

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

**November 9, 2016**

**District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

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

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

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**5:00 p.m.      Call to Order**

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

1. Conference with Labor Negotiator  
Agency Negotiator: Eugene Whitlock  
Employee Organizations: AFT and CSEA

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

**RECESS TO CLOSED SESSION**

**RECONVENE TO OPEN SESSION**

**6:00 p.m.      Call to Order**

**Roll Call / Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

**MINUTES**

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

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

16-11-1C      The Skyline College Promise – Get in: The Summer Scholars Institute

NEW BUSINESS

16-11-1A      Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

**Approval of Consent Agenda**

*All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing for Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.*

16-11-1CA      Approval of Curricular Additions, Deletions and Modifications – College of San Mateo and Skyline College

16-11-2CA      Acceptance of the Title III, Part F, HSI Stem and Articulation Program Grant to College of San Mateo from the Department of Education

**Other Recommendations**

16-11-100B      Approval of Contract Award for Skyline College Building 12N, New Environmental Science Design-Build Project

16-11-101B      Approval of Contract Award for College of San Mateo Trees Fire Mitigation and Safety Project, Phase III

16-11-102B      Approval of Contract Award for the Districtwide Electric Vehicle Charging Station Expansion Project

16-11-103B      Approval of San Mateo Athletic Club Fee and Plan Revisions

16-11-104B      Authorization of Use of University of California Contract to Purchase Districtwide Room Scheduling Software from Ad Astra

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO OPEN SESSION (if necessary)

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION (if necessary)

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
October 26, 2016, San Mateo, CA**

**The meeting was called to order at 5:00 p.m.**

**Board Members Present:** President Dave Mandelkern, Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober and Karen Schwarz

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Mandelkern said that during Closed Session, the Board will (1) consider the recommendation for expulsion of a student, (2) hold a conference with Agency Labor Negotiator Eugene Whitlock; the employee organizations are AFT and CSEA, (3) hold a conference with legal counsel regarding one case of existing litigation as listed on the printed agenda, (4) conduct a public employee performance evaluation as listed on the printed agenda, and (5) consider public employee discipline, dismissal, release.

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

None

**RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 5:05 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 6:08 p.m.

**Board Members Present:** President Dave Mandelkern, Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober and Karen Schwarz, Student Trustee Dennis Zheng

**Others Present:** Chancellor Ron Galatolo, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Jamillah Moore, District Academic Senate President Leigh Anne Shaw

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

President Mandelkern asked that the meeting be adjourned in memory of Alice Bulos, a long-time member of the Skyline College President's Council and community leader and activist. The Board agreed to do so.

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

President Mandelkern said the Board accepted the recommendation for expulsion of a student.

**MINUTES**

It was moved by Vice President Mohr and seconded by Trustee Schwarz to approve the minutes of the meeting of September 28, 2016. The motion carried, all members voting Aye.

It was moved by Trustee Holober and seconded by Vice President Mohr to approve the minutes of the meeting of October 13, 2016. The motion carried, all members voting Aye.

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Chancellor Galatolo introduced and welcomed Mitch Bailey, Chief of Staff for the District.

College of San Mateo President Claire invited everyone to attend a Conversation with Wes Moore, author of "The Other Wes Moore: One Name, Two Fates," on November 15. The event is sponsored by the Year One program.

Skyline College President Stanback Stroud invited everyone to attend the next lecture in the “A Call to Consciousness Lecture Series” which will feature Tim Wise, author and anti-racist activist. The event will take place on November 1.

Cañada College President Moore said Cañada College hosted a “Courageous Conversation” on October 18. She thanked Vice President Mohr for attending the event.

District Academic Senate President Shaw said the Senate assisted the Statewide Academic Senate by hosting the Curriculum Regional North meetings at Skyline College. The District Senate will also help with the Contextualized Teaching and Learning Forum on December 2.

James Roe, President of the Associated Students of College of San Mateo (ASCSM), introduced Advisors Aaron Schaefer and Fauzi Hamadeh. He said the Student Senate generates and manages the ASCSM budget; aids in the appointments of students to the Programming, Cultural Awareness and Advocacy Boards; supports Board, club and campus activities; and represents students by sitting on various committees. The Programming Board plans events and activities throughout the year. The Cultural Awareness Board organizes events that recognize and celebrate the diversity of the community and explore issues of social justice. The Advocacy Board researches and reports on legislation which affects students, lobbies on behalf of students and hosts open forum and free speech events.

President Roe outlined the goals of ASCSM:

- Increase collaboration and insure greater communication among the three Boards and the Student Senate
- Increase outreach, communication and collaboration with campus learning communities
- Provide greater support for club activities on and off-campus
- Enhance the marketing and branding of ASCSM
- Strengthen outreach to promote the goals, mission and role of ASCSM

President Roe said the number of active clubs has nearly doubled in the last few years. There has been a substantial increase in Board appointments and increased frequency of cosponsored and collaborative events and activities, as well as increased support of other campus programs.

President Roe said events this semester included Welcome Week and the Burmese Light Festival. ASCSM also supported or sponsored the Student Veteran Leadership Conference, World Chat, The Labyrinth writer’s project, the Hip Hop for Change concert, LGBTQ History Month events, and the Student Leadership Retreat. Upcoming events include an event for night students, de-stress events before finals, a cultural awareness language event, the ASCSM Winter Leadership Retreat, a student open forum, and a lobbying trip to Washington, D.C. A Halloween event was held earlier today.

President Mandelkern thanked President Roe for his informative report.

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

Vice Chancellor Tom Bauer distributed the Auxiliary Services and Enterprise Operations 2015-2016 Annual Report. He acknowledged Kevin Chak, Bookstore Manager at Skyline College, and Amanda Bortoli, Bookstore Operations Assistant, who created the report. Vice Chancellor Bauer urged the Board to look at the photographs in the report which provide a picture of people whose lives have been touched by the programs and highlight the connections that have been made with the community.

Paul Rueckhaus, Skyline College faculty member and AFT Chapter Co-Chair, said he wished to acknowledge what he felt was an uncertain, tense and stress-producing atmosphere experienced by faculty during this unusually contentious round of contract negotiations. He said the District has declared an impasse, walking away from the negotiating table before exhausting all possibilities for good faith negotiations. He asked that the District negotiating team be sent back to the negotiating table to continue good faith negotiations.

Teeka James, College of San Mateo faculty member, AFT Past President and current Secretary, said 120 faculty members attended emergency meetings held at all three Colleges to discuss the current state of contract negotiations. She shared the following comments by faculty members:

“Didn’t we just update the whole evaluation process? Why do they want to change it again? That makes no sense. It feels like the District doesn’t trust us to do our jobs.”

“How on earth does the District think the vice presidents will have time to serve on all those tenure committees? They clearly have no idea how much time it takes to do an evaluation and serve on one of those.”

“This used to be a nice place to work. We really did have the family feeling everyone talks about. But it really feels like there’s no end to what we’re being asked to do outside of the classroom. My job just feels like a grind.”

“It seems like the District has no idea what faculty do all day long. Frankly, I don’t think they take us seriously.”

Two students representing the SMCCCD Solidarity Initiative expressed dissatisfaction with the Public Safety Services Study. Their concerns included a belief that: students were not provided adequate information or notice about the Public Safety forums and were not well-represented; the conversation was not student initiated; the speakers and those they represent would not feel comfortable with guns on campus and do not even want to have a conversation about it; there is potential for racial profiling and abuse of authority.

President Mandelkern directed staff to make sure students are given adequate notice about public forums. Vice President Mohr agreed that it is essential that student voices be heard. President Stanback Stroud said Skyline College utilized several methods of notification such as postcards, the campus newspaper, social media and press releases to local newspapers. Student Trustee Zheng said the Associated Students at the Colleges also worked to notify students of the forums. In addition, students serve on the Public Safety Services Committee. Katarina Stein, Vice President of ASCSM, said she understands that the study is in its early stages and there will be opportunity for further input.

Chancellor Galatolo said the Public Safety Services Study is focused on providing a safe environment. He said it is comprehensive and addresses much more than whether public safety officers should be armed. President Mandelkern noted that no decisions have been made or preordained. He said the process is inclusive and the Board wants to hear from all constituencies, including students. Trustee Holober said all Board meetings are open meetings; he encouraged students to attend the meetings and to participate in the discussion about the Public Safety Services Study as well as other issues.

Trustee Goodman suggested that the process might be slowed down to increase the engagement of students and make it more convenient for them to participate, such as attaching a survey to student enrollment. President Mandelkern asked that the issue be put on the agenda for a future meeting early next year.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: CONTINUING DISCUSSION OF THE IMPACT OF RACE AND CLASS ON EQUITY, OPPORTUNITY AND THE EDUCATIONAL PROCESS (16-10-2C)**

President Mandelkern said the Board and members of the college communities had an open and frank discussion on the impact of race and class on equity, opportunity and the educational process at the August 17<sup>th</sup> study session. He said the discussion suggested some potential actions to improve equity and opportunity so that all students are provided pathways to achieve their academic goals. The Board agreed that the conversation should be continued. Members of the Public Safety team, as well as the student community, have been invited to participate.

Topics raised during the discussion included:

- Pedagogy associated with race, class and privilege has a substantial impact on students. There is a desire and commitment on the part of many faculty members to develop racial literacy. Some disciplines lend themselves to including the topic in the curriculum more than others. The process begins with faculty being educated about the issues and their impact on students.
- Conversations should include faculty, staff and administrators and safe spaces should be created to allow for free expression. People should be given room to be imperfect.
- There is now a more conscious effort to address the issues in a professional development setting. Courses are being offered to faculty and the response has been positive.

- Understanding the issues of race, class and gender comes not only from personal experiences, but from educating oneself to develop racial literacy.
- There should be a goal to hire more diverse faculty to match the diversity of students. When hiring, include applicants' desire to have racial and cultural competency. It is incumbent on District to be more representative of the students it serves.
- Training should be provided for people in positions of authority, including campus security personnel, to address potential preconceived ideas about race. The District is currently developing training on implicit bias.
- There is a question about whether someone who is not black or brown can understand what it feels like to be targeted or racially profiled.
- Some students have had negative experiences in the classroom, such as instructors who stereotype students or state that they are forced to teach Title IX. Instructors must recognize that words matter and be mindful of what they say and how they say it. It is important to use gender neutral terms and avoid microaggression which consistently degrades people and can affect academic success.
- Undocumented individuals are excluded from coming to speak at the campuses because of the requirement to provide a W-9. It was noted that this is a federal requirement but applies only if payment to a speaker exceeds \$600.
- Students would like Board members to visit the campuses to witness the various cultures.
- There is ongoing discussion regarding single stall bathrooms. All new construction in the District will conform with the law on gender-neutral restrooms.

President Mandelkern said the dialogue on this issue sends the message that it is important and he hopes it will continue. He said he would like the continuing discussion to include the implicit bias in prerequisites and placement.

## **NEW BUSINESS**

### **APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (16-10-1A)**

It was moved by Trustee Holober and seconded by Trustee Schwarz to approve the actions in the report. Trustee Holober said the requests for retroactive approvals are an ongoing concern for some Board members. He said that in general, he believes positions should be approved by the Board before becoming effective. He said he understands that there may sometimes be timing issues; however, he believes some retroactive requests go beyond a reasonable time period and he would like to see the practice minimized. After this discussion, the motion carried, all members voting Aye.

### **APPROVAL OF CONSENT AGENDA**

President Mandelkern said the consent agenda consists of board reports 16-10-1CA through 16-10-7CA as listed on the printed agenda. It was moved by Vice President Mohr and seconded by Trustee Schwarz to approve the items on the consent agenda. Trustee Holober asked that item 2CA, Approval of Community Services Classes, Fall/Winter 2016 – Cañada College, College of San Mateo and Skyline College, be removed from the consent agenda for discussion.

It was moved Trustee Schwarz and seconded by Vice President Mohr to approve the consent agenda with item 16-10-2CA removed. The motion carried, all members voting Aye.

### **APPROVAL OF COMMUNITY SERVICES CLASSES, FALL/WINTER 2016 – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (16-10-2CA)**

It was moved by Trustee Schwarz and seconded by Vice President Mohr to approve the classes as detailed in the report. Trustee Holober asked if any of the courses listed are up and running. Jonathan Bissell, Executive Director of Community, Continuing and Corporate Education, said some courses are up and running depending on enrollment. Trustee Holober said he believes this should be brought to the Board for approval prior to the beginning of the courses. He said his concerns are reflected in his comments at the last meeting. He said that during the presentation given several months ago, he was surprised at the extent to which programs have been launched that he believes belong in the for-credit academic and vocational core curriculum. He said some of these courses are included in the list presented in this board report. Trustee Holober said he believes this topic deserves discussion of a Board policy that would establish a vetting process. The process would include determination of whether a course should be a for-credit course taught by certificated faculty or whether it is in the realm of what has traditionally been viewed as lifelong learning.

President Mandelkern asked District Academic Senate President Shaw if the Academic Senate has been involved in discussing how it is determined whether a program is offered as a Community Services program or on a for-credit basis. President Shaw said the Senates have expressed concern because it is not clear where the determination is being made and what the criteria should be. Chancellor Galatolo said staff understands the Board's concern and a study session on this issue will take place in January or February. He said he believes it is important that the Board have a conversation and give direction to staff. He said staff should also provide input on why they believe these courses complement the existing curriculum. President Mandelkern said it is important to solicit input from the Academic Senate as well.

Trustee Schwarz said the District offers Community Services classes because it serves many students who have many different requirements and needs. She said she assumes the dialogue at the upcoming study session will include a discussion of why courses are offered through various methods. Vice President Mohr said there are a variety of reasons that a student might want to take a course in one venue as opposed to another and he believes course titles can fall in both jurisdictions. President Mandelkern said he believes the topic for discussion is fairly narrowly defined to be the process for determining whether classes should be offered as part of the for-credit curriculum or through the Community Services program, whether there might be potential conflicts between the goals of these two different programs, and what the Board policy should be. Trustee Holober said he believes this is an accurate description of the issue, i.e. deciding whether programs should be offered outside of the academic program. As examples, he cited the Pharmacy Technician program and other medical related programs for which a student will sit for an examination. Trustee Holober said ESL faculty have also expressed concern about the Intensive English Program, noting that it could be offered through the existing for-credit program and be taught by qualified, certificated personnel.

Trustee Goodman said he believes the study session discussion will provide an opportunity to educate the Board about the reasons that the programs in question are offered. He said it can also be an opportunity for the Board to perhaps add a layer of oversight and solicit Academic Senate involvement in order to make the process more inclusive.

After this discussion, the motion to approve the Community Services classes carried, with Trustees Goodman, Mandelkern, Mohr and Schwarz voting Aye and Trustee Holober voting No.

### **Other Recommendations**

#### **AUTHORIZATION FOR THE USE OF CMAS CONTRACTS FOR PURCHASE OF VEHICLES TO UPDATE THE FACILITIES FLEET (16-10-100B)**

It was moved by Trustee Schwarz and seconded by Vice President Mohr to authorize use of the contracts as detailed in the report. Trustee Holober, noting that there are a total of nine police vehicles, asked if there are nine Public Safety Officers on the campuses at any given time. Vice Chancellor José Nuñez said there can be up to 25 officers on the campuses at any given time. Trustee Goodman asked if consideration has been given to the use of electric or hybrid vehicles. Vice Chancellor Nuñez said there are two electric vehicles at College of San Mateo and one at Cañada College which are used on the interior campus. He said larger vehicles are needed for the parking lots and perimeter roads because of power and movement, as well as the carrying of emergency response equipment.

President Mandelkern requested that a follow-up discussion take place at a future time regarding the use of District vehicles as opposed to mileage reimbursement for the use of employees' private vehicles. He said he would like to include a discussion of appropriate tracking methods for the use of District vehicles. Chancellor Galatolo said the District Office uses Outlook calendars to track who uses the vehicles and for what purpose they are used. He said use of the gas card tracks mileage. President Claire said every trip for which a District vehicle is used by College of San Mateo faculty and staff is entered into a log book. President Mandelkern said he would like to ensure that this method is used at each location.

After this discussion, the motion to authorize the use of CMAS contracts carried, all members voting Aye.

### **INFORMATION REPORTS**

#### **CAÑADA COLLEGE BUILDING 1N, NEW KINESIOLOGY AND WELLNESS/AQUATICS CENTER DESIGN UPDATE (16-10-2C)**

Vice Chancellor Nuñez said the purpose of this report is to update the Board of Trustees about the design progress subsequent to the contract award. He said the information was presented to the Cañada College faculty and staff on October 12, 2016. Vice Chancellor Nuñez introduced Ken Schroeder, Project Executive with Blach Construction, and

Clarence Mamuyac, President of ELS Architects. Mr. Mamuyac highlighted design elements of the building and displayed the most recent renderings, including ridgeline views, sun hat, entry and interiors.

Trustee Schwarz asked if there were comments and feedback from faculty and staff at the meeting of October 12. Vice Chancellor Nuñez said the feedback was positive overall, but there was some concern about the exposure of the gymnasium looking down from the second area. President Moore said there were substantial changes in the design which promoted a good deal of conversation. She said additional meetings will be held as the process moves forward.

Trustee Schwarz asked if there will be classrooms in the building. Vice Chancellor Nuñez said there will be one major, fifty-seat classroom.

Vice President Mohr said he believes the building design is compelling in many ways. He said he particularly likes the openness of the basketball court and finds the roof line and rooftop running track very creative. Vice President Mohr said he would like to make sure there is adequate learning space for kinesiology classes, dance, etc. as well as faculty offices. Vice Chancellor Nuñez said the collaborative planning process included faculty, coaches and staff; he said he believes the design meets the needs of faculty and staff, as well as the enterprise component.

Student Trustee Zheng asked if the design includes gender neutral stalls in restrooms and private shower stalls. Vice Chancellor Nuñez said it includes one gender neutral restroom. Mr. Mamuyac said it also includes private showers. He said a certain level of privacy is defined in State regulations and the building design meets all requirements.

President Mandelkern asked what the distance is of the rooftop track. Mr. Mamuyac said it is one-eighth to one-tenth of a mile. President Mandelkern said an even fraction of a mile is preferred by track users.

President Mandelkern asked if the “sun hat” has a functional use. Mr. Mamuyac said there is a large amount of glass on the structure. He said the sun hat has overhangs which protect the east and south facades from the sun and also provides shade on the roof.

President Mandelkern said a persistent criticism of the Cañada College campus has been the appearance of the gymnasium to people driving north on Interstate 280. He asked what the profile of the new building will look like compared with the existing gymnasium and how it might blend with the topography. Mr. Mamuyac said this issue is being studied using computer simulations which set the building in its exact landscape. Chancellor Galatolo said the design shrinks the building because of the sunken basketball court. He said color is another critical element and the accent colors and sun hat color are designed to tie into the natural topography. Mr. Mamuyac said lighting of the building is also being studied. President Mandelkern said the District learned that the addition of lights on a ridgeway tends to raise the ire of neighboring residents. He said it is important to be as sensitive as possible to the impact of nighttime lighting. Chancellor Galatolo said the combination of LED technology and recessed/directional lights will help alleviate the impact.

President Mandelkern said the Board was assured that work on Building 23 (Math, Science and Technology Building) at Cañada College would follow soon after Building 1N; he asked if this continues to be the case. Vice Chancellor Nuñez said the RFP and interviews will take place in late November. An information report will be presented to the Board in December and a request for approval of a contract award will come to the Board in January.

Maxine Turner, a member of the public, said she understands that the facility will be a member-only health club as well as an athletic facility for the College. She said she would like to see part of the facility be open to the general public when not in use for athletics. Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said the athletic facility is designed to be used by members, students registered in a class, and faculty assigned to the College. President Mandelkern pointed out that the alternative to the membership based facility would be to have the facility locked and inaccessible when not open for classroom use. He said he knows of no college at which the public can come in and use facilities without any guidance, supervision or control.

Ms. Turner asked if an environmental document will be completed for the building. Vice Chancellor Nuñez said an Environmental Impact Report was completed for the Capital Improvement Program, of which this building is a part.

Ulysses Guadamuz, a member of the public, asked for comments on sun reflection from the glass toward the freeways; sun absorption; noise pollution because of the open space; and the effect of vibration from runners on the track. Vice

Chancellor Nuñez said all of these issues were discussed during the design meetings and are being taken under consideration. Chancellor Galatolo noted that the target is to achieve LEED Gold certification for the building and, as such, high standards will be assured.

**REPORT ON SELECTION PROCESS FOR SKYLINE COLLEGE BUILDING 12N, NEW ENVIRONMENTAL SCIENCE DESIGN-BUILD PROJECT (16-10-3C)**

Vice Chancellor Nuñez introduced Steve Winslow of XL Construction and Tom Gilman of DES Architects. He said the Design-Build Entity procurement process was the same as previously described for the Cañada Kinesiology and Wellness/Aquatics Center. He reviewed the RFSOQ and RFP selection process schedules and the RFP master evaluation matrix, resulting in the recommendation to award the contract to XL/DES. Vice Chancellor Nuñez said this was a very competitive process. He said the approximate total cost for the building is \$26 million.

Trustee Holober asked about the visibility of the building over the ridgeline. Vice Chancellor Nuñez said the building will not sit directly on the ridgeline but will be set back approximately 20 feet.

Vice President Mohr asked what factors an architect considers in terms of being conscious of the environment. Mr. Gilman said this will be a LEED Gold building. It will incorporate solar efficient glass, broad overhangs, greater energy efficiency and a geothermal heating system. Chancellor Galatolo said the academic component will include an outdoor learning area located at a site where students can study sensitive trees and animals.

**COMMUNICATIONS**

None

**STATEMENTS FROM BOARD MEMBERS**

Student Trustee Zheng encouraged everyone to vote in the November 8<sup>th</sup> election. He said this will be his first time voting and he recognizes that it is a privilege.

Trustee Holober reported on recent developments concerning private, for-profit colleges which is a topic that the Board has expressed interest in addressing. He said that last month, the U.S. Department of Education revoked the accreditation authority of the Accrediting Council for Independent Colleges and Schools (ACICS) which is the nation's largest accreditor for for-profit colleges, accrediting approximately 725 colleges that receive more than \$3 billion annually in federal student loans. The ACICS was stripped of the right to be the accreditor because of the lax oversight it has given to schools such as ITT Technical Institute, which is now shut down, and Corinthian Colleges. Within the last two weeks, DeVry University entered into a settlement agreement with the U.S. Department of Education regarding misleading and deceptive claims they made about student job placements. The settlement requires that DeVry post a \$68 million bond, equal to ten percent of their revenues. The U.S. Department of Education is also assisting the Federal Trade Commission which is suing DeVry University over false claims regarding job placements and earnings received by their graduates.

Trustee Holober said the Board was previously told that 80% of California community colleges have armed peace officers on campus. He said this led the Board and administrators to question why this is the case and to believe it might be worth review. He said that given the concerns expressed both tonight and at previous meetings, it might make sense to survey experiences and student attitudes at other community colleges. President Mandelkern said there is some question about the accuracy of the statement that 80% of community colleges have armed peace officers and he would like the Board to be provided the correct information. Chancellor Galatolo said these are important questions and the Margolis Healy study should be augmented to include them. Vice Chancellor Nuñez said these topics are part of the scope of work in the Margolis Healy contract.

Trustee Schwarz said she, representing the Educational Housing Corporation Board of Directors, accompanied Chancellor Galatolo and Chief of Staff Mitch Bailey as a tour of the Cañada Vista faculty and staff housing complex was provided to the chancellor and two trustees from the West Valley-Mission Community College District.

Trustee Schwarz said she attended Project Read's annual Trivia Bee at Cañada College and also attended a performance of the Cañada Theatre Arts Department's production of "Almost Maine."

Vice President Mohr said he appreciated the interaction during the discussion on race, class and privilege. He said the participation by students was outstanding. He said it also provided an opportunity for the Board to consider how these issues influence their views on questions that are brought to them, decisions they make, and policies they develop.

Vice President Mohr referenced a recent article in *EdSource* by Cañada College President Moore and two other members of the California Student Aid Commission. Recommendations made by the authors include supporting the consolidation of the Cal Grant program, Middle Class Scholarship, Board of Governors Fee Waiver and college-based financial aid awards into one entitlement grant program. He said this would make it possible for more students to get into and stay in college.

Following up on Trustee Holober's comments, Vice President Mohr said a major reason that student debt is so high is that for-profit colleges take advantage of people who are trying to find a way to support themselves and their families. He said a recent article pointed out that many people from underrepresented populations choose to attend these colleges because they believe it will provide a faster route, while in reality it ends up being much more laborious and expensive.

Vice President Mohr said he attended the Veterans Leadership reception and workshops; he said the theme was "Integrity, Empathy and Loyalty." He also attended the Courageous Conversation event at Cañada College, a housing conference at which Barbara Christensen made a presentation on the District's faculty and staff housing, and the Theatre Arts Department's production at Cañada College.

Vice President Mohr said the Foundation is working on the development of a strategic plan; he said it will be interesting to study the plan when the Board of Trustees considers whether or not to be engaged in a master agreement with the Foundation.

Trustee Goodman said he agrees that some students attend private, for-profit colleges because of their critical need for employment. He said many students also do so because they have never been told that they belong at or can be successful in college. He said he had the pleasure of welcoming 30 students from El Camino High School to the Discover ASTEP Day at Skyline College. The day focused on learning and students and were exposed to college-level subjects. Trustee Goodman said that while the ASTEP Learning Community focuses on African American students, it provides a welcoming family atmosphere and students attending the event included Hispanic and Asian students as well. Trustee Goodman said he was among the first graduates of the ASTEP Learning Community at Skyline College. He said he is pleased to see ASTEP's outreach to high school students to show them that there is a path to college.

Trustee Goodman said he participated in the iDiverse Program event at College of San Mateo.

Trustee Goodman said he appreciates the opportunity to have had the discussion tonight on race, class and privilege. He said he is learning along with others and he commended the Board for being open to having the conversation.

President Mandelkern said the topic at the November 30<sup>th</sup> study session will be career planning and job placement. He said job placement is a key message that the proprietary colleges emphasize, particularly with targeted advertising in underserved communities. He said the claims attract students but are dubious at best. President Mandelkern said he believes the District can improve what it offers to students in the area of career and job placement and make a dent into the perceived attractiveness of the proprietary institutions.

President Mandelkern said he attended the inauguration of the eleventh president of Stanford University, Marc Tessier-Lavigne. He said President Moore attended the event as well.

President Mandelkern echoed the remarks of Student Trustee Zheng encouraging everyone to vote in the November 8<sup>th</sup> general election.

President Mandelkern said he will be unable to attend the November 9<sup>th</sup> Board meeting and Vice President Mohr will chair the meeting. Trustee Holober said he will be unable to attend the November 30<sup>th</sup> study session but might be able to participate via telephone.

#### **ADJOURNMENT OF OPEN MEETING**

President Mandelkern announced that the Board will recess to continue the closed session at which they will (1) hold a conference with Agency Labor Negotiator Eugene Whitlock; the employee organizations are AFT and CSEA, (2) hold a conference with legal counsel regarding one case of existing litigation as listed on the printed agenda, (3) conduct a public employee performance evaluation as listed on the printed agenda, and (4) consider public employee discipline, dismissal, release.

**RECESS TO CLOSED SESSION**

The Board recessed to closed session at 9:35 p.m. and reconvened to open session at 10:55 p.m. President Mandelkern announced that the Board took no action during the continuation of closed session.

**ADJOURNMENT**

The meeting was adjourned by consensus at 10:56 p.m. in memory of Alice Bulos.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the November 9, 2016 meeting.

Thomas Mohr  
Vice President-Clerk

# President's Report to the Board of Trustees

**Dr. Regina Stanback Stroud**



Sonia Nazario speaking at the Skyline College Theater.

# SKYLINE COLLEGE BOARD REPORT

## NOVEMBER 4, 2016

### SONIA NAZARIO SPEAKS AT SKYLINE COLLEGE



Skyline College welcomed award-winning journalist Sonia Nazario last week on Monday, October 10th, 2016 in the Theater. Sonia spoke about the stories from her book *Enrique's Journey* a true story about the journey of a Honduran boy who risks everything, including his life, to reunite with his mother in the United States. Sonia explained that every year thousands of children make this deadly journey in attempt to escape from the poverty and terror they experience in their home country. She shared her experiences atop the “trains of death” in Mexico as she followed a group of these children in order to accurately depict their story and bring awareness about these intractable problems. Afterwards, students were able to ask questions and get Sonia’s perspective on how we can tackle these problems and better advocate for refugees.

For more information about Sonia Nazario and her book *Enrique's Journey* visit her website at [www.enriquesjourney.com](http://www.enriquesjourney.com).

This event was sponsored by the Associated Students of Skyline College, Center for Student Life and Leadership Development, the Office of Student Equity and Support Programs and the Puente Program.

Article by Margo Feldman | Photo by Cherie Colin

### THE SKYLINE VIEW WINS BIG AT REGIONAL JOURNALISM CONFERENCE



The Skyline View clinched general excellence awards both for print and online journalism at the Journalism Association of

Community Colleges NorCal Conference on Saturday, October 15.

The publication’s staff also won multiple first-place awards: Clayborne Go won first place for editorial cartoon; Dave Newlands took first-place for student-designed ad; Will Nacouzi, Brian Silverman and Maria Hom earned first place for online photo story/essay; and Abigayle Haguisan secured a first-place win in webcast/broadcast journalism. Andrew Avilla took home third place for photo illustration, Will Nacouzi received an honorable mention for inside page layout and the staff took third place for column writing.

Skyline View Adviser Nancy Kaplan-Biegel and 18 Skyline College students from all levels of the journalism program attended the day-long event at Los Medanos College in Pittsburg, CA, where media professionals and educators gave a variety of workshops. Award-winning investigative journalist Karen de Sa, the keynote speaker, told the community college journalists that they were well positioned to diversify the newsrooms and the narratives that come from those newsrooms.

Article by Nancy Kaplan-Biegel

### STUDENT LEADERS COLLABORATE WITH FIL-AM ORGANIZATIONS TO OPEN FILIPINO-AMERICAN HISTORY MONTH



This year, the Associated Students of Skyline College, the Filipino Student Union and Kababayan Learning Community hosted the first Filipino-American History Month celebration in Skyline College. The kick-off event for the month of October started with the “Sari-Sari” (Variety) Bazaar which took place in the Fireside Dining Room on October 4 and 5.

Several Filipino American organizations and entrepreneurs from around the Bay Area celebrated with the Skyline College

## SKYLINE COLLEGE BOARD REPORT

### NOVEMBER 4, 2016

community to promote their advocacies, future events, and original Filipino merchandise such as: Philippine American Writers and Artists, Laya: Migrant Youth for Change and Action, Migrante, Filipino Advocates for Justice, Bindlestiff, Jeepilog, and many more. The children from ECE PreSchool also came to have fun with the students as they participated in artworks, dances, and games such as “Pabitin”, the Filipino version of piñata where they jump to reach for their prizes. Students and faculty packed the Fireside Dining Room as special performances from artists showcased their talent on stage through poetry, rap, songs, and dances. The Kababayan and Cipher Advisors, Grace Burns and Kim Davalos, contributed awe-inspiring poems that captivated the hearts of the audience.

The Bayanihan Spirit, which translates to unity and cooperation between the community, was truly evident at this event because of the collaboration and hard work of everyone. Sari-Sari Bazaar was made possible through the community’s participation and the students’ passion to showcase Filipino talent and culture to everyone in Skyline College. The student organizers and advisors hope to continue this tradition for the rest of the years to come.

Article by Virginia Salazar Noval

### FALL 2016 TRANSFER CONFERENCE - MAKING ACCESS HAPPEN!



The 5th annual Transfer Conference held on Saturday, September 24 was amazing. Over 130 students registered for the event and over 100 students were in attendance.

The Transfer Center offers this conference to provide students with access to critical resources and support services that support their transfer. It is the Transfer Center’s goal to ensure all students have the necessary information about the transfer process. Through a series of workshops presented by Financial Aid, the Career Center, and the Transfer Center, students were able to learn about financial aid for transfer students, how to take their majors and transition them into careers, and how to have a successful transfer process.

Students started their day with a hot breakfast to get their brains working so that they could participate in breakout sessions with former Skyline College students who have completed their transfer journey from Skyline College to a 4-year university. A total of seven Skyline College alums shared with students the “do’s and don’ts” when considering transfer and important information about making connections with resources on campus to help make their transfer journey less complicated and stressful!

Students who participated in the event said, “it was an awesome way to spend a Saturday,” and that “Skyline College has a lot of resources to support our transfer.”

Additionally, students found the Financial Aid workshops very beneficial to them as they also learned about scholarships, financial aid tips, and how to access financial aid for transfer. Some expressed that the conference overall was “extremely informative and helpful.”

Overall the event was a success and some students who entered into our giveaway were able to walk away with college gear! One student, Celine Dear, won a tablet that our Skyline College Bookstore manager Kevin Chak generously donated for the event. This event was ultimately a success thanks to all the supportive volunteers, faculty, and staff who helped set up and participate overall in the event. We extend a heartfelt thank you to all those who participated this past weekend.

Article and Photo by Michele Haggar

### “ENCLAVE” RECEPTION AT ART GALLERY DRAWS A CROWD



Over three hundred visitors enjoyed viewing “Enclave” at the opening reception on Wednesday, October 26, at the Skyline College Art Gallery. “Enclave” is Jeremy Keith Villaluz’s fascinating visual and sociological study of Daly City and its vibrant Filipino community. It features photographs and other documentation of the Filipino Community in Daly City, inviting the viewer to deeply

## SKYLINE COLLEGE BOARD REPORT

### NOVEMBER 4, 2016

investigate complex themes of Filipino diaspora, invisibility, community, and more. Those in attendance included Kababayan Learning Community Students and the Skyline College Middle College students.

Be sure to come check out this powerful and interactive art exhibition!

“Enclave” will be on view in the Art Gallery through December 2. Open Mondays through Fridays, the Gallery is located on the ground floor of Building 1.

Article and photo by Paul Bridenbaugh

### STUDENTS SHINE AT NATIONAL SCIENCE MEETING



At the Society for the Advancement of Native Americans and Chicanos in Science (SACNAS) Conference on October 13-15, eleven Skyline College students presented their original scientific research to more than 4,200 participants. Skyline College students presented alongside 900 students from University of Texas, Harvard University, Yale University, University of California, University of Vermont, Stanford University, CSUs, and many other universities. The conference theme was STEM Diversity and Public Understanding. The conference was held in Long Beach and sponsored by the CIA, the National Geospatial Intelligence Agency, and the USDA.

Papers were selected for the conference in a competitive judging from abstracts submitted in June. About half of the submitted abstracts are accepted for the conference.

Skyline College’s students worked with their mentor, Christine Case and they began their research last spring in BIOL 230 and continued through the summer in BIOL 695. Stephen Fredricks worked with the students to register and prepare them for presenting at a national conference. Chris and Stephen reported that the students were knowledgeable and professional, and

represented Skyline College well.

All of these students now have their first publication:

- Evaluation of Juglone as an Antimicrobial against *Salmonella enterica*. Janah May Oclaman.
- Antimicrobial Activity of *Ribes menziesii* and Its Efficacy as a Food Preservative. Akayi Thein and Griselda Erazo.
- The Effect of *Cortaderia selloana* on the Soil Microbiome. Abigail Mende and Aaron Tun.
- Evaluating the Antimicrobial Activity of *Rhamnus californica*. Pauline Maccay and Pinkal Tandel.
- Comparison of the Phylloplane Microbiota of Invasive *Delairea* and Native Plants. Ben Liu and Stephen Situ.
- Antibacterial Activity of *Sequoia sempervirens* against Methicillin-resistant *Staphylococcus aureus*. Sachin Sharma.
- Antimicrobial Properties of *Rubus parviflorus* (Thimbleberry). Fnu (Sophia) Yunanda.

Article by Dr. Christine Case

### PATHWAYS TO HEALTHCARE: CAREER ADVANCEMENT ACADEMY HOSTS 3RD ALLIED HEALTH PANEL



On Thursday, October 20, over 50 guests attended the Career Advancement Academy’s (CAA) third ever Allied Health Panel. The event was a component of Discover Healthcare Day, an immersive full-day experience for students interested in exploring Skyline College healthcare programs, pathways, and careers. The Allied Health Student Panel, moderated by Paul Rueckhaus—Allied Health Faculty for the Career Advancement Academy—featured several former Career Advancement Academy students along with students from across the San Mateo County Community College District’s Health Care Programs.

## SKYLINE COLLEGE BOARD REPORT

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Our distinguished student guest panelists offered practical advice and key insights on program preparation and expectations, working in the health field, and balancing life and family as a full-time allied health student in a rigorous program. Jenny Zhang is a former Career Advancement Academy student who is currently in her first year of Skyline College's Surgical Technology Program. Alyssa Lemelle is currently a second year student in Skyline's Respiratory Therapy program. Amante Jones is a certified Emergency Medical Technician currently working on his associate's degree for transfer. Chloe Tinio graduated from the College of San Mateo's nursing program in May 2016. Richelle Caranto began her academic journey at Skyline College and is now in her first semester of the dental program at the College of San Mateo. The panelists helped current CAA Allied Health students and Discover Healthcare Day student visitors from 3rd Street Youth Center and Clinic gain a deeper understanding of their next level allied health program and their future pathway to an allied health career. After the panel, program directors, coordinators, and faculty from Surgical Careers, Medical Administrative Assisting, Allied Health, and Respiratory Care were on hand to network with the student audience, answer questions, and share additional insights.

This Allied Health Panel and Discover Healthcare Day was presented in partnership with the Skyline College Outreach Office and Campus Recruiter Lauren Ford. We extend a very special thanks to our esteemed panelists, the Outreach Office, CAA team, and event supporters including: Paul Rueckhaus, Courtney Mogg, Alice Erskine, Judith Crawford, Ray Hernandez, Beth LaRoche, Rafael Rivera, and the many others who helped plan, organize, and host this successful event.

The event received generous support from The Career Advancement Academy and the Skyline College Outreach Office. To learn more about careers in Allied Health and the Allied Health Career Advancement Academy please visit our website or email [skycaa@smccd.edu](mailto:skycaa@smccd.edu)

Article by Alina Varona | Photos by Lauren Ford

### PUENTISTAS ATTEND PUENTE MOTIVATIONAL CONFERENCE



On October 15, 2016 over 35 Puente students from Skyline College attended the Puente Motivational Conference at the University of

California Davis! Students and faculty woke up bright and early to attend this motivational conference. In attendance were hundreds of Puentistas from all over Northern California excited to discover UC Davis.

The conference was from 9:00 a.m. to 3:00 p.m. and was filled with different workshops from UC's and CSU's including UC Berkeley, UC Santa Cruz, and San Francisco State. This was a great opportunity for students to learn and explore the wide variety of opportunities students have after graduating and transferring from Skyline College.

Following the workshops, students were able to tour the UC Davis campus. Students had the opportunity to explore the campus and learn about the vast variety of programs available to them. After a long day at UC Davis, students returned to campus a little tired but with bigger dreams to transfer to a 4-year university.

Article and Photo by Alberto Santellan

### COLLABORATION WITH ADULT SCHOOLS ADVANCES OPPORTUNITIES FOR ADULT EDUCATION STUDENTS



On Monday, over twenty faculty, staff, and administrators from Skyline College, South San Francisco Adult School, and Jefferson Adult School met to discuss the continued collaboration between the schools with a central focus on adult education students. As part of ACCEL (Adult-Education College and Career Educational Leadership) the three schools have already established two programs that offer contextualized English acquisition in the health and hospitality fields. These programs are held at the adult schools and facilitate adult school students' transition into Skyline College and/or into careers.

The first portion of the meeting was primarily geared toward the maintenance and growth of the two existing programs while the second half of the meeting included breakout sessions to advance new ideas. Participants brainstormed ways to align the ESL

## SKYLINE COLLEGE BOARD REPORT

### NOVEMBER 4, 2016

curriculum across the three schools and discussed the creation of a STEM math program at the adult school sites.

The meeting highlighted the innovation between the adult schools and community college in the region and the continued work toward carving clear pathways for adult school learners to succeed. For more information about ACCEL and its programs contact Stacy Nojima, transition coordinator, nojimas@smccd.edu.

Article by Stacy Nojima

#### UPCOMING EVENTS

##### **BAY AREA CITD 2ND ANNUAL CONFERENCE**

November 9 - 11, 2016  
Milton Marks Conference Center  
San Francisco, CA

##### **EQUITY SUMMIT 2016**

Friday, December 9, 2016  
8:30 a.m. - 4:30 p.m.  
Building 1, Skyline College Theater

##### **INTERNATIONAL EDUCATION WEEK**

Opening Reception & GLPS Open House  
Monday, November 14, 2016  
12:00 p.m. - 2:00 p.m.  
Building 4, Multicultural Center

International Food Festival  
Tuesday, November 15, 2016  
12:00 p.m. - 2:00 p.m.  
Building 6, Fireside Dining Room

Study Abroad Fair  
Wednesday, November 16, 2016  
10:00 a.m. - 1:00 p.m.  
Building 6, Fireside Dining Room

Study Abroad Workshops  
Wednesday, November 16, 2016  
2:00 p.m. - 3:30 p.m.  
Building 4, Multicultural Center

Ethiopian Cultural Traditions  
Thursday, November 17, 2016  
12:00 p.m. - 2:00 p.m.  
Building 6, Fireside Dining Room

##### **NATIVE AMERICAN HISTORY MONTH CELEBRATION**

Monday, November 21, 2016  
11:00 a.m. - 1:00 p.m.  
Fireside Dining Room



## College of San Mateo President's Report to SMCCCD Board of Trustees

### **CSM Hosts UC President Napolitano and Community College Leaders**

College of San Mateo recently hosted a meeting with UC President Napolitano and Bay Area community college presidents. President Napolitano provided an update of various initiatives designed to ease the transfer process from community college to the UC system. In addition, the group discussed best practices with regard to equity, student achievement and student success. Board President Mandlekern, Chancellor Galatolo and all three SMCCCD presidents attended the event.

### **Wes Moore to Speak on November 15**

Wes Moore, author of the New York Times bestseller: *The Other Wes Moore: One Name, Two Fates* will visit the college on November 15. *The Other Wes Moore* is the story of two young Baltimore boys that share the same name and a similar history, but travel down very different paths. One became a Rhodes Scholar and leader, and the other was convicted of murder and is currently serving a life sentence. Wes Moore sets out to answer what made the difference through telling the story of young men trying to find their way in a seemingly broken world. Several English sections are using Mr. Moore's book this semester. The event is sponsored by the College's Year One program. <http://collegeofsanmateo.edu/yearone/>

### **College Health Fair Draws Large Numbers**

CSM's Health Services sponsors a health fair each semester, which is always popular with students, faculty and staff. Attendees receive direct services such as flu shots, blood sugar, and blood pressure checks from the CSM nursing students. In addition, several community organizations table at the event where they provide health information and resources to students and CSM employees.

### **CSM Offers Dental Services to Students**

CSM has partnered with Apple Tree Dental to provide free or reduced cost dental services to CSM, Cañada and Skyline students. Apple Tree Dental is a nonprofit organization whose mission is to "improve the oral health of all people, including those with special access needs who face barriers to care." Apple Tree has also partnered with the Peninsula Health Care District and offers services in the San Mateo area, as well as the coast. Apple Tree uses mobile equipment that enables them to convert an office in the Health Center to a dental facility once per month. Last week State Senator Jerry Hill, representatives from Apple Tree, and representatives from the Sequoia Health Care District toured the facility. There is no financial obligation incurred by the College for this service. <http://www.appletreedental.org/>

### **Meet the Ambassadors**

The College hosted a well-attended reception for CSM's new student ambassadors. Our student ambassadors are often the most effective people in telling the "CSM Story" to prospective students. In most cases student ambassadors are assigned to the high school that they graduated from, which helps build relationships with students and high school staff.

### **Coach Wright Honored**

Randy Wright, coach of the Womens Water Polo Team, was honored as a member of UCLA's 1996 national championship team at a recent game against Stanford. The 1996 national championship was especially gratifying because it came at the expense of USC, UCLA's arch rival. That's not the only championship that Coach Wright has won, however. CSM's Womens Water Polo team won the Coast Conference Championship this year.

### **Hip Hop for Change**

Professor Rudy Ramirez produced a fantastic event that explored the genre of Hip Hop in depth. Rudy's shows have become a great tradition at CSM. Rudy uses different genres of music to discuss topics that he covers in his ethnic studies courses. This year Rudy invited the group "Hip Hop for Change" to perform and to talk about the origins of Hip Hop. A talented guitarist himself, Rudy often joins performs onstage and this event was no exception.

### **Latinx Cultural Days**

The College is celebrating Latinx Heritage Month by holding a number of cultural events including film screenings, brown bag discussions, and lectures. For more information and a detailed list of events and locations please visit: <https://www.facebook.com/events/1766831133567414/>

*Photo of the Month: State Senator Jerry Hill in the "hot seat" at CSM's mobile dental clinic*



# Event Calendar

<http://collegeofsanmateo.edu/calendar/events/>

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## College Events

### **November 11**

The Sky Tonight  
Planetarium Show  
7:30 pm-9:30 pm  
Planetarium

### **November 15**

A Conversation with Wes Moore  
11:00 am-12:00 pm  
CSM Theatre

### **November 16**

World Village:  
A Campus-wide Celebration of Culture and Diversity  
10:00 am-2:00 pm  
Bay View Dining

### **November 18**

20<sup>th</sup> Annual CSM Jazz Festival  
8:00 am-6:00 pm  
Theatre

## Athletic Events: Home Games

11/12– 1:00 pm Football vs. DVC



# Cañada College

report to the  
SMCCCD Board of Trustees

November 9, 2016

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## Allison Hughes Joins Cañada College as Instructional Technologist



Allison Hughes is excited to be joining the Cañada College community as the new Instructional Technologist for the Office of Instruction. In her role, Allison will assist staff and faculty with the conversion from WebAccess to Canvas, as well as general technology implementation and training.

Allison has had the pleasure of working at all three SMCCCD campuses. She began working in the district in 2013 as an Instructional Aide II in the Digital Media Department at College of San Mateo before transferring to the Library at Skyline College in 2014. In these roles, Allison worked closely with students, offering technology support for the computer labs on campus. She is excited to take her experience working with students and use it to inform her work with faculty and staff at Cañada College.

## Cañada College Awarded Foundation for California Community Colleges Grant

Cañada College has been awarded a grant through the Foundation for California Community Colleges. Only 25 grants were awarded across the state. As part of an effort to support the California Community Colleges Civic Impact Project aims to increase voter registration and voter participation on community college campuses across California, educate students on the democratic process, and provide work based learning opportunities for students. The overarching goal of the project is to increase civic participation by engaging community college students in issues that affect the community, state, and nation as a means to promote lifelong civics-related skills, career paths, and volunteerism.

To accomplish those overarching goals at Cañada College, the Center for Student Life and Leadership Development plans to employ the following activities:

- Host a Constitution and Election Day
- Support Undocumented students by staffing the DREAMers Center
- Invite students to dinner to watch and discuss the final Presidential Debate
- Play Rock the Vote ads in the cafeteria
- Staff a Voter Registration table utilizing the 5 tablets garnered from the grant for two weeks prior to the November election
- Host a Rock the Vote art display and contest
- Provide incentives for students on Election Day

The full award is for \$10,000 from October 26, 2016 through June 30, 2017.

## Cañada Students Explore College Options through University Visits



On October 14, 22 Cañada College students attended Cal Engineering Day at U.C. Berkeley. Despite the rain, it was a very successful University Visit. Students learned about the many engineering majors at Cal and heard from Admissions representatives and Support Services Directors. They visited the labs, and heard personal stories from community college students who are now at Cal. The following day, October 15, Cañada students attended Preview Day at CSU, East Bay. The day began with a guided campus tour where students walked through student dorms and toured the Academic and Student Services buildings. The students learned about student life, clubs, and support services in the University Showcase. They met with staff and faculty from various academic departments during the Academic College Welcome session. They had the opportunity to attend workshops regarding admissions, transfer requirements

and Student Equity & Success Programs (SEAS). The day ended with lunch in the Pioneer Heights Dining Commons.

Also, on, October 22, a group of sleepy, dedicated students met at 6:15 a.m. to UC Merced to attend Preview Day for the School of Social Sciences, Humanities and Arts. The day began with a Welcome followed by presentations from faculty. Students went on their separate ways to attend presentations from individual Academic departments, Student Services, Financial Aid, and Transfer Admissions 101. UC Merced arranged for a special campus tour led by a Transfer Student Ambassador. The students enjoyed lunch in the Dining Center before heading back to the Bay Area. University Visits are funded by the ¡ESO! and MESA grants as well as the Center for Student Life and Leadership Development Vending Commission.



## Student Success at Cañada: Emily Carson



Cañada College Digital Art & Animation alumna Emily Carson has landed a job as a production assistant at Walt Disney Television Animation. Emily is working on “Tangled: Before Ever After,” debuting in February 2017 on The Disney Channel.

After completing her studies at Cañada, Emily finished her education at Woodbury University in Burbank, Calif., studying in their Animation degree program. In addition to her new job at Disney, Emily also interned at Frederator Studios, the studio behind shows like The Fairly Oddparents and Adventure Time. She also has a very popular YouTube channel which she has run for many years.

Photo caption: Emily Carson (left) with singer Mandy Moore at a “Tangled: Before Ever After” recording session.

## Misha Maggi Appointed to Community College Division Board

This month, Cañada’s Student Life and Leadership Manager Michiko “Misha” Maggi was appointed to NASPA’s Community College Division Board. NASPA is the leading association for advancement and sustainability of the student affairs profession and serves 13,000 members in all 50 states, 25 countries, and eight U.S. territories. Misha was sent to NASPA Headquarters in Washington, D.C. to represent mid-level professionals in the nation and will serve a two-year term on the board.



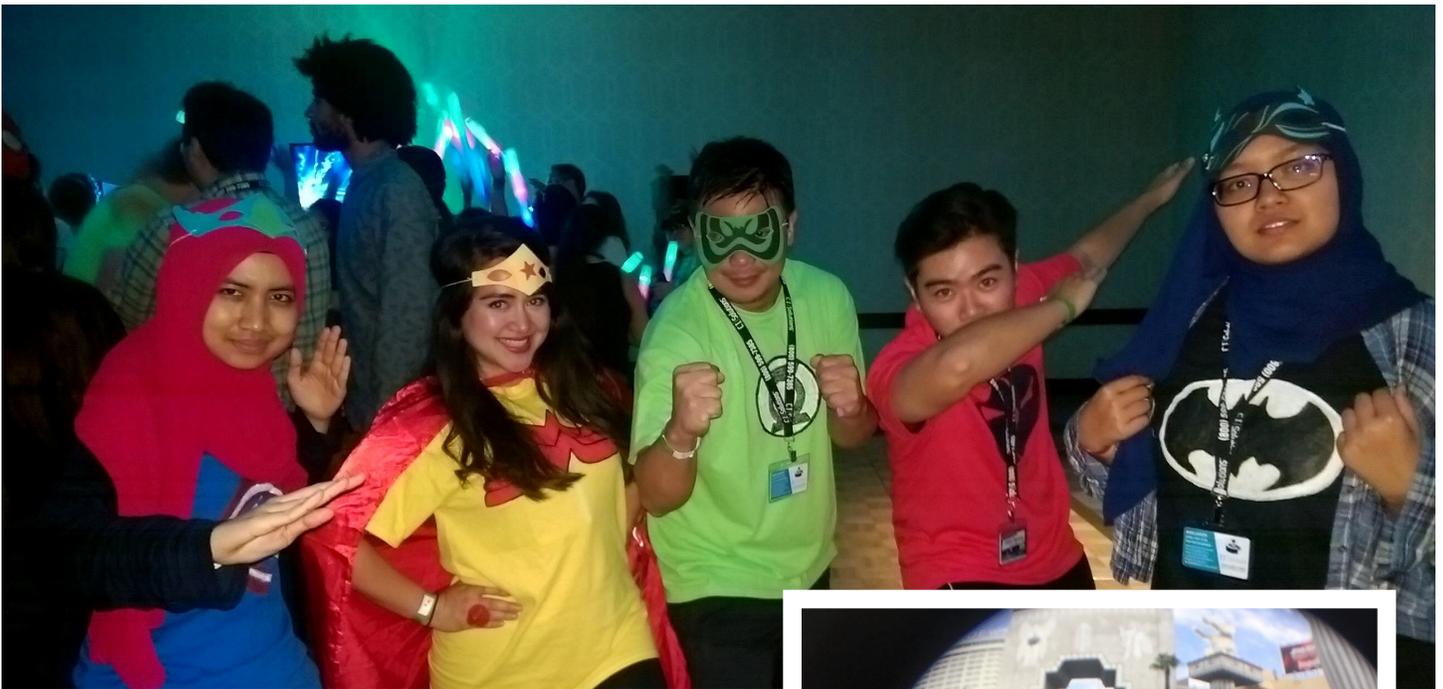
## Cañada Student Life Helps Put on Largest State-Wide Leadership Conference



Cañada College's Center for Student Life and Leadership Development helped put on a successful state-wide student leadership conference in Los Angeles October 21-23. With more than 580 participants and 62 Community Colleges in attendance, it was one of the largest California Community Colleges Student Affairs Association (CCCSAA) conferences to date.

With the theme "Leaders Assemble: Creating Heroes for Tomorrow" the Student Senate participated in over 19 workshops addressing leadership and teamwork for a socially just community. This year was especially unique for Cañada's student leaders as Cañada hosted the state in the first social justice "Pre-Con" at the Museum of Tolerance. The Student Senate ended the weekend leadership trip with a special visit with an ASCC

alumnae who spoke to the student leaders about what to expect in the first months after transfer.



## A Message on Veterans' Day

Originally dedicated as Armistice Day, in observance of the end of World War I, President Dwight Eisenhower issued the first Veterans' Day Proclamation to recognize all veterans and veterans' organizations.

Cañada College is proud that 65 veterans are currently registered students who enrich our campus with their experience and leadership. The Veterans Resource and Opportunity Center (VROC), located in Building 9, 2nd floor, offers services for veterans and other military affiliated students including: admissions and enrollment assistance; questions on veterans' benefits and financial aid, as well as academic counseling, tutoring and mentorship opportunities.

Please join the Vets and Friends Student Club, VROC, Video Game Development Club, and the branches of the military as we celebrate our veterans through various activities Tuesday, November 8 to Thursday, November 10.

While campus will be closed on Friday, November 11 for Veterans' Day, please take a moment to remember the efforts and sacrifices by veterans of all eras. This day is especially meaningful to our students, colleagues and neighbors who have served our nation. We honor your service.

### Veterans Appreciation Week

In celebration of Veterans Day, come honor all veterans during the Veterans Appreciation Week on Campus!

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**Tuesday, November 8th**  
**In the upper lawn** (in front of bldg. 9 near the stairwell)  
**9am to 1pm**

Celebrate Veterans Day with the Vets and Friends, the VGDC (Video Game Development Club), and the branches of the military Army, Marine Corps, and Navy. Play some games and get some free swag!  
*Pizza will be served on a first come first serve basis.*



Cañada College

**Wednesday, November 9th**  
**Bldg. 2, Room 10**  
**11am to 1pm**

Come watch the documentary film: **STREET VETS** directed by *Issac Goeckeritz*. The film is the culmination of a year-long chronicling of the life and times of ten men living at the Homeless Veterans Fellowship. The film provides a remarkably candid view of the long-term scars of war and personal tragedy that, in many cases, have led to alcohol and drug abuse...and life on the streets.  
*Pizza will be served on a first come first serve basis.*



**Thursday, November 10th**  
**At the flag pole**  
**9am to 10am**

Join us for a Reveille Ceremony as the Army Color Guard raises the flag in honor of our veterans and listen to the Glee Club perform the National Anthem.

**CIETL Bldg. 9, Room 154**  
**12pm to 1pm**

Listen to our panelists talk about life in the military and the potential and opportunities it brings to those who volunteered in serving our country.

For more information, please contact: [canvets@my.smccd.edu](mailto:canvets@my.smccd.edu)

To access this document in alternate format, or to request reasonable accommodation to attend this event, please contact the Cañada College Wellness Center @ (650) 306-3259. A minimum of 5 workdays to the date needed.

# PHOTOCOLLAGE: Halloween Celebration

On October 27, the Associated Students of Cañada College (ASCC) hosted a Willy Wonka-themed Halloween celebration which included a costume contest, music, games, performances, representation from student clubs and food.



## Announcements

a piano recital by



# Sandra Gu

Tuesday  
Nov. 15, 2016  
at 7:00 p.m.



in the Cañada College  
Main Theater

Claude Debussy - Preludes Book I  
Elliot Carter - Two Thoughts About the Piano  
David Meckler - Rhythmic Suite From My Diary

## Free Admission!

Sandra's bio:  
[www.sandragu.com](http://www.sandragu.com)



San Mateo County Community College District

November 9, 2016

**BOARD REPORT NO. 16-11-1C**

**THE SKYLINE COLLEGE PROMISE – GET IN: THE SUMMER SCHOLARS INSTITUTE**

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

**BOARD REPORT NO. 16-11-1A**

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.

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

**Cañada College**

**Valencia Nenaji Jackson** Interim Director, Post-Secondary Success and Completion President's Office  
(Funded by the ESO Adelante Project Grant)

New interim administrative employment, effective November 10, 2016.

**District Office**

**Bernadetta Slater** Chief Financial Officer Administrative Services

New administrative employment, effective October 24, 2016, replacing Raymond Chow who is retiring.

**B. PUBLIC EMPLOYMENT**

**1. New Hires**

**College of San Mateo**

**Michelle Tating** Child Development Center Aide II (Teacher) Student Services

At its meeting on October 26, 2016, the Board approved a new full-time, 11-month classified employment, effective September 29, 2016, replacing Maggie Barrientos who was reassigned through the hiring process. A correction is being made to this item. The approval should be for a new full-time, 10-month classified employment.

**Skyline College**

**Safiyyah Forbes** Instructor, Chemistry Science, Math, & Technology

New Contract I status academic employment, effective January 12, 2017, replacing Carmen Velez De Jesus who resigned.

**Ryan Samn** Instructional Aide II Academic Support  
& Learning Technologies

New full-time, 12-month classified employment, effective October 21, 2016, replacing Allison Hughes who was reassigned through the hiring process.

**2. Re-Employment**

None

**C. REASSIGNMENT THROUGH THE HIRING PROCESS****Cañada College**

**Allison Hughes** Instructional Technologist Vice President of Instructional  
Services Office

At its meeting on October 26, 2016, the Board approved a reassignment from a full-time, 12-month Instructional Aide II position (Grade 22 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 190S of the Classified Professional/Supervisory salary schedule (40), effective October 3, 2016. A correction is being made to this item. The item was listed under Skyline College, however it should be Cañada College.

**Margarita Baez** Assistant Project Director (A2B Program) Student Services

Reassignment from a full-time, 12-month Retention Specialist position (Grade 24 of the Classified Salary Schedule 60) into this full-time, 12-month temporary, grant-funded position at Grade 26 of the same salary schedule, effective November 1, 2016.

**College of San Mateo**

**Silvana Grima** Program Services Coordinator International Education

Reassignment from a full-time, 12-month Office Assistant II position (Grade 18 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 27 of the same salary schedule, effective October 17, 2016.

**District Office**

**Nettie Wong** Payroll Manager Administrative Services

Reassignment from a full-time, 12-month Payroll Analyst position (Grade 195S of the Classified Professional/Supervisory 40) into this full-time, 12-month position at Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35, effective January 1, 2017.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**

None

**E. CHANGES IN STAFF ALLOCATION****College of San Mateo**

1. At its meeting on October 26, 2016, the Board approved a change in staff allocation to add one full-time, 12-month Instructional Aide II position (Grade 22 of the Classified Salary Schedule 60) in the Language Arts division, effective October 27, 2016. A correction is being made to this item. The approval should be for one full-time, 11-month Instructional Aide II position (Grade 22 of the Classified Salary Schedule 60) in the Language Arts division, effective October 27, 2016.
2. Recommend a change in staff allocation to add one full-time, 12-month Director of the Learning Commons position (Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35) in the Academic Support and Learning Technologies Division, effective December 1, 2016.

**District Office**

1. Recommend creation of a new classification titled "Purchasing Services Supervisor" position (Grade 192S of the Classified Professional/Supervisory Salary Schedule 40), effective November 10, 2016. In addition, recommend a change in staff allocation to add one full-time, 12-month Purchasing Services Supervisor position in General Services, effective November 10, 2016.

**F. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE**

None

**H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION****1. Retirement**

None

**2. Resignation****Cañada College****Steven King**

Public Safety Officer

Public Safety

Resigning effective November 30, 2016.

College of San Mateo**Munendra Sharma**

Bookstore Operations Assistant

Auxiliary Services  
& Enterprise Operations

Resigning effective November 30, 2016.

Skyline College**Elizabeth Gaudet**

Web Programmer Analyst

President's Office

Resigning effective January 2, 2017.

**I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS****None****J. SHORT-TERM, NON-CONTINUING POSITIONS**

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

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Counseling	1	11/10/2016	06/30/2017	<b>SparkPoint Coordinator:</b> Support SparkPoint activities. Duties will include financial coaching, Efforts to Outcomes (ETO) data entry and coordination. Position is needed for 30-35 hours per week.
Cañada College	Business, Design & Workforce	3	01/09/2017	06/30/2017	<b>Fashion Design Program Assistant:</b> Duties include recruitment in Fashion Design & Merchandising Department at the high schools in San Mateo County, perform clerical duties, including email students, creation of docs and marketing material, greet new and continuing clients, assist in classroom, repair of sewing machines, etc.
Cañada College	Counseling (SparkPoint)	1	11/10/2016	12/31/2016	<b>Office Assistant II:</b> Provide support of the Legal Clinic. Duties include preparing materials, staffing, data entry and outreach for Dreamer Center activities.

Skyline College	Counseling	1	10/12/2016	12/31/2016	<b>Office Assistant II:</b> Position is currently vacant and in the recruitment process. Requesting additional time beyond the 60-day substitute limit to complete the hiring process.
Skyline College	Counseling	1	10/31/2016	12/31/2016	<b>Program Services Coordinator:</b> Position is needed due to expansion of student services at local high schools to support streamlining of SSSP services. Duties include collaborating with existing programs such as Hermanos, Hermanas, and Kapitiran Programs. Position is needed 15 hours per week.
Skyline College	Counseling	1	11/10/2016	12/31/2016	<b>Retention Specialist:</b> Support the development of the “chop it up” sessions, “Brother II Brother,” and “The Network” components. This position will also recruit and monitor the progress of students in the program and get them connected to resources to maximize success. Position is needed for 20 hours per week.
Skyline College	Counseling	1	11/10/2016	12/31/2016	<b>SparkPoint Coordinator:</b> Temporary support for SparkPoint services. Services include financial coaching and clerical duties.

**BOARD REPORT NO. 16-11-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kimberlee Messina, Interim Vice Chancellor, Educational Services and Planning,  
358-6887

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

The addition of six courses to, and the deletion of ten courses from, the College catalogs are proposed by College of San Mateo and Skyline College at this time. Additionally, four courses are proposed to be offered in the distance education mode. Twenty-two courses and one program have been modified.

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

**RECOMMENDATION**

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

San Mateo County Community College District

November 9, 2016

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

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

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

David Laderman, President, Academic Senate  
College of San Mateo

Michael Claire, President  
College of San Mateo

## **PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO**

### **COURSE DESCRIPTIONS AND JUSTIFICATIONS**

#### **DIGITAL MEDIA**

170 DIGITAL ADVERTISING (3) (day or evening; distance education)

Justification: This course will complement the core courses in web/multimedia offered in our Digital Media program and is recommended by the industry advisory committee. This course will teach the fundamental elements in digital advertising and provide students with the skills they need to gain entry-level positions.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848 or ESL 400.

Description: Introduction to digital advertising and the media buying life cycle. Topics include digital ad operations and the overall digital media ecosystem, complete campaign planning, execution, and analysis tasks for a range of digital advertising areas (e.g. media buying, selling, ad operations, data solutions, and marketing). This course is project-based; students will learn the techniques, tools, and software used in the industry while developing critical thinking and problem solving skills. Upon completion of the course, students will be prepared to take the IAB Digital Advertising Certification Exam.

Classification: AA/AS Degree; CSU transferable.

680MB DIGITAL ADVERTISING (3) (day or evening)

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848 or ESL 400.

Description: Introduction to digital advertising and the media buying life cycle. Topics include digital ad operations and the overall digital media ecosystem, complete campaign planning, execution, and analysis

tasks for a range of digital advertising areas (e.g. media buying, selling, ad operations, data solutions, and marketing). This course is project-based; students will learn the techniques, tools, and software used in the industry while developing critical thinking and problem solving skills. Upon completion of the course, students will be prepared to take the IAB Digital Advertising Certification Exam.

Justification: This is an experimental version of a planned permanent course that will complement the core courses in web/multimedia offered in our Digital Media program and was recommended by the industry advisory committee. This course will teach the fundamental elements in digital advertising and provide students with the skills they need to gain entry-level positions. A pilot version of this course currently being offered through CCCE.

Classification: AA/AS Degree; CSU transferable.

## **MATH**

225 PATH TO CALCULUS (6) (day or evening)

Prerequisite: MATH 120 or MATH 132 or appropriate score on the District math placement test and other measures.

Recommended Preparation: None.

Description: Equivalent to MATH 130 and 222. This course combines the topics of Trigonometry and Pre-Calculus and is designed to fulfill the requirements of both courses as a prerequisite for MATH 251. Topics include a study of functions, function families, their properties and transformations, compositions, inverses and combinations, complex numbers, and vectors. Function families include linear, trigonometric, logarithmic, exponential, polynomial, power, and rational. Multiple representations of functions are emphasized.

Justification: Math 225 was recently added to the curriculum at both Skyline and Canada College, so we are adding it to our offerings for consistency.

Classification: AA/AS Degree; CSU transferable.

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

### **DIGITAL MEDIA**

170 Digital Advertising

### **POLITICAL SCIENCE**

100 Introduction to Political Science  
110 Contemporary Foreign Governments  
130 International Relations

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

### **ADMINISTRATION OF JUSTICE – PUBLIC SAFETY TRAINING COURSES**

107 Basic Police Academy

**POLITICAL SCIENCE**

- 100 Introduction to Political Science
- 110 Contemporary Foreign Governments
- 130 International Relations

**PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO**

**POLITICAL SCIENCE**

**Political Science** – Associate in Arts Degree for Transfer

San Mateo County Community College District

November 9, 2016

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

PREPARED BY: Aaron McVean, Interim Vice President, Instruction  
Skyline College

APPROVED BY: Adam Windham, Curriculum Committee Co-Chair  
Skyline College

Dennis Wolbers, Curriculum Committee Co-Chair  
Skyline College

Kathryn Browne, Academic Senate President  
Skyline College

Regina Stanback Stroud, President  
Skyline College

## **PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE**

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **INTERNATIONAL BUSINESS**

102 CUSTOMS BROKERAGE AND PROCEDURES I (3.0) (day or evening)

Justification: This course will prepare students to successfully pass the Customs Brokerage Exam in order to acquire their Customs Brokerage License. It is intended to be a core course in Skyline's pending Import Operations and Custom Brokerage certificate.

Prerequisite: None.

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

Description: An introduction to international purchase-sale agreement negotiations, use of Incoterms, foreign exchange and collections, an introduction to international supply chains and cargo transportation, and cargo risk management. The course will include: Foreign custom laws, industry standards, leases, consignments, marine air and casualty insurance, and methods of transportation.

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

113 INTRODUCTION TO SUPPLY CHAIN MANAGEMENT (3.0) (day or evening)

Justification: This is intended to be a core course for the pending Import Operations and Custom Brokerage certificate.

Prerequisite: None.

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

Description: Introduction to Supply Chain Management: Tools and techniques for design and improvement of supply chain management; optimal use of information, materials, and technology to improve efficiency and reduce costs; integration of outside suppliers and customers into an organization's supply chain.

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

## **SOCIAL SCIENCE**

659 LIFE AND CULTURE OF THE LOCAL AREA – CUBA (3.0) (day or evening)

Justification: This course is intended to provide an academic component for a study abroad trip. It has been offered as an experimental course and is now being added to the catalog as a regular course offering.

Prerequisite: None.

Recommended Preparation: None.

Description: Challenges students to expand their global perspective while exploring life and culture in Cuba. Through direct engagement with the people and places of the host country, students will improve their knowledge of local culture and geography, their ability to communicate across cultural boundaries and prepare themselves for success with increased cultural competency.

Classification: AA/AS Degree; CSU transferable.

## **PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE**

### **WELLNESS**

665SL TAXES AND BUSINESS BASICS FOR BODYWORKERS  
 880SD INTRODUCTION TO DEEP TISSUE MASSAGE I  
 880SE INTRODUCTION TO DEEP TISSUE MASSAGE II  
 880SH DEEP TISSUE TECHNIQUES: SEATED POSITION

Justification: The content included in these selected topics/experimental courses has been incorporated into WELL 700 and WELL 705.

880SF THEORY AND PRACTICE OF FACILITATED STRETCHING  
 880SG WORKING WITH TRIGGER POINTS  
 880SK ADVANCED RELAXATION MASSAGE: NECK/SHOULDER GIRDLE  
 INTENSIVE

Justification: The content included in these experimental courses is now incorporated in WELL 711.

680SD TAI CHI FOR HEALTH

Justification: The content included in this experimental course is now incorporated in WELL 733.

**880SC AROMATHERAPY FOR WELLNESS**

Justification: The content included in this experimental course is now incorporated in WELL 707.

**880SJ ACUPRESSURE: THEORY & PRACTICE**

Justification: The content included in this experimental course is now incorporated in WELL 713.

**PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE**

**ART**

105 Art of Asia and the Near East

**KINESIOLOGY – FITNESS**

- 201.1 Weight Training I
- 201.2 Weight Training II
- 201.3 Weight Training III
- 201.4 Weight Training IV
- 301.1 Spinning I
- 301.2 Spinning II
- 301.3 Spinning III
- 301.4 Spinning IV
- 304.1 Walking Fitness I
- 304.2 Walking Fitness II
- 304.3 Walking Fitness III
- 304.4 Walking Fitness IV
- 332.1 Stretching and Flexibility I
- 332.2 Stretching and Flexibility II
- 332.3 Stretching and Flexibility III
- 332.4 Stretching and Flexibility IV

**KINESIOLOGY – INDIVIDUAL SPORTS**

126 Coed Club Badminton

**BOARD REPORT NO. 16-11-2CA**

To: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor-Superintendent  
PREPARED BY: Charlene Frontiera, Dean of Math and Science, College of San Mateo, 574-6312

**ACCEPTANCE OF THE TITLE III, PART F, HSI STEM AND ARTICULATION PROGRAM  
GRANT TO COLLEGE OF SAN MATEO FROM THE DEPARTMENT OF EDUCATION**

**Overall Goal:** The overall goal for the HSI STEM Plus project is focused on impacting the success, retention, and completion of Hispanic and low-income STEM students.

**Activities and Services:** Through interrelated and evidence-based services and activities, CSM intends to address identified gaps that act as barriers to academic success for its Hispanic and low-income STEM students. The services and activities are organized within a four-strategy approach: (1) develop/improve key STEM program services and activities (e.g., individualized student coaching; Math/Science Jams; training SI leaders/tutors for gateway courses); (2) expand STEM transfer and articulation (e.g., develop transfer programs for Engineering and Astronomy; Puente Project; Bridges to Baccalaureate with San Francisco State University); (3) update STEM curriculum and related technology (e.g., courses revised to incorporate research components; upgraded technology to support improvements in STEM courses); and (4) provide STEM-focused professional development opportunities.

**Outcomes:** Expected outcomes include increased enrollment of Hispanic and low-income STEM students; increased semester-to-semester persistence; increased retention and graduation; increased percentage of STEM degree students transferring into STEM fields at four-year institutions; increased percentage of Hispanic and low-income participants who successfully completed gateway courses; and decreased percentage of Hispanic and low-income students on academic probation.

The full award is for \$5,309,871.00 for a five-year period beginning October 1, 2016 and ending September 30, 2021, with \$732,446 awarded the first year.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the award to College of San Mateo from the Department of Education as specified above.

**BOARD REPORT NO. 16-11-100B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning, Maintenance & Operations,  
358-6836  
Chris Strugar-Fritsch, Director of Capital Projects, 358-7342

**APPROVAL OF CONTRACT AWARD FOR SKYLINE COLLEGE BUILDING 12N, NEW ENVIRONMENTAL SCIENCE DESIGN-BUILD PROJECT**

The Skyline College Environmental Science (Building 12N) project will construct a new ~21,000 SF building with two large lecture halls, two classroom/laboratories, and complementary outdoor learning spaces. It will include a large gathering space with a catering kitchen for students, faculty and community functions. The project is covered under the approved Program Stabilization Agreement amended by the SMCCCD Board of Trustees on March 16, 2016 (Board Report 16-3-103B) which includes a provision for the Design-Build Entity (DBE) and Building Trades Council to participate in the Trades Introduction Program (TIP) and JobTrain Program.

On February 17, 2016, the Board of Trustees approved staff recommendations for various project delivery methods for the first phase of Capital Improvement Program Phase 3 (CIP3) (Board Report 16-2-102B) which included the Design-Build delivery method for the Skyline College Environmental Science Building project. Subsequent to the February Board authorization, staff conducted a two-step qualifications/best value based selection process consisting of a Request for Statements of Qualifications (RFSOQ #86731) and a Request for Proposals (RFP #86731). San Mateo County Community College District advertised the RFSOQ on June 27, 2016 and received ten Statements of Qualifications (SOQs) from interested Design-Build-Entities. The SOQs were reviewed using the published scoring criteria and shortlisted to three DBE teams which were sent the RFP on August 15, 2016. The three shortlisted DBE teams were Blach/ELS, Pankow/Kwan Henmi and XL/DES.

All three shortlisted DBEs attended a pre-proposal mandatory conference on August 23, 2016 and two separate confidential meetings in August and September 2016 with Chancellor Ron Galatolo, Vice Chancellor Tom Bauer, Skyline College President Regina Stanback Stroud, Vice President of Administration Eloisa Briones, Vice President of Student Services Angélica Garcia, Interim Vice President of Instruction Aaron McVean, Vice Chancellor José Nuñez, District Facilities Planning and Operations staff, General Services staff, and two representatives of Swinerton Management & Consulting. The confidential meetings provided an opportunity for the DBEs to learn more about the design vision, academic programs and enterprise operations envisioned for the new building. Each DBE firm submitted their respective proposals on September 23, 2016.

The District's RFP Selection Committee was comprised of representatives from Skyline College, Facilities Planning and Operations, General Services and Swinerton Management & Consulting. The three DBE teams were formally interviewed on September 29, 2016. The selection committee scored the DBE's proposals using the following criteria and matrix:

Evaluation Criteria	Maximum Possible Points	Points Awarded		
		Blach/ELS	Pankow/ Kwan Henmi	XL/DES
<b>Technical Proposal:</b>				
a. Project Specific Requirements	<b>5</b>	4.7	3.2	4.7
b. Project Organization	<b>5</b>	4.5	37	4.9
c. Staffing Levels ( <i>Not Used</i> )	--	--	--	--
d. Project Approach	<b>10</b>	9.0	7.2	9.2
e. Project Schedule and Plan	<b>5</b>	4.4	3.8	4.5
f. Life Cycle Costs Analysis	<b>10</b>	9.4	6.2	8.2
g. Skilled Labor Force Availability	<b>10</b>	9.3	6.1	8.2
h. Safety Record	<b>10</b>	9.0	8.2	9.8
i. Sketches	<b>5</b>	4.1	2.6	4.7
j. Interview	<b>10</b>	9.1	5.0	9.1
<b>Fee Proposal</b>	<b>30</b>	28.7	27.5	30
<b>Total</b>	<b>100</b>	<b>92</b>	<b>73</b>	<b>93</b>

The XL/DES DBE team was the highest scoring team with 93 points. They also had the lowest fee proposal which awarded them the maximum possible (30) points for the fee portion of the evaluation. At the October 26, 2016 Board of Trustees meeting, an information report (Board Report 16-10-4C) was presented describing the RFSOQ and RFP processes, scoring criteria/matrices, and scoring results. Renderings of building conceptual designs submitted by each shortlisted firm were also shown.

The project will be funded with Measure H general obligation bonds as well as other local funds. Leland Saylor Associates, the District's capital cost consultant, performed cost estimates during the programming and conceptual design phases. The budget for the construction of the project is \$26,200,000.00.

## RECOMMENDATION

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute a contract with the DBE team of XL/DES for the Skyline College Building 12N Environmental Science Building project, RFP #86731, in an amount of \$25,930,291.00 which includes an owner contingency of 10% of the contract award.

**BOARD REPORT NO. 16-11-101B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning & Operations, 650 358-6836

**APPROVAL OF CONTRACT AWARD FOR COLLEGE OF SAN MATEO TREES FIRE MITIGATION AND SAFETY PROJECT, PHASE III**

The District, acting in the interest of safety and proactive facilities management, is conducting an ongoing effort to eradicate dead and dying trees. A project was completed in the Spring of 2016 to remove approximately 100 such trees from the College of San Mateo campus. The Facilities Planning Department conducted a public bid to further this effort with a project to remove 60 eucalyptus trees east of the perimeter road below the campus overlook. Local contractors were notified through the Planet Bid online platform and advertisements in local papers on September 14 and September 21. Local plan rooms were included in this process. Two pre-bid conferences were conducted on September 28 and October 5, at which time contractors walked the project site. Contractors completed a project-specific prequalification to bid on this work.

Two contractors were prequalified and submitted bids. The results are as follows:

Mountain F Enterprises:	\$323,400
West Coast Arborists:	\$131,340

West Coast Arborists was deemed the lowest responsive, responsible bidder.

This project will be funded by Measure A general obligation bond funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute a contract with West Coast Arborists for College of San Mateo Trees Fire Mitigation and Safety Project, Phase III (Bid# 86736) for a not-to-exceed amount of \$131,340.00.

**BOARD REPORT NO. 16-11-102B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning & Operations, 650 358-6836

**APPROVAL OF CONTRACT AWARD FOR THE DISTRICTWIDE ELECTRIC VEHICLE CHARGING STATION EXPANSION PROJECT**

The San Mateo County Community College District is committed to providing the community, students and staff with facilities that are sustainable, efficient and convenient. All three campuses and the District Office currently have electric vehicle (EV) charging stations. In response to increasing demand due to the growing number of electric vehicles, the District will be installing twelve (12) additional EV charging stations at all sites.

The Facilities Planning Department advertised this business opportunity through the Planet Bid online bidding system to prequalified C-10 electrical contractors. A formal Advertisement to Bid was published two consecutive weeks – September 21 and September 28. Two pre-bid mandatory conferences were held with site walks at all locations.

Two firms were eligible but only one submitted a bid:

InterMountain Electric Inc.      \$299,200.00

This project will be funded by Measure H general obligation bond funds and a \$72,000 grant from the Bay Area Air Quality Management District.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute a contract with InterMountain Electric Inc. for the Districtwide Electric Vehicle Charging Station Expansion Project (Bid#86737) for a not-to-exceed amount of \$299,200.00.

**BOARD REPORT NO. 16-11-103B**

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

**APPROVAL OF SAN MATEO ATHLETIC CLUB FEE AND PLAN REVISIONS**

The San Mateo Athletic Club is proposing an increase in the monthly membership investment for several categories for the first time since February, 2014. We are also proposing to **further reduce** the non-prime time rate for faculty and staff. The proposed rates along with our membership statistics as of September, 2016 are attached. The average of the proposed increase is 4.5% and will have a minimal overall impact on a member’s yearly investment as illustrated in the attachment. In a few membership cases, the increase will be completely negated by referring just one new member and receiving a \$50.00 dues credit for doing so. With more than half of the 5,941 members joining the club on a referral basis, this is a benefit enjoyed by many members.

Increases in a member’s monthly investment for fitness facilities nationwide are traditionally implemented on an annual basis and are designed to address increases in operational costs including supplies, utilities, equipment maintenance and replacement and other vendor services. The industry standard for increases in membership investment is between 3% up to 10% annually and all of the comparable fitness facilities in the area have increased fees on an annual basis. The San Mateo Athletic Club has not increased membership monthly investment since February, 2014 primarily because parking issues were very challenging for many members and we made a conscious decision not to propose increasing fees during the construction period. We propose the new rates to take effect across the board for all new memberships as well as memberships since August 2016, effective January 1, 2016.

As part of the process, a rate analysis of similar fitness facilities in a radius of less than 5 miles to the San Mateo Athletic Club was conducted. The five facilities that we identified as similar in size, services and programming are as follows. Compare the single rates below to the proposed \$69.00 single rate at SMAC.

<b>Site</b>	<b>Single Dues</b>
Crunch	\$45.00-\$65.00*
Peninsula JCC	\$71.00-\$114.00*
Equinox	\$153.00
Primetime	\$105.00
Peninsula YMCA	\$45.00
*Depends on package purchased	

The proposed single monthly membership investment at SMAC is less than three of the closest facilities for San Mateo County residents and moderately more expensive than the other two. Based on our research, only one of the facilities, Peninsula JCC, offers a family plan with one rate for a household with two adults

and two children/dependents living at home between the ages of 15-22. Our family plan offers a significant savings over the clubs that do not offer such a plan. Every member in clubs that do not offer a family plan pays the single dues rate. A family of four would have a monthly membership investment at SMAC of \$131.00 under the proposed plan. That same family of four would have a monthly membership investment of up to \$260.00 at Crunch, \$130.00 at YMCA, \$233.00 at the PJCC and \$612.00 at Equinox.

As SMAC continues to be successful, it is our intention to continue reducing the membership investment for employees of the District. It is our hope that the lowering the already deeply discounted rates of the non-prime time membership plan approved by the Board in 2012 will further incentivize District employees to make SMAC part of their healthy lifestyle. Student and regular staff membership investments remain unchanged. The student membership is rather transitory and administrative costs of this membership remain high and, therefore, we do not foresee lowering that rate at this time.

In addition to keeping up with increasing costs every year, SMAC has undertaken some major programmatic enhancements since the last fee increase in 2014. The following is information about two of them:

### **EXOS ESD TECHNOLOGY**

A fun and effective cardio experience, EXOS ESD Technology delivers easily accessible, personalized workouts and data tracking via Precor's touch-screen interface on bikes, treadmills, and elliptical. Built using EXOS' proven methodology, the user-friendly design and functionality drives member engagement, results, and retention while also improving operational efficiency.

- EXOS' Energy Systems Development, or ESD, programming is backed by science, delivering results to some of the world's top performers in life and sport
- Each session is tailored to elicit a specific training response and develop metabolic pathways to optimize performance
- ESD is deliberate, intense work that improves cardiovascular performance (VO2)
- Increased VO2 helps support a healthier, more sustainable lifestyle, decreasing risk of illness and improving performance
- Easily scales evaluations to entire population
- Establishes a baseline to build on and measure progress
- Recommends targeted training zones tailored to the user
- Ensures users move confidently toward their fitness goals
- Comprehensive evaluations make training plans unique to the user
- Plans tailored to users' current level of fitness evolve as user progresses toward their goals

### **JOURNEY**

Journey software helps members with behavior change as it relates to adopting a commitment to health and wellness. Journey also provides a full platform to assist members with their health and fitness goals inclusive of a video workout library and nutrition content with menu planning. Every journey begins with a first step. EXOS Journey is designed to be your guide, enabling you to take your first step toward boosting energy, reducing stress, increasing productivity, and reaching higher levels of performance in every aspect of your life. Guided by our four pillars of Mindset, Nutrition, Movement, and Recovery, we'll help you create a personalized game plan that meets you where you are today and supports you in achieving your goals tomorrow.

Using the web and mobile apps, EXOS Journey connects you to a variety of resources to support you along the way:

- **Guided Paths**--A series of steps designed to reframe your view on common topics and guide you in making meaningful and tangible upgrades to your life.
- **Workout library**--Expansive libraries of workouts based on our proven training systems that help you get started, burn calories, and recover quickly.
- **Meal Builder**--A personalized tool that helps you build meals and snacks according to your goals and needs.
- **Complementary movements**--A set of three corrective exercises prescribed for you based on your Performance Profile.
- **EXOS Journey App**--A mobile app providing you with access to missions, Meal Builder, and complementary movements.
- **EXOS Movement App**--A mobile app allowing you to experience EXOS performance methodology via instructor led videos.

In addition to these exciting programmatic changes, we have also upgraded equipment to include 66 new pieces of fitness and cardio equipment at a cost of over \$300,000 approved by the Board last year. These pieces of equipment all have warranty and maintenance costs associated with them and are a benefit to both students in the academic program as well as members.

## **RECOMMENDATION**

It is recommended that the Board of Trustees approve the proposed fee and plan revisions for the San Mateo Athletic Club to be effective on January 1, 2017.



**SAN MATEO  
ATHLETIC CLUB**

AT  
COLLEGE OF SAN MATEO

WHERE EDUCATION MEETS FITNESS

# Proposed Membership Dues

*Investing in your Health also supports education in your community*



	Existing Monthly Investment	Proposed Monthly Investment	%	Annualized
<b>Non-County Resident</b>				
Individual	\$75.00	<b>\$79.00</b>	5%	\$48.00
Couple	\$117.00	<b>\$123.00</b>	5%	\$72.00
Family	\$144.00	<b>\$152.00</b>	6%	\$96.00
<b>Community Member**</b>				
Individual	\$66.00	<b>\$69.00</b>	4%	\$36.00
Couple	\$105.00	<b>\$109.00</b>	4%	\$48.00
Family	\$126.00	<b>\$131.00</b>	4%	\$60.00
<b>Senior</b>				
Individual	\$54.00	<b>\$56.00</b>	4%	\$24.00
Couple	\$84.00	<b>\$87.00</b>	2.5%	\$36.00
<b>Corporate</b>				
Individual	\$55.00	<b>\$58.00</b>	5%	\$36.00
Couple	\$86.00	<b>\$90.00</b>	5%	\$48.00
Family	\$109.00	<b>\$114.00</b>	5%	\$60.00
<b>Faculty/Staff*</b>				
Individual	\$35.00	\$35.00	0%	\$0.00
Couple	\$60.00	\$60.00	0%	\$0.00
Family	\$80.00	\$80.00	0%	\$0.00
<b>Student</b>				
Individual	\$35.00	\$35.00	0%	\$0.00
Couple	\$56.00	\$56.00	0%	\$0.00
Family	\$76.00	\$76.00	0%	\$0.00
<b>*Faculty/Staff – NPT (non prime time)</b>				
Individual	\$ 17.50	<b>\$ 15.00</b>	-14%	\$30.00
Couple	\$ 30.00	<b>\$ 27.00</b>	-10%	\$36.00
Family	\$ 40.00	<b>\$ 36.00</b>	-10%	\$48.00

*\*This membership option affords a significant reduction in monthly fees by providing club access during non prime time hours. Faculty/Staff would have access  
M-F: 5:30am-8:00am and again 2:00pm - Close  
Sa/Sun: 2:00pm - Close*

*\*\* Community member defined as one who lives or works in San Mateo County*

Proposed Monthly Investment (Dues) Increase

- Annual Increase in operational expense.
- Industry standard 3-10% annually
- Last dues increase: February 2014

# Membership Statistics

Period ending September 30<sup>th</sup>, 2016

	<b>Memberships</b>	<b>Members</b>
<b>Community Member</b>		
Individual	1,055	1,055
Couple	511	973
Family	170	565
<b>Total</b>	<b>1,736</b>	<b>2,595</b>
<b>Senior</b>		
Individual	425	425
Couple	306	562
<b>Total</b>	<b>731</b>	<b>987</b>
<b>Corporate</b>		
Individual	579	579
Couple	168	322
Family	28	80
<b>Total</b>	<b>775</b>	<b>981</b>
<b>Faculty/Staff</b>		
Individual	215	215
Couple	105	210
Family	13	36
<b>Total</b>	<b>333</b>	<b>461</b>
<b>Student</b>		
Individual	688	688
Couple	92	166
Family	15	55
<b>Total</b>	<b>799</b>	<b>470</b>
<b>Non-Community</b>		
Individual	6	6
Couple	0	0
Family	0	0
<b>Total</b>	<b>333</b>	<b>0</b>
<b>Grand Totals</b>	<b>4,382</b>	<b>5,941</b>



**SAN MATEO**  
**ATHLETIC CLUB**  
 AT  
 COLLEGE OF SAN MATEO

**BOARD REPORT NO. 16-11-104B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**AUTHORIZATION OF THE USE OF UNIVERSITY OF CALIFORNIA CONTRACT TO PURCHASE DISTRICTWIDE ROOM SCHEDULING SOFTWARE FROM AD ASTRA**

With the implementation of the District's CIP3 program and its impact on the availability of classrooms and event space, there is a Districtwide need for sophisticated classroom management and scheduling software with the ability to interface with Ellucian Banner. In addition to helping manage the relocation of classroom space associated with CIP3, there may be a need to provide a solution for predictive scheduling of academic sections and classes that will meet students' needs for on time program completion.

Initial investigations of appropriate tools and subsequent vendor interviews were conducted at Skyline College and identified Ad Astra as the tool offering scheduling and unique analytic capabilities best suited for the College. Subsequent discussions and investigation by the District's IT department confirmed that Ad Astra would be an appropriate tool to implement Districtwide.

Initial contract negotiations revealed that implementation fees and yearly subscription costs for Districtwide use of the product over five years exceed the public contract code bid limits. However, Ad Astra and the University of California negotiated contract #21156-5050 P TA408 for the same Ad Astra products, terms and conditions that the District wishes to purchase. Public Contract Codes (PCC) 20652 and 20653 et seq. authorize the governing board of any community college district to purchase materials, equipment, supplies, or services through existing contracts negotiated with public agencies, including the UC and CSU Systems, without advertising for bids.

The District intends to purchase a subscription to Astra Schedule Software first and add analytics software in future years if needed. Astra Schedule implementation will start at Skyline College and be phased in at the other Colleges over the next two years. The initial contract term for Astra Schedule will not exceed five years and the total amount over the life of the contract is not expected to exceed \$414,000. The District will amend its initial contract to add the Analytics software at additional costs in future years.

**RECOMMENDATION**

It is recommended that the Board approve the purchase of Ad Astra Scheduling and Analytics software subscriptions utilizing the agreement between Ad Astra and the University of California. The initial agreement for the Astra Schedule software will be for a period not to exceed five years in an amount not to exceed \$414,000.