Sprint, among others. Over 100 jobs were available for Skyline College students and numerous students scheduled interviews during the event.

Article by Brian Jenney. Photo by the Career Services Center.

# SKYLINE COLLEGE BOARD REPORT

## NOVEMBER 11, 2015

### 5<sup>TH</sup> ANNUAL WRCBAA COMMUNITY COLLEGE CAREER INSTITUTE A SUCCESS



On Saturday, October 10, 2015, Skyline College hosted the 5<sup>th</sup> annual Western Region Council on Black American Affairs (WRCBAA) Community College Career Institute. The purpose of the event was to open the doors of higher education to a more diverse group of qualified professionals. The purpose of the institute is to foster dialogue and action that can lead to the improvement of the educational landscape of our college communities. The focus of the day was navigating the hiring system from the application process, through the interview and finally landing the job!

The WRCBAA must also thank our host, mistress of ceremonies and Skyline College President, Dr. Regina Stanback Stroud for allowing us not only to dream but to actualize the goals of the organization. We had an extremely impactful day with our guest keynote, Dr. Shaun McKay, President of Suffolk County Community College in Seldon, New York. In attendance were Dr. Jowell Laguerre, newly appointed Chancellor of Peralta Community College District and Dr. Marian Shivers, Dean, Leadership Development Institute for the NCBA. Panelists came from New York, Georgia, Washington, Arizona and California to impart their knowledge and experience.

The event would not have been possible without the sponsorship of San Mateo County Community College District, Skyline College, College of San Mateo, Cañada College, Sacramento City College, Chabot College, College of Alameda, Merritt College, Maricopa County Community College and the team of volunteers from Skyline College.

Article by Dr. Tammy Robinson. Photo by Randolph Belle.

### COLLEGE WELL REPRESENTED AT THE STRENGTHENING STUDENT SUCCESS CONFERENCE



Four teams presented at the Strengthening Student Success Conference in Oakland from October 7- 9, 2015, highlighting Skyline College's institutional work in teaching and supporting students with a social justice lens.

The Center for Innovative Practices through Hip Hop Education and Research (CIPHER) at Skyline College, led by counselor/coordinator, Nate Nevado, and English Instructor, Janice Sapigao, hosted their workshop titled, "Entering the CIPHER: Fresh Techniques, Hip Hop Elements, and Edutainment in the Classroom" to over 40 participants. In the workshop, participants were provided with an experiential and transformative learning environment that reflected on current modes of teaching that connects to social justice and Hip Hop pedagogy. Using concepts such as edutainment and kinetic consumption, we discussed best practices utilized in our Hip Hop learning community and provided participants tools to empower their students to become agents of change in their own communities as well as enhancing their reading, writing, and critical thinking skills.

Testimonials:

"Incorporating Hip Hop in the classroom can inspire more creative learning."

"Social media can be an effective method in getting information to students in an engaging manner."

## SKYLINE COLLEGE BOARD REPORT

### NOVEMBER 11, 2015

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“Kinetic consumption is powerful to build community and for students to participate and take ownership of the class.”

#### **Comprehensive Diversity Framework: Developing Institutional Commitment to Equity through the Practice of Critical Inquiry**

Despite our interactive presentation being at 8:30 in the morning following the main conference, about fifty participants packed into the crowded room to hear about how Skyline College has been developing its institutional commitment to equity through the practice of critical inquiry. This presentation was the second on the Diversity Framework, the first being at last year’s conference. Angélica Garcia and Lucia Lachmayr began by providing the historical context out of which our current efforts arose. In Fall 2012, the Stewardship for Equity, Equal Employment and Diversity (SEED) committee initiated a comprehensive, structured effort via forging a Diversity Framework, which employed an equity driven systems change model and identified eight domains for investigation, and has since informed our Equity Plan. Lucia and David Reed presented their findings on the student services domain, narrowing the focus to who was accessing services in the Learning Center.

The many practitioners in the room helped to brainstorm ways to address the needs of the four groups that were underrepresented in proportion to their enrollment. Aaron McVean and Karen Wong presented on the second domain, leadership, one angle being the campus leadership’s practices as it relates to promoting an equity perspective, and another being on who constitutes our leadership and the factors that encourage or discourage faculty and staff to pursue leadership positions. Using i-clickers, participants answered some of the questions from our own campus’ survey, which gave participants insights on where their campuses stood in relation to other campuses, and worked in dyads to discuss follow-up questions that modelled how they could engage in such discussions on their respective campuses. The energy was high even after the session ended, which reinforced just how eager people are to participate in such discussions as they implement their equity plans with the hope that their entire campuses will be invested. SEED committee members have begun dialoguing about these results and look forward to engaging our own campus colleagues.

#### **SparkPoint’s Measurement for Mitigating Economic Disparities**

“Dr. Angélica Garcia, Heather Smith, and Julie Lamson delivered a presentation in the “Emerging Strategies” strand on Wednesday, October 7<sup>th</sup>. The presentation focused on SparkPoint at Skyline College’s innovative approach to mitigating economic disparities in higher education. The greatest predictor of bachelor’s degree attainment in the U.S. is family income, yet not all individuals have

equal access to quality higher education. SparkPoint strengthens students’ financial capability and positively impacts persistence by providing free personalized financial education and coaching services, complemented by resources that allow individuals to meet their basic needs while in college. SparkPoint strategically collects data on each financial coaching client using Efforts to Outcomes software, which allows the organization to measure its impact in reducing poverty among its service population.

Participants shared personal testimonies and asked meaningful questions about best practices for replicating the SparkPoint model at their respective campuses. They seemed to agree that not enough is being done collectively by the 113 California community colleges to meet the needs of their changing student populations.

#### **Investigating the “KA”: Strengthening the Bridge from High School to College via the Kababayan Learning Community Strand: Transforming the Pre-collegiate Experience**

At the 2008 Strengthening Student Success Conference, Skyline College showcased the Kababayan Learning Community, which pairs English and counseling; assigns culturally relevant curriculum on the Filipino/Filipino-American experience; and reinforces the importance of pedagogical strategies, peer mentoring, and assessment as a means to motivate students. This year Marlboro Aelonar, Grace Burns, Liza Erpelo, and Kent Gomez provided an update of our work, primarily the addition of a college-level counseling course at a local high school, where the student population is approximately 40% Filipino.

The presentation highlighted the need for not only culturally relevant instructional materials to facilitate student persistence and success, but also the creation of a stronger pipeline between high schools and colleges to address the unique challenges faced by Filipino and Filipino-American students pursuing higher education.

Article by Angélica Garcia. Photo by Nate Nevado.

# SKYLINE COLLEGE BOARD REPORT

## NOVEMBER 11, 2015

### UPCOMING EVENTS

**INTEGRATING GLOBAL TRADE & LOGISTICS AND  
CYBERSECURITY CONFERENCE**

November 12 - 14, 2015

7:00 a.m. - 8:00 p.m.

The Westin St. Francis, San Francisco Union Square,  
Powell Street, San Francisco, CA



**INTERNATIONAL EDUCATION WEEK:  
OPENING RECEPTION**

Monday, November 16, 2015

12:00 p.m. - 2:00 p.m.

Building 6, Rooms 6202



**SKYLINE COLLEGE AND BASE 11:  
SCIENCE IN ACTION PRESENTATION**

Monday, November 16, 2015

4:30 p.m.

Building 7, Room 7106



**INTERNATIONAL EDUCATION WEEK:  
GLOBAL LEARNING PROGRAMS AND SERVICES FAIR**

Tuesday, November 17, 2015

11:00 a.m. - 1:00 p.m.

Building 6, Fireside Dining Room



**EPICENTER GRAND OPENING CEREMONY**

Tuesday, November 17, 2015

1:00 p.m. - 2:00 p.m.

Building 8, Room 8317



**CAMPUS FORUM:  
THE SKYLINE COLLEGE PROMISE**

Tuesday, November 17, 2015

2:00 p.m. - 3:30 p.m.

Building 6, Room 6202

**INTERNATIONAL EDUCATION WEEK:**

**INTERNATIONAL FOOD FESTIVAL**

Wednesday, November 18, 2015

11:00 a.m. - 1:00 p.m.

Building 6, Fireside Dining Room



**SPEAKER SERIES: PRELUDE TO CONSTRUCTION  
MANAGEMENT PROGRAM PRESENTS:**

**CHRIS STRUGAR FRITSCH**

**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

Wednesday, November 18, 2015

6:30 p.m. - 8:30 p.m.

Building 4, Room 4148



**INTERNATIONAL EDUCATION WEEK:  
INTERNATIONAL STUDENT WORKSHOP**

Thursday, November 19, 2015

2:00 p.m. - 3:00 p.m.

Building 4, Multicultural Center



**THE CENTER FOR TRANSFORMATIVE  
TEACHING AND LEARNING PRESENTS:**

**LEE MUN WAH**

**WHAT WE DO NOT SEE:**

**EXPLORING WHAT WE LEAVE AT THE DOOR**

Wednesday, November 25, 2015

8:30 a.m. - 12:30 p.m.

Building 6, Room 6202



**SCIENCE IN ACTION LECTURE SERIES**

Every Monday

4:30 p.m. - 5:30 p.m.

Building 7, Room 7106

# President's Report to SMCCCD Board of Trustees

## News:

### **CSM to Partner with Hillsdale, Half Moon Bay, and Carlmont High School on First Year Success Program Pilot**

CSM enrolls approximately 2,000 first-time freshmen each academic year. In fact, CSM is the single largest destination for high school graduates in San Mateo County. Faculty, classified staff and administrators have worked with their high school counterparts to design a comprehensive First Year Success Program.

Key components of the program include: early identification and support to high school juniors and seniors, multiple measure placement methodologies, a summer bridge program, peer mentoring and case management, first-year learning communities, acceleration strategies, and intrusive student support.

Hillsdale, Half Moon Bay, and Carlmont High School have agreed to pilot the full program for their 2016 graduates. CSM expects to provide this program to all incoming freshmen beginning in the 2017/18 academic year.

### **CSM to Host Northern California Acceleration Workshop**

CSM will host an Acceleration Workshop on November 13. Colleges offering redesigned accelerated pathways are seeing dramatic gains in student completion of transferable English and math courses, with all students benefiting and achievement gaps narrowing for students of color. Recent research has also pointed toward promising new approaches to placement.

Presenters include Katie Hern and Myra Snell, Co-Founders of the California Acceleration Project, along with English and math faculty from Northern California colleges offering accelerated pathways.

More information available on [Eventbrite](#)



## Upcoming Events

November 12  
Webinar on Transgender Student Rights  
11:00 am-12:30 pm; 17-112

November 18  
Voices on the Hill Choral Concert  
7:00 pm; Theatre

November 19  
The Writers Ruckus:  
*A Celebration of Writing and the English  
Community*  
2:00 pm-4:00 pm; College Center

November 20  
19<sup>th</sup> Annual High School Jazz Festival  
8:00 am-6:00 pm; Theatre

November 21  
Jazz Under the Stars  
6:00 pm-8:00 pm; 36-Roof

December 1  
A Conversation with Kevin Mullen  
11:10 am - 12:25 pm; 16-209

December 3  
"Letter to Anita" Film Screening  
11:00 am-2:30 pm  
CSM Theatre

December 7  
CSM Jazz Ensembles Concert  
7:30 pm-9:30 pm  
CSM Theatre

December 9  
CSM Symphonic Band Concert  
7:30 pm - 9:30 pm  
CSM Theatre

December 10  
CSM Electronic Music Concert  
7:00 pm  
CSM Theatre

## **Dia de los Muertos Celebration**

Kudos to CSM's Puente students for organizing an informative and festive Dia de los Muertos event on November 10. The College community learned about the history, and experienced the diversity and beauty of a traditional Dia de los Muertos Altar display as celebrated throughout Latin America. This was a collaborative event that included many college groups. Activities included: Puente Student Research poster boards, Cosmetology Face Painting, Child Development Center Kids Zone, Library Makerspace Sugar Skull decorating, and more!

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

## **CSM Honors Veterans**

CSM is celebrating Veterans Week during the week of November 9. Activities include the VROC Community Resource Fair and Open House on November 10, education and transfer services for veterans on November 11, and Service Appreciation Day on November 12. <http://collegeofsanmateo.edu/veterans/>

## **Professor Rudy Ramirez and the Ethnic Studies Department present: ¡Suevartona!**

Professor Ramirez continues his work of exploring different cultures through music. According to professor Ramirez: "Music is the universal language of the world. It crosses all boundaries, cultures and ethnicities and communicates between them in a unique way." La Gente is a group of musicians who incorporate a high energy fusion of totally different genres such as Cumbia, Hip-Hop, Reggae, and Rock and brings it all together. A short power point presentation by Professor Rudy "El Professor" Ramirez and Raffael Sarria on the origins of these genres will be discussed.

<http://www.collegeofsanmateo.edu/calendar/events/index.php?com=detail&eID=16216&year=2015&month=11>

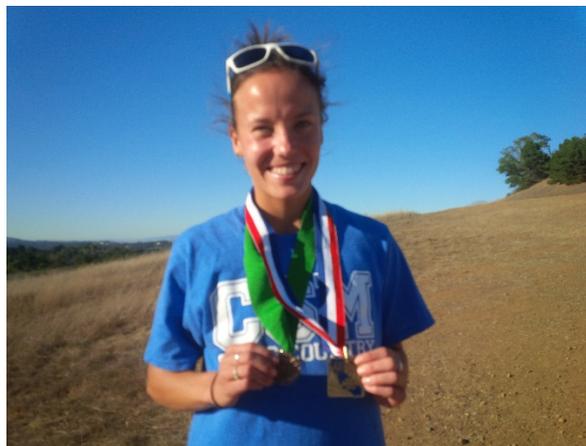
## **Associated Students Host Board of Trustees Candidate Forum**

The Associated Students hosted an informative Board of Trustees Candidate Forum on October 29. Special thanks to Trustees Schwartz and Mandelkern, Trustee-Elect Goodman, and candidates Talansky and Amistad for participating and fielding student questions.

## **Associated Students to Host Homecoming Rally on November 13**

The Associated Students have partnered with the CSM Football team and will host a Homecoming Rally on November 13 in the College Center Plaza. The team will be play arch-rival CCSF on Saturday, November 14 at CSM.

## **Photo of the Month:**



*Mimi Uhlirova turned in the best performance of her 2-year College of San Mateo running career to take fifth place and earn All-Conference and Most Improved Athlete awards at the Coast Conference Women's Cross Country Championships at CSM's Crystal Springs Course. Mimi is an international student from the Czech Republic and also a student assistant in the District Office*



# Cañada College

report to the  
SMCCCD Board of Trustees

November 11, 2015



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pg. 5

## New Director of Professional Development and Innovation



Erin Moore has been selected to serve as the Director of Professional Development and Innovation, beginning November 4th.

Erin is originally from Minnesota where she earned a B.S. degree in English Education from Minnesota State University Moorhead and an M.Ed in Reading Instruction from University of St. Thomas. She taught high school English for 11 years, including University of Minnesota literature and composition through a dual enrollment program. For the past 3 years, she has worked as the Curriculum Analyst for Solano Community College. Currently, she is a third-year student at University of the Pacific pursuing an Ed.D in Curriculum and Instruction. Erin's research interests include literacy and composition, instructional mentoring, self-advocacy in education, and transitions into post-secondary education. When not immersed in academia, Erin enjoys exploring California with her husband and son, attending music and theatrical performances, and watching baseball.

## STEM Center Welcomes New Retention Specialist



As a new Retention Specialist in the STEM Center, Gonzalo Arrizon brings over 15 years of experience helping students reach their full academic potential. Prior to arriving at Cañada, Gonzalo worked with undergraduates at UC Berkeley - his alma mater -- as a Study Strategies Coordinator. Gonzalo also holds an M.A. in English from UC Santa Barbara, and serves as an adjunct instructor for the English Department here on campus. He is excited to collaborate on efforts to support student success in STEM, on campus and beyond.

## Chantal Sosa, New A&R Assistant III



Please help welcome one of our own, Chantal Sosa, as Admissions and Records Assistant III. Chantal is an alumna of CSM, graduating from the Cosmetology program. She enjoyed a 20+ year career in the Beauty Industry, where she owned and managed her own business in Burlingame. She brings with her a pool of experience in the Customer Service, Marketing, Branding and Management. When deciding to further her education, that quest lead her to Cañada College where she maintained her full time status as a student and served as a student assistant at the Financial Aid office for 2 1/2 years and recently at the Cashiers Office. Chantal will graduate from Cañada this May, earning an AA degree in Economics, AS in Accounting and AS-T in Business Administration and certificates earned in Book-keeping, Project Management, Human Resources, Marketing and Administration Assistant. She plans to transfer to Menlo College this upcoming fall where she will earn her B.A. degree in Human Resource Management and a minor in Accounting.

## Education Town Hall Meeting Draws a Crowd at Cañada College

On October 13, more than 100 school board members, teachers, parents and community leaders gathered in the Main Theatre for a town hall meeting on education. Hosted by State Senator Jerry Hill, the event featured a Q & A with State Superintendent of Public Instruction Tom Torlakson, San Mateo County Superintendent of Schools Anne Campbell and Santa Clara County Superintendent of Schools Jon Gundry.

Topics of discussion included: digital learning, the Common Core curriculum and the Smarter Balanced Assessments, the demise of CAHSEE (the high school exit exam), Next Generation Science Standards, STEM education, the impending teacher shortage, wellness programs in schools, and hurdles to achieving universal high-quality early learning for all students.

Thank you to the Cañada College team who worked with the Senator's office to put on the wonderful event: Barbara Bucton, Michelle Marquez, Rachel Corrales, José Garcia, Megan Rodriguez Antone, Mike Walsh, Ignacio Carlos and the Facilities team, Pacific Dining, Maggie Baez and the Student Ambassadors.



## A2B Welcomes Three New Staff Members



Shaylona Wheeler is enthusiastic about joining the A2B Program as an Interim Retention Specialist. She now focuses on supporting agencies that promote leadership, education and economic development. A Cañada College alumna, Shaylona studied Early Childhood Education and Interdisciplinary Studies and also worked as the TRIO office assistant and recruitment/ retention specialist. Directly out of Cañada College, Shaylona studied abroad through the CSU International Program for an academic year in Ghana. She then transferred to San Francisco State University where she received her B.A. in Liberal Studies with an emphasis in Ethnic Studies.



Julnar Msalam is the new Retention Specialist for A2B program. She is a College of San Mateo alumni in administration of Justice and is planning to transfer to San Francisco State University to receive a B.A. in criminal justice. In A2B program, she helps students who are interested in some majors that are offered through the University Center like ECE, Human Services, Business, Nursing and Psychology.



Timurhan Vengco, the new Program Services Coordinator for the A2B program, has spent most of his short career helping students succeed at the college level. Timurhan received his B.A. in English at the University of California, Riverside in 2011. He worked at UCR's orientation program for two years and helped students transition from high school to college. After spending a year away from school to work, he wanted to open himself to new experiences and moved to the Bay Area for a completely different environment and culture. He also decided to continue his education at San Francisco State University where he is currently a graduate student in the English program. Additionally, he also served as SF State's associate director for the Campus Academic Resource Program, one of SF State's major tutoring programs.

## Cañada Celebrates First Ever Pride Day

On October 8, the Center for Student Life and Leadership Development and the Associated Students of Cañada College (ASCC) celebrated the first Cañada Pride Day. Pride Day, a celebration of the Lesbian, Gay, Bisexual, Transgender/ Transexual, Queer, Intersex, Asexual/ Allies, Two Spirit, and Polyamorous (LGBTQIA2SP) Community was an event that aspired to educate and ideally influence both our schools' curricula and student activism as it pertains to human rights.

The aim of the event was to spotlight a marginalized community and incite understanding, while also spreading awareness of issues faced by this community. The ASCC conveyed this message through literature (e.g. gender neutral language cards, preferred pronoun name cards, and safe zone training materials), student/community interaction, tabling of campus and county support groups, a student panel, and guest speaker, Estelle Weyl, an internationally published author, speaker, trainer, and consultant in the Bay Area. Estelle Weyl highlighted her experiences as a working professional who identifies as both a member of the LGBTQIA2SP community and as a woman in the technology industry, an industry heavily dominated by men.

Inspired by the Student Panel of Pride Day, the Safety Committee has also begun discussion on additional gender neutral bathrooms and the inclusion of a 'pronouns' tab in the registration process. Overall, Pride Day was a successful event that helped validate and affirm the experiences of LGBTQIA2SP students, faculty, and staff.



## Dr. Milena A. Angelova Joins Planning and Research Office



Dr. Milena Angelova is joining the Office of Planning, Research, and Institutional Effectiveness as a planning and research analyst in October 2015. Her main tasks are to support our grants research function and institutional research. Dr. Angelova has worked at Washoe County School District (WCSD) Accountability Department as a Data and Research Reporting Analyst. She specialized in evaluating the impact of a multitude of educational programs administered throughout WCSD on the academic success of the students enrolled in them. In addition to her graduate studies, Dr. Angelova taught physics classes to university students and worked as a researcher in University of Nevada, Reno.

Dr. Milena holds a Ph.D. in Physics from University of Nevada, Reno. She obtained her master's degree and ABD (All But Dissertation) in Aerospace Engineering from Turkey. Dr. Milena Angelova was born in Bulgaria to a family of scientists and engineers. We are so thrilled to have Milena joining us. Please welcome Milena to Cañada College.



**BOARD REPORT NO. 15-11-1A**

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

**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.

**1. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT**

**Skyline College**

**Raymond Jones** Director, Middle College Language Arts

New full-time, 12-month Academic Supervisory (exempt) employment, effective September 2, 2015. This is a new position that was Board approved on January 22, 2014. Raymond Jones has been the interim Middle College Director since January 23, 2014.

**2. PUBLIC EMPLOYMENT**

**1. New Hires**

**Cañada College**

**Mayra Arellano** College Recruiter Counseling

New full-time, 12-month Classified Professional/Supervisory employment, effective November 16, 2015, replacing Noel Chavez.

**District Office**

**Joe Aldeguer** Public Safety Officer Public Safety

New full-time, 12-month classified employment, effective November 2, 2015, replacing Christopher Armanino.

**College of San Mateo****Mary Vogt**

Administrative Assistant (PRIE)

President's Office

This item is a correction to the October 28, 2015 Board Report. At the prior meeting, the Board approved a full-time, 12-month classified employment, effective October 26, 2015. The correction is to change the effective date to November 4, 2015.

**Skyline College****Jacky Ip**

Office Assistant II

Counseling

New full-time, 12-month classified employment, effective September 25, 2015. This position has been vacant since March 2010.

**Lauren Ford**

Program Services Coordinator

Enrollment Services

New full-time, 12-month classified employment, effective November 2, 2015, replacing Florentino Ubungen.

**Martin Marquez**

Office Assistant II

Counseling

New full-time, 12-month classified employment, effective October 12, 2015, replacing Rhavie Masiglat.

**Zahra Mojtahedi**

Planning and Research Analyst

PRIE

New full-time, 12-month Classified Professional/Supervisory employment, effective October 6, 2015, replacing David Ulate.

**3. REASSIGNMENT****College of San Mateo****Alma Gomez**

Instructional Support Assistant

VPI Office

Reassigned from a full-time, 12-month Staff Assistant position (Grade 21 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 27 of the same salary schedule, effective November 16, 2015. This is a new position that was Board approved on September 30, 2015.

**District Office****Roxanne Brewer**

Executive Assistant to the Executive Vice Chancellor

Executive Vice Chancellor/  
Administrative Services

Reassigned from a full-time, 12-month Executive Assistant position (Grade 201C of the Confidential Salary Schedule 50) into this full-time, 12-month position at Grade 215C of the same salary schedule, effective November 1, 2015.

**4. TRANSFER****None**

**5. CHANGES IN STAFF ALLOCATION****Skyline College**

1. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60) in Science, Math & Technology, effective November 12, 2015.

**College of San Mateo**

1. Recommend a change in staff allocation to increase one part-time Program Services Coordinator position (4C0348) from 48% of full-time, 12 months per year to 100% of full-time, 12-months per year in Academic Support and Learning Technologies, effective October 19, 2015. Accordingly, recommend an increase in assignment for the incumbent, Finausina Tovo.
2. Recommend a change in staff allocation to increase one part-time Office Assistant II position (4C0252) from 48% of full-time, 12 months per year to 100% of full-time, 12-months per year in Admissions and Records, effective November 12, 2015.

**District Office**

1. Recommend creation of a new classification titled "Executive Assistant to the Executive Vice Chancellor" position (Grade 215C of the Confidential Salary Schedule 50) in Executive Vice Chancellor/Administrative Services, effective November 1, 2015. In addition, recommend a change in staff allocation to add one full-time, 12-month Executive Assistant to the Executive Vice Chancellor position, effective November 1, 2015.

**6. LEAVE OF ABSENCE**

None

**7. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION****1. Retirement****Skyline College**

**Jeffrey Acidera**

Counselor

Counseling Division

Retiring effective December 18, 2015 with 20 years of service. Eligible for District retiree benefits.

**Cañada College**

**Kathy Patterson-Smith**

Project Director

Business, Design & Workforce

Retiring effective December 31, 2015 with 15 years of service. Not eligible for District retiree benefits.

**2. Resignation****College of San Mateo****Lai Yan (Vivyan) Lam**

Office Assistant II

International Student Center

Resigned effective October 12, 2015.

**Skyline College****Javier Urena**

Program Services Coordinator

Counseling

Resigned effective September 30, 2015.

**Rajesh Lathigara**

Director, Workforce Development

Center for Workforce Development

Resigned effective October 9, 2015.

**8. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS**

None

**9. 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	Math/Science	1	11/12/2015	12/11/2015	<b>Staff Assistant:</b> Assist the nursing department: answering phones, supporting student and faculty needs, completing reports and documents, onboarding student records to the clinical agencies.
Cañada College	DRC/Health Center/Psych Services	1	11/02/2015	12/30/2015	<b>Office Assistant II:</b> Provide front office and data entry support for the DRC, Health Center and Psychological Services offices. This position is to provide backfill support for the permanent OA II employee who is moving to part time during the later stages of her pregnancy.

Skyline College	VPA Office	1	01/01/2016	06/30/2016	<p><b>Accounting Technician:</b> This is an extension of a previously Board approved position. Perform Office work, filing, helping out year-end closing and Payroll functions. Provide Payroll office coverage when regular staff is ill or on vacation.</p>
Skyline College	VPA/Cashier	2	01/01/2016	06/30/2016	<p><b>Accounting Technician:</b> This is an extension of a previously Board approved position. Duties include collecting fees, issuing parking permits, and performing other cashiering functions during peak registration periods at the beginning and during the start of the summer session, fall and spring semesters. In addition, intermittent part-time help to provide Cashier's office coverage when regular staff are ill or on vacation.</p>

**BOARD REPORT NO. 15-11-2A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**HEARING OF THE PUBLIC ON AMERICAN FEDERATION OF TEACHERS, LOCAL 1493  
INITIAL CONTRACT PROPOSAL TO THE DISTRICT**

At its meeting of October 28, 2015, the Board of Trustees received an initial proposal from the American Federation of Teachers (AFT), Local 1493. A copy of the AFT proposal is attached and by reference made a part of this agenda item.

The District will negotiate in good faith AFT's proposals as has occurred in the past.

**RECOMMENDATION**

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.



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. 15-11-3A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**HEARING OF THE PUBLIC ON CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION,  
CHAPTER 33 INITIAL CONTRACT PROPOSAL TO THE DISTRICT**

At its meeting of October 28, 2015, the Board of Trustees received an initial proposal from the California School Employees Association (CSEA), Chapter 33. A copy of the CSEA proposal is attached and by reference made a part of this agenda item.

The District will negotiate in good faith CSEA's proposals as has occurred in the past.

**RECOMMENDATION**

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.



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](mailto: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

**BOARD REPORT NO. 15-11-4A**

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

**ADOPTION OF RESOLUTION NOS. 15-29, 15-30, 15-31, AND 15-32 FIXING THE  
EMPLOYER CONTRIBUTION UNDER SECTION 22895 OF THE PUBLIC  
EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

Background

In June 2015, the Board adopted resolutions to inform CalPERS of the retiree health benefits that are to be provided to the District's employees pursuant to the District's collective bargaining agreements. CalPERS generally refers to the amount of benefits provided by the District as the "Employer Contribution." The Non-represented employees are eligible for the same retiree health benefits as CSEA. As a result of the adoption of these resolutions, the District now must inform CalPERS, on an annual basis, about any changes to the retiree benefits offered by the District. As described below, some of the District's retirees are entitled to be paid an amount equivalent to the lowest cost available plan offered by the District. These resolutions inform CalPERS about which lowest cost plan is available to certain groups of retirees.

Separately, the District will have to inform CalPERS about changes to the medical cap because those changes affect different groups of retirees. Resolutions addressing changes in the medical cap will be forwarded for the Board's consideration after negotiations with the District's collective bargaining units are complete.

The following is a brief description of the resolutions for the employee groups eligible to receive a contribution equivalent to the lowest cost plan available:

- Resolution 15-29: Non Represented/Classified Group (this includes CSEA) "fixes" the employer contribution for employees hired after July 1, 1992, who are Medicare eligible. For these employees, the District will pay for the lowest cost plan available which currently is United Healthcare. Effective January 1, 2016, the lowest cost plan will be Kaiser.
- Resolution 15-30: AFSCME Group – "fixes" the employer contribution for employees hired on or after February 1, 1988, who are Medicare eligible. For these employees, the District will pay for the lowest cost plan available which currently is United Healthcare. Effective January 1, 2016, the lowest cost plan will be Kaiser.
- Resolution 15-31: AFSCME Group – "fixes" the employer contribution for employees hired on or after July 1, 1992, who are Medicare eligible. For these employees, the District will pay for the lowest cost plan available which currently is United Healthcare. Effective January 1, 2016, the lowest cost plan will be Kaiser.

- Resolution 15-32: Academic Employees-STRS Group (AFT) – “fixes” the employer contribution for employees hired after September 8, 1993, who are Medicare eligible. For these employees, the District will pay for the lowest cost plan available which currently is United Healthcare. Effective January 1, 2016, the lowest cost plan will be Kaiser.

The changes to the employer contributions will be activated by CalPERS effective January 1, 2016, pursuant to receipt of these resolutions and CalPERS’ implementation procedures.

### **RECOMMENDATION**

It is recommended that the Board adopt Resolution Nos. 15-29 through 15-32 to fix the employer contributions.

**RESOLUTION NO. 15-29  
 BY THE GOVERNING BOARD OF THE  
 SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 STATE OF CALIFORNIA**

**RESOLUTION FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895  
 OF THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
 WITH RESPECT TO A REGOCNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Community College District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of Non Represented/ Classified (Vesting C); and

WHEREAS, (2) San Mateo County Community College District is a contracting agency has filed a resolution with the Board of the California Public Employees’ Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22895; now, therefore be it

RESOLVED, (a) That the employer contribution for each annuitant subject to vesting shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of

Basic Enrollments	\$729.00
Medicare Enrollments	\$297.23

per month, but not less than the amount prescribed by Section 22892(b), plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Community College District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that San Mateo County Community College District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees’ Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Vice Chancellor, Human Resources and General Counsel to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Community College District all functions required of it under the Act.

**REGULARLY PASSED AND ADOPTED** this 11<sup>th</sup> day of November 2015.

Ayes:

Noes:

Abstentions:

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

**RESOLUTION NO. 15-30  
BY THE GOVERNING BOARD OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

**RESOLUTION FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895  
OF THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
WITH RESPECT TO A REGOCNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Community College District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of AFSCME (Vesting B); and

WHEREAS, (2) San Mateo County Community College District is a contracting agency has filed a resolution with the Board of the California Public Employees’ Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22895; now, therefore be it

RESOLVED, (a) That the employer contribution for each annuitant subject to this provision shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of

Basic Enrollments	2 party Anthem HMO Select Bay Area Region
Medicare Enrollments	2 party Kaiser Bay Area Region
Combination Enrollments	2 party Kaiser Bay Area Region

per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Community College District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that San Mateo County Community College District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees’ Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Vice Chancellor, Human Resources and General Counsel to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Community College District all functions required of it under the Act.

**REGULARLY PASSED AND ADOPTED** this 11<sup>th</sup> day of November 2015.

Ayes:

Noes:

Abstentions:

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

**RESOLUTION NO. 15-31  
 BY THE GOVERNING BOARD OF THE  
 SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 STATE OF CALIFORNIA**

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**RESOLUTION FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895  
 OF THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
 WITH RESPECT TO A REGOCNIZED EMPLOYEE ORGANIZATION**

WHEREAS, (1) San Mateo County Community College District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of AFSCME (Vesting C); and

WHEREAS, (2) San Mateo County Community College District is a contracting agency has filed a resolution with the Board of the California Public Employees’ Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22895; now, therefore be it

RESOLVED, (a) That the employer contribution for each annuitant subject to vesting shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of

Basic Enrollments	\$729.00
Medicare Enrollments	\$297.23

per month, but not less than the amount prescribed by Section 22892(b), plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) San Mateo County Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Community College District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that San Mateo County Community College District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees’ Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Vice Chancellor, Human Resources and General Counsel to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Community College District all functions required of it under the Act.

**REGULARLY PASSED AND ADOPTED** this 11<sup>th</sup> day of November 2015.

Ayes:

Noes:

Abstentions:

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

**RESOLUTION NO. 15-32  
BY THE GOVERNING BOARD OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

**RESOLUTION FIXING THE EMPLOYER CONTRIBUTION UNDER SECTION 22895  
OF THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT  
WITH RESPECT TO A REGOCNIZED EMPLOYEE ORGANIZATION**

- WHEREAS, (1) San Mateo County Community College District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of Academic Employees-STRS (Vesting C); and
- WHEREAS, (2) San Mateo County Community College District is a contracting agency has filed a resolution with the Board of the California Public Employees’ Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22895; now, therefore be it
- RESOLVED, (a) That the employer contribution for each annuitant subject to vesting shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of
- |                      |          |
|----------------------|----------|
| Basic Enrollments    | \$450.00 |
| Medicare Enrollments | \$297.23 |
- per month, but not less than the amount prescribed by Section 22892(b), plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (b) San Mateo County Community College District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of San Mateo County Community College District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that San Mateo County Community College District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees’ Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Vice Chancellor, Human Resources and General Counsel to file with the Board a verified copy of this resolution, and to perform on behalf of San Mateo County Community College District all functions required of it under the Act.

**REGULARLY PASSED AND ADOPTED** this 11<sup>th</sup> day of November 2015.

Ayes:

Noes:

Abstentions:

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

**BOARD REPORT NO. 15-11-1B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**ADOPTION OF DISTRICT ACADEMIC CALENDAR FOR 2017-2018**

The District Academic Calendar addresses days of work for San Mateo County Community College District employees represented by AFT, CSEA, and AFSCME. Therefore it is subject to collective bargaining. The proposed calendar has been negotiated with AFT and provided to CSEA and AFSCME.

The proposed calendar (attached) is designed to begin the 2017-2018 academic year in late August with a completion of the Fall 2017 semester prior to the winter holidays. The following details the features of the calendar, as do the attached documents.

Fall 2017: Classes begin August 16, 2017  
Eighty-six (86) instructional days including five (5) days of final examinations  
Three (3) professional growth flex days  
Semester ends December 16, 2017

Spring 2018: Classes begin January 16, 2018  
Eighty-nine (89) instructional days including five (5) days of final examinations  
Three (3) professional growth flex days  
Semester ends May 25, 2018

Summer 2018: All Summer Sessions are tentatively set to begin on June 11, 2018  
Independence Day will be observed on July 4, 2018

Commencement: Cañada College – May 26, 2018  
College of San Mateo – May 25, 2018  
Skyline College – May 25, 2018

**RECOMMENDATION**

It is recommended that the Board adopt the 2017-2018 District Academic Calendar as detailed in this report.



CAÑADA COLLEGE, Redwood City / COLLEGE OF SAN MATEO, San Mateo / SKYLINE COLLEGE, San Bruno

## Academic Calendar 2017–2018

### **FALL SEMESTER 2017** (86 Instructional Days including 5 Final Days, plus 3 Flex Days)

August	14, 15	..... Flex Days (No Classes)
<b>August</b>	<b>16</b>	..... <b>Day and Evening Classes Begin</b>
August	29	.... Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
August	29	..... Last Day to <b>Add</b> Semester Length Classes
September	2, 3	..... Declared Recess
September	4	..... Labor Day (Holiday)
September	4	..... Last Day to Drop Semester Length Classes Without Appearing on Record
September	5	..... Census Day
October	6	..... Last Day to Apply for Degree – Certificate
October	11	..... Flex Day
November	10	..... Veterans' Day (Holiday)
November	11, 12	..... Declared Recess
November	15	..... Last Day to <b>Withdraw</b> from Semester Length Classes
November	23	..... Thanksgiving Day (Holiday)
November	24 – 26	..... Declared Recess
December	10 – 16	..... Final Examinations (Day and Evening Classes)
December	16	..... Day and Evening Classes End
December 22 – January 1		..... Winter Recess (Total of Seven District Work Days)

### **SPRING SEMESTER 2018** (89 Instructional Days including 5 Final Days, plus 3 Flex Days)

January	11, 12	..... Flex Days (No Classes)
January	13, 14	..... Declared Recess
January	15	..... Martin Luther King Jr. Day (Holiday)
<b>January</b>	<b>16</b>	..... <b>Day and Evening Classes Begin</b>
January	29	.... Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
January	29	..... Last Day to <b>Add</b> Semester Length Classes
February	4	..... Last Day to Drop Semester Length Classes Without Appearing on Record
February	5	..... Census Day
February	16	..... Lincoln's Birthday (Holiday)
February	17, 18	..... Declared Recess
February	19	..... Presidents' Day (Holiday)
March	2	..... Last Day to Apply for Degree – Certificate
March	8	..... Flex Day (No Classes)
March	25 - 31	..... Spring Recess
April	26	..... Last Day to <b>Withdraw</b> From Semester Length Classes
May	19 - 25	..... Final Examinations (Day and Evening Classes)
May	25	..... Day and Evening Classes End
May	26, 27	..... Declared Recess
May	28	..... Memorial Day (Holiday)

### **TENTATIVE SUMMER SESSION 2018**

June 11 – July 21	..... Six Week Session
June 11 – July 28	..... Seven Week Session
June 11 – August 4	..... Eight Week Session
July 4	..... Independence Day (Holiday)

**BOARD REPORT NO. 15-11-100B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Bruce Griffin, Chief Technology Officer, 650-358-6722  
Sue Harrison, Director of General Services, 650-358-6879

**RATIFICATION OF PURCHASES AND AUTHORIZATION OF THE FURTHER USE OF WESTERN STATES CONTRACTING ALLIANCE CONTRACTS FOR THE PURCHASE OF COMPUTER AND NETWORK EQUIPMENT**

Pursuant to Public Contract Code §20652 and §20118, the Board has authorized the use of “piggyback” contracts for a variety of District purchases through the State of California Department of General Services.

The IT department has a need to purchase computer and network equipment for the District and Colleges. The State offers contracts for the purchase of computers and network equipment through the Western States Contracting Alliance (WSCA). These contracts provide competitive pricing for Dell (CA participating addendum 7-15-70-34-003) and HP (CA participating addendum 7-15-70-34-001) computers as well as Cisco network equipment (CA participating addendum 7-14-70-04).

These current WSCA contracts were used over the last few weeks to order technology for delivery and installation in computer labs during the winter break. The contracts will further be utilized to purchase future technology for faculty, staff, and student use in classrooms and labs as well as the supporting network infrastructure. The agreements for Dell and HP are in effect through March, 2017. The Cisco agreement is in effect through May of 2019. Computerland of Silicon Valley and CDWG serve as value added resellers for these vendors.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratify the recent purchases and authorize the further use of current WSCA contracts for technology and network equipment purchases as needed through the expiration of the contracts.

**BOARD REPORT NO. 15-11-101B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Dr. Regina Stanback Stroud, President, Skyline College, 650-738-4111

**ACCEPTANCE OF THE U. S. DEPARTMENT OF EDUCATION'S TRiO STUDENT SUPPORT SERVICES (SSS) FUNDING FOR SKYLINE COLLEGE FOR SEPTEMBER 2015 – AUGUST 2020**

The U. S. Department of Education has granted Skyline College a five year award of \$496,320 annually for the TRiO Student Support Services (SSS) Project which will provide low income, first generation college students, and students with a learning difference or physical disability with academic support to facilitate their academic performance, progress, graduation and/or transfer to a four year college or university. The Skyline College TRiO SSS Project services will include counseling, academic planning, priority registration, tutoring, financial literacy, scholarships, assistance in completing financial aid and scholarship applications, transfer planning, leadership development, visits to four-year colleges and universities and more. To qualify for TRiO, students must meet at least one of the following eligibility criteria: be first generation, low-income, and/or have a documented learning difference or physical disability.

The following are the measurable outcomes as defined in the 2015 – 2020 Skyline College TRiO SSS proposal:

1. Persistence Rate: 60% of all participants served by the SSS Project will persist from one academic year to the beginning of the next academic year or graduate and/or transfer from a two-year to a four-year institution by the fall term of the next academic year.
2. Good Academic Standing Rate: 82% of all enrolled participants served by the SSS Project will meet the performance level required to stay in good academic standing.
3. Two-Year Graduation Rate: 35% of new participants served each year will graduate from the grantee institution with an associate's degree or certificate within four (4) years.
4. Two-Year Transfer Rate: 30% of new participants served each year will receive an associate's degree or certificate from the grantee institution and transfer to a four-year institution within four (4) years.

Collectively, the Skyline TRiO SSS Project has employed best practice retention strategies leading to high student performance for a population often deemed at the highest risk for attrition. The program expects to continue its high level of success as demonstrated in recent annual performance reports:

1. 2012-13: Annual retention rate of freshmen was 99% and student GPA average of 2.95
2. 2011-12: Annual retention rate of freshmen was 99% and student GPA average of 2.88
3. 2010-11: Annual retention rate of freshmen was 92% and student GPA average of 2.78

The program has achieved such success through collaboration with Skyline College faculty and staff, which will continue, enabling the program to strategically integrate program services with campus resources.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the acceptance of the U. S. Department of Education's TRiO Student Support Services grant for Skyline College in the amount of \$496,320 annually for five years from September 2015 – August 2020.

**BOARD REPORT NO. 15-11-1C**

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.